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The University of Georgia

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Department of Human Development and Family Science

MASTER'S PROGRAM HANDBOOK

Fall 2013

<http://www.fcs.uga.edu/hdfs/graduate/>

Introduction

Welcome to the Department of Human Development and Family Science (HDFS). The goal of our graduate program is to promote the integration of knowledge and professional practice in human development and family science. To accomplish this goal students achieve three objectives: (a) to develop expertise in integrating, and applying substantive and theoretical knowledge in individual development across the life course and family relationships; (b) to learn advanced analytic skills and methodologies for conducting and disseminating research on individuals and families; and (c) to develop the skills necessary to translate basic research into application through outreach, clinical practice, or preventative interventions.

The department offers two degrees: (1) A Master of Science in HDFS. It is possible to have an emphasis in Child Life at the master's level. (2) A Doctor of Philosophy in HDFS. It is possible to pursue the doctorate in HDFS with an emphasis in marriage and family therapy.

This handbook is designed to guide you as you plan your career as a master's student in the Department of Human Development and Family Science. It is organized according to the major programmatic milestones you will encounter.

Further, this handbook is intended to inform HDFS graduate students and faculty about the basic policies and procedures. Because it does not cover all University regulations governing graduate education at the University of Georgia, it should be treated as a supplement to the *Graduate School Bulletin*, <http://www.uga.edu/gradschool/bulletin/>, *Theses and Dissertations Guidelines*, <http://www.uga.edu/gradschool/academics/thesis>, and *the Graduate School's Academic Regulations and Procedures*, <http://www.uga.edu/gradschool/academics/regulations.html>. Like all graduate programs at UGA, the graduate program in HDFS operates within an administrative structure established by the Graduate School. It is the responsibility of all faculty and graduate students to familiarize themselves with the relevant Graduate School policies.

Although every effort is made to provide accurate and current information in this handbook, the Department reserves the right to change statements in the handbook concerning policies, curricula, or other matters. Students enrolled in the graduate program agree to comply with the Department's rules and regulations and to accommodate to any changes necessary.

Last updated: July 22, 2013

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The University of Georgia is committed to the principle of affirmative action and equal opportunity. The Department of Human Development and Family Science will not discriminate in employment, admissions, programs, services, or activities with regard to any position for which a student is qualified and will make reasonable accommodation for disabilities. Minorities and members of other underrepresented groups are encouraged to apply.

Table of Contents

Introduction	2
Important Milestones	5
Temporary Advisor.....	5
Major Professor	5
Advisory Committee	5
Of Special Interest to International Students	6
Curriculum	6
Coursework Requirement	6
Research Methodology Requirements	7
Professional Seminar	7
Table 1: HDFS Master’s Degree Core Curriculum	8
Some possible electives for MS students.....	9
Child Life Program Information	10
Table 2: Core Curriculum for Child Life Emphasis: Thesis & Non-thesis Options	11
Some possible electives for Child Life students	12
Master’s Portfolio Requirements	12
Professional Presentation	12
Clinical/Work/Outreach	13
Research Evaluation	13
Document for Outreach	13
Thesis	14
Prospectus.....	14
Procedures for Thesis Defense	14
Using Manuscript Style for Thesis	15
Upon Completion of the Defense	16
Thesis Submission	16
Non-thesis Option	16
The Clinical Project	16
Prospectus	17
Procedures for Clinical Project Defense.....	17
Upon Completion of the Defense	18
Time Line for Completing the Program	18
Continuous Enrollment Requirement	18
Assistantship Policy	18
Minimum Enrollment for Students on Assistantship.....	18
Awarding Assistantships.....	19
Assignment.....	19
Evaluation.....	19
Continuation	21
Additional Policies	21
Appendix A: Declaration of Major Professor and Advisory Committee	22
Appendix B: Master’s Portfolio Checklist	23
Appendix C: Sample Cover Page for the Portfolio	24

Appendix D: Master’s Portfolio Approval by Advisory Committee	25
Appendix E: Master’s Student Guest Lecture Evaluation Form	26
Appendix F: Request for the Announcement of Master’s Thesis/Clinical Project Oral Defense	27
Appendix G: Approval form for Master’s Thesis and Final Oral Examination	28
Appendix H: Non-Thesis Clinical Project Presentation and Exam	29
Appendix I: Graduate Assistant Evaluation Form	30

Important Milestones

One purpose of this handbook is to aid you in your transition into the department and to provide you with information about the various milestones you will encounter as a graduate student in HDFS.

Temporary Advisor

When you enter the program, you are assigned a temporary advisor. The temporary advisor provides guidance for your educational experience during your first year in the program, or until you have formalized your relationship with a Major Professor. Your temporary advisor will sign necessary forms and answer questions about the program, policies, and other issues. If you have not formalized a relationship with a Major Professor during the spring of your first year, the temporary advisor will present your information to the HDFS graduate faculty during the annual review of graduate students. Meeting frequently with your temporary advisor will help ease your transition into the graduate program. Your temporary advisor can also be a helpful resource of information and insights as you consider various Major Professor options. When making your temporary advisor assignment, there was an attempt to match you with a faculty member with whom you seem to have some overlapping interest. You may find that you would like to ask your temporary advisor to serve as your Major Professor. Or, for any number of reasons you may decide that you would prefer to have a different faculty member as your Major Professor. Either approach is acceptable to the faculty member who has agreed to serve as your temporary advisor during your first two semesters.

Major Professor

During the first year in the program, you are encouraged to spend some time getting to know the faculty members and familiarizing yourself with their research. When considering your options in this very important decision, you should consider the faculty member's expertise in your area of research interest as well as a good working relationship with that individual. You may want to request a meeting with more than one faculty member to discuss how they play the role of Major Professor, whether they are willing and able to mentor you in your area of interest, and whether they are accepting new students. You should have formalized this relationship by the end of your second semester in residence.

Advisory Committee

The committee must consist of a minimum of three members of the graduate faculty, including your Major Professor, who will serve as the chair of the committee. This committee, in consultation with the student, is charged with planning and approving the student's program of study, advising the student on required research skills, approving the subject for the thesis, approving the completed thesis, and approving the defense of the student's research.

Selection of the Advisory Committee should also be done by the end of your first year in residence. All committee member selection decisions should be made in consultation with your Major Professor. The advisory committee must consist of a minimum of three members of the graduate faculty, including the student's Major Professor, who will serve as chair of the committee. Additional voting members may be appointed to the committee, including no more than one non-UGA faculty, who must hold the terminal degree in their field of study. If there are more than three members, there must be greater than 50% graduate faculty representation. At least two committee members must be from the Department of Human Development and Family Science.

Persons employed by The University of Georgia, and who hold the following ranks, may serve on

graduate committees: professor, associate professor, assistant professor, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, and senior research scientist. Persons having the following ranks may not serve as voting members of graduate committees: instructors, lecturers, and academic professionals. However, these individuals may serve as non-voting members of a committee.

A visiting professor or a part-time or temporary faculty member may not serve on an advisory committee unless that person is replacing a professor with sole expertise in a designated area on the student's program of study. The graduate coordinator must send a letter to the Graduate School explaining the need for this replacement.

When you have comprised your advisory committee, fill out the Department Declaration of Major Professor and Advisory Committee form (Appendix A). Forms can also be found on the HDFS website at: <http://www.fcs.uga.edu/hdfs/graduate/current.html>, and turn it in to the Graduate Program Assistant for departmental records. Then, fill out the Advisory Committee for Master of Arts and Master of Science Candidates form. This form can be found on the Graduate School website at: http://www.grad.uga.edu/forms&publications/student/body_advcomms.pdf After completing the form, present it to the Graduate Coordinator for approval and signature. Once you obtain the signature of the Graduate Coordinator the form is to be submitted to the Graduate Program Assistant who will submit it to the Graduate School. Ultimately, the committee is appointed by the Dean of the Graduate School upon the recommendation of the Graduate Coordinator.

Of Special Interest to International Students

International Student, Scholar, & Immigration Services (ISSIS) is committed to providing outreach to international students and scholars as well as information about the federal regulations that govern internationals during their stay. ISSIS hosts a number of activities throughout the year. Continuous enrollment is required. The Office of International Education defines continuous enrollment for international students as a minimum of 2 semesters per academic year. Because information is subject to change, ISSIS encourages you to visit the website regularly. The ISSIS staff members are pleased to assist with any help or advice. Web: www.issis.uga.edu Email: issis@uga.edu

Curriculum

Coursework Requirement

The Departmental Program of Study for master's students includes three sections: substantive/theoretical, research methods and statistics, and area of specialization. The core curriculum for the master's degree is 36 hours of course credit. (Note: HDFS 8910 and 7005 do not count toward this total.) All courses required for the curriculum that are offered in the department must be taken in the department (this does not apply to electives).

All master's level students are expected to take the core classes (HDFS 6100, 6630, 6640, 6800, 6900: Quantitative Analysis I, and 6950: Conducting Qualitative Research), Professional Seminar, several electives, and thesis hours. Child Life students have additional course requirements and can choose a thesis option or a non-thesis option. Child Life students should discuss these options with their Major Professor and advisory committee.

The Master of Science program with an emphasis in Child Life is offered for students who are interested in working with children and families within a healthcare setting. Students in this option will complete the required Human Development and Family Science and Child Life coursework as well as additional

coursework specific to the Child Life program. The Child Life Guide for Graduate Students can be found here: <http://www.fcs.uga.edu/hdfs/graduate/mscl.html>

While it is permissible for master's students to take 7000- and 8000-level classes, the Graduate School mandates that the *majority* of coursework on the Master's Program of Study forms should be at the 6000-level.

Research Methodology Requirements

You are expected to develop an understanding of a broad range of research methods and demonstrate competence in their use. Through specific coursework you will gain mastery of techniques such as quantitative and qualitative methods and analyses. Required courses include: HDFS 6800: Research Methods and HDFS 6950: Conducting Qualitative Research in Family Science. Students who already have taken a graduate level research methods or statistics course prior to beginning the program may not be required to take all the courses listed in the curriculum. Submitting official transcripts, course syllabi, or taking a proficiency test may be required for proof of proficiency.

Professional Seminar

All HDFS Graduate students are required to take 3 hrs of HDFS 8910: Professional Development Seminar. During your first semester in residence you will register for 2 hrs of the class and will focus on various aspects of the department, the Graduate School, and the discipline. You will have an opportunity to meet the HDFS faculty as they attend class to talk to you about various important topics as well as their own program of research. During your second year, you will take a second semester of 8910 (1 hour with a focus on vita development, applying for jobs or doctoral programs, how to conduct a job interview, etc.) This course is a departmental requirement and is graded on a pass/fail basis. It is not included on your program of study.

The following tables provide information on sequences of required and elective courses. Lists of possible electives can be found after the tables.

Table 1: HDFS Master's Degree Core Curriculum

Year 1		
Fall (12 hrs)	Spring (12 hrs)	Summer (9 hrs)
HDFS 6630: Theories of Family Relationships	HDFS 6100: Theories and Issues in Human Development	Electives
HDFS 6900: Quantitative Analysis I	HDFS 6800: Research Methods	
Elective	HDFS 6950: Conducting Qualitative Research in Family Science**	
Elective*	Elective*	
HDFS 8910: Pro-Seminar (orientation for 2 credit hrs)		
Year 2		
Fall (12 hrs)	Spring (12 hrs)	Summer
HDFS 6640: Issues in Family Relationships	HDFS 7300: Thesis hours	
HDFS 7000: Thesis Research hours		
Elective	Elective*	
HDFS 8910: Pro-Seminar (job search for 1 credit hr)		
Elective*		

* HDFS 7005 (assistantship) may be used as an elective in order to reach the 12 hrs minimum enrollment policy for students on assistantship.

** Conducting Qualitative Research in Family Science is strongly recommended but is not yet listed as a core requirement.

Some possible electives for MS students

HDFS 6500	Aging and the Family
HDFS 6870	Human Sexuality
HDFS 8720	Ecological Perspective on Individual and Family Diversity
HDFS 8730	Quantitative Analysis II
MNPO/SOWK 6612	Ethics and Professional Practice
MNPO 6060	Fundraising and Development for Nonprofit Organizations
HFRB 6420	Health Education and Early Childhood Education
IHDD 6000	Disability Issues
IHDD 7010	Directed Study in Disability
PSYC 6620	Developmental Psychology
PSYC 6200	Social Psychology
SOCI 6050	Sociology of Work & Family
SOCI 6610	Sociology of the Family
SOCI 6650	Sociology of Aging
HDFS 7005	Assistantship (these hours do not count toward your degree)

Child Life Program Information

The program with an emphasis in Child Life is offered for students wishing to pursue a higher academic education and who are interested in working with children and families within a healthcare setting. This program allows a dual focus on the study of issues and development in children and families, along with theory, practice, and research in Child Life. In addition to the required Human Development and Family Science and Child Life coursework, as well as other departmental requirements for master's students, an internship experience is required.

Internships Requirement: A Child Life internship is a crucial part of this program's education on the practice and profession of Child Life Specialists. This opportunity allows students to shadow and work with Certified Child Life Specialists in a hospital setting. The internship will allow students to have supervised hands-on experience and to develop professionalism and knowledge of the field. Most students become interns during the summer of their second year or the following fall.

Timing of Child Life internship: Students will be eligible to participate in an internship program after they have completed their program of study requirements. During their internship, students are still enrolled at the University of Georgia, meaning that they still pay tuition and will register for internship hours during this semester. Students also keep regular contact with their Child Life Program Director at the University of Georgia and complete various assignments while participating in a hospital internship.

Locations for Child Life internship: The University of Georgia does not endorse any certain Child Life internship programs. Students are able to apply to any program and hospital that best fits their needs or interests. The Child Life Council has a guidebook where all Child Life programs and internships are listed. This internship guidebook may be found on the Council's website at www.childlife.org.

Prior to becoming an intern the student must be accepted by the hospital for an internship experience. It is required that the University of Georgia and the chosen hospital must agree upon a memorandum of understanding (MOU). An MOU is a legal document between the two institutions. This document must be agreed upon and signed by both parties prior to the student beginning her/his internship. There are usually many revisions to this document and the process is very time consuming; therefore, it is strongly suggested that students start this process early.

Often Child Life internships are not paid and few programs offer free housing or meals for interns. Many hospitals require a small fee to apply to the program; however some also require a larger fee to participate in the internship program. Every hospital has different policies regarding student internships and inquiries should be made directly to the hospital to determine their specific guidelines and policies on Child Life interns.

Application process for a Child Life internship: Prior to applying to internship programs, students will research various hospitals and determine which program best fits their needs and interests. It is suggested that the student then write letters requesting information and an application to the program. Students will complete the application along with letters of reference and return them to the program prior to the deadline date. Students will be contacted for an interview, by phone or in person, from a member of the Child Life staff within the program. A second interview may also be requested. It is suggested that students visit and tour the hospitals to which they plan to apply, however this is not required.

Requirements for Child Life Certification: It is strongly recommend that students visit the Child Life Council website at <http://www.childlife.org/>, where the most current and accurate information on certification can be obtained. In general, certification requires that students a) sit for the Child Life Certification Exam given by the Council, b) have completed 10 college- level courses in Child Life and other related fields (see website), c) have completed at least 480 hours of a Child Life internship or fellowship under a Certified Child Life Specialist.

Table 2: Core Curriculum for Child Life Emphasis: Thesis & Non-thesis Options

YEAR 1		
Fall (12 hrs)	Spring (12 hrs)	Summer (9 hrs)
HDFS 6630: Theories in Family Relationships	HDFS 6100: Theories and Issues in Human Development	HDFS 7010: Directed Study in HDFS
HDFS 6900: Quantitative Methods I	HDFS 6800: Research Methods	
HDFS 6810: Hospitalized Child and Family	HDFS 6900: Seminar in Child Life: Interventions for Hospitalized Children and Their Families	
Elective*	HDFS 6950: Conducting Qualitative Research in Family Science**	
HDFS 8910: Pro-Seminar (two hour session)	HDFS 7210: Problems in Child and Family Development (Hospital Practicum)	
YEAR 2		
Fall (12 hrs)	Spring (12 hrs)	Summer
ECHD 6050: Teaching and Counseling Children with Chronic Illness	HDFS 7010: Directed Study in HDFS (Non-Thesis Project) Or HDFS 7300 (Thesis)	HDFS 7910: Internship in Human Development and Family Science
HDFS 6640: Issues in Family Relationships	HDFS 7130: Creative Activities	
HDFS 7210: Problems in Child and Family Development (Hospital Practicum)	HDFS 7010 or HDFS 7210: Problems in Human Development and Family Science (Hospital Practicum)	
Elective*	Elective*	
HDFS 8910: Pro-Seminar (one hour session)	HDFS 7000: Masters Research	

This curriculum may need to be altered depending upon the student's background (e.g. HDFS 7460 could be taken summer of year 1 depending on student's background).

* HDFS 7005 (assistantship) can be used as an elective in order to reach the 12 hrs minimum enrollment policy for students on assistantship.

** HDFS 6950: Conducting Qualitative Research in Family Science is strongly recommended but is not yet required.

Some possible electives for Child Life students:

HDFS 7005	Assistantship
ECHD 6000	Supporting Children and Families in Vulnerable Situations
HDFS 8720	Ecological Perspective on Individual and Family Diversity
HDFS 7010	Special problems: Medical Terminology
MNPO/SOWK 6612	Ethics and Professional Practice
MNPO 6060	Fundraising and Development for Nonprofit Organizations
HFRB 6420	Health Education and Early Childhood Education
IHDD 6000	Disability Issues
IHDD 7010	Directed Study in Disability
SOWK 7122	Grief and Loss
GRNT (PSYC) 5266/7266	Death, Dying, and Bereavement

Master's Portfolio Requirements

The master's degree in HDFS will give students an opportunity to develop research skills and to gain a scholarly understanding of issues that influence the development and functioning across the life course. Professional development in pursuing a career within the field of Human Development and Family Science can be demonstrated through accomplishments in writing about research and presenting research, teaching, and outreach. The checklist form that will guide you on this project can be found in Appendix B. *It is for your use only and should not be included in the final portfolio submitted to the department.*

The Graduate Faculty in the Department of Human Development and Family Science has developed the set of procedures and portfolio standards for evaluating students' proficiency in the areas of knowledge, scholarship, and research relevant to the field. After completing the requirements, you should compile the components into a document containing a title page (Appendix C), an approval form to be signed by your committee (Appendix D), a table of contents, and required documentation for each completed requirement. The portfolio should be presented to your committee members for review. Once it has been approved, the members of your advisory committee should sign the approval form on page 2. After obtaining signed approval from your advisory committee, submit one full copy of the portfolio to the Graduate Program Assistant in a PDF via email or on disk or thumb drive. It will be posted on the p drive.

Previously approved portfolios can be viewed by going to the following link: <http://www.fcs.uga.edu/cfd/graduate/current.html> where you will be directed to log into the p drive using your Novell login ID and password. Please note that the current portfolio guidelines have been changed as of Fall 2011 so the previous portfolios will not conform exactly to that format.

Professional Presentation:

One single or co-author presentation at a meeting of a state, regional national, international academic/professional organization (Quint State is an acceptable outlet).

Required Documentation:

Citation of all presentations using APA format.

Append a copy of acceptance letter/email or program page.

Teaching and/or Outreach

Two of the following are required:

A. Four guest lectures in undergraduate or graduate level courses.

Required Documentation:

Title of guest lecture as well as the date it was given and course name.

Evaluation form from Faculty Instructor who observed the lecture (Appendix E).

B. Involvement in a programmatic series of two to four presentations for local service agency.

Required Documentation:

Identify program for which presentations were made.

Include list of all related presentations.

A letter of evaluation from program sponsor or supervisor.

Clinical/Work/Outreach:

Involvement in on-going (at least 40 contact hours) clinical/work/outreach in an institutional setting (e.g., hospital, school, service agency, etc.) with a specialized population. This does not include clerical services; rather, involvement must include pre-professional activities.

Required Documentation:

Identification of the institutional setting and specialized population.

A letter from direct supervisor with evaluation.

Research Evaluation:

Involvement in research evaluation for a specific program, including creation of an evaluation report

Required Documentation:

Identification of program evaluation.

Complete the checklist for program evaluation (see attached).

A letter of evaluation from program sponsor.

Document for Outreach:

Involvement in the production of a significant document for outreach purposes or an outreach publication.

Required Documentation:

Citation of publication.

A letter from project sponsor with evaluation.

Professional Citizenship/Leadership:

For professional citizenship and/or leadership both (A) and (B) are required:

A. Maintain membership in a professional society beginning from the first year in the program.

Required Documentation:

Name of professional organization and the date you joined.

B. Participation in leadership and/or professional activities: At least one of the following is required (other activities may be included if approved by the student's advisory committee):

- Reviewing proposals for conference presentations or publications.
- Service on departmental, university, outreach, or professional organization committees.
- Membership on professional or service organization boards.
- Volunteer work at state, multistate, or national conferences.
- Election to office in a state, multistate, or national organization.
- Appointment or election for committee involvement in state, multistate, or national organizations.
- Moderation of a session at a state, multistate, or national meeting.
- Significant involvement in the Graduate Student Organization.
- Significant involvement in the planning and implementation of Quint State.

Required Documentation:

Append official documentation for all activities listed

Thesis

Prospectus

Students must obtain approval from their committee for the thesis they wish to write, including format (traditional or article), content, and method.

Procedures for Thesis Defense

Thesis Defense. At least two full weeks before the date of the defense of your thesis, you must notify the Graduate Program Assistant of the day, time, and place of the defense (Appendix F). No notification to the Graduate School is needed for master's students.

Thesis Defense Requirements. The student must be registered for a minimum of three hours of credit the semester the defense is held. This is a Graduate School rule and students who are not registered for 3 hrs will not be allowed to graduate. The student also must apply to graduate within the semester prior to the one in which degree requirements are completed (the deadline to apply for graduation is EARLY in the preceding semester). The application for graduation form is available online at https://gradschoolforms.webapps.uga.edu/form_types/1. When the Major Professor is satisfied with the completed thesis, he or she will certify that it has their approval and is ready to be read by the advisory committee. The copies of the thesis will then to be distributed to the remaining members of the advisory committee and a final oral defense will be scheduled. The committee members will have three weeks to read and evaluate the completed thesis. Written assent of two of the three committee members will be required before it will be approved as ready for a final defense. If the advisory committee declines to approve the thesis as ready for the final defense they will determine the steps, strategies, and/or guidelines in preparing the thesis for the final defense.

The defense of the thesis will be chaired by the student's Major Professor and attended for the entire defense by all members of the advisory committee. If a member cannot be present, the student must choose one of the following options:

The absent member may participate via a teleconference in which all participants can listen to each person's comments. The chair of the committee must sign the approval form for the absent member and register his/her vote and indicate that member's participation was by teleconference.

A substitution may be made with another faculty member who can replace the former member in expertise of the subject field and who has knowledge of the student's research project. A revised advisory committee form must be submitted to the Graduation Office prior to the examination.

The defense may be rescheduled for a later date.

The advisory committee must approve the student's thesis and defense with no more than one dissenting vote and must certify their approval in writing using the Approval Form for Master's Thesis, Defense and Final Examination http://www.uga.edu/gradschool/forms&publications/student/body_apprform.pdf

The Major Professor's vote of approval is required for the student to pass the examination. An abstention is not an appropriate vote for the defense of the thesis. The committee, after having read the thesis, should verify whether or not human subjects were used in the student's research and indicate so by verifying that the appropriate box is checked on the approval form. The student must provide the IRB protocol number for the defense form.

The "Master's Thesis, Defense and Final Examination" form must be submitted to the Graduation Office before the corrected copy of the electronic thesis will be accepted as the final "official" copy. The deadline for this is two weeks prior to graduation.

Using Manuscript Style for Thesis

According to the *Theses and Dissertations: Student Guide to Preparation and Processing* published by the Graduate School, there are two formats for the organization of the main-body sections for theses. The first format, referred as *chapters*, is the traditional format. The other format, referred as *manuscript style*, is the alternative format approved by the graduate school. In manuscript style format, journal manuscripts or articles are used as regular chapters for the main-body sections of theses.

HDFS graduate students may choose either format to organize the main-body sections for their theses. In addition to the graduate school's guidelines for formatting, students must adhere to the following guidelines when applying the manuscript style:

The student must obtain the advisory committee's approval at the prospectus meeting. Signatures of the advisory committee members are required on an intent letter to the Graduate Coordinator.

A minimum of one manuscript with 20 or more pages in each is required.

The manuscripts must have a coherent theme and be serial in nature.

Manuscripts that are theoretical/conceptual reviews or empirical reports based on qualitative and quantitative data may be included. However, at least one manuscript must be empirically based, employing qualitative, quantitative, or mixed methods.

The manuscripts have been or will be submitted to scholarly journals related to Human

Development and Family Science involving rigorous peer review processes.
The student must be either the sole author or the first author of all manuscripts.

When manuscripts have been published or accepted for publication, evidence of permission to use articles must be included in the thesis.

Upon Completion of the Defense

Return the white copy of "Approval Form for Master's Thesis, Defense, and Final Oral Examination" to the Graduate Program Assistant who will submit it to the Graduate School. A sample of this form can be found in Appendix G. All requirements associated with the thesis must be completed within one semester after the defense, including making any revisions required by your committee. If these are not completed within one semester, the student must re-defend the thesis.

Thesis Submission

The thesis will not be forwarded to the University Library until the degree is conferred. **All theses must be submitted via the web in electronic PDF format and must conform to the Graduate School style manual located at:** <http://www.fcs.uga.edu/hdfs/graduate/docs/GradSchoolformMasterThesis.pdf>

If the student hires a typist, it is the student's responsibility to inform the typist of the formatting guidelines set forth in the Graduate School Style Manual. Any questions concerning formatting should be directed to the Graduation Office at: (706) 542-4803, or gradinfo@uga.edu.

Difficulties with electronic submission or questions about electronic PDF format and computer related problems should be referred to the ETD Help Desk Website at etdhelp@gradsch.uga.edu or call (706) 583-8095.

Non-thesis Option

The non-thesis option is only approved for master's students pursuing an emphasis in Child Life. All other master's students are required to complete a master's thesis. Child Life student's pursuing the non-thesis option must complete an approved clinical project. Child Life students may choose to follow the thesis option instead of the clinical project option.

The Clinical Project

The project requirement is a rigorous, research-based clinical project completed as the requirement for HDFS 7010: Directed Study in Human Development and Family Science, under the direction of the Major Professor. The project applies a review of substantive literature and relevant theory to a problem of an applied nature in a clinical setting. The student's advisory committee will evaluate the project based on its comprehensiveness, completeness and appropriateness in relation to professional work in the student's area of interest. The student must also pass an oral examination given by the student's faculty committee over the research area upon which the specialized clinical project is based. Similar to students in the thesis option, these students will complete an oral defense. A grade of A/F will be assigned by the student's advisor with input from the student's advisory committee for the HDFS 7010: Directed Study in Human Development and Family Science class. A grade of either A or B is necessary to pass the HDFS 7010 required class.

Prospectus

Students must obtain approval from their committee for the clinical project they wish to write, including type, content, and method.

Procedures for Clinical Project Defense

Clinical Project Defense. At least two full weeks before the date of the defense of your clinical project, you must notify the Graduate Program Assistant of the day, time, and place of the defense (Appendix H). No notification to the Graduate School is needed for master's students.

Clinical Project Defense Requirements. The student must be registered for a minimum of three hours of credit the semester the defense is held. The student also must have applied to graduate within the semester prior to the one in which degree requirements are completed (the deadline to apply for graduation is EARLY in the preceding semester). The application for graduation form is available online at https://gradschoolforms.webapps.uga.edu/form_types/1

When the Major Professor is satisfied with the completed clinical project, he or she will certify that it has their approval and is ready to be read by the advisory committee. The copies of the clinical project will then be distributed to the remaining members of the advisory committee and a final oral defense will be scheduled. The committee members will have three weeks to read and evaluate the completed clinical project. Written assent of two of the three committee members will be required before it will be approved as ready for a final defense. If the advisory committee declines to approve the thesis as ready for the final defense they will determine the steps, strategies, and/or guidelines in preparing the clinical project for the final defense.

The defense of the clinical project will be chaired by the student's Major Professor and attended for the entire defense by all members of the advisory committee. If a member cannot be present, the student must choose one of the following options:

The absent member may participate via a teleconference in which all participants can listen to each person's comments. The chair of the committee must sign the approval form for the absent member and register his/her vote and indicate that the member's participation was by teleconference.

A substitution may be made with another faculty member who can replace the former member in expertise of the subject field and who has knowledge of the student's research project. A revised advisory committee form must be submitted to the Graduation Office prior to the examination.

The defense may be rescheduled for a later date.

The advisory committee must approve the student's clinical project and defense with no more than one dissenting vote and must certify their approval in writing using the Approval Form for Master's Clinical Project, Defense and Final Examination (Appendix H). The approval form can be found at the following website:

[http://www.fcs.uga.edu/cfd/graduate/docs/Departmental Child Life Non-Thesis Clinical Project or Presentation Form.pdf](http://www.fcs.uga.edu/cfd/graduate/docs/Departmental_Child_Life_Non-Thesis_Clinical_Project_or_Presentation_Form.pdf)

The Major Professor's vote of approval is required for the student to pass the examination. An

abstention is not an appropriate vote for the defense of the clinical project. The committee, after having read the clinical project, should verify whether or not human subjects were used in the student's research and indicate so by verifying that the appropriate box is checked on the approval form. The student must provide the IRB protocol number for the defense if necessary

Upon Completion of the Defense

Return the signed white copy of "Approval Form for Master's Clinical Project, Defense, and Final Oral Examination" to the Graduate Program Assistant. All requirements associated with the clinical project must be completed within one semester after the defense, including making any revisions required by your committee. If these are not completed within one semester, the student must re-defend the clinical project.

Time Line for Completing the Program

Many circumstances affect the length of time necessary for a student to complete a master's degree. The program is designed so that under ordinary conditions students with a bachelor's degree can expect to complete their master's degree in two years.

All requirements for the degree must be completed within six years beginning with the first registration for graduate courses on the program of study. An extension of time may be granted by the graduate school only for conditions beyond the control of the individual.

Continuous Enrollment Requirement

The Graduate Enrollment Policy specifies that, "All enrolled students pursuing graduate degrees at the University of Georgia must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least two semesters per year (Fall, Spring, Summer) until the degree is attained or status as a degree-seeking graduate student is terminated." All Graduate Enrollment policies can be found at <http://www.grad.uga.edu/academics/registration.html>

Assistantship Policy

Minimum Enrollment for Students on Assistantship

The Graduate School requires that all students on assistantship be enrolled in 12 hours per semester. We usually recommend that students take 9 hrs of *coursework* per semester. In order to comply with the Graduate School's minimum enrollment policy, students on assistantship can enroll in 1-3 credit hours using the course code for HDFS 7005. There is no classroom time or work assignment associated with these hours beyond the tasks you have already been assigned as part of your assistantship. If you prefer to take 12 hours of academic course credit, you will meet the Graduate School's minimum enrollment policy and do not need to register for HDFS7005.

The department's assistantship policy has four components: award, assignment, evaluation, and continuation. Each component is described below.

Awarding Assistantships

Assistantships are awarded to both incoming and continuing students. They generally are awarded for a term of one academic year although some graduate school assistantships are awarded for two years. Written notice regarding an assistantship award is customarily made before the end of spring semester preceding the award year.

Because of the demand for assistantship support and the expectation that students finish their degree programs in a timely fashion, students who are awarded assistantships generally will be supported on a nine-month, one-third time assistantship. It is expected that students with positive annual evaluations can receive assistantships funded by the department for a maximum of two years in the master's program.

Assignment

Graduate assistantships are assigned by the Department Head in consultation with the Graduate Coordinator and faculty. Faculty needs and preferences are matched to skills and preferences of students insofar as is possible. Assignment preference is given to faculty who are funding assistantships with grants as long as overall department needs are not placed in jeopardy.

Evaluation

It is the UGA Graduate School's policy that all graduate assistants be evaluated annually. These evaluations are consequential in determining continued assistantship funding. The department evaluations proceed as follows:

Each student will prepare and submit information regarding completed coursework, research productivity, teaching, and professional service experience. Students will receive developmental feedback from the graduate faculty after the evaluation meeting. The procedures for the annual evaluation are outlined as follows.

Graduate Program Assistant distributes the Assistant Evaluation Rating forms to faculty supervising graduate assistants (you can view a copy of the form in Appendix I). The forms will be returned to the Graduate Program Assistant by December 1st and April 1st, for the Fall and Spring semester, respectively.

Graduate students submit an annual progress report and other required documents to their Major Professor or temporary advisor. To do this you will go to https://www.fcs.uga.edu/cs/helpdesk_login.php?go=cfd_grad and log in with your MyID. After that, you will be taken to a screen that will display a link to submit a report for the current year, edit your previously submitted reports, and edit the master's portfolio. Print your report and submit it to your Major Professor or temporary advisor by March 1st.

Each student will be evaluated initially by their Major Professor and advisory committee. If the student has a Major Professor, but not a committee, it will be done by the Major Professor.

Should a student not yet have a Major Professor or committee, the evaluation will be done by the temporary advisor. The evaluator is responsible for completion of the evaluation by March 15th, summarizing students' evaluations and recommendations, and then forwarding the summaries to the Graduate Coordinator who will submit them to the graduate faculty for review and approval.

Each student's progress shall be evaluated using the following 3-level classification system:

Satisfactory (the expected norm)

Unsatisfactory (a time line for improvement is imposed)

Dismissal

In general, the following are the criteria for each rating:

Satisfactory students are:

- a) completing 12 hrs of coursework per semester with mostly A's and no grade lower than B in each course (excluding students who have completed coursework and may only be taking a minimum number of hours to be in compliance with the Graduate School's continuous enrollment policy OR part-time students who are taking only 3-6 hrs per semester).
- b) completing programmatic milestones in a timely manner (e.g. portfolio activities/approval, oral exams, thesis/dissertation proposal, etc).
- c) engaged in appropriate scholarly activities (e.g., attending conferences, making presentations, producing publications, working on thesis/dissertation proposal or the actual thesis/dissertation, depending on their stage in the program).
- d) engaged in the appropriate clinical work or internship (if appropriate for their program of study) and performing those roles in a satisfactory manner.
- e) performing their TA or RA role in a satisfactory manner. Assistantship Supervisor will fill out the Graduate Assistant Evaluation form (Appendix I) each semester.
- f) performing their instructor role in a satisfactory manner.
- g) other criteria the faculty may feel is appropriate to assess for a given student.

Unsatisfactory students are:

- a) to some extent falling short on one or more of the above criteria.
- b) provided a plan for remediation as well as a timeline on which the plan will be assessed.
- c) likely to be dismissed from the program if they receive two consecutive unsatisfactory annual evaluations.

Dismissal would be recommended by the Graduate Faculty for students who are falling short in a significant way despite previous remediation OR there is a transgression considered by the faculty to be serious enough to warrant dismissal without a plan for remediation first being put into place.

Recommendations for students' annual evaluation will be approved by the Graduate Faculty at an April meeting.

Upon the Graduate Faculty's approval, major or temporary advisors will provide the Graduate Coordinator a narrative summary of the discussion about each of their student's evaluation. The purpose of this feedback is developmental. That is, it should help students identify strengths as well as potential areas for improvement. For areas that need improvement, suggestions for the course of actions are also included. The Graduate Coordinator incorporates the narrative summary into a letter to be sent to the student by April 15th.

Decisions on departmental assistantships will be based on students' annual evaluation performance. An assistantship should not be awarded to a student who is not making clear progress toward the requirements for graduation. Every effort will be made to inform students about funding for the following year before the end of spring semester.

Continuation

The continuation of an assistantship is not automatic. Assistantship evaluation and annual evaluations will be used to determine whether assistantships will be continued and all continuations are dependent upon available funding. Continuation of an assistantship may not be offered by any faculty member except in consultation with the Department Head and the Graduate Coordinator.

Additional Policies

Additional UGA policies with which students are expected to be familiar and adhere to:

- (a) Grievance Policy found at <http://legal.uga.edu/pdfs/Discipline.pdf>
- (b) Academic Honesty Policy found at <http://honesty.uga.edu/>
- (c) Sexual and Discriminatory Harassment policy at <http://www.uga.edu/legal/NDAH.htm>,
- (d) Responsible Conduct in Research policy www.ovpr.uga.edu/docs/policies/research/responsible-conduct

Students are expected to be familiar with and adhere to these policies.

The University of Georgia is committed to the principle of affirmative action and Equal Opportunity. The Department of Human Development and Family Science encourages applications from qualified minorities and women.

Appendix A: Declaration of Major Professor and Advisory Committee

Department of Human Development and Family Science
The University of Georgia

Major Professor

I have asked _____ to serve as my Major Professor, and she/he has agreed to serve in this capacity.

II. Advisory Committee

I have asked _____, _____,
_____, _____ and _____ to serve as members of my Advisory Committee, and they have agreed to serve in this capacity.

Student Name (print) _____

Signature of Student _____

Signature of Major Professor _____

Date _____

*Submit this same form as an addendum to be attached to the original for any subsequent changes in Major Professor or Advisory Committee membership.

Appendix B: Master's Portfolio Checklist

For your use only and should not be included in the final portfolio submitted to the department.

1. Presentations

- Single author or co-author presentation at meetings of state/national/international academic/professional organization
 - Copy of acceptance letter or program page
 - Complete Citation for the presentation in APA format

2. Teaching and/or Outreach (*Document two of the following*)

- Four guest lectures in undergraduate or graduate level courses and supporting documentation
- Involvement in a programmatic series of 2 to 4 presentations for local service agency with supporting documentation
- Involvement in on-going (at least 40 hours) clinical/work/outreach in an institutional setting with a specialized population with supporting documentation
- Involvement in research evaluation for a specific program, including creation of an evaluation report with supporting documentation
- Involvement in production of a significant document for outreach purposes or an outreach publication with supporting documentation

3. Leadership and/or Citizenship (*Both "A" and "B" are required*)

A—Professional Association Membership

- Maintaining membership in a professional society beginning from the first year in the program

B—Participation in leadership and/or professional activities (two of the following are required and other activities may be added with approval from the student's advisory committee)

- Reviewing proposals for presentations or publications
- Service on departmental, university, outreach, or professional organizations committees
- Membership on professional or service organization boards
- Volunteer work at state, multistate, or national conferences
- Election to office in a state, multistate, or national organization
- Appointment or election for committee involvement in state, multistate, or national organization
- Moderation of a session at a state, multistate, or national meeting
- Significant involvement in the Graduate Student Organization
- Significant involvement in the planning and implementation of Quint State
- Other _____
- Other _____
- Documentation for activities

4. Other Professional Accomplishments

- Documentation of other professional accomplishments:

Document for your use only and should not be included in the final portfolio submitted to the department.

Appendix C: Sample Cover Page for the Portfolio

Master's Portfolio of

Your Name

A Departmental Requirement for
The Fulfillment for the Degree of
Master of Science

Under the Direction of

Your Major Professor's Name

Semester and year Approved (e.g. Fall 2013)

Appendix D: Master's Portfolio Approval by Advisory Committee

Department of Human Development and Family Science
The University of Georgia

_____ 's portfolio has been reviewed and approved by her/his advisory committee.

Major Professor	Signature	Date
Committee Member	Signature	Date
Committee Member	Signature	Date
Committee Member	Signature	Date

Appendix E: Master's Student Guest Lecture Evaluation Form

Include a separate copy of this completed form for each guest lecture done as part of portfolio requirements.

STUDENT INSTRUCTOR NAME: _____ **COURSE #:** _____

FACULTY* Instructor: _____ **DATE** _____
(*cannot be a graduate student who observes or evaluates your guest lecture)

Rate the student instructor on each of the question below by assign a number best reflecting the student instructor's perform.

1-----2-----3-----4-----5
Strongly Disagree Neutral Agree Strongly
Disagree Agree

1. () The student instructor was well organized and prepared for class the day of the guest lecture.
2. () The student instructor presented material in an understandable and interesting way.
3. () The student instructor treated students with respect.
4. () The student instructor makes good use of examples and illustrations.
5. () The student instructor seems to enjoy teaching.
6. () The student instructor maintains an atmosphere of good feeling in the class.
7. () The student instructor made the lecture material difficult enough to be stimulating.
8. () The student instructor appears to have a thorough knowledge of the subject.
9. () The student instructor teaches near the class level.
10. () The student instructor cleared up points of confusion.
11. () The student instructor used class time well.
12. () The student instructor inspired interest in the subject matter of this course.
13. () The student instructor showed personal interests in helping students learn.
14. () The student instructor stimulated useful class participation.

Average= _____

Comments for Student Instructor (append a separate sheet if necessary)
Things that were done well in this guest lecture:

Things that could be done to improve this guest lecture:

Signature of Faculty Evaluator

Appendix F: Request for the Announcement of Master's Thesis/Clinical Project Oral Defense

Department of Human Development and Family Science
University of Georgia

Please submit this form to HDFS Graduate Program Assistant at least 2 weeks before the scheduled exam date.

Student Name: _____

ID #: _____

Exam Date: _____

Exam Start Time: _____

Location: _____

Title of Thesis: _____

Major Professor's Name: _____

Committee Members: _____

Appendix G: Approval form for Master's Thesis and Final Oral Examination

APPROVAL FORM FOR MASTER'S THESIS AND FINAL ORAL EXAMINATION MASTER OF ARTS AND MASTER OF SCIENCE CANDIDATES

The University of Georgia
Graduate School 320 E. Clayton Street, Suite 400, Athens, GA 30602

Part I: Submission of thesis to advisory committee

The Thesis Of:

CAN # (810): Degree: Major:

Entitled:

is submitted for examination by the masters advisory committee.

Major Professor: Date:

Part II: Approval / Disapproval of thesis (to be signed by the members of the advisory committee). The master's advisory committee has read and reports the following action on the above thesis. At least two of three members must approve the thesis before the final defense may be held.

Did this student use human subjects in his/her research? Yes No

If so, provide the project number and date approved by IRB

Do not sign below unless the question regarding human subjects has been answered.

Master's Advisory Committee (type name and sign)	Approved	Approved with Suggested Changes	Disapproved	Date
<input style="width: 320px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px; height: 25px;" type="text"/>
<input style="width: 320px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px; height: 25px;" type="text"/>
<input style="width: 320px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px; height: 25px;" type="text"/>

Note: If the advisory committee declines approval of the thesis as ready for the final defense, the major professor will notify the student.

Part III: Oral Defense and Final Examination. (To be signed by members of the advisory committee. Two positive votes are required for approval of both the defense of the thesis and the examination).

The Master's Advisory Committee reports the following results of the defense of the thesis held on:

Master's Advisory Committee (type name and sign)	Thesis Defense Date:		Final Exam (if applicable) Date:	
	Oral Pass	Oral Fail	Final Exam Pass	Final Exam Fail
<input style="width: 320px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 320px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 320px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part IV: Final Approval. (To be completed only when advisory committee members have approved suggested changes in Part II). The suggested changes have been completed satisfactorily:

Major Professor: Date:

Graduate Coordinator: Date:

Appendix H: Non-Thesis Clinical Project Presentation and Exam

CHFD Departmental M.S. Non-Thesis Clinical Project Presentation and Exam Form

Student's Name _____

Student ID # (810) _____

Exam Date _____

I. Results of Clinical Project: The Master's Advisory Committee reports the following action on the above clinical project. At least two of the three members must approve the clinical project before the final exam may be held.

Master's Advisory Committee (type name and sign)	Approved	Approved with Suggested Changes	Disapprove	Date
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

II. Results of examination: The Master's Advisory Committee reports the following of the above student's final examination. At least two of three members must vote pass.

Master's Advisory Committee (type name and sign)	Pass	Pass with Suggested Changes	Fail	Date
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Graduate Coordinator _____
Signature Date

III. Final Approval: (To be completed only when the advisory Committee members have approved suggested changes in either or both parts).

Major Professor Date

Revised March 2011

Interpersonal skills (Works well with others, good communication and listening skills)

1 2 3

Frequently fails to demonstrate skills

Sometimes demonstrates these skills

Consistently demonstrates these skills

Comments: _____

Positive attitude (Approaches assignments with openness, demonstrates willingness to learn, accepts feedback regarding performance without defensiveness)

1 2 3

Frequently fails to display a positive attitude

Sometimes displays positive attitude

Consistently displays positive attitude

Comments: _____

Ethics (Exhibits ethical behavior, honesty, fairness in dealing with others, follows appropriate guidelines)

1 2 3

Frequently fails to display ethical behavior

Sometimes displays ethical behavior

Consistently displays ethical behavior

Comments: _____

Overall performance:

Meets or exceeds expectations
(Primarily 3s on above items)

Needs improvement
(Several 2s on above items)

Unsatisfactory
(More than a couple of 1s above)

Please use the space below to provide any additional feedback that you feel is important:

I completed this evaluation and provided 3 copies. I acknowledge receipt of this completed evaluation to the student.

Faculty Member's Signature & Date

Graduate Student's Signature & Date

