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Section 1: Introduction

Welcome!

Welcome to the Department of Human Development and Family Science!

You are undertaking an exciting and challenging task: to earn a graduate degree from the University of Missouri. It will take hard work, perseverance, and dedication, and you are here because we believe you are capable. The faculty, students, and staff are eager to get to know you and help you achieve your academic and career goals. It is our hope that this handbook will help you understand the policies of our Department and of the Office of Graduate Studies, and guide you through your graduate education.

Please note that the handbook was last updated in Summer 2018. If you were admitted under prior requirements and wish to adhere to those prior requirements, please see the HDFS Director of Graduate Studies for advising help.

The Department of Human Development and Family Science

The Department of Human Development and Family Science (HDFS) offers Master of Arts (applied emphasis) and Master of Science (research emphasis) degrees, and a PhD in Human Environmental Sciences, with an emphasis area in Human Development and Family Science.

The MA and MS degrees will prepare you for positions in junior college or college teaching, and leadership in both public and private agencies. The MS degree also provides research training toward the PhD degree. The PhD program can lead to careers in research, college or university teaching, or to leadership positions in public and private institutions.

Roles

We are here to support you in earning a higher education degree. Here are the key players:

You the Student
You have a responsibility to read and understand this handbook and the policies of the Department of Human Development and Family Science and the Office of Graduate Studies. If you do not understand something, please ask your advisor or the Director of Graduate Studies for clarification.

As a junior colleague to the faculty, we expect that you successfully balance responsibilities from your coursework, assistantships, and research. We expect you to participate actively in department-sponsored events, such as teaching and research seminars. Doing so will enhance your education and knowledge, and, ultimately, will help you become marketable.
Please see the section on Professional Development for details. It is your responsibility to seek out assistance if necessary.

**Advisor**

Each student is assigned a temporary advisor upon admittance to the program. You will be expected to become acquainted with this faculty member and choose a permanent advisor by the end of the second semester.

The permanent advisor has the following duties and responsibilities:

- The advisor consults with you regarding your short-term and long-range education goals, and assists you in making choices about courses, research and teaching experiences, and other extra-curricular activities and opportunities.
- Each semester during preregistration for the following semester, you should meet with your advisor to schedule courses for that semester.
- The advisor works closely with you at the beginning of your educational experience to help you develop your plan of study.
- The advisor will counsel MA students regarding the final project, comprehensive examination, and/or internship, and regarding appointment of advisory committees.
- The advisor will counsel MS students regarding thesis development and appointment of advisory committees.
- The advisor will counsel doctoral students as to steps involved in admission to candidacy, scheduling of comprehensive examinations, and appointments of advisory and examining committees.
- Doctoral advisors also help guide students’ research programs.

You may change advisors at any time during the program. For doctoral students, changing advisors may happen before comprehensive exams are undertaken, after comprehensive exams are completed, or before the dissertation process begins. Changing advisors at other times should be done only under unusual circumstances or when an advisor leaves MU. A change should be discussed with the present and proposed advisors. The Director of Graduate Studies should be notified of any such changes. An Application for Change of Advisor must be completed and submitted to the Office of Graduate Studies. This form is available on the Office of Graduate Studies’ website.

**Director of Graduate Studies**

The Director of Graduate Studies (DGS) oversees the graduate education programs and represents all graduate students in the Human Development and Family Science Department at MU.

The DGS’ responsibilities include:

- Helping you navigate program and university policies, procedures, and requirements
- Assisting with departmental and university paperwork (e.g., M1 forms)
• Approving transfer credits
• Meeting regularly with academic advisors and issuing annual progress letters
• Providing support and helping you problem-solve difficulties

The DGS is here to support students, so feel free to reach out for support:
Ashlie Lester, PhD
lestera@missouri.edu
573-882-1301
411 Gentry Hall

Graduate Student’s Committee
The purpose of your committee is to advise you and evaluate your work. You will work with your advisor, who will chair the committee, or with the DGS to identify relevant faculty to invite to serve on your committee. You will ask each member if he or she is willing to serve on your committee. It can be helpful to share your academic and career goals with potential committee members so the intersection between your goals and their expertise is apparent.

Doctoral Committee
Doctoral students have four- or five-member committees, one of whom must have an appointment in another academic unit. At least three of the faculty members must be on Doctoral Faculty, with one of these three being the outside member. Talk to your advisor or the DGS to identify faculty members who are on Doctoral Faculty. There are timelines and forms for forming committees; please see the Academic Process section in this handbook for that information.

Any committee member can request a committee meeting at any time. At minimum, doctoral committees will meet for the following tasks:
• To approve your plan of study and transfer credits, if applicable.
• To evaluate your work during the oral defense of your comprehensive exam
• To approve your dissertation proposal
• To evaluate your dissertation (as part of your final oral defense meeting)

Sometimes it becomes necessary to make changes to your committee. This can happen for reasons such as a committee member going on leave or leaving MU, or because your interests have evolved so that the expertise of a particular member does not match your dissertation topic. If a change in committee composition becomes necessary, talk to the graduate committee member to explain your decision, find a new committee member, and file a Graduate Student Change of Committee Form (http://gradstudies.missouri.edu/forms-downloads/).

Master’s Committee
The composition of your committee will depend on your degree program. MA students will have a three-member committee, all of whom can be faculty members in our department.
MS students will have a three-member committee, one of whom needs to be an outside member (i.e., a faculty member in another department). There are timelines and forms for forming committees; please see the Academic Process section in this handbook for that information.

Any committee member can request a committee meeting at any time. Master’s committees will meet:

- To approve your thesis, project, or internship proposal
- To evaluate your work in the oral defense of your capstone experience (i.e., project, thesis, exam, or internship).

**Other Key Contacts**

Christine Proulx  
Interim Department Chair  
proulxc@missouri.edu  
The chair, with input from faculty, make final decisions about assistantship assignments, payment levels, and travel stipends. She can answer questions about policies and procedures.

Brenda Bestgen  
HDFS Administrative Assistant  
314 Gentry, bestgenb@missouri.edu, 573-882-4035  
She helps with setting up mailboxes, providing keys, photocopying, etc.

Lori Bemis  
HDFS Fiscal Officer  
314 Gentry Hall, lenzinir@missouri.edu, 573-882-4828  
She helps with the hiring process, payroll, tuition waivers, and travel reimbursements.

Office of Graduate Studies  
210 Jesse Hall  
https://gradstudies.missouri.edu  
This website provides all graduate policies and forms, and it provides a list of admissions and academic advisors who can help answer questions on graduate policy.
Section 2: Admissions Criteria

Application for Admission

- Apply to the MU Office of Graduate Studies at http://gradstudies.missouri.edu/admissions/index.php
- Complete the MU application for graduate admission
- Submit all supporting documents electronically through the Office of Graduate Studies online application system.
- Pay the application fee
- Submit a complete application prior to the deadline:
  - November 1 for Spring admission
  - December 15 for Fall admission
- Only completed applications are considered for admission.

Minimum Requirements and Prerequisites

The University of Missouri sets minimum requirements for admission (please see http://gradstudies.missouri.edu/admissions/eligibility-process/minimum-requirements.php for an updated list). In addition to these minimum requirements, HDFS students must also submit:

1. Official GRE scores. Successful applicants have generally scored above the 50th percentile in two of the three sections.
2. Three letters of recommendation from sources who can evaluate the applicant’s ability to succeed in graduate work. These recommendations are submitted directly by the recommender to the Office of Graduate Studies online application system.
3. A resume or curriculum vitae.

Child Life applicants have additional requirements for admission, namely:
1. Child development undergraduate coursework
2. Undergraduate research methods course
3. Supervised child development experience and coursework in a group setting for children
4. Child life practicum. All applicants must show evidence of a) having completed a Child Life practicum, b) currently completing a Child Life practicum, or c) having been accepted for a Child Life practicum, to be completed prior to the semester in which they hope to enroll.
Students who have not met the coursework prerequisites (1-3) have the option of taking the appropriate courses at the University of Missouri, but this may mean adding an additional semester or two.

Non-native English speakers must also demonstrate English proficiency. Please see the Office of Graduate Studies web page on English proficiency: http://gradstudies.missouri.edu/admissions/eligibility-process/international/languagerequirements.php.

Admissions Decisions
The completed application is reviewed in steps:

1. The HDFS Graduate Committee reviews applications to insure they are complete and to make recommendations for admission.
2. The HDFS graduate faculty reviews applications, votes on admission, and assigns an advisor.
3. The Office of Graduate Studies reviews applications to insure they meet the minimum University standards and formally notifies students.

Admission Contact Information

The HDFS Director of Graduate Studies, Ashlie Lester, can help you with the admission process and can answer any questions you have. You may contact her at lestera@missouri.edu or by phone at 573-882-1301.
Section 3: Degree Requirements

Master of Arts

All Master’s students enter the program as Master of Arts (MA) students. Degree requirements specific to the program can be found in Appendix A. If you have undergraduate training in a field other than HDFS, you may also be required to complete one or more undergraduate courses. Undergraduate courses do not count towards the completion of master’s hours. If you need to do this additional coursework, you will be told when admitted to the graduate program.

MA students will complete a comprehensive exam, an internship (HDFS 8972), or project (HDFS 8090). Your advisor will help you select the option that best meets your educational objectives. The comprehensive exam, internship experience, or project will be evaluated by your Master’s committee.

MA Comprehensive Exam

The comprehensive exam process is designed to evaluate your critical understanding of theory, research, HDFS content, and practice specific to your degree program (e.g., lifespan development, youth development, family and community services). As such, you must complete the comprehensive exam in the final semester of coursework, or as advised by your advisor and committee. The exam is comprised of two parts: a written exam and an oral defense. Both are evaluated by your committee; committee members will be selected in conjunction with your advisor. All written work must use APA-6 style and formatting in text and in references and be formatted with 1” margins, double-spaced 12-point Times New Roman font.

Exam Proposal

Prior to beginning the written exam, you will electronically submit a 2-page essay to your committee that (a) outlines your career goals (i.e., how your degree program has influenced your future direction; one paragraph maximum) and (b) summarizes your proposed exam topic (1½ pages). The purpose of the proposal section is to give your committee members a preview of your final exam paper. It should include a clear thesis statement, key literature findings used to justify the importance of your topic, identification of a relevant theory/framework, and implications for future programs/practice. The more specific your proposal is, the more helpful feedback your committee can provide. Consult your advisor for individual feedback before submitting to the committee. Your committee members will provide feedback and approval on the proposed topic before you may begin the exam process. Committee members will share their feedback electronically to you and to the other committee members. All committee members must approve the exam topic and sign the M2.5 form.
**Written Exam**

For the written exam, you will choose a topic associated with your emphasis area that needs to be addressed by practitioners. This topic could be a challenge or a need for the population being served or for those working with the population. In a 10-15 page paper, you must include the following:

a) Literature review on the topic. The literature review must include scholarly research/sources and needs to be organized by themes relevant to the topic/thesis statement. Include in the literature review a theory/framework from your degree program relevant to understanding the topic. Provide explicit connections between research themes and theory. Include limitations of or gaps in our current understanding of the topic.

b) Review of current practices related to your topic. “Practices” is defined broadly to be relevant to your topic, and it could include prevention/intervention programming, government policies, organizational policies, or strategies/approaches common to your field. Critically evaluate current practices, and review any available evidence related to implementation and outcomes of the practice (this may include, but is not limited to, formal program evaluations). Describe how well the practice aligns with research and theory reviewed in the previous section.

c) Implications for practice. Provide clear, action-oriented suggestions for practice, based on the literature or on theory, that will create, improve, or replace existing programs/practices/policies. Justify the suggestions you make (i.e., why will the suggested intervention/solution be effective? What information from literature or theory leads you to this conclusion? Under what conditions might this practice be most effective, and why?).

The committee will be looking for evidence that you can integrate knowledge gained from your coursework in the program, effectively summarize relevant literature and draw logical conclusions, and demonstrate problem-solving skills related to practice.

**Oral Defense**

You will orally defend your written exam to your committees 2-4 weeks following the submission of the written exam. To meet Office of Graduate Studies deadlines, the oral defense must occur prior to the last week of courses. You have the option of completing the oral defense by telephone, video-conferencing, or in-person on the MU campus.

During the oral defense, you will be asked to briefly outline the key points from your written exam. You should be prepared to answer questions from the committee related to the written exam (e.g., to clarify unclear points or to ask for additional hypotheses) and/or
related to your career goals. Sample questions may include: What other theory or concepts would be helpful in understanding the topic? How might the suggested practices be different in different circumstances? As you think forward to your future, what ethical issues might occur within career settings relevant to your degree program? How might you go about resolving these issues? Where would you turn when answers to these questions are not immediately clear? Be advised the committee will likely ask other questions not included here.

The committee will evaluate your work based on the totality of the written work and oral defense. At the conclusion of the defense, the committee will vote to pass with minor revisions (meaning the work is of sufficient quality) or vote to delay voting until significant revisions are made (meaning the current work is of insufficient quality to pass). If significant revisions are required to bring your work to passing quality, you will have to significantly revise or redo your written portion and submit it to the committee the following semester. This will delay your graduation date. The committee will determine the scope of and timeline for submitting the revision and the need for an additional oral defense. Students who are revising in the subsequent semester must enroll in at least one credit hour to be eligible for graduation. If revisions remain of insufficient quality, the committee will vote to fail the exam, and students will be dismissed from the program.

In conjunction with your advisor, you should contact your committee members by or before the submission of your proposal to set an oral defense date. The oral defense and all revisions suggested by the committee must be completed before the final week of coursework to meet the deadline for graduation set by the Office of Graduate Studies (i.e., the M3 form submission date). All documents must be submitted to your committee at least two weeks prior to the scheduled oral exam. Please refer any questions about this document to your advisor.

Timeline

The following is the timeline for those completing the comprehensive exam in Fall or Spring semesters. Consult with your advisor in finalizing specific dates for your timeline.

<table>
<thead>
<tr>
<th>Week</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Work with your advisor to identify an appropriate issue or topic. Begin writing</td>
</tr>
<tr>
<td>2</td>
<td>Continue writing. Contact your advisor for additional feedback. Submit proposal to your committee members by the end of Week 2. Schedule the oral defense meeting.</td>
</tr>
<tr>
<td>3</td>
<td>Committee members have one week to return any feedback on the proposal.</td>
</tr>
<tr>
<td>4</td>
<td>Review the committee’s feedback and begin independent writing.</td>
</tr>
<tr>
<td>5</td>
<td>Independent writing</td>
</tr>
<tr>
<td>6</td>
<td>Independent writing</td>
</tr>
<tr>
<td>7</td>
<td>Independent writing</td>
</tr>
<tr>
<td>8</td>
<td>Independent writing</td>
</tr>
</tbody>
</table>
Submit your final exam paper to your committee. The oral defense must occur 2 to 4 weeks following this submission.

Committee review
Committee review
Oral defense. The committee might require additional revisions before they will pass a student and sign the M3 form.
Revisions
Submit all revisions to your advisor (and committee, if needed) for approval. Submit M3 form and all necessary paperwork to the Office of Graduate Studies

The following is the timeline for those completing the exam in the Summer term. Similar to taking courses in the summer, the work product will be the same, but it must be completed in half the time. Discuss the feasibility of this timeline with your advisor and be sure all committee members will be available in the summer months, as many faculty are on 9-month appointments. Consult with your advisor in finalizing specific dates for your timeline.

Week | Task
--- | ---
1 | Work with your advisor to identify an appropriate issue or topic. Submit proposal to your committee members by the end of Week 1.
2 | Committee members return feedback on the proposal by the end of Week 2. Schedule the oral defense meeting.
3 | Independent writing.
4 | Independent writing; submit your final exam to your committee by the end of Week 4. Committee members have two weeks to review the exam prior to the oral defense.
5 | Committee review.
6 | Committee review; oral defense at the end of Week 6.
7 | Submit revisions to your advisor (and committee, if needed) for approval. Submit M3 paperwork and all necessary paperwork to the Office of Graduate Studies.

Rubric
The written exam will be evaluated according to the following rubric. Please keep in mind that the committee will assign a pass or fail decision based on the written exam, oral defense, and any required revisions.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>15%</th>
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</thead>
<tbody>
<tr>
<td>Introduction: Topic</td>
<td></td>
</tr>
<tr>
<td>• Topic is appropriate for student’s field of study and clearly stated; thesis or purpose statement clearly specified</td>
<td></td>
</tr>
<tr>
<td>• Significance of the topic is documented using current literature and theory</td>
<td></td>
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</tbody>
</table>
• Specifies the purpose of the exam and describes how the paper is organized thematically

<table>
<thead>
<tr>
<th>Literature Review: Research and Theory</th>
<th>30%</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Presentation of relevant literature is logical and integrative across sources; is clearly organized in thematically-relevant ways</td>
<td></td>
</tr>
<tr>
<td>• Current literature, scholarly research, and primary sources are used</td>
<td></td>
</tr>
<tr>
<td>• Theory or theories (or other relevant frameworks) used are appropriate to the topic, thoroughly described, and accurately applied. Theory is integrated throughout the paper</td>
<td></td>
</tr>
<tr>
<td>• Patterns and/or gaps in the literature are clearly identified and discussed</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Practice Review and Suggestions</th>
<th>30%</th>
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<tbody>
<tr>
<td>• Practices are critically evaluated (i.e., strengths, limitations, and evidence of effectiveness included)</td>
<td></td>
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<tr>
<td>• Suggestions of practices are clearly identified and justified by the presented research/theory</td>
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</tr>
<tr>
<td>• Relationships between the topic, research, theory, and current/suggested practices are clear and explicit</td>
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<table>
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<tr>
<th>Summary and Conclusions</th>
<th>10%</th>
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<tbody>
<tr>
<td>• Concise conclusions flow logically from a summary of the topic and current literature</td>
<td></td>
</tr>
<tr>
<td>• Future research and/or practice needs are identified</td>
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<table>
<thead>
<tr>
<th>Style, Format, Grammar, Cohesion</th>
<th>15%</th>
</tr>
</thead>
<tbody>
<tr>
<td>• APA style and formatting is used throughout;</td>
<td></td>
</tr>
<tr>
<td>• Writing is clear, coherent, logical, and professional in style; references are current, scholarly, and relevant</td>
<td></td>
</tr>
</tbody>
</table>

**Internships**

**Child Life Internship**

Child Life students who have not already had an internship experience will be required to complete one as part of their degree program. The purpose of the internship is to bridge the gap between academics and clinical practice by helping students integrate classroom theory and learning with clinical experiences. The internship typically occurs in the fourth and final semester of the degree program, and it must occur in a hospital setting under the direction of a certified child life specialist who is eligible to supervise students (by policy of the Child Life Council).

The graduate internship requires a high level of skills in working with children, parents, and staff, and may incorporate experiences in administration, evaluation research, and in-service
or outreach education. Prior to beginning the internship process, you will need to contact the HDFS Child Life Internship Coordinator. Additional details about this process and assignment requirements can be found in the internship manual.

All graduate students are required to submit the following assignments in a satisfactory manner throughout the internship:
1. Internship goals and objectives
2. Weekly reflection journals
3. Ten of your best chart notes in various formats
4. One case study (please be aware that some supervisors may require more)
5. Project portfolio including:
   a. A project proposal, which must be approved by your committee before work begins. Once approved, your committee members will sign the M2.5 form and submit it to the DGS
   b. A written description of the project including rationale/justification for the project, as well as a description of the process of completing and implementing it (if applicable)
   c. Written or multi-media copy/representation of the project
   d. A literature review that represents the evidence base for the project
   e. Your supervisor’s written evaluation of the project
6. Internship evaluation paper
7. Site evaluation sheet
8. Mid-term performance evaluation
9. Final performance evaluation
10. CLC Clinical experience verification form

The project paper and literature review will be submitted to your committee at least two weeks prior to the oral defense meeting. Once you have successfully defended your internship and project, your committee members will sign the M3 form and submit it to the DGS. **NOTE:** You must also receive a final internship grade in order to graduate.

**All Other HDFS Internships**
Internships (HDFS 8972) consist of a supervised apprenticeship or field experience and a related project. The project must be planned in collaboration between you, your committee, and the internship supervisor. Internship placement must be approved by your committee before beginning the internship. You are responsible for securing your own internship placements. You must complete the internship in 16 weeks, and work 40 hours per every credit hour taken. For example, if you choose a 3-credit-hour internship, you will work 120 hours in 16 weeks. Before embarking on the internship, you should provide the following items to the committee for approval:
• Internship Agreement form (Form A in the Internship Handbook; http://hdfs.missouri.edu/documents/undergraduate/internship/uginternship_handbook.pdf), which includes:
  o Description of measurable internship objectives as well as activities that will meet those objectives

• Internship project proposal (approximately 10 pages) that includes the following components:
  o Brief literature review
  o Methods section (description of how the project will be developed)
  o An outline of how the project will be evaluated

• The Internship Project proposal must be approved by your committee and the Internship Site Supervisor (form M2.5). The M2.5 form must be submitted to the DGS before the internship begins.

The internship project shall produce a tangible contribution to the internship site that draws on your expertise and fits a program/agency need. Examples of internship projects include the development of a newsletter or brochure, training sessions, or a workshop.

To be submitted during and after the internship:

• Twice during the semester, the internship supervisor will submit a written evaluation regarding your work and progress at the internship site. Reassignment to another site may be required. See the Internship Handbook for evaluation forms (Forms B and C).

• Throughout the tenure of the internship, journals (one journal per 15-25 hours worked) and bi-weekly Time Sheet (Form E in Internship Handbook) should be submitted to your advisor. The journal should report on the tasks you performed and the activities you participated in at the internship site. You should discuss your experiences interacting with staff and/or clients and your progress toward meeting internship objectives and completing your internship project.

• You will also submit a final paper discussing and evaluating the internship experience and project as it relates to the HDFS curriculum. Detailed directions for the final paper are in the Internship Handbook. This final paper, along with a sample or copy of the finished internship project, will be submitted to your committee for review two weeks prior to the oral defense of the internship experience. You are responsible for coordinating a time and securing a location for the defense. Your defense of your
internship and project may be conducted via video conferencing (e.g., Skype) when face-to-face meetings are not practical.

- Once you have successfully defended the final paper to your committee, your committee members will sign the M3 form. Submit this form the Director of Graduate Studies.


**Master’s Project**

The Master’s project is an option only for on-campus MA students. The project can take many forms (e.g., training manual for a social services agency, instructional video, professional workshop or training, integrated review of literature, journal manuscript). Before completing and delivering the project, you should provide the following items to the committee for approval:

- Project proposal (approximately 10 pages) that includes the following components:
  - Brief literature review
  - Methods section (description of how the project will be developed)
  - An outline of how the project will be analyzed or evaluated

The committee will sign the M2.5 form to indicate approval of the project. You must submit it to the DGS prior to beginning the project.

The final written work you will submit to the committee shall involve a final paper (approximately 25 pages) that shall include:

- A comprehensive literature review, similar to what is done for a thesis, although it might include more clinical work. Be sure to include theories to ground your work.
- A methods section, describing the steps taken in developing and implementing the project. For example, if you were developing and delivering a staff training, we would want to know how you went about it, how you selected textbooks, and how you made selections of topics and readings.
- An evaluation and results, and discussion component (as applicable).

This final paper, along with a sample or copy of the project, will be submitted to your committee for review two weeks prior to the oral defense of the project. You are responsible for coordinating a time and securing a location for the defense. The defense of your project may be conducted via video conferencing when face-to-face meetings are not practical.
Once you have successfully defended your project, your committee members will sign the M3 form. Submit this form to the Director of Graduate Studies.

**Master of Science**

**Petitioning to Earn the Master of Science Degree**

Most students enter the HDFS master’s program as MA students and must petition the Graduate Committee in writing to obtain approval to switch to the Master of Science program. (A small number of students are accepted to the PhD program from the outset and do not need to petition; working toward the MS degree is an expected step on the road toward the PhD.)

In the request to the Graduate Committee, you should explain your reasons for wanting to conduct research and write a thesis. A letter from your advisor approving the request must also be submitted to the committee. Talk with your advisor about when it is most appropriate to petition. The Graduate Committee will make its decision based on your career plans, your performance in graduate courses, the match between your research interests and faculty expertise, and other relevant considerations (e.g., the projected time line for completion). You will be informed of the faculty decision in writing in the week following the Graduate Committee meeting.

**Master’s Thesis**

MS students must complete a thesis (HDFS 9090). The thesis is a research project testing a hypothesis or exploring a research question.

**Thesis Process**

- Petition to and receive approval from the Graduate Committee, if necessary.
- Before beginning a thesis, you must have three committee members who have agreed to serve on your committee. One of these committee members must be from outside the department and have Graduate Faculty status at MU.
- You must schedule a proposal meeting with your committee to review your written thesis proposal. **It is your responsibility to schedule the proposal meeting.** Materials for the proposal meeting should be given to faculty at least two weeks before the scheduled meeting. Submit the signed M2.5 form to the DGS.
- If you are planning to conduct research with human subjects, you must pass a certification test offered by the Institutional Review Board (IRB). Training can be obtained online or through workshops offered several times a year. The online training materials and test are available online through the University’s Office of Research website: [http://research.missouri.edu/cirb/index.htm](http://research.missouri.edu/cirb/index.htm).
- Once you are certified, you must submit an application to the IRB to conduct your study. It is very important that you received written approval from the IRB before
beginning your thesis. This approval will come electronically, to your and your advisor’s email.

- Your advisor will tell you when she or he judges your thesis to be ready for committee review. At this point, it is time to schedule a defense meeting. **It is your responsibility to schedule the defense meeting.** Materials for defense meetings should be given to faculty at least two weeks before the scheduled meeting.
- You are encouraged to review the Graduate School policies regarding theses at [http://gradschool.missouri.edu/etd.htm](http://gradschool.missouri.edu/etd.htm).
- Expect that at the defense meeting, faculty will suggest or require revisions to improve the thesis. After you have made all necessary revisions, your committee members will sign the M3 form. Submit this form to the Director of Graduate Studies.
- A successful defense is one after which the thesis committee votes “pass” with no more than one dissenting or abstaining vote. If failure is reported, the committee will provide written recommendations for improvement and work with you to establish a time-line for a second and final defense. Failure to successfully defend a thesis after a second attempt will result in termination of your candidacy for the Master's degree.

**Thesis Format**

The thesis will be in the form of a typical journal article manuscript. The proposal should include a well-developed literature review, carefully thought out hypotheses or research questions, and a detailed plan for the research methods you will use. APA format must be used throughout. (Use the most recent edition of the APA Publication Manual). Appendices should include copies of instruments or questionnaires used, letters of informed consent used (when appropriate), and other materials deemed pertinent by you and/or your committee.

**Petitioning for Admittance to the Doctoral Program**

Current Master's students may petition the graduate faculty for admittance to the doctoral program. To be considered, you must:

- Petition the graduate faculty after completing at least 18 hours of MA/MS work.
- Submit a personal statement that describes your research interests, career goals, and achievements in the department. Graduate faculty will assess the quality of your work at the master’s level as an indicator of your potential for academic work at the doctoral level.
- Submit one letter of support from a current advisor or academic mentor.
- Provide your unofficial transcript of your MU graduate work.
- Submit your documents to the HDFS Director of Graduate Studies by the deadlines for PhD applicants: November 1 for Spring admittance and December 15 for Fall admittance. Your materials will be considered with all other PhD applications.
The graduate faculty will vote to approve admittance to the doctoral program or disapprove program continuation after completion of the Master’s degree. Please note that students who were accepted directly into the PhD program following their Bachelor’s degrees do not need to petition to enter the PhD program.

**Doctor of Philosophy**

**Doctoral Process**

- Choose a permanent advisor (see Page 6), if applicable, by the end of the second semester or first 15 hours of coursework.
- Form the remainder of your committee and submit the D1 form to the DGS. Consult with your advisor before inviting other faculty members to serve on your committee.
- By the end of the second semester, submit the completed D2 plan of study form to the DGS. The plan of study is a list of courses you intend to take to fulfill the degree requirements. Your advisor will help you create your plan of study, and your committee will meet to approve it and sign the D2 form. With the approval of your committee, you may make changes to this plan at a later date. In that case, submit the Plan of Study Course Substitution form ([http://gradstudies.missouri.edu/forms-downloads/](http://gradstudies.missouri.edu/forms-downloads/)).
- After completing coursework, complete the comprehensive exam process (see Page 20) and submit the D3 form to the DGS.
- Prepare and defend the dissertation proposal, and submit the D3.5 form to the DGS.
- Complete the dissertation and successfully defend it (i.e., no more than one abstaining or dissenting vote) to your Dissertation Committee. Submit the signed D4 form to the DGS.

**Degree Requirements**

All PhD students must have at least 72 post-Baccalaureate credit hours, 30 of which may be from an MA/MS program. Students who are admitted directly into the PhD program with only a Bachelor's degree are required to complete a Master of Science degree.

The following coursework is required: (1) HDFS content, (2) research methods/statistics, (3) collateral area of study, and (4) research/practica. The following are *minimum* of hours required in each area; you can expect to exceed the minimum requirements. These areas will be reflected on your plan of study (see Sample Plan of Study in Appendix B).
Content Courses (minimum 21 hours): These are the courses that will not only provide you with a strong foundation in HDFS theory and concepts, but also support your line of research.

Research Methods/Statistics (minimum 21 hours): These courses will help you learn to understand and conduct research well.

Collateral (9-15 hours): You are required to take at least nine credit hours from other academic units. The purpose of having the collateral area is to be well-versed in an area that is complementary to your focus within HDFS. The courses taken in your collateral area are listed separately on the plan of study. The benefits of the collateral area are many: To be exposed to new ways of thinking about an issue, to be specialized in an area of study that complements your line of research, to promote interdisciplinary work, and to learn from different faculty.

Research and Practica (minimum 21 hours): You must build into your plan of study six credit hours of research practice (HDFS 9210), three credit hours of teaching practicum (HDFS 9100), and 12 dissertation hours (HDFS 9090).

Research practica:
- The purpose of the research practica is to provide you with experiences that broaden your research expertise and prepare you to successfully plan and execute your dissertation research. They are independent of a class and are not to be used in completing the dissertation. These practica are not meant to be independent student projects but rather an apprentice relationship on faculty member’s research for the purpose of learning research skills (e.g., a particular method, analyses, manuscript preparation).
- Research practica may be taken in two or three separate units (i.e., two practica for three credits each, or three practica for two credits each).
- You will need to work 40 hours per credit hour (i.e., a total of 240 hours for the six credits).
- Each research practicum should be taken under the supervision of a different HDFS faculty member. In exceptional cases, a maximum of three hours could be taken under the co-supervision of an HDFS faculty member and a faculty member in another department. This arrangement must be approved in advance.

Teaching practicum:
- The teaching practicum will involve a three-credit-hour supervised teaching experience. The practicum will include exposure to direct teaching, curriculum development, teaching strategies, and evaluation of student
learning. The teaching practicum will be supervised by an HDFS faculty member, and together you will identify appropriate tasks that will meet the requirements of the practicum. In most cases, the teaching practicum will be fulfilled by being a graduate instructor for an undergraduate course.

- If you are not able to serve as a graduate instructor, your teaching practicum experience should provide you opportunity to (co-)develop course policies, create and grade some assessments, present to undergraduates students regularly, and, if possible, be evaluated by students.

Dissertation hours:
- While completing your dissertation, you will enroll in a minimum of 12 dissertation hours.

**Doctoral Comprehensive Exam**

**Purpose and Overview**

The purpose of the doctoral comprehensive examination is to assess your mastery of core HDFS content, theory, and research methods, and to evaluate knowledge in a collateral area. It consists of a written exam and an oral defense. Both must be completed within four weeks of each other, by policy of the Office of Graduate Studies. Your committee will vote pass or fail based on both components of the examination. You will pass the comprehensive examination if you receive no more than one dissenting or abstaining vote.

**Process**

For the written portion of the exam, your advisor will collect one to two questions from each committee member. Questions will address theory, research methods, HDFS content, and your collateral area. The advisor will create an exam with at least one question from each committee member and no more than six questions total. Your advisor will be responsible for delivering the exam questions to you (e.g., usually via email).

You will have five days to complete the written exam (e.g., Monday at 8 a.m. to Friday at 5 p.m.; Thursday-Monday; or Friday –Tuesday). You may complete the exam in a location of your choosing. You must answer all the questions in the exam using APA formatting (e.g., double-spaced, 12-point Times New Roman font, reference list). At the end of the five-day testing period, you will turn in the document printed or in electronic format via email, depending on the request of the committee.
Within two to four weeks following the completion of the written exam, you will complete a two-hour oral defense with the committee. During this meeting, you will be required to respond verbally to questions from the written exam, including questions you may not have been asked to address in the written exam and questions you did not select if you were given options as to which questions to answer in the written exam.

**Scheduling the Comprehensive Examination**

Because the questions asked in the exam will directly relate to your plan of study, coursework listed on the plan of study must be completed (or nearly completed) when the exam begins. You should have no incomplete courses on your transcript. If coursework is nearly complete (e.g., you are making good progress toward completing a research practicum), the committee must provide approval for you to begin the comprehensive exam process.

You must be enrolled in the semester in which you will take the comprehensive exam. If you have completed all coursework, you should enroll in HDFS 9090 during the semester in which the comprehensive exam will be taken. The comprehensive exam must be completed at least seven months before the final dissertation defense, by Office of Graduate Studies policy.

The written exam and oral defense of the comprehensive examination must be completed when the University is in session, by Office of Graduate Studies policy. You are strongly encouraged to schedule your oral defense meeting in conjunction with the written exam to ensure all committee members will be available for the defense. You are responsible for scheduling the meeting and reserving a room.

**Preparing for the Comprehensive Examination**

Prior to the written exam, you will meet with all committee members individually to discuss examination topics and to highlight key readings you will be expected to have read.

Prior to the oral defense, you will have the opportunity to meet with your advisor about potential topics that may arise during the defense. Likewise, committee members may identify questions or issues for you as you prepare for the oral defense.

You are encouraged to bring your written exam responses and other references to the oral defense.

**Evaluation of the Doctoral Comprehensive Exam**

Following both the written exam and the oral defense, your examination will be identified as one of the following:
A. Pass: you successfully answered and defended all exam questions. Your committee chair will mark “pass” on the D3 Doctoral Comprehensive Examination Results form, which all committee members will sign. You will submit the form to the HDFS DGS, who will sign it and submit it to the Office of Graduate Studies. At this point, you are a doctoral candidate and may begin your dissertation proposal.

B. Pass conditional on revisions: You will revise your answers on one or two of the questions and will be given one week per question. Revised answers will go to your committee chair, question author, and/or other committee members as decided by the committee, for review. No additional oral exam will be required. If you successfully answer all questions, your committee chair will mark “pass” on the D3 Doctoral Comprehensive Examination Results form, which all your committee members sign. You will submit the D3 form to the HDFS DGS, who will sign it and submit it to the Office of Graduate Studies. At this point, you are a doctoral candidate and may begin your dissertation proposal. If you do not successfully answer all questions, you will proceed to C.

C. Fail: In the event that you answer three or more questions unsatisfactorily, your Plan of Study Committee chair will mark “fail” on the D3 Doctoral Comprehensive Examination Results form, which all of your committee members sign. You will submit the D3 form to the HDFS DGS, who will sign it and submit it to the Office of Graduate Studies. You will be given a new exam after a minimum of a 12-week period. The process above will repeat. Two consecutive fails on the comprehensive exam will result in dismissal from the doctoral program.

**Doctoral Dissertation**

Once you have passed the comprehensive examination, you are considered a doctoral candidate and will begin your proposal and dissertation work. Doctoral candidates are required to be continuously enrolled in HDFS 9090 for a minimum of two credit hours each Fall and Spring terms, and a minimum of one credit hour in Summer.

**Dissertation Process**

- Prepare a dissertation proposal. Before you embark on your dissertation research, you must prepare a proposal. The proposal should include a well-developed literature review, carefully thought out hypotheses or research questions, and a detailed plan for the research methods you will use. You will need to submit the proposal to your committee at least two weeks before the dissertation committee meeting. **It is your responsibility to schedule the proposal meeting.**

- At the meeting, the proposal will be discussed and revisions may be required. Your dissertation research may begin after the committee agrees that your proposal meets
the standards of a high-quality research plan (i.e., no more than one committee member abstains or casts a dissenting vote). Your Dissertation Committee members will sign the D-3.5 form, and you will submit it to the DGS.

- If you are planning on conducting research with human subjects, you must achieve certification through the IRB. Training and the test you must take are available online through the University's Office of Research website: http://research.missouri.edu/cirb/index.htm.
- You may not begin your research before you receive written approval from the IRB.
- When your advisor has determined that the dissertation is complete, you need to schedule a defense meeting. **It is your responsibility to schedule the defense meeting.** Submit the dissertation to your committee at least two weeks before the scheduled defense meeting.
- You are encouraged to review the policies set by the Office of Graduate Studies regarding dissertations at http://gradstudies.missouri.edu/academics/thesis-dissertation/diss-thesis-guideline/.
- Once you have successfully defended your dissertation (i.e., no more than one abstaining or dissenting vote), your committee members will sign the D4 form. Submit this form to the Director of Graduate Studies.

**Dissertation Format**

Your dissertation will be in the form of a typical journal article manuscript. APA format must be used throughout. (Use the most recent edition of the APA Publication Manual). Appendices should include copies of instruments or questionnaires, letters of informed consent (when appropriate), and other materials deemed pertinent by you and/or your committee.

**Dissertation Defense**

Your committee will meet with you to ask questions about your research. After successfully defending your dissertation, you will revise the document based on input from your committee. Your Dissertation Committee must vote to pass your final document with no more than one dissenting or abstaining vote. If the vote is to fail the dissertation, the committee will provide you with feedback and work with you to establish a timeline for a second and final defense. Failure to successfully defend a dissertation after a second attempt will terminate your doctoral degree program.
Section 4: Professional Development

Professional development is as essential as your coursework to your academic training and to the ultimate success of your career. These resources not only allow you to learn and practice necessary skills, but also provide you the opportunity to work closely with faculty members.

You are expected to attend and actively participate in the following HDFS opportunities:

- Teaching seminars
- Research seminars
- Professional development seminars
- Job talks from interviewees
- Assistantships
- Diversity lectures
- Course shadowing
- Research team meetings
- Student organizations, like HDFSSA or GSA
- Conference attendance (there are travel funds available; see Section 8 on Financial Support)
- Other opportunities as suggested by your advisor

The University also provides important professional development opportunities. For a list of resources and trainings, please visit the Office of Graduate Studies’ web page at http://gradstudies.missouri.edu/professional-development/.
Section 5: Academic Process

The Office of Graduate Studies (2015) has written that the academic process is “a series of milestones that mark your graduate career. Such things include taking courses, filling out appropriate forms, choosing advisors, taking examinations, writing a thesis or dissertation, defending your work, and depositing final forms” (para. 1).

Forms

All forms are available on the Office of Graduate Studies’ webpage: http://gradstudies.missouri.edu/forms-downloads/. You must have all of your forms submitted to the Office of Graduate Studies in a timely manner or risk delaying graduation.

All requests and reports must be signed by your advisor, the HDFS Director of Graduate Studies, and the Associate Vice Chancellor for Graduate Studies.

All original documents are maintained in the Office of Graduate Studies' official student files. Each form is completed at the departmental level, routed for other required signatures, and forwarded to the Office of Graduate Studies, 210 Jesse Hall. Each form is then reviewed by the Office of Graduate Studies, receives the Associate Vice Chancellor for Graduate Studies’ signature if approved, and a copy is returned to the department. If changes need to be made or if signatures are missing, it will be sent back to you or the DGS for corrections. If any faculty signatures are illegible, please ask the faculty member to also print his or her full name. (Most, but not all, forms require committee members to both print and sign their names.)

Master’s Forms

M1 Form: Plan of Study for the Master's Degree
This form is required of all Master's degree students. The purpose of this form is to help you and your advisor plan all the courses you will take. These may include courses you have already taken, and may include up to six hours of transfer credit. This form facilitates the certification of degree completion later, and it should be submitted to the Office of Graduate Studies prior to completing 15 credit hours of coursework.

M2 Form: Request for Thesis Committee (MS degree only)
This form is required only for students who will write a thesis. Students completing a comprehensive Master’s exam, project, or internship do not need to submit this form. The purpose of this form is to have an official record of your Master's committee and to insure that the configuration of the committee meets stated requirements. Submit this form to the HDFS DGS by the end of the second semester. The HDFS DGS will in turn submit it to the Office of Graduate Studies.
M2.5 Form: Acceptance of Master's Thesis, Internship, Exam, or Project Proposal
This is an in-house form required of all Master's degree students. The purpose of this form is to have an official record that the proposal has been judged satisfactory by your three committee members. Submit the signed form to the HDFS DGS.

M3 Form: Report of the Master's Examining Committee
This form is required of all Master's degree students. The purpose of this form is to have an official record of the outcome of the final examination, be it a thesis, presentation of a project, Master's comprehensive examination, or internship experience.

Doctoral Forms

D1 Form: Qualifying Process/Confirmation of Advisor
The purpose of this form to show your name as it should appear on the diploma, and to indicate the correct degree, degree program, collateral area, previous degrees, results of the qualifying process, and the correct advisor. The form is also useful in that it is an official record of the members of your doctoral committee and documents that the configuration of the committee meets stated requirements. The form is also used by the Office of Graduate Studies to notify departments if your official transcript(s) from previous institutions have not yet been received. This form should be submitted to the DGS prior to completing 15 credit hours of coursework.

D2 Form: Doctoral Plan of Study Form
The purpose of this form is to certify that all committee members approve the plan of courses you will follow to complete your degree, including the permitted hours of transfer credit. You must submit your proposed plan of study two weeks prior to the committee meeting. The committee will meet to discuss the plan of study and sign the D2 form. The committee may recommend changes to your plan based on your interests and the members' knowledge of courses on campus and their scheduling. After making changes based on committee agreement as to your plan of study, submit the form to the DGS. This should be done prior to completing 15 credit hours of coursework. If in later semesters changes to the plan of study are needed (because your interests have changed or because course availability has changed), complete the course substitution form after seeking your committee’s approval.

D3 Form: Result of the Comprehensive Examination
The purpose of this form is to record the official result of the doctoral comprehensive examination. Bring this form to your comprehensive exam oral defense meeting. Submit this form to the DGS.

D3.5 Form: Acceptance of Dissertation Proposal
The purpose of this in-house form is to have an official record that the proposal is satisfactory to at least three of the four (or four of the five) committee members.
**D4 Form: Report of the Doctoral Dissertation Defense**

The purpose of this form is to record the official results of the dissertation defense. It is recommended that this form be taken to the defense, along with the dissertation approval page so that committee members can sign both forms for students who successfully defend their dissertation.

**Miscellaneous Forms**

Additional forms are required to replace committee members, change advisors or degree programs, contract a research practicum, or approve a course substitution. These forms are available on the Office of Graduate Studies website at: [http://gradstudies.missouri.edu/forms-downloads/](http://gradstudies.missouri.edu/forms-downloads/)

**Benchmarks**

Please use the following benchmarks to check your process and be sure forms are completed and submitted on time. Failure to do so might result in being placed on academic probation or delay of graduation.

<table>
<thead>
<tr>
<th>Benchmark</th>
<th>MA Process</th>
<th>MS Process</th>
<th>PhD Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 2</td>
<td>--M1 form</td>
<td>--M1 form</td>
<td>--D1 &amp; D2 forms*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>--M2 form</td>
<td></td>
</tr>
<tr>
<td>Semester 3</td>
<td>--Petition for a thesis or PhD, if applicable</td>
<td>--Petition for PhD, if applicable</td>
<td></td>
</tr>
<tr>
<td>Completed Master's proposal</td>
<td>--M2.5 form*</td>
<td>--M2.5 form*</td>
<td></td>
</tr>
<tr>
<td>Completed comprehensive exams</td>
<td>--M3 form* (exam, project, or internship)</td>
<td></td>
<td>--D3 form*</td>
</tr>
<tr>
<td></td>
<td>--Register to graduate the semester of the exam, project, or internship defense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed thesis</td>
<td>--M3 form *</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>--Register to graduate the semester of the thesis defense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed dissertation proposal</td>
<td></td>
<td></td>
<td>--D3.5 form*</td>
</tr>
</tbody>
</table>
Time Requirements

A graduate degree represents current knowledge of the field as of the date the degree is granted. Limitations have therefore been set regarding the number of years students may take to finish the degree program.

Master's Degree

Master's students have five years in which to complete all degree requirements. You will receive priority for departmental funding for only six semesters. Beginning in the seventh semester, you will need to secure your own funding. The "clock" starts the semester the first course is taken.

Extensions for an additional year to complete the degree may be granted with submission of a detailed plan for completion, including a timetable. You must be making progress toward completion when you apply for the extension. A maximum of two extensions may be granted.

PhD Degree

Doctoral students have six years in which to complete degree requirements. The "clock" starts the semester the first class beyond the Master's degree is taken. You receive priority for departmental funding for only 10 semesters. Beginning in the 11th semester, you may need to secure your own funding. The comprehensive exam must be completed no later than the end of the fourth year of study. You have three years after passing the comprehensive examination to complete the doctoral degree. Please note: Although you have four years to complete coursework and comprehensive exams, doing so would leave only two years to complete the dissertation. Not meeting these deadlines is considered unsatisfactory academic process, which could result in being placed on academic probation and is grounds for dismissal from the program.

The HDFS Graduate Faculty may grant an extension of one year. You may petition for no more than two one-year extensions. In unusual circumstances, the Office of Graduate Studies may grant an extension of this time limit if you petition with the Department’s support.
Prior to consideration by the Office of Graduate Studies, all requests for extensions should be endorsed by the DGS and accompanied by a description of the process whereby currency in the discipline was recertified if the latter is part of the departmental requirement.
Section 6: Academic Progress

“Academic progress is related to the sequence of knowledge and skills that you will be gaining in the course of your graduate career. Progress can be marked by the milestones included in academic process, but also involves many evaluations of your knowledge and skills in both formal and informal ways. It is critical that at all times you are making academic progress” (Office of Graduate Studies, 2015, para. 1).

Satisfactory Progress

You are considered to be making satisfactory progress when:

1. A grade of B or above in departmental courses taken for graduate credit and an overall GPA of 3.0 or better is maintained for Master’s students or 3.5 or better for PhD students.
2. Continuous enrollment is maintained, annual reviews are completed via the Graduate Student Progress System (or its replacement system), and you are actively engaged in coursework and/or research.
3. Prior to completing 15 credit hours of coursework, the M1 form has been filed (MA/MS); or the D1 (committee form) and D2 (program of studies form) forms have been filed (PhD).
4. For PhD students, all comprehensive exam and dissertation deadlines are maintained.

Graduate Student Progress System

Each Fall semester and during the term you graduate, you must submit (a) a resume or curriculum vitae to the Director of Graduate Studies and your advisor, and (b) a self-evaluation and update of your progress using the electronic Graduate Student Progress System (https://gsps.missouri.edu). Advisors and the Director of Graduate Studies will review graduate students each year using the approved evaluation program. These data are used in assessing program quality. Any student who fails to complete the annual review will be considered in poor standing.

The online form includes the indicators listed below:

- Review of progress toward degree completion using program of study as a guide.
- Areas in which student is meeting or exceeding expectations.
- Areas in which student needs improvement.
- Number of presentations (single or co-authored) at local, regional, national, and international conferences
- Number of publications (single or co-authored)
- Grant/fellowship applications submitted
• Grant/fellowship applications funded
• Involvement in any partnerships, including in programs of research outreach or appropriate professional activity with non-University organizations
• Teaching, research, or other awards
• Conferences attended (in addition to those at which presentations were made)
• Participation and evaluation of internship experiences
• Update on job search and placement

Our faculty reviews the graduate program at the end of each Fall and Spring semester. As part of this review, your progress is noted. If you are not making adequate progress, you will receive a letter advising you of the faculty’s concern. Unsatisfactory progress for two consecutive semesters may lead to termination from the graduate program. Also, be aware that assistantships are awarded on the basis of satisfactory progress in your degree program, satisfactory performance in your GA position, and availability of funding.

The Graduate Catalog and the M-Book contain additional criteria and should be reviewed by the graduate student.

Grading

The University’s grading policy requires a grade of C or higher for a course to count toward a graduate degree. For further information regarding University minimum grading requirements, see Grading & Credit Policies for Graduate Students in the Office of Graduate Studies’ web pages: http://gradstudies.missouri.edu/academics/progress/grading-credit.php.

Incomplete Grades

According to University policy, “An incomplete grade (I) may be recorded when the student's work is incomplete but otherwise worthy of credit, or when the instructor is unable to assign a grade at the end of the semester”. University policy on incomplete grades can be found at the Office of Graduate Studies web page http://gradstudies.missouri.edu/academics/progress/grading-credit.php

HDFS policy on incomplete grades is as follows: An Incomplete grade in any course will result in probationary status if the Incomplete has not been resolved by the end of the following semester. You will be notified in writing that you are on probation. If you have not resolved the incomplete grade by the end of the third semester, you may be dismissed.
Academic Integrity and Misconduct

The following excerpt is taken from the Graduate School (see Scholarly Integrity & Ethics at http://gradstudies.missouri.edu/academics/scholarly-integrity-ethics/):

Academic honesty is essential to the intellectual life of the University. Students who pass off the answers, words, ideas or research findings of another person as their own are guilty of academic dishonesty. In addition to such acts of cheating or plagiarism, any unauthorized possession of examinations, hiding of source materials, or tampering with grade records are acts of academic dishonesty specifically forbidden by university rules.

According to the MU Faculty handbook, faculty members are required to report to their Department chair and the Provost’s Office all acts of academic dishonesty committed by graduate and undergraduate students. In all such cases, the faculty member should discuss the matter with the student and then make an academic judgment about the student’s grade on the work affected by the dishonesty and if appropriate, the grade for the affected course. The Provost makes the decision as to whether disciplinary proceedings are instituted.

Because of the importance of honesty to academic and professional life, acts of dishonesty by graduate students may result in dismissal from the University.

Grievance Procedures

The M Book explains rules and regulations of the University, defines standards of personal and academic conduct expected of students, describes disciplinary procedures and actions, and explains how students may have grievances heard and remedied. It contains information about traffic regulations, parking fines and procedures for appealing them, procedures for reservation of facilities, and other miscellaneous items. The M Book is available online at http://mbook.missouri.edu.

Please also review the University’s Collected Rules and Regulations on grievance procedures: https://www.umsystem.edu/ums/rules/collected_rules/grievance/ch390/grievance_390.01.0.

Policy on Dismissal of Graduate Students

According to HDFS policy, insufficient progress, a GPA lower than the requirement for two consecutive semesters, or an incomplete grade (unresolved by the end of the third semester) are grounds for dismissal. In accordance with University policy when there is a question as to whether satisfactory progress is being made, the Director of Graduate Studies and/or your faculty advisor will write to you to recommend a face-to-face meeting between you and the faculty advisor. If you and your advisor disagree, your advisor will ask you to submit a
separate letter to the HDFS Director of Graduate Studies. Copies of both letters will be made available to you and your advisor. A third copy will be maintained in the office of the HDFS Director of Graduate Studies.

If difficulties persist and your advisor and the HDFS Director of Graduate Studies agree that probation is appropriate, you will be notified in writing of the probationary period. The probation letter will state explicitly that you are on departmental probation and precisely what you must accomplish and by what date in order to return to good standing in HDFS (i.e., removed from probation). Copies of this letter will be kept in the office of the HDFS Director of Graduate Studies and the MU Office of Graduate Studies.

If you do not comply with the conditions of probation, a letter will be sent to you with notification of dismissal from the department. Copies of this letter will be kept in the office of the HDFS Director of Graduate Studies in your file and the MU Office of Graduate Studies.

You have the right to appeal dismissal from your degree program. As long as you are in an appeal process, you should maintain enrollment and continue working on degree program requirements. You first must notify the HDFS Director of Graduate Studies in writing that you are appealing dismissal. The DGS will present your petition to the HDFS Graduate Committee, who will consider the appeal and vote to uphold or reverse the dismissal. A copy of the appeal letter addressed to the DGS and the Committee’s decision will be sent to the MU Office of Graduate Studies.

If the department upholds the dismissal, you may also appeal to the Graduate Faculty Senate. **Please note that the Graduate Faculty Senate will consider appeals based on issues of due process only.** You must initiate the appeal process by sending a letter addressed to the Associate Vice Chancellor in the Office of Graduate Studies. Additional details can be found on the Office of Graduate Studies’ website: [http://gradstudies.missouri.edu/academics/progress/requests-for-extensions-appeals.php](http://gradstudies.missouri.edu/academics/progress/requests-for-extensions-appeals.php).

**Graduation Ceremonies**

You must register for graduation through the MU Office of Graduate Studies the semester you will graduate. This date will be widely publicized. You will not be allowed to "walk through" graduation unless you have completed all degree requirements, including defense and final submission of your dissertation, thesis, exam, or internship. There will be no exceptions to this rule. If possible, the MU Office of Graduate Studies will be notified in time to remove your name from the list of graduates if your graduate work has not been completed. Please also note that **the MU Office of Graduate Studies considers only those students who have submitted all of their paperwork (M forms for MA/MS students; D forms for PhD students) as official graduates.**
**Publishing**

Faculty invest a great deal of time and effort in the development of theses/dissertations, and HDFS as a whole benefits from the publication of research. To stimulate more publication activity, the faculty encourages you to publish your thesis or dissertation research. Articles should be co-authored with your advisor and with dissertation committee members if appropriate.
Section 7: Courses and Enrollment Policies

Registering for Classes

A full-time graduate course load is nine credit hours. Rarely should a student take more than nine credits per semester. Consult your advisor when determining which courses to take. Note that graduate assistantships are awarded only to full-time students. Currently enrolled students may register during the pre-registration periods, which are usually in October and March. Newly admitted students have different registration dates. Please consult the Office of Graduate Studies’ website for specific dates: http://gradstudies.missouri.edu/admissions/admitted-students/registration-dates.php.

You must register online through the MyZou website (http://myzou.missouri.edu). Directions to enroll can be found at http://registrar.missouri.edu/registration/myzou-first-time.php.

Add/Drop/Withdraw

Consult with your advisor when making changes to your courses. There are specific windows of time in which you may add, drop, or withdraw from courses. Dates and instructions can be found online at http://registrar.missouri.edu/add-drop-withdrawal. Courses are added or dropped through MyZou. To add a class after the add/drop deadline, you must complete a form (http://registrar.missouri.edu/forms/add-form.pdf) and submit it to the MU Office of Graduate Studies. Dropping a course means you will not receive a grade and the course will not appear on your transcript. If you drop below nine credits, notify the DGS and your advisor immediately.

If you miss the window for dropping a course, you must complete a withdrawal form, which can be found online at http://registrar.missouri.edu/forms/drop-withdrawal-form.pdf. The course will appear on your transcript with a W (indicating you were passing the course at the time of the withdrawal) or an F (indicating you were failing at the time of the withdrawal). The withdrawal form must be signed by your advisor and submitted to the MU Office of Graduate Studies.

Dropping all classes is considered withdrawing from the University. The form to withdraw from the University can be found at http://registrar.missouri.edu/forms/term-withdrawal-form.pdf. Please refer to the University Registrar's website to find additional policies for withdrawing from the University (http://registrar.missouri.edu/policies-procedures/withdrawal-university.php).

Adding, dropping, or withdrawing from courses may have implications for your degree completion, graduate assistantships, and financial aid (if applicable). You are strongly encouraged to discuss your plans with your advisor and the MU Financial Aid Office.
Continuous Enrollment

Per University policy, students who do not enroll for three consecutive terms (including summers) will automatically be de-activated by the Office of Graduate Studies. To be re-activated, you must complete the re-activation form (http://gradstudies.missouri.edu/forms-downloads/repository/reenroll.pdf); this requires Department consent.

Doctoral candidates (i.e., those students who have successfully completed doctoral comprehensive exams) must maintain continuous enrollment, even through the summer terms. You must enroll in at least two credit hours of HDFS 9090 for Fall and Spring semesters, and at least one credit hour of HDFS 9090 for Summer terms. Continuous enrollment provides access to continued advisor assistance, committee support, and University resources (e.g., libraries, research support), all of which will be required for successful dissertation completion.

Establishing Residency

You will not be required to become a Missouri resident. For Child Life students, however, it may be beneficial to do so because Child Life students pay tuition their final semester when they are completing internships. Establishing Missouri residency prior to that semester allows you to pay in-state graduate tuition.

Leave of Absence

You may experience a need to take a leave of absence. Talk with your advisor and the HDFS Director of Graduate Studies to see if a leave of absence is appropriate. Please carefully read through the policies regarding leaves of absence on the Office of Graduate Studies’ website (http://gradstudies.missouri.edu/financials/assistantships-fellowships/leaves-of-absence.php).

Transfer Credits

Per University policy, you may apply graduate courses taken at another accredited institution toward your degree program. For Master’s students, no more than six credit hours may be transferred from other accredited institutions. The courses must be less than 8 years old by the time the Master’s degree is conferred. The transfer coursework must have been taken for graduate credit and be clearly marked as such on the transfer transcript, complete with credit hours and grade.

For doctoral students, up to 30 hours of post-baccalaureate graduate credit may be transferred from other accredited institutions. All courses to be applied to the plan of study must be completed within 8 years of filing the plan. The transfer coursework must have been taken for graduate credit and be clearly marked as such on the transfer transcript, complete with credit hours and grade.
You must first get the courses approved by your advisor, your committee, and the HDFS Director of Graduate Studies. You may be asked to produce a syllabus or other documentation from the course. The MU Office of Graduate Studies makes the final review of the transfer credit to determine if the credit meets the minimum guidelines. If so, the Office of Graduate Studies will process the request so that the transferred courses appear on your transcript.

It is possible for up to 12 hours of graduate work taken as a non-degree-seeking graduate student at MU to apply to either the Master’s or doctoral degree upon the approval of the advisor and committee.

Courses Offered

Our department offers a variety of courses. For a complete list of courses and their descriptions, please go to our website: https://hdfs.missouri.edu/grad_courses.html.
Section 8: Financial Support

Graduate Assistantships

According to the HDFS Faculty By-laws, assistantships are awarded by the Department Chair(s) after consulting with graduate faculty, the DGS, and graduate students. The goal of assistantships is to assist you in developing knowledge and skills that will help you achieve your career goals, help the department fulfill its teaching, research, and service missions, and support faculty in their research, teaching, and service responsibilities.

The number of graduate research assistantships (GRA) and teaching assistantships (GTA) available in the department varies across semesters. You are not required to accept an assistantship that is offered, but assistantship positions are limited and the Department may not have other assistantships available for you that semester. Teaching and research assistants are usually appointed for .25 full-time exempt (FTE; 10 hours each week), although some research assistantships may be .50 FTE (20 hours each week). Some graduate students hold two .25 FTE assistantships. The highest recommended workload for graduate assistants is 20 hours a week, meaning that the combination of assistantship positions should not exceed .50 FTE. If you are not concurrently enrolled during the semesters when you hold paid assistantships (even in the Summer Semester), you will be subject to FICA tax.

You do not have to apply for assistantships. All students who fulfill the following criteria are considered for GRA and GTA positions:

1. Student is currently enrolled full time (exceptions apply for doctoral candidates or those preparing for comprehensive exams). This means you must complete nine hours of coursework each semester. You may apply for funding in other departments and University programs.
2. Student is in good standing.
3. Student is on campus. Graduate students who move away from Columbia prior to the completion of their degrees will not be prioritized to receive assistantship assignments, even if they have fellowships. Students on fellowships who do not have an assistantship will no longer be eligible to receive fellowship funds.

GTAs are typically awarded on a semester-by-semester basis. Grant-funded research assistantships may or may not cover the summer months. GTAs should not expect summer funding because it is usually very limited.

Master of Arts and Master of Science students will be eligible for TA/RA positions and tuition and college supplemental course fee waivers for a period of six semesters, beginning with the first academic term of the degree program. Doctoral students will be eligible for a period of 10 semesters.
Teaching assistantships, research assistantships, and graduate instructor (GI) positions are the most common forms of financial support HDFS offers. TAs may lead small group discussions in connection with large lecture classes, assist in grading, provide administrative support to faculty members, and help develop and organize course materials, among other tasks. GRAs may collect, code, and analyze data, draft manuscripts, and otherwise help faculty, typically on funded research projects. All assistantships are supervised and evaluated by a faculty mentor.

Priority for Graduate Instructor (GI) and Research Assistant (RA) positions goes to experienced PhD students. GIs have full, but mentored, responsibility for teaching a class. Prospective GIs are expected to shadow courses prior to teaching them.

Benefits

Educational tuition is fully waived with the assignment of at least a .25 FTE assistantship.

Tuition will be waived only for courses on your plan of study form (M1/D2). It is recommended that you complete M1/D2 forms well in advance. If you do not have POS forms filed with the Graduate Studies Office, approval of your advisor is necessary for tuition to be waived.

If you terminate your assistantship or fellowship at any point during the semester, you will also lose a portion of the fee waiver. The fee waiver will be pro-rated based on the number of days in the semester you had the assistantship/fellowship, and you are responsible for the balance of the fees that are not covered by the pro-rated fee waiver. This will also occur if you withdraw from the university during the semester. If you are considering terminating your assistantship/fellowship or withdrawing from the university, please check with the Office of Graduate Studies to find out what your pro-rated fee waiver will be and what portion of the fees you will have to pay.

Consistent with procedures followed in the College of Human Environmental Sciences, HDFS uses two pay-level categories, Doctoral and Master’s, when paying graduate research/teaching assistants. You are eligible to receive the higher rate of pay (Doctoral) once you have been accepted into the doctoral program.

College of Human Environmental Sciences (HES) supplemental course fees for HDFS courses are waived for HDFS graduate students. Fees may or may not be waived for any course, approved or not, taken outside of HES. (Departments vary in whether or not fees are waived for graduate students.)

The bookstore on campus offers a 10% discount for GAs. You also have the option of applying for a parking space on campus. The costs of parking and other fees (e.g., recreation,
technology, student activity) are your responsibility. For current tuition rates and fees, please visit the MU Cashier’s Office at https://cashiers.missouri.edu/costs/index.html.

Shadowing Policy

A shadowing experience is helpful for students to get exposure to different courses and teaching styles. The expectation is that shadows attend each class period and ask questions of the instructor regarding pedagogy.

Shadowing a course does not guarantee that you will teach the course in the future, but shadowing experience is an important credential in faculty determinations of future teaching assignments.

Teaching Practicum Policy

1. The graduate student and mentor (course instructor) will negotiate the involvement of the practicum, but the involvement needs to be extensive enough to prepare graduate student to teach the course independently in the future.

2. The mentor and graduate student will meet at least once during syllabus development and at least once a month during the semester to discuss pedagogical issues related to teaching the specific course and/or to teaching in general. For example, the mentor might explain the rationale for specific assignments or classroom activities or the student might inquire about the mentor’s general philosophy of teaching.

3. The practicum must be taken in a face-to-face course. Students will observe each class period. Those who would like exposure to online teaching are encouraged to shadow an online course, under the supervision of a faculty member.

4. Activities in which practicum students will be involved:
   a. helping to select a textbook or discussing with the instructor how he or she selected the text/s;
   b. co-drafting the syllabus or discussing the drafting of a syllabus;
   c. assisting with posting the course or course assignments on Canvas;
   d. helping draft assignments;
   e. developing test questions and reviewing item analyses of multiple choice tests, helping develop a scoring rubric for open-ended and essay exams;
   f. grading a small handful of papers, exams, and other assignments for the purpose of learning about the mentor’s grading policies and techniques.
g. providing a lecture or two or being in charge of class discussion at the discretion of the instructor.

5. Other activities may be appropriate as long as they are mutually agreed upon by practicum students and mentor.

6. A teaching practicum does not guarantee that you will teach the course in the future, but the experience is an important credential in faculty determinations of future teaching assignments.

7. It is encouraged to take a teaching practicum early in your plan of study, prior to being assigned a graduate instructorship.

**Policies for Graduate Instructors**

Graduate instructors (GI) are responsible for the creation and execution of an undergraduate course. As a GI, you are responsible for developing your own syllabus and assignments, assigning appropriate readings, preparing for each class period, evaluating students and entering grades, understanding and following the teaching policies of the Department and University, and being responsive to your students. This will provide you valuable experience that should be noted on your curriculum vitae and on the Graduate Student Progress System.

To supervise and support you in the GI role, you will be assigned a teaching mentor familiar with your course. The teaching mentor will review your syllabus, be available to answer any questions or concerns, and in some cases attend your class to observe and give you feedback.

As you create your class, keep the following policies in mind:

1. The department-approved course objectives must not change. You can get approved course objectives from your teaching mentor or from the Department’s administrative assistant.
2. Extra credit is not allowed.
3. You must be present if a guest speaker addresses the class.
4. Include boilerplate information (e.g., academic dishonesty policies) on the syllabus
5. Uphold the syllabus as it was when the semester began. It is highly recommended not to change your syllabus or to make exceptions to the syllabus once the semester begins.
6. You must have at least two office hours per week, and post these outside your office.
7. Your syllabus must be approved by your faculty teaching mentor at least a week before the semester begins. Send your teaching mentor a draft at least two weeks prior to the start of the semester so that you can receive feedback and make revisions.
8. At the beginning of the semester, you must send your approved syllabus to the Department’s administrative assistant. At the end of the semester, you must send your final grade spreadsheet (including grades for individual assignments, tests, etc.) to the Department’s administrative assistant.

9. All records and documents (e.g., assignments, exams, emails) including students’ names or student numbers must be kept for one year, after which time they can be destroyed.

**Evaluation of TAs/GIs and RAs**

Each semester, you will be evaluated for your performance as a TA/GI or RA by your immediate supervisor. You may be required to meet with your supervisors, advisors, and/or the Director of Graduate Studies to discuss your job performance. Work performance is an important factor in decisions about future assistantship assignments. Evaluation forms are provided in Appendix C.

**Travel Funding**

You are encouraged to attend regional and national professional conferences to gain experience presenting research and to begin forming professional networks. There are several campus organizations that provide funds for travel to conferences.

1. The department provides limited travel funds to graduate students who are presenting research in regional, national, or international conferences. You do not need to be first author (but you must be a co-author) to be eligible for these funds. You must complete a form requesting departmental funds. ([http://hdfs.missouri.edu/documents/graduate/forms/travel.pdf](http://hdfs.missouri.edu/documents/graduate/forms/travel.pdf))

2. Our student organizations (i.e., GSA, MUCFR) provide some funding. Please check with the designated treasurer or organization representative for detailed information.


5. Graduate Student Association: [http://gsa.missouri.edu/travel-grants/](http://gsa.missouri.edu/travel-grants/)
Scholarships and Fellowships

Scholarships and Fellowship Offered by the University of Missouri

MU’s Office of Graduate Studies holds a fellowship competition each Spring semester for graduate students starting their graduate studies in the upcoming Fall semester. The department nominates qualified applicants; nominations directly from students are not considered.

Adeline Hoffman Fellowship  
Curators Grants-In-Aid to International Graduate Students  
George Washington Carver Fellowship  
G. Ellsworth Huggins Doctoral Scholarship  
Graduate School Fellowships  
Gus T. Ridgel Graduate Fellowship  
Robert E. Waterston Award  
Stanley L. Maxwell Scholarship  
Thurgood Marshall Academic Scholarship  
William Gregory Graduate Fellowship

For further information, contact the MU Office of Graduate Studies, Room 210, Jesse Hall.

Scholarships and Fellowships Offered by the College of Human Environmental Sciences

The College of Human Environmental Sciences lists scholarships and awards available for graduate students. Please see http://hes.missouri.edu/research_graduatescholarships.html. The dollar amounts and the number of potential recipients vary depending upon the availability of funds.

To be eligible for a scholarship, you must be:
- a full-time student
- majoring in an HES degree program
- enrolling in the following Fall semester

Specific scholarships may have additional eligibility criteria. These are specified in the brief statements about each scholarship.

The scholarships and fellowships offered by the College of Human Environmental Sciences are as follows:

* Dorothy Johnson Scholarship *
Given to a student pursuing a degree in the College of Human Environmental Sciences, this scholarship was established by a bequest from Dorothy Johnson, an HES graduate.

Elsie Park Duncan Memorial Scholarship
This scholarship is given to a student pursuing a degree in the College of HES.

Martin-Quilling Graduate Fellowship
This scholarship will be awarded to full-time graduate students pursuing advanced degrees in the College of Human Environmental Sciences.

Marion K. and Vernon W. Piper Distinguished Doctoral Fellowship
Mr. Vernon W. Piper established the fellowship in memory of his wife, Marion, who was an instructor in the School of Home Economics during the years when the program was growing in primacy and complexity, and who retained a lifelong interest in the growing sophistication of the vibrant programs that evolved into the contemporary College of Human Environmental Sciences. It also recognizes the achievements of Vernon Piper, who spent his freshman year at Mizzou, and whose interest in the skills developed in human sciences programs are evident in the way he conducts his life. The endowment will permit the attraction of top-flight doctoral students, is a celebration of the values of the Pipers, as well as the skills that contributed to the family and business successes of Marion and Vernon Piper. Students shall be pursuing a doctoral degree in one of the following areas: Nutritional Sciences, Environmental Design, Consumer and Family Economics, Textile and Apparel Management, Human Development and Family Science.

Marilyn W. Caselman Memorial Scholarship
This scholarship is awarded to students in the College of HES.

Marjorie A. Chollett Memorial Scholarship
Scholarships are awarded to students pursuing degrees in the College of HES.

Phi Upsilon Omicron Collegiate Scholarships
Phi Upsilon Omicron, Rho Collegiate Chapter, and various donors endowed this scholarship to provide awards to students in the College of HES who are members of Phi Upsilon Omicron. Two annual awards are given: the Treva Carpenter Kintner Outstanding Student Award for the student with the highest grade point average, and the Marilyn Caselman Outstanding Service Award for the student who has shown outstanding leadership and service to the chapter.

Scholarships and Fellowships Offered by the Department of Human Development and Family Science
The department awards the following scholarships and fellowships to HDFS graduate students. The dollar amounts and the number of potential recipients vary depending upon
the availability of funds. Students who wish to be considered for a departmental scholarship must apply. Application forms and deadlines will be posted in spring.

*Eleanor Berger Blumenthal Graduate Fellowship*
Awarded to a meritorious student who has chosen to pursue graduate studies in a field related to Child Life.

*Elizabeth Vemer Memorial Minority Scholarship*
Awarded to outstanding minority students in the Department of Human Development and Family Science. Recipients are either undergraduate or graduate students who demonstrated excellence in their studies, and who have maintained a high level of academic performance.

*Lawrence H. Ganong Graduate Fellowship*
Awarded to a graduate student in Human Development and Family Science who is studying family diversity. The student's career goals should include a commitment to conducting research and/or helping diverse families via education, consultation and other preventive approaches. Although American families vary in many ways, preference is given to students interested in family structure diversity (e.g. stepfamilies, single-parent families) or families of color.

*Lois Bryant Memorial Endowment*
This award is for a minority graduate or undergraduate student majoring in Human Development and Family Science who has demonstrated concern for improving society.

*Marilyn Coleman Doctoral Fellowship in Human Development and Family science*
This fund will provide one or more annual fellowship awards to doctoral students in the Department of Human Development and Family Science in the College of HES who wish to concentrate on the study of families, specifically those interested in studying divorce and remarriage.

*Ruth Cook Scholarship*
This scholarship is awarded to a student in Human Development and Family Science.

**External Scholarships and Fellowships**

*Kappa Omicron Nu Scholarships, Fellowships and Grants*
Available to MA/MS and PhD students who are currently active members of Kappa Omicron Nu and have demonstrated scholarship, research, and leadership potential. $2,000 fellowships to Master's and PhD students who meet certain qualifications. See [http://www.kon.org/awards/grants.html](http://www.kon.org/awards/grants.html) for more details and application deadlines.

*National Foundation for Jewish Culture - Doctoral Dissertations Fellowship in Jewish Studies*
Open amount to doctoral students in a field related to Jewish community life or institutions. Deadline is December 15. See [http://jewishculture.org/cohen](http://jewishculture.org/cohen) for more details.
AAUW Grants and Fellowships

The American Association of University Women offers fellowship and grant opportunities for graduate students committed to academic excellence and creating lasting improvements in society. The International Fellowship is for women who are not U.S. citizens or permanent residents. Master's fellowship: $18,000; Doctoral fellowship: $20,000. Application deadline is December 1. The American Fellowship is for female citizens or permanent residents of the U.S. completing dissertations; Doctoral fellowship: $20,000. See http://www.aauw.org/learn/fellows_directory/index.cfm for more details.
Section 9: Resources

On-Campus Resources

Information Technology
Much of your academic experience will involve technology, and the University provides instructional technology (IT) support. You can reach the IT Help Desk by telephone at (573) 882-5000 or online at help.missouri.edu. You can also get help through their walk-up service, TigerTech, located in the basement of the Mizzou Store at the Student Center.

Counseling Center
Not all support may need to be academic in nature; you may also benefit from support for your emotional health and well-being. The Counseling Center offers crisis and emergency services, as well as traditional therapy appointments. This service is free to all students. Please see http://counseling.missouri.edu/student-services/index.php for additional information.

International Center
The International Center provides support for international students, including helping students navigate the federal immigration process, fill out forms, and register for additional English-language courses. Please visit them on-campus at N52 Memorial Union, or online at http://international.missouri.edu.

Writing Lab
The Writing Lab provides one-on-one tutoring and writing support for graduate students. They also provide an Online Writery. You can upload your paper to the Online Writery, and a Writing Lab tutor will read your paper and provide feedback within a set timeframe (often 48 hours). The Writing Lab is located in the Student Success Center on Lowry Mall. You can also access a description of their services at http://writingcenter.missouri.edu.

Student Health Services
Student Health Services provide easy access medical care to students on an outpatient basis. They also emphasize health education through special programs. Gynecology; dermatology; orthopedic; allergy; ear, nose, and throat; immunizations; and other clinics operate on an appointment basis. Psychiatric referrals, internal medicine consultations, and ancillary services are also provided. Arrangements are in effect to provide hospitalization, when necessary, at the University Hospital and Clinics at the student’s expense. A voluntary medical insurance policy is available to students for hospitalization and specific emergency care. Student Health Services offer a voluntary outpatient health plan for a variety of services. Additional information is available through Student Health Services at (573) 882-7481 or at http://studenthealth.missouri.edu.
Student Organizations

You are strongly encouraged to get involved in student and professional organizations. Such involvement can help you develop social supports and provide opportunities for professional networking.

Human Development and Family Science Graduate Student Association

The HDFS Graduate Student Association (GSA) was established for the purpose of promoting professionalism and cooperation among students and between faculty and students. The GSA seeks to provide support for students in academic and social settings, with the ultimate goal of enhancing the graduate school experience. This student-coordinated organization offers numerous benefits to graduate students including leadership, scholarship, and social opportunities. All graduate students, both masters and doctoral, are automatic members upon acceptance to the HDFS graduate program.

Monthly GSA meetings: To discuss ongoing events, opportunities, and activities of the HDFS Department, the College of Human Environmental Sciences, the UMC campus, as well as the other three UM campuses.

Faculty liaison: A GSA member who attends all faculty meetings represents the views of the GSA and relays relevant information from the faculty to GSA members. It is preferable that the liaison is a doctoral student.

GPC representative: A GSA member who attends the Graduate Professional Council (the campus-wide graduate student association) meetings to both gain information and relay the GSA’s views about various campus issues and opportunities.

Secretary: A GSA member prepares a synopsis of our current and upcoming activities, distributes copies to GSA members, and posts a copy on the department listserv. This listserv serves numerous functions including minutes of the last meeting, news of upcoming events, activities, guest speakers, conferences, and other issues and events relevant to HDFS graduate students, and faculty announcements.

Guest speakers: Throughout the year our faculty sponsor or co-sponsor a lecture series in the form of a symposium. This provides a great opportunity to hear renowned scholars from across the United States. Speakers are sometimes able to allot time for a roundtable discussion with the graduate students. The GSA also can have guest speakers at the monthly meetings. Topics vary but we are always open to program suggestions (e.g., thesis and dissertation writing, grant writing, internship opportunities).

Social events: Social events are planned throughout the school year.
Student-led elections for President and one Social Chair occur during the Spring semester, prior to the year of their terms. The other officers are elected at the beginning of the academic year, and all officers serve a one-year term.

**MUCFR**

MUCFR is the University of Missouri’s chapter of the National Council on Family Relations. They are tasked with serving the community’s families, developing budding professionals, and mentoring undergraduates. MUCFR strives to provide a forum for MU students to share in the development and dissemination of knowledge about families and family relationships and to encourage professional development among members. MUCFR membership is open to graduate and undergraduate students interested in family science; annual membership dues (August-May) are $5/member.

*Monthly MUCFR meetings:* Regular or general meetings shall take place according to the schedule agreed upon by the affiliate officers. They shall be announced to the membership a minimum of five days in advance. During meetings, members will meet to discuss ongoing events, opportunities, and activities of MUCFR, other chapter affiliates, and the larger NCFR network.

*President:* A student member who serves as the director of MUCFR activities (e.g., planning meetings, scheduling guest speakers). Per NCFR guidelines, the president must:

a. be an active NCFR member.
b. be an active student affiliate dues paying member.
c. serve in an officer position within MUCFR for a minimum of one semester.
d. be in good standing with the University/College.
e. maintain a grade point average of 2.5 or above.

Duties for the president shall be to:

a. lead the student affiliate
b. act as a liaison between the HDFS students and faculty
c. preside over affiliate meetings
d. have the authority to call affiliate meetings
e. work with the treasurer in maintaining the organization’s finances. The dollar limit of discretionary spending authority shall be determined by each year’s affiliate officers.
f. have the authority to make purchases.
g. appoint chair persons for special committees as need arises, subject to a vote of approval by affiliate members.
h. work with the secretary in preparing each meeting’s agenda
**Vice President:** A student member who supports the president in fulfilling all necessary duties. Per NCFR guidelines, the vice president must:

- be an active NCFR member.
- be an active student affiliate dues paying member.
- be in good standing with the University/College.

Duties of the vice-president are to:

- assist in all duties of the president
- assume the office and duties of the president in his/her absence or in the event the office becomes vacant
- plan and coordinate any service projects (minimum of one a semester); unless the position of event planner is assumed than the duties are distributed amongst each position

**Treasurer:** A student member who is responsible for the affiliate’s finances (e.g., managing student dues, requesting reimbursement travel awards). Per NCFR guidelines, the treasurer must:

- be an active NCFR member.
- be an active student affiliate dues paying member.
- be in good standing with the University/College.

Duties of the treasurer are to:

- keep proper records of all funds received by and dispersed from the organization and shall report these transactions at affiliate meetings
- assume responsibility for the organization’s finances
- have the power to make purchases on behalf of the organization with the approval of a majority of affiliate officers
- collect dues from affiliate membership and present the secretary with a list of all members delinquent in payment
- coordinate any fundraisers; unless the position of event planner is assumed than the duties are distributed amongst each position

**Secretary:** A student member who prepares a synopsis of MUCFR’s current and upcoming activities and distributes copies to MUCFR members. Per NCFR guidelines, the secretary must:

- be an active NCFR member.
- be an active student affiliate dues paying member.
- be in good standing with the University/College.

Duties of the secretary are to:

- record minutes and attendance at all affiliate meetings and make them available to officers and members in one (1) week’s time following all meetings
- work with the president in drawing up each meeting’s agenda and shall make the agenda available to officers and members prior to each meeting
c. solicit items for each meeting’s agenda from officers and members

d. keep accurate and current records of all membership classification and contact information.

e. work with the treasurer in maintaining an accurate list of affiliate dues paying members

Other officers (as needed): As needed, MUCFR may elect officers to handle domain-specific affairs related to the affiliate’s larger goals (e.g., social chair, fundraising chair). Duties for these officer positions are determined by members as needed, and may vary within each academic year.

Advisor: NCFR requires that each student affiliate have at least one faculty advisor. The advisor must be an active member of NCFR.

Guest speakers: Throughout the year, MUCFR sponsors a professional development lecture series. Faculty from the department of HDFS (or other related fields) are invited to speak on a member-selected topic. Speakers engage with students in small-group settings and discussions are intended to be informative and interactive.

Social events: Occasionally social events are planned throughout the school year.

Elections

The following rules and procedures shall govern elections:

1. Elections will be held in May every year.
2. Nominations for officers can be held prior or during the election meeting.
3. Members of the affiliate may make nominations.
4. Officers shall be elected by a majority of voting members.
5. Elected officers will hold office for a one-year term. Student-led elections for all officer positions occur during the Spring semester, prior to the year of their term. All officers serve a one-year term.
### Professional Organizations

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<th><strong>American Association of Family and Consumer Sciences</strong></th>
<th><strong>American Society on Aging</strong></th>
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<tr>
<td>400 N. Columbus Street Suite 202</td>
<td>71 Stevenson Street Suite 1450</td>
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<tr>
<td>Alexandria, VA 22314</td>
<td>San Francisco, CA 94105</td>
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<tr>
<td>703-706-4600</td>
<td>415-974-0300</td>
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<td>1-800-424-8080</td>
<td>800-537-9728</td>
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<td><a href="http://www.aafcs.org">www.aafcs.org</a></td>
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</tr>
<tr>
<td><a href="mailto:info@aafcs.org">info@aafcs.org</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Association for Childhood Education International</strong></th>
<th><strong>Association for Conflict Resolution</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>17904 Georgia Avenue, Suite 215</td>
<td>12100 Sunset Hills Road, Suite 130</td>
</tr>
<tr>
<td>Olney, MD 20832</td>
<td>Reston, VA 20190</td>
</tr>
<tr>
<td>301-570-2111</td>
<td>202-667-9700</td>
</tr>
<tr>
<td>1-800-423-3563</td>
<td><a href="http://www.acrnet.org">www.acrnet.org</a></td>
</tr>
<tr>
<td><a href="http://www.acei.org">www.acei.org</a></td>
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<table>
<thead>
<tr>
<th><strong>Child Life Council</strong></th>
<th><strong>The Child Welfare League of America</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>11821 Parklawn Dr., Suite 310</td>
<td>1726 M St. NW, Suite 500</td>
</tr>
<tr>
<td>Rockville, MD 20852-2539</td>
<td>Washington, D.C. 20036</td>
</tr>
<tr>
<td>301-881-7090</td>
<td>202-688-4200</td>
</tr>
<tr>
<td><a href="http://www.childlife.org">www.childlife.org</a></td>
<td><a href="http://www.cwla.org">www.cwla.org</a></td>
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<table>
<thead>
<tr>
<th><strong>The Children's Defense Fund</strong></th>
<th><strong>Gerontological Society of America</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>25 E Street NW</td>
<td>1220 L Street NW, Suite 901</td>
</tr>
<tr>
<td>Washington, DC 20001</td>
<td>Washington, DC 20005</td>
</tr>
<tr>
<td>800-233-1200</td>
<td>202-842-1275</td>
</tr>
<tr>
<td><a href="http://www.childrensdefense.org">www.childrensdefense.org</a></td>
<td><a href="http://www.geron.org">www.geron.org</a></td>
</tr>
<tr>
<td><a href="mailto:cdfinfo@childrensdefense.org">cdfinfo@childrensdefense.org</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>International Association for Relationship Research</strong></th>
<th><strong>National Association for Family Child Care</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.iarr.org">www.iarr.org</a></td>
<td>1743 W. Alexander Street</td>
</tr>
<tr>
<td></td>
<td>Salt Lake City, UT 84119</td>
</tr>
<tr>
<td></td>
<td>801-886-2322</td>
</tr>
<tr>
<td></td>
<td>800-359-3817</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.nafcc.org">www.nafcc.org</a></td>
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</table>

<table>
<thead>
<tr>
<th><strong>National Black Child Development Institute</strong></th>
<th><strong>National Association for the Education of Young Children</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1313 L Street, NW Suite 110</td>
<td>1313 L Street, NW, Suite 500</td>
</tr>
<tr>
<td>Washington, D.C. 20005</td>
<td>Washington, D.C. 20005</td>
</tr>
<tr>
<td>202-833-2220</td>
<td>1-800-424-2460</td>
</tr>
<tr>
<td>800-556-2234</td>
<td><a href="http://www.nabcdi.org">www.nabcdi.org</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.naeve.org">www.naeve.org</a></td>
</tr>
<tr>
<td>Organization</td>
<td>Address</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Prevent Child Abuse America</td>
<td>228 South Wabash Avenue 10th Floor</td>
</tr>
<tr>
<td>Society for Research in Child Development</td>
<td>2950 S State Street, Suite 401</td>
</tr>
<tr>
<td>Society for Research on Adolescence</td>
<td>2950 S State Street, Suite 401</td>
</tr>
<tr>
<td>Southern Early Childhood Association</td>
<td>710 7 W. 12th, Suite 102</td>
</tr>
<tr>
<td>Missouri Protection and Advocacy Services</td>
<td>925 South Country Club Dr.</td>
</tr>
<tr>
<td>Missouri Association for Social Welfare</td>
<td>606 East Capitol Avenue</td>
</tr>
<tr>
<td>Missouri Child Care Association</td>
<td>(residential care)</td>
</tr>
<tr>
<td>University of Missouri Council on Family Relations (MUCFR)</td>
<td>314 Gentry Hall</td>
</tr>
<tr>
<td></td>
<td>University of Missouri</td>
</tr>
<tr>
<td></td>
<td>Columbia, MO 65211</td>
</tr>
</tbody>
</table>
Descriptions of Professional Organizations

American Association of Family and Consumer Sciences
The only professional association for all family and consumer scientists. The purpose of American Association of Family and Consumer Sciences (AFCS) is to improve the quality and standards of individual and family life through; education, research, cooperative programs and public information. Membership includes a subscription to the Journal of Family and Consumer Sciences, networking and leadership opportunities, and a conference discount. Reduced rates for students.

Association for Childhood Education International
Association for Childhood Education International (ACEI) is a non-profit educational association that advances a comprehensive view of childhood education from birth through early adolescence. Members receive the Childhood Education Magazine, Journal of Research in Childhood Education, and monthly E-News from around the world. Reduced rates for students.

Association for Conflict Resolution
The Association for Conflict Resolution (ACR) is a professional organization dedicated to enhancing the practice and public understanding of conflict resolution. ACR’s mission is promoting peaceful, effective conflict resolution. ACR represents and serves a diverse national and international audience that includes more than 7000 mediators, arbitrators, facilitators, educators, and others involved in the field of conflict resolution and collaborative decision-making. Membership includes a subscription to Conflict Resolution Quarterly, ACResolution, and discounts on books, reports, and training videos.

Child Life Council
The Child Life Council (CLC), formed in 1982 within the ACCH, represents personnel from hospital, clinic and university settings and others involved in the child life field. CLC offers resources for professional development, and exchanging methods of best practice. Membership includes a newsletter, access to the online career center, and reduced rates on certification and conferences. Reduced rates for students.

Children's Defense Fund
Children’s Defense Fund (CDF) has existed to support public and private programs and policies that benefit America's most vulnerable children and their families. Through regular publications and work with community groups, service providers, advocates, and legislators at all levels, the Children’s Defense Fund works to improve the health, welfare, and futures of our nation’s children.

Child Welfare League of America
The Child Welfare League of America (CWLA) is the oldest and largest national nonprofit organization developing and promoting policies and programs to protect America’s children and strengthen America’s families. CWLA’s 1,000 plus public and private nonprofit member agencies serve 3 million abused and neglected children and their families each year.

Gerontological Society of America
The Mission of The Gerontological Society of America (GSA) is to promote the conduct of multi- and interdisciplinary research in aging by expanding the quantity of and improving the quality of gerontological research, and by increasing its funding resources; and to disseminate gerontological research knowledge to researchers, to practitioners, and to decision and opinion makers. Membership includes a subscription to The Gerontologist and the Journals of Gerontology. Reduced rates for students.

Heartland Mediators Association
Heartland Mediators Association (HMA) is a not-for-profit organization, that brings together individuals in Kansas and Missouri who share a common interest in mediation as an alternate form of dispute resolution. The Association advocates for and provides education pertaining to mediation; provides a network for information; skill sharing; and referrals. Reduced rates for students.

International Association for Relationship Research
The International Association for Relationship Research (IARR) seeks to stimulate and support the scientific study of personal relationships and encourage cooperation among social scientists worldwide. IARR was incorporated in the State of California on April 2, 2004 as a nonprofit public benefit corporation, and resulted from the merger of the International Network on Personal Relationships (INPR) and the International Society for the Study of Personal Relationships (ISSPR). IARR sponsors two journals, Personal Relationships and the Journal of Social and Personal Relationships, a book series called Advances in Personal Relationships, a newsletter, a biennial conference, and annual workshops and specialty conferences. Reduced rate for students.

National Association for the Education of Young Children (NAEYC)
The largest membership organization of early childhood professionals and others dedicated to improving the quality of services for young children and their families. Members receive six issues of Young Children, 20% discount on materials, and discounted conference fees. Reduced rates for students.

National Association of Hospital Affiliated Child Care Programs
National Association of Hospital Affiliated Child Care Programs (NAHACCP) was founded to support existing hospital child care programs, to promote the establishment, development, and expansions of medical affiliated child care programs, and to provide a quality assurance model of corporate child care. The state of Missouri is part of Region VI,
one of the strongest regions of this organization. Statewide, regional, and national meetings are held annually.

**National Black Child Development Institute, Inc.**

NBCDI is dedicated to improving the quality of life for African American children and youth. Through hands-on service and community outreach programs, NBCDI motivates positive change for health, welfare, and educational needs of all African American children. As a member you will receive a subscription to Child Health Talk and a discount to the annual conference.

**National Council on Family Relations**

National Council on Family Relations (NCFR) membership provides for the linking of multidisciplinary family professionals. Objectives include disseminating information relevant to and about families, encouraging research on families and family types, promoting family life education, and fostering multidisciplinary dialogue and interaction among family scholars, practitioners and organizations. Publications include *Journal of Marriage and Family*, *Family Relations*, and *NCFR Report*, all published quarterly. Reduced rates for students.

**Society for Research in Child Development**

The Society for Research in Child Development (SRCD) was founded to advance research in child development, to foster an interdisciplinary consideration of substantive and methodological problems in the field of child development, and to encourage the study of implications of research findings for instruction in child development. Members receive a newsletter, a membership directory and reduced rates for the three journals the society publishes. Members receive *Child Development*, *SRCD Policy Reports*, *Monographs of SRCD*, and the *SRCD Newsletter*. Reduced rates for students.

**Society for Research on Adolescence**

Society for Research on Adolescence (SRA) is a dynamic, multidisciplinary, international organization dedicated to understanding adolescence through research and dissemination. The SRA was formed as an international, multi-disciplinary, nonprofit professional association whose goal is to promote the understanding of adolescence through research and dissemination. Members receive four issues of the *Journal of Research on Adolescence*, and reduced rates for the biennial meeting. Reduced rates for students.
Appendix A: MA Degree Requirements

Child Life

Child Life MA (Internship) Option

A. Statistics and research methods (6 hours)
   HDFS 8200: Research Methods
   Any advisor-approved statistics course 7000 level or above

B. Core content (21 hours)
   1. Child development and childhood illness (15 hours)
      HDFS 7100: Children in Health Care Settings
      HDFS 7110: Child Life Theory and Practice
      HDFS 7400: Childhood Death and Bereavement
      HDFS 8010: Developmental Perspectives on Illness and Health
      HDFS 8440: Social and Emotional Development
   2. Family dynamics and theory (6 hours)
      HDFS 8012: Family Dynamics and Intervention
      HDFS 8210: Theories of Human Development OR HDFS 8220: Family Theories

C. Clinical Internship (9 hours)
   HDFS 8972: Internship

Child Life “Fast Track” Option

Students who have undergraduate coursework in child life and have completed an approved child life clinical internship prior to application to our program may enroll in the "Fast-Track" (30 credit-hour) option to obtain either an MA by completing a project, or an MS (requires completion of a thesis). Enrollment in the "Fast Track" program must be approved by the student's advisor.

A. Statistics and research methods (6 hours)
   HDFS 8200: Research Methods
   Any advisor-approved statistics course 7000 level or above

B. Core content (18 hours)
   1. Child development and childhood illness (12 hours)
      HDFS 8010: Developmental Perspectives on Illness and Health
      HDFS 8440: Social and Emotional Development
      **And two of the following:**
      HDFS 7100: Children in Health Care Settings
      HDFS 7110: Child Life Theory and Practice
      HDFS 7400: Childhood Death and Bereavement
2. Family dynamics and theory (6 hours)
   HDFS 8012: Family Dynamics and Intervention
   HDFS 8210: Theories of Human Development
   HDFS 8220: Family Theories

C. Thesis or other independent effort (6 hours)
   HDFS 8090: Project
   HDFS 8999: Exam*
   HDFS 9090: Thesis

*No course credit is assigned to the exam option

**Dual Degree in Law and Family Science**

Students completing the following course of study will be eligible to receive the JD degree from the School of Law and an MS or MA degree in Human Development and Family Science. This course of study may be completed in four years. Normally, students require three years to complete the requirements for the JD degree and two years to complete the requirements for the Master’s degree.

A joint degree program administered through Human Development and Family Science and the School of Law is available for those students who wish to earn simultaneously a Master of Arts (MA) or a Master of Sciences (MS) degree and Juris Doctor (JD).

For detailed program requirements, please see [http://hdfs.missouri.edu/grad_dual.html](http://hdfs.missouri.edu/grad_dual.html).

**Human Development and Family Science**

This degree option is available for students interested in the advanced study of families. Both thesis (MS) and non-thesis (MA) options are offered, but students must petition to write a thesis. The non-thesis option involves a project, internship, or exam.

**Courses are selected from:**

A. Statistics and research methods (6 hours)
   HDFS 8200: Research Methods
   Any advisor-approved statistics course 7000 level or above

B. Theory (6 hours)
   HDFS 8210: Theories of Human Development
   HDFS 8220: Family Theories

C. Diversity (6 hours; additional courses may be taken to fulfill electives requirements)
   HDFS 7200: Latino Families and Youth
   HDFS 7300: The Black Family HDFS
HDFS 7610: Stress in Families
HDFS 8087: Poverty
HDFS 8300: Advanced Seminar on Multicultural Families
HDFS 8610: Remarriage and Stepfamilies
HDFS 8630: Gendered Relations in Families

D. Electives (12-15 hours)
HDFS 7257: Aging and the Family
HDFS 7510: Administration of Programs for Children and Families
HDFS 7630: The Process of Divorce
HDFS 7640: Interpersonal Relationships
HDFS 7720: Child and Family Advocacy
HDFS 8012: Family Dynamics and Intervention
HDFS 8420: Cognitive Development
HDFS 8440: Social-Emotional Development
HDFS 8450: Adolescence and Emerging Adulthood
HDFS 8640: Family Interaction
HDFS 8710: Children, Families and Public Policy
Or any advisor approved graduate level course

E. Independent effort (choose one experience)
HDFS 8090: Project (3-6 hours)
HDFS 8972: Internship (3-6 hours)
HDFS 8999: Exam (no course credit is assigned)
OR
HDFS 9090: Thesis (3-6 hours; for MS students only)
Appendix B: Sample Doctoral Plan of Study

Please note that this is an example plan of study. The courses you will list will vary depending on your area of expertise and career plans. Plans of study should list:

- Courses students have taken.
- The semesters in which each course was taken, or when they will be taken.
- The grade received.
- Courses currently enrolled in (i.e., “In Progress”).
- Future courses planned to complete the degree.
- For courses taken at another institution, the name of the school is indicated in parentheses under the course title: e.g., PSYCH 9620 (Michigan State University).
- A tentative schedule as to when coursework will be completed, the comprehensive exam will be scheduled, and the planned graduation date. See below for a sample Plan of Study.

I. Family Science (30 credits):

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Dept.</th>
<th>Number</th>
<th>Semester</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal Relationships</td>
<td>HDFS</td>
<td>7640</td>
<td>Fall 05</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Children and Families in Poverty</td>
<td>HDFS</td>
<td>8087</td>
<td>Fall 05</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Social/Emotional Development</td>
<td>PSYCH</td>
<td>8440</td>
<td>Spring 06</td>
<td>3</td>
<td>A</td>
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<tr>
<td>Family Theories</td>
<td>HDFS</td>
<td>8220</td>
<td>Spring 06</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Immigrant Families and the Receiving Community</td>
<td>SW</td>
<td>7455</td>
<td>Fall 06</td>
<td>3</td>
<td>A</td>
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<td>Stepfamilies and Remarriage</td>
<td>HDFS</td>
<td>8610</td>
<td>Fall 06</td>
<td>3</td>
<td>A</td>
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<tr>
<td>Adolescence and Young Adulthood</td>
<td>HDFS</td>
<td>8450</td>
<td>Fall 06</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Gender and the Family</td>
<td>HDFS</td>
<td>8087</td>
<td>Spring 07</td>
<td>3</td>
<td>A</td>
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<tr>
<td>Family Communication</td>
<td>COMM</td>
<td>7520</td>
<td>Fall 07</td>
<td>3</td>
<td>A</td>
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<tr>
<td>Family Interaction</td>
<td>HDFS</td>
<td>7620</td>
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II. Research Methods and Statistics (21 credits)

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<th>Dept.</th>
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<th>Grade</th>
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<tbody>
<tr>
<td>Research Methods</td>
<td>HDFS</td>
<td>8200</td>
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<td>B</td>
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## III. Collateral Area, Public Policy (12 credits)

<table>
<thead>
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<th>Semester</th>
<th>Hours</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>Organizational Dynamics</td>
<td>Pub_Af</td>
<td>8160</td>
<td>Spring 08</td>
<td>3</td>
<td>A</td>
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<tr>
<td>Public Policy Processes</td>
<td>Pub_Af</td>
<td>8170</td>
<td>Fall 08</td>
<td>3</td>
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<tr>
<td>Ethics, Democracy &amp; Service</td>
<td>Pub_Af</td>
<td>8210</td>
<td>Spring 09</td>
<td>3</td>
<td>A</td>
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<tr>
<td>Public Policy Analysis</td>
<td>Pub_Af</td>
<td>8430</td>
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## IV. Research, Practica, Dissertation (21 credits)

<table>
<thead>
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<th>Semester</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Practicum</td>
<td>HDFS</td>
<td>9100</td>
<td>Spring 08</td>
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<td>Satisfactory</td>
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<tr>
<td>Research Practicum - 1</td>
<td>NURSE</td>
<td>8085</td>
<td>Fall 08</td>
<td>3</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Research Practicum - 2</td>
<td>HDFS</td>
<td>9210</td>
<td>Spring 09</td>
<td>3</td>
<td>Satisfactory</td>
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<tr>
<td>Dissertation</td>
<td>HDFS</td>
<td>9090</td>
<td>TBD</td>
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<td>In Progress</td>
</tr>
</tbody>
</table>

**TOTAL HOURS: 90**

Spring 2009: Finish Coursework  
Fall 2009: Comprehensive Exams  
Spring 2010: Dissertation Proposal  
Fall 2010: Begin Dissertation – Start Data Collection
Fall 2011: Defend Dissertation*
December 2011: Graduation

*Dissertation completion varies considerably from student-to-student.
Appendix C: Assistantship Evaluation Forms

Research Assistantship Evaluation Form

RA's Name: _____  
Faculty Supervisor: _____  
Semester: _____  
Quarter Time___  Half Time ___

Which of the following tasks was this RA responsible for (please check):

- ___ Participant recruitment
- ___ Data collection
- ___ Data entry
- ___ Data coding
- ___ Data analysis/interpretation
- ___ Managing project records/files
- ___ Developing reports
- ___ Supervising undergraduate assistants
- ___ Training other RAs
- ___ Library research
- ___ Reading/abstracting articles
- ___ Conference submission prep
- ___ Manuscript preparation
- ___ Other (please list): ______________

Please evaluate the graduate student's performance on all listed criteria that are appropriate. If you did not require certain listed tasks, please mark the 'unable to evaluate' box. Please answer the questions below the table and add any additional comments in the space provided.

<table>
<thead>
<tr>
<th>Ability to perform basic tasks as assigned</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Unable to Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willingness to learn more advanced skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reliability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promptness in responding to emails and other requests</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promptness in completing tasks as assigned</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shows initiative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsive to feedback/suggestions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall confidence in quality of RA's work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other tasks or criteria (please specify):</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How would you rate this RA's overall performance?

   Excellent____  Good____  Fair____  Poor____

Additional comments:

Faculty signature ________________________________  
Date: __________________
RA signature: ________________________________ Date: ______________

CONFIDENTIAL: For use only in assigning future RAs:

Would you prefer this RA to be assigned to you in future semesters?

Yes, without reservation
Yes, with reservation
No, unacceptable

Comments/Please explain:
Teaching Assistantship Evaluation Form

TA's Name: ___________________________  Semester: _______________
Faculty Supervisor: ______________________  Course: ________________

Please evaluate the graduate student's performance by checking the appropriate box.

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Needs to Improve</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrable knowledge of course content</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation of course content</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Management of student behavior, including grading issues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication with students/faculty</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Adherence to assigned responsibilities, including use of Blackboard as directed</td>
<td></td>
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<tr>
<td>Responsiveness to feedback</td>
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</tr>
<tr>
<td>Adherence to deadlines</td>
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<tr>
<td>Grading of writing assignments per course policies</td>
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<td></td>
<td></td>
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<tr>
<td>Other (specify)</td>
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</table>

How would you rate this TA overall?

Excellent____  Good____  Needs to Improve____

Additional comments:

Faculty signature ___________________________________  Date: __________________

TA signature: _______________________________________  Date: __________________
Would you prefer this TA to be assigned to you in future semesters?

Yes, without reservation
Yes, with reservation
No, unacceptable

Please explain:
# Child Development Laboratory Graduate Assistant Evaluation Form

Student’s Name: ___________________________ Semester: __________

Faculty Supervisor: ____________________________

## 1. ASSIGNED PROJECTS

<table>
<thead>
<tr>
<th>Needs Work</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicates effectively with graduate team members, CDL staff, and/or faculty, as needed.</td>
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<tr>
<td>Maintains a positive attitude.</td>
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<tr>
<td>Makes effective use of time in between projects.</td>
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<tr>
<td>Follows through with assignments, commitments, tasks.</td>
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<td>Works effectively, independently, to complete assigned projects.</td>
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<tr>
<td>Completes projects in a timely manner, adheres to timelines.</td>
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<tr>
<td>Other (specify):</td>
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</tbody>
</table>

**Comments:**

## 2. CLASSROOM ASSISTANCE

<table>
<thead>
<tr>
<th>Needs Work</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implements program philosophy and goals.</td>
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<tr>
<td>Shares responsibility for health, safety, and welfare of the children.</td>
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<td>Maintains relationships with parents of children that allow for informal exchange of information.</td>
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<td>Shares information with other staff members about children’s daily needs or parental concerns and in an appropriate manner/venue.</td>
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<td>Shows enthusiasm for the program, children, and parents.</td>
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<tr>
<td>Maintains friendly, warm relationships with the children, parents and other teachers.</td>
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<tr>
<td>Intervenes quickly in situations where the health or safety of the children might be in danger.</td>
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<tr>
<td>Assumes responsibility for classroom.</td>
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</tbody>
</table>
Serves as a teaching model for assistant teachers and lab students.

Takes initiative within the classroom.

Participates/conducts observation, screening, and assessment of children.

Informs supervising instructor of equipment or materials in need of repair/replacement.

Other (specify):

Comments:

### 3. PARTICIPATION ON THE CDL GRADUATE STUDENT TEAM

<table>
<thead>
<tr>
<th></th>
<th>Not often enough</th>
<th>Just Right</th>
<th>Too often</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>Makes well-informed suggestions for new projects.</td>
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<tr>
<td>Contributes to weekly graduate team meetings with ideas, feedback, etc.</td>
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<td>Takes initiative on CDL projects/tasks.</td>
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<td>Works independently between group meetings.</td>
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<td>Takes a researcher perspective of the educational environment and problem-solving approach.</td>
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<td>Demonstrates child development and theory knowledge to approach laboratory ideas, challenges, etc.</td>
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<td>Takes an active part in program development and improvement.</td>
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<tr>
<td>Shows interest in increasing knowledge of early childhood teaching and/or program planning and evaluation.</td>
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<tr>
<td>Presents a professional image to parents, other teachers, and visitors (dress, hygiene, conduct, etc.)</td>
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<td>Is professional, respectful, and courteous in both spoken and written communication.</td>
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<td>Works to improve based on feedback received.</td>
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<td>Reflects upon attitudes and skills and demonstrates willingness to learn.</td>
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<td>Is open to exploring new ideas.</td>
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<td>Is respectful of differing views, practices, and personalities.</td>
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</table>
Contributes innovative ideas specific to problem-solving, programming, and evaluation.

Other (specify):

Comments:

| Documentation: Attach sample documentation as appropriate (i.e. lesson plans, newsletters, bulletin board displays/handouts, summaries, etc.) of your contributions to program. |
| This evaluation has been reviewed and discussed with me. |

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
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</table>

<table>
<thead>
<tr>
<th>Faculty Supervisor Signature</th>
<th>Date</th>
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</table>