Welcome to
Human Development & Family Studies at
Iowa State University

This handbook is intended to assist graduate students and faculty with a variety of important tasks during the graduate school experience. This handbook is distributed to students during the Graduate Orientation class. The handbook is not intended to replace more formal sources such as the Graduate College Handbook or the Iowa State University Catalog. However, graduate students and faculty have, over the years, compiled this information and advice to aid communication and understanding about the graduate school process. This handbook was originally developed by Phyllis Harris, Cristina Watkins, and Dahlia Stockdale in 1996. We would appreciate receiving your input and suggestions for future editions.

Please note handbook revisions occur occasionally due to ever-changing university and departmental policies. To be sure you have the latest information, please consult the online version:

http://www.hdfs.hs.iastate.edu/graduateprogram/handbook.php

Brenda J. Lohman
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Gong-Soog Hong, Ph.D.
HD FS Professor and Department Chair

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HD FS M.S. student accepted to Ph.D. Program

MS Student Eligibility

Criterion for Eligibility:

Matching Faculty and Student Assistantship Needs:

Allocation Priorities:

Guidelines for Completing the Mini Portfolio

Suggested Table 1: Minimum Requirements for 5 Year MS/PhD Portfolio Timeline

Available on the Web:

Available on the Web or from the HD FS Graduate Support Staff Office (2361 Palmer)

IV. Registrar Forms

III. University Forms

II. Graduate College Forms

I. HD FS Departmental/College of Human Sciences Forms

I. HD FS Departmental/College of Human Sciences Forms

II. Graduate College Forms

III. University Forms

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Student Needs:

Faculty Needs:

Allocation Process:

Allocation Priorities:

Matching Faculty and Student Assistantship Needs:

Criterion for Eligibility:

MS Student Eligibility:

Ph.D. Student eligibility:

Continuation of Assistantship support:

Summer School Appointments:

HD FS M.S. student accepted to Ph.D. Program

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Rationale for the HD FS assistantship timelines:

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**HD FS Program of Study Options**

**Thesis Degree Options**

The Department of Human Development and Family Studies at Iowa State University offers the degrees of Master of Science (M.S.; Thesis & Non-Thesis options) and Doctor of Philosophy (Ph.D.). Both are research-based degrees that require the student to apply theory and research in a research study for the creative component, thesis, or dissertation. All students take a core set of courses. The program of study is then completed with a selection of courses that meets the individual goals of the student.

Also available is the concurrent BS/MS degree in Family Finance, Housing, and Policy. Graduate students seeking the BS/MS degree follow the same procedures outlined in this handbook for MS students. The only difference between the two is that the BS/MS applicant submits application materials during the junior year of their HD FS undergraduate program at Iowa State University.

**HD FS Minor**

Students outside of HD FS may choose to obtain a Minor in HD FS. Nine credits are required for M.S. students while twelve credits are required for PhD students. Degree Requirements can be found at [http://www.hdfs.hs.iastate.edu/graduateprogram/minor.php](http://www.hdfs.hs.iastate.edu/graduateprogram/minor.php)

**Outside Minors for HD FS Students**

HD FS graduate students may also choose minors from many fields including anthropology, economics, gerontology, journalism, psychology, sociology, and statistics.

**Affiliated Programs: Non-Thesis Options**

**Campus-based only:**

**Master of Family and Consumer Sciences - HD FS Program (MFCS-HD FS)**

Requirements for completing the non-thesis Master of Family and Consumer Sciences Degree with a specialization in HD FS are in Appendix E. The DOGE for this degree program is the Associate Dean for Research and Graduate Education in the College of Human Sciences. The current DOGE, Dr. Carla Peterson (E262 Lagomarcino), will sign MFCS POS and other forms required by the Graduate College. Contact Person: Dr. Carla Peterson E262 Lagomarcino, (carlapet@iastate.edu).
Web-based only:

Master of Family and Consumer Sciences - Family Financial Planning (MFCS-FFP)

The Family Financial Planning 42-credit degree program and the 18-credit certificate program are offered over the Web by several Great Plains universities. These universities have combined resources to enable students to obtain a Master of Family and Consumer Sciences in Family Financial Planning (MFCS-FFP) via distance education. You need a computer with a CD-ROM drive and the capability to access and download materials from the Internet. An e-mail address is essential as well as access to a VCR and FAX. Contact person: Dr. Patricia Swanson, 72 LeBaron, (pswanson@iasate.edu). For more Family Financial Planning information visit the website: http://www.hs.iastate.edu/odeet/students/programs/ffp.php

Master of Family and Consumer Sciences - Gerontology (MFCS-GERON)

The Gerontology program is offered over the Web by several Great Plains universities. These universities have combined resources to enable students to obtain a Master of Family and Consumer Sciences in Family Financial Planning (MFCS-GERON) via distance education. The Gerontology 36-credit web-based master’s program and the 21-credit certificate program are designed to prepare professionals who either work directly with older people or are involved in education and research related to the elderly. Contact person: Dr. Jennifer Margrett, (margrett@iastate.edu). For more Gerontology Program information visit the website: http://www.gerontology.iastate.edu/

Master of Family and Consumer Sciences – Youth Development (MFCS-YTH)

The Youth Development program is offered over the Web by several Great Plains universities. These universities have combined resources to enable students to obtain a Master of Family and Consumer Sciences in Youth Development (MFCS-YTH) via distance education. The Youth 36-credit web-based master’s program and two 13-credit certificate programs are designed to prepare professionals who either work directly with older people or are involved in education and research related to the elderly. Contact person: Dr. Brenda Lohman, (blohman@iastate.edu). For more Youth Development Program information visit the website: http://www.hsidea.org/programs/ydev/. This program will start in 2013 at Iowa State University.
Program of Study (POS)

The student and Program of Study (POS) committee develop the student’s POS, which is a listing of courses required for the student’s degree. This POS becomes a contract between the student and Iowa State University that lists the specific requirements for graduation. Therefore, this contract should be filed *preferably during the start of the second semester* of full-time residence or after 9 graduate credits for part time students. The POS Committee, including the Major Professor, works with the program requirements to help the student build on his/her prior background and develop the skills and knowledge to reach his/her professional goals. Students who wait to complete the POS until late in their program may be required to take additional coursework beyond the courses already completed.

The core course requirements for the MS and PhD Programs appear on the following two pages.

*HD FS Master’s and Doctoral Graduate Core Grade Policy*

HDFS Graduate Students at the Master’s and Doctoral level are expected to achieve competence in multiple domains including human development and family theories as well as quantitative and qualitative research methodologies. In order to maintain excellence in the program and prepare students for success in their fields, students must fulfill the requirements of the HDFS Graduate Core Grade Policy. Students who receive a grade of **C+ or below** in any of the HDFS CORE courses, must repeat that course. If the student receives a **C+ or below** for the Repeated Course, the student will be dismissed from the program.
**M.S. Core**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Thesis Credits</th>
<th>Non-Thesis Credits</th>
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<td>HDFS 501</td>
<td>Graduate Study Orientation (1)</td>
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<tr>
<td>HDFS 510</td>
<td>Theories of Human Development (3)</td>
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<td>HDFS 511</td>
<td>Family Theory (3)</td>
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<tr>
<td></td>
<td>Research/Statistics</td>
<td>15</td>
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<tr>
<td>STAT 401</td>
<td>Statistical Methods for Research Workers (4)</td>
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<tr>
<td>HDFS 503</td>
<td>Quantitative Research Methodology (3)</td>
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<tr>
<td>HDFS 505</td>
<td>Application of Quantitative Research Methodology (2)</td>
<td></td>
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<tr>
<td>HDFS 504</td>
<td>Qualitative Research Methods I (3)</td>
<td></td>
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<td></td>
<td>Additional Credits in Research/Statistics (3)</td>
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<td>Other coursework:</td>
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<td>Additional credits of other coursework (6)</td>
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<td>HDFS 699</td>
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<tr>
<td>HDFS 599x</td>
<td>Creative Component</td>
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<td><strong>M.S. Core Total</strong></td>
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<td>HDFS 510</td>
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<td>STAT 401</td>
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<tr>
<td>HDFS 503</td>
<td>Quantitative Research Methodology (3)</td>
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<tr>
<td>HDFS 505</td>
<td>Application of Quantitative Research Methodology (2)</td>
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<td>HDFS 504</td>
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<tr>
<td>HDFS 603</td>
<td>Advanced Quantitative Methods (3) OR</td>
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<td>HDFS 604</td>
<td>Advanced Qualitative Research (3)</td>
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</tr>
<tr>
<td>HDFS 608</td>
<td>Grant Writing for Research (3)</td>
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<td>HDFS 691</td>
<td>B (Research) OR D (Professional Experience) (3)</td>
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<td></td>
<td>Additional credits of other coursework (25)</td>
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<td><strong>Note: 15 Credits Must Be Taken in HDFS</strong></td>
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<tr>
<td>HDFS 699</td>
<td>Dissertation Research b</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td><strong>Ph.D. Core Total</strong></td>
<td><strong>73</strong></td>
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*a minimum credits; a Students who have had substantial independent college teaching and/or independent research experience and/or professional experience may have the internship requirement waived; b 5 of the 15 credits are either the transfer of MS thesis research or credits needed to meet the mini-thesis requirement. Approved by Graduate Faculty May 15, 2012.*
<table>
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<td></td>
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<sup>a</sup>minimum credits; <sup>b</sup>Students who have had substantial independent college teaching and/or independent research experience and/or professional experience may have the internship requirement waived; <sup>5</sup>5 of the 15 credits are either the transfer of MS thesis research or credits needed to meet the mini-thesis requirement. Approved by Graduate Faculty May 15, 2012. Approved by Graduate Faculty March 21, 2012.
Requirements for the Master’s Degree

Curriculum and Course Requirements

A listing of core and other course requirements for the M.S. degree is available on the department website and in the wall display outside the Graduate Program Office, 2361 Palmer HD FS Building. A typical timeline and procedure checklist leading to the master’s degree is listed in Exhibit 1. To register for thesis credit (HD FS 699) or creative component credits (HD FS 599), you will need to obtain the section and registration number for your Major Professor from the Graduate Support Staff. Then use that information when you sign up for credits via Access. No departmental request form is required.

Committee Structure and Function

The master’s POS Committee consists of at least three members of the Graduate Faculty at Iowa State University. The committee must include one member from outside the student’s field of emphasis. The outside member(s) of the POS committee provide relevant specialized knowledge or a different perspective helpful to the planning, execution, and reporting of research, or some aspect of intellectual diversity deemed important by the committee and/or major. Outside committee members can be drawn from HD FS, as well as departments such as Psychology, Sociology, Curriculum & Instruction, Political Science, or Economics. Ask your Major Professor/POS committee for suggestions.

The POS Committee usually meets at least three times. It is essential for the student to work closely with the Major Professor to prepare for each of these meetings. At the first meeting, usually during the second semester of enrollment, the committee discusses and approves the POS. At the second meeting, a thesis proposal meeting is held. A copy of the thesis proposal should be given to each member of the thesis committee no later than two weeks prior to the meeting. Effective April of 2011, students must complete the Report of Preliminary Oral Exam for Master’s Student Form which can be found on the department website and in the wall display outside the Graduate Program Office located outside room 2361 Palmer HD FS Building. The student is responsible for organizing the meeting time and place with the respective committee members for the Thesis Proposal Meeting.

The final meeting of the committee is the Final Oral Examination, or defense of the thesis. The student is responsible for organizing the meeting time and place with the respective committee members, filing the graduate college Request for Final Oral form (due 3 weeks before the exam) and providing each member of the committee with a copy of any proposal or thesis no later than two weeks prior to the meeting. It is extremely difficult to schedule meetings unless there is a 2-4 week lead-time. It is especially difficult to schedule meetings between semesters or during the summer; furthermore, the Graduate College may not approve last minute committee replacements to accommodate schedule conflicts.
**Creative Component**

Non-thesis students must present substantial evidence of individual accomplishment (e.g., a special report, capstone course, integrated field experience, annotated bibliography, research project, design, or other creative endeavor). A minimum of 5 credits of such independent work is required on those programs of study (POS). The element of creative independent study must be explicitly identified on the POS. The format of the creative component is determined in cooperation with the POS committee. As with a thesis, a creative component should be submitted to members of the POS committee two weeks before the final oral examination. However, no final submission of a creative component is turned in to the Thesis Office or Graduate College for review and approval.

Credits for a special report, research project, or other independent work designated as a creative component under the nonthesis master’s degree option are assigned under the course number 599. These credits are not calculated in the student’s GPA.

**Thesis**

Throughout the thesis writing process, you will be working closely with your Major Professor. The Major Professor will help to divide the thesis task into manageable steps, and to plan a realistic timeline, usually requiring two to three semesters. Typically thesis writing requires many revisions and several drafts. By the time students begin the thesis, however, they should have developed the necessary skills and knowledge from the core curriculum to be successful in the thesis preparation process.

Thesis data based on human subjects must come from participants who have given informed consent to participate in a research study. The data must come from projects that have been reviewed and approved by an Institutional Review Board. If the research was carried out by Iowa State University faculty and/or students, the proposal must have been approved by the Iowa State University Human Subjects Committee. To omit this approval jeopardizes all research funding to Iowa State University from the federal sources.

All personnel listed on a human subjects form must have completed a human subject training through the on-line training modules [http://www.compliance.iastate.edu/irb/training/](http://www.compliance.iastate.edu/irb/training/) available through the human subject’s web site before a protocol will be approved. For student submissions, the Major Professor or supervising faculty member’s contact information must be included on the consent form.

Thesis writing is a major component of the master’s program. All ISU theses have to be in digital format (“ETDs” converted to a single file in PDF format) and submitted on-line. The procedures and requirements are at [http://www.grad-college.iastate.edu/current/thesis/](http://www.grad-college.iastate.edu/current/thesis/). Because all theses are cataloged in the Iowa State University Library, formatting requirements are very exact. Thesis seminars are offered every semester to clarify Iowa State University’s publishing requirements, submission procedures, and common problems for graduate theses and dissertations. **HD FS students are encouraged to attend the thesis seminar.** For students who lack the
word processing skills, the Thesis Office maintains a list of individuals who prepare theses/dissertations for a fee. Inclusion in this directory does not mean that the Thesis Office has evaluated the quality of the work. The student is responsible for meeting all requirements regarding thesis content and format. All graduate theses and dissertations submitted to Iowa State University must comply with the requirements established by the Graduate College. The Graduate College reviews the electronically deposited final thesis or dissertation and approves the final format before signing the final Approval Slip. A word to the wise, finish your thesis defense several weeks before the Graduate College deadline in order to allow time for revisions and for the electronic deposit. **If you miss the deadline you will not graduate.**
Requirements for the Ph.D. Degree

Curriculum and Course Requirements

A listing of core and other course requirements for the Ph.D. degree is available on the department website [http://www.hdfs.hs.iastate.edu/graduateprogram/core.php](http://www.hdfs.hs.iastate.edu/graduateprogram/core.php) and outside the Graduate Program Office located in room 2361 Palmer HD FS Building. A typical timeline and procedure checklist leading to the doctoral degree is listed in Exhibit 2. To register for thesis credit (HD FS 699), you will need to obtain the section and registration number for your Major Professor from the Graduate Support Staff. Then use that information when you sign up for HD FS 699 via Access. No form is required.

The Ph.D. degree requires a minimum number of graduate credits (72), including credit for the master’s degree. Students may transfer in no more than 36 graduate credits earned at a B or better level. Your temporary advisor or Major Professor can advise you on what will likely transfer but the final decision is up to your POS committee. Graduate College regulations require that students complete all doctoral coursework within five years of the master’s degree completion. If the Major Professor believes that the student’s active professional involvement warrants the transfer of coursework completed prior to the five-year window, the Major Professor must justify that request in a memo to the Dean of the Graduate College at the time the POS is filed. This memo should be signed and supported by all committee members. Transcripts of all transferred courses listed on the POS must be attached to the POS form prior to submitting it to the Graduate College for approval. A copy of the Official transcript is acceptable. Check with the Graduate Program secretary if you do not have a copy. Your application file should have a copy of all your transcripts. Tip: It is also helpful to provide a copy of the course syllabi so that members of your POS can confirm the content of the course.

Internship Requirements

Doctoral students are required to complete at least 3 graduate credits of a teaching internship (HD FS 691A); and 3 credits of either the research internship (HD FS 691B) or professional experience (HD FS 691D) as part of the doctoral program of study. This requirement is to remind students that most jobs will require evidence of practical skills in these areas, which must be documented in letters of recommendation provided by the Major Professor and other faculty. The Graduate Program Staff has the HD FS form you use to sign up for a practicum and will provide you with the correct registration information so that you can then register through your AccessPlus account. Requirements for the internships are described in Appendix A.

Admission to the Doctoral Program following the Master’s Degree

Students who have not been directly admitted to the doctoral program will have to complete a new HD FS application, including the HD FS Supplemental Information Sheet, answer the six questions on the form, transcripts, and three new letters of recommendation, typically from the Major Professor as well as instructors or assistantship supervisors. It would be very unusual for a student to be admitted to the doctoral program without a strong letter of recommendation from the Major Professor.
that documents the student’s thesis progress and that describes the student’s research skills (i.e., analyzing, synthesizing, designing, and writing). New GRE scores are not necessary. The deadline for application submissions each year is January 15. Successful Applicants have earned GPA’s above 3.50 in their graduate coursework. They also have made substantial progress towards completing their Master degree. For students either accepted directly into the doctoral program before finishing the thesis or those who apply following a master’s degree program, acceptance is always conditional on satisfactory completion of the master’s degree, including the thesis. Students applying to the doctoral program from a master’s program but have not completed the thesis can be admitted to the doctoral program on a provisional basis and will have one year in which to complete a thesis. The provisional status will remain until the Major Professor notifies the DOGE and Graduate College that the thesis has been successfully completed and that the Major Professor recommends that the student be fully admitted to the doctoral program. Information about the provisional status can be found in the electronic Graduate College Handbook found at http://www.grad-college.iastate.edu/publications/gchandbook/homepage.html.

**Mini-thesis Requirement**

A student admitted to the doctoral program from a non-thesis graduate program must successfully complete work comparable to a research thesis in Human Development and Family Studies. We call this research study a “mini-thesis.” See Appendix F for the mini-thesis policy. Students must submit a “mini-thesis” proposal to a committee consisting of two HD FS graduate faculty members, who also approve the final product. Students submit an electronic copy of the completed mini-thesis, along with a memo from the mini-thesis committee indicating satisfactory completion of this requirement to the Director of Graduate Education (DOGE). The mini-thesis requirement must be completed within two years of entering the Ph.D. program and you can receive 5 graduate credits of HD FS 699 for completing the mini-thesis. As in all research involving human participants, the mini-thesis must include only data gathered from participants who have given informed consent to participate in a research study. The data must come from projects that have been reviewed and approved by an Institutional Review Board. If the research was carried out by Iowa State University faculty and/or students, the proposal must have been approved by the Iowa State University Human Subjects Committee. To omit this approval jeopardizes all research funding to Iowa State University! The Office of Responsible Research (ORR) http://www.compliance.iastate.edu provides additional questions about the use of human subjects in research.
Committee Structure and Function

The doctoral POS Committee, which should be selected during the second term in the student’s graduate program, determines the selection of appropriate coursework for the student. The doctoral POS Committee consists of at least five members of the Graduate Faculty at Iowa State University. The committee must include at least three members from the department and one member from outside the student’s field of emphasis. The outside member(s) of the POS committee provide relevant specialized knowledge or a different perspective helpful to the planning, execution, and reporting of research, or some aspect of intellectual diversity deemed important by the committee and/or major. Outside committee members can be drawn from HD FS, as well as departments such as Psychology, Sociology, Curriculum & Instruction, Political Science or Economics. Ask your Major Professor/POS committee for suggestions.

Generally, the doctoral POS Committee meets at least three times, although the student and/or Major Professor may call the committee together as deemed necessary. The student works closely with the Major Professor to prepare for each of these meetings.

The purposes of each of the four meetings are to:

1. review and approve the student’s POS, which identifies the courses required for the degree;
2. participate in an oral prelim (dissertation proposal meeting) and review the requirements of the Student Professional Development Portfolio; and
3. administer the final oral examination over the defense of the dissertation.

The student is responsible for organizing the meeting time and place, notifying the respective committee members of the time and place, and providing each member of the committee with a copy of any proposal or dissertation no later than one week prior to the meeting. Most students find it extremely difficult to schedule meetings without 2-4 weeks lead-time. It is especially difficult to schedule meetings between semesters or during the summer; furthermore, the Graduate College will not approve last minute committee replacements to accommodate schedule conflicts.

TIP: Many students find it helpful to remind POS Committee members of scheduled meetings a few days prior to the date by sending emails; or perhaps also noting the time and place of the meeting on the proposal or thesis. These reminders are particularly helpful if the meeting is scheduled far in advance, or if the meeting is held during a particularly busy time of the semester, such as finals week.
**HD FS Student Professional Development Portfolio (SPDP) & Preliminary Oral Examination Policy** *(Approved by the HD FS Faculty April 22, 2011)*

1. **Overview:** There are two parts to the Doctoral Candidacy Examination in HD FS. Part 1 consists of maintaining an electronic HD FS Student Professional Development Portfolio (SPDP) throughout the student’s graduate years of study and successfully completing the entire minimum requirements set forth in Table 1 below by the Preliminary Oral Examination date. Part 2 is successfully completing the Preliminary Oral Examination of the Dissertation as required by the Graduate College. See **Appendix B**.

2. **Purpose and Administration of the HD FS SPDP:** The intent of the electronic HD FS Student Professional Development Portfolio is to demonstrate a doctoral student’s scholarship in the areas of research, teaching, and outreach. The development of the HD FS Student Professional Development Portfolio will also aid the student’s overall academic experience and career preparation. The Graduate Faculty in the Department of Human Development and Family studies has laid out a set of MINIMUM portfolio requirements as displayed in Table 1 below. A projected timeline is provided for students; however students may complete tasks sooner than presented on the timeline. In addition, these are the MINIMUM requirements of a doctoral student to be admitted into candidacy; students are encouraged to go beyond these requirements in areas of their specialization and career aspirations.

3. **Evaluation of the HD FS SPDP:** The evaluators of the HD FS SPDP will include the student’s Major Professor and POS committee. Student’s Major Professor and POS committee may set forth additional requirements to the SPDP. Any addition to the student’s SPDP must be provided in writing and signed by the student, Major Professor, POS, and DOGE in writing at least one year prior to the Preliminary Oral Examination.

   Students must submit all components of the SPDP in a comprehensive form outlined in Table 1 below in addition to their dissertation proposal to their committee at least two weeks prior to the Preliminary Oral Examination Date. At the Preliminary Oral Examination, the student’s SPDP will be critiqued by the Major Professor and POS committee.

   Please note that beyond the review of the SPDP at the student’s Preliminary Oral Examination, each year student’s will be required to submit their Curriculum Vitae and Annual Graduate Student Evaluation Form to the DOGE during spring semester (see Annual Evaluation, **Appendix J**). This information will be provided to the Graduate Faculty during the Annual Review of Graduate Students held in spring of each year. This information will be used as part of the evaluation of tracking student’s progress throughout the program, including meeting the minimum SPDP requirements.
4. **Time limit for Passage of the HD FS SPDP and Preliminary Oral Examination:**

   To assure satisfactory progress in the doctoral program, the following time limits are required for students:

   - Ph.D. students entering the program with a MS degree must take and pass the SDPD and Preliminary Oral Examination no later than the end of the 4th semester of doctoral study;

   - Ph.D. students entering the program with a B.S. degree must complete the M.S. degree and pass their SDPD and Preliminary Oral Examination no later than the end of the 8th semester of graduate study. Summer enrollment is not counted.

   *If a student fails to meet the time limit, he/she will be put on probation with stipulations dictated by each individual case. Exceptions to the time limits must be approved by a majority of the student’s POS Committee. A memo of justification from the Major Professor for the exception is to be sent to the DOGE.*

5. **Administration of the Preliminary Oral Examination:** Administration of the Preliminary Oral Examination is the responsibility of the student’s POS Committee. All core POS coursework must be completed before taking the Preliminary Oral Examination. The scheduling of the student’s Oral Examination will be decided by the student and the Major Professor. In the event a student has declared a minor, all requirements involving a written examination for the minor must be completed before scheduling the Preliminary Oral Examination. The representative for the minor area is in charge of administering those requirements, e.g., if a written examination is required, etc.

6. **Procedure for the Preliminary Oral Examination:** In accordance with requirements established by the Graduate College, this Preliminary Oral Examination will be conducted no later than six months prior to the student’s Final Oral Examination. The content of the Oral Examination will be over the student’s full dissertation proposal. Development of the proposal may include assistance from the Major Professor. If the student has declared a minor that requires an oral examination the minor oral should take place in the same session as the dissertation proposal oral.

7. **Required Format for the Preliminary Oral Examination.** *(Passed by HD FS Graduate Faculty, October, 2005)*. Under the supervision of the Major Professor, the student will prepare a proposal that must include, at a minimum, the first three sections/chapters of the dissertation for review by the POS committee prior to the student’s preliminary orals. For a quantitative dissertation, the proposal would consist of 1) an Introductory section/chapter (i.e., Problem statement, Significance and Rationale), 2) a section/chapter reviewing relevant theory, previous research, and specific research questions or hypotheses; this section must include a substantive review of the literature, and 3) a section/chapter dealing with the proposed methodology for the dissertation (i.e., participants, measures, procedures). The methods should be detailed and include a thorough data analysis plan.
Although the exact design of a qualitative study cannot be given in advance, it is recommended that proposals be as definitive as possible. Even though specific details will always emerge, develop, and unfold as the investigation is taking place, preciseness at the proposal stage will greatly enhance the research process. For a qualitative dissertation, the proposal would also consist of 1) an introductory section/chapter (i.e. problem statement, significance and rationale, 2) a section/chapter reviewing relevant theory, previous research, and specific research questions, and 3) a section/chapter dealing with the methodology for the dissertation and proposed methods.

Alternative Format for Thesis/Dissertation: If the student is following the alternative thesis/dissertation format, the Major Professor may ask to have additional sections/chapters included beyond those required sections listed above. All proposal instructions, including this “Required Format”, must be given to the student and the POS Committee in writing.

8. **Evaluation of the Preliminary Oral Examination:** Evaluation of the Preliminary Oral Examination will be based on the POS Committee’s assessment of the SPDP and dissertation proposal. Scoring criteria available from the Graduate College include “pass”, “conditional pass”, or “no pass”. If a “conditional pass” is given, the requirements for successful removal of the condition must be detailed on the Report of Final Oral Form. Additionally if there is a “conditional pass” or a “no pass”, a memo to the Graduate College, copied to the HD FS DOGE and signed by all members of the POS, must accompany the form fully explaining the basis for the “conditional pass” or “no pass”. If a “no pass” is given, the student will be dropped from the doctoral program.

9. **Right to Appeal HD FS SPDP and Qualification Preliminary Oral Examination Results.** (Passed by HD FS Graduate Faculty, March 2005) Any graduate student has the right to appeal the results of this examination process. Appeals should be made in accordance with the ISU Graduate College Appeal Procedures (see Graduate College Handbook/website).

10. **Transition to HD FS Student Professional Development Portfolio (SPDP) and Preliminary Oral Examination Policy.**
    - All students joining the doctoral program after July 1, 2011 will be required to complete the HD FS Student Professional Development Portfolio (SPDP) and Preliminary Oral Examination Policy.
| **Table 1: Minimum Requirements for 5 Year MS/PhD Portfolio Suggested Timeline** |
|---|---|---|---|---|---|
| **Required** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Candidate Evaluation** |
| **Steps** | POS/Major Professor & Defense | POS/Major Professor | Dissertation Proposal & Candidacy | Passing Dissertation Proposal | Dissertation Defense |
| CV Development | CV Development | CV Development | CV Development | CV Development | CV Development |
| Portfolio | Portfolio | Portfolio | Portfolio Submitted at Dissertation Proposal | Final Portfolio Submitted at Dissertation Defense | |
| Annual Evaluation | Annual Evaluation | Annual Evaluation | Annual Evaluation | Non-Probationary Status | Fulfilled Graduation Requirements |
| **Research** | Presentation Submitted | Presentation Submitted | Presentation Submitted (Accepted Preferred) | 3 (2) Presentations Submitted [1 Accepted Preferred]** | 4 (3) Presentations Submitted [(2 (1) Presentation Accepted Preferred)]** |
| | Manuscript Completed (IF, AR) | Manuscript Submitted (IF, AR) | | 1 Manuscripts Submitted** | 2 manuscripts submitted** |
| | | | | | 1 Grant Proposal, Program Evaluation, or Policy Brief |
| | | | | | Research Statement |
| | | | | | Teaching Philosophy |
| | | | | | Teaching Internship/ Experience in Progress or Completed |
| | | | | | Teaching Internship/ Experience |
| Teaching/ Outreach | Teaching Instructor 1 (Syllabi and Evaluations submitted with Portfolio) | Teaching/Outreach Experience 2 | Teaching/Outreach Experience 2 | Teaching/Outreach Experience 2 | Teaching/Outreach Experience 2 |
| Service and Leadership | Service/Leadership Experience | Service/Leadership Experience | Service/Leadership Experience | 3 Service or Leadership Experiences | 4 (3) or more Service/Leadership Experiences |
| Other Professional Experiences | | | | | |

**Notes:** (1) Documentation for all information contained in SPDP is required. (2) Tasks may be completed ahead of time. (3) Three-Year PhD Requirements are contained in Parentheses. (4) Two presentations must be first-authored. (5) At least one manuscript must be first-authored.
Teaching/Outreach Experience

- Full responsibility for a second class
- Primary responsibility for a programmatic series of 4 to 6 presentations for local or state agency
- On-going clinical/work/outreach in an institutional setting

Service/Leadership Experiences May Include:

- Reviewing proposals for presentations or publications
- Service on departmental, university, community, state, professional organization committees or Graduate Student Network
- Membership on professional or service organization boards
- Volunteer at state, multistate, or national conferences
- Appointment or election for committee involvement in state, multistate, or national organizations
- Moderation of a session at a state, multistate, or national meeting
Dissertation

All graduate theses and dissertations submitted to Iowa State University must comply with the requirements established by the Graduate College, as stated in the current Theses Manual found on the website link [http://www.grad-college.iastate.edu/current/thesis/](http://www.grad-college.iastate.edu/current/thesis/). The Graduate College reviews the electronically deposited final thesis or dissertation and approves the final format before signing the final Approval Slip. Staff is available to advise students on formatting problems they may encounter but there is no formal format check prior to the electronic deposit so be sure your final version is really in excellent shape. A word to the wise, finish your dissertation defense several weeks before the Graduate College deadline in order to allow time for revisions and for the electronic deposit. If you miss the deadline you will not graduate.

Because all dissertations are cataloged in the Iowa State University Library, formatting requirements are very exact. For students who lack the word processing skills to meet these requirements, the Thesis Office will provide a list of individuals who can be hired to complete the final dissertation preparation. In addition, several informational thesis/dissertation seminars are offered early each semester.

Dissertation data based on human subjects must come from participants who have given informed consent to participate in a research study. The data must come from projects that have been reviewed and approved by an Institutional Review Board. If the research was carried out by Iowa State University faculty and/or students, the proposal must have been approved by the Iowa State University Human Subjects Committee. To omit this approval jeopardizes all research funding to Iowa State University from federal sources.

All personnel listed on a human subjects form must have completed one of the human subject on-line training modules available through the human subject’s web site [http://www.compliance.iastate.edu/irb/training/](http://www.compliance.iastate.edu/irb/training/) before a protocol will be approved. For student submissions, the Major Professor or supervising faculty member’s contact information must be included on the consent form. The Human Subjects Approval Form and instructions can be found on the graduate college homepage under “Forms”.

Student’s Rights and Responsibilities
(Excerpt in italics from the ISU Grad College Handbook, Ch.9)

At ISU, rights and responsibilities for graduate students are based upon the assumption that undertaking graduate study presupposes a greater measure of maturity and commitment to the academic community than that expected of undergraduate students. Graduate students are students, apprentices to the professions, and, when on assistantship, employees. Each of these roles has its own rights and responsibilities.

In addition to the provisions of the Graduate College Handbook, all graduate students are governed by: the Board of Regents’ Uniform Rules of Personal Conduct; the Student Disciplinary Regulations available from the Dean of Students office that contain the Student Conduct Code and judicial process procedures; university regulations printed in the "Student Life" Section of the Policy Library and the ISU Catalog; sexual, racial, and ethnic harassment policies; university traffic and parking regulations; department/program rules and policies; general obligations as citizens, scholars, and employees under state and federal law; and for students on appointment, the "Personnel and Human Relations" Section of the Policy Library, department procedures, and the terms of sponsored research agreements that fund their assistantships or other employment.

Academic Dishonesty Policy
Academic dishonesty occurs when a student uses or attempts to use unauthorized information in the taking of an exam; or submits as his or her own work themes, reports, drawings, laboratory notes, or other products prepared by another person; or knowingly assists another student in such acts. Such behavior is abhorrent to the university, and students found guilty of academic dishonesty face suspension, conduct probation, or written reprimand. Instances of academic dishonesty ultimately affect all students and the entire university community by degrading the value of diplomas when some are obtained dishonestly and by lowering the grades of students working honestly.

Examples of specific acts of academic dishonesty include, but are not limited to the following:

Obtaining Unauthorized Information. Information is obtained dishonestly, for example, by copying graded homework assignments from another student, by working with another student on a take-home test or homework when not specifically permitted to do so by the instructor, by looking at one’s notes or other written work during an examination when not specifically permitted to do so.

Tendering of Information. Students may not give or sell their work to another person who plans to submit it as his or her own. This includes giving their work to another student to be copied, giving someone answers to exam questions during an exam, taking an exam and discussing its contents with students who will be taking the same exam, or giving or selling a term paper to another student.
**Misrepresentation.** Students misrepresent their work by handing in the work of someone else. The following are examples: purchasing a paper from a term paper service; reproducing another person’s paper (even with modifications) and submitting it as their own; having another student do their computer program; or having someone else take their exam.

**Bribery.** Offering money or any item or service to a faculty member or any other person to gain academic advantage for oneself or for another is dishonest.

**Plagiarism.** Unacknowledged use of information, ideas, or phrasing of other writers is an offense comparable with theft and fraud, and it is so recognized by the copyright and patent laws. Literary offenses of this kind are known as plagiarism.

One is guilty of plagiarism when: the exact words of another writer are used without using quotation marks and indicating the source of the words; the words of another are summarized or paraphrased without giving the credit that is due; the ideas from another writer are borrowed without properly documenting their source. Acknowledging the sources of borrowed material is a simple, straightforward procedure that will strengthen the paper and assure the integrity of the writer.

Academic dishonesty is considered a violation of the behavior expected of a student in an academic setting as well as a student conduct violation. A student found guilty of academic dishonesty is therefore subject to appropriate academic penalty, to be determined by the instructor of the course, as well as to penalty under the university student conduct regulations.

If a graduate student is accused of academic dishonesty relating to conduct of a sponsored research project, the matter will be handled in accordance with the university’s "Policy on Academic Misconduct" (outlined in the Faculty Handbook). In issues regarding conduct of research, graduate students are held to the same standards as faculty. Otherwise, the matter will be handled in accordance with the processes under the "Academic Life" section of the ISU Catalog.

**Grievances**

Two formal procedural avenues are available to the graduate student with a grievance (both are described in chapter 9 of the Graduate College Handbook: [http://www.grad-college.iastate.edu/publications/gchandbook/Grad%20College%20Handbook%20June%20202011.pdf](http://www.grad-college.iastate.edu/publications/gchandbook/Grad%20College%20Handbook%20June%20202011.pdf))

One policy is designed to handle grievances about grades and instruction and the other policy is for grievances related to scholarly and professional competence. Both procedures start at the departmental level and proceed through a series of orderly steps to higher appeal channels. Complete texts of the procedures appear in the Graduate College Handbook. Students with potential grievances may find it useful to visit with the Department Chair before engaging in the formal process.
Inappropriate use of Computers
Material of a sexually explicit or suggestive nature can be considered intimidating, demeaning, hostile, or offensive to others; therefore, displaying such materials in public violates the sexual harassment policy of Iowa State University. Violators may be subject to disciplinary action as described in the Graduate Student Handbook, and applicable faculty and staff handbooks, as well as The Code of Computer Ethics and Acceptable Use found in the Information & Technology section of the Policy Library (http://policy.iastate.edu/)

Reporting Inappropriate Use of Computers:
- If the incident requires immediate attention, call 515-294-3221.
- Complete the electronic Incident Report Form
- Confidential Hotline: (toll-free) 866-384-4277
Discrimination and Harassment

See Appendix L. (Excerpt in italics from:)
http://www.hrs.iastate.edu/hrs/node/340

If you feel you have experienced discrimination and harassment on campus, in the work or school environment and you would like to speak to someone, you may contact a discrimination and harassment Assistor. You may prefer to contact an Assistor from a college or department other than your own.

The university has designated several offices to provide assistance through persons designated as Assistors to help anyone who believes she or he may have been subjected to discrimination and harassment or who wishes to make an inquiry concerning discrimination and harassment. Assistors have information about university policies and procedures and about options available for the resolution of complaints, but they are not responsible for resolving complaints. Lists of designated Assistors are available from the Dean of Students office, the Women's Center, and the Employee Assistance Program and may be found in the University Directory immediately following the section on "University Councils and Committees." The Assistors functions include the following:

A. Providing information about discrimination and harassment and options for addressing it.

B. Informing the complainant regarding applicable university policies and procedures and outlining various options, both informal and formal, for resolving the complaint. In addition to providing the employee with a written copy of the university's discrimination and harassment policy, the Assistor will provide information as to various strategies that the complainant may use if he or she wishes to attempt resolution personally, such as confronting the alleged offender, writing a letter to the alleged offender, or utilizing the services of a third party as an intervener.

C. Accompanying the complainant to informal resolution sessions, if requested by the complainant. The Assistor does not, however, function as an advocate or spokesperson for the complainant, nor does the Assistor act in lieu of a complainant.

Maintaining notes necessary for statistical reporting. Assistors are required to forward to the Office of Equal Opportunity and Diversity, on an annual basis, information on the number and nature of complaints that have been received. These data shall not contain information that would identify the complainant or the person accused in the complaint.

The Office of Equal Opportunity & Diversity website, http://www.hrs.iastate.edu/AAO/assistors.shtml provides a list of all designated Assistors on the ISU campus.
How to File a Complaint

(Excerpt in italics from: http://www.hrs.iastate.edu/hrs/node/45/filecomplaint.htm)

Contact EOD at (515) 294-7612 or hrshelp@iastate.edu.

Iowa State University’s primary goal is to prevent discrimination and harassment and stop such behavior if it occurs. To that end, Iowa State University has adopted informal and formal processes through which discrimination and harassment complaints can be resolved. The staff at the Office of Equal Opportunity & Compliance can explain our policies to you and assist in initiating the complaint resolution process. You may file a formal complaint with the Office of Equal Opportunity & Diversity, 3210 Beardshear Hall, Monday – Friday, 8:00 a.m. – 5:00 p.m. or any time by appointment. If your complaint is against a faculty member, you may instead choose to file a written, signed complaint with the Provost’s Office, 1550 Beardshear, during regular business hours.

If you decide to file a formal complaint with the Office of Equal Opportunity & Diversity, you will need to complete an Intake Form in addition to submitting a written, signed complaint. This formal complaint process is explained in more detail in the University’s policies.

For claims of harassment or discrimination based on race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran, you may seek informal resolution or file a formal complaint. See Discrimination and Harassment Policy.

In addition, there are other university policies that identify and explain complaint resolution procedures in various settings.

Faculty Conduct Policy:
http://www.provost.iastate.edu/faculty/handbook/faculty_handbook/section7.html

Policy Library (University-wide policies):
http://policy.iastate.edu/policy/discrimination/
**Human Subjects**

To be able to do any research at ISU whether it is a thesis, dissertation, independent project, or even some class projects, you need to follow two steps for certification:

1. successfully complete the human subjects training, and
2. file a Human Subjects Review Application,

To attain certification in human subject’s research assurance training at Iowa State University, you complete a web-based training, one which if offered on the ISU website: [http://compliance.iastate.edu/irb/training/](http://compliance.iastate.edu/irb/training/). HD FS recommends the ISU training to our students since it is geared to the social sciences. The National Institutes of Health [http://ohsr.od.nih.gov/](http://ohsr.od.nih.gov/) also offers an excellent web-based course, but it has a medical orientation. The forewarning here is to do the training soon so you will have met the requirement before you get ready to do your research.

Once you are certified, complete the Human Subjects Review Form from the web site: [http://www.compliance.iastate.edu/irb/forms/docs/rih-application.doc](http://www.compliance.iastate.edu/irb/forms/docs/rih-application.doc). The form can also be accessed from the Graduate College homepage under Forms. The form requires your signature, and the signatures of your Major Professor and the department chair. Submit the competed Human Subjects Review Form to the IRB Office located in 1138 Pearson Hall. Proposals are forwarded daily to the IRB Chair(s) for review and a determination of the status of the study (i.e., exempt from the requirements of the human subject regulations, may be reviewed through expedited measures, or must be reviewed by the full committee). Due to the number of protocols reviewed by the IRB Chair(s), be sure to allow a minimum of four to six weeks for a new proposal and a minimum of three weeks for a modification to or continuing review of a previously approved study.

The signed original form and one copy with the accompanying materials are to be submitted for each research project involving human subjects which is conducted by persons associated with Iowa State University.

**Modifications to your research proposal**

Please review the procedures for modifying your research proposal at [http://www.compliance.iastate.edu/iacuc/forms/](http://www.compliance.iastate.edu/iacuc/forms/).
Publishing Theses and Dissertations

Graduate students and graduate faculty are expected to publish scholarly manuscripts that contribute to the discipline. It is important for graduate students and faculty to discuss and agree on authorship and publication expectations as they work together on research, including theses and dissertations. Authorship, and the order of authors, should represent substantive intellectual contributions to the study. In order to reflect the collaboration in the study design and analysis, except under very unusual circumstances, the Major Professor should be a co-author on the manuscript. It is helpful if the discussions about authorship occur prior to the initial writing phase and that these discussions are revisited during the writing process if needed.

In order to ensure timely dissemination of findings, graduate students are expected to submit a manuscript derived from the thesis or dissertation for publication within one year of their final defense. Occasionally the student lacks time or interest to take a major role in leading this process; therefore, it is necessary for the Major Professor to assume the primary responsibility for revising and submitting the manuscript. Under these circumstances, and depending on the extent of the revisions required for publication, it may be appropriate for the Major Professor to become first author, and the student second author. Needless to say, it is most important for the authors to communicate regarding these decisions.

Record Retention Policy

To ensure the integrity of the research process and following Federal research guidelines, the HD FS department has a policy on retention of research records, including graduate student research. As you develop your research proposal, collect/analyze data, complete, and write your thesis/dissertation, a number of records accumulate that must be saved. These records include your final research proposal, POS committee meeting minutes documenting changes to the proposal, human subject’s approval and consent forms, and final dataset summaries/ analyses. These records are to be retained and preserved by your Major Professor for three years after completion of the thesis/dissertation. Please see Appendix D, HD FS Record Retention Policy for complete details.
Awards for Research and Teaching Excellence

(Updated Spring 2011)

HDFS Outstanding Emerging Professional Award

(http://www.hdfs.hs.iastate.edu/graduateprogram/)

The HDFS Outstanding Emerging Professional Award (MS or PhD) is given annually to a graduate student who has demonstrated excellence in one or more of the following criteria:

1. Outstanding research productivity;
2. Excellence in classroom teaching; and/or
3. Exceptional service/outreach accomplishments.

- In combination with this distinction, HDFS awards the Outstanding Emerging Professional with a $500 scholarship.
- Deadline: December 1.
- Application: To apply, the student who is nominated (self or by others) must submit a CV and a written explanation (no more than two pages) of accomplishments in one or more of the following criteria listed above that makes the individual worthy of becoming HDFS’s Outstanding Emerging Professional. Additionally the student must obtain a letter of support from an HDFS graduate faculty member. Please send an electronic copy of the application materials (e.g., CV and personal statement of accomplishments) as well as an electronic copy of the nomination letter to Brenda Nelson (bnelson@iastate.edu) by December 1.

ISU Graduate College Research and Teaching Excellence Awards

http://www.grad-college.iastate.edu/awards/awards.html

Each year HDFS is entitled to submit applications for the Iowa State University Graduate College Research and Teaching Excellence Awards. Awards are made during both fall and spring semesters.

- In combination with this distinction, HDFS awards each of the winning recipients a $250 scholarship.
- Deadline: Deadlines are announced each semester.
- Application: Graduate Faculty must nominate the student for the award. Graduate Students if you feel you may be eligible for either of these awards please speak with your Major Professor.
A) **Eligibility for the Research Award**: A M.S. or Ph.D student must graduate in the term he/she has been nominated, i.e., the student must be officially graduating in Spring to be nominated for that term. Research accomplishments typically go beyond the thesis or dissertation.

Research nominations consist of a letter of recommendation (usually the Major Professor) to the Graduate College as well as a copy of the thesis/dissertation and Curriculum Vitae. The nomination letter and thesis/dissertation should be given to the HDFS DOGE, Brenda Lohman review by the HDFS Graduate Education Committee. The Graduate Education Committee reviews all nominations and decides which nomination will be forwarded to the Graduate College for consideration.

B) **Eligibility for the Teaching Award**: Any graduate student with teaching responsibilities, and who has been on a teaching appointment for at least two terms (including summer sessions), is eligible for an award.

Teaching nominations consist of a letter of recommendation to the Graduate College by the nominator as well as a copy of the course syllabi, teaching evaluations, and Curriculum Vitae. The nomination letter is given to the HDFS DOGE, Brenda Lohman for review by the HDFS Graduate Education Committee. The Graduate Education Committee reviews all nominations and decides which nomination will be forwarded to the Graduate College for consideration.

C) **Please send an electronic copy of the application materials (e.g., CV, thesis/dissertation or syllabi and evaluations) as well as an electronic copy of the nomination letter to Brenda Nelson (bnelson@iastate.edu).**
Resources

Parks Library
(Excerpt in italics from the e-Library website: http://www.lib.iastate.edu/)
Books from the General Stacks may be checked out at the Circulation Desk by presenting a standard ISUCard or an ISU Library Visitor Card. Books from the General Stacks are loaned for a period of four weeks. In general, library materials should be returned to the service desk from which they were checked out. During open hours, items checked out at the Parks Library Circulation Desk should be returned to the indoor "Book Return" slot, located just west of the Desk itself. When Parks Library is closed, items can be returned to the outdoor book drop, located west of the main entrance to the building. Interlibrary Loan Service provides cardholders access to materials that are not available in the ISU Library collections..

Computer Labs
(Excerpt in italics from: http://www.it.iastate.edu/labsdb/)
There are many computer labs on campus, including both public labs and college and department labs. Public labs are accessible to everyone at the university, funded by the student computer fee paid by all students, and managed by the Computation Advisory Committee (CAC). (Some college and department labs may be exclusively for members of a specific college or department. Visit the Information Technology website: http://www.it.iastate.edu/labsdb/ and search for computer labs by building, hours, restrictions, printers, software and hardware. Computer labs maintained by the College of Human Sciences, and open to all ISU students, faculty & staff:
MacKay, 108/113
MacKay Hall, 307
Food Science Building, 1432

Users may be asked to present identification indicating that they are legitimate users of these facilities. At all times, academic use of this equipment has priority over any other use. In particular, anyone who is playing games may be asked by anyone who needs to use the equipment to delay the game playing to a later time. Conduct disruptive to the concentration of others is not allowed. Such conduct includes the playing of radios and tape players that others can hear. Anyone causing a disturbance will be asked to leave.

After Hours Key Code Request Form for Computer Lab
(Excerpt in italics from: http://www.hs.iastate.edu/it/labs/locationhours.htm)
To gain access to any College of Human Sciences lab after regular business hours, please complete the CHS Lab Key Code Request Form that can be linked from the site: http://www.hs.iastate.edu/it/requestforms/homepage.php. Once completed, the desired lab code will be sent to your Iowa State University e-mail
address. If there are any questions regarding how to access or complete the form, please see the CHS lab monitor on duty.

**Instructional Guides for Check-out**

These instructional guides are available for check-out in the Graduate Program Staff Office located in 2361 Palmer.

- HLM 6 (2 sets)
- Lisrel 8 (2 sets)
- Stata 10

**Laptop Computers for Check-out**

- Ten laptops are available exclusively for HD FS graduate students to check out for use related to their research studies. Each laptop has the following software: Microsoft Office, SPSS 18, Lisrel and HLM. You will be allowed to check-out a laptop for a maximum of 1 week and can extend that time period if no one else is waiting to check one out. Contact the Graduate Program Staff regarding the availability of these laptops.

**Voice Recorders for Check-out**

These voice recorders are available exclusively for HDFS Graduate Students to check-out in the Graduate Program Office Staff located in 2361 Palmer:

- 1 Sony digital voice recorders
- 1 Sony digital voice recorder transcribing Kit (foot pedals)
- 2 portable standard cassette recorders (you must furnish your own tapes)
- 1 Mic’n Micro cassette recorder (you must use your own micro cassette M-100MC)

**Student Equipment & Laptop Check-out from IT Services**

[http://www.it.iastate.edu/services/laptops](http://www.it.iastate.edu/services/laptops) - Media equipment (partially funded by GSB) and laptop computers (funded by CAC) are also available for currently enrolled ISU students to borrow at no charge from the Communications Building located on Pammel Drive. You will find a list of equipment available on their website. Equipment may be reserved in advance, and in person at the IT Services counter in the main lobby of the Communications Building. An ISUCard is required for checkout.

**Computer Related Problems in Graduate Assistant Offices**

[http://www.hs.iastate.edu/it/](http://www.hs.iastate.edu/it/) - Graduate Assistants are provided offices equipped with desktop computers. The College of Human Sciences has IT staff that can help you with your computer problems. Requests for assistance must be submitted electronically using the form at [http://www.it.iastate.edu/question](http://www.it.iastate.edu/question). In most cases, you will receive a response back within one business day. If your problem is a higher urgency level, contact the Solution Center at 515-294-4000 and identify yourself as an HD FS graduate assistant. The Solution Center’s normal business hours are from 8:00 a.m. to 5:00 p.m., Monday-Friday.
Adult Student and Off-campus Resources

The Dean of Student’s Office (http://www.dso.iastate.edu) is available to assist adult students find available resources.
Assistantships

A limited number of quarter- or half-time research and teaching assistantships are available in the Department of Human Development & Family Studies. At the time of application for graduate study, applicants indicate their interest in an assistantship on the HD FS Supplemental Information Sheet. For current HD FS students, an electronic survey will be sent to collect students’ requests and interests for the following summer and academic year during fall semester. **A specific due date will be sent with the email requesting the assistantship application form be completed.** It is possible to indicate a preference for one type of assistantship at the time of application.

Two types of assistantship support are available: research and teaching. **Assistantships are “jobs” not scholarships or fellowships. However, it is hoped that the skills involved will enrich your program of study.** The letter of intent will state the specific funding dates and requirements of the assistantship. Funding constraints and requirements however, typically determine assistantship assignments. Students seeking specific assistantships should visit with the faculty member supervising that assistantship. The Financial Aid Office, together with the Vice President of Student Affairs, coordinates assistantships for graduate students who qualify for work-study benefits. Consult the Financial Aid Office, 0210 Beardshear Hall, for more details.

**On or before the first day of employment, all employees hired at Iowa State University must complete payroll forms in the Office of Human Resource Services, 3810 Beardshear.** At this time the employee will fill out an I-9 form, State and Federal W-4 forms, Employment Information/Equal Opportunity form, and check mailing instructions form. The employee will need to provide a federal or state photo ID/Driver’s license and Social Security card or certified birth certificate or a passport, to establish identity and employment eligibility.

Under the Immigration Reform and Control Act of 1986, if an employee is unable to provide the necessary documents to complete the I-9 (Employment Eligibility) Verification within three days of start of employment he or she must produce a receipt showing that he or she has applied for the document. In order to continue employment, the employee must produce the documents itself within 90 days of hire.

Non-United States citizens must first go to the International Education Services, 252 Memorial Union on or before their date of hire to complete the Form I-9 (Employment Eligibility) Verification. He or she must then submit the completed form to the Human Resource Services Office, 3810 Beardshear, or to the employee's department to complete registration for payroll.

**Graduate Assistants are assessed fees at the full c-base resident tuition rate (9 cr. fall & spring, and 5 cr. Summer).** Graduate Assistants also receive a Graduate College Scholarship Credit that reduces the in-state tuition rate, up to 50% for Masters’ students or up to 100% for doctoral students for any semester they hold an assistantship for at least three months during fall and spring or 6
weeks during summer. Although students on assistantship are assessed at the full in-state tuition rate, they may register for fewer credits. HD FS requires graduate assistants register for a minimum of 6 graduate credits during the fall and spring semester, and a minimum of 3-5 credits during the summer depending on the appointment percentage.

**A grade point average (GPA) of 3.0 is required of all graduate students to maintain good academic standing, obtain or retain an assistantship, and be eligible for graduation.** An explanation of academic probation, given to students with GPA’s below 3.0, can be found in the Graduate College Handbook. Additionally, there is an annual review and evaluation of progress for all HD FS graduate students (see Appendix J).

**Benefits for Graduate Assistants**

Excerpt in italics from the Graduate College Handbook: [http://www.gradcollege.iastate.edu/publications/gchandbook/homepage.html](http://www.gradcollege.iastate.edu/publications/gchandbook/homepage.html)

Benefits in addition to stipend support accrue to the graduate assistant during the appointment period. A full explanation of these benefits appears in the Policy Library website [http://policy.iastate.edu/](http://policy.iastate.edu/).

**Health Insurance**

Graduate assistants receive single student coverage free of charge under the ISU Student and Scholar Health Insurance Plan. Coverage for hospital, accident expenses, surgical care, and maternity care are included. Graduate assistants may enroll their spouse and children for an additional premium. An enrollment form must be completed before the Semester Enrollment Deadline or within the first 30 days of the date of appointment, whichever is later. The health insurance plan is underwritten by Aetna Life Insurance Company. A copy of plan information is available on-line at [http://www.hrs.iastate.edu/sship/homepage.html](http://www.hrs.iastate.edu/sship/homepage.html). For further information, contact Aetna Life Insurance Company at 1-800-466-2381 or the ISU Student Health Insurance Representative in 0570 Beardshear, 515-294-4820. Graduate assistants do not participate in the ISU staff medical plans.

**Dental Insurance**

A dental insurance policy is available for students and family through Delta Dental Plan of Iowa. Plan information is available on the Web site at [http://www.hrs.iastate.edu/sship/homepage.html](http://www.hrs.iastate.edu/sship/homepage.html). The enrollment deadlines are the same as for the health insurance plan.

**Prescription Drug Benefit Program**

Graduate Students receive single coverage free of charge in a program that reduces the cost of prescription medication available at the Thielen Student
Health Center Pharmacy. Spouse and children can receive the prescription benefit if they are enrolled in the ISU Student and Scholar Health Insurance Plan and the payroll deduction option is chosen for payment of premium. For further information, browse the Web site at http://www.hrs.iastate.edu/sship/homepage.html or contact the Thielen Student Health Center Pharmacy at 515-294-7983.

Leave

Arrangements for a leave of absence are made between the graduate assistant and that assistant’s supervisor. When a graduate student employee needs to be absent for personal or illness reasons, the supervisor should be understanding and accommodating to the student’s need. At the same time, the graduate assistants should attempt to plan personal leave so that it does not interfere with or cause neglect of the duties associated with his or her appointment. Supervisors of graduate assistants are responsible for ensuring that their assistants do not exceed reasonable limits for leave.

Worker’s Compensation

http://www.hrs.iastate.edu/workerscomp/homepage.shtml

Any injury sustained by a graduate student in the course of university-related employment should be reported immediately to the Human Resource Services, Benefits Section by the supervisor, instructor, and/or department head using the "First Report of Injury" form. Payment through the Iowa Worker’s Compensation System is available only if a student is injured on the job while employed by the university. Injuries sustained in the pursuit of educational objectives are not considered work related and are not covered by the worker’s compensation system. The Policy Library, http://policy.iastate.edu/ will provide guidance in the processing of claims.

Office Space for Graduate Assistants

HD FS provides office space to graduate assistants. A departmental mail box is also assigned and located near the student’s office space when possible.
**Student Rights and Responsibilities Related to Assistantships**

A student majoring in HD FS on assistantship is required to be enrolled for 6 to 15 graduate credits each semester that he/she holds an assistantship. In order to continue holding an assistantship in HD FS, the student must make satisfactory progress towards completing the degree by, for example, completing coursework with grades of B- or better and receiving satisfactory evaluations of performance in the assistantship by the supervisor. Assistantship supervisors are expected to meet with graduate assistants at the end of each semester to give the assistant both written (Appendix I) and oral evaluation of performance; copies of the written evaluation, signed by both the supervisor and the student, and provided to the Department Chair.

**Master’s students majoring in HD FS are eligible for department assistantships for two calendar years (4 semesters) following their enrollment in the HD FS graduate program; doctoral students are eligible for department assistantships for three calendar years (6 semesters) following enrollment in the HD FS graduate program.** However, a student who remains at Iowa State University for both the master’s and the doctorate program is eligible for departmental assistantship support for a total of five calendar years (10 semester’s total) following enrollment in the master’s program. This period of eligibility is the same for students holding quarter-time and half-time assistantships. **Please note that summer appointments are not counted in semesters of eligibility.** Graduate students seeking assistantship support are expected to work with their Major Professors to complete their graduate studies within this period of eligibility. After the period of assistantship eligibility graduate students who have not completed their program are expected to find alternate sources of financial support.

Students receiving an assistantship are under the supervision of a faculty member, who assigns work to the student. Students in quarter-time assistantships are expected to work 10 hours each week; students in half-time assistantships are expected to work 20 hours each week. If the supervisor has no work for the student during one week, the unused hours cannot be demanded in a later week unless that arrangement is consensual. If the weekly workload exceeds the assistantship hours on a consistent basis, the student should discuss the situation with his/her supervisor. If the overload continues the student should consult with the Department Chair. In order to define/clarify the expectations of both parties, it is often useful to discuss what must be done, by what deadline, and by whom. It is generally a good practice to keep a record of hours worked on assistantship.

Students on assistantships are university employees, and are expected to follow all university policies governing interactions with other students, including the discrimination and harassment policy ([http://policy.iastate.edu/policy/discrimination/](http://policy.iastate.edu/policy/discrimination/)). By keeping your supervisor informed of major coursework due dates, you may be able to avoid overloading yourself by negotiating for major work deadlines to fall at times when course
loads are at a minimum. Arrangements for leave of absence are made between the graduate assistant and the assistant's supervisor. When a graduate student employee needs to be absent either for personal reasons or illness, the supervisor will accommodate that need. At the same time, the graduate assistants should attempt to plan personal leave so that it does not interfere with or cause neglect of duties associated with his or her appointment. Supervisors of graduate assistants are responsible for ensuring that their assistants do not exceed reasonable limits for leave (Appendix G).
General Information

Nearly all information you will need is available on the ISU website. See Exhibits 4 and 5 for the basic references. For finding information quickly, use the alphabet link at the top of the homepage. For example, if you want to find the HD FS homepage, click on “H” and scroll down the listing to find the link for HD FS.

The following information is provided for your convenience and ease around campus. We update this hard copy once a year, so the information is subject to change. For more detailed information, it is best to call the office of interest or check their website for the most current information.

AccessPlus

(Excerpt in italics from: https://accessplus.iastate.edu/frontdoor/about.jsp )

AccessPlus is your secure and personalized online resource for accessing your important and confidential university information and web applications, since 1995. AccessPlus is available to Iowa State University students and faculty/staff, day or night, seven days a week, from anywhere in the world.

To login to AccessPlus, all you need is your Social Security Number or University ID, and your university PIN. Once inside AccessPlus, your tabs and menus are customized to meet your specific needs. For example, only registered students can view their current course schedule, and only faculty/staff can view their most recent pay information.

AccessPlus offers a wide range of services from changing your address and managing your CyCash account to viewing or even paying your university bill online. Some of the other many services available for students through AccessPlus include: class registration, class schedules, financial aid, grade reports and transcripts, job board, and residence halls and dining.

Registration

(Excerpt in italics from the Graduate College Handbook, Chapter 2)

All students who attend classes at ISU must register and pay assessed tuition and fees. The ISU Office of Registrar’s Web site is the official source of information about registration for all students at ISU. Specific dates for registration are listed:

- on the Registrar’s Web page at http://www.iastate.edu/~catalog/schedule/,
- on the University Calendar,
- in the Iowa State Daily, and
- on many department bulletin boards.

Registration for summer session should be completed during the spring, at the same time as registration for fall semester.
Transcripts

Transcripts are available from the Registrar’s Office in 214 Alumni Hall. There is a small fee charged to make a copy of the transcript. Grade records are also maintained in the HD FS Graduate Program Office, and by the Major Professor. The request form is available on the Registrar’s homepage http://www.registrar.iastate.edu/info/transcript.html. You can also print an unofficial copy of your transcript through your AccessPlus account.

Grades and Records

The grading system is described in Graduate College Handbook: http://www.grad-college.iastate.edu/publications/gchandbook/homepage.html.

Students should note that any course with a grade of C- or below will not count towards graduation. Students may use the Designated Repeat option to repeat a course, with only the passing grade from the second time counting for graduation. Any incomplete grades given will automatically change to a grade of F if not resolved after one calendar year even if the student is not enrolled. All incomplete grades must be resolved before graduation.

Forms

Throughout your graduate program, you will be filling out many forms. A listing and a description of these forms are included in Exhibit 3. Copies of most Graduate College forms are available on the Graduate College homepage http://www.grad-college.iastate.edu/ and should be downloaded at the time that they are needed to ensure that the most recent version is used. You are responsible for submitting the forms by the deadlines set by the Graduate College. Deadlines for each upcoming semester are on the Graduate College website http://www.grad-college.iastate.edu/deadlines/. Examinations have had to be rescheduled and delayed for students who failed to file the POS form, the POS Committee form, or the Request for Examination form at the required times or in the required sequence. Data collection has been postponed for students who failed to file for Human Subjects Committee Approval of their research proposal. Therefore, it is very important that you keep track of where you are in the graduate program and what forms you have yet to file. All forms need to go through the HD FS Graduate Program Support Staff for review and copying for your file before being forwarded on to the Graduate College.
Mail

Students who do not have an assistantship assignment are provided a mailbox located in 86 LeBaron. Mail from the Department of HD FS and other university offices is forwarded to your departmental mailbox.

- To access the mailroom in 86 LeBaron, first pull down on the door handle to clear the keypad, then enter the six digit code on the keypad. Pull down on the handle again to enter.
- The mailroom located on the first floor of Palmer (1353) is accessible at all times (no key required).
- The mailroom located on the second floor of Palmer is open during office hours. Most of these mailboxes are for faculty & staff with offices on the same floor, but a few graduate assistants are assigned mailboxes here also.

Building Access Services

The department will request keys and/or access cards for Graduate Assistants to their assigned office space, along with a building key or access card. All keys/cards remain the property of the university and must be returned to Facilities Planning and Management when you move out of an office and/or graduate.

Lost or Stolen keys/cards should be immediately reported to your department key/card coordinator and the Key Desk, upon discovery. A $20.00 fee will be assessed for each lost or unreturned key. The Department Key Coordinator (Ms. Glenda Rahfeldt) can run a report of the current keys assigned to you.
Scheduling Conference Rooms

The HD FS department has several conference rooms in Palmer and LeBaron Hall that graduate students can reserve for committee meetings. **Check on the availability of a room with the main office (294-6316) the same time you are contacting your committee members to set up meetings.**

Conference Calling

Chapter 7 (Finishing Up) in the Graduate College Handbook states “In some cases, it may only be possible to convene the committee in a timely manner if one of the committee members participates at a distance. This is permitted if the distance participation is agreeable to all committee members, if the mode of communication permits the full participation of the committee member at a distance, and if the Graduate College is notified in advance of the examination in writing by the Major Professor and advised who will sign for the distant committee member at the conclusion of the examination. The distant committee member must participate for the entire examination.”

“Under rare circumstances (which must be defined by the graduate program’s handbook or governance document), a **graduate student** may participate in his/her final oral examination at a distance. In the case of Master’s students, the Graduate College must be **notified in advance** of the examination in writing*, with written approval of the major professor, the POS committee, and the program’s DOGE. In the case of doctoral students, permission must be requested from the Graduate College, and the request must include a justification explaining the unusual circumstances that necessitate defense at a distance, approval of the major professor, the POS committee, and the program’s DOGE. Whenever a student defends at a distance, the **entire POS committee** is expected to be on campus and available at a single location to facilitate the formulation of an objective evaluation. Technical capability for **real-time visual and spoken communication** must be established. Graduate programs may establish a student fee for technical costs associated with videoconferencing.”

**TIP:** March, 2011, the Graduate College created forms for requesting approval to hold a final exam with the student or faculty member at a distance. The forms are listed under “Graduate Student Request Forms (Exam at a Distance-Masters and Exam at a Distance-PhD).**

[http://www.grad-college.iastate.edu/common/forms/index.php](http://www.grad-college.iastate.edu/common/forms/index.php)

If a faculty member only will be at a distance, an email request memo needs to be sent to the grad college for permission. HD FS has two rooms with conference calling capabilities (Palmer 2314 and 0331). Long distance outgoing calls require an access number (similar to a credit card calling number). Most HD FS Graduate Faculty members have access numbers for making long distance calls. Check with your Major Professor in advance so that you have that number
readily available when you make the call. If the Major Professor does not have an access code, or does not remember the number, contact the Graduate Program Staff for assistance. If the distant committee member is calling you, be sure to provide the telephone number to your meeting room. The telephone number is labeled on each telephone.

**Address Changes**

1. You are responsible for updating your address & telephone changes with Iowa State University.
   - Login to Access Plus, go to the Student tab and choose address change;
   - If you are a Graduate Assistant you are also an employee and must enter the changes on your employee tab.

   Or do one of the following:
   - Fax the changes to (515) 294-8226
   - E-mail the changes to hrsrecord@iastate.edu
   - Go to the Records Management Office in 3810 Beardshear Hall, Ames, Iowa 50011-2033 or mail the form to the same address

2. Also notify the HD FS Graduate Program Staff with your name, address and telephone changes.

**Automatic Direct Deposit Change**

*(Excerpt in italics from: http://www.hrs.iastate.edu/records/Address-DD.shtml)*

To change your direct deposit, do one of the following:

- Login to Access Plus under Employee Tab
- Mail the change of address form or letter with the changes (http://www.hrs.iastate.edu/records/)
- Fax the changes to (515) 294-8226
- E-mail the changes to hrsrecord@iastate.edu
- Go to the Records Management Office in 3810 Beardshear Hall

**Graduate Student Housing**

*(Excerpt in italics from: http://www.housing.iastate.edu/profiles/freshman.html#Grad)*

While the Department of Residence does not have housing specifically reserved for Graduate students, we do offer a variety of locations where students pursuing an advanced degree will be relaxed and comfortable in a more mature living environment. Many Graduate students have called Buchanan Hall, Wallace Hall, ...
the Frederiksen Court Apartments and the SUV Apartments home. In Buchanan Hall, the eighth and ninth floors are specifically reserved for students aged 21 and older and the SUV Apartments house many Graduate and PhD students and their families.

Off-campus apartments or homes may be found through area realtors, the Ames Tribune, the Ames Advertiser, the Iowa State Daily, and also on the Ames Rent website: [http://www.amesrent.com](http://www.amesrent.com).

International Students & Scholars
(Excerpt in italics from: [http://www.isso.iastate.edu/](http://www.isso.iastate.edu/))

International Students & Scholars Office Mission Statement
Enhance the educational, cultural, and social experiences of international students and scholars at Iowa State University. Promote enhanced campus internationalization. Support the international work and goals of the university.

International Students & Scholars Office Organization
The area most frequently used by international students, scholars, and their families is the International Students & Scholars Office (ISSO) located in Room 3248 Memorial Union. The International Student Advisers (ISA) working in ISSO assist international students and scholars with maintenance of their immigration status, U.S. employment regulations, and provide support with social, cultural, financial, and personal concerns. Staff working in ISSO are listed below.

James Dorsett, Director
Dilok Phanchantraurai, International Student & Scholar Adviser
Becky Zama, International Student and Scholar Adviser
Ali Soltanshahi, International Student and Scholar Adviser

The Coordinator of Administration provides assistance to international students, faculty and the ISU community with a wide variety of concerns. Major areas of emphasis include federal and state income tax responsibilities of non-U.S. citizens, financial aid, health insurance and health care, temporary employment visas, and permanent residence issues. The Coordinator of Administration is available on Monday, Tuesday, Wednesday, and Friday by appointment. Deb Vance, Coordinator of Administration
Student Health Center

(Excerpt in italics from: http://www.health.iastate.edu/)

The Thielens Student Health Center is fully accredited by the Accreditation Association for Ambulatory Health Care, and provides information, treatment, and resources for the ISU community. It is conveniently located at the corner of Sheldon Avenue and Union Drive on the West side of campus. You must call ahead to schedule an appointment (515-294-5801).

Student Legal Services

(Excerpt in italics from http://www.dso.iastate.edu/sls/)

Funded entirely by the Government of the Student Body, Student Legal Services (SLS) is a legal aid office for students currently enrolled at Iowa State University and registered Iowa State University student groups. It is staffed by two attorneys who advise and often represent students in a variety of cases and are available for consultation with respect to most legal concerns. For more information call 294-0978 for an appointment or visit room 0367 Memorial Union.

Financial Aid and Other Funding

Graduate Student Research Grant Program

As part of its mission to educate and support the learning experience of its graduate students, HDFS will support thesis ($750) or dissertation ($1000) research. Funding approval follows a process similar to what a research grant applicant would pursue. For application requirements and deadlines refer to Appendix M of this handbook. Application deadlines are the fifteenth day of February, April, September, and November of each year.

Scholarships

Newly admitted and continuing graduate students in the Department of Human Development and Family Studies, are eligible to apply for scholarships made available by donations to the College of Human Sciences. Scholarships for continuing students are awarded on the basis of academic excellence and research accomplishments. Because of limited funds and stiff competition, the department and college graduate scholarship committees have only considered continuing student applicants with a 3.7 GPA or better. Students need to complete the application on line: http://www.hs.iastate.edu/current-students/scholarships/chs-graduate-student-scholarships/. The application documents may be left with the Graduate Program Support Staff. The deadline for scholarship applications is February 1 for incoming students (recruiting scholarships) and March 1 for continuing students. The HD FS Graduate Education Committee will review and rank all applications. Students receiving the full scholarship award are required to be enrolled each semester for 7 or more
graduate credits, including research credits. Students who receive partial 
scholarships are required to be enrolled for four to six graduate credits each 
semester.

**Student Loans**

A variety of loan programs are available to eligible students. For details contact 
the Financial Aid Office, 0210 Beardshear, (800)478-2998, or (515)294-2233, or 
http://www.financialaid.iastate.edu. Information on funding for graduate study and 
grade research is also available on the Graduate College homepage website 
http://www.grad-college.iastate.edu/ (Financing Graduate Study).

**Professional Advancement Grants (PAG’s)**

(Excerpt in italics from: http://www.grad-college.iastate.edu/gpss/)

Funds for Professional Advancement Grants (PAGs) are provided to graduate 
and professional students by the Graduate College and the Graduate and 
Professional Student Senate (GPSS) to help defray expenses related to travel to 
professional meetings.

**Travel:** Travel PAGs may be granted to students who attend a professional 
meeting, defined as a gathering of an organized society of professionals for the 
purpose of presenting research. Travel PAGs may also be approved for 
attending professional workshops that provide hands-on experiences not 
available at Iowa State University (ISU). Travel PAGs will **not** provide funding for 
required academic activities as defined in GSS Bill 93-06, including workshops, 
classes, or other events required for fulfillment of a student’s degree 
requirements or program of study. Travel PAGs are divided into two categories 
depending on the student’s involvement at the meeting: **Presenters** and **Non-
Presenters (attending only)**. To qualify for a Presenting Travel PAG, the 
student must present results of research performed at ISU at the professional 
meeting. These categories are described in detail in GPSS Bill S07-01.

**Eligibility:** Any ISU graduate or professional student who is currently enrolled as 
a full-time student, who is not classified under "continuous registration" as 
defined in GSS Bill 95-05, may apply for a Travel PAG. Travel PAGs will not be 
awarded until the student has registered for classes in the semester they are 
traveling. Each ISU graduate and professional student is eligible to receive **one** 
Travel PAG per fiscal year. The fiscal year extends from July 1 until June 30. 
There are **no exceptions** to this rule.

**Travel PAG Financial Support and Funding Availability**

Both the Graduate College and GPSS contribute money to Travel PAGs. Travel 
PAG applications are first reviewed for funding by the Graduate College and are 
them considered by the GPSS PAG Chairperson. The GPSS awards $200 to 
students who are presenting and $120 to students who are attending, but not 
presenting. Graduate College funding decisions neither ensure nor preclude 
GPSS support.
HD FS Travel Money

Contingent upon fiscal funding, HD FS awards travel money beyond the PAG. HDFS will now pay up to $250 for HDFS graduate students traveling to present a refereed paper or poster. HDFS does not have the funds to support students who are only traveling and not presenting; however, GPSS Travel PAG funds can be requested.

HDFS students should use the GPSS Travel PAG form at http://www.grad-college.iastate.edu/gpss/PAG/index.html, to request HDFS funding.

The HDFS travel funds are in addition to Graduate College and Graduate and Professional Student Senate (GPSS Travel PAG) funds. All PAG forms must be submitted to HDFS first (to Linda Ritland, 2330 Palmer) as soon as possible after receiving confirmation of registration, or at a minimum of 3 weeks prior to the travel date.
Transportation

Ames Public Transportation
The Ames Transit Agency (Cy-Ride) provides bus service for the City of Ames. All Cy-Ride routes are free for Iowa State students carrying a current ISU ID CARD. Maps and timetables are available at the Cy-Ride Office (1700 University Blvd) and the CyRide website http://www.cyride.com/.

Outside Ames Transportation
Intercity bus transportation in Iowa is provided by Greyhound Lines, Jefferson Lines, and Burlington Trailways. A map of their routes can be accessed from the Cy-Ride website http://www.cyride.com/index.aspx?page=900. CyRide operates a shuttle service to and from the Des Moines Airport for certain university breaks. Check the Des Moines Airport Shuttle schedule from the Cy-Ride website.

Parking
Parking on campus is limited, but is available to commuter students living outside of the Ames city limits. Graduate students whose research necessitates the use of a car, may submit a letter requesting a commuter permit to the manager of the parking system. Call the Department of Public Safety (294-3388) for more information or check their website http://www.dps.iastate.edu/.

Paid parking is available in the ramp adjacent to the Memorial Union for cars and motorcycles. Approximately 100 pre-pay parking stalls are available in the lot next to the Armory, and in several other locations throughout campus.

Bicycles
Any bike ridden on campus must be registered with DPS. Registration is free, and if a bike is lost or stolen, it will be a way to identify the proper owner. Register your bike on-line: http://www.dps.iastate.edu/

The City of Ames requires that you have a registration sticker for your bicycle. These are available from City Hall located at 6th and Burnett. Riding bicycles on campus sidewalks is prohibited. Bike trails and bike racks are available throughout campus.
Associations and Organizations

**Graduate Student Network (GSN)**

The Human Development and Family Studies Graduate Student Network (GSN) is a departmental organization open to all graduate students with a major or minor in Human Development and Family Studies. Although the main purpose of this organization is to foster student interaction, it makes many contributions to the Department of Human Development and Family Studies through the combined efforts of the members. HD FS-GSN is actively involved in projects and programs to promote the importance of human development and family studies to all parts of the academic community. This group is one of the best sources of information important to graduate students in the HD FS Department.

Funding for HD FS-GSN projects come from membership dues, grants from the Graduate Student Senate, financial assistance from the Department of Human Development and Family Studies, and volunteer efforts of the staff. Some past projects have included support of the Departmental Seminar Series which brings many distinguished speakers to campus, community service projects, and sponsorship of graduate student-faculty social events. The Association elects officers during the latter part of the Spring Semester. Business meetings are held once a month with the day and time set at the beginning of each new semester. All Human Development and Family Studies graduate students are urged to participate in this organization.

**Graduate and Professional Student Senate**

*(Excerpt in italics from: [http://www.grad-college.iastate.edu/gpss/index.html](http://www.grad-college.iastate.edu/gpss/index.html]*)

*The Graduate and Professional Student Senate (GPSS) represents the graduate and professional students' perspective on campus issues and serves as a liaison between graduate/professional students and the university administration. The GPSS meets on the last Monday of each month. Any person may address the Senate at these meetings with concerns. The GPSS provides the following services for graduate students at ISU:*

1. **Professional Advancement Grants for travel to professional meetings through the graduate college grant program.** Students must apply using the PAG form available on the Graduate College website. *(click on forms and scroll down to miscellaneous forms).*

2. **Sponsorship of graduate student social activities**

3. **Graduate Orientation Handbook**

4. **Funding to departmental graduate student clubs.**
E-mail, University Communications

(Excerpt in italics from the Policy Library
website: http://policy.iastate.edu/policy/email/) Effective: 10/01/06

Iowa State University must be able to communicate quickly and efficiently with faculty, staff, and students in order to conduct University business. E-mail is an acceptable and appropriate medium for such communications.

Policy Statement

Unless law, contract, or other university policy prohibits e-mail or requires another form of communication, Iowa State University (ISU) may send communications to faculty, staff, and students by e-mail to their Iowa State University e-mail address. It is expected that the e-mail will be received and read by the recipient within a reasonable amount of time, as e-mail communications may be time-sensitive. This includes communications intended to meet the academic and administrative needs of the university, including business that is critical to the operation and function of Iowa State University.

Security & Privacy

E-mail communications must comply with federal and/or state regulations and university policies including the Computer Code of Ethics and Acceptable Use. Iowa State University will not request personal confidential information such as social security, credit/debit card, or bank account numbers be returned by e-mail. Faculty, staff, and students are responsible for keeping their e-mail passwords confidential, and must not share their password with others or leave it exposed.

University E-mail Address

University e-mail addresses are of the form [Net-ID]@iastate.edu and are included in university directory information. Current Iowa State University students are expected to have a University Net-ID and e-mail address. Students may request that their University e-mail address not be made public by completing a no information release request in the Office of the Registrar.

University faculty and staff are expected to have a University Net-ID and e-mail address unless other provisions for university communications are made by their unit. Unit heads that have employees without e-mail access, such as some merit and temporary employees, must make reasonable accommodations for an alternative means of communication.

Forwarding

Although students or employees may choose to forward their University e-mail address to another e-mail address, forwarding is not recommended. There is a risk forwarded e-mail may be lost or blocked. Problems with forwarded e-mail will not absolve the individual of responsibilities associated with university communications sent to their University e-mail address.
**Instructional Use**

Faculty will determine how electronic communication, including e-mail, will be used in their classes, and must specify those requirements in the course syllabus.
Exhibits

Exhibit 1: Typical Timeline for M.S. Students – HD FS

1st Semester
Become acquainted with faculty and staff

2nd Semester
- Select a Major Professor*
- Select and meet with your P.O.S. Committee

Forms required
1. Recommendation for Committee Appointment**
2. POS**

- Annual Review of Student Progress (Appendix J)

3rd Semester
- Proposal of your study; work on final draft with major professor
- Meet with P.O.S. Committee on proposal approved by major professor
- Human Subjects Research Approval Form **
- Collect data
- Attend a Thesis/Dissertation Seminar offered by the Grad College
- Potential doctoral program applicants must submit new HD FS application materials

4th Semester
- Write your thesis and defend
- International students-check with the International Office before scheduling a final oral
- Complete all required forms and electronically submit your thesis

Forms required
1. Application for graduation (Diploma Slip)**
2. Request for Final Examination* (3 weeks before mtg.)
3. Report of Final Exam form (the form is mailed to your MP after you have filed your request for the final examination)
4. Graduate Student Approval Slip for Graduation (the form is mailed to your MP with the Report of Final Exam form)
5. Thesis/Dissertation Submission Request Form**
6. Human Subjects Project Closure Form**

- Annual Review of Student Progress (Appendix J)

Forms requiring the signature of the HD FS Department DOGE, should be brought to the DOGE for signature at least five days prior to the submission deadline.

* get form from HD FS Grad Program Office, 2361 Palmer
** download form from http://www.grad-college.iastate.edu
Exhibit 2: Typical Timeline for Ph.D. Students – HD FS

1st Semester
• Become acquainted with faculty and staff

2nd Semester
• Select a Major Professor*
• Select and meet with your P.O.S. Committee
  **Forms required:**
  1. Recommendation for Committee Appointment**
  2. POS**
• Annual Review of Student Progress (Appendix J)

3rd Semester
• Start making plans for your dissertation in consultation with Major Professor

4th/5th Semester
• Take written Qualification and Preliminary Oral Examinations
  **Forms required:**
  1. Request to take Qualification Exam*
  2. Request for Preliminary Oral Examination**
• Meet with P.O.S. Committee on proposal approved by Major Professor
• Human Subjects Research Approval Form**
• Collect data
• Attend a Thesis/Dissertation Seminar offered by the Grad College
• Annual Review of Student Progress (Appendix J)

6th/7th semester
• Finalize data analysis
• Write your dissertation and schedule final oral exam
• International students-check with the International Office before scheduling a final oral
• Complete all required forms and electronically submit your thesis
  **Forms required:**
  1. Application for graduation (Diploma Slip)**
  2. Request for Final Examination* (due 3 weeks before mtg.)
  3. Report of Final Exam (this form is mailed to your MP after you have filed your request for the final examination)
  4. Graduate Student Approval Slip for Graduation*** (form is mailed to MP with the Report of Final Exam form)
  5. Thesis/Dissertation Submission Request Form**
  6. Human Subjects Project Closure Form**
• Annual Review of Student Progress (Appendix J)

Forms requiring the signature of the HD FS Department DOGE, should be brought to the DOGE for signature at least five days prior to the submission deadline.
*get form from HD FS Grad Program Office, 2361 Palmer
**download form: http://www.grad-college.iastate.edu
Exhibit 3: Forms

I. HD FS Departmental/College of Human Sciences Forms

Graduate Assistantship Performance Evaluation

This evaluation is completed each semester you are a graduate assistant. The assistantship supervisor completes the form and he/she discusses it with you. You may or may not agree with the evaluation, but it is imperative that your supervisor reviews the evaluation with you. This evaluation is not part of your personnel file. The purpose of the form is to evaluate the work you have done on the current assistantship and to offer guidance for assigning future assistantships.

Request for HD FS Special Problems or Topics or Practicum

This form is generally used for “special topics,” or “advanced topics” courses that may be necessary to take during your POS. The description of the “problem” or topic should be stated on the form. Signatures of the student, advisor/major, internship supervisor, and the Department Chair are required. Generally, this form should be completed before you register for the courses. You will need the registration reference number to identify the faculty member who will be working with you and this reference number can be obtained in the departmental office after turning in the Special Topics form. This form is available in the wall display outside the Graduate Program Office (2361 Palmer).

Selection of A Major Professor

This form is used for the selection of your Major Professor only; it is used in transferring from a temporary advisor to a Major Professor. This is an HD FS graduate form (NOT graduate college form). This form is available in the wall display outside the Graduate Program Office (2361 Palmer).
II. Graduate College Forms
Most forms can be printed from the Graduate College web page. Copies of the 3 or 4-part-carbon forms are kept in the Graduate College or the HD FS Graduate Program offices.

Request For Schedule Change Or Restriction Waiver – (yellow 3-part carbon form)
This form is used to drop or add courses, change courses from credit to audit, change to pass/not pass from credit, credit from pass/not pass, or to change class sections. Instructor’s signatures are not needed during the first week of classes. Consult your schedule of classes to determine when instructor signatures are necessary and when they are not.

Recommendation For Committee Appointment – (web)
This form is used to “formalize” your POS Committee. The “committee” form should be completed by the end of the second semester enrolled. The reversed side of the form indicates the method in choosing the committee; be sure to read this information. When filling out the form the, “MAJOR DEPARTMENT/INTERDEPARTMENTAL PROGRAM” is “HD FS”.

Masters Students on Ph.D. Track in Same Department – (web)
This form is filed with the Graduate College when a student who has completed the master’s degree and is approved to continue as a doctoral student in the same department. (International students should check with IES regarding their degree status on their current visa before filing this form.)

Request For Change In Committee Appointment – (web)
This form is used when making a change in your POS committee. It can be used to change your Major Professor at some point after your original choice of Major Professor has been made. It also may be used to identify changes in the composition of committee members for reasons of illness, retirement, resignations, etc. A change in committee structure may be needed because you have changed the focus of your research. This form is sent to the Graduate College for approval of changes.
**POS (POS) – (web)**

This form indicates to the Graduate College what your intentions are regarding your coursework, graduation, etc. This form requires the approval of your POS committee. Complete instructions are found on the back side of the form. The POS form should be submitted to the Graduate College by the end of the second semester of enrollment.

**Application for Graduation (Diploma Slip) – (web)**

The Application for Graduation is used to declare your intention to graduate in the term in which the form is submitted. The form initiates a review of records to assure all requirements are being met. The Application for Graduation should be submitted by the end of the first week of the semester in which the degree is expected, or by mid-May for a student wishing to graduate during the summer session.

**Request For Preliminary Oral Examination – (white-4-part carbon form )**

A "Request for Preliminary Examination" form must be submitted to the Graduate College by the Major Professor at least two weeks before the proposed date of the examination. The form is usually completed after the written Qualification Exams are passed.

**Request For Final Oral Examination - (yellow 4-part carbon form)**

*The candidate is responsible for initiating the "Request for Final Oral Examination" form, which must be submitted to the Graduate College at least three weeks before the examination of a thesis or dissertation or non-thesis MFCS exam. When a final oral examination includes a defense of the thesis or dissertation, the candidate must submit copies of the manuscript to members of the POS committee at least two weeks before the examination. The International Office recommends International students check with their office before scheduling a final oral to avoid visa problems.*

**Request For Professional Advancement Grant (PAG’s)**

Professional Advancement Grants (PAG) support travel to conferences or professional meetings and for research outside of a student’s degree program. Each graduate student is eligible to receive one Travel PAG and one Research PAG per fiscal year (July 1 through June 30). Each request must be approved by the Major Professor, department executive offices, and the academic dean. Grant proposals are first reviewed for funding by the Graduate College, after
which the GPSS PAG Committee considers them. Graduate College decisions on funding neither ensure or preclude GPSS support. Be sure to send this form in early because funding becomes scarce throughout the semester.

**Thesis/Dissertation Submission Request Form**

Your Major Professor(s) and the other required person(s) must sign this form to approve your thesis (this form replaces the former signature page) – to avoid identity theft, DO NOT put this form into your electronic document. When this form is completely filled out and signed, take it to the Graduate College as soon as possible (and before the semester deadline). After approval from the Graduate College you may sign into the UMI website, fill out the data, and submit your thesis/dissertation on-line to be reviewed by the ISU Thesis Office staff.

**Defense at a Distance**

March, 2011, the Graduate College created forms for requesting approval to hold a final exam with the student at a distance. The forms are listed under Graduate Student Request Forms (Exam at a Distance-Masters and Exam at a Distance-PhD). If a faculty member only will be at a distance, an email request memo to grad college for permission is needed.

http://www.grad-college.iastate.edu/forms/forms.html
III. University Forms

**HD FS Account Application Form: ISU Computation Center**

If you have an assistantship that requires you to use ISU Computation Services, this form should be completed to obtain an account number. This form is also used for updating or canceling your account.

IV. Registrar Forms


At times, unforeseen circumstances may come up during the semester and you may not be able to complete the required work for a course before the end of the semester or other designated time. The instructor of the course completes this form that also requires the signature of the student. Incomplete grades automatically change to a grade of F if not resolved after one calendar year or before graduation.

**Grade Report to the Registrar**

Grades are entered electronically by instructors via Web CT. The Grade report to the Registrar form is used to resolve an incomplete mark, correct a grade, non-report or late grade after the deadline. Any incomplete grades will automatically change to a grade of F if it has not resolved after one calendar year.
Exhibit 4: References

Available on the Web:
- Discrimination and Harassment Policy
- E-Library
- Financial Aid
- Graduate Catalog
- Graduate College Handbook
- HD FS Graduate Faculty Research Interests
- Human Subjects (IRB)
- Iowa State University Catalog
- Iowa State University Search Directory
- Policy Library – University-wide policies
- Research and Economic Development, Office of the Vice Provost
- Schedule of Classes
- Scholarship application for HD FS Grad Students
- Theses and Dissertation Website

Available on the Web or from the HD FS Graduate Support Staff Office (2361 Palmer)
- Forms for graduate students
  - Selection of a Major Professor, departmental form
  - Request registration reference number for unpublished HDFS courses
  - HD FS Core requirement sheet
  - HD FS Core Grade Policy sheet
  - Add/drop slips (Registrar’s form)
  - Request for Ph.D. preliminary oral (Graduate College form)
  - Request for final oral (Graduate College form)
- For check-out
  - Laptops to check-out for research and class work
  - HLM6 manuals
  - LISREL8 manuals
  - STATA10 manuals
  - Tape recorders
## Exhibit 5: HD FS & College of Human Sciences Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Dean for Research &amp; Graduate Education</td>
<td>Dr. Carla Peterson</td>
<td>N 262 Lagomarcino</td>
<td>294-7804</td>
<td>carlapet</td>
</tr>
<tr>
<td>Chair, HDFS</td>
<td>Dr. Gong-Soog Hong</td>
<td>2330B Palmer</td>
<td>294-5977</td>
<td>shong</td>
</tr>
<tr>
<td>Director of Graduate Education (DOGE)</td>
<td>Dr. Brenda Lohman</td>
<td>2356 Palmer</td>
<td>294-6230</td>
<td>blohman</td>
</tr>
<tr>
<td>Director of Undergraduate Education (DUGE)</td>
<td>Dr. Chris Cook</td>
<td>2330A Palmer</td>
<td>(294-8695</td>
<td>cccook</td>
</tr>
<tr>
<td>Graduate Program Assistant</td>
<td>Brenda Nelson</td>
<td>2361 Palmer</td>
<td>294-6321</td>
<td>bnelson</td>
</tr>
<tr>
<td>Administrative Specialist, HDFS</td>
<td>Nancy Anderson</td>
<td>2330C Palmer</td>
<td>294-3041</td>
<td>nancy</td>
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<tr>
<td>Program Assistant, HDFS</td>
<td>Dawn Risdal</td>
<td>2330 Palmer</td>
<td>294-9659</td>
<td>dmrisdal</td>
</tr>
<tr>
<td>Head Secretary, HD FS</td>
<td>Linda Ritland</td>
<td>2330D Palmer</td>
<td>294-6318</td>
<td>lindajen</td>
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<tr>
<td>hourly payroll</td>
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</tr>
<tr>
<td>Graduate College Dean</td>
<td>David Holger</td>
<td>1137 Pearson</td>
<td>294-4531</td>
<td>grad_college</td>
</tr>
</tbody>
</table>
Exhibit 6: HD FS Graduate Faculty Research Interests

Tenured or Tenure-Track Graduate Faculty

1) **Mary Jane Brotherson**, Professor. B.A. 1973, M.S. 1976, University of Nebraska-Omaha; Ph.D. 1985, University of Kansas. 2361 Palmer (294-3677); mjbrothe@iastate.edu

Courses taught in the last five years: Qualitative Research Methodology, Family Focused Intervention for Young Children with Disabilities; Families and Disabilities.

Current research interests: Qualitative research methodology, Self-determination for young children with disabilities; Development of family and professional partnerships with families of children with disabilities; Family supports and services in early intervention.

Special skills: Qualitative research, Early Childhood Special Education Personnel Preparation.

2) **Christine Cook**, Associate Professor. B.A. 1972, Montclair State College; M.S. 1977, Cornell University; Ph.D. 1982, The Ohio State University. 2330 Palmer (294-8695); cccook@iastate.edu

Courses taught in last five years: Introduction to Qualitative Research; Community Context of Individual and Family Well-being and Environments for the Aging.

Current research interests: Housing and family policy, particularly low-income and special needs populations; Hunger and housing among rural Latinos; Community resources and risk/resiliency in aging adults; Self-determination and environments for children with disabilities.

Current memberships in professional organizations: Housing Education and Research Association

3) **Cynthia Fletcher**, Professor. B.A. 1971, Simpson College; M.S. 1973, Ph.D. 1983, Iowa State University. 66 LeBaron (294-8521); cynthia@iastate.edu

Courses taught in last five years: HDFS 588: Family Economics and Public Policy; HDFS 493: Families and Thriving Communities

Current research interests: Structural influences on family economic well-being; rural poverty and social welfare policy issues; family policy analysis and program evaluation.

Current memberships in professional organizations: American Sociological Association; American Council on Consumer Interests; National Council on Family Relations, and Association for Public Policy Analysis and Management

4) **Jonathan Fox**, Professor. B.A. Economics 1988, Union College, NY; M.A. Economics 1991, University of Maryland Ph.D. Consumer Economics 1994, University of Maryland. 1317 Palmer (294-6993); jfox@iastate.edu

Courses taught in last five years: Personal and Family Finance, Consumer/Family Economics

Current research interests: Consumer Decision Making, Student/Family Finances, Student Debt Default; Financial Socialization

Current memberships in professional organizations: American Council on Consumer Interests; Association for Financial Counseling & Planning Education; National Council on Family Relations; Academy of Financial Services
5) **Kimberly Greder**, Associate Professor and Family Life Extension State Specialist. B.S. 1986, M.S. 1991, Ph.D. 2000, Iowa State University. 56 LeBaron; (294-5906); kgreder@iastate.edu

Courses taught in last five years: Partnering with Parents and Family Development Certification Training (credit and non-credit course offered completely online and face to face throughout Iowa).

Current research and Extension education interests: Parenting education and family resiliency with focus on family health and well-being

Special skills: parenting education curriculum development; community-based research and program development; qualitative research

Current memberships in professional organizations: National Council on Family Relations, National Parenting Education Network, American Association for Family & Consumer Sciences

6) **Tim S. Griesdorn**, Assistant Professor, B.S. 1989 University of Cincinnati, M.B.A. 2000 Western Carolina University, Ph.D. 2011 Texas Tech University. 62 LeBaron; (294-7452); tgriesdo@iastate.edu

Courses taught in last five years: Personal and Family Finance (undergraduate), Financial Counseling (undergraduate and graduate).

Current research interests: family financial management, behavioral finance, worksite wellness, financial literacy, and risk tolerance.

Current memberships in Professional organizations: Academy of Financial Services (AFS), American Council on Consumer Interests (ACCI), Association for Financial Counseling and Planning Education (AFCPE), Institute for Certified Managerial Accountants (ICMA).

Special Skills: survey methodology, structural equation modeling

7) **Clinton G. Gudmunson**, Assistant Professor, B.S. 2000 Brigham Young University, M.S. 2004 Brigham Young University, Ph.D. 2010 University of Minnesota. 1323 Palmer, (294-8439) cgudmuns@iastate.edu

Courses taught in last five years: Family Policy (graduate), Personal and Family Finance (undergraduate), Research Methods (undergraduate), and Retirement Planning (undergraduate).

Current research interests: Adolescent money attitudes, families and economic pressure, family financial socialization, and life course family economic issues.

Current memberships in professional organizations: National Council on Family Relations (NCFR), Association for Financial Counseling and Planning Education (AFCPE), Financial Therapy Association (FTA)

Special skills: longitudinal studies, quantitative research methods, secondary data analysis, structural equation modeling, and student-faculty research collaboration

8) **Tahira Hira**, Professor. B.A., 1962, Panjab University Lahore (Pakistan); M.A., 1966, Panjab University Lahore (Pakistan); M.S., 1974, Ph.D., 1976, University of Missouri-Columbia. 1750 Beardshear Hall, (294-7239); tkhira@iastate.edu

Current position: Assistant to the President for External Relations and Executive Administration

Courses taught in last five years: Financial counseling and financial planning short courses and workshops both nationally and internationally
Current research interests: Impact of employer provided financial education on employee satisfaction with their finances and loyalty to employer; Impact of employer provided retirement planning education on satisfaction during retirement. Socio-psychological aspects of financial behavior-borrowing, impulsive and compulsive buying. Consumer bankruptcies: underlying causes and policy implications and business practices (research in these two broad areas has been conducted in U.S.A., Canada, Japan, and Scotland); gambling among students and adults: Impact on family financial well-being and family relations.

Current research interests: Impact of employer provided financial education on employee satisfaction with their finances and loyalty to employer; Impact of employer provided retirement planning education on satisfaction during retirement. Socio-psychological aspects of financial behavior-borrowing, impulsive and compulsive buying. Consumer bankruptcies: underlying causes and policy implications and business practices (research in these two broad areas has been conducted in U.S.A., Canada, Japan, and Scotland); gambling among students and adults: Impact on family financial well-being and family relations.

9) Gong-Soog Hong, Professor and Chair; B.S. and M.S., Ewha Womans University, Seoul, Korea, M.S. Utah State University, Ph.D. Cornell University. 2330C Palmer (294-9659); shong@iastate.edu

Current Position: Professor and Chair, Human Development and Family Studies
Courses Taught: Introduction to Consumer Sciences Research (grad); Analytical Tools for Consumer Economists (grad); Economic Analysis of Decision-Making (undergrad); The Roots of Family and Consumer Economics (grad)

Current Research Interests: family health care, caregiving, intergenerational resource transfers, family financial management, and health care decision-making

Special Skills: Analysis of national data sets, econometric modeling, and professional development


10) Kere Hughes-Belding, Associate Professor. B.A. 1992 Washburn University, M.A. 1995 University of Kansas, Ph.D. 1999 University of Kansas. 2362 Palmer (294-8441); kereh@iastate.edu

Courses taught in the last five years: Individual and Family Life Development; Child Development; Parenting & Family Diversity; Curriculum and Assessment: Birth thru 2; Social & Emotional Development; Child Development.

Current research interests: Infant & early childhood mental health; Early Intervention fidelity and assessment; early caregiving environments and interactions; Individual Growth & Development Indicators (IGDIs).

Special Skills: Quantitative research, longitudinal study of high-risk and diverse populations, methodology.

Current membership in professional organizations: Society for Research in Child Development, National Council for Family Relations; Council for Exceptional Children, Division of Early Childhood.
11) **Tera R. Hurt**, Assistant Professor, B.S. 1998 Indiana University-Bloomington; M.S. 2001 The Pennsylvania State University; Ph.D. 2005 The Pennsylvania State University. 1364 Palmer, trh@iastate.edu (294-9804).  
Courses taught in last five years: Family Relationships (Fall 2012), Mixed Methods (Spring 2013), Family Diversity, Introduction to Sociology.  
Current research interests: Intimate relationships; relationship and marriage enrichment programs; African American populations; qualitative and mixed methodology.  
Current memberships in professional organizations: National Council on Family Relations.

12) **Brenda J. Lohman**, Associate Professor & Director of Graduate Education. B.A. 1994, Psychology, Augustana College; M.S. 1996, Developmental Psychology, Illinois State University; Ph.D., 2000, Human Development and Family Science, The Ohio State University. 2356 Palmer; blohman@iastate.edu  
Courses taught in last five years: Individual & Family Life Development, Adolescence, Family Interaction Dynamics, Theories of Human Development, HDFS Graduate Orientation.  
Current research interests: successful academic, physical, psychosocial, and sexual adjustment of adolescents, especially economically disadvantaged minorities; poverty and welfare reform; family dynamics; family stress and adolescent obesity; the family-school connection; family and ecological systems theories; applied or policy-relevant research.  
Special Skills: Research Design and Sampling; Survey Methods; Longitudinal Modeling; Econometric Modeling; Structural Equation and Hierarchical Linear Modeling; Mixed-Methods.  
Current memberships in professional organizations: National Council on Family Relations; Society for Research in Child Development; Society for Research on Adolescence; Society for the Study of Human Development.

13) **Gayle Luze**, Associate Professor. B.S., 1982, Iowa State University, M.A., 1984, Michigan State University, Specialist, 1989, Ph.D., 1997, Iowa State University. 2361B Palmer (294-4045); gluze@iastate.edu  
Courses taught in last five years: Adapting Programming in Inclusive Settings, Guidance and Group Management in Early Childhood, Developmental Assessment, Language and Literacy Development in Children.  
Current research interests: Developing and evaluating effectiveness of interventions for children with disabilities, Effective use of assessment and progress monitoring for young children at-risk and who have disabilities, Early literacy skill development, Enhancing language development of English language learners.  
Special Skills: Special education interventions; assessment of young children, observational research methods.  
Current memberships in professional organizations: Council for Exceptional Children & Division for Early Childhood, Council for Children with Behavioral Disorders; International Reading Association; National Association for the Education of Young Children; North American Association for Environmental Education.
14) Jennifer Margrett, Associate Professor, B.A. 1992 University of Minnesota, M.A. 1995 University of Dayton, Ph.D. 1999 Wayne State University, 2001 Post-doctoral fellowship Pennsylvania State University. 2354 Palmer, (4-3028) margrett@iastate.edu

Courses taught in last five years: Death as a Part of Living (undergraduate), Communication in Family Development (undergraduate), Family Theory (graduate), Cognitive Health (online graduate), Gerontological Perspectives (online graduate).

Current research interests: adult development and aging, cognition in adulthood, everyday problem solving, collaboration, health and functioning, married couples

Current memberships in Professional organizations: American Psychological Association, Gerontological Society of America

15) Peter Martin, Professor. B.A. 1979, Wartburg College, M.A., 1982, Ph.D., 1985, University of Bonn, Ph.D., 1985, The Pennsylvania State University. 1096 LeBaron Hall (294-5186); pxmartin@iastate.edu

Courses taught in last five years: Aging in the Family Setting; Adult Development; Survey of Gerontology, Theories of Human Development and Family Studies.

Current research interests: Adaptation of the oldest-old; personality, life events and coping; mental health and aging; longevity.

Current memberships in professional organizations: Gerontological Society of America; National Council on Family Relations; American Psychological Association; International Society for the Study of Behavioral Development

16) Susan P. Maude, Associate Professor. B.A., 1977, Saint Mary’s College, Notre Dame, IN; M.A., 1980, University of Illinois, Urbana-Champaign; Ph.D., 1990, University of Illinois, Urbana-Champaign. 4380 Palmer, Suite 2360 (294-2370); smaude@iastate.edu

Courses taught in last five years: Family-Centered Supports for Young Children and their Families, Cross- Cultural Perspectives on Families and Children; Families and Disabilities Across the Life-Span

Current research interests: Early intervention and early childhood special education; infusing family and cultural, linguistic and ability diversity within personnel preparation program in early childhood; evaluation of national, state, and local initiatives or personnel preparation programs in early childhood.

Special skills: Program evaluation; faculty development evaluation; strategic evaluation of national, state, and/or grant efforts

Current memberships in professional organizations: American Evaluation Association (AEA), Council for Exceptional Children-Division for Early Childhood (DEC) and Teacher Education Division (TED); National Association for the Education of Young Children (NAEYC).

17) Tricia K. Neppl, Assistant Professor. B.S. 1992, Psychology, Iowa State University; M.S. 1994, Life Span Human Development, Kansas State University; Ph.D., 1997, Life Span Human Development, Kansas State University. 2358 Palmer; (294-8502); tnepppl@iastate.edu

Courses taught in last five years: Abuse and Illness in Families

Current research interests: Continuity of parenting across generations, the effects of economic disadvantage on families, family relationships, parent-child interactions, social-emotional development, temperament and attachment
Special Skills: Research design and sampling, survey research methods, longitudinal research, observational research methods and coding, structural equation modeling

Current Memberships in Professional Organizations: Society for Research in Child Development; Society for Research on Adolescence

18) Carla Peterson, Professor, B.A., 1975, Iowa State University; M.A., 1981, University of South Dakota; Ph.D., 1991, University of Minnesota. E262 Lagomarcino, (294-7804); carlapet@iastate.edu
Courses taught in last five years: Developmental Disabilities; Advanced Issues in ECSE; Curricula for ages three to six; Early Childhood Consultation Seminar, Evidence-based practices seminar, Programming for Children in Early Care and Education, Consultation in Early Childhood Settings seminar.
Current research interests: Home visit interventions and evaluation; Inclusion of children with special needs into general education and community settings; social development of young children; early care and education program quality; program evaluation; intervention implementation and integrity; enhancing instruction for preschool-aged English learning children.
Special skills: Observational research techniques; program evaluation; program consultation; social skills development.
Current memberships in professional organizations: Council for Exceptional Children-Division for Early Childhood (DEC) and Division for Research (DR); Society for Research in Child Development

19) Dan Russell, Professor. B.S. 1975; University of Tulsa; Ph.D., 1980, University of California, Los Angeles, 2352 Palmer (294-4187); drussell@iastate.edu
Courses taught in last five years: Adult Development; Applications of Multivariate Statistics; Advanced Quantitative Methods in HDFS; Advanced Structural Equation Modeling; Research Methods in HDFS.
Current research interests: Social support, loneliness, and health; causal attributions and perceptions of social support; measurement theory and research; structural equation modeling; multilevel regression analysis; missing data.

20) Margaret C. Torrie, Associate Professor. B.S. 1969, M.Ed. 1971, Wayne State University; Ed.D. 1977, University of Illinois-Urbana. 60 LeBaron (294-1733); mtorrie@iastate.edu
Courses taught in last five years: Methods and curriculum for Vocational FCS teachers, Supervision, Foundations of FCS, Adolescent Development, Study tour and Service Learning, Guidance in Middle Childhood.
Current research interests: Assessment strategies for FCS national standards; Career Redirection: Increasing FCS teacher capacity through graduate study. Implications of service learning.
Special Skills and Certifications: Supervision. Certified in FCS, American Association of FCS, Fully compliant with standards for Collaborative Teaching, public schools State of Iowa; Teaching Certificate K-12 in FCS; Administrative Certificate.
Current memberships in professional organizations: American Association of Family and Consumer Sciences, Association for Career and Technical Education, Phi Delta Kappa.
21) **Thomas Schofield**, Assistant Professor, B.A. 2002, M.A. 2004, Minor in Quantitative Psychology 2007, Ph.D., University of California, Riverside. 1360 Palmer (294-2001); [tommy@iastate.edu](mailto:tommy@iastate.edu)

Courses taught in last five years: Psychological Research Methods (Summer 2006, Spring 2007), Development in Infancy & Childhood (Summer 2007)

Current research interests: Contexts of parenting, quantitative methods, levels of analysis, the family system, parent-child relationships, positive youth development, nonverbal communication, ethnic/cultural similarities and differences, immigrant families; predictors of parenting, family dynamics, intergenerational continuity in parenting, antecedents of parenting, families as a source of resilience.

### Adjunct Graduate Faculty

1) **Karen Colbert**, Adjunct Assistant Professor. B.S. 1978, Iowa State University; M.S. 1980, University of Wisconsin, Madison; Ph.D. 1984, University of Wisconsin, Madison. 2317 Palmer (294-7151); [kcolbert@iastate.edu](mailto:kcolbert@iastate.edu)

Courses taught in last five years: Assessment and Programming: Ages 3 through 6 Years, Parenting and Family Diversity Issues, Supervision of Student Teachers (both Early Childhood Education and Early Childhood Special Education).

Current research interests: Parenting; early intervention; teacher development and supervision, early childhood education.

Current memberships in professional organizations: National Association for the Education of Young Children.

2) **Cathy Hockaday**, Extension Program Specialist, B.S. 1989, Virginia Polytechnic Institute and State University; M.S. 1992, Iowa State University; Ph.D., 1998, Iowa State University. 1087 LeBaron, (294-7601); [hockaday@iastate.edu](mailto:hockaday@iastate.edu)

Courses taught: Children, Families, and Public Policy; Individual and Family Life Development; Development and Guidance: Ages Birth to 2 Years; Development and Guidance: Ages 3 to 8 Years; Research Methodologies in HD FS.

Current research interests: At-risk youth; substance use prevention; dropout prevention programs; teen pregnancy and parenting; early childhood education and care; parent education; staff training and teacher development; parenting; parent-child relations; middle school stress.

Special skills: grant writing; statistical analysis of large data sets; community work with parent and child groups.

Current memberships in professional organizations: National Council on Family Relations; Iowa Council on Family Relations.

3) **Janet Nieuwsma Melby**, Adjunct Associate Professor; Director, Child Welfare Research and Training Project; Observation Research Manager, Survey and Behavioral Research Services; B.S./B.A.1972, M.S. 1974; North Dakota State University; Ph.D. 1988, Iowa State University. Child Welfare Research and Training Project, #1100 Elm Hall (515-294-6392); Survey and Behavioral Research Services, 2321 North Loop Drive Suite 120 (515-294-8144); [jmelby@iastate.edu](mailto:jmelby@iastate.edu).

Courses taught in last five years: Measurement Issues in Family Therapy Research; Adolescent Development; Parent Education.
Current research interests: Observational research methodology; family processes, parent-child interaction; emerging adulthood; life-span development; positive youth development; child welfare.
Special skills: Observational research techniques; Certified Family Life Educator; Certified in Family and Consumer Sciences.
Current memberships in professional organizations: Society for Research on Adolescence; Society for Research in Child Development; National Council on Family Relations; American Association of Family and Consumer Sciences; American Psychological Association; Phi Kappa Phi.

4) Amy Popillion, Senior Lecturer. B.S. 1994, Sociology/Criminal Justice, Iowa State University; M.S. 1997, Human Development & Family Studies, Iowa State University; Ph.D., 2000, Human Development & Family Studies, Iowa State University. 1091 LeBaron; (515-294-6828); hiamy@iastate.edu
Courses taught in last five years: Human Sexuality; Children’s Literature; Linking Families and Communities
Current research interests: children and sexuality education; gender-based violence; LGBTQIA issues; mental health advocacy; bibliotherapy; parent-child relationships
Special Skills and Certifications: Certified Family Life Educator

5) Anthony Santiago, Adjunct Lecturer/Extension Family Specialist, B.A. 1994 Austin Graduate School of Theology; M.MFT. 1996 and M.S. 1997 Abilene Christian University; Ph.D. Iowa State University. 1086A LeBaron; (294-7042) ads@iastate.edu.
Courses taught in last five years: Partnering with Parents, Family Development Certification Training and Marriage and Family Therapy Methods and Models
Current research and Extension education interests: Healthy Relationship and Marriage Education, At Risk youth and Substance Abuse Prevention, Family Environment Connection, and Youth Development
Special skills: Grant Writing, facilitation of large workshops, networking with local communities, agencies, and school districts and international collaborations
Current memberships in professional organizations: National Council on Family Relations, American Association for Marriage and Family Therapy, Iowa Association for Marriage and Family Therapy, National Association of Rural Mental Health

6) Patricia Swanson, Adjunct Assistant Professor and Extension Specialist. B.A., 1969, M.S., 1975, Ph.D., 1989, Iowa State University. 64 LeBaron (294-2731); pswanson@iastate.edu
Courses taught in last five years: Investing for the Family’s Future, Housing and Real Estate in Family Financial Planning
Current research interests: Impact of financial education on participants’ knowledge, attitudes, and behaviors
Special skills: CFP® certificant
Current memberships in professional organizations: Association for Financial Counseling and Planning Education, Financial Planning Association

7) Betty Chamness Trost, Lecturer, B.S. 1976, M.S. 1996, Iowa State University, Ph.D. 2006 Iowa State University. 302 MacKay (294-6446), btrost@iastate.edu
Courses taught in last five years: Community Leadership, Professional Roles in Family and Consumer Sciences, e-Portfolios for Teacher Licensure, Educational
Principles for Family and Consumer Sciences, Occupational and Technical Programs, Student Assessment for Vocational Family and Consumer Sciences, Curriculum Planning for Family Life and Vocational Family and Consumer Sciences, Administration of Human Sciences Programs, Intellectual Foundations of Family and Consumer Sciences Leadership, Models for Teaching Family and Consumer Sciences

**Current research interests:** Mothering from prison, feminist narrative, qualitative methods

**Special Skills and Certifications:** CFCS (Certified in Family and Consumer Sciences-AAFCS), Curriculum development: online and face-to-face

**Current memberships in professional organizations:** American Association of Family and Consumer Sciences, Association for Supervision and Curriculum Development
Appendices

Appendix A: Teaching Internship Policy & Internships

HD FS Teaching Internship Policy - HDFS 691A

All Ph.D. graduate students will be required to take a 3-credit Teaching Internship (HDFS 691A) as well as the equivalent of a 1-credit teaching seminar (e.g., HDFS 616 or CELT teaching seminars) on the basics of teaching tasks and teaching strategies.

The seminar should be taken prior to or concurrent with the Teaching Internship. The grading will be on a Pass/Fail basis. Duties of the TIs are decided upon by the course’s instructor and the student, and might include such tasks as actual teaching of one or several lectures, preparing and/or administering exams and/or assignments, grading of exams and/or assignments, preparing students for exams, assisting in WEBCT or online courses, or any other course-relevant activity. The purpose of this requirement is to provide the students with a quality experience in various teaching tasks and to make them more competitive in their job applications. As with any other academic requirement, substitutions for this requirement are up to the student’s Program of Study committee. Following a call for Teaching Internships during the spring semester, students will inform the HDFS Departmental Chair and the Director of Graduate Education about the courses they prefer for their internship in which they are going to fulfill this academic requirement. The chair and the DOGE will consult with the instructors of the courses about their willingness and readiness to have interns in their courses. Policy approved by the Graduate Faculty, March 22, 2010.

In addition to HDFS 691A, Ph.D. students are required to take an additional three credits in either 691B, Research or 691D, Professional Experience.

HD FS 691B: Research

The HD FS 691B Research Internship is a supervised experience in which the student will participate in various aspects of the research process, e.g., writing a proposal, collecting and analyzing data, writing research papers. This internship may be waived by the POS Committee only if the student has had extensive research experience.

HD FS 691D: Professional Experience

The HD FS 691D Professional Experience Internship is a supervised experience in which the student gains practical competence working in some applied setting such as with a human service’s agency or ISU Extension. This internship may be waived by the POS Committee only if the student has had extensive experience in professional settings.
Appendix B: HD FS Student Professional Development Portfolio (SPDP) & Preliminary Oral Examination Policy

(Approved by the HD FS Faculty April 22, 2011)

1. **Overview:** There are two parts to the Doctoral Candidacy Examination in HD FS. Part 1 consists of maintaining an electronic HD FS Student Professional Development Portfolio (SPDP) throughout the student’s graduate years of study and successfully completing the entire minimum requirements set forth in Table 1 below by the Preliminary Oral Examination date. Part 2 is successfully completing the Preliminary Oral Examination of the Dissertation as required by the Graduate College.

2. **Purpose and Administration of the HD FS SPDP:** The intent of the electronic HD FS Student Professional Development Portfolio is to demonstrate a doctoral student’s scholarship in the areas of research, teaching, and outreach. The development of the HD FS Student Professional Development Portfolio will also aide the student’s overall academic experience and career preparation. The Graduate Faculty in the Department of Human Development and Family studies has laid out a set of MINIMUM portfolio requirements as displayed in Table 1 below. A projected timeline is provided for students; however students may complete tasks sooner than presented on the timeline. In addition, these are the MINIMUM requirements of a doctoral student to be admitted into candidacy; students are encouraged to go beyond these requirements in areas of their specialization and career aspirations.

3. **Evaluation of the HD FS SPDP:** The evaluators of the HD FS SPDP will include the student’s Major Professor and POS committee. Student’s Major Professor and POS committee may set forth additional requirements to the SPDP. Any addition to the student’s SPDP must be provided in writing and signed by the student, Major Professor, POS, and DOGE in writing at least one year prior to the Preliminary Oral Examination.

   Students must submit all components of the SPDP in a comprehensive form outlined in Table 1 below in addition to their dissertation proposal to their committee at least two weeks prior to the Preliminary Oral Examination Date. At the Preliminary Oral Examination, the student’s SPDP will be critiqued by the Major Professor and POS committee.

   Please note that beyond the review of the SPDP at the student’s Preliminary Oral Examination, each year student’s will be required to submit their Curriculum Vitae and Annual Graduate Student Evaluation Form to the DOGE during spring semester. This information will be provided to the Graduate Faculty during the Annual Review of Graduate Students held in spring of each year. This information will be used as part of the evaluation of tracking student’s progress throughout the program, including meeting the minimum SPDP requirements.
4. **Time limit for Passage of the HD FS SPDP and Preliminary Oral Examination:** To assure satisfactory progress in the doctoral program, the following time limits are required for students:

- Ph.D. students entering the program with a MS degree must take and pass the SDPD and Preliminary Oral Examination no later than the end of the 4th semester of doctoral study;

- Ph.D. student entering the program with a B.S. degree must complete the M.S. degree and pass their SDPD and Preliminary Oral Examination no later than the end of the 8th semester of graduate study. Summer enrollment is not counted.

If a student fails to meet the time limit, he/she will be put on probation with stipulations dictated by each individual case. Exceptions to the time limits must be approved by a majority of the student’s POS Committee. A memo of justification from the Major Professor for the exception is to be sent to the DOGE.

5. **Administration of the Preliminary Oral Examination:** Administration of the Preliminary Oral Examination is the responsibility of the student’s POS Committee. All core POS coursework must be completed before taking the Preliminary Oral Examination. The scheduling of the student’s Oral Examination will be decided by the student and the Major Professor. In the event a student has declared a minor, all requirements involving a written examination for the minor must be completed before scheduling the Preliminary Oral Examination. The representative for the minor area is in charge of administering those requirements, e.g., if a written examination is required, etc.

6. **Procedure for the Preliminary Oral Examination:** In accordance with requirements established by the Graduate College, this Preliminary Oral Examination will be conducted no later than six months prior to the student’s Final Oral Examination. The content of the Oral Examination will be over the student’s full dissertation proposal. Development of the proposal may include assistance from the Major Professor. If the student has declared a minor that requires an oral examination the minor oral should take place in the same session as the dissertation proposal oral.

7. **Required Format for the Preliminary Oral Examination.** *(Passed by HD FS Graduate Faculty, October, 2005).* Under the supervision of the Major Professor, the student will prepare a proposal that must include, at a minimum, the first three sections/chapters of the dissertation for review by the POS committee prior to the student’s preliminary orals. For a quantitative
dissertation, the proposal would consist of 1) an Introductory section/chapter (i.e., Problem statement, Significance and Rationale), 2) a section/chapter reviewing relevant theory, previous research, and specific research questions or hypotheses; this section must include a substantive review of the literature, and 3) a section/chapter dealing with the proposed methodology for the dissertation (i.e., participants, measures, procedures). The methods should be detailed and include a thorough data analysis plan.

Although the exact design of a qualitative study cannot be given in advance, it is recommended that proposals be as definitive as possible. Even though specific details will always emerge, develop, and unfold as the investigation is taking place, preciseness at the proposal stage will greatly enhance the research process. For a qualitative dissertation, the proposal would also consist of 1) an introductory section/chapter (i.e. problem statement, significance and rationale, 2) a section/chapter reviewing relevant theory, previous research, and specific research questions, and 3) a section/chapter dealing with the methodology for the dissertation and proposed methods. If the student is following the alternative thesis/dissertation format, the Major Professor may ask to have additional sections/chapters included beyond those required sections listed above. All proposal instructions, including this “Required Format”, must be given to the student and the POS Committee in writing.

8. **Evaluation of the Preliminary Oral Examination**: Evaluation of the Preliminary Oral Examination will be based on the POS Committee’s assessment of the SPDP and dissertation proposal. Scoring criteria available from the Graduate College include “pass”, “conditional pass”, or “no pass”. If a “conditional pass” is given, the requirements for successful removal of the condition must be detailed on the Report of Final Oral Form. Additionally if there is a “conditional pass” or a “no pass”, a memo to the Graduate College, copied to the HD FS DOGE and signed by all members of the POS, must accompany the form fully explaining the basis for the “conditional pass” or “no pass”. If a “no pass” is given, the student will be dropped from the doctoral program.

9. **Right to Appeal HD FS SPDP and Qualification Preliminary Oral Examination Results**. *(Passed by HD FS Graduate Faculty, March 2005).* Any graduate student has the right to appeal the results of this examination process. Appeals should be made in accordance with the ISU Graduate College Appeal Procedures (see Graduate College Handbook/website).
10. **Transition to HD FS Student Professional Development Portfolio (SPDP) and Preliminary Oral Examination Policy.**

- All students joining the doctoral program after July 1, 2011 will be required to complete the HD FS Student Professional Development Portfolio (SPDP) and Preliminary Oral Examination Policy.

- In consultation with their Major Professor and POS, students currently enrolled in the HDFS Doctoral program who feel that they can meet the requirements and timeline of the SPDP and Preliminary Oral Examination Policy must notify the DOGE in writing by May 1, 2011 of their intent to change to the new SPDP and Preliminary Oral Examination Policy.

- In consultation with their Major Professor and POS, students currently enrolled in the HDFS Doctoral program and in consultation with their Major Professor choose to complete the archived Qualification Examination and Preliminary Oral Policy format must notify the DOGE in writing by July 1, 2011 of their intent to do so. The Qualification Examination and Preliminary Oral Policy format will only be available until fall 2011.
## Suggested Table 1: Minimum Requirements for 5 Year MS/PhD Portfolio Timeline

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<th>Year 1</th>
<th>Year 2</th>
<th>Year 3 (Year 1 PhD Only)</th>
<th>Year 4 (Year 2 PhD Only)</th>
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**Notes: (1) Documentation for all information contained in SPDP is required. (2) Tasks may be completed ahead of time. (3) Three-Year PhD Requirements are contained in Parentheses. (4) Two presentations must be first-authored. (5) At least one manuscript must be first-authored.
**Teaching/Outreach Experience**

- Full responsibility for a second class
- Primary responsibility for a programmatic series of 4 to 6 presentations for local or state agency
- On-going clinical/work/outreach in an institutional setting

**Service/Leadership Experiences May Include:**

- Reviewing proposals for presentations or publications
- Service on departmental, university, community, state, professional organization committees or Graduate Student Network
- Membership on professional or service organization boards
- Volunteer at state, multistate, or national conferences
- Appointment or election for committee involvement in state, multistate, or national organizations
- Moderation of a session at a state, multistate, or national meeting
Appendix C: Selecting a Major Professor & POS Committee

1) As you begin graduate study, it is essential to realize that you are the primary individual responsible for your progress in and your satisfaction with graduate school. However, you are not expected to bear this responsibility alone. The working relationship that you develop with your Major Professor and other committee members can be a valuable resource, not only in providing guidance and suggestions as you work to complete your degree, but also in terms of aid with conference presentations, publication of articles, and future job placement. Thus it is most important that you consider the choice of your Major Professor and other committee members with thought and care. The decision process is not easy and, to a large degree, is dependent on the amount of information you have at the time that you make your decision.

*Please remember that you may also have Co-Major Professors; however HD FS Adjunct/Term Graduate Faculty must Co-Chair with a tenured or tenure-track HD FS Graduate Faculty member (Approved by Graduate Faculty, April 2011).* The identification of the Major Professor, establishment of a POS committee, and filing of the POS must be completed by the end of the second semester of study or after 9 graduate credits for part time students. It is the responsibility of the student to make this request. Exceptions to this requirement (e.g., part time students) must be requested in writing to the DOGE.

2) Students should learn the areas of interest and expertise of the graduate faculty (e.g., HD FS 501, HD FS web pages, interviewing faculty). The research of the students who work with them reflects some aspect of that interest.

3) Students should visit with other graduate students regarding a Major Professor’s work and relationship style. Ask the students questions such as: (a) How does the professor relate to students as a group and as individuals? (b) What is the degree of attention the professor gives to deadlines, appointments, and turnaround time? (c) How difficult is it to schedule regular appointments with him/her in order to complete the thesis?

4) A student should think about what he/she needs and expects from a Major Professor and committee members. Consider (a) Your working style: Do you work best independently or with supervision? (b) Your academic strengths and weaknesses. How much assistance will you need in written communication or statistical analyses? (c) Will the professors be available in the summer?

5) Students should visit with several professors to discuss research topics of mutual interest. Do not be afraid to ask questions about work style, expectations, and requirements. This is very important. This is your research and your education! Be prepared to answer questions regarding research interests as well as who are potential committee members. Explain what type of working style meets your needs.
6) Students should include committee members with certain strengths specifically for statistical, theoretical, or methodological support. However, committee members cannot substitute for coursework you need to take to gain statistical, theoretical, and methodological skills and knowledge! Ask your Major Professor for suggestions.

7) Should the student have difficulty selecting a Major Professor, he/she may consult with the Director of Graduate Education (DOGE) for HD FS or the HD FS Department Chair. It is, however, the responsibility of the student to select a Major Professor.

8) Should the student decide to change his/her Major Professor, a “Change of Committee Form” must be filed with the Graduate College (available online from the Graduate College homepage). This form is to be signed by the former and the new Major Professors. In order to provide continuity of mentoring in your Graduate Program, this change should take no longer than one month (during the 9 month academic calendar) to complete.

9) Should a faculty member, who had previously agreed to serve as Major Professor, wish to remove him/herself from that responsibility, the faculty member must notify the student and the HD FS Chair and DOGE in writing. In this instance the student has the responsibility and up to 3 months (based on the 9 month academic calendar) after the Department Chair was notified to find another Major Professor.

10) Given these deadlines, whichever apply to a particular student’s situation, if the student is unable to select a Major Professor despite every reasonable effort on the part of the student and the department, the student will be placed on probation by the HD FS Graduate Faculty. The probationary process is outlined in Appendix I, Review and Evaluation Student Progress.

Policy approved by the Graduate Faculty, April 22, 2002; amended, August 30, 2002.
Appendix D: HD FS Record Retention Policy (Effective November, 2001)

It is the responsibility of the Principal Investigator/Major Professor to see that the records listed below are retained in a location supervised by the principal investigator/Major Professor. These records are to be kept for 3 years after completion of the research (i.e. completion of the thesis/dissertation.) After 3 years, the retained records will be destroyed under the supervision of the principal investigator/Major Professor.

Records to be retained:

- Final thesis or dissertation proposals. (date) ________________
- Graduate student formal proposal meeting notes related to revisions of the proposal made by the POS committee; emails and correspondence with POS committee as follow up to major proposal changes after the formal proposal meeting. (date) ________________
- Proposals and data that require IRB (Human Subjects) submission; proposals and data that may lead to or are intended for any kind of publication, may it be written, electronic, or verbal form. Exempt are projects that serve exclusively the education of students, e.g., student papers, and internal presentations. (date) ________________
- Approved IRB form (Human Subjects) (date) ________________
- Data in any form necessary for replication and documenting major results of the research should be retained electronically insofar as possible (e.g. kept on FCS server, CD, zip disk). Examples of data to be retained electronically: input data files used for analyses; scanned transcripts; summaries of analyses. Confidentiality agreements will be maintained. If it is unclear what needs to be saved or any issues related to data retention arise, the principal investigator/Major Professor should consult with the Department Chairperson. (date) ________________
- Signed human subjects participant consent forms (if applicable to the proposal; should be scanned for storage). (date) ________________

Approved by the HD FS Graduate Faculty, November, 2001
Appendix E: Requirements for the Master of Family and Consumer Sciences (MFCS) Degree with Specialization in Human Development and Family Studies

The requirements for the MFCS degree with program in Human Development and Family Studies (HD FS) includes 14 graduate credits in theories and research methods and at least 9 graduate credits from each of two program areas in HD FS. To complete the remaining 36, at least 3-4 graduate credits of electives are required. The requirements for the Master of Family and Consumer Sciences (MFCS) with a specialization in HD FS also include a written final exam.

The final written examination for the MFCS-HD FS program will consist of a paper that the student prepares and submits to his or her committee two weeks prior to the final oral examination. The student and the Major Professor will discuss the topic of the paper in terms of its application of the student's course work to his/her life situation, e.g., current position, goals, previous experience. Based on that discussion, the POS (POS) committee will specify a problem that the student will address through the preparation of a paper approximately 10-15 pages in length (not including the references). The paper will probably take the form of a review of relevant literature, followed by a discussion of the application of the research findings to the problem. The student will have one month to prepare and submit the paper to the POS committee. The paper will serve as a basis for the oral examination, although areas of questioning also may cover any coursework taken for the MFCS/HD FS degree. If the paper is not acceptable to the POS committee, the Major Professor will repeat the written exam procedure for a second time. The final oral examination will be conducted only if the written exam is passed.

This paper is to be an original effort on the part of the student. The Major Professor/POS committee will not serve in any editorial capacity. References should include primary references from the research literature (e.g., journals, not magazines or newspapers), although a few citations from relevant review articles will be acceptable. The Internet should be used judiciously because much information is without peer review and would not count as primary reference material. Some electronic information, e.g., electronic journals, is acceptable; students should consult with the Major Professor when in doubt about those sources or other readings. Failure to follow this protocol may result in not passing the written exam. The final paper should be 10-15 pages, double spaced, one-inch margins, 12 pt font, with references formatted in APA style. The references are not included in the 10-15 pages.

Please remember that the DOGE for this degree program is the Associate Dean for Research and Graduate Education in the College of Human Sciences. The current DOGE, Dr. Carla Peterson (E262 Lagomarcino), will sign MFCS POS and other forms required by the Graduate College. Contact Person: Dr. Carla Peterson (E262 Lagomarcino, (carlapet@iastate.edu).

Approved by Graduate Faculty: May 1, 1996; September, 2000
Appendix F: Mini-Thesis Policy

Students, who are admitted to the doctoral program from a non-thesis program, must successfully complete work comparable to a research thesis in Human Development and Family Studies (e.g., published research study). The admission letter to the student identifies this as a requirement in the program.

The admissions letter also states that a student may request a review of a document that they believe is the equivalent of a research project. In that case a two-member committee of the HD FS Graduate Faculty would review this document and arrive at a decision whether to waive the mini-thesis requirement. To select the committee, see “Guidelines” (listed below).

To meet the requirement of comparable work for a thesis, the student must provide written evidence of a successfully completed research project that is directed and approved by a two-member graduate faculty review committee within the department of Human Development and Family Studies. It is highly desirable to complete this project by the end of the first year of graduate study and must be completed before taking the written Qualification examination.

Guidelines for Completing the Mini-Thesis Requirement:

A two-member committee is selected by the Major Professor and/or temporary advisor and student. This committee may consist of any two graduate faculty members in the department. Once the committee is selected, a letter will be placed in the student’s file indicating the names of the faculty members who will serve on the student’s mini-thesis committee.

If the research project is completed at Iowa State University, the student may receive 5 graduate credits of research credit (HD FS 699) on the POS in addition to the 10 graduate credits required for the doctoral program.

1. The two-member committee should approve the research project proposal prior to its initiation. Additionally there must be Human Subjects Approval.
2. The research project should result in a written document, preferably a manuscript prepared for publication.
3. The two-member committee should approve the final product as an indication that the student understands the research process.
4. A letter signed by the two-member committee should be placed in the student’s file indicating successful completion of the mini-thesis requirement.
5. The approved committee letter as well as the final written document should be placed on file with the Director of Graduate Education (DOGE).
6. After the approved committee letter as well as the final written document are placed on file with the Director of Graduate Education (DOGE), Graduate Support Staff will email the ISU Graduate College to remove the probationary status of the student.

Approved: May, 1996; revised August, 2000.
Appendix G: Assistantship Policies and Procedures

Eligibility:
These policies and procedures apply to graduate students in the HD FS major and funds controlled by the HD FS Department. This policy does not apply to students majoring in HD FS who have financial support from grants, contracts, or funding by other departments/units.

Student Needs:
Graduate support staff to the HD FS Graduate Program sends out letters to continuing students asking them to submit their assistantship requests for the coming academic year. Incoming students have a similar letter in their application packet. All requests and a summary will be available for faculty review.

Faculty Needs:
Under the direction of the Director of Graduate Education (DOGE), the graduate support staff to the HD FS Graduate Program contacts faculty asking them of their assistantship needs for the next academic year during fall semester.

Allocation Process:
Requests will be considered by the DOGE, Department Chair, and Administrative Specialist according to the guidelines below. Their assignment plan will be discussed with the Graduate Education Committee. (January-March)

Allocation Priorities:
Assistantships will be allocated according to the following priorities:

- GROUP 1 (1st Priority): Continuing students on assistantship support, with eligibility remaining.
- GROUP 2 (2nd Priority): New student applicants. Rankings of new student applicants will be based on HD FS graduate admissions assistantship scores.
- GROUP 3 (3rd Priority): Continuing students with eligibility remaining but who are not presently on assistantship. Rankings will be based on HD FS graduate admissions assistantship scores, GPA’s to date, and progress in their graduate program.
- GROUP 4 (4th Priority): Continuing students whose eligibility has expired.

Matching Faculty and Student Assistantship Needs:
In so far as possible, assistantships will match student and faculty needs. However, if qualified applicants are not available in one priority group, then applicants will be considered from other groups in order of group priority. Faculty who cannot find a qualified HD FS student may request approval from the Department Chair to appoint a student from another department.
Criterion for Eligibility:

Eligibility is based on the number of semesters of full-time coursework a student has completed in the HD FS graduate program. Thus, eligibility is related to the number of semesters a student has been enrolled regardless of whether or not the student has received assistantship support.

- A full-time semester, counted toward eligibility is defined by HD FS as any semester in which a student registers for 6 or more graduate credit hours.

MS Student Eligibility

Master students are eligible for assistantship support through the first two years (4 semesters) of full-time coursework after they enter the graduate program. Part-time coursework taken prior to the first application for an assistantship will be prorated for those applying for assistantship.

Ph.D. Student Eligibility

Doctoral students are eligible for assistantship support through the first three years (6 semesters) of full-time coursework after they enter the graduate program. Part-time coursework taken prior to the first application for an assistantship will be prorated for those applying for assistantship.

Continuation of Assistantship support

An assistantship will be continued until eligibility has expired, so long as the student’s performance and degree progress is satisfactory **, and funds remain available. Each graduate assistant will be evaluated for satisfactory progress each semester by the student’s assistantship supervisor, and evaluations returned to the HD FS Department Chair.

Short term, temporary assistantship appointments do not guarantee continued assistantship support should the student still have eligibility left.

Summer School Appointments

Summer appointments do not count towards eligibility.

HD FS M.S. student accepted to Ph.D. Program

Assistantship priority: Students in the process of completing an HD FS Master's degree are considered to be new students (Group 2) and are assigned a new assistantship score when applying for admittance into the HD FS Doctoral program, regardless of their previous priority status during their HD FS Master’s program. They compete with other new Ph.D. student applicants for assistantship support at the Ph.D. level.

Allocation of assistantships to HD FS M.S. students accepted into, but not yet commencing, an HD FS Ph.D. program: HD FS Masters students desiring to continue on into the HD FS Doctoral program typically apply for admission and for assistantship support as new Ph.D. students several months before they finish their Master’s program. The awarding of a Doctoral level assistantship to an HD FS Masters student who is accepted into the Ph.D. program is done with
the understanding that the student’s M.S. final oral will be completed before the Doctoral level assistantship starts.

If an HD FS Masters student who has been accepted into the Doctoral program and awarded a Doctoral level assistantship fails to complete the final oral before the scheduled start of the Doctoral level assistantship, the student may be allowed to continue on assistantship support up to one year (at the M.S. rate) to allow time for completion of the M.S. degree program. If the final oral for an HD FS Masters student accepted into the Ph.D. program and receiving a fifth semester of support to help them finish their M.S. program is not completed by the end of this fifth semester, the HD FS student may be taken off assistantship support and placed in Group 3 (continuing students without assistantships). After their Master’s program is completed, they may reapply and compete with other Group 3 students for assistantship support.

The assistantship stipend will not be paid at the Ph.D. rate until the beginning of the semester following official completion of the MS degree.

**HD FS Students accepted directly into the Ph.D. program from the B.S. degree:**

HD FS doctoral students admitted without the M.S. will have five years of assistantship eligibility. These doctoral students must first complete the master’s degree. While acquiring the M.S. degree, the student will be paid at the M.S. assistantship and scholarship rate. The Ph.D. rate of assistantship and scholarship will begin the semester following the completion of the M.S. degree (final oral exam passed). A total of five years of support at these combined rates is the limit of eligibility.

**Student initiated interruption of assistantship support**

- **Interruptions due to personal/family emergencies:** Students in good standing who, for personal/family emergencies, resign from their assistantships prior to completion of eligibility will be classified as Group 1 students (continuing students on assistantships) if they reapply for assistantship support. Such decisions will be made by the Department Chair in consultation with the HD FS Graduate Education Committee.

- **Interruptions not due to emergencies:** Students who resign from their assistantships for non-emergency reasons, as determined by the Department Chair in consultation with the Graduate Education Committee, will be classified into Group 3 upon reapplication for assistantship support, provided eligibility has not been exhausted prior to reapplication.

- **Transfer from HD FS major to another major:** Students on an HD FS assistantship who transfer to another major, e.g., MFCS, Sociology, Psychology, will have the HD FS assistantship terminated at the end of the semester in which the transfer occurs.
• **Exceptions**: Exceptions to the assistantship allocation policy and procedures will be considered on a case-by-case basis.

**Rationale for the HD FS assistantship timelines**

The assistantship allocation policies identified above apply only to departmentally controlled assistantships.

• It is in the students’ best interest to complete the graduate program expeditiously (e.g., 2 years for a M.S. Degree; 3 years for the Ph.D. Degree).

• It is in the department’s best interest to move students through their programs in a timely fashion so that other students can be offered assistantships, making our department more competitive.

* Additionally the Graduate College assesses graduate students on assistantship, fees at the amount equal to the full-time resident rate (9 graduate credits).

** See Appendix J. Review and Evaluation of Student Progress

Approved by HD FS Graduate Faculty, April 1993; December, 1999; May, 2002; February 2004.
Appendix H: HD FS Graduate Assistantship Tuition Scholarship Policy

Eligible graduate students appointed to graduate assistantships ¼ time or more are assessed full, in-state tuition. If funding is available and the student has an excellent academic record, the following eligibility requirements for tuition scholarships apply:

1. Student must be on full or provisional admission and have a record of academic excellence. Students on academic probation or restricted admission are not eligible for the tuition scholarship.

2. Student must be on appointment for at least 3 months during each semester.

3. Students receiving tuition scholarships will be charged by the Graduate College for full tuition for that term, e.g., 9 graduate credits fall. However a student may actually register for no fewer than 6 graduate credits fall or spring in accordance with HD FS policy. For example, a student on assistantship (1/2 or 1/4) may register fall or spring for no fewer than 6 graduate credits but will be charged by the University for 9 graduate credits. International students may have student visa requirements that differ from this department policy and they must follow the visa requirements, e.g., be registered each term for 9 graduate credits whether on assistantship or not. The semester in which the international student graduates may allow for fewer credits but the student needs to follow the current registration rule in effect at that time.

4. Student must be eligible for an assistantship under the terms of the HD FS Assistantship policy, e.g., 2 years of funding for the MS; 3 years for the Ph.D. The timeline for eligibility begins with enrollment into the degree program not when the assistantship begins. For example, an MS student who does not have funding the first year but does get an assistantship the second year of his/her program does not have one more year of assistantship eligibility because the second year of eligibility coincides with the second year of enrollment in the program.

5. Students who have exceeded the HD FS assistantship eligibility time limits may still be eligible for a tuition scholarship provided scholarship funds are available and he/she has an assistantship (e.g., funded by a grant or non-department funds or a special department allocation) and is making satisfactory progress in the program as assessed at the annual graduate student review each spring semester. Tuition scholarships to students making satisfactory progress with continued academic excellence will be allocated based on the following criteria:
1st Priority: MS students in their 3rd year or Ph.D. students in their 4th program year and funded by HD FS or extramural resources obtained or used by HD FS faculty (e.g., ISBR, Gerontology Program). Preference will be given to students who have been asked to teach an HD FS course or have provided exceptional research leadership and thereby have delayed their POS.

2nd Priority: MS students in their 3rd or Ph.D. students in their 4th program year funded by units independent of HD FS (e.g., English Department, Student Counseling, Center for Teaching Excellence, Contracts and Grants Office). Preference will be given to students who have been asked to teach an HD FS course or have provided exceptional research leadership and thereby delayed their POS.

If funds are insufficient for students in the priority 1 or 2 categories, the money that is available will be allocated first to those students who will be graduating and needing only one semester of tuition aid.

3rd Priority: Any student beyond the eligibility of an extra “year” may be considered for a tuition scholarship as determined by the Department Chair, who will make the final determination.

6. During the 9-month academic year all tuition scholarship awards will be made by the HD FS Department Chair in consultation with the HD FS DOGE with the Graduate Education Committee.

7. Any graduate assistant may appeal the application of this policy by contacting the Department Chair. If additional appeal channels are needed, the student should follow the Graduate Student Grievance procedures.

Approved by the HD FS Graduate Faculty, 10/6/03
Appendix I: Assistantship Evaluation Form

IOWA STATE UNIVERSITY
DEPARTMENT OF HUMAN DEVELOPMENT AND FAMILY STUDIES
GRADUATE ASSISTANT PERFORMANCE EVALUATION

ASSISTANT: ___________________________ SUPERVISOR: _______________________________

ASSIGNMENT: ____________________________________________________________________

INSTRUCTIONS: Prior to completing this evaluation it is recommended that the supervisor review the assistantship description. Please evaluate this assistant by considering overall job performance according to the stated factors and check the number which best describes this assistant. It is necessary to write comments regarding performance whenever an assistant’s performance is less than satisfactory. Comments also are recommended to support other appraisals. This evaluation is to be reviewed and discussed with the assistant.

I. QUANTITY: Evaluate the quantity of work produced considering the working conditions.

<table>
<thead>
<tr>
<th>Output is considerably below expectations. Improvement mandatory</th>
<th>Output is marginal or below that expected</th>
<th>Output meets expectations</th>
<th>Output frequently exceeds expectations</th>
<th>Output is consistently above expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
</tbody>
</table>

Comments of achievements:____________________________________________________________________

How can assistant improve her/his performance?

II. QUALITY: To what degree does the assistant exercise judgment, seek information, and practice required assistantship competencies?

<table>
<thead>
<tr>
<th>Quality is consistently below position requirements. Improvements mandatory</th>
<th>Quality is frequently below position requirements</th>
<th>Quality meets position requirements</th>
<th>Quality frequently exceeds position requirements</th>
<th>Quality consistently exceeds position requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
</tbody>
</table>

Comments of achievements:____________________________________________________________________

How can assistant improve her/his performance?

III. RESPONSIBILITY: Evaluate the promptness, ability to complete tasks, attention to detail, and self-initiative of the assistant.

<table>
<thead>
<tr>
<th>Behavior is consistently irresponsible. Improvements mandatory</th>
<th>Behavior is frequently irresponsible. Improvement mandatory</th>
<th>Responsibility shown is adequate for the position</th>
<th>Responsibility frequently exceeds expectations.</th>
<th>Responsibility consistent exceeds expectations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>

Comments of achievements:____________________________________________________________________

How can assistant improve her/his performance?____________________________________________________
**Assistantship Evaluation Form (page 2)**

**IV. INTERPERSONAL RELATIONS:** To what degree does this individual evidence professional behavior with faculty, students, and others in the assistantship situation?

<table>
<thead>
<tr>
<th>Consistently detracts from a professional orientation within the assistantship</th>
<th>Frequent detracts from a professional orientation within the assistantship</th>
<th>Neither adds nor detracts from a professional orientation within the assistantship</th>
<th>Frequently contributes to a professional orientation within the assistantship</th>
<th>Consistently contributes to a professional orientation within the assistantship</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
</tbody>
</table>

Comments of achievements: __________________________________________________________

How can assistant improve her/his performance? ______________________________________

**V. COMMUNICATION SKILLS:** To what degree does this individual evidence competent written and spoken English (this rating is required by the Iowa Board of Regents).

<table>
<thead>
<tr>
<th>Unacceptable: needs assistance with communication</th>
<th>Less than average skills</th>
<th>Average communication skills</th>
<th>Above average skills</th>
<th>Superior</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
</tbody>
</table>

COMMENTS:

SIGNATURE OF EVALUATOR (1) ____________________________ DATE ________________

________________________ SIGNATURE OF ____________________________

EVALUATOR (2) ____________________________ DATE ________________

**TO BE COMPLETED BY THE GRADUATE ASSISTANT**

I have had opportunity to see the contents of this evaluation and to discuss the significance of it with my supervisor/evaluator.

SIGNATURE OF GRADUATE ASSISTANT ____________________________ DATE ________________

SIGNATURE OF DEO ____________________________ DATE ________________
Appendix J: Review and Evaluation of Student Progress

In order to ensure student progress, the Graduate Faculty periodically reviews the progress of students through the program requirements. Each student is expected to work with the major professor and the members of the POS committee in order to complete the graduate degree within the time limits established by the Graduate College.

“The master’s degree student is expected to complete the degree program within five years. A student beginning a Ph.D. degree program at ISU with a master’s degree is expected to complete the program within five years, while a student beginning a Ph.D. degree program without the master’s degree is expected to complete the program within seven years. If warranted, the student’s major professor and the program’s DOGE may request by letter that the Dean of the Graduate College extend these time limits. (Iowa State University Graduate Student Handbook 2011).”

Annual reviews of each student’s progress are intended to facilitate communication and problem solving through the graduate program. The evaluation process should give students timely feedback that allows them to optimize their graduate education. At any time during the year, any faculty member may provide feedback or express concerns relevant to the progress of a graduate student directly to the student or the student’s major professor.

In the spring of each year, graduate students will be asked to submit a Curriculum Vitae as well as a Graduate Student Evaluation Form. This form will include information regarding requirements of the HD FS Student Professional Development Portfolio including: completed coursework, research experiences, conference presentations, research publications, teaching experience, and professional service experience. Students will also be asked to report on future goals, work in progress, and a timeline for completing their degree.

Annually, each major professor or temporary advisor is expected to meet with each of his/her graduate advisees at least two weeks prior to the scheduled Graduate Faculty Graduate Student Review Meeting. The major professor/temporary advisor and student should identify any problems or delays, and plan for the resolution of these difficulties. At the end of the meeting, the major professor/temporary advisor needs to inform the student whether the progress and plan indicate satisfactory progress. During this meeting, the major professor/temporary advisor should inform the student in writing of his/her recommendation to the Graduate Faculty as to the continuation of that student in the HD FS graduate program.
Possible recommendations including:

1. Satisfactory, with no concerns:
2. Satisfactory, with concerns;
3. Unsatisfactory, with probation warning (i.e., a time line for improvement is imposed)
4. Dismissal.

The recommendation to dismiss a student can only be made if the student is currently on probation. If a major professor/temporary advisor and student are unable to meet, it is the responsibility of the major professor/temporary advisor to provide the student with written feedback no later than two weeks prior to the scheduled Graduate Faculty Graduate Student Review Meeting.

If a student believes that evaluation by the major professor/temporary is based on inaccurate or incomplete information, the student may submit to the Graduate Program Coordinator, one week prior to the review meeting, a written report that presents his/her case for continuation. At this time the student must also inform the DOGE if he/she desires to present his/her case orally to the Graduate Faculty at a time designated during the Graduate Student Review meeting.

Graduate Student April Review Meeting.

Student progress will be reviewed by the Graduate Faculty during a meeting of the Graduate Faculty in April of each year. The major professor/temporary advisor will be expected to report on his/her recommendation for each student’s continuation in the program, including:

1. Satisfactory, with no concerns:
2. Satisfactory, with concerns;
3. Unsatisfactory, with probation warning (i.e., a time line for improvement is imposed)
4. Dismissal

At this time, other graduate faculty may identify concerns (e.g., incomplete grades, unsatisfactory performance on assistantships). The DOGE will present a summary of any student’s written request. Any student who has submitted a written report requesting continuation may request time at this meeting to present his/her case. The graduate faculty will vote on the recommendation of the major professor/temporary advisor to continue, place on probation, or dismiss each graduate student. Only those students currently on probation can be dismissed. If the recommendation is not supported by a majority of the graduate faculty present, a new recommendation will be invited and voted upon.

Within one week of the meeting, the major professor/temporary advisor will provide each graduate student with a written report of the faculty’s action.
and a summary of the feedback. Any student whose recommendation involves either probation or dismissal will receive a letter from the DOGE confirming the action of the graduate faculty and either specifying the reasons for dismissal or providing the following information related to the recommendation for probation:

1. the nature of the deficiency, as perceived by the faculty
2. the specific actions needed to rectify the deficiency
3. the deadline for rectifying the deficiency
4. the penalty for failing to meet these criteria

Mid-Year Probationary Meeting. Students on probation will be informed what progress must be achieved in fall semester in order to continue in the program. At the end of fall semester a Graduate Faculty Meeting will occur to Review Graduate Students on Probation. Two weeks prior to this meeting, the major professor or temporary advisor is expected to meet with his/her graduate advisees on probation and should identify if the probationary deficiencies have been met. At the end of the meeting, the major professor/temporary advisor needs to inform the student whether the progress and plan indicate satisfactory progress. During this meeting, the major professor/temporary advisor should inform the student in writing of his/her recommendation to the Graduate Faculty as to the continuation of that student in the HD FS graduate program. Possible recommendations including:

1. Satisfactory, with no concerns:
2. Satisfactory, with concerns;
3. Unsatisfactory, with probation warning (i.e., a time line for improvement is imposed)
4. Dismissal.

Decisions regarding departmental assistantships will be based on students’ annual evaluation of performance. As assistantship should not be awarded to a student who is not making clear progress toward the degree requirements for graduation.

Right to Appeal Annual Review Recommendation (Approved by the HD FS Faculty September 21, 1998). Any student has the right to appeal the recommendation of the graduate faculty through due process. Any student may request that a dismissal or probationary action be reconsidered. In the appeal of the review decision, the student will provide a written report that addresses the specific issues identified in the report of results by the major professor/temporary advisor and DOGE. The student should submit this written report, in addition to any other relevant information, to the HD FS Department Chair and to the student’s POS committee within two weeks following receipt of the dismissal/probation action. The Department Chair will assign the student’s POS committee the task of investigating and reconsidering the decision in light of the
additional information provided by the student. If the student and/or the Department Chair believe that the student’s POS committee cannot impartially consider the appeal, the Department Chair will appoint an ad hoc review committee of at least three graduate faculty members to reconsider the case.

**Following the investigation and reconsideration of the student’s appeal, and no later than two weeks after the appeal is received, the review committee (POS or ad hoc) must present the student’s request, the investigation results, and a recommendation for a specific decision for action to the Department Chair and the graduate faculty.** The student must be informed in writing within 48 hours of the resulting decision and the explanation for the basis of that decision.

Further appeals by the student may be made according to the ISU Graduate College appeal procedures (see Graduate College handbook).
Appendix K: Human Subjects Approval

In order to comply with "Human Subjects - IRB Policy" requiring all ISU research be reviewed by the ISU IRB, it is now required that all theses/dissertations contain proof of review in the appendix of the document. This proof could be either a copy of the signed IRB approval of the research or a memo (email) from IRB stating that they reviewed the research and IRB approval would not be necessary.

The HD FS department will not sign the final approval for a thesis or dissertation unless a copy of IRB approval, or a memo/email from the IRB indicating approval was not needed, is included in the Appendix of the thesis or dissertation. To verify inclusion, please email an electronic copy of the final submitted document to the HD FS Graduate Support Staff.

Approved by the HD FS faculty effective October 4, 2004

IMPORTANT:

The ISU HUMAN SUBJECTS CONTINUING REVIEW AND/OR MODIFICATION FORM must be filed with IRB when you modify your research proposal, e.g., change your methodology, change the informed consent form, increase the number of subjects or change types of subjects, or add new information for participants OR if you are working on the project past the expiration date of the original approval. Failure to file a continuing review and/or modification form when warranted is in violation of Federal regulations.

The PROJECT CLOSURE FORM must be filed when the project has been completed or cancelled.
Appendix L: Discrimination and Harassment Policy

(Excerpt in italics from the ISU Policy Library, Statement of Discrimination and Harassment Defined, see the complete policy at http://policy.iastate.edu/policy/discrimination/#Defined)

Iowa State University prohibits discrimination, which can include disparate treatment directed toward an individual or group of individuals based on race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age (40 and over), marital status, sexual orientation, gender identity, genetic information, status as a U.S Veteran (disabled, Vietnam, or other), or other protected class, that adversely affects their employment or education. For religion or disability, the law allows employees and students to request reasonable accommodations to continue their work or studies.

Iowa State University also prohibits harassment, which can be a form of discrimination if it is unwelcome and is sufficiently severe or pervasive so as to substantially interfere with a person's work or education. Harassment may include, but is not limited to, threats, physical contact or violence, pranks, jokes, epithets, derogatory comments, vandalism, or verbal, graphic, or written conduct directed at an individual or individuals because of their race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, or U.S. veteran status. Even if actions are not directed at specific persons, a hostile environment may be created when the conduct is sufficiently severe, pervasive or persistent so as to unreasonably interfere with or limit the ability of an individual to work, study, or otherwise to participate in activities of the university.

It is the university's goal to prevent the occurrence of discriminatory and harassing activity and to promptly stop such conduct. While grounded in state and federal non-discrimination laws, this policy may cover those activities which, although not severe, persistent, or pervasive enough to meet the legal definition of harassment, are inappropriate and unjustified in an educational or work environment. This policy will be interpreted so as to avoid infringement upon First Amendment rights of free speech. The university must be mindful of the tradition of academic freedom that includes the free exchange of ideas inherent in an academic community. A determination as to whether discrimination or harassment has occurred will be based upon the context in which the alleged conduct occurs. For further discussion, see Section 3.4.

1.1. Sexual Harassment
Sexual harassment, in its legal definition, includes unwelcome sexual advances, requests to engage in sexual conduct, and other physical and expressive behavior of a sexual nature where (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used, or threatened or suggested to be used, as the basis for academic or employment
decisions affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or academic environment. Determination as to whether the alleged conduct constitutes sexual harassment should take into consideration the totality of the circumstances, including the context in which the alleged incidents occurred.

Under this policy, sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestion that a person could get a higher grade or a raise in salary by submitting to sexual advances. The suggestion or the advance need not be direct or explicit—it can be implied from the conduct, circumstances, and relationships of the persons involved. Sexual harassment can also consist of persistent, unwelcome attempts to change a professional or academic relationship to a personal one. It can range from unwelcome sexual flirtations and inappropriate put-downs of individual persons or classes of people to serious physical abuses such as sexual assault. Examples could include, but are not limited to, unwelcome sexual advances; repeated and unwelcome sexually-oriented kidding, teasing, joking, or flirting; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; derogatory or demeaning comments about women or men in general, whether sexual or not; leering, touching, pinching, or brushing against another's body; or displaying objects or pictures, including electronic images, which are sexual in nature and which create a hostile or offensive work, education, or living environment.

1.1.1. Consensual Relationships
Sexual, romantic, or intimate relationships between persons in an unequal power relationship that appear to be voluntary and welcome may nonetheless constitute sexual harassment under this definition. Relationships between faculty and subordinate faculty or staff, between a supervisor and those employees whom he or she supervises, or between a faculty member or teaching assistant and his or her student may give rise to legal and ethical concerns or to conflict between personal and professional interests. Although such a relationship may be viewed by the parties involved as consensual, that fact alone does not mean that no sexual harassment exists.

In addition, such relationships can result in discrimination or harassment where (1) third parties are adversely affected in academic or employment matters because of a consensual relationship between others; (2) where a consensual relationship creates a hostile and intimidating work or learning environment for third parties; or (3) when a consensual relationship ends, and one of the parties continues behavior which the other party has made clear is now unwelcome. Supervisors, instructors, or mentors involved in such relationships have the obligation to remove themselves from the supervisory or mentoring relationship (see Faculty Handbook, §7.2.2.1.1.).
1.2. Racial and Ethnic Harassment
Harassment that is directed at a person or group of persons because of race, color, ethnicity, or national origin is covered under this policy. Even if actions are not directed at specific persons, a hostile environment can be created when the conduct is sufficiently severe, persistent, or pervasive so as to substantially interfere with the person’s work, education, or activities on campus.

1.3. Harassment Based on Religion, Disability, Pregnancy, Age, Marital Status, Sexual Orientation, U.S. Veteran Status, or Other Protected Status
Harassment that is directed at a person or group of persons because of any characteristic protected by this policy or local, state or federal law is also covered under this policy.

1.4. Retaliation
Retaliation against an individual for making a complaint of discrimination or harassment, for resisting discrimination or harassment, or for otherwise using or participating in the informal or formal complaint resolution process, is a violation of university policy, and any such action is itself cause for disciplinary action.
Appendix M: Graduate Student Thesis/Dissertation Research Fund

The Department of Human Development and Family Studies, as part of its mission to educate and support the learning experiences of its graduate students sponsors a Graduate Student Research Grant Program. The fund is to support mini-thesis/thesis (up to $750) or dissertation (up to $1,000) research. Funding approval will follow a process similar to what a research grant applicant would pursue: deadlines to meet, proposal to be written, budget developed, and committee review (HDFS Graduate Education Committee) for approval.

Deadlines: The fifteenth day of February, April, September, and November. Award notices will be issued approximately 4 weeks following submission.

Application Requirements: (Submit one Electronic File with the first six items listed below to HDFS DOGE by the application deadline.)

1. **Cover Letter** from the student to the HDFS Graduate Education Committee summarizing the request for support. This letter must include the date that the thesis/dissertation/mini-thesis proposal was approved by the POS Committee.
   
   NOTE: Proposals will not be accepted from students who have not completed their Proposal meeting.

2. **Proposals** should be no more than 6-pages, single spaced, 12-point font, 1 inch margins. Reference list and appendices should be included but are not considered part of the page limit.
   - Research problem and purpose
   - Background and significance
   - Research design and methods
   - Timelines for proposed research
   - Plan for dissemination of research results including potential publication outlets

3. **Curriculum Vita** containing information on:
   - Work experience
   - Peer-reviewed publications (provide impact factor of the journal if it is an ISI journal; if not an ISI journal, indicate where it is indexed)
   - Presentations at professional conferences (indicate if peer reviewed), including abstracts and proceedings
   - Recognitions/honors/awards
   - Involvement in professional organizations
   - Service

4. **ISU Transcript** (current): AccessPlus version is acceptable.
5. **IRB Approval Letter**: If IRB approval has already been approved, please submit a copy of the approval letter from the IRB.
   
   NOTE: Proposals may be submitted if IRB approval is in the process of being sought. In these instances, the IRB approval letter must be submitted to the HDFS DOGE prior to the release of funds.

6. **Itemized Budget and Justification** of each budgeted item;
   
   NOTE: No funds will be allocated retroactively; expenses are honored only if they are incurred after the grant approval date.

7. **Electronic Copy of Endorsement Letter** from the Major Professor
   
   NOTE: The endorsement letter from the Major Professor must be received electronically by the application deadline for the proposal to be considered.
   
   - Confirming that the proposal is the basis for the proposed research
   - Commenting on the student’s research performance and the quality of the proposed research
   - Indicating expectations for the student’s post-graduate career and the relevance of the project to their professional development

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<tr>
<th>Funds may be used for</th>
<th>Funds may not</th>
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<tbody>
<tr>
<td><strong>Mailing of surveys; survey incentives</strong></td>
<td>Salary or payment to self or family members</td>
</tr>
<tr>
<td><strong>Travel to conduct research</strong></td>
<td>Travel from residence to campus; travel to professional meetings</td>
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<tr>
<td><strong>Supplies for conducting research; e.g. paper, copying of surveys, letter head, audio or video tapes, standard survey forms</strong></td>
<td>Purchase of equipment that is available on campus</td>
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<tr>
<td><strong>Incentives to survey or interview participants</strong></td>
<td>Expenses covered by other funds</td>
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<tr>
<td><strong>Transcription, translator, or data entry costs. (Reminder these persons or individuals assisting with analysis must be listed on your IRB).</strong></td>
<td>Expenses incurred prior to Graduate Education Committee approval</td>
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<tr>
<td><strong>Matching funds for grant proposals</strong></td>
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