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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.

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.

Students selecting the Master of Arts and the Master of Science degrees may specialize in Administration of Human Service Programs, Child Life, Early Childhood Education, Family Science, Family Mediation, or Life Span Human Development.

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 actively participate in department-sponsored events, such as teaching seminars and research colloquia. Doing so
will enhance your education and knowledge. 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 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. Talk with the Director of Graduate Studies about this process.

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

Dr. Lester’s 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

She is here to support students, so feel free to contact her or stop by her office at any time.

**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)

**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 evaluate your work in the oral defense of your capstone experience (i.e., project, thesis, exam, or internship).
Section 2: Degree Options

Master of Arts

All Master’s students enter the program as Master of Arts (MA) students. MA students are required to complete a minimum of three hours in theory (i.e., Theories of Human Development or Family Theories), three hours in research methods, and three hours in statistics. At least 18 of the 36 hours must be at the 8000 level. 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 HDFS.

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.

Master's Comprehensive Exam

The comprehensive exam is designed to evaluate your critical understanding of theory, research methods, HDFS content, and practice specific to your degree program (e.g., lifespan development, program administration). 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.

Prior to beginning the written exam, you will electronically submit to your committee a one to two page essay outlining your career goals and proposing a topic for your exam. The purpose of this essay is for the committee to have the opportunity to get to know you better, to approve your proposed topic, and to provide feedback or clarification on the exam before the testing process. The essay will be formatted in APA style (e.g., double-spaced, 1” margins, 12 point Times New Roman font). Committee members will share their feedback electronically with you and with the other committee members. All committee members must approve the exam topic and sign the M2.5 form.

For the written part of the exam, you will choose an issue or topic associated with your emphasis area that has yet to be addressed sufficiently by practitioners. This issue could involve a challenge for the population being served or for those working with the population. In a 10 – 15 page paper, you will do the following: (a) describe the issue, (b) address why it has not yet been adequately addressed and identify gaps in the research literature, (c) suggest interventions for the issue, and (d) review intervention literature relevant to the issue (i.e., provide justification for why you believe the intervention(s)/solution(s) you propose will be effective). The committee will be looking for
evidence that you can integrate knowledge gained from your coursework in the program and that you have good problem-solving skills. The paper should be double-spaced and formatted in APA style.

You will orally defend your written exam to your committees two to four weeks following the submission of the written exam. To meet the deadlines set by the Office of Graduate Studies, the oral defense must be prior to the last week of courses in a given semester. You have the option of completing the oral defense by telephone, video-conferencing, or in person.

During the oral examination, you will be asked to briefly present the key points from your paper. You should be prepared to answer questions from the committee related to the written exam and related to your career goals. Sample questions may include: 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? The committee will ask other questions not included here.

The committee will vote “pass” or “fail” based on the totality of the written exam and oral defense. If you fail the MA comprehensive exam, you will be asked to revise the written portion and submit it to the committee the following semester. The committee will determine the timeline for submitting the revision and the need for an oral defense. Students who are revising must enroll in at least one credit hour (HDFS 8999). Students who fail the revision will be dismissed from the program.

You are encouraged to contact your committee members early in the final semester to set an oral defense date. The oral defense and all revisions suggested by the committee must be completed before the final week of classes to meet the deadline for graduation set by the Office of Graduate Studies. 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.

Rubric
The written exam will be graded according to the following rubric. Please keep in mind that the committee will assign a pass or fail grade based on both the written exam and oral defense.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points Possible</th>
<th>Points Given</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction: Topic or Issue</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>• Topic is appropriate for student’s field of study and clearly stated; thesis or purpose statement specified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Significance of the topic is documented using current literature and</td>
<td></td>
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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 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 Internship Handbook), which includes:
- 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:
  - Brief literature review
  - Methods section (description of how the project will be developed)
  - 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. The internship project proposal must be approved by your committee as well as the internship site supervisor.

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, a weekly 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.

Please refer to the Internship Handbook for additional information:
hdfs.missouri.edu/documents/undergraduate/internship/uginternship_handbook.pdf

**Master's Project (MA Students Only)**

The Master's project is an option only for on-campus MA students. If you wish to complete your Master's degree with the HDFS 8090 Project, you must first assemble a committee consisting of three faculty members (your advisor and two other faculty members). All of the faculty may be from HDFS, or one may be from another department. Work with your advisor to select two other committee members.

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 (e.g., Skype) 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. 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 an advisor (see Page 6). You must select an advisor by the end of the second semester or first 15 hours of coursework. Your advisor must be on Doctoral Faculty. The HDFS Director of Graduate Studies has a list of all department faculty members who have Doctoral Faculty status.
- Check with the faculty member who you would like to serve as your advisor to make sure that that person agrees that your research and career goals match with his or her strengths and interests, and if he or she expects to have sufficient time to devote to mentoring you.
- After you have received confirmation from an advisor, you must also form the remainder of your committee. Consult with your advisor before inviting other faculty members to serve on your committee. Once you have identified other committee members and received their agreement to serve, complete the D1 form. Full-time doctoral students must form a committee before the end of the second semester; part-time students must do this before completing 15 hours of coursework in the doctoral program. Doctoral committees must include at least four faculty members, but may include five members. Three committee members must be from HDFS and one must have an appointment in another academic unit. At least three of the committee members must have MU Doctoral Faculty status, with one of these three having an appointment outside of HDFS. (Ask the Department Chair or the DGS for a list of Doctoral Faculty.)
- 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. Submit the signed form to the DGS. If need be, 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.
• After completing coursework, complete the comprehensive exam process (see Page 20) and submit the D3 form to the DGS.

• 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.

• 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 (which you will arrange). 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). Submit the signed 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 minimums 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.

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

**Doctoral Comprehensive Exam**

In January 2015, the Graduate Faculty voted to change the doctoral comprehensive exam process. *Students who entered as doctoral students in Spring 2015 or earlier may choose to complete the comprehensive exam as it was when they entered, or they may elect the revised comprehensive exam process. Students who entered as doctoral students in Fall 2015 or later must undertake the revised comprehensive exam process.* The earlier process is detailed in Appendix C, and the revised process is explained here.

**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.

Comprehensive exams can take two forms: a take-home exam or a take-home literature review article. You will discuss with your advisor which option will be best for your career goals. Successful completion of the comprehensive exam process will result in doctoral candidacy.

*Take-Home Exam Option*

**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 orally respond 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.

**Literature Review Option**

Students may also choose to complete comprehensive examinations by writing a literature review. This process is currently under review by the Graduate Faculty, and will be updated as soon as the process is accepted.
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 step 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, and a minimum of one credit hour in Summer.

Dissertation Process
- You must schedule a proposal meeting with your committee to review your written dissertation proposal (i.e., a polished draft of your literature review and method section). 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. Once you have successfully defended your dissertation proposal (i.e., no more than one abstaining or dissenting vote), you will have your Dissertation Committee members sign the D-3.5 form. Submit this form to the Director of Graduate Studies.

- 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](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.** The dissertation should be given to faculty at least two weeks before the scheduled meeting.


- 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 3: 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 HDFS website (except for those for dual-degree seekers) or the Office of Graduate Studies’ webpage. 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 HDFS 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 is 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 HDFS Director of Graduate Studies 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 HDFS Director of Graduate Studies. 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 HDFS Director of Graduate Studies.

D3.2 Form: Comprehensive Exam Timeline Agreement Form
This form is used only for the comprehensive exam process that students who matriculated prior to Fall 2015 may choose. Students choosing the revised comprehensive exam process will not complete this form. The purpose of this *in-house form* is to provide students and their
committee members with written documentation of agreed-upon due dates for each stage of the comprehensive exam.

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.

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 HDFS course website at: http://hdfs.missouri.edu/grad_forms.html

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, Petition for MS, if applicable</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></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>--Register to graduate the semester of the exam, project, or internship defense</td>
<td>--D3 form*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>--D3.2 form (only for those in the earlier comps process)</td>
<td></td>
</tr>
</tbody>
</table>
| Completed thesis | --M3 form *  
|                 | --Register to graduate the semester of the thesis defense |
| Completed dissertation proposal | --D3.5 form* |
| Completed dissertation | --D4 form*  
|                 | --Register for graduation the semester of the dissertation defense |

*Committee meeting

**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.

If you choose to complete an internship, you will be expected to complete the following 16-week schedule:

- 3 hours of credit requires 120 hours of work in the field
- 6 hours of credit requires 240 hours of work in the field

**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 HDFS Director of Graduate Studies 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 3: 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 (GSPS), 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 deadlines are maintained.

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. Dismissal may also result if you maintain a GPA below the above requirements for more than two consecutive semesters.

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.
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 leads 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.

**Policy on Dismissal of Graduate Students**

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 5: 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

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, essentially pausing your time to degree completion. 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

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: hdfs.missouri.edu/grad_courses.html.
Section 6: 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 in courses 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 admitted and current students in good standing are considered when faculty select candidates for GRA and GTA positions. You are expected to be a full-time student when holding assistantships (exceptions apply for PhD students who are preparing for comprehensive exams or have doctoral candidacy status). This means you must complete nine hours of coursework each semester. You may apply for funding in other departments and University programs.

GTAs are typically awarded on a semester by semester basis in the Fall and Spring semesters only (not in the summer months). 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 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.

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 or partially waived with the assignment of at least a .25 FTE assistantship. Beginning in Fall 2016, a full tuition waiver will only be offered for those students with a .50 FTE assistantship. Students with a .25 FTE assistantship will be granted a waiver for half of tuition (non-residents will be assessed resident tuition).

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.
Shadowing Policy

1. The shadow and mentor will negotiate the involvement of the shadow, but the involvement needs to be extensive enough to prepare you to teach the course independently in the future.

2. The mentor and shadow will be expected to meet periodically 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 shadow might inquire about the mentor’s general philosophy of teaching.

3. Shadow involvement almost always will include sitting in on the class and observing, especially if this is your first attempt at shadowing.

4. Activities in which shadows might be involved include:
   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 Blackboard;
   d. helping in the drafting of 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 you and your mentor.

6. All activities (a-g above) should be preceded and followed by opportunities to discuss issues with the mentor.

7. 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.

Policies for Graduate Instructors

Graduate instructors (GI) are responsible for the creation and execution of an undergraduate course. As a GI, you are expected to develop your own syllabus and assignments, to assign appropriate readings, to prepare for each class period, to evaluate students and enter grades, to understand and follow the teaching policies of the Department and University, and to be 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.

**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)

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


4. Office of Graduate Studies: http://gradstudies.missouri.edu/financials/graduate-awards-travel-scholarships/

5. Graduate Student Association: http://gsa.missouri.edu/travel-grants/

Scholarships and Fellowships 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. Ridget 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 Student Financial Aid Office publishes a scholarship brochure that lists scholarships and awards available for students in the College of Human Environmental Sciences (which houses the Department of Human Development and Family Science). 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. Students who complete application forms will automatically be considered for any scholarship for which they are eligible. Check for more information on HES scholarships in 114 Gwynn Hall.

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.

**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](http://www.aauw.org/learn/fellows_directory/index.cfm) for more details.
Section 7: 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](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](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](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.
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:
   a. be an active NCFR member.
   b. be an active student affiliate dues paying member.
   c. be in good standing with the University/College.

Duties of the vice-president are to:
   a. assist in all duties of the president
   b. assume the office and duties of the president in his/her absence or in the event the office becomes vacant
   c. 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:
   a. be an active NCFR member.
   b. be an active student affiliate dues paying member.
   c. be in good standing with the University/College.

Duties of the treasurer are to:
   a. keep proper records of all funds received by and dispersed from the organization and shall report these transactions at affiliate meetings
   b. assume responsibility for the organization’s finances
   c. have the power to make purchases on behalf of the organization with the approval of a majority of affiliate officers
   d. collect dues from affiliate membership and present the secretary with a list of all members delinquent in payment
   e. 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:
   a. be an active NCFR member.
   b. be an active student affiliate dues paying member.
   c. be in good standing with the University/College.

Duties of the secretary are to:
   a. 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
   b. 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

<table>
<thead>
<tr>
<th>Organization</th>
<th>Address</th>
<th>Phone Numbers</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>American Association of Family and Consumer Sciences</strong></td>
<td>400 N. Columbus Street Suite 202</td>
<td>703-706-4600, 1-800-424-8080</td>
<td><a href="http://www.aafcs.org">www.aafcs.org</a></td>
</tr>
<tr>
<td><strong>American Society on Aging</strong></td>
<td>71 Stevenson Street Suite 1450</td>
<td>415-974-0300, 800-537-9728</td>
<td><a href="http://www.asaging.org">www.asaging.org</a></td>
</tr>
<tr>
<td><strong>Association for Childhood Education International</strong></td>
<td>17904 Georgia Avenue, Suite 215</td>
<td>301-570-2111, 1-800-423-3563</td>
<td><a href="http://www.acei.org">www.acei.org</a></td>
</tr>
<tr>
<td><strong>Association for Conflict Resolution</strong></td>
<td>12100 Sunset Hills Road, Suite 130</td>
<td>202-667-9700</td>
<td><a href="http://www.acrnet.org">www.acrnet.org</a></td>
</tr>
<tr>
<td><strong>Child Life Council</strong></td>
<td>11821 Parklawn Dr., Suite 310</td>
<td>301-881-7090</td>
<td><a href="http://www.childlife.org">www.childlife.org</a></td>
</tr>
<tr>
<td><strong>Gerontological Society of America</strong></td>
<td>1220 L Street NW, Suite 901</td>
<td>202-842-1275</td>
<td><a href="http://www.geron.org">www.geron.org</a></td>
</tr>
<tr>
<td><strong>International Association for Relationship Research</strong></td>
<td></td>
<td></td>
<td><a href="http://www.iarr.org">www.iarr.org</a></td>
</tr>
<tr>
<td><strong>National Association for Family Child Care</strong></td>
<td>1743 W. Alexander Street, Salt Lake City, UT 84119</td>
<td>801-886-2322, 800-359-3817</td>
<td><a href="http://www.nafcc.org">www.nafcc.org</a></td>
</tr>
<tr>
<td><strong>National Black Child Development Institute</strong></td>
<td>1313 L Street, NW Suite 110</td>
<td>202-833-2220, 800-556-2234</td>
<td><a href="http://www.nbcdi.org">www.nbcdi.org</a></td>
</tr>
<tr>
<td><strong>National Association for the Education of Young Children</strong></td>
<td>1313 L Street, NW, Suite 500</td>
<td>1-800-424-2460</td>
<td><a href="http://www.naeyc.org">www.naeyc.org</a></td>
</tr>
<tr>
<td>Organization</td>
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</tr>
<tr>
<td>Prevent Child Abuse America</td>
<td>228 South Wabash Avenue 10th Floor</td>
<td>312-663-3520</td>
<td><a href="http://www.preventchildabuse.org">www.preventchildabuse.org</a></td>
</tr>
<tr>
<td>Society for Research in Child Development</td>
<td>2950 S State Street, Suite 401</td>
<td>734-926-0600</td>
<td><a href="http://www.srcd.org">www.srcd.org</a></td>
</tr>
<tr>
<td>Society for Research on Adolescence</td>
<td>2950 S State Street, Suite 401</td>
<td>734-926-0700</td>
<td><a href="http://www.s-r-a.org">www.s-r-a.org</a></td>
</tr>
<tr>
<td>Southern Early Childhood Association</td>
<td>710 7 W. 12th, Suite 102</td>
<td>1-800-305-7322</td>
<td><a href="http://www.southernearlychildhood.org">www.southernearlychildhood.org</a></td>
</tr>
<tr>
<td>Missouri Protection and Advocacy Services</td>
<td>925 South Country Club Dr.</td>
<td>800-735-2966</td>
<td><a href="http://www.moadvocacy.org">www.moadvocacy.org</a></td>
</tr>
<tr>
<td>Missouri Association for Social Welfare</td>
<td>606 East Capitol Avenue</td>
<td>573-634-2901</td>
<td><a href="http://www.masw.org">www.masw.org</a></td>
</tr>
<tr>
<td>Missouri Child Care Association (residential care)</td>
<td>P.O. Box 1583</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of Missouri Council on Family Relations (MUCFR)</td>
<td>314 Gentry Hall</td>
<td></td>
<td>hdfs.missouri.edu/current_organizations.html</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

Administration of Human Services Programs

This program is for the professional who wants to provide leadership in human services programs. A strong undergraduate background in understanding, guiding, and working with people is necessary. Both thesis (MS) and non-thesis (MA) options are offered, but students must petition to write a thesis. The non-thesis option involves an exam, project, or internship.

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. Core content (15 hours)
   1. Family structures and functioning (12 hours)
      - HDFS 8012: Family Dynamics and Intervention
      - HDFS 8087: Poverty
      - HDFS 8710: Children, Families, and Public Policy
      - HDFS 8210: Theories of Human Development OR HDFS 8220: Family Theories
   2. Electives* (3 hours)
      - HDFS 7257: Aging and the Family
      - HDFS 7300: The Black Family
      - HDFS 7610: Stress in Families
      - HDFS 7620: Family Interaction
      - HDFS 7630: The Process of Divorce
      - HDFS 7640: Interpersonal Relationships
      - HDFS 7720: Child and Family Advocacy
      - HDFS 8235: Administration and Program Management
      - HDFS 8300: Advanced Seminar on Multicultural Families
      - HDFS 8420: Cognitive Development
      - HDFS 8440: Social and Emotional Development
      - HDFS 8460: Life Course Perspective
      - HDFS 8610: Remarriage and Stepfamilies
      - HDFS 8620: Work and Family
      - HDFS 8630: Gendered Relations in Families
      * Or any advisor approved graduate level course

C. Administration (9 hours)
   1. Administration (6 hours)
      - HDFS 7510: Administration of Programs for Children and Families OR PA 8160: Organizational Dynamics and Leadership
      - PA 8520: Human Resource Management and Development in the Public and Nonprofit Sector OR PA 8610: Group Dynamics and Conflict Resolution, OR PA
8710: The Nonprofit & Voluntary Sector, **OR** PA 8720: Financial Management in the Public and Nonprofit Sector
2. Advocacy/Policy (3 hours)
   PS 4320: Public Policy **OR** PS 4350: Issues in Public Policy
D. Thesis or other independent effort (3-6 hours)
   HDFS 8090: Project
   HDFS 8972: Internship
   HDFS 8999: Exam*
   HDFS 9090: Thesis
*No course credit is assigned to the exam option

**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).

Early Childhood Development

The Early Childhood Development program is planned for students who wish to focus their professional preparation on children as they develop, influence, and are influenced by a variety of environments. Both thesis (MS) and non-thesis (MA) options are offered, but students must petition to write a thesis. The non-thesis option involves an internship, project, or exam.
A. Statistics and research methods (6 hours)
   HDFS 8200: Research Methods
   Any advisor-approved statistics course 7000 level or above
B. Core content (24 hours)
   1. Family functioning and human development (12 hours)
      HDFS 7620: Family Interaction OR HDFS 8012: Family Dynamics and Intervention
      HDFS 8210: Theories of Human Development
      HDFS 8420: Cognitive Development
      HDFS 8440: Social and Emotional Development
   2. Electives* (12 hours)
      HDFS 7257: Aging and the Family
      HDFS 7300: The Black Family
      HDFS 7510: Administration of Programs for Children and Families
      HDFS 7610: Stress in Families
      HDFS 7630: The Process of Divorce
      HDFS 7640: Interpersonal Relationships
      HDFS 7720: Child and Family Advocacy
      HDFS 8220: Family Theories
      HDFS 8235: Administration and Program Management
      HDFS 8300: Advanced Seminar on Multicultural Families
      HDFS 8460: Life Course Perspective
      HDFS 8610: Remarriage and Stepfamilies
      HDFS 8620: Work and Family
      HDFS 8630: Gendered Relations in Families
      HDFS 8770: Poverty
      HDFS 8710: Children, Families and Public Policy
      LTC 8600: Perspectives in Parent Education/Parent Involvement
      LTC 8610: Issues in Early Childhood Education and Curriculum Practices
      LTC 8612: Advanced Early Childhood Curriculum AND L8495: Methods of Early Childhood Education (courses must be taken concurrently)
      LTC 8900: Advanced Assessment in Early Childhood Education
      * Or any advisor approved graduate level course
C. Thesis or other independent effort (3-6 hours)
   HDFS 8090: Project
   HDFS 8972: Internship
   HDFS 8999: Exam*
   HDFS 9090: Thesis
   *No course credit is assigned to the exam option
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. Core content (21 hours)
   1. Family interaction and functioning (6 hours)
      HDFS 7620: Family Interaction OR HDFS 8012: Family Dynamics and Intervention
      HDFS 7640: Interpersonal Relationships
   2. Family structures, forms, and variations (9 hours)
      HDFS 7300: The Black Family
      HDFS 7630: The Process of Divorce
      HDFS 8087: Poverty
      HDFS 8610: Remarriage and Stepfamilies
   3. Family theory (3 hours)
      HDFS 8220: Family Theories
   4. Electives* (3 hours)
      HDFS 7257: Aging and the Family
      HDFS 7510: Administration of Programs for Children and Families
      HDFS 7610: Stress in Families
      HDFS 7720: Child and Family Advocacy
      HDFS 8300: Advanced Seminar on Multicultural Families
      HDFS 8420: Cognitive Development
      HDFS 8620: Work and Family
      HDFS 8630: Gendered Relations in Families
      HDFS 8710: Children, Families and Public Policy
      * Or any advisor approved graduate level course
C. Human development (3 hours)
   HDFS 8440: Social-Emotional Development
   HDFS 8460: Life Course Perspective
   HDFS 8210: Theories of Human Development
   HDFS 8450: Adolescence and Emerging Adulthood
   HDFS 8470: Identity Development
D. Legal issues (3 hours)
   5575L: Family Law
E. Thesis or other independent effort (3-6 hours)
   HDFS 8090: Project
   HDFS 8972: Internship
Family Mediation

This is an applied program designed to provide experience in the emerging field of Family Mediation. Both thesis (MS) and non-thesis (MA) options are offered, but students must petition to write a thesis. The non-thesis option involves either a project or internship. Both the MA or MS options require that the student work with a licensed mediator in some capacity.

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. Core content in family science (27 hours)
   1. Family interaction and functioning (6 hours)
      HDFS 7620: Family Interaction OR HDFS 8012: Family Dynamics and Intervention
      HDFS 8440: Social-Emotional Development OR HDFS 8460: Life Course Perspective OR HDFS 8210: Theories of Human Development
   2. Family structures, forms, and variations (6 hours)
      HDFS 7630: The Process of Divorce
      HDFS 8610: Remarriage and Stepfamilies
   3. Family theory (3 hours)
      HDFS 8220: Family Theories
   4. Family financial planning (3 hours)
      FINPLN 3283: Financial planning
   5. Family mediation and law (6 hours)
      HDFS 8087: Family Mediation Seminar
      5575L: Family Law
   6. Divorce education (3 hours)
      HDFS 9100: Divorce Education Programs

C. Thesis or other independent effort (3-6 hours)
   HDFS 8090: Project
   HDFS 8972: Internship
   HDFS 8999: Exam*
   HDFS 9090: Thesis

*No course credit is assigned to the exam option
Lifespan Development

The Lifespan Development Master’s program is designed for students who have an interest in human development over the life course. Course work focuses on the principles of development, with special emphasis on the importance of context. A thesis or non-thesis option may be chosen. 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 (36 credits total):

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

B. Human development (3 hours)
   - HDFS 8210: Theories of Human Development

C. Core content (15 hours)
   1. Lifespan development (12 hours)
      - HDFS 7257: Aging and the Family
      - HDFS 8440: Social-Emotional Development
      - HDFS 8420: Cognitive Development
      - HDFS 8460: Life Course Perspective
      - HDFS 8450: Adolescence and Emerging Adulthood
   2. Family interaction and functioning (3 hours)
      - HDFS 8640: Family Interaction
      - HDFS 8012: Family Dynamics and Intervention
      - HDFS 8220: Family Theories
      - HDFS 7610: Stress in Families
      - HDFS 7640: Interpersonal Relationships

D. Electives* (6-9 hours)
   - HDFS 7720: Child and Family Advocacy
   - HDFS 8300: Advanced Seminar on Multicultural Families
   - HDFS 8470: Identity Development
   - HDFS 8610: Remarriage and Stepfamilies
   - HDFS 8620: Work and Family
   - HDFS 8630: Gendered Relations in Families
   - HDFS 8710: Children, Families and Public Policy
   - HDFS 8770: Poverty
   *Or any advisor approved graduate level course

E. Thesis or other independent effort (3-6 hours)
   - HDFS 8090: Project
   - HDFS 8972: Internship
   - HDFS 8999: Exam*
   - HDFS 9090: Thesis

*No course credit is assigned to the exam option
Appendix B: Sample Doctoral Plan of Study

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.

<table>
<thead>
<tr>
<th>I. Family Science (39 credits):</th>
<th>In Progress: 0</th>
<th>Remaining: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Dept.</td>
<td>Number</td>
</tr>
<tr>
<td>Interpersonal Relationships</td>
<td>HDFS</td>
<td>7640</td>
</tr>
<tr>
<td>Children and Families in Poverty</td>
<td>HDFS</td>
<td>8087</td>
</tr>
<tr>
<td>Social/Emotional Development</td>
<td>PSYCH</td>
<td>8440</td>
</tr>
<tr>
<td>Family Theories</td>
<td>HDFS</td>
<td>8220</td>
</tr>
<tr>
<td>Immigrant Families and the</td>
<td>SW</td>
<td>7455</td>
</tr>
<tr>
<td>Receiving Community</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stepfamilies and Remarriage</td>
<td>HDFS</td>
<td>8610</td>
</tr>
<tr>
<td>Adolescence and Young adulthood</td>
<td>HDFS</td>
<td>8450</td>
</tr>
<tr>
<td>Gender and the Family</td>
<td>HDFS</td>
<td>8087</td>
</tr>
<tr>
<td>Family Communication</td>
<td>COMM</td>
<td>7520</td>
</tr>
<tr>
<td>Focus on Kids Seminar</td>
<td>HDFS</td>
<td>8087</td>
</tr>
<tr>
<td>Family Interaction</td>
<td>HDFS</td>
<td>7620</td>
</tr>
<tr>
<td>Teaching Practicum</td>
<td>HDFS</td>
<td>9100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Research Methods and Statistics (39 credits)</th>
<th>In Progress: 12</th>
<th>Remaining:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Dept.</td>
<td>Number</td>
</tr>
<tr>
<td>Research Methods</td>
<td>HDFS</td>
<td>8200</td>
</tr>
</tbody>
</table>
Regression & Correlation  ESC_PS  8610  Spring 06  3  A
Qualitative Research Methods  NURSE  9420  Spring 07  3  A
Analysis of Variance  ESC_PS  8620  Fall 07  3  A
Multivariate Analysis  ESC_PS  9650  Sum 08  3  A
Research Practicum – 1  NURSE  8085  Fall 08  3  Satisfactory
Seminar in ESC_PS: HLM  ESC_PS  8087  Fall 08  3  A
Advanced Research Methods  HDFS  9200  Spring 09  3  B
Research Practicum – 2  HDFS  9210  Spring 09  3  Satisfactory
Dissertation  HDFS  9090  TBD  12  In Progress

III. Collateral Area, Public Policy (12 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>Organizational Dynamics</td>
<td>Pub_Af</td>
<td>8160</td>
<td>Spring 08</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Public Policy Processes</td>
<td>Pub_Af</td>
<td>8170</td>
<td>Fall 08</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Ethics, Democracy &amp; Service</td>
<td>Pub_Af</td>
<td>8210</td>
<td>Spring 09</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Public Policy Analysis</td>
<td>Pub_Af</td>
<td>8430</td>
<td>Spring 07</td>
<td>3</td>
<td>A</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: Comprehensive Exam Process for Students Matriculating Prior to Fall 2015

The following policy and procedures govern the comprehensive examination that remains an option for students matriculating prior to Fall 2015. Refer to Figure 1 for an illustration of this process. Students matriculating prior to Fall, 2015 may instead choose the newer Comprehensive Examination format.

Part I: In-house written and oral exam
The in-house exam consists of writing over (1) theory, methods, and statistics, (2) the student's area of specialization and core content, and (3) the student's collateral area. The advisor is responsible for collecting questions from all five committee members, constructing the exam, and getting approval for the final version from available committee members. It is expected that the written exam will take the student no longer than 8 hours (e.g., two half-days or one full day) to complete. During the oral defense, committee members may ask the student to defend his or her written answers and also probe for understanding of the questions administered but not chosen during the written exam.

If the student does not pass the in-house exam, the committee will recommend remedial measures, in writing, for the student to take. If the student is required to retake the exam, the student can retake the in-house exam (with new questions) no sooner than 12 weeks after the failed first attempt. Not passing the in-house exam a second time automatically prevents candidacy. The D-3 form indicating this is sent to the Graduate School.

When the student completes the in-house exam, an oral exam will be scheduled within 2 weeks. Failing the oral exam will result in dismissal from the Ph.D. program. Satisfactory performance on the oral exam, will allow the student to progress to phase II.

Part II: Grant proposal and oral exam
Using an extended version of the NIH RO3 grant application format (see Appendix D), students are to prepare a grant proposal for step two of the comprehensive exam.

Timeline
A pre-proposal is to be presented to the supervisory committee within 30 days after the completion of the in-house written exam and oral defense. Once the committee approves the pre-proposal, the student will begin writing the grant proposal, and they have 60 days to complete it and submit it to their committee.

The pre-proposal:
The grant proposal should result in a thematic and systematic plan that could be followed in the first years in a research setting after completion of the doctoral degree. To this end, a three-to-five page double-spaced pre-proposal will be presented to the doctoral committee. The pre-proposal is to include: (a) an abstract of the expected direction the student predicts his or her grant to take (limit of 1 page); (b) a description of the area of study in which the proposal will focus; (c) a justification of the importance of this line of research; (d) a draft-level statement of the specific aims and related research questions and/or hypotheses that will be addressed in the proposal; and (e) a description of the basic research design. A reference list should also be attached. Study measures or interview protocols may be provided as appendices. After submitting the pre-proposal, a meeting is scheduled with the doctoral committee to provide feedback to the student and to decide whether the pre-proposal is approved by the committee. If the pre-proposal is approved, the student begins writing his/her grant proposal. If the pre-proposal is not approved, the student must revise the pre-proposal based on committee feedback and schedule a new meeting. The pre-proposal is to be included with the full grant proposal as a part of the appendices.

Grant Proposal:
The grant proposal is to span 2 years and focus on either (a) multiple studies (up to two) that build on each other or (b) a longitudinal study that includes substantive and unique analyses of each wave of data. It is expected that the study will be theoretically based and will include relevant literature as part of the proposal’s justification. The sampling, procedures, methods, design, and analyses are to be clearly articulated. In addition, the proposal is to include copies of the measures to be used and a timeline, as well as a budget and a budget justification. Human Subjects guidelines are to be followed as per the specific grant instructions and the Internal Review Board (IRB) section should be completed, although the student is not required to actually submit the proposal for IRB approval. See Appendices D & E for a succinct outline and thorough instructions.

The options that may be taken by the committee following the submission of the first grant proposal are as follows:

(1) **Accept** the grant proposal; student begins the dissertation process.

(2) **Require** that the student revise and resubmit the grant proposal within 60 days.

The options that may be taken by the committee following the submission of the revised grant proposal are as follows:

(1) **Accept** the grant proposal; student begins the dissertation process.

(2) **Require** that the student begin the process over by submitting a proposed outline for a grant proposal on a NEW topic deemed appropriate by the committee. Once the committee approves the proposal, the student again has a maximum of 60 days to complete the proposal.
The options that may be taken by the committee following the submission of the NEW grant proposal are as follows:

(1) **Accept** the grant proposal; student begins the dissertation process.

(2) **Require** that the student revise and resubmit the NEW grant proposal within 60 days. This will be the FINAL revision/resubmission.

The options that may be taken by the committee following the submission of the final revised, NEW grant proposal are as follows:

(1) **Accept** the grant proposal; student begins the dissertation process.

(3) **Not accept** the grant proposal, which automatically prevents candidacy and results in filing the D-3 form with the Graduate School, indicating that the student did not pass. The student is dismissed from the PhD program.

A student may experience circumstances that make it difficult to finish his or her comprehensive exam within this time line (e.g. accident, severe illness). In these rare circumstances, the student and the committee chair may apply for an extension by submitting a written request that (a) details the reasons for an extension and (b) proposes a new deadline to the Director of Graduate Studies and their committees.

**Questions that arise about Grant Proposal:**
It is conceivable that students would normally consult with individuals with in-depth knowledge on certain issues while writing a proposal if it were actually being submitted to a federal agency. However, for the comprehensive exam, the grant proposal is to reflect solely the efforts and abilities of the individual student. Although students are allowed to consult their committee about issues that arise while writing their proposal, this is to be done at the general rather than the specific level. Consultation about the proposal is limited to these sources and discussion with other graduate students.

**Admission to Candidacy.** After students pass both phases of the comprehensive examinations, the student will apply to the Division of Graduate Studies for admission to candidacy by completing the D3 form. With ABD status the student will complete a proposal for the dissertation project. The dissertation proposal shall be submitted to the student’s committee for review approximately 90 days after passing the comprehensive exam. The dissertation proposal should include a comprehensive and pertinent review of the literature, statement of the problem, the purpose of the proposed study, description of the research design, and discussion of the specific means by which the data will be analyzed. Subsequently, the dissertation committee will meet to evaluate, request revisions to, and approve the student's dissertation proposal.
HDFS Earlier Comprehensive Exam Timeline*

In-House Exam 2 weeks

Orals

Pass 30 days

Fail

Pre-Proposal

Pre-Proposal Meeting 2 weeks

Pass

Fail

30 days

Revise Pre-proposal

Second Attempt Minimum 12 weeks

Pass

Fail

Pre-Proposal Meeting

Grant Proposal 60 days

Pass

Fail

Pre-Proposal Meeting

Grant Meeting 2 weeks

Pass

Fail

Revise Grant

Grant Meeting

New Grant Proposal 60 days

Grant Meeting

Fail

Revise Grant 2 weeks

Grant Meeting

Dismiss from Program

Admit to Candidacy (submit D3 form)
*Graduate students who do not meet the deadlines outlined in this handbook will be deemed to be making insufficient academic progress. This may result in being placed on academic probation and/or being dismissed from the program.

**Appendix D: Comprehensive Exam Grant Proposal Format for Students Matriculating Prior to Fall 2015**

Start the Proposal with an abstract of not more than 150 words, typed on its own page. Then, include all of the following sections, using the heading listed in bold type. Sections A-D (the Research Plan) must be done within 10 single-spaced typed pages (Arial, 11 point font; 1” margins top and bottom, .9” margins left and right).

**A. Specific Aims**

**B. Background and Significance**

This is the literature review that provides a rationale for this proposed research project.

**C. Preliminary Studies**

Your Background and Experience (if applicable).

**D. Research Design and Methods**

**E. Human Subjects**

Include all sub-sections, writing “not applicable” as necessary.

*Participants*

*Potential Risk*

*Recruitment and Informed Consent*

*Protection of Human Subjects against Risk*

*Potential Benefits of the Proposed Research*

*Women and Minority Inclusion*

*Inclusion of Children*

**G. References**
Use APA, sixth edition format

You may have Appendices if you want to include examples of research instruments, statistical formulas, or other materials that will help readers understand the proposal.

**Budget Justification**

Maximum budget is $100,000 for 2 years or $50,000 for one.

*Personnel (salaries and wages):*
*Consultation costs:*
*Equipment:*
*Supplies:*
*Participant Support:*
*Travel:*

**Total Budget Request, Year 1:**

*Personnel (salaries and wages):*
*Consultation costs:*
*Equipment:*
*Supplies:*
*Participant Support:*
*Travel:*

**Total Budget Request, Year 2:**

**NOTE:** See Appendix E for further suggestions in writing your budget justification.

**Proposed Timeline**
Appendix E: Helpful Hits for Grant-Writing

Writing Your Grant Application
(adapted from: http://grants.nih.gov/grants/writing_application.htm)

Introduction
Writing a grant application is a major undertaking. The following guidance may assist you in developing a proposal that allows your committee to better evaluate the science and merit of your ideas.

Get Prepared
To ensure efficient and thorough completion of your grant proposal, consider taking the following preliminary steps:

- Review the grant instructions for important information on the process and guidance on preparing specific sections of the proposal.
- Prepare an outline following the proposal framework and structure described in the application guide.
- Develop a timeline. Be realistic about the time it can take to write and revise the proposal.

Is Your Idea Original?
- Check the literature to verify that the exact project you are considering has not been done before. Search the literature and the NIH RePORT (Research Portfolio Online Reporting Tools) database to minimize overlap with similar studies.
- Carve out a niche that will allow you to significantly advance knowledge in your respective field.

Refine Your Ideas
- Generate a hypothesis.
- Make sure your specific research aims can be accomplished within the proposed time and resources.

What to Know Before You Start Writing the Research Proposal

1. **Significance.** Does this study address an important problem? If the aims of the application are achieved, how will scientific knowledge or clinical practice be advanced?
What will be the effect of these studies on the concepts, methods, technologies, treatments, services, or preventive measures that drive this field?

2. **Approach.** Are the conceptual or clinical framework, design, methods, and analyses adequately developed, well-integrated, well-reasoned, and appropriate to the aims of the project? Does the applicant acknowledge potential problem areas and consider alternative tactics?

3. **Innovation.** Is the project original and innovative? For example, does the project challenge existing paradigms or clinical practice? Does it address an innovative hypothesis or critical barrier to progress in the field? Does the project develop or employ novel concepts, approaches, methodologies, tools, or technologies for this area?

**Developing Your Research Plan**
The research plan describes the proposed research, stating its significance and how it will be conducted. Remember, your application has two audiences: the majority of reviewers who will probably not be familiar with your techniques or field and a smaller number who will be familiar.

- All reviewers are important to you because each reviewer gets one vote.
- To succeed in peer review, you must win over the assigned reviewers. They act as your advocates in guiding the review panel's discussion of your application.
- Write and organize your application so the primary reviewer can readily grasp and explain what you are proposing and advocate for your application.

The research plan component of the application guide includes the following four sections:

- **Specific Aims:** what you intend to do
- **Background and Significance:** why the work is important
- **Preliminary Studies:** studies you may have completed on a relevant topic (e.g., pilot studies)
- **Research Design and Methods:** how you are going to do the work

Specific elements must be included in the research plan. There are page limits for the key sections. You may not exceed a total of 10, single spaced pages for the four sections of the research plan.

There is no requirement that all 10 pages allotted be used. All tables, graphs, figures, diagrams, and charts are included within the page limits. Be sure to follow any page limitations specified.

**Specific Aims**
A strong grant application is driven by a strong, solid hypothesis with clear research objectives. The specific aims are a formal statement of the objectives and milestones of the research project towards testing the hypothesis. Consider whether the specific aims are logical and achievable. List your aims and then what you'll do to support each aim. Keep in mind that your study must support your aims, and your aims are the test of your hypothesis.
At its core, the typical grant application has a testable hypothesis in an area of high interest. It includes a concise series of specific aims that address the central hypothesis. Consider whether the aims address interesting and significant issues and whether they are hypothesis-based. The purpose of the Specific Aims section is to clearly and concisely describe what the proposed research is intended to accomplish.

Specific aims should:
- Include specific research objectives
- Be hypothesis-based
- Be obtainable within the proposed timeframe
- Fit together in an overall framework
- Be well-focused rather than broad and diffuse
- Limited to approximately one page.

**INSIDER TIP:** State a clearly-defined hypothesis. Make sure that the proposed specific aims will directly test your hypothesis.

**Background and Significance**
The Background and Significance section states the research problem, including the proposed rationale, current state of knowledge, and potential contributions and significance of your research to the field.

Critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill. Explain why the literature about your research leads you to think this topic needs study. This should not be a thesis, but should provide information that directly pertains to the scientific need for your project.

Make sure the significance of the topic is explicitly stated. Include sufficient justification for the significance of the problem and a rationale for the proposed studies. State how scientific knowledge or clinical practice will be advanced if the aims of the application are achieved.

Describe the effect of these studies on the concepts, methods, technologies, treatments, services or preventative interventions that drive this field.

**Tips:**
- Show that you have critically evaluated existing knowledge, including background literature and relevant data.
- References should reflect up-to-date knowledge of the field.
- Specify existing gaps that the project is intended to fill.
- Identify controversies that the project is designed to resolve.
- Discussion should convey the importance and relevance of the research aims.
- Highlight potential impacts.
- Highlight why research findings are important beyond the confines of the specific research project. For example, to demonstrate significance, address how research results can be applied.
• Two to three pages are recommended for the Background and Significance section.

**INSIDER TIP:** The “Background and Significance” section should thoroughly describe the literature, particularly any scientific controversies in the field, yet should support your views and hypothesis. Make sure that you have identified key references.

**Research Design and Methods**

Use this section to describe how you plan to carry out the research. Your research methods should relate directly to the aims you have described. This section is critical for demonstrating that the applicant has developed a clear, organized and thoughtful study design that tests the central hypothesis. It is NOT a list of recipes for methods, experiments and data collection. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. As part of this section, provide a tentative sequence or timetable for the project.

**Tips:**

- Should provide an overview of the proposed design and conceptual framework.
- Study goals should relate to proposed study hypotheses.
- Include details related to specific methodology; explain why the proposed methods are the best to accomplish study goals.
- Describe any novel concepts, approaches, tools or techniques.
- Include details of how data will be collected and results analyzed.
- Consider required statistical techniques.
- Include proposed work plan and timeline.
- Consider and discuss potential limitations and alternative approaches to achieve study aims.
- Keep in mind that a carefully developed research plan will also be reflected in a realistic and well-justified budget for the project, whether it is a modular or non-modular budget.

**INSIDER TIP:** Set realistic goals for what you expect to accomplish with the budget and within the project period. Be clear about the methods and experimental design you will use. Be clear in describing the experimental details of what you are describing. Avoid proposing experiments based on general observations or that are correlative.
Preparing Budget Justifications

The Budget Justification section should provide information on why costs are necessary for the proposed project and how they are calculated. The following are sample items that might be included.

A. Salaries and Wages
   1. Name
   2. Degree(s)
   3. Title
   4. Time commitment
   5. Duties and responsibilities in relation to the program goals and objectives

B. Consultant Costs
   1. Name of consultant (if known)
   2. Organizational affiliation (if applicable)
   3. Nature of services to be rendered
   4. Number of days of consultation
   5. Expected rate of compensation
      a. Hourly or day rate
      b. Other – travel, per diem, other related expenses

C. Equipment
   1. Description
   2. Quantity
   3. Unit cost
   4. Justification for the use of each item related to specific program objectives:
   5. how the equipment will enable project personnel to fulfill the objectives of the project

D. Supplies
   1. Item description
   2. Quantity
   3. Unit cost
   4. Total amount

E. Travel
   1. Purpose of trip
   2. Name/position of traveler
   3. To the extent possible, itemize per person travel costs: airfare, lodging, meals, car rental,
      parking, mileage, registration fees, etc.
   4. Number of trips
5. Total costs

F. Other
This category contains items not included in the previous budget categories. Individually list each item requested and provide appropriate justification related to the program objectives. Example items might include long-distance toll calls, copy costs, tuition costs, etc.

Additional Elements Required in a Grant Proposal
The following elements need to be included in the grant proposal as appropriate.

- **Appendix Materials**
  The Appendix may not be used to circumvent the page limitations of the Research Plan. Essential information should be included within the body of the grant application. The appendices should contain supportive or supplemental information.

- **Bibliography & References Cited**
  Provide a bibliography of any references cited in the Research Plan. Use APA style.

- **Inclusion of Women, Minorities and Children in Research**
  Reviewers will assess the adequacy of plans to include subjects from both genders, all racial and ethnic groups (and subgroups), and children, as appropriate, for the scientific goals of the research will be assessed. Plans for the recruitment and retention of subjects will also be evaluated.

- **Protection of Human Subjects from Research Risk**
  Applicants must assure the committee that all human subjects are protected. Reviewers will assess the potential risk to human subjects in proposed research and evaluate what protections are in place to guard against any research-related risk.

Important Writing Tips

- The instructions require that materials be organized in a particular format. Reviewers are accustomed to finding information in specific sections of the application. Organize your application to effortlessly guide reviewers through it. This creates an efficient evaluation process and saves reviewers from hunting for required information.

- Think like a reviewer. A reviewer must often read 10 to 15 applications in great detail and form an opinion about each of them. Your application has a better chance at being successful, if it is easy to read. Make a good impression by submitting a clear, well-written, properly organized application.

- Start with an outline following the suggested organization of the application.
• Be complete and include all pertinent information.
• Be organized and logical. The thought process of the application should be easy to follow. The parts of the application should fit together.
• Write one sentence summarizing the topic sentence of each main section. Do the same for each main point in the outline.
• Make one point in each paragraph. This is key for readability. Keep sentences to 20 words or less. Write simple, clear sentences.
• Before you start writing the application, think about the budget and how it is related to your research plan. Remember that everything in the budget must be justified by the work you've proposed to do.
• Be realistic. Don't propose more work than can be reasonably done during the proposed project period. Make sure that the budget is reasonable and well-justified.
• Capture the reviewers' attention by making the case for why your research should be funded. Tell reviewers why testing your hypothesis is worth money and why you are the person to do it. Be persuasive.
• Include enough background information to enable an intelligent reader to understand your proposed work.
• Use the active, rather than passive, voice. For example, write "I will develop an experiment," not "An experiment will be developed."
• Use a clear and concise writing style so that a non-expert may understand the proposed research. Make your points as directly as possible. Use basic English, avoiding jargon or excessive language. Be consistent with terms, references and writing style.
• Spell out all acronyms on first reference.
• Use subheadings, short paragraphs, and other techniques to make the application as easy to navigate as possible. Be specific and informative, and avoid redundancies.
• Use diagrams, figures and tables, and include appropriate legends, to assist the reviewers to understand complex information. These should complement the text and be appropriately inserted. Make sure the figures and labels are readable in the size they will appear in the application.
• Use bullets and numbered lists for effective organization. Indents and bold print add readability. Bolding highlights key concepts and allows reviewers to scan the pages and retrieve information quickly. Do not use headers or footers.
• Identify weak links in your application so the application you submit is solid, making a strong case for your project.

Proofreading and Final Edits
• Allow sufficient time to put the completed application aside, and then edit it from a fresh vantage point. Try proofreading by reading the application aloud.
• Have zero tolerance for typographical errors, misspellings, grammatical mistakes or sloppy formatting. A sloppy or disorganized application may lead the reviewers to conclude that your research may be conducted in the same manner.
• Prior to submission to the committee, perform a final proofread of the entire grant application.