



Department of Human Development & Family Science
University of Missouri

Graduate Handbook

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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 Graduate School, and guide you through your graduate education.

Please note that the handbook was last updated in Summer 2021. If you were admitted under prior requirements and wish to adhere to those prior requirements, please see the HDFS Director of Graduate Studies for advising help.

The Department of Human Development and Family Science

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

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

Roles

We are here to support you in earning a higher education degree. The key players and roles are described below. The Graduate School has a comprehensive set of expectations that can be found here: <https://gradschool.missouri.edu/current-students/scholarly-integrity-ethics/guidelines-for-good-practice-in-graduate-education/>.

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 Graduate School. If you

do not understand something, please ask your advisor or the Director of Graduate Studies for clarification.

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

Advisor

Each student is assigned an advisor upon admission to the program. Your advisor has the following duties and responsibilities:

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

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

Director of Graduate Studies (DGS)

The DGS oversees the graduate education programs, represents the graduate faculty to the Graduate School, and advocates for graduate students in the Human Development and Family Science Department at MU.

The DGS' responsibilities include:

- Helping you navigate program and university policies, procedures, and requirements
- Assisting with, signing, and submitting departmental and university paperwork (e.g., M and D forms)
- Approving transfer credits
- Meeting regularly with academic advisors and issuing annual progress letters
- Providing support and helping you problem-solve difficulties
- Chairing the HDFS Graduate Committee, the charge of which is to make recommendations for policies and procedures to support our graduate program.

The DGS is here to support students, so feel free to reach out for support:

Ashlie Lester, PhD
lester@missouri.edu
 573-882-1301
 411 Gentry Hall

Graduate Student's Committee

The purpose of your committee is to advise you and evaluate your work. You will work with your advisor, who will chair the committee, or with the DGS to identify relevant faculty to invite to serve on your committee. You will ask each member if he or she is willing to serve on your committee. It can be helpful to share your academic and career goals with potential committee members so the intersection between your goals and their expertise is apparent. *Most graduate faculty are on nine-month appointments; be sure to ask before scheduling defenses for summer.*

Doctoral Committee

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

Any committee member can request a committee meeting at any time. At minimum, doctoral committees will meet for the following tasks:

- To approve your plan of study and transfer credits, if applicable.
- To evaluate your work during the oral defense of your comprehensive exam
- To approve your dissertation proposal
- To evaluate your dissertation (as part of your final oral defense meeting)

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

Master's Committee

Master of Arts and Master of Science students will have a three-member committee, all of whom can be faculty members in our department. If desired, one committee member may be an outside member (i.e., a faculty member in another department). There are timelines and forms for forming committees; please see the Academic Process section in this handbook for that information.

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

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

Other Key Contacts

Brenda Lohman	Department Chair lohmanb@umsystem.edu The chair, with input from faculty, make final decisions about assistantship assignments, payment levels, and travel stipends. She can answer questions about policies and procedures.
Brenda Bestgen	HDFS Administrative Assistant 314 Gentry, bestgenb@missouri.edu , 573-882-4035 She helps with setting up mailboxes, providing keys, photocopying, etc.
Fiscal	College of Education and Human Development eddeptfiscal@missouri.edu
Graduate School	210 Jesse Hall https://gradstudies.missouri.edu This website provides all graduate policies and forms, and it provides a list of admissions and academic advisors who can help answer questions on graduate policy.

Section 2: Admissions Criteria

Application for Admission

- Apply to the MU Graduate School at <http://gradstudies.missouri.edu/admissions/index.php>
- Complete the MU application for graduate admission
- Submit all supporting documents electronically through the Graduate School online application system.
- Pay the application fee
- Submit a complete application prior to the January 1st deadline
- Complete a virtual interview with a group of graduate faculty members

Only completed applications are considered for admission.

Minimum Requirements and Prerequisites

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

1. Three letters of recommendation from sources who can evaluate the applicant's ability to succeed in graduate work. These recommendations are submitted directly by the recommender to the Graduate School online application system.
2. A resume or curriculum vitae.
3. A personal statement that is well-written and demonstrates a goodness of fit with the department
4. Essay responses to prompts, as approved by graduate faculty and stated on our website

Child Life applicants have additional requirements for admission, namely:

1. Child development undergraduate coursework
2. Undergraduate research methods course
3. Supervised child development experience and coursework in a group setting for children
4. Child life practicum. All applicants must show evidence of a) having completed a Child Life practicum, b) currently completing a Child Life practicum, or c) having

been accepted for a Child Life practicum, to be completed prior to the semester in which they hope to enroll.

Students who have not met the coursework prerequisites (1-3) have the option of taking the appropriate courses at the University of Missouri, but this may mean adding an additional semester or two.

*Child life admissions have been suspended beginning Fall 2020. Reevaluation of the degree will happen in the future.

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

Admissions Decisions

The completed application is reviewed in steps:

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

Admission Contact Information

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

Section 3: Degree Requirements

Master of Arts

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

MA students will complete a final capstone experience: a comprehensive exam paper, 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; please consult your advisor and use the rubrics in Appendix B to guide your work.

MA Comprehensive Exam Paper

The comprehensive exam process is designed to evaluate your critical understanding of theory, research, HDFS content, and practice specific to your degree program (e.g., lifespan development, youth development, family and community services). As such, you must complete the comprehensive exam paper in the final semester of coursework, or as advised by your advisor and committee. The exam is comprised of two parts: 1) a written exam paper and 2) an oral defense. Both are evaluated by your committee; committee members will be selected in conjunction with your advisor. All written work must use APA 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 Paper

For the written exam paper, 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 the 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. Please refer to the MA Exam rubric found in Appendix B.

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 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 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

Please see the exam rubric in Appendix B to guide your work.

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 Child Life advisor, Nora Hager. 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 for 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 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. The following must be submitted to and approved by your committee before you can begin an internship:

- Internship Agreement form (Form A in the Internship Handbook; http://hdfs.missouri.edu/documents/undergraduate/internship/uginternship_handbook.pdf), 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 implemented and evaluated
 - Please use the Internship Project Proposal Rubric (Appendix B) 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. 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. 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., Zoom) 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

Master's Project

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

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

The committee will sign the M2.5 form to indicate approval of the project. You must submit it to the DGS prior to beginning the project. It may help to review the Project Rubric in Appendix B to guide your work.

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

- A comprehensive literature review, similar to what is done for a thesis, although it might include more clinical work. Be sure to include theories to ground your work.
- A methods section, describing the steps taken in developing and implementing the project. For example, if you were developing and delivering a staff training, we would

want to know how you went about it, how you selected textbooks, and how you made selections of topics and readings.

- An evaluation and results, and discussion component (as applicable).

This final paper, along with a sample or copy of the project, will be submitted to your committee for review two weeks prior to the oral defense of the project. You are responsible for coordinating a time and securing a location for the defense. The defense of your project may be conducted via video conferencing when face-to-face meetings are not practical.

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

Master of Science

Petitioning to Earn the Master of Science Degree

Most students enter the HDFS master's program as MA students and must petition the Graduate Committee in writing to obtain approval to switch to the Master of Science program. Students who have been admitted to the PhD program without a Master's degree must complete the Master of Science. These students do not need to petition to complete the MS.

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 (minimum 18 hours of graduate credit is required before you 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 timeline 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.
- Form a thesis committee comprised of three members, all of whom may be from HDFS and have Graduate Faculty status at MU.
- Review the Graduate School policies regarding theses at <http://gradschool.missouri.edu/etd.htm>

- 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 to document the approved proposal.
- 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>.
- 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.
- Expect that at the defense meeting, faculty will suggest or require revisions to improve the thesis. After you have made all necessary revisions, your committee members will sign the M3 form. Submit this form to the Director of Graduate Studies.
- A successful defense is one after which the thesis committee votes "pass" with no more than one dissenting or abstaining vote. If failure is reported, the committee will provide written recommendations for improvement and work with you to establish a time-line for a second and final defense. Failure to successfully defend a thesis after a second attempt will result in termination of your candidacy for the Master's degree.

Thesis Format

The thesis will be in the form of a typical journal article manuscript. The proposal should include a well-developed literature review, carefully thought out hypotheses or research questions, and a detailed plan for the research methods you will use. APA format and style must be used throughout, using 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 January 1 for Fall admittance. Your materials will be considered with all other PhD applications.

The graduate faculty will vote to approve admittance to the doctoral program or disapprove program continuation after completion of the Master's degree. Please note that students who were accepted directly into the PhD program following their Bachelor's degrees do not need to petition to enter the PhD program.

Doctor of Philosophy

Doctoral Process

- Choose a permanent advisor (see Page 6), if applicable, by the end of the second semester or first 18 hours of coursework.
- Form the remainder of your committee and submit the D1 form to the DGS. Consult with your advisor before inviting other faculty members to serve on your committee.
- By the end of the second semester, submit the completed D2 plan of study form to the DGS. The plan of study is a list of courses you intend to take to fulfill the degree requirements. Your advisor will help you create your plan of study, and your committee will meet to approve it and sign the D2 form. With the approval of your committee, you may make changes to this plan at a later date. In that case, submit the Plan of Study Course Substitution form (<http://gradstudies.missouri.edu/forms-downloads/>).
- After completing coursework, complete the comprehensive exam process (see Page 20) and submit the D3 form to the DGS.
- Prepare and defend the dissertation proposal, and submit the D3.5 form to the DGS.
- Complete the dissertation and successfully defend it (i.e., no more than one abstaining or dissenting vote) to your Dissertation Committee. Submit the signed D4 form to the DGS.

Degree Requirements

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

The following coursework is required: (1) HDFS content, (2) research methods/statistics, (3) collateral area of study, and (4) research/practica. The following are *minimums* of hours required in each area; you can expect to exceed the minimum requirements in some or all areas depending on your previous coursework. 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 in a focused area of study (e.g., gerontology, women's and gender studies, quantitative statistics) that you choose. The courses taken in your collateral area are listed separately on the plan of study and may be from HDFS or from an outside department.

Research and Practica (minimum 23 hours): You must build into your plan of study 2 professional development seminars (HDFS 8087), 6 credit hours of research practica (HDFS 9210), 3 credit hours of teaching practicum (HDFS 9100), and 12 dissertation hours (HDFS 9090).

Professional development seminars:

- HDFS 8087: Professional Development I is designed to help you transition to graduate school, and you will complete that the first fall semester of enrollment. HDFS 8087 Professional Development II is designed to help PhD students prepare for the comprehensive exams, dissertation, publication, job search, and transition to employment. This seminar will be taken in conjunction with Advanced Research Methods. *Please note: For students accepted to the MS/PhD program, the first professional development credit hour will be listed only on the MS plan of study. For students completing the PhD only, both professional development hours will be listed on the PhD plan of study.*

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.
- Complete the in-house Research Practicum Agreement form, and submit it to the DGS.

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 co-teaching an undergraduate course with a faculty member.
- The teaching practicum experience should provide you opportunity to co-develop course policies, create and grade some assessments, present to undergraduates students regularly, and be evaluated by students.

Dissertation hours:

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

Doctoral Comprehensive Exam

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 portion and an oral defense, and your committee will vote to pass or fail based on both components. There are two options for the doctoral comprehensive exam process: A take-home exam, or a critical literature review. Talk with your advisor about these

options and about which might prepare you best for your career goals. Your committee may limit you to one or the other option.

Scheduling the Comprehensive Examination

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 and defend 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 Graduate School policy.

The written exam and oral defense of the comprehensive examination must be completed when the University is in session, by Graduate School 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.

Take-Home Exam

Role of the Advisor

Your advisor is responsible for crafting an exam that is comprehensive and consistent with the parameters set in this policy. In other words, the exam questions should allow you to demonstrate your mastery of research methods, theory, and HDFS and collateral area content, and be able to be completed in the seven-day period.

Your advisor communicates with committee members about expectations for the exam (particularly important for the outside member). Your advisor may even assign areas of content (i.e., HDFS content, collateral area content, theory, research methods) to each committee member to be sure all areas will be covered in the exam questions. Committee members draft questions and submit them to the advisor by a predetermined date.

Process

1. 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 question will also include the approximate length of response appropriate to address the question. The advisor will

create an exam with one question from each committee member and no more than five questions total. Your advisor will be responsible for delivering the exam questions to the DGS at least 72 hours prior to the exam and to you at the appointed exam start time (e.g., usually via email). **You are expected to continue your assistantship responsibilities during the exam period.**

2. You will have seven days to complete the written exam (e.g., Monday at 8 a.m. to the following Monday 8 a.m.). You may complete the exam in a location of your choosing. **It is expected that you will maintain assistantship obligations during this time period (e.g., teaching classes, attending lab meetings).** You must answer all the questions in the exam using APA formatting (e.g., double-spaced, 12-point Times New Roman font, reference list). Expect to write approximately 40 pages total (excluding references). At the end of the seven-day testing period, you will turn in the document and reference page(s) in the format (e.g., hard copy; emailed attachment) requested of the committee.
3. Within two to four weeks following the completion of the written exam, you will complete a two-hour oral defense with the committee. During this meeting, you will be required to respond verbally to questions from the written exam, including questions you may not have been asked to address in the written exam and questions you did not select if you were given options as to which questions to answer in the written exam.

Preparing for the Take-Home 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. Please note: The committee members will not disclose the question(s) they are submitting, but it would be appropriate to discuss the key area the committee member's question will address. During your preparation, you will be expected to continue assistantship responsibilities.

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 bring any questions or issues to your advisor. You are encouraged to bring your written exam responses and other references to the oral defense.

Evaluation of the Take-Home 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 Graduate School. At this point, you may begin your dissertation proposal. At the next semester, you will be considered a doctoral candidate.

- B. Pass conditional on revisions: You will revise your answers on one or two of the questions and will be given one week to complete all revisions. The revision timeline will begin immediately following the oral defense. 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 Graduate School. At this point, you may begin your dissertation proposal and, at the next semester, you will be considered a doctoral candidate. If you do not successfully answer all questions, you will proceed to C.
- C. Fail: In the event that you do not successfully revise questions (based on B, above) or in the event that you answer three or more questions unsatisfactorily, your 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 Graduate School. 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.

Critical Literature Review Option

The critical literature review option provides you the opportunity to demonstrate knowledge of HDFS and collateral area content, theory, and research methods. You will prepare a major paper that reviews and integrates a substantive topic that builds on your area of expertise and will serve as a foundation for your future work. It has the added benefits of being potentially publishable and informing your dissertation.

Process:

1. Choose a topic that is reflective of your major area of interest and that will inform your dissertation. You should communicate with your advisor about your final topic choice.
2. Choose a potential journal so that you can look up formatting requirements prior to creating your outline. You are welcome to talk with your advisor or committee members about potential journals. The literature review will be formatted largely according to the guidelines of that journal.
3. Create a detailed outline of the critical literature review.

4. Send the detailed outline of your literature review to your committee for feedback and approval. You will also propose a timeline for when the paper will be completed (no more than four months from the time it is approved to the time it is submitted to the committee) and the journal to which you will potentially submit it for publication consideration. Send the outline, journal, and timeline via email to your committee members. They will have two weeks to review them and offer feedback. A committee member may request a committee meeting with the student, if deemed necessary. Given that this is an exam, your advisor and committee members will provide feedback only at this time (via email, face-to-face, or both). After the committee provides feedback within the two-week window, you are not allowed to solicit feedback from others.
5. Schedule your final oral defense meeting once your committee has approved your outline. It is your responsibility to also schedule a room for the defense.
6. Begin independent writing. From the date of approval from your committee, you have up to four months to write and submit your final paper to the committee. Submit your final paper electronically to all committee members two weeks prior to your oral defense.
7. Complete oral defense. Bring the D3 form to your defense.
8. If you pass the comprehensive exam, collect signatures for the D3 form and submit it to the Director of Graduate Studies. Submitting the literature review for publication consideration is strongly encouraged, but it is not necessary to successfully complete the doctoral comprehensive exam process. After you pass the comprehensive exam, you are considered a doctoral candidate. If you do not pass the comprehensive exam, you must revise your paper and resubmit it to the committee. The committee will give detailed feedback, provide a timeline for re-submission, and have the option of requiring a second oral defense. Failing twice will result in dismissal from the program.

Format of the Paper:

With a topic of your choosing, write an integrative literature review, including a clear description and critique of current methods. Your paper must contribute to the field by identifying gaps in the literature, proposing a theoretical model, comparing and contrasting methods, and suggesting future directions for research and methods. Model your paper after review articles, like those found in the *Journal of Family Theory & Review*, *Psychological Bulletin*, *Developmental Review* or others. Your paper should largely adhere to guidelines set by the journal. Expect to write a paper approximately 40 pages in length, excluding references.

Note: To submit the paper for publication, you may need to reduce the number of pages. It will be important to discuss authorship after the defense with your advisor if you choose to submit it for publication (authorship should be decided based on the contribution of the student and committee members; please see the APA guidelines on authorship). Please remember that while this paper may inform your dissertation, this is not a substitute for the dissertation proposal.

Rubric for the Critical Literature Review

Content Area	Excellent	Good	Fair	Poor
HDFS Content				
Theory				
Research Methods				
Collateral Area				

Excellent: Student demonstrates complete mastery of the content area and how one content area informs the others.

Good: Student demonstrates a very good understanding of the content area. Some minor aspects of the content are missing. Student needs some prompting to acknowledge these aspects. Minor revisions needed.

Fair: Student demonstrates a basic understanding of the content area. Some major aspects of the content area are missing. Student needs prompting to acknowledge these aspects. Significant revision needed in some areas of the paper.

Poor: Student fails to demonstrate a basic understanding of the content area. Major aspects of the content area are missing or misunderstood. Student may not acknowledge these aspects even with prompting. Significant revision or rewriting of the response is required.

Evaluation:

Because this is the comprehensive exam, you will be evaluated on your understanding of HDFS content, theory, and research methods, and your collateral area. Your committee will look at the totality of your written work and your oral defense to determine whether you pass.

- A. If all content areas are marked “Excellent” or “Good,” the committee members will mark “Pass” on the D3 form. Some minor revisions can be expected. The signed D3 form is submitted to the DGS. The student begins work on the dissertation proposal and moves to doctoral candidacy at the beginning of the next semester.
- B. If all content areas are marked “Fair” or higher, the vote to pass or fail the student will be delayed. The student will need to revise the paper to address the area marked “Fair” and resubmit to the entire committee for voting. The student has one week from the end of the oral defense to revise the paper and resubmit it to the committee.
 - a. If the *revised* paper results in all content areas being marked “Excellent” or “Good,” the committee members will mark “Pass” on the D3 form and

- submit it to the DGS. The student begins work on the dissertation proposal and moves to doctoral candidacy at the beginning of the next semester.
- b. If the revised document still does not result in all content areas being marked “Good” or “Excellent,” the committee members will mark “Fail” on the D3 form and submit to the DGS for processing. Move to C.
- C. If any content area is marked “Poor” or if a revised paper has not demonstrated “Good” or “Excellent” understanding, the committee members will mark “Fail” on the D3 form and submit to the DGS for processing. After a period of 12 weeks, you can begin a new comprehensive exam process; the exam option (i.e., literature review or take-home exam) will be decided by your committee. Failing twice on the comprehensive exam process results in dismissal from the program.

Doctoral Dissertation

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

Dissertation Process

- Review the policies set by the Graduate School regarding dissertations at <http://gradstudies.missouri.edu/academics/thesis-dissertation/diss-thesis-guideline/>.
- Prepare a dissertation proposal. Before you embark on your dissertation research, you must prepare a proposal. The proposal should include a well-developed literature review, carefully thought out hypotheses or research questions, and a detailed plan for the research methods you will use. You will need to submit the proposal to your committee at least two weeks before the dissertation committee meeting. **It is your responsibility to schedule the proposal meeting.**
- At the meeting, the proposal will be discussed and revisions may be required. Your dissertation research may begin after the committee agrees that your proposal meets the standards of a high-quality research plan (i.e., no more than one committee member abstains or casts a dissenting vote). Your dissertation committee members will sign the D-3.5 form, and you will submit it to the DGS.
- If you are planning on conducting research with human subjects, you must achieve certification through the IRB. Training and the test you must take are available online through the University's Office of Research website: <http://research.missouri.edu/cirb/index.htm>.
- You are allowed to begin collecting data only when 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 including making a room reservation. Submit the dissertation to your committee at least two weeks before the scheduled defense 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, using the most recent edition of the APA Publication Manual. Appendices should include copies of instruments or questionnaires, letters of informed consent (when appropriate), and other materials deemed pertinent by you and/or your committee.

Dissertation Defense

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

Section 4: Professional Development and Co-Curricular Experiences

Professional development is as essential as your coursework to your academic training and to the ultimate success of your career; this is why these opportunities are referred to as “co-curricular experiences.” These resources not only allow you to learn and practice necessary skills, but also provide you the opportunity to work closely with faculty members.

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

- Research seminars
- Professional development seminars
- Job talks from interviewees
- Assistantships
- Diversity lectures and events
- Research team meetings
- Student organizations, like MUCFR or GSA

- National and/or regional conferences (there may be travel funds available; see Section 8 on Financial Support)
- Other opportunities as suggested by your advisor

The University also provides important professional development opportunities as part of their Grad Essentials program. For a list of resources and trainings, please visit the Graduate School's web page at <http://gradstudies.missouri.edu/professional-development/>.

You will want to curate your experiences (from HDFS, the College of Education, and the University) to give you the skills and knowledge necessary to succeed in your career. Talk to your advisor or DGS about your professional goals for help prioritizing opportunities. The Individual Development Plan (<https://gradschool.missouri.edu/grad-essentials/individual-development-plan-idp/>) can help you and your advisor visualize what opportunities may be best for you and at what times. Be sure to list professional development experiences on your CV.

Section 5: Academic Process

The Graduate School (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 Graduate School's webpage: <http://gradstudies.missouri.edu/forms-downloads/>. **You must have all of your forms submitted to the Graduate School in a timely manner or risk delaying graduation.**

All requests and reports must be signed by your advisor, the DGS, and the Dean of the Graduate School. The DGS will submit forms electronically to the Graduate School. Each form is then reviewed by the Graduate School, signed by the Dean of the Graduate School, and filed electronically. If changes need to be made or if signatures are missing, it will be sent back to you or the DGS for corrections. If any faculty signatures are illegible, please ask the faculty member to also print his or her full name. (Most, but not all, forms require committee members to both print and sign their names.)

Master's Forms

M1 Form: Plan of Study for the Master's Degree

This form is required of all Master's degree students. The purpose of this form is to help you and your advisor plan all the courses you will take. These may include courses you have already taken, and may include up to six hours of transfer credit. This form facilitates the certification of degree completion later, and it should be submitted to the Graduate School prior to completing 18 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 ensure that the configuration of the committee meets stated requirements. Submit this form to the DGS by the end of the second semester. The DGS will in turn submit it to the Graduate School.

M2.5 Form: Acceptance of Master's Thesis, Internship, Exam, or Project Proposal

This is an *in-house form* required of all Master's degree students. The purpose of this form is to have an official record that the proposal has been judged satisfactory by your three committee members. Submit the signed form to the HDFS DGS.

M3 Form: Report of the Master's Examining Committee

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

Doctoral Forms

D1 Form: Qualifying Process/Confirmation of Advisor

The purpose of this form to show your name as it should appear on the diploma and to indicate the correct degree, degree program, collateral area, previous degrees, results of the qualifying process, and the correct advisor. The form is also useful in that it is an official record of the members of your doctoral committee and documents that the configuration of the committee meets stated requirements. The form is also used by the Graduate School to notify departments if your official transcript(s) from previous institutions have not yet been received. This form should be submitted to the DGS prior to completing 18 credit hours of coursework.

D2 Form: Doctoral Plan of Study Form

The purpose of this form is to certify that all committee members approve the plan of courses you will follow to complete your degree, including the permitted hours of transfer credit. You must submit your proposed plan of study two weeks prior to the committee meeting. The committee will meet to discuss the plan of study and sign the D2 form. The committee may recommend changes to your plan based on your interests and the members' knowledge of courses on campus and their scheduling. After making changes based on

committee agreement as to your plan of study, submit the form to the DGS. This should be done prior to completing 18 credit hours of coursework. If in later semesters changes to the plan of study are needed (because your interests have changed or because course availability has changed), complete the course substitution form after seeking your committee's approval.

D3 Form: Result of the Comprehensive Examination

The purpose of this form is to record the official result of the doctoral comprehensive examination. Bring this form to your comprehensive exam oral defense meeting. Submit this form to the DGS.

D3.5 Form: Acceptance of Dissertation Proposal

The purpose of this *in-house form* is to have an official record that the proposal is satisfactory to at least three of the four (or four of the five) committee members. Submit this form to the DGS.

D4 Form: Report of the Doctoral Dissertation Defense

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

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 Graduate School website at: <http://gradstudies.missouri.edu/forms-downloads/>

Benchmarks

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

Benchmark	MA Process	MS Process	PhD Process
Semester 2	--M1 form	--M1 form --M2 form	--D1 & D2 forms*
Semester 3	--Petition for a thesis or PhD, if applicable	--Petition for PhD, if applicable	

Completed Master's proposal	--M2.5 form*	--M2.5 form*	
Completed comprehensive exams (usually in the 4 th semester of coursework)	--M3 form* (exam, project, or internship) --Register to graduate the semester of the exam, project, or internship defense		--D3 form*
Completed thesis (usually in the 4 th semester of coursework)		--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 four semesters. Beginning in the fifth semester, you will need to secure your own funding. The "clock" starts the semester the first course is taken.

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

PhD Degree

Doctoral students have five years in which to complete degree requirements. The "clock" starts the semester the first class beyond the Master's degree is taken. MS/PhD students receive priority for departmental funding for 10 semesters; PhD only students receive priority for departmental funding for 8 semesters. If you need additional time to complete degree requirements, you may need to secure your own funding. By HDFS policy, the comprehensive exam must be completed no later than the end of the fourth year of study to be considered making satisfactory progress. By University policy, 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 to the deadlines above. You may petition for no more than two one-year extensions. In unusual circumstances, the Graduate School may grant an extension of this time limit if you petition with the Department's support.

Prior to consideration by the Graduate School, all requests for extensions should be endorsed by the DGS and accompanied by a description of the process whereby currency in the discipline was recertified if the latter is part of the departmental requirement.

Section 6: Academic Progress

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

Satisfactory Progress and Student Expectations

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. Enrollment is maintained, annual reviews are completed (via an individual development plan and MyVita), and you are actively engaged in coursework, assistantships, and co-curriculars.

3. Prior to completing 18 credit hours of coursework, the M1 form has been filed (for MA/MS students); or the D1 and D2 forms have been filed (for PhD students).
4. For PhD students, all comprehensive exam and dissertation deadlines are maintained.

Graduate Student Progress System

The Graduate School requires each student to have an individualized development plan (IDP), to be updated annually and reviewed by your advisor, and requires an evaluation via MyVita. For more information (including IDP forms), please see <https://gradschool.missouri.edu/grad-essentials/>.

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

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

Grading

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

Incomplete Grades

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

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

Academic Integrity and Misconduct

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

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

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

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

Grievance Procedures

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

Please also review the University's Collected Rules and Regulations on grievance procedures: https://www.umsystem.edu/ums/rules/collected_rules/grievance/ch390/grievance_390.010.

Policy on Dismissal of Graduate Students

According to HDFS policy, insufficient progress, a GPA lower than the requirement for two consecutive semesters, or an incomplete grade (unresolved by the end of the third semester) are grounds for dismissal. In accordance with University policy when there is a question as to whether satisfactory progress is being made, the DGS and/or your faculty advisor will write to you to recommend a face-to-face meeting. If you and your advisor disagree, your

advisor will ask you to submit a separate letter to the DGS. Copies of both letters will be made available to you and your advisor. A third copy will be maintained in the office of the DGS.

If difficulties persist and your advisor and DGS 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 HDFFS (i.e., removed from probation). Copies of this letter will be kept in the office of the DGS and the MU Graduate School.

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 DGS in your file and the MU Graduate School.

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 DGS in writing that you are appealing dismissal. The DGS will present your petition to the HDFFS 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 Graduate School.

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 Graduate School. Additional details can be found on the Graduate School's website:

<http://gradstudies.missouri.edu/academics/progress/requests-for-extensions-appeals.php>.

Graduation Ceremonies

You must register for graduation through the MU Graduate School 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 Graduate School 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 Graduate School 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 HDFFS as a whole benefits from the publication of research. To stimulate more publication

activity, the faculty encourages you to publish your thesis or dissertation research. Articles should be co-authored with your advisor and with dissertation committee members if appropriate.

Section 7: Courses and Enrollment Policies

Registering for Classes

A full-time graduate course load is nine credit hours. Rarely should a student take more than nine credits per semester. Consult your advisor when determining which courses to take. Note that graduate assistantships are awarded only to full-time students and doctoral candidates in continuous enrollment. 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 Graduate School 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 Graduate School. 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>. Talk with your instructor about the grade that will be assigned upon withdrawal (W or WF). The withdrawal form must be signed by your advisor and submitted to the MU Graduate School.

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

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

Continuous Enrollment

Per University policy, students who do not enroll for three consecutive terms (including summers) will automatically be de-activated by the Graduate School. 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 are strongly encouraged to become a Missouri resident. Learn more at the Registrar's website: <https://registrar.missouri.edu/residency/>. 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

At some point in your time at the University of Missouri, you may need to take a leave of absence. Talk with your advisor and the DGS to see if a leave of absence is appropriate. Please carefully read through the policies regarding leaves of absence on the Graduate School website (<http://gradstudies.missouri.edu/financials/assistantships-fellowships/leaves-of-absence.php>).

Transfer Credits

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

graduate credit and be clearly marked as such on the transfer transcript, complete with credit hours and grade.

For doctoral students, up to 30 hours of post-baccalaureate graduate credit may be transferred from other accredited institutions. All courses to be applied to the plan of study must be completed within 8 years of filing the plan. The transfer coursework must have been taken for graduate credit and be clearly marked as such on the transfer transcript, complete with credit hours and grade.

You must first get the courses approved by your advisor, your committee, and the DGS. You may be asked to produce a syllabus or other documentation from the course. The MU Graduate School makes the final review of the transfer credit to determine if the credit meets the minimum guidelines. If so, the Graduate School will process the request so that the transferred courses appear on your transcript.

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

Courses Offered

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

Section 8: Financial Support

Graduate Assistantships

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

The number of graduate research assistantships (GRA) and teaching assistantships (GTA) available in the department varies across semesters. You are not required to accept an assistantship that is offered, but assistantship positions are limited and the Department may not have other assistantships available for you that semester. Teaching and research assistants are usually appointed for .25 full-time exempt (FTE; 10 hours each week),

although some research assistantships may be .50 FTE (20 hours each week). Some graduate students hold two .25 FTE assistantships. The highest recommended workload for graduate assistants is 20 hours a week, meaning that the combination of assistantship positions should not exceed .50 FTE. If you are not concurrently enrolled during the semesters when you hold paid assistantships (even in the Summer Semester), you will be subject to FICA tax.

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

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

GTAs are awarded by academic year, although some assistantship changes may occur during the year (e.g., between the fall and spring semester). 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 may be eligible for TA/RA positions and a tuition reduction for a period of four semesters, beginning with the first academic term of the degree program. Terminal MA/MS students may receive a .25 FTE appointment; depending on department needs, some MA/MS students may receive an appointment greater than .25 FTE. Doctoral students (including MS/PhD students) will be eligible for a period of 8-10 semesters and will receive a .50 FTE appointment, as long as they meet the criteria listed above.

Teaching assistantships, research assistantships, and graduate instructor (GI) positions are the most common forms of financial support that HDFS offers. TAs may lead small group discussions in connection with large lecture classes, assist in grading, provide administrative support to faculty members, and help develop and organize course materials, among other tasks. GRAs may collect, code, and analyze data, draft manuscripts, and otherwise help faculty, typically on funded research projects. All assistantships are supervised and evaluated by a faculty mentor, who is assigned based on their expertise. All faculty supervisors will meet with you during the semester and will be available to meet at your request. The supervisor will orient you to the position and your responsibilities, assign and follow-up on tasks, and provide feedback. Faculty supervisors of graduate instructors will review and provide feedback on the syllabus, will be available to GIs throughout the semester, and, sometimes, will observe GIs in the classroom. At the end of the assistantship, supervisors will evaluate your assistantship work using the evaluation forms found in Appendix D.

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. There are multiple pathways to being considered for a GI position. Please refer to the “Pathways to Becoming a GI” section on the following page.

Benefits

Educational tuition is fully waived with the assignment of a .50 FTE assistantship. Tuition is reduced by half with the assignment of a .25 FTE assistantship.

Tuition will be waived only for courses on your plan of study form (M1/D2). It is recommended that you complete M1/D2 forms well in advance. **If you do not have POS forms filed with the Graduate School, 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 Graduate School to find out what your pro-rated fee waiver will be and what portion of the fees you will have to pay.

HDFS uses two pay levels, 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.

Supplemental course fees, student fees, and course materials are your responsibility.

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

Pathways to Becoming a Graduate Instructor

Graduate Instructors (GI) are the instructor of record for an undergraduate course, and it is considered an assistantship. Typically, high-enrollment courses, usually over an enrollment of 75, being a GI is considered a .50 FTE assignment; for courses with enrollment under 75,

being a GI is considered a .25 FTE assignment. There are several factors that are considered when assigning GIs:

1. Familiarity with the content. Your understanding of the material can be demonstrated by one or all of the following: 1) successful completion of the course (at either the undergraduate or graduate level), 2) professional experiences and/or research interests that align with the content of the course, and 3) successful completion of a teaching practicum or observation of a course.
2. Teaching practicum. The practicum is essentially co-teaching a course with a faculty mentor. Successful completion of a practicum is preferred prior to becoming a GI.
3. Progress in program. GI positions are reserved for doctoral students in good standing, although some instances may arise when a Master's student in good standing is assigned (e.g., for a self-paced online course where responsibilities are primarily grading; all Master's students must have successfully completed 18 hours of graduate work prior to becoming an instructor).

Teaching Practicum Policy

1. You and your teaching mentor (i.e., course instructor) will negotiate the involvement of the practicum, but the involvement needs to be extensive enough to you to teach the course independently in the future. The Graduate School suggests 15 hours of instruction time, not including preparation time.
2. You and your mentor will meet at least once during syllabus development and at least once a month during the semester to discuss pedagogical issues related to teaching the specific course and/or to teaching in general. For example, the mentor might explain the rationale for specific assignments or classroom activities, or the student might inquire about the mentor's general philosophy of teaching.
3. The practicum must be taken in a face-to-face course. You will observe each class period. If you would like exposure to online teaching, you are encouraged to observe an online course, under the supervision of a faculty member.
4. Activities in which practicum students will be involved:
 - a. helping to select a textbook or discussing with the instructor how he or she selected the text/s;
 - b. co-drafting the syllabus or discussing the drafting of a syllabus;
 - c. assisting with posting the course or course assignments on Canvas;
 - d. helping draft assignments;
 - e. developing test questions and reviewing item analyses of multiple choice tests, helping develop a scoring rubric for open-ended and essay exams;

- f. grading a portion of papers, exams, and other assignments for the purpose of learning about the mentor's grading policies and techniques.
 - g. lecturing or facilitating discussions regularly.
5. Other activities may be appropriate as long as they are mutually agreed upon by the practicum student and mentor.
 6. A teaching practicum does not guarantee that you will teach the course in the future, but the experience is an important credential in faculty determinations of future teaching assignments.
 7. It is encouraged to take a teaching practicum early in your plan of study, prior to being assigned a graduate instructorship.

Role of the Teaching Mentor

The teaching mentor will be the instructor of record for the course, submit grades, meet regularly with you, and provide feedback on your educational activities, discussions, assignments, and/or lectures; and complete an evaluation form (we use the observation form used by the University of Missouri's Minor in College Teaching: <https://gradschool.missouri.edu/wp-content/uploads/2017/10/feedbackform.pdf>).

Policies for Graduate Instructors

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

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 standard University information (e.g., academic dishonesty policies) on the syllabus. Up-to-date boilerplate information can be found here: <https://provost.missouri.edu/faculty-affairs/syllabus-information/>
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 DGS to discuss your job performance. Work performance is an important factor in decisions about future assistantship assignments. Evaluation forms are provided in Appendix C.

Travel Funding

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

1. The department may provide limited travel funds to graduate students who are presenting research (as author or co-author) in regional, national, or international conferences. **Availability of travel funding depends on department budget; check with the DGS or chair.** If available, you must complete a form requesting

departmental funds.

(<http://hdfs.missouri.edu/documents/graduate/forms/travel.pdf>)

2. Our student organizations (i.e., GSA, MUCFR) may provide some funding. Please check with the designated treasurer or organization representative for detailed information.
3. Graduate Professional Council: <http://gpc.missouri.edu/funding/travel-awards/>
4. Graduate School: <http://gradstudies.missouri.edu/financials/graduate-awards-travel-scholarships/>
5. Graduate Student Association: <http://gsa.missouri.edu/travel-grants/>

Scholarships and Fellowships

Scholarships and Fellowship Offered by the University of Missouri

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

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

For additional information, see the Graduate School website:

<https://gradschool.missouri.edu/funding/assistantships-fellowships/mizzou-graduate-fellowships/>.

Scholarships and Fellowships Offered by the College of Education

The College of Education lists scholarships and awards available for graduate students. Find more details here: <https://education.missouri.edu/admissions/graduate-financial-assistance/>

Scholarships and Fellowships Offered by the Department of Human Development and Family Science

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

Eleanor Berger Blumenthal Graduate Fellowship

Awarded to a meritorious student who has chosen to pursue graduate studies in a field related to Child Life.

Elizabeth Vemer Memorial Minority Scholarship

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

Lawrence H. Ganong Graduate Fellowship

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

Lois Bryant Memorial Endowment

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

Marilyn Coleman Doctoral Fellowship in Human Development and Family science

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

Ruth Cook Scholarship

This scholarship is awarded to a student in Human Development and Family Science.

External Scholarships and Fellowships

Kappa Omicron Nu Scholarships, Fellowships and Grants

Available to MA/MS and PhD students who are currently active members of Kappa Omicron Nu and have demonstrated scholarship, research, and leadership potential. \$2,000 fellowships to Master's and PhD students who meet certain qualifications. See <http://www.kon.org/awards/grants.html> 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> for more details.

AAUW Grants and Fellowships

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

Section 9: Resources

On-Campus Resources

Information Technology

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

Counseling Center

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

Sanvello

Savello is a free application designed to help cope with stress, anxiety, and depression. Sign up with your MU email account and receive access to the premium version: <https://mizzouone.missouri.edu/task/all/stress-and-anxiety-self-help-app-for-ios>

International Center

The International Center provides support for international students, including helping students navigate the federal immigration process, fill out forms, and register for additional

English-language courses. Please visit them on-campus at N52 Memorial Union, or online at <http://international.missouri.edu>.

Writing Lab

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

Student Health Services

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

Student Organizations

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

Human Development and Family Science Graduate Student Association

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

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

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

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

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

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

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

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

MUCFR

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

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

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

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

Duties for the president shall be to:

- a. lead the student affiliate
- b. act as a liaison between the HDfS students and faculty
- c. preside over affiliate meetings
- d. have the authority to call affiliate meetings
- e. work with the treasurer in maintaining the organization's finances. The dollar limit of discretionary spending authority shall be determined by each year's affiliate officers.
- f. have the authority to make purchases.
- g. appoint chair persons for special committees as need arises, subject to a vote of approval by affiliate members.
- h. work with the secretary in preparing each meeting's agenda

Vice President: A student member who supports the president in fulfilling all necessary duties. Per NCFR guidelines, the vice president must:

- 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 HDFFS (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.

Appendix A: MA Degree Requirements

Child Life

Child Life MA (Internship) Option

- A. Statistics, research methods, and professional development (7 hours)
 - HDFS 8200: Research Methods
 - HDFS 8087: Professional Development Seminar I (1 credit hour)
 - 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, research methods, and professional development (7 hours)
 - HDFS 8200: Research Methods
 - HDFS 8087: Professional Development I (1 credit hour)
 - Any advisor-approved statistics course 7000 level or above
- B. Core content (18 hours)
 - 1. HDFS 8087: Professional Development Seminar I (1 credit hour)
 - 2. 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
- 3. 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.

Human Development and Family Science

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

Courses are selected from:

- A. Statistics, research methods, and professional development (7 hours)
 - HDFS 8200: Research Methods
 - HDFS 8087: Professional Development I (1 credit hour)
 - Any advisor-approved statistics course 7000 level or above
- B. Theory (6 hours)
 - HDFS 8210: Theories of Human Development

HDFS 8220: Family Theories

C. Diversity (6 hours; additional courses may be taken to fulfill electives requirements)

HDFS 7200: Latino Families and Youth

HDFS 7300: The Black Family HDFS

HDFS 7610: Stress in Families HDFS

HDFS 8087: Poverty HDFS

HDFS 8300: Advanced Seminar on Multicultural Families

HDFS 8610: Remarriage and Stepfamilies

HDFS 8630: Gendered Relations in Families

D. Electives (12-15 hours)

HDFS 7257: Aging and the Family

HDFS 7510: Administration of Programs for Children and Families

HDFS 7630: The Process of Divorce HDFS 7640: Interpersonal Relationships

HDFS 7720: Child and Family Advocacy

HDFS 8012: Family Dynamics and Intervention

HDFS 8420: Cognitive Development HDFS

HDFS 8440: Social-Emotional Development

HDFS 8450: Adolescence and Emerging Adulthood

HDFS 8640: Family Interaction

HDFS 8710: Children, Families and Public Policy

Or any advisor approved graduate level course

E. Independent effort (choose one experience)

HDFS 8090: Project (3-6 hours)

HDFS 8972: Internship (3-6 hours)

HDFS 8999: Exam (no course credit is assigned)

OR

HDFS 9090: Thesis (3-6 hours; for MS students only)

Appendix B: Rubrics for the Master of Arts Exam, Internship, and Project

Please keep in mind that the committee will assign a pass or fail decision based on the written exam, oral defense, and any required revisions.

MA EXAM RUBRIC

Criteria	Weight
Introduction: Topic	15
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • APA style and formatting is used throughout; • Writing is clear, coherent, logical, and professional in style; references are current, scholarly, and relevant 	

MA INTERNSHIP PROJECT PROPOSAL RUBRIC

Criteria	Weight
Introduction	30
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Describe how the project will be implemented • Describe how the project will be evaluated 	
Style, Format, Grammar, Cohesion	10
<ul style="list-style-type: none"> • 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	Weight
Introduction	30
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • APA style and formatting is used throughout; • Writing is clear, coherent, logical, and professional in style; references are current, scholarly, and relevant 	

MA PROJECT RUBRIC

Criteria	Weight
Project Idea	30
<ul style="list-style-type: none"> • Project is appropriate, feasible, and sustainable • Project is justification using current literature and theory • Project and its components are described in detail • Supporting documents are provided as appropriate 	
Literature Review: Research and Theory	30
<ul style="list-style-type: none"> • 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 create the project components • Links between research, theory, and the project are explicit 	
Project Implementation and Evaluation	30
<ul style="list-style-type: none"> • Describe how the project was implemented • Describe how the project was evaluated • Summarize the main points of the evaluations; use feedback to make suggestions to improve the project 	
Style, Format, Grammar, Cohesion	10
<ul style="list-style-type: none"> • APA style and formatting is used throughout; • Writing is clear, coherent, logical, and professional in style; references are current, scholarly, and relevant 	

Appendix C: Sample Doctoral Plan of Study

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

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

I. Family Science (30 credits):			In Progress: 0	Remaining: 0	
Course Title	Dept.	Number	Semester	Hours	Grade
Interpersonal Relationships	HDFS	7640	Fall 05	3	A
Children and Families in Poverty	HDFS	8087	Fall 05	3	A
Social/Emotional Development	PSYCH	8440	Spring 06	3	A
Family Theories	HDFS	8220	Spring 06	3	A
Immigrant Families and the Receiving Community	SW	7455	Fall 06	3	A
Stepfamilies and Remarriage	HDFS	8610	Fall 06	3	A
Adolescence and Young Adulthood	HDFS	8450	Fall 06	3	A
Gender and the Family	HDFS	8087	Spring 07	3	A
Family Communication	COMM	7520	Fall 07	3	A
Family Interaction	HDFS	7620	Spring 08	3	A
II. Research Methods and Statistics (21 credits)			In Progress: 12	Remaining:	
Course Title	Dept.	Number	Semester	Hours	Grade
Research Methods	HDFS	8200	Fall 05	3	B

Regression & Correlation Analysis	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
Seminar in ESC_PS: HLM	ESC_PS	8087	Fall 08	3	A
Advanced Research Methods	HDFS	9200	Spring 09	3	B

III. Collateral Area: Public Policy (12 credits)		In Progress: 0		Remaining: 0	
Course Title	Dept.	Number	Semester	Hours	Grade
Organizational Dynamics	Pub_Af	8160	Spring 08	3	A
Public Policy Processes	Pub_Af	8170	Fall 08	3	A
Ethics, Democracy & Service	Pub_Af	8210	Spring 09	3	A
Public Policy Analysis	Pub_Af	8430	Spring 07	3	A

IV. Research, Practica, Dissertation (23 credits)		In Progress: 0		Remaining: 0	
Course Title	Dept.	Number	Semester	Hours	Grade
Professional Development I	HDFS	8087	Fall 05	1	Satisfactory
Professional Development II	HDFS	8087	Spring 08	1	Satisfactory
Teaching Practicum	HDFS	9100	Spring 08	3	Satisfactory
Research Practicum - 1	NURSE	8085	Fall 08	3	Satisfactory
Research Practicum - 2	HDFS	9210	Spring 09	3	Satisfactory
Dissertation	HDFS	9090	TBD	12	In Progress

TOTAL HOURS: 92

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 D: Assistantship Evaluation Forms

Research Assistantship Evaluation Form

RA's Name: _____ Semester: _____
 Faculty Supervisor: _____ .25 FTE _____ .50 FTE _____

Which of the following tasks was this RA responsible for (please check only those that apply):

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

STUDENT: How does this assistantship connect to your individualized development plan? Think about skills developed, information learned, connections made, etc.

FACULTY AND STUDENT: Please evaluate the graduate student's performance on all listed criteria that are appropriate.

	Faculty				Student			
	Almost all the time	Most of the time	Some of the time	Almost none of the time	Almost all the time	Most of the time	Some of the time	Almost none of the time
Performed tasks as assigned								
Willing to learn more advanced skills								
Reliable								
Communicated promptly								
Completed tasks promptly								
Completed tasks independently								
Showed initiative								
Responsive to feedback								
Other tasks or criteria (please specify):								

FACULTY: How would you rate this RA's overall performance?

Exceeds expectations _____ Meets expectations _____ Does not meet expectations _____

Additional comments:

Faculty signature _____

Date: _____

RA signature: _____

Date: _____

C O N F I D E N T I A L: For use only in assigning future RAs:

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

Yes, without reservation _____

Yes, with reservation _____

No, unacceptable _____

Comments/Please explain:

Teaching Assistantship Evaluation Form

TA's Name: _____ Semester: _____ Course: _____
 Faculty Supervisor: _____ Observed: _____ .25 FTE _____ .50 FTE _____

Which of the following tasks was this TA responsible for (please check only those that apply):

Syllabus creation Assignment creation Communicating with students
 Norming grades Lecturing Facilitating discussions
 Grading/giving feedback Entering grades Communicating with instructor
 Preparing Canvas site Upholding course policies Managing files/records
 Classroom management Understanding course material
 Presenting course material Other (please list): _____

STUDENT: How does this assistantship connect to your individualized development plan? Think about skills developed, information learned, connections made, etc.

FACULTY AND STUDENT: Please evaluate the graduate student's performance on all listed criteria that are appropriate.

	Faculty				Student			
	Almost all the time	Most of the time	Some of the time	Almost none of the time	Almost all the time	Most of the time	Some of the time	Almost none of the time
Performed tasks as assigned								
Willing to learn more advanced skills								
Reliable								
Communicated promptly								
Completed tasks promptly								
Completed tasks independently								
Showed initiative								
Responsive to feedback								
Other tasks or criteria (please specify):								

FACULTY: How would you rate this TA's overall performance?

Exceeds expectations _____ Meets expectations _____ Does not meet expectations _____

Additional comments:

Faculty signature _____

Date: _____

TA signature: _____

Date: _____

CONFIDENTIAL

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

Yes, without reservation _____

Yes, with reservation _____

No, unacceptable _____

Please explain:

Child Development Laboratory Graduate Assistant Evaluation Form

Student's Name: _____ Semester: _____

Faculty Supervisor: _____

1. ASSIGNED PROJECTS

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

2. CLASSROOM ASSISTANCE

	Needs Work	Meets Expectations	Exceeds Expectations	N/A
Implements program philosophy and goals.				
Shares responsibility for health, safety, and welfare of the children.				
Maintains relationships with parents of children that allow for informal exchange of information.				
Shares information with other staff members about children's daily needs or parental concerns and in an appropriate manner/venue.				
Shows enthusiasm for the program, children, and parents.				
Maintains friendly, warm relationships with the children, parents and other teachers.				
Intervenes quickly in situations where the health or safety of the children might be in danger.				
Assumes responsibility for classroom.				

Serves as a teaching model for assistant teachers and lab students.				
Takes initiative within the classroom.				
Participates/conducts observation, screening, and assessment of children.				
Informs supervising instructor of equipment or materials in need of repair/replacement.				
Other (specify):				
Comments:				

3. PARTICIPATION ON THE CDL GRADUATE STUDENT TEAM

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

Contributes innovative ideas specific to problem-solving, programming, and evaluation.				
Other (specify):				
Comments:				

Documentation: Attach sample documentation as appropriate (i.e. lesson plans, newsletters, bulletin board displays/handouts, summaries, etc.) of your contributions to program.

This evaluation has been reviewed and discussed with me.

Student Signature

Date

Faculty Supervisor Signature

Date