Gerontology Handbook

Revised Summer 2021

MU is an affirmative action, equal opportunity employer.

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Welcome

You have been admitted to a unique online graduate program which focuses on human development in older adulthood. Please refer to this handbook as you move through the program and contact your advisor with any questions.

These programs are part of a multi-state, multi-institution consortium offering fully online graduate programs in the human sciences. The Great Plains Interactive Distance Education Alliance or GP IDEA offers degrees in Human Sciences and Agriculture and Natural Resources. Each program is supervised by the Board of Directors of the Alliance and each member institution has a representative on the Board.

Programs are facilitated and supported by eleven public research universities, each of which brings unique strengths to the academic programs. Several universities share knowledge through a body of faculty with expertise in Gerontology. It allows each campus to contribute course offerings to the degree, while allowing students to learn from the best scholars in the field without applying to several different universities.

In the Gerontology Program, participating institutions include: Michigan State University, Kansas State University, University of Nebraska-Lincoln, North Dakota State University, Iowa State University, Texas Tech University, and the University of Missouri. All institutions have a history of success in distance education.

The Great Plains Interactive Distance Education Alliance (GP IDEA) was founded in 1994 capitalizing on the institutional resources of 11 major research universities to sponsor graduate education programs through distributed learning technologies. The Alliance offers fully-online graduate coursework and program options in high-demand professional fields. Academic programs are the core of the Alliance. Each member institution awards academic credit and degrees for programs in which they participate. Curricula are developed by inter-institutional faculty teams. Every program meets the requirements of these accredited institutions of higher learning.

You have been admitted to and are considered a graduate student at The University of Missouri, with the same rights, privileges and responsibilities as students who take classes on campus. As a new graduate student, it is your responsibility to be familiar with the information in this handbook and with the applicable rules, regulations and procedures it contains. We hope this handbook will assist you in completing your program by providing a guide for your enrollment and program progress.

For additional information on the Great Plains IDEA and the Gerontology programs, visit:
> http://www.gpidea.org/program/gerontology

Glossary of Terms

Because of the unique nature of these programs, the following terms will be helpful to understand as you read through this document and as you move through your degree program.

Home Institution-your home institution is the University of Missouri, the institution that you applied to, were admitted into the Gerontology program, and from which you will receive your degree or certificate. You will abide by policies and procedures of the University of Missouri.

Teaching Institution-the institution that is teaching the class in a particular semester. If the University of Missouri is not teaching semester, you are typically a guest student or visiting scholar at this institution.

Learning Management System- The online software program used for access to course materials at a university. These sites are available 24 hours a day, 7 days a week. Examples of what you would find there could include: class e-mails, documents, discussion boards, assignments, and announcements. The learning management system used for Mizzou courses is Canvas, found at: https://courses.missouri.edu. Other institutions may use Blackboard, Desire 2 Learn, or another online management system. It is your responsibility to learn how to use each management systems from each institution in which you enroll for coursework. It is a good idea for new students to set up their computer login IDs as soon as possible and access the Learning Management System before the course begins. Most have tutorials or demos to familiarize you with the layout.

Campus Coordinator–person at your home institution who coordinates your registration with the teaching institution. There is a campus coordinator at each institution.

Wait List – The process used for enrolling students into courses when a course reaches capacity before the first day of class AND after the enrollment information exchange date. The wait list is used after the enrollment information exchange date as a way to ensure students from all institutions receive equal, first-come, first-serve change at enrollment.

Roles

Graduate Student Responsibilities and Expectations

As a graduate student, you are responsible for the following:
- Learning and adhering to the academic rules, procedures and policies of the University of Missouri and those outlined in this Great Plains IDEA Gerontology Student Handbook
- Meeting the requirements of the University of Missouri for degree completion pertaining to the Gerontology degree program in a timely manner
- Following scholarly codes of ethics in course work, research, and professional activities
- Exhibiting high-standards of professionalism in program course work

- Understanding and use the most recent American Psychological Association (APA) Publication Manual for formatting and style
- Accessing reliable internet and all technological requirements of an online degree program

> The University of Missouri publishes the M-Book, which lists the Student Code of Conduct and the rights and responsibilities of graduate students. This document can be found at:
> https://mbook.missouri.edu/

Because this is an online-only program, you will have to be organized, motivated, and self-directed. You will need to navigate different institutions' websites, learning management systems, and libraries. Ask questions as you have them and take advantage of the various resources we (and the GPI program) offer.

Academic Advisor

When you are admitted to the program, you will be assigned a faculty advisor. All University of Missouri Gerontology MA and certificate-seeking graduate students are currently advised by Dr. Ashlie Lester. She can be reached at lestera@missouri.edu. Dr. Lester can assist you with:
- planning for courses
- transferring credit
- approving electives and course substitutions
- planning for capstone experiences
- answering your program and university policies, procedures, and requirements questions

Campus Coordinator

At the University of Missouri, the Campus Coordinator for the Gerontology program is Janice Clawson. She can be reached at mumzongreatplains@umsystem.edu. Ms. Clawson has the following responsibilities:
- sending the intake survey to newly admitted students
- helping students navigate through a distance education program
- informing students of upcoming course schedules to assist them in completing their degree program
- keeping on file the Student Acknowledgement Form allowing the university to share student information with the other Great Plains IDEA institutions
- informing students when it is time to register for courses according to the Great Plains IDEA calendar
- assisting students with referrals to technical help desks and answer basic questions
- entering student admissions and enrollment data into the Alliance database
- sending exit and alumni surveys

> Please fill out the surveys to help us improve the program and services to future students.

Director of Graduate Studies

At the University of Missouri, the Director of Graduate Studies 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 students navigate program and university policies, procedures, and requirements
- assisting with departmental and university paperwork (e.g., M1 forms)
- meeting regularly with academic advisors and issuing annual progress letters
- chairing the HDFS graduate committee

Program Requirements

Admissions Criteria

Admission to the Gerontology master's degree and graduate certificate programs are based on an applicant's undergraduate grade point average (GPA) on the last 60 hours of credit earned, the extent to which our programs match the applicant's academic objectives, and the applicant's potential for graduate study as reflected by transcripts, a personal statement, and letters of recommendation. In general, the applicant's undergraduate GPA on the last 60 hours of credit earned must be 3.0 ("B") or better, although in exceptional cases we might admit, on provisional status, a professional who has practiced in the field for years, if her or his GPA is less than 3.0. Students whose GPA is below 3.0 may be limited to take only 3-4 credit hours their first semester. Admission is not contingent upon having a specific type of undergraduate degree. Applicants who hold a graduate degree must have earned a 3.0 GPA in that degree program to be admitted.

Master of Arts Process

- After completing 18 credit hours and before your final semester of coursework, submit the M1 plan of study form to the DGS. The plan of study is a list of courses you intend to take to fulfill the degree requirements. Your advisor will help you create your plan of study, including helping you choose a capstone experience (i.e., comprehensive exam or internship). All forms can be found on the Graduate School's web page: http://gradstudies.missouri.edu/forms-downloads/
- Consult with your advisor to invite faculty members to serve on your committee.
- In your final semester of coursework, apply for graduation (http://gradstudies.missouri.edu/search/?q=application+for+graduation) and begin your capstone experience.
- Submit your capstone proposal to your committee for feedback and approval. Once approved, submit a complete M2.5 form to the DGS.
- After successfully defending your capstone experience to your committee, submit the M3 form to the DGS.

Master of Arts in Human Development and Family Science, with an Emphasis in Gerontology (36 credits)

The 36-credit master's degree program (MA) consists of eight required core courses, elective courses, and either an internship experience or a comprehensive exam.

Courses are selected from (36 hours minimum):

Required:

HDFS 7252: Adult Development (3)
HDFS 7255: Economics, Public Policy, & Aging (3)
HDFS 7256: Environments and Aging (3)

HDFS 7257: Aging in the Family (3)
HDFS 8251: Perspectives in Gerontology (3)
HDFS 8253: Physical Health in Aging (3)
HDFS 8254: Gerontology Research Methods and Program Evaluation (3)
HDFS 8258: Professional Seminar in Gerontology (3)

Suggested Electives*:

HDFS 7259: Mental Health & Aging (3)
HDFS 7260: Women and Aging (3)
HDFS 7261: Biological Principles of Aging (3)
HDFS 8221: Gerontechnology (3)

*Or any advisor-approved course

Independent Effort

Comprehensive Exam (no credit hours)
OR
HDFS 8972: Internship (variable credit hours; by advisor-approval only)

NOTE: Up to 6 credits can be transferred from other graduate programs if the courses are deemed relevant by your advisor. Please refer to Appendices D and E for details regarding the comprehensive exam and internship, respectively.

Graduate Certificate in Gerontology (15 credits)

Required (6 hours):

HDFS 7252: Adult Development (3)
HDFS 8251: Perspectives in Gerontology (3)

Suggested Electives (9 hours):

HDFS 7233: Basic Grant Development and Management (1)
HDFS 7235: Administration and Program Management (3)
HDFS 7255: Aging Policy (3)
HDFS 7256: Environments and Aging (3)
HDFS 7257: Aging and the Family (3)
HDFS 7259: Mental Health and Aging (3)
HDFS 7260: Women and Aging (3)
HDFS 7261: Biological Principles of Aging (3)
HDFS 7262: Long-term care Administration (3)
HDFS 8238: Program Design, Implementation and Evaluation (3)
HDFS 8253: Physical Health and Aging (3)

HDFS 8254: Program Evaluation and Research Methods (3)
HDFS 8258: Professional Seminar in Gerontology (3)

Transfer and Shared Credits

Contact your advisor to see if you are eligible to transfer credits into your graduate degree program. For MA students, up to 6 credits can be transferred from other graduate programs if the courses are deemed relevant by your advisor. For students in two MA programs, these 6 credit hours may be applied to one or the other degree program, or divided between them. For Certificate students, up to 3 credit hours can be transferred from other graduate programs.

For students enrolled in two degree programs, a limited number of courses may appear on both programs of study, **if appropriate and if approved by your advisor**. For students in two MA programs, 6 credit hours may appear on both programs of study. For students in an MA and a certificate program or in two certificate programs, only 3 credit hours may be shared.

Academic Process

Registration

When you are accepted to the Gerontology program, the University of Missouri will send:
- a welcome letter from the Human Development and Family Science Department
- a welcome letter from the University of Missouri Graduate School including:
    - a student ID or student number from the Graduate School
    - MU pawprint and password from the Graduate School
    - approval to enroll in coursework from the Graduate School

You will use the student ID or student number to set up an e-mail address and computer login ID. Please save this important information to avoid future problems.

You will register for all courses through MyZou (https://myzou.missouri.edu) and use this system to access your records, previous enrollment, and even pay bills. If the course also is taught by MU, you will also access the class through MU's learning management system, Canvas (https://courses.missouri.edu).

If the class is taught at another institution, you will be assigned guest or visiting scholar status at the teaching institution and receive <u>another</u> student number, computer login ID and e-mail address through the teaching institution. You also will access the course through the teaching institution. *It is imperative that you save your student numbers, computer login IDs, and email addresses for the remainder of your program.*

Please note that courses are listed with different course numbers at different institutions. The course number in which you enroll at MU will be different from the teaching institution.

> **Mizzou Online** (http://online.missouri.edu): View course offerings, submit course enrollment approval
> **myZou** (https://myzou.missouri.edu): Register for courses, access academic records, drop courses
> **Canvas** (https://courses.missouri.edu): MU's learning management system

Enrollment

You will enroll in all courses (regardless of teaching institution) through MU. Due to popular demand, please be aware that enrolling for the course through your home institution will not guarantee you a spot in the class at the teaching institution. We encourage you to enroll as early as possible to avoid problems. Know your home institution's enrollment dates.

> MU's academic calendar can be accessed at:
> http://registrar.missouri.edu/dates-deadlines.php

To view course offerings, please visit the Great Plains IDEA web site at http://www.gpidea.org/. Course schedules are posted for upcoming semesters and details on each course (including start dates and textbook information). Your advisor can help you determine which courses would be appropriate for you to take, and at what time in your program you should take them.

When you are ready to enroll, please submit an official consent request:
- Go to the course search: https://online-consent.missouri.edu/search/
- Use filters to find relevant courses (e.g., select "graduate" academic level, select the appropriate semester, select "Human Development & Family Science" subject).
- Select the course that interests you.
  - ○ Read through the course information. It will provide you with all the steps required to enroll in this course; such as if the course utilizes the Great Plains waitlist.
- At the bottom of the page(s), select the button to fill out the course consent form.
- Once you receive approval, you will register through the MyZou site, http://myzou.missouri.edu/. If you have questions regarding registration, please contact the campus coordinator.

GP IDEA institutions have different start/end dates across universities, so be aware of your courses and when they start. The program is designed so that students can finish the MA degree in a minimum of two years.

> You must complete and return the *Student Acknowledgement Form*
> (in the back of this handbook) before you can enroll in Gerontology courses.

Before the Semester Begins

Prior to the beginning of each semester (about two weeks), you will receive a course information sheet for the course(s) in which you are enrolled. The course information sheet will include:
- Required text or materials for the course
- Instructor contact information
- Campus Coordinator contact information *for the teaching institution*
- Textbook information

Most students choose to purchase texts from non-university vendors (Amazon, Barnes and Noble, half.com, etc.); be attentive to the edition of the textbook being used when ordering. Many professors only use online resources such as academic journals though Google Scholar or the teaching institution's library's collection. Professors try to be considerate of cost, whenever possible.

Grades

You will be taking courses from institutions with different grading systems. The teaching university will provide your grade to your home university according to the matrix. Your

university will then translate the grade according to the matrix and your home institution's standards.

	University of Missouri	Kansas State University	Iowa State University	North Dakota State Univ	Oklahoma State University	Texas Tech University
A+	4.0	A – 4	4.0	A – 4	A – 4	A – 4
A	4.0	A – 4	4.0	A – 4	A – 4	A – 4
A-	3.7	A – 4	3.67	A – 4	A – 4	A – 4
B+	3.3	B - 3	3.33	B – 3	B - 3	B - 3
B	3.0	B - 3	3.00	B – 3	B - 3	B - 3
B-	2.7	B - 3	2.67	B – 3	B - 3	B - 3
C+	2.3	C - 2	2.33	C – 2	C - 2	C - 2
C	2.0	C - 2	2.0	C – 2	C - 2	C - 2
C-	1.7	C - 2	1.67	C – 2	C - 2	C - 2
D+	1.3	D - 1	1.33	D – 1	D - 1	D - 1
D	1.0	D - 1	1.00	D – 1	D - 1	D - 1
D-	0.7	D - 1	0.67	D – 1	D - 1	D - 1

At the end of the semester, grades are reported on the transcript at the 'home' institution. There is no need to request a transcript from the teaching institution. Grades will be posted within 72 hours to 2 weeks after the end of the semester.

> At MU, students can view their grades by accessing their MyZou account:
> http://myzou.missouri.edu

Graduation Procedure

Early in the semester that you plan to complete all of their coursework, you are to file the necessary application for graduation and a Plan of Study form (M1 for Master's students; Certificate Plan of Study for certificate students). You are responsible for knowing, following, and meeting the deadlines and procedures of MU when filing for graduation. You will receive a diploma from MU, with no distinct difference noted because of the online format with this degree program. Master's students are encouraged, but not required to participate in any commencement activities.

> The application for graduation from MU is found at:
> http://gradschool.missouri.edu/policies/commencement/

Academic Standards

Satisfactory Academic Progress

You are expected to maintain a minimum overall grade point average of 3.0 and to make adequate yearly progress toward degree or certificate completion to remain in good academic standing. If you experience hardships or require an interruption in your program, please reach out to your advisor.

Each student must make satisfactory progress in the degree program. As a Gerontology student enrolled through MU, you must do the following to be considered making satisfactory progress:

1. Maintain a **cumulative GPA of 3.0 or greater**. In Departmental courses (i.e., any course intended toward completion of the degree and/or to be included in the M1 form) taken for graduate credit, the student should earn a B or above. A grade of C or below is permissible only once and will result in academic probation. Earning a C or below in any subsequent Departmental graduate course is grounds for immediate dismissal from the degree program.
2. Maintain **continuous enrollment** in the degree program and/or communicate official leave requests with his/her advisor and the University of Missouri Graduate School. Any student who does not enroll and/or complete courses in three consecutive semesters may be dismissed from the degree program. Failure to enroll in or complete courses for any semester without notice may result in probation. Official Leaves of Absence may not exceed three consecutive semesters.
3. Any grade of **Incomplete must be successfully resolved** by the end of the following semester. If the Incomplete is not resolved, the student will be placed on academic probation. For example, an incomplete for a Fall semester course must be resolved by the end of the Spring semester in order to avoid probation.
4. **File the M1 form** after the completion of 18 hours of coursework but before the start of the final semester of coursework.
   > The M1 form can be found at http://hdfs.missouri.edu. A sample M1 form is provided at this webpage, as well as at the end of this handbook.

The student's advisor and the Director of Graduate Studies will review each student's progress jointly at the end of each semester. Students will be notified in writing of their status. If a student is placed on academic probation, the conditions and consequences of probation for the subsequent semester will be outlined in the letter. If, at the end of the next review, the student has not met the probationary conditions, the consequences outlined in the letter will be enforced (including possible dismissal from the Gerontology program).

Policy on Appealing a Dismissal

Students who have been dismissed from any Gerontology graduate program may appeal to the Human Development and Family Science Department after being notified of their dismissal. The student may submit a letter appealing the dismissal to the Director of Graduate Studies who will present it to the Graduate Committee. The student has the option of also providing other

supporting documentation (i.e., a letter of support from their advisor or a professor). The Graduate Committee will vote to:

1. Continue the student on probation with the conditions of the probation defined OR
2. Deny the appeal.

Academic Integrity

The Great Plains IDEA Board of Directors Academic Integrity policy is appended at the end of this handbook (for additional information, please see https://www.gpidea.org/student-handbook/grades-and-academic-integrity). In addition, please note the following:

- You will be responsible for assessing the validity and fidelity of online sources. When possible, students should utilize primary academic resources over web sources.

- Although you may find common volumes between courses, recycling of materials for assignments is not permitted.

> Wikipedia is not considered an academic source. Do not use!

Grievance Procedure

Students who have a grievance in a course are to follow the following protocol: first, contact the course instructor in writing and discuss the issues in an open, positive, factual and reflective manner. If the concern needs further resolution, the Department Chair at the teaching institution may be contacted and subsequently the Dean at that teaching institution.

Students may also discuss their concerns with their assigned academic advisor or campus coordinator. The advisor or campus coordinator will inform the student of the appropriate procedures in the grievance process. Students who contact the department chair first will also be informed of the grievance procedures. Please also see the M Book (which explains rules and regulations of the University) at https://mbook.missouri.edu.

Resources

Physical or Learning Accommodations

Please inform your campus coordinator after admission into the graduate program if you require any accommodations because of a physical or learning disability. All institutions have offices to ensure compliance with ADA guidelines. You must register to receive services.

> MU's Resource Center for Persons with Disabilities can be reached at:
> http://disabilityservices.missouri.edu/index.php
> (573) 882-4696 Voice or VP (573) 234-6662, or email at disabilityservices@missouri.edu

E-mail

E-mail is the official mode of communication in the Gerontology program. Use of electronic mail and network connections at the participating institutions is a privilege and not a right. It is your responsibility to ensure that use of your accounts does not violate the computer and network use policies of any of the participating institutions. Please review MU's policies on acceptable uses of technology.

> MU's Acceptable Use Policy:
> http://doit.missouri.edu/about/policies/aup.html

Each teaching institution has its own e-mail system. **Institutions will only send e-mail messages using the university's e-mail accounts.** If you forward your e-mail to an external e-mail account (e.g., AOL, hotmail, or gmail), or change any features of your university e-mail account, it is your responsibility to ensure you are receiving messages.

It is the responsibility of each Gerontology student to establish and regularly **check their individual university e-mail account(s) at least once per day** during an enrolled semester. Please also check spam or junk mail folders and white list any email address going into these folders from participating universities.

> MU's e-mail system is located at: http://webmail.mizzou.edu/
> Activate your e-mail as soon as possible.

E-Mail Etiquette

It is expected that all messages to other students, Gerontology faculty, and campus coordinators will be sent with a relevant subject line, full name and student number within the e-mail text. Do not send advertising, junk mail, chain letters, mass mailings, and harassing or intimidating messages.

Virus Software

Because of the nature of the program and the extent to which materials are shared between and among students and institutions, students are strongly advised to install anti-virus software on each of the computers they use. It is also advised to keep their anti-virus definitions up-to-date. Any file detected to have been forwarded with a virus is subject to penalties as identified by the course instructor in their syllabus. It is the student's responsibility to scan all materials to be submitted for course work.

Software for Assignments

Students in the Gerontology program are required to use Microsoft Office products (e.g., MS Word and MS Powerpoint) in the production of assignments. Do not use other forms of word

processing software and generally should avoid using online/free services such as Google Docs or Google Slides to produce or submit assignments. Consult your course instructor for any additional requirements.

> At MU, all students are eligible for a free copy of MS Office 365 ProPlus. For more information go to:
> https://doit.missouri.edu/services/software/software-sales/

Problems with technology and internet access happen; however, having technical difficulties, losing documents or missing deadlines due to connection problems, viruses or other malfunctions are not accepted reasons in an online program for missing deadlines.

> Plan ahead and backup your work!

Learning Management Systems

Each institution has a learning management system or platform which is an online, internet-based repository for course materials. The sites are available 24 hours per day, 7 days per week. See http://www.gpidea.org/learning-management-systems for a list of each institution's course/learning management system. You are encouraged to use the available "help" options within the learning management system if you have technical questions or problems.

Library Access

Students must be actively enrolled in the current or upcoming semester in MU courses to be eligible to use all the services through MU Libraries. To gain access, students must use their pawprint and password when prompted. Please see http://library.missouri.edu.

Students may place articles or book requests at this site, chat with a librarian or connect to the extensive online resource network. Students can view abstracts of articles and books, or full-text articles, in most cases. If you need assistance in your searches of library materials, go to http://libraryguides.missouri.edu/rc.

While a student at other institutions, you may also be granted access to those library systems, as well.

Financials

Financial Aid

This program is considered eligible for financial aid, as any other graduate program. You may be eligible for university-, college-, or department-level scholarships, fellowships, or awards. Keep in mind, each individual student, school and your status will determine your aid package.

> See http://financialaid.missouri.edu/eligibility/enrollment-requirements.php for information on minimum enrollment requirements to be eligible for financial aid.
> Always fill out the Free Application for Federal Student Aid! See
> http://www.gpidea.org/students/cost for helpful information.

Tuition and Billing

Students pay a negotiated common price/credit hour to the institution at which they matriculate. There are no out-of-state versus in-state tuition fee scales. To inquire about tuition and fees, please see http://www.gpidea.org/students/cost.

> MU will post financial aid awards, scholarships and bills in MyZou at:
> https://myzou.missouri.edu

Course Drops/Withdrawals and Tuition Refunds

A Great Plains IDEA student requesting to drop a course, with or without a refund, or withdrawal for the semester is subject to the MU's policies and procedures.

To drop or withdraw from a course, you must contact your campus coordinator to assist you in filing the appropriate paperwork. Note that there is a difference between dropping a course, and withdrawing from a course.

- Students may drop a course through the end of the business day of the fifth week or the 25th class day of the semester. It will have no effect on the grade point average. As a matter of professionalism, be sure to contact your instructor.
- After the last day to drop, students are withdrawing from a course if they choose to leave the course. The course instructor must be notified. Students may withdraw from a course through the end of the business day of the 10th week or 50th class day of the semester. At this point a grade of *W* for withdraw is recorded if the student was passing at the time of withdrawal. If the student was failing at the time of withdrawal, the course grade is *F*. The instructor determines which grade to assign based on the student's grade to date. A *W* grade does not affect the grade point average, while a grade of *F* does.
- Students who remain enrolled in a class, but fail to complete a significant portion of the work may be assigned a grade of *FN*. This indicates that the student did not attend and may have implications for future financial aid. The grade generally will not appear until all grades for the course are submitted at the end of the semester.

Please note: Dropping your last class, or all classes, is considered a complete withdrawal from the University and must be completed before the last day the class meets or the last day of the term for regularly scheduled classes. Finals are not included as part of the term for this purpose.

> Students who engage in a pattern of dropping credits after the semester has started or failing to complete coursework for which he or she is enrolled may be put on probation or dismissed from the program. Failing to complete coursework may also result in a loss of eligibility for financial aid. (See note about *FN* above)

Contact Information

Enrollment: First, contact the Campus Coordinator at your home institution for assistance and information about course availability.
- MU: Janice Clawson at mumzongreatplains@umsystem.edu

Office of Cashiers (tuition, fees and billing):
- Online: http://cashiers.missouri.edu/
- Phone: 573-882-3097

Financial Aid:
- Online: http://financialaid.missouri.edu/index.php
- Phone: 573-882-7506

E-mail Account Help:
- MU: Helpdesk 573-882-5000
- KSU: Helpdesk, 800-865-6143
- UNL: Help Desk, 866-472-3970
- MSU: Helpdesk, 800-500-1554
- NDSU: Helpdesk, 701‑231-8685, Option 1
- TTU: Helpdesk 806-742-4357
- ISU: Helpdesk, 515-294-4000
  *These numbers are subject to change. Please refer to the specific University's website for updated information.

Learning management system:
- MU: https://courses.missouri.edu
- MSU: https://angel.msu.edu/default.asp
- KSU: https://signin.k-state.edu/WebISO/login
- NDSU: https://bb.ndsu.nodak.edu/webapps/portal/frameset.jsp
- UNL: https://my.unl.edu/
- TTU: https://eraider.ttu.edu/
- ISU: https://bb.its.iastate.edu/webapps/portal/frameset.jsp
  *These websites and management systems are subject to change. Please refer to the specific University's website for updated information.

Appendix A: Academic Integrity Policy

Appendix E.4

Academic Integrity Statement for Great Plains Interactive Distance Education Alliance
(Great Plains IDEA)

(Modified with Permission: General Catalog 2001-2, Colorado State University, pp.33-34)

The foundation of higher education is truth and knowledge, each of which relies in a fundamental manner upon academic integrity and is diminished significantly by academic dishonesty. Academic integrity is conceptualized as doing and taking credit for one's own work. A pervasive attitude promoting academic integrity enhances the sense of community and adds value to the educational process. All within the Great Plains IDEA are responsible for and affected by the cooperative commitment to academic integrity.

Academic dishonesty (see examples below) undermines the educational experience offered through the Great Plains IDEA, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and instructors.

Instructors are expected to use reasonably practical means of preventing and detecting academic dishonesty. Any student found responsible for having engaged in academic dishonesty will be subject to academic penalty and/or disciplinary action.

Students are encouraged to share the responsibility for the academic integrity of the Great Plains IDEA by reporting incidents of academic dishonesty. Examples of academic dishonesty include (but are not limited to):

1. **Cheating**
    Providing or receiving unauthorized assistance on any form of academic work. Examples include copying the work of another student; taking an exam or completing homework for another student; possessing unauthorized answer codes; and falsifying exams or other graded activities.

2. **Plagiarism**
    Plagiarism includes the copying of language, structure, ideas, or thoughts of another, and representing them as one's own without proper acknowledgment. Examples include a submission of purchased research papers as one's own work; paraphrasing and/or quoting material without properly documenting the source.

3. **Unauthorized Possession or Disposition of Academic Materials**
    Unauthorized possession or disposition of academic materials includes the unauthorized selling or purchasing of examinations or other academic work; stealing another student's work; unauthorized entry to or use of material in a computer file; theft or mutilation of library materials; and using information from or possessing exams that an instructor did not authorize for release to students.

4. **Falsification**
    Falsification encompasses any untruth, either verbal or written, in one's academic work. Examples include receiving unauthorized assistance on an exam, inaccurate reflection of an individuals participation in a group activity, or lying to avoid taking an exam or turning in other academic work.

5. **Facilitation of Cases of Academic Dishonesty**

Facilitation of any act of academic dishonesty including cheating, plagiarism, and/or falsification of documents also constitutes violation of the Great Plains IDEA's academic integrity. Examples include knowingly discussing specifics of the content of a test or examination you have taken with another student who has not yet taken that test or examination or facilitating, by sharing one's own work, a student's efforts to cheat on an exam or other academic work.

If an instructor has evidence that a student has engaged in an act of academic dishonesty, the instructor will notify the student of the concern. The student will be given the opportunity to give his/her position on the matter. If the student admits to engaging in academic dishonesty or if the instructor judges that the preponderance of evidence supports the allegation of academic dishonesty, the instructor may then assign an academic penalty consistent with their institutional policy. Examples of academic penalties include receiving a reduced grade for the work, a failing grade in the course, or other lesser penalty as the instructor deems appropriate. If, after making reasonable efforts, the instructor is unable to contact the student or collect relevant evidence before final course grades are assigned, he/she shall assign an interim grade of incomplete and notify the student of the reason such grade was given.

If the student disputes the allegation of academic dishonesty he/she should inform the instructor of their intent to appeal. The appeal is made through the Great Plains IDEA university representative at the student's home institution, using instructional policies and procedures at that institution.

The Great Plains IDEA university representative at the student's home institution shall be responsible for facilitating communication between the student and the instructor and guiding the appeal process with due diligence.

All work submitted by the student is to be their original products. When quoting other sources standard citations, using APA standards, are expected.

Students submitting the work of others or in any other way plagiarizing materials will be subject to the academic integrity policies of their home institution.

Grade Appeal Process:

  a. Students wishing to appeal a grade will follow all procedures at the teaching institution.
  b. The teaching institution will contact the Great Plains IDEA representative at the student's home institution to inform them that a grade appeal has been initiated.

Note: When students sign the "Student Acknowledgment Form," the form will state that they "agree to substitute the grade appeal process at the "teaching institution" for my "home institution's" process (see attached draft of Student Acknowledgment Form).—Appendix A

Approved by Great Plains IDEA Graduate Dean Team, 02/23/06; Approved by Great Plains IDEA Board of Directors, 03/02/06

Appendix B: Student Acknowledgment Form

The Great Plains Interactive Distance Education Alliance (Great Plains IDEA) offers multi-institution, online graduate degrees and certificate programs.   This consortium provides students with high quality, coordinated instruction from experts at several universities.   After formal admission to their home institution, students may also enroll in Great Plains IDEA degrees and programs directly.   Credits earned within these degrees and programs are counted at the home institution as regular, not transfer, credit.

As a Great Plains IDEA student, you have selected the university that you wish to have as a "home institution" by applying for admission to that school.

To register a student in a class the home university enters student specific information into a Great Plains IDEA database. The information entered into the database will include the student's home institution, student identification number, name, address, phone number, e-mail address, date of birth, gender, ethnicity, citizenship/visa information, previous degrees and institutions where they were granted, and course registration and history.   This allows the teaching university immediate access to class lists and provides the university with necessary student activity reports.   Software and data will be stored and maintained on a secure central database server. A limited number of university staff or faculty will be granted access to the database on a need-to-know basis.

Grade appeals for all Great Plains IDEA online courses will be handled at the teaching institution. Students will not have access to the grade appeal process at their "home institution."

I understand _____ (Home Institution) will be disclosing my personal identifiable information in the manner outlined above, and that I agree to substitute the grade appeal process at the "teaching institution" for my "home institution's" process.   I understand the purpose of sharing student specific information within the Great Plains IDEA multi-institution program.

_____   _____

      Signature   Date (month/date/year)

_____   _____   _____

     Print Last Name   Middle   First Name
                                                  Initial

Revised 11/15/2005; Approved Great Plains IDEA Graduate Deans, 02/23/06; Approved Great Plains IDEA Board of Directors 03/02/06

Appendix C: Handbook Acknowledgement Form

You are required to print and return a copy of this statement to your Campus Coordinator. You should also save an electronic or hard copy of this document. You are held in compliance with the edition available when you matriculated (entered) your home institution.

I,_____, have read and reviewed the Great Plains IDEA Gerontology Student Handbook. I agree to abide by the policies stated within and consequences related to my non-compliance.

_____   _____
                 Signature   Date

_____   _____   _____
Print Family/Last name   Middle Initial   First Name

Appendix D: Exam

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

Exam Proposal

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

Written Exam

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

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

> b) Review of current practices related to your topic. "Practices" is defined broadly to be relevant to your topic, and it could include prevention/intervention programming, government policies, organizational policies, or strategies/approaches common to your field. Critically evaluate current practices, and review any available evidence related to implementation and outcomes of the practice (this may include, but is not limited to,

formal program evaluations). Describe how well the practice aligns with research and theory reviewed in the previous section.

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

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

Oral Defense

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

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

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

In conjunction with your advisor, you should contact your committee members by or before the submission of your proposal to set an oral defense date. The oral defense and all revisions suggested by the committee must be completed before the final week of

coursework to meet the deadline for graduation set by the Graduate School (i.e., the M3 form submission date). All documents must be submitted to your committee at least two weeks prior to the scheduled oral exam. Please refer any questions about this document to your advisor.

Timeline

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

Week	Task
1	Work with your advisor to identify an appropriate issue or topic. Begin writing
2	Continue writing. Contact your advisor for additional feedback. Submit proposal to your committee members by the end of Week 2. Schedule the oral defense meeting.
3	Committee members have one week to return any feedback on the proposal.
4	Review the committee's feedback and begin independent writing.
5	Independent writing
6	Independent writing
7	Independent writing
8	Independent writing
9	Submit your final exam paper to your committee. The oral defense must occur 2 to 4 weeks following this submission.
10	Committee review
11	Committee review
12	Oral defense. The committee might require additional revisions before they will pass a student and sign the M3 form.
13	Revisions
14	Submit all revisions to your advisor (and committee, if needed) for approval. Submit M3 form and all necessary paperwork to the Graduate School

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

Week	Task
1	Work with your advisor to identify an appropriate issue or topic. Submit proposal to your committee members by the end of Week 1.
2	Committee members return feedback on the proposal by the end of Week 2. Schedule the oral defense meeting.
3	Independent writing.
4	Independent writing; submit your final exam to your committee by the end of Week 4. Committee members have two weeks to review the exam prior to the oral defense.

5	Committee review.
6	Committee review; oral defense at the end of Week 6.
7	Submit revisions to your advisor (and committee, if needed) for approval. Submit M3 paperwork and all necessary paperwork to the Graduate School.

Evaluation

MA EXAM RUBRIC

Criteria	Points Possible	Points Earned
Introduction: Topic	15	
• Topic is appropriate for student's field of study and clearly stated; thesis or purpose statement clearly specified • Significance of the topic is documented using current literature and theory • Specifies the purpose of the exam and describes how the paper is organized thematically		
Literature Review: Research and Theory	30	
• Presentation of relevant literature is logical and integrative across sources • Current literature, scholarly research, and primary sources are used • Theory or theories (or other relevant frameworks) used are appropriate to the topic, thoroughly described, and accurately applied. Theory is integrated throughout the paper • Patterns and/or gaps in the literature are clearly identified and discussed		
Practice Review and Suggestions	30	
• Current practices are described and critically evaluated (i.e., strengths, limitations, and evidence of effectiveness included) • Suggestions of practices are clearly identified and justified by the presented research/theory • Relationships between the topic, research, theory, and current/suggested practices are clear and explicit		
Summary and Conclusions	10	
• Concise conclusions flow logically from a summary of the topic and current literature • Future research and/or practice needs are identified		
Style, Format, Grammar, Cohesion	15	
• APA style and formatting is used throughout; • Writing is clear, coherent, logical, and professional in style; references are current, scholarly, and relevant		

Appendix E: Internship

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 will complete the internship in approximately 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. Before embarking on the internship, you should provide the following items to the committee for approval:

- Internship Agreement form (Form A in the Internship Handbook; http://hdfs.missouri.edu/documents/undergraduate/internship/uginternship_handbook.pdf), which includes:
  o Description of measurable internship objectives as well as activities that will meet those objectives

- Internship project proposal (approximately 10 pages) that includes the following components:
  o Brief literature review
  o Methods section (description of how the project will be developed)
  o An outline of how the project will be implemented and evaluated
  o Please use the Internship Project Proposal Rubric to guide your work

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

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

To be submitted during and after the internship:

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

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

- You will revise the project proposal paper to incorporate key internship experiences, the completed implementation and evaluation process, summary of evaluations, and suggestions to improve project implementation. <u>This final paper, along with a sample or copy of the finished internship project, project supporting documents, and internship documents/forms, will be submitted to your committee for review two weeks prior to the oral defense of the internship experience.</u> Detailed directions and rubric for the final paper are in the Internship Handbook. The Internship Final Paper rubric can also be found in Appendix B. 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:
https://hdfs.missouri.edu/documents/undergraduate/internship/uginternship_handbook.pdf

MA INTERNSHIP PROJECT PROPOSAL RUBRIC

Criteria	Points Possible	Points Earned
Introduction	30	
- Purpose of the paper is clearly identified - Paper purpose is justified using current literature, theory, and/or experiences from the internship site		
Literature Review: Research and Theory	30	
- Presentation of relevant literature is logical and integrative across sources - Literature is presented in thematically-relevant ways - Current literature, scholarly research, and primary sources are used - Theory or theories (or other relevant frameworks) used are appropriate to the topic, thoroughly described, and accurately applied. Theory is integrated throughout the paper. - Research and theory are appropriately used to explain the project components - Links between research, theory, and the project are explicit		
Project Implementation and Evaluation	30	
- Describe how the project will be implemented - Describe how the project will be evaluated		
Style, Format, Grammar, Cohesion	10	
APA style and formatting is used throughout;		

• Writing is clear, coherent, logical, and professional in style; references are current, scholarly, and relevant		

MA INTERNSHIP FINAL PAPER RUBRIC

Criteria	Points Possible	Points Earned
Introduction	**30**	
• Purpose of the paper is clearly identified • Paper purpose is justified using current literature, theory, and/or experiences from the internship site		
Literature Review: Research and Theory	**30**	
• Presentation of internship experiences and relevant literature is logical and integrative across sources • Literature is presented in thematically-relevant ways • Current literature, scholarly research, and primary sources are used • Theory or theories (or other relevant frameworks) used are appropriate to the topic, thoroughly described, and accurately applied. Theory is integrated throughout the paper. • Research and theory are appropriately used to explain key internship experiences and the project components • Links between research, theory, and the project are explicit • Feedback from the proposal is thoughtfully addressed		
Project Implementation and Evaluation	**30**	
• Describe how the project was implemented, and explain any changes from the initial implementation plan • Describe how the project was evaluated, and explain any changes from the initial evaluation plan • Summarize the main points of the evaluations; use feedback to make suggestions to improve the project • Supporting documents are provided as appropriate (e.g., forms, learning objectives, evaluations, time sheets, and journals from the internship)		
Style, Format, Grammar, Cohesion	**10**	
• APA style and formatting is used throughout; • Writing is clear, coherent, logical, and professional in style; references are current, scholarly, and relevant		

Appendix F: Sample M1 Plan of Study Form

Program of Study for the Master's Degree
.(Submit to the Graduate School, 210 Jesse Hall by the end of the second semester)

Student name: **Jane Doe**

Mizzou ID number: **000555000**   Anticipated graduation date: **May 2014**

Academic program: Human Development and Family Studies   Graduate minor: _____
                                                                (If applicable)

Degree (i.e MA,MS,etc.): **MA** ⊙   Graduate certificate: _____
                                                                (If applicable)

Major: Youth Development

Final Exam Option *(choose one)*		
☐ Thesis	☐ Project	☐ Portfolio
☐ Comprehensive Exams	Only Project OR Exam	
☐ Other *(please describe)*: _____		

Emphasis area: _____
              (If applicable)

Schools attended & degrees received: College USA, BA in Education 2008

LIST ONLY COURSES REQUIRED FOR THE DEGREE.
Put an "X" next to courses taken through Extension. When requesting transfer credits, indicate where these courses were taken, the correct titles and course numbers, and provide the Graduate School with official transcripts.

Course #	Title	Hrs	Term	Grade
HDFS7231	Foundations of Youth Development	1	Fall	A
HDFS8240	Youth Development	3	Fall	A
HDFS8232	Youth Professionals as Consumers of Research	3	Sp12	B
HDFS8236	Federal and State Policies that Impact Youth Development	3	Sp12	A
HDFS8237	Youth Cultures and the Cultures of Youth	3	Fa12	B
HDFS8239	Community Youth Development	3	Fa12	B
HDFS8234	Adolescents and Their Families	3	Sp13	A
HDFS 8235	Administration and Program Mangagement	3	Sp13	A
HDFS 8238	Program Design, Evaluation, and Implementation	3	Fa13	A
HDFS 8972	Internship (exact credit enrollment varies)	2	Sp14	IP
	Course Title for Approved Elective #1	3	Su13	A
	Course Title for Approved Elective #2	3	Su12	A
	Course Title for Approved Elective #3	3	Sp14	IP
	*These courses are 8000-level beginning Spring 2011 **Students must enroll in HDFS 8972 OR 8090, not both			

IP = "In Progress"

Total Hours **36**   8000-Level Hours _____   Problems, Readings & Research Hours _____
(30 min.)   (12 min. for MA, 15 min for all others)   (maximum of 40% of required credit)

The plan of study is approved as stated. Subsequent changes must be reported on a Plan of Study Course Substitution form.

_____   _____   _____   _____
Student's signature   Date   Faculty Adviser's signature   Date

_____   _____   _____   _____
Director of Grad Studies' signature   Date   Graduate Dean's signature   Date

08/09