


# Human Development & Family Studies Graduate Program Handbook



College of Human Sciences  
Iowa State University  
Fall 2017

# Welcome to Human Development & Family Studies 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 HD FS 501, Graduate Studies, Research and Ethics in HD FS and to new faculty hired in the department. The handbook is not intended to replace more formal sources such as the ISU Graduate College Handbook or the Iowa State University Catalog. Over the years, graduate students and faculty have 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/graduate/>

D. Kere Hughes-Belding, Ph.D.  
Director of Graduate Education (DOGE)

Dr. Carl Weems, Ph.D.  
HD FS Professor and Department Chair

*Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran. Inquiries can be directed to the Director of Equal Opportunity and Compliance, 3280 Beardshear Hall, (515) 294-7612.*

**TABLE OF CONTENTS**

**HD FS PROGRAM OF STUDY OPTIONS** 7

**THESIS DEGREE OPTIONS** 7

**HD FS MINOR** 7

*Outside Minors for HD FS Students* 7

**HD FS GRADUATE CERTIFICATES** 7

**AFFILIATED PROGRAMS: NON-THESIS OPTIONS** 8

*Campus-based only: Master of Family and Consumer Sciences - HD FS Program (MFCS-HD FS)* 8

*Distance Education Programs:*

*Master of Family and Consumer Sciences - Family Financial Planning (MFCS-FFP)* 8

*Master of Family and Consumer Sciences - Gerontology (MFCS-GERON)* 8

*Master of Family and Consumer Sciences – Youth Development (MFCS-YTH)* 8

**PROGRAM OF STUDY AND COMMITTEE (POSC)** 9

*HD FS MASTER’S AND DOCTORAL GRADUATE CORE GRADE POLICY* ..... 9

*Master of Family and Consumer Sciences* 13

*Specialization in Human Development and Family Studies* 13

*MFCS-HD FS CORE*..... 13

**REQUIREMENTS FOR THE MASTER’S DEGREE** 14

*CURRICULUM AND COURSE REQUIREMENTS*..... 14

*COMMITTEE STRUCTURE AND FUNCTION*..... 14

*CREATIVE COMPONENT*..... 15

*THESIS* ..... 15

**REQUIREMENTS FOR THE PH.D. DEGREE** 17

*CURRICULUM AND COURSE REQUIREMENTS*..... 17

*INTERNSHIP REQUIREMENTS*..... 17

*ADMISSION TO THE DOCTORAL PROGRAM FOLLOWING THE MASTER’S DEGREE*..... 17

*MINI-THESIS REQUIREMENT* ..... 18

*COMMITTEE STRUCTURE AND FUNCTION*..... 19

*HD FS STUDENT PROFESSIONAL DEVELOPMENT PORTFOLIO (SPDP) &*

*PRELIMINARY ORAL EXAMINATION POLICY*..... 20

*TABLE 1: MINIMUM REQUIREMENTS FOR MS/PHD PORTFOLIO & SUGGESTED TIMELINE* ..... 23

*DISSERTATION* ..... 25

**INTERDEPARTMENTAL MAJORS WITH HD FS AS THE HOME DEPARTMENT** 26

**STUDENT’S RIGHTS AND RESPONSIBILITIES** 29

*GENERAL STATEMENT OF FREEDOMS AND RESPONSIBILITIES*..... 29

*SPECIFIC POLICIES AND LAWS OF INTEREST TO GRADUATE STUDENTS*..... 30

*STUDENT CONDUCT CODE* ..... 30

*ACADEMIC MISCONDUCT* ..... 30

*DISCRIMINATION AND HARASSMENT POLICY* ..... 31

*CONFLICTS OF INTEREST* ..... 31

*OWNERSHIP OF INTELLECTUAL PROPERTY AND DATA* ..... 31

*TUTORING*..... 31

*ACADEMIC DISHONESTY POLICY* ..... 32

*ACCEPTABLE USE OF INFORMATION TECHNOLOGY RECOURSES*..... 33

*GRIEVANCES*..... 34

*HUMAN SUBJECTS*..... 34

*PUBLISHING THESES AND DISSERTATIONS*..... 35

*RECORD RETENTION POLICY*..... 35

<b>AWARDS FOR RESEARCH AND TEACHING EXCELLENCE</b>	<b>36</b>
<i>HD FS OUTSTANDING EMERGING PROFESSIONAL AWARD</i> .....	36
<i>ISU GRADUATE COLLEGE RESEARCH AND TEACHING EXCELLENCE AWARDS</i> .....	36
<b>RESOURCES</b>	<b>38</b>
<i>PARKS LIBRARY</i> .....	38
<i>COMPUTER LABS</i> .....	38
<i>DATA ANALYSIS ROOM</i> .....	38
<i>AFTER HOURS KEY CODE REQUEST FORM FOR COMPUTER LAB</i> .....	39
<i>LAPTOP COMPUTERS FOR CHECK-OUT</i> .....	39
<i>VOICE RECORDERS FOR CHECK-OUT</i> .....	39
<i>STUDENT EQUIPMENT &amp; LAPTOP CHECK-OUT FROM IT SERVICES</i> .....	39
<i>COMPUTER RELATED PROBLEMS IN GRADUATE ASSISTANT OFFICES</i> .....	40
<i>ADULT STUDENT AND OFF-CAMPUS RESOURCES</i> .....	40
<b>ASSISTANTSHIPS</b>	<b>41</b>
<i>Benefits for Graduate Assistants</i>	42
<i>Health Insurance</i>	42
<i>Dental Insurance</i>	42
<i>Prescription Drug Benefit Program</i>	42
<b>STUDENT RIGHTS AND RESPONSIBILITIES RELATED TO ASSISTANTSHIPS</b>	<b>43</b>
<b>GENERAL INFORMATION</b>	<b>44</b>
<i>ACCESSPLUS</i> .....	44
<i>REGISTRATION</i> .....	44
<i>TRANSCRIPTS</i> .....	45
<i>GRADES AND RECORDS</i> .....	45
<i>FORMS</i> .....	45
<i>MAIL</i> .....	46
<i>BUILDING ACCESS SERVICES</i> .....	46
<i>SCHEDULING CONFERENCE ROOMS</i> .....	46
<i>CONFERENCE CALLING</i> .....	46
<i>ADDRESS CHANGES</i> .....	48
<i>AUTOMATIC DIRECT DEPOSIT CHANGE</i> .....	48
<i>GRADUATE STUDENT HOUSING</i> .....	48
<i>INTERNATIONAL STUDENTS &amp; SCHOLARS</i> .....	49
<i>STUDENT HEALTH CENTER</i> .....	49
<i>STUDENT LEGAL SERVICES</i> .....	49
<b>FINANCIAL AID AND OTHER FUNDING</b>	<b>50</b>
<i>GRADUATE STUDENT RESEARCH GRANT PROGRAM</i> .....	50
<i>SCHOLARSHIPS</i> .....	50
<i>STUDENT LOANS</i> .....	50
<i>PROFESSIONAL ADVANCEMENT GRANTS (PAGs)</i> .....	50
<i>HD FS TRAVEL MONEY</i> .....	51
<b>TRANSPORTATION</b>	<b>52</b>
<i>AMES PUBLIC TRANSPORTATION</i> .....	52
<i>OUTSIDE AMES TRANSPORTATION</i> .....	52
<i>PARKING</i> .....	52
<i>BICYCLES</i> .....	52

<b>ASSOCIATIONS AND ORGANIZATIONS</b>	<b>53</b>
GRADUATE STUDENT NETWORK AND LEARNING COMMUNITY (GSNLC) .....	53
GRADUATE AND PROFESSIONAL STUDENT SENATE .....	53
<b>E-MAIL, UNIVERSITY COMMUNICATIONS</b>	<b>54</b>
INTRODUCTION .....	54
POLICY STATEMENT .....	54
Security & Privacy	54
University Email Address	54
Forwarding	55
Instructional Use	55
RESOURCES .....	55
Links	55

<b>EXHIBITS</b>	<b>56</b>
EXHIBIT 1: TYPICAL TIMELINE FOR M.S. STUDENTS – HD FS .....	56
EXHIBIT 2: TYPICAL TIMELINE FOR PH.D. STUDENTS – HD FS.....	57
EXHIBIT 3: FORMS.....	58
I. HD FS Departmental/College of Human Sciences Forms	58
II. Graduate College Forms	59
III. University Forms	61
IV. Registrar Forms	61
EXHIBIT 4: REFERENCES .....	62
Available on the Web:	62
Available on the Web or paper form on the wall outside the HD FS Graduate Program Assistant’s Office (2361A Palmer)	62
EXHIBIT 5: HD FS & COLLEGE OF HUMAN SCIENCES CONTACTS.....	63
EXHIBIT 6: HD FS GRADUATE FACULTY RESEARCH INTERESTS .....	64
TENURED OR TENURE-TRACK GRADUATE FACULTY .....	64
ADJUNCT GRADUATE FACULTY .....	73
<b>APPENDICES</b>	<b>75</b>
APPENDIX A: TEACHING INTERNSHIP POLICY & INTERNSHIPS.....	75
HD FS 691B: Research	77
HD FS 691D: Professional Experience	77
APPENDIX B: HD FS STUDENT PROFESSIONAL DEVELOPMENT PORTFOLIO (SPDP) & PRELIMINARY ORAL EXAMINATION POLICY .....	78
TABLE 1: MINIMUM REQUIREMENTS FOR MS/PHD PORTFOLIO & SUGGESTED TIMELINE .....	81
APPENDIX C: CONFIRMING YOUR MAJOR PROFESSOR AND SELECTING A POS COMMITTEE.....	83
APPENDIX D: HD FS RECORD RETENTION POLICY (EFFECTIVE NOVEMBER, 2001) .....	85
Records to be retained:	85
APPENDIX E: REQUIREMENTS FOR THE MASTER OF FAMILY AND CONSUMER SCIENCES (MFCS) DEGREE WITH SPECIALIZATION IN HUMAN DEVELOPMENT AND FAMILY STUDIES .....	86
APPENDIX F: MINI-THESIS POLICY .....	87
Guidelines for Completing the Mini-Thesis Requirement:	87
APPENDIX G: FUNDING POLICIES AND PROCEDURES.....	88
Eligibility:	88
Student Needs:	88
Faculty Needs:	88
Allocation Process:	88
Allocation Priorities:	88
Matching Faculty and Student Assistantship Needs:	88
Criterion for Eligibility:	89
HD FS MS Student Eligibility	89
HD FS Ph.D. Student eligibility	89
Continuation of Assistantship support	89
Summer School Appointments	89
HD FS M.S. student accepted to Ph.D. Program	90
HD FS Students accepted directly into the Ph.D. program from the B.S. degree:	90
Student initiated interruption of assistantship support	91
Rationale for the HD FS assistantship timelines	91
APPENDIX H: ASSISTANTSHIP EVALUATION FORM .....	92
APPENDIX I: REVIEW AND EVALUATION OF STUDENT PROGRESS .....	94
APPENDIX J: HUMAN SUBJECTS APPROVAL .....	98
APPENDIX K: DISCRIMINATION AND HARASSMENT POLICY .....	99
APPENDIX L: GRADUATE STUDENT THESIS/DISSERTATION RESEARCH FUND (APPROVED MARCH 2016).....	101

## ***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 creative component, thesis, or dissertation. All students take a CORE set of courses. The program of study (POS) 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 Ph.D. students. Degree Requirements can be found at <http://www.hdfs.hs.iastate.edu/graduate/curriculum/minors/>

### ***Outside Minors for HD FS Students***

HD FS graduate students may also choose minors from many fields including but not limited to anthropology, economics, gerontology, journalism, psychology, sociology, statistics, and women's studies.

### ***HD FS Graduate Certificates***

In 2013, HD FS began four new graduate certificates:

1. *Developmental and Family Sciences Advanced Research Design and Methods;*
2. *Family Well-being in Diverse Society;*
3. *Infant and Early Childhood Mental Health;*
4. *and Lifespan Development.*

HD FS graduate students and graduate students outside of HD FS may choose to obtain one or more of these graduate certificates. Fifteen credits are required for the research design and methods certificate while the remaining certificates require 12 credits. HD FS graduate students currently enrolled in the program may earn one of these certificates.



**Please note, you must have one remaining course to take from the certificate requirements if applying for a certificate late in your Program of Study.** For Degree Requirements see <http://www.hdfs.hs.iastate.edu/graduate/curriculum/certificates/>. To apply, visit the [graduate student application webpage](#).

### ***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. This program does not require the Graduate Record Examination for Admission.

See <http://www.hdfs.hs.iastate.edu/graduate/curriculum/ms-fcs/> for more details.

#### **Distance Education Programs:**

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

The Family Financial Planning 36-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. A computer with minimum specifications, Web access, and an email address are required for completing the program. Contact person: Karen Smidt, 310 MacKay Hall, ([ksmidt@iastate.edu](mailto:ksmidt@iastate.edu)). For more Family Financial Planning information visit the website: <http://www.online.hs.iastate.edu/graduate-programs/masters/mfcs-ffp/>. For questions related to advising for this program, please contact Dr. Jonathan Fox, [jifox@iastate.edu](mailto:jifox@iastate.edu).

##### **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 Gerontology (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: Karen Smidt, 310 MacKay Hall, ([ksmidt@iastate.edu](mailto:ksmidt@iastate.edu)). For more Gerontology Program information visit the website: <http://www.gerontology.iastate.edu/>. For questions related to advising for this program, please contact Dr. Jennifer Margrett, [margrett@iastate.edu](mailto:margrett@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 youth or are involved in education and research related to youth. Contact person: Karen Smidt, 310 MacKay Hall, ([ksmidt@iastate.edu](mailto:ksmidt@iastate.edu)). For more information visit the website: <http://www.hsidea.org/programs/ydev/>. For questions related to advising for this program, please contact Dr. Meghan Gillette, [meghang@iastate.edu](mailto:meghang@iastate.edu).



## Program of Study and Committee (POSC)

The student and Program of Study Committee (POSC) 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 electronically filed *preferably BY the start of the second semester* of full-time residence or after 9 graduate credits for part time students. The POSC, 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 POSC until late in their program may be required to take additional coursework beyond the courses already completed. After approval from the POS Committee, the form is sent to the Director of Graduate Education (DOGE) for approval and then to the Graduate College for final approval.



**Please note**, it is the student's responsibility to track the POSC throughout the approval process. It is not the Major Professor's, DOGE's or Graduate Support Staff's responsibility.

The CORE course requirements for the MS and PhD Programs appear on the following two pages. At Iowa State University, graduate courses are taught by members of the graduate faculty and are given numbers in the 500's or 600's. As a general rule, 500-level courses are entry level or masters level offerings, while 600-level are highly specialized and typically intended for PhD level study.

### ***HD FS Master's and Doctoral Graduate Core Grade Policy***

HD FS 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 HD FS Graduate Core Grade Policy.



**Please note**, students who receive a grade of C+ or below in any of the HD FS 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.

## ***Inclusion of 300/400 level courses on POS***

### *Undergraduate Courses on Program of Study*

- *With POS committee approval, graduate students will be permitted to use undergraduate classes from both within and outside of their majors on POS forms.*
- *No 100- or 200- level classes may be used, but all 300- and 400-level classes at Iowa State (not undergraduate classes from other institutions) will be eligible.*
- *Up to 15 credits from 300- and 400-level courses may be used on a POSC form, with a maximum of 6 credits at the 300 level.*
- *For graduate students who enter degree programs in spring semester of 2018 and thereafter, a limit of 9 credits at the undergraduate level will be in effect, with a limit of 3 credits at the 300 level.*
- *If a 300-level class is used, it must be from outside of the student's major.*




### **Please note:**

- *Graduate students who take undergraduate classes are not required to do extra work or to be exposed to material more advanced than what is taught to undergraduates.*
- *In contrast, dual-listed courses (offered at both the undergraduate and graduate level) are required to expect more of graduate students who enroll at the 500 level.*
- *Individual graduate programs may prohibit the use of undergraduate classes or may make the use of undergraduate classes more restrictive than does the university-wide policy.*

IOWA STATE UNIVERSITY: DEPARTMENT OF HUMAN DEVELOPMENT AND FAMILY STUDIES


M.S. Core			Thesis Credits	Non-Thesis Credits
HDFS	501	Graduate Studies, Research & Ethics in HD FS (2)	2	2
		<b>Theory:</b>	6	6
HDFS	510	Theories of Human Development (3)		
HDFS	511	Family Theory (3)		
		<b>Research/Statistics:</b>	13	13
HDFS	503	Quantitative Research Methods (4)		
HDFS	505	Application of Quantitative Research Methods(3)		
HDFS	504	Qualitative Research Methods (3)		
		Additional Credits in Research/Statistics (3)		
		<b>Other coursework:</b>	9	9
		Additional credits of other coursework <b>Note: Must Be Taken in HDFS</b>		
HDFS	699	Thesis Research	5	
HDFS	599	Creative Component		5
		<b>M.S. Core Total*</b>	<b>35</b>	<b>35</b>

 **Elective Credits Policy for HD FS Graduate Students 9 (Approved by Graduate Faculty on November 2, 2015).**  
*Of the 15 elective credits in HD FS, up to 6 independent study credits in HDFS (e.g., 590/591 and 690/691) may be counted towards your 72 credit minimum related to the PhD POS-C. Of the 9 elective credits in HD FS, up to 3 independent study credits in HDFS (e.g., 590/591 and 690/691) may be counted towards your 32 credit minimum related to your M.S.POS-C.*

IOWA STATE UNIVERSITY: DEPARTMENT OF HUMAN DEVELOPMENT AND FAMILY STUDIES

Ph.D. Core			Credits
HDFS	501	Graduate Studies, Research & Ethics in HD FS (2)	2
		<b>Theory:</b>	6
HDFS	510	Theories of Human Development (3)	
HDFS	511	Family Theory (3)	
		<b>Research/Statistics:</b>	18
HDFS	503	Quantitative Research Methods (4)	
HDFS	505	Application of Quantitative Research Methods (3)	
HDFS	504	Qualitative Research Methods (3)	
HDFS	603	Advanced Quantitative Methods (3) OR	
HDFS	604	Advanced Qualitative Methods (3)	
HDFS	608	Grant Writing for Research (3)	
		Additional credits of stat/research methods (2)	
		<b>Internships<sup>a</sup>:</b>	6
HDFS	691	A (College Teaching) (3)	
HDFS	691	B (Research) OR D (Professional Experience) (3)	
		<b>Other coursework:</b>	
		Additional credits of other coursework <b>Note: 15 Credits Must Be Taken in HDFS</b>	25
HDFS	699	Dissertation Research <sup>b</sup>	15
<b>Ph.D. Core Total*</b>			<b>72</b>

\*minimum credits; <sup>a</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>b</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 Spring 2014.

 **Elective Credits Policy for HD FS Graduate Students. (Approved by Graduate Faculty on November 2, 2015).** Of the 15 elective credits in HD FS, up to 6 independent study credits in HDFS (e.g., 590/591 and 690/691) may be counted towards your 72 credit minimum related to the PhD POS-C. Of the 9 elective credits in HD FS, up to 3 independent study credits in HDFS (e.g., 590/591 and 690/691) may be counted towards your 32 credit minimum related to your M.S.POS-C.

**Master of Family and Consumer Sciences  
Specialization in Human Development and Family Studies  
MFCS-HD FS CORE**

M.S. CORE			Non-Thesis Credits
HD FS	501	Graduate Studies, Research & Ethics in HD FS (2)	2
		<b>Theory:</b>	6
HD FS	510	Theories of Human Development (3)	
HD FS	511	Family Theory (3)	
		<b>Research/Statistics:</b>	12
HD FS	503	Quantitative Research Methods (4)	
HD FS	505	Application of Quantitative Research Methods(3)	
HD FS	504	Qualitative Research Methods (3)	
		Additional Credits in Research/Statistics (2)	
<b>Other coursework:</b>			11
		Additional credits of other coursework <b>Note: ALL Must Be Taken in HD FS</b>	
HD FS	599	Creative Component: Written and oral integrative final exam	5
<b>MFCS-HD FS Core Total*</b>			<b>36</b>
<i>Passed by HD FS Graduate Faculty, April 2014; effective Fall, 2015.</i>			

When filling out the Graduate College Application and required graduate college forms please indicate the proposed department and major for this degree as indicated below:

**Proposed Department:** Human Development and Family Studies (HD FS)

**Proposed Major:** Human Development and Family Studies (HD FS)



**Elective Credits Policy for HD FS Graduate Students (Approved by Graduate Faculty on November 2, 2015.)**

*Of the 15 elective credits in HD FS, up to 6 independent study credits in HDFS (590/591 and 690/691) may be counted towards your 72 credit minimum related to the PhD POS-C. Of the 9 elective credits in HD FS, up to 3 independent study credits in HDFS (590/591 and 690/691) may be counted towards your 32 credit minimum related to your M.S.POS-C.*

## 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 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.** You will then use that information when you sign up for credits via AccessPlus. 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 Economics, Education, Kinesiology, Political Science, Psychology, or Sociology. Prior to choosing your committee members, ask your Major Professor for POS committee members 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. 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 the thesis no later than two weeks prior to the meeting.



**Please note**, it is extremely difficult to schedule meetings unless there is a 4-6 week lead-time. **However, please do not schedule meetings months in advance only to cancel due to lack of preparation. It is especially difficult to schedule meetings between semesters or during the summer; furthermore, the Graduate College will most likely 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.

It is recommended, similar to a graduate student pursuing a thesis, that a student completing a Creative Component meet at least three times with their POS Committee. At the **first meeting**, usually during the second semester of enrollment, the committee discusses and approves the POS. At the **second meeting**, a creative component planning and proposal meeting is held. A copy of the proposal should be given to each member of the thesis committee no later than **two weeks prior to the meeting.**

The **final meeting** of the committee is the Final Oral Examination, or defense of the Creative Component. 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 the thesis no later than **two weeks prior to the meeting.**



**Please note**, it is extremely difficult to schedule meetings unless there is a 4-6 week lead-time. **However, please do not schedule meetings months in advance only to cancel due to lack of preparation. It is especially difficult to schedule meetings between semesters or during the summer; furthermore, the Graduate College will most likely not approve last minute committee replacements to accommodate schedule conflicts.**

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 work closely with your Major Professor. The Major Professor will help to divide the thesis into manageable steps, and to plan a realistic timeline, **usually requiring two to three semesters.** Typically thesis writing requires multiple revisions and several drafts. This may be two drafts for one student or 10 plus versions for another student, depending on multiple factors. **Please leave ample time for the writing and reviewing process.** 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.

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/committees/irb/irb-training> available through the human subjects 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/>.

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 highly encouraged to attend the thesis seminar.***

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.

 **Please note**, effective August of 2014, the Director of Graduate Education will check with departmental staff regarding keys and outstanding receipts or bills with the department **prior to signing the final Approval Slip**. When requesting the DOGE signature, please email a final copy of your dissertation to the DOGE and the Graduate Program Support Staff. The DOGE will confirm that your IRB approval is included in your Appendices and can sign your Approval Slip at that time.

 **TIP:** 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.***

 **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.



## 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/graduate/curriculum/phd/> and outside the Graduate Program Office located in 2361 Palmer. 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 AccessPlus. 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 adviser or Major Professor can advise you on what will likely transfer but must be approved by your POSC committee, the Director of Graduate Education, and the Graduate College. 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 POSC is filed. This memo should be signed and supported by all committee members. **Transcripts of all transferred courses listed on the POSC must be attached to the POSC form prior to submitting it to the Graduate College for approval.** A copy of the Official transcript is acceptable. Check with the Graduate Program Assistant if you do not have a copy. Your application file should have a copy of all your transcripts.



**Tip:** Please provide a copy of the course syllabi so that members of your POSC 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 eight 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 December 1.** Successful applicants have earned GPA's above 3.50 in their graduate coursework. They also have made substantial progress towards completing their Master's 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 who are 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 mini-thesis. The provisional status will remain until the Major Professor notifies the DOGE and Graduate College that the mini-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. **Similar to the thesis or the dissertation, the mini-thesis must include a copy of the project's IRB in the Appendix.**

### ***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 Economics, Education, Kinesiology, Political Science, Psychology, or Sociology. Prior to choosing your committee members, ask your Major Professor for POS committee members 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 three meetings are to:

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

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.

 **TIP: Most students find it extremely difficult to schedule meetings without 4-6 weeks lead-time. However, please do not schedule meetings months in advance only to cancel due to lack of preparation. It is especially difficult to schedule meetings between semesters or during the summer; furthermore, the Graduate College will most likely 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 and being examined over the entire minimum requirements set forth in Table 1 below during Preliminary Oral Examination. 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 SPDP is to demonstrate a doctoral student's scholarship in the areas of research, teaching, and outreach. The development of the HD FS SPDP 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 and examined 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 students will be required to submit their Curriculum Vitae and Annual Graduate Student Evaluation Form to the DOGE during spring semester (see Annual Evaluation, **Appendix I**). 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 the 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 M.S. degree must take and pass the SPDP 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 SPDP 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 and the SPDP. 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 shall 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 shall 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 or Journal Format for Thesis/Dissertation:** If the student is following the Journal Format, also referred to as 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. Ask your Major Professor for previous examples from former HD FS graduate students. In addition, examples can be viewed at [http://lib.dr.iastate.edu/hdfs\\_etd/](http://lib.dr.iastate.edu/hdfs_etd/)

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 MS/PhD Portfolio & Suggested Timeline**

	Year 1	Year 2	Year 3 (Year 1 PhD Only)	Year 4 (Year 2 PhD Only)	Candidacy Evaluation	Graduation
<b>Required Steps</b>	POS/Major Professor	Thesis Proposal & 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	Portfolio Submitted at Dissertation Proposal	Final Portfolio Submitted at Dissertation Defense
				Core Coursework Completed	Core Coursework Completed	Core Coursework Completed
	Annual Evaluation	Annual Evaluation	Annual Evaluation	Annual Evaluation	Non-Probationary Status	Fulfilled Graduation Requirements
<b>Research</b>		Presentation Submitted	Presentation Submitted	Presentation Submitted	3 (2) Presentations Submitted	4 (3) Presentations Submitted**
			Manuscript Completed (IF, AR)	Manuscript Submitted (IF, AR)	1 Manuscripts Submitted	2 manuscripts submitted**
						1 Grant Proposal, Program Evaluation, or Policy Brief
				Research Statement	Research Statement	Research Statement
				Teaching Philosophy	Teaching Philosophy	Teaching Philosophy
				Teaching Internship/ Experience	Teaching Internship/ Experience in Progress or Completed	
<b>Preferred But Not Required</b>						
<b>Professional Affiliation</b>	5 (3)Years of Professional Membership					
<b>Teaching/ Outreach</b>						1 Teaching Instructor (Syllabi and Evaluations submitted with Portfolio) 2 Teaching /Outreach Experience
<b>Research</b>	Discuss research priorities with MP and POSC to determine personal goals and progress.					
<b>Service and Leadership</b>		Service/ Leadership Experience	Service/ Leadership Experience	Service/ Leadership Experience	3 Service or Leadership Experiences	4 (3) or more Service/Leadership Experiences
<b>Other Professional Experiences</b>	Discuss professional priorities with MP and POSC to determine personal goals and progress.					
**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
- Serving on departmental, university, community, state, professional organization committees, Graduate Student Network, or Graduate and Professional Student Senate
- Belonging to or serving on professional or organization boards
- Volunteering at state, multistate, or national conferences
- Being appointed or elected for committee involvement in state, multistate, or national organizations
- Moderating 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 Thesis Manual found on the website link <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/committees/irb/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."

## **Interdepartmental Majors with HD FS as the Home Department** *(Excerpt in italics from the ISU Grad College Handbook, Ch.4)*

*Interdepartmental graduate majors and academic departments are in synergistic relationships. The majors gain from these relationships by placing their students in physical settings in which scholarship can thrive. Departments gain talented students who enrich the academic unit in various ways.*

- *Interdepartmental students contribute to the academic culture of their home departments by being highly qualified, prepared, and motivated to focus on a research subject through a broad lens.*
- *Interdepartmental students who enroll in courses in their home department bolster the student credit hours of the department.*
- *Many interdepartmental students co-major in departmental programs to enhance their credential base. In this manner, interdepartmental programs act as a recruiting channel for departmental majors.*
- *Interdepartmental students frequently have unique experience and training that enhance their effectiveness as teaching assistants for a home department's courses.*
- *Tuition revenue from interdepartmental students flows to the home department of the student.*

*Clear terms of relationships between interdepartmental majors and home departments will prevent misunderstandings that might harm students and ultimately restrict the university's research mission.*

### **Admission**

*Interdepartmental majors review applicants for admission to those majors based on university-wide and program standards. Cooperating departments do not influence the decision of whether to admit applicants to interdepartmental majors, but the departments do have the choice of whether to serve as the academic home for admissible applicants to interdepartmental majors. A department may elect not to serve as the academic home for reasons such as resource limitations, but declining home department status should not be based on prioritizing students based on major or admission standards. By affiliating with an interdepartmental major, the department agrees to defer to the major for decisions on admissibility. Interdepartmental majors may need to decline admission to a well-qualified applicant who seeks to work with a specific faculty member if that professor's department will not serve as the student's home. The choice of a major professor by students who rotate among labs immediately after admission may be based, at least in part, on which potential major professors are able to offer the student a home department.*

### **Home Department Status**

*Students admitted to an interdepartmental major may begin their programs with confirmed major professors. In such cases, the department of the professor has agreed to be the home department for the new student. For faculty members with joint appointments among departments whose students pay different tuition rates, the faculty member's primary department must be that faculty members students' home department. Some students begin a graduate program in an interdepartmental major without a major professor. For example, it is common, for new students to have rotation experiences with multiple faculty members before settling on a major professor and permanent home department. In this case, the DOGE of the interdepartmental major may provide a home as the student completes rotations, or each*

faculty member hosting a rotation may provide a temporary home for the student. During this interim period, tuition is assessed based on the sole or primary department of the interdepartmental DOGE, and the college of the interdepartmental DOGE awards tuition scholarships to qualified students. The eventual choice of a major professor for students who begin a graduate program without one may be based in part on which professors can provide a home department. If a student selects a major professor who holds joint appointments among departments, and if different rates of tuition are charged to students in those departments, the home department must be the primary department of the professor. Students who enter an interdepartmental program without a major professor must seek approval to designate a home department by initiating the form titled "Request to Establish a Home Department for Students Admitted to Interdepartmental Majors," which is available on the Graduate College Website at <http://www.grad-college.iastate.edu/common/forms/index.php>.

If a student changes their major professor or a major professor notifies a student that he/she will no longer serve, the interdepartmental major should notify the home department so that the department may determine whether to terminate home department status. The Graduate College must be informed of such actions. Provisions for Students Home departments agree to provide space, facilities, and equipment to students in interdepartmental majors in a manner consistent with what is provided to other graduate students in the department. Typically, desk space is provided, and access to copy machines, common office supplies, and shared departmental equipment is offered. Depending on departmental policy, computers, printers, and other personal equipment may also be provided. Although what is provided to interdepartmental students may vary among departments, provisions within departments should not differ based on the major a student is pursuing unless specific funds have been donated for students in certain majors. It can be acceptable for a home department not to provide space and other support to all or some (e.g., those not on an assistantship or fellowship) students if that is the department's policy regardless of a student's major. Academic colleges of major professors award tuition scholarships for graduate students in interdepartmental majors.

#### **Requirements of Students**

After admission and establishment in a home department, an interdepartmental student is required to meet the academic requirements of his or her major, not those of his or her home department unless those additional requirements are associated with a co-major program of study. Home departments may not impose requirements for coursework, seminars, teaching, internships, etc. beyond those of the major. Any department not wishing to abide by this policy may withdraw its affiliation with an interdepartmental major or may deny requests to serve as the home department for a student in an interdepartmental major. With encouragement from major professors, interdepartmental students should strive to become integrated in the culture of their home department and to build collegial relationships with others from within and outside of their major.

**IOWA STATE UNIVERSITY: DEPARTMENT OF HUMAN DEVELOPMENT AND FAMILY STUDIES,  
CORE REQUIREMENTS FOR GRADUATE STUDENTS WHOSE HOME DEPARTMENT IS HD FS**

M.S. CORE			Thesis Credits	Non-Thesis Credits
HD FS	501	Graduate Studies, Research & Ethics in HD FS (2)	2	2
		<u>Theory:</u>	6	6
HD FS	510	Theories of Human Development (3)		
HD FS	511	Family Theory (3)		
		<u>Research/Statistics:</u>	10	10
HD FS	503	Quantitative Research Methods (4)		
HD FS	505	Application of Quantitative Research Methods(3)		
HD FS	504	Qualitative Research Methods (3)		
		<b>M.S. Core Total*</b>	<b>18</b>	<b>18</b>

Ph.D. CORE			Credits
HD FS	501	Graduate Studies, Research & Ethics in HD FS (2)	2
		<u>Theory:</u>	6
HD FS	510	Theories of Human Development (3)	
HD FS	511	Family Theory (3)	
		<u>Research/Statistics:</u>	16
HD FS	503	Quantitative Research Methods (4)	
HD FS	505	Application of Quantitative Research Methods (3)	
HD FS	504	Qualitative Research Methods (3)	
HD FS	603	Advanced Quantitative Methods (3) OR	
HD FS	604	Advanced Qualitative Methods (3)	
HD FS	608	Grant Writing for Research (3)	
		<b>Ph.D. Core Total*</b>	<b>24</b>

Approved by Graduate Faculty Spring 2015, Effective Fall 2015.



**Please Note Elective Credits Policy for HD FS Graduate Students - Effective immediately for all newly submitted POS-C. (Approved by Graduate Faculty on November 2, 2015.)**

*Of the 15 elective credits in HD FS, up to 6 independent study credits in HD FS (590/591 and 690/691) may be counted towards your 72 credit minimum related to the PhD POS-C. Of the 9 elective credits in HD FS, up to 3 independent study credits in HD FS (590/591 and 690/691) may be counted towards your 32 credit minimum related to your M.S.POS-C.*

## Student's Rights and Responsibilities

*(Excerpt in italics from the ISU Grad College Handbook, Ch.9)*

### **Introduction**

*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.*

*Discipline procedures and avenues for appeal outlined in this document are intended to deal primarily with the failure of a graduate student to fulfill his or her responsibility to the academic community. Disciplinary procedures presented in the Student Disciplinary Regulations involve issues of personal conduct and behavior.*

### **General Statement of Freedoms and Responsibilities**

*The freedoms and responsibilities listed below are adapted from the American Association of University Professors Joint Statement on Rights and Freedoms of Students (printed in the AAUP Catalog, Winter, 1967), and are offered as general guidelines for the graduate student's relationship to the university.*

*Consistent with other university policies, graduate students have the right to express themselves freely on relevant topics in the classroom and take reasoned exception to the data and views presented in any course; be free from prejudiced or capricious academic evaluation; be free from inappropriate disclosure of views or beliefs presented to an instructor during graduate study, except with the consent of the student; organize and join associations to promote their common interests; examine and discuss questions of interest both publicly and privately; exercise the freedom of speech, peaceful assembly, and rights of petition, without reprisal from the university; and expect that their relationship with civil authorities remains a private one except where it directly affects the university or the student's suitability as a professional in his or her chosen discipline.*

*Graduate students have the responsibility to help maintain the atmosphere of free inquiry and free expression inherent to the academic community, respect the right of other members of the community to express themselves freely, and observe scrupulous standards of intellectual honesty.*

*Graduate research and administrative assistants are further expected to avoid exploitation of their positions with the University for personal or financial gain, secure prior permission from proper sources before releasing information about projects conducted under university auspices, and observe additional regulations that may be imposed by directors of projects on which they are at work.*

*Graduate teaching assistants have the responsibility to present the assigned material in classes that they teach, respect the freedom of their students to express themselves freely and openly, and respect the confidential nature of the student-instructor relationship. The classroom is not to be used as a platform for the graduate teaching assistant to expound upon his or her personal ideology.*

**Specific Policies and Laws of Interest to Graduate Students**

*The following is a listing of policies and laws that apply to graduate students or assistants:*

**Student Conduct Code**

*All students are subject to the ISU Student Disciplinary Regulations that contain the student conduct code. Behaviors that are not permitted include: academic misconduct, abuse of controlled substances, assault or threat of assault, bribery, contempt, disruption of the rights of others, violation of fire or safety regulations, endangerment, gambling, harassment, hazing, misuse of computers, false identification, misuse of keys, sexual abuse, theft, threat of harm, unlawful entry, possession of weapons, and violation of law. Greater detail can be found in the Student Disciplinary Regulations*

**Academic Misconduct**

*Issues concerning academic misconduct by graduate students are handled differently depending on the nature of the misconduct. Instances of suspected academic misconduct in research should be reported to the Office of the Vice President for Research and Economic Development. Applicable rules and procedures may be found in the Faculty Handbook in the section of the Faculty Conduct Policy entitled "Faculty Misconduct" (Section 7.2). In issues regarding conduct of research, graduate students are held to the same standards as faculty. Instances of graduate students suspected of academic misconduct that do not involve research should be reported to the Office of Judicial Affairs in the Dean of Students Office. Applicable rules and procedures may be found in the Student Disciplinary Regulations.*

**Discrimination and Harassment Policy**

The university's policies on discrimination and harassment apply to graduate students. Those policies are detailed in the University's Policy Library at <http://policy.iastate.edu/policy/discrimination/>.

**Conflicts of Interest**

Several provisions of law and policy apply to graduate students under the rubric of "conflicts of interest". State and federal law apply to acquisition of goods and services by the university so as to restrict purchases from employees (see the Policy Library, Personnel & Human Relations Section) Faculty Handbook, Section 7.2, 8.2). As required by federal regulations, the university has adopted a general conflicts of interest policy affecting those employees who have outside business commitments. Graduate assistants, especially those on research appointments, with significant private business arrangements must comply with this policy. Graduate students should be aware that university facilities should not be used for private commercial purposes without approval.

**Each year you will be asked to complete a Conflicts of Interest Statement.****Statement on Professional Ethics**

Graduate students are expected to comply with the Faculty Statement on Professional Ethics (see Faculty Handbook, Section 7.2).

**Compliance with Research Standards**

Graduate students conducting research must comply with the university's procedures for human subjects review, animal care and use, use of radioactive materials, prior approval of certain recombinant DNA experiments, and various safety requirements (see Faculty Handbook, Section 8.3).

**Ownership of Intellectual Property and Data**

ISU subscribes to the general principle that the intellectual property created by a student is generally owned by that student. However, student work often owes much to faculty initiative. In addition, the provisions of sponsored research grants funding research appointments may affect the ownership of intellectual property derived from work on grants. Students must be aware of these restrictions on ownership of intellectual property as provided by university policies on patents and copyrights. Graduate students will be given a fair opportunity to use data resulting from sponsored research grants; however, that opportunity is subject to the university's obligations with respect to those grants. The university has a general obligation to publish the results of scientific investigation. Consequently, the student's right to control data collected under sponsorship is not exclusive.

**Tutoring**

Although tutoring is a commonly used means of supplementing students' income, a graduate teaching assistant may not tutor a course that he or she is currently teaching. In addition,

graduate students must check with their department before entering into a tutoring agreement to see if additional department regulations exist.

#### **Academic Dishonesty Policy**

This policy applies to graduate and undergraduate students. It is taken from the "Academic Life" section of the ISU Catalog.

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. The English 104-105 Student



*Manual provides guidelines to aid students in documenting material borrowed from other sources, as does almost every handbook of writing style.*

*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" (see Faculty Handbook, Section 7.2.2.3). 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.*

#### **Acceptable Use of Information Technology Recourses**

Iowa State University's Acceptable Use of Information Technology Resources policy (AUP) provides for access to information technology (IT) resources and communications networks within a culture of openness, trust, and integrity. In addition, Iowa State University is committed to protecting itself and its students, faculty, and staff from unethical, illegal, or damaging actions by individuals using these systems.

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 Acceptable Use of Information Technology Recourses* can be found in the Policy Library (<http://www.policy.iastate.edu/ITacceptableuse> )

### **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/handbook/>

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.

### **Human Subjects**

In order to conduct **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 subjects research assurance training at Iowa State University, you complete a web-based training, one of which is offered on the ISU website:

<http://www.compliance.iastate.edu/committees/irb/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/> 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> . 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 completed Human Subjects Review Form to the IRB Office located at 2420 Lincoln Way, Suite 202.

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/>



**Please note, a copy of your IRB approval or Exemption Letter MUST be included in the Appendix of your creative component, thesis, or dissertation.**

### ***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)

### **HD FS Outstanding Emerging Professional Award**

(<http://www.hdfs.hs.iastate.edu/graduate/student-awards/#award>)

The HD FS 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, HD FS 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 HD FS's Outstanding Emerging Professional. Additionally the student must obtain a letter of support from an HD FS graduate faculty member.
  - **Please send an electronic copy of ALL the application materials (e.g., CV and personal statement of accomplishments) as well as an electronic copy of the nomination letter to Bellinda Hegelheimer ([bellinda@iastate.edu](mailto:bellinda@iastate.edu)) by December 1.**

### **ISU Graduate College Research and Teaching Excellence Awards**

<http://www.grad-college.iastate.edu/academics/awards/>

Each year HD FS 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, HD FS 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:** An 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 HD FS DOGE for review by the HD FS 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 HD FS DOGE for review by the HD FS 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 Bellinda Hegelheimer ([bellinda@iastate.edu](mailto:bellinda@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 ISU Card 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.*

### **Data Analysis Room**

A new Data Analysis Room has been added in 0323 Palmer with four desktop computers. This is to be used for specific data analysis projects and particularly data analysis collaboration in individualized stat training (not as another office). Software included on these 4 systems include SPSS, SAS, Mplus, Stata SE, Stata IC. One system includes MaxQDA. Key code access is required and can be obtained from **Bellinda Hegelheimer** ([bellinda@iastate.edu](mailto:bellinda@iastate.edu)) in 2361A Palmer.

### **After Hours Key Code Request Form for Computer Lab**

To gain access to any College of Human Sciences lab after regular business hours, please complete the [CHS Lab Key Code Request Form](#). 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. An updated schedule of CHS computer lab free/busy times can be found here:

<https://iowastate.sharepoint.com/sites/HS/CHSIT/labs/SitePages/Home.aspx>

Commented [MGL[F1]: Links in this paragraph don't work.

Commented [LBJ[F2R1]: I sent an email to Jen Flugge

### **Laptop Computers for Check-out**

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, Amos, Mplus, Stata, and Turning Point. **You will be allowed to check-out a laptop for a maximum of 4 weeks and can extend that time period if no one else is waiting to check one out.** Contact the [hscihelpdesk@iastate.edu](mailto:hscihelpdesk@iastate.edu) regarding the availability of these laptops, or fill out the form at <https://request.hs.iastate.edu/it/>. In your request, please include the software needed, duration of checkout, and allow at least 24 hours for a response to your request.

### **Voice Recorders for Check-out**

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

- 1 Sony digital voice recorder
- 2 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> - 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/> - Graduate Assistants may be 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 <https://request.hs.iastate.edu/it/>.**

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 early during the spring semester or late 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. However, decisions regarding final assistantship placement should be discussed with the DOGE and Department Chair prior to final arrangements being guaranteed.

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 (6 cr. fall & spring, and 1 cr. summer).** Graduate Assistants on half-time (20hrs/wk) appointments 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 1 credit (Graduate College Policy) during the summer.

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 I**).

### **Benefits for Graduate Assistants**

Excerpt in italics from the Graduate College Handbook: <http://www.grad-college.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/>.

### **Health Insurance**

*Graduate assistants with an appointment of one quarter time or more receive self only health insurance coverage as a benefit of employment, enrollment in the self only health insurance plan is automatic and the cost is paid for by your department. A copy of plan information is available on-line at <http://www.hrs.iastate.edu/hrs/SSHIP-GradAssistant>. 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.*

### **Dental Insurance**

*Graduate assistants with an appointment of one quarter time or more are eligible for the dental insurance plan which is partially subsidized by the university and the employee premium will be deducted from the GA's paycheck. Enrollment can be done on AccessPlus during open enrollment or by submitting a paper enrollment form at other times of the year. Plan information is available on the Web site at <http://www.hrs.iastate.edu/hrs/SSHIP-GradAssistant>.*

### **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.*

## Student Rights and Responsibilities Related to Assistantships

A student majoring in HD FS on assistantship is required to be enrolled for minimum number of graduate credits (6 for fall/spring, 1 credit for summer) 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 as well as during the annual student evaluation. Assistantship supervisors must meet with graduate assistants at the end of each semester to give the assistant both written (**Appendix H**) and oral evaluation of performance; copies of the written evaluation, signed by both the supervisor and the student, are provided to and signed by 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 previous arrangements have been made and these arrangements are 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 Director of Graduate Education and/or 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/>). 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.registrar.iastate.edu/>,*
- *on the University Calendar <http://www.registrar.iastate.edu/calendar>,*
- *in the Iowa State Daily <http://www.iowastatedaily.com/>, 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/transcpt.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/calendar/>. 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.



**Please note, 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 may be 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 (Suzy Blunk-Killinger) 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.



**Please note**, check on the availability of a room with the main office (email Suzy at [suzetteb@iastate.edu](mailto:suzetteb@iastate.edu) or call 294-6316) at 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”.



**Please Note: In the Fall of 2014 the Request for a Member at Distance became a part of the electronic Request for Oral Examination. <http://www.grad-college.iastate.edu/common/forms/index.php>**

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 AccessPlus, 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](mailto: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 Assistant 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 AccessPlus 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](mailto: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> .



### **International Students & Scholars**

*(Excerpt in italics from: <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.*

*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.*

### **Student Health Center**

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

*The Thielen 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***

The Department of Human Development and Family Studies, as part of its mission to educate and support the learning experience of its graduate students sponsors a Graduate Student Research Grant Program (GSTDRF). The fund is to support mini-thesis/thesis (up to \$750) or dissertation (\$1000) research. Funding approval will follow a process similar to a research grant application: deadlines to meet, budget developed and justified, and a multi-step committee review for approval, contingent on the availability of funds. For application requirements and review process refer to **Appendix L** of this handbook.

## ***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 4 or more graduate credits, including research credits.

## ***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 graduate research is also available on the Graduate College homepage website <http://www.grad-college.iastate.edu/> (Financing Graduate Study).

## ***Professional Advancement Grants (PAGs)***

(Excerpt in italics from: <http://www.gpss.iastate.edu/> )

*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 [GPSS 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 [GPSS 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 then 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. **HD FS offers up to \$500 for HD FS graduate students traveling to present a refereed paper or poster, preferably at a national or international conference.** HD FS does not have the funds to support students who are only traveling and not presenting; however, GPSS Travel PAG funds can be requested.

HD FS students should use the GPSS Travel PAG form at <https://www-gpss.sws.iastate.edu/professional-advancement-grants>, to request HD FS funding.

The HD FS travel funds are in addition to Graduate College and Graduate and Professional Student Senate (GPSS Travel PAG) funds. After the GPSS Travel PAG has been approved, it will be routed to **Linda Ritland, 2330 Palmer** for approval. At this time, Linda will approve or deny the addition of up to \$500 of allocation.



**Please note, all PAG forms must be submitted as soon as possible after receiving confirmation of presentation 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 and Learning Community (GSNLC)***

The Human Development and Family Studies Graduate Student Learning Community and Network (GSNLC) 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. GSNLC 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 grants from the Graduate Student Senate, financial assistance from the Department of Human Development and Family Studies, university grants, 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. GSNLC elects officers during the latter part of the Spring Semester. Meetings are held approximately 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: <https://www.gpss.sws.iastate.edu/>)*

*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 electronic PAG form available here <https://www.gpss.sws.iastate.edu/professional-advancement-grants>.*
- 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 Updated/Revised: November 29, 2012).*

### **Introduction**

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

### **Policy Statement**

*Unless law, contract, or other university policy prohibits email or requires another form of communication, Iowa State University may send communications to faculty, staff, and students by email to their Iowa State University email address. It is expected that the email will be received and read by the recipient within a reasonable amount of time, as email 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**

*Email communications must comply with federal and/or state regulations and university policies including the Acceptable Use of Information Technology Resources, and Electronic Privacy. Iowa State University will not request personal confidential information such as social security, credit/debit card, or bank account numbers be returned by email. Faculty, staff, and students are responsible for keeping their email passwords confidential, and must not share their password with others or leave it exposed.*

### **University Email Address**

*University email 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 email address. Students may request that their university email 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 email address unless other provisions for university communications are made by their unit. Unit heads that have employees without email access, such as some merit and temporary employees, must make reasonable accommodations for an alternative means of communication. Faculty and staff will choose a University Net-ID (email address) as part of the hiring process. The University Net-ID address will be suspended after the effective date of termination or separation from the university. A Net-ID may be sponsored by a university administrative officer or delegate for the purpose of carrying out university business.*

## **Forwarding**

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

## **Instructional Use**

*Faculty will determine how electronic communication, including email, will be used in their classes, and must specify those requirements in the course syllabus.*

## **Resources**

### **Links**

- [Acceptable Use of Information Technology Resources](#)
- [Electronic Privacy](#)
- [Mass Email and Effective Electronic Communication](#)
- [Net-ID Services - Accounts and Passwords](#)
- [Net-ID Suspension](#)
- [How to Change the Delivery of Your ISU Email Using ASW](#)
- [ITS Exchange Email Best Practices](#)

## Exhibits

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

#### 1<sup>st</sup> Semester

Become acquainted with faculty and staff

#### 2<sup>nd</sup> Semester

- Complete Major Professor Form\*
  - Select and meet with your P.O.S. Committee
- Electronic Form Submission – POSC**

- Annual Review of Student Progress (Appendix I)
- Begin work on creative component or thesis proposal

#### 3<sup>rd</sup> 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 Graduate College
- Potential doctoral program applicants must submit new HD FS application materials

#### 4<sup>th</sup> 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 I)

**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, 2361A Palmer

\*\*download form from [http://www.grad-college.iastate.edu/common/forms/student\\_forms.php](http://www.grad-college.iastate.edu/common/forms/student_forms.php)



## **Exhibit 2: Typical Timeline for Ph.D. Students – HD FS**

- 1st Semester
- Become acquainted with faculty and staff
- 2nd Semester
- Complete Major Professor Form\*
  - Select and meet with your P.O.S. Committee  
**Electronic Form Submission – POSC**
  - Annual Review of Student Progress (Appendix I)
- 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 Graduate College
  - Annual Review of Student Progress (Appendix I)
- 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 I)**
- 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, 2361A Palmer
- \*\*download from: [http://www.grad-college.iastate.edu/common/forms/student\\_forms.php](http://www.grad-college.iastate.edu/common/forms/student_forms.php)

### **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, adviser/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 at <http://www.hdfs.hs.iastate.edu/wp-content/uploads/2016/07/request-unpublished-registration-number.pdf>.

##### **Selection of a Major Professor**

This form is used to confirm or to change major professors. The student must complete the “*Program of Study Committee*” (POSC) form electronically via Access Plus. Once your POSC is electronically routed and approved, your major professor and committee members will show in AccessPlus

This is an HD FS graduate form (NOT graduate college form). This form is available at <http://www.hdfs.hs.iastate.edu/wp-content/uploads/2016/07/Selection-of-Major-Professor.pdf>.

## II. Graduate College Forms

Most forms are either now electronic or can be printed from the Graduate College web page [http://www.grad-college.iastate.edu/common/forms/student\\_forms.php](http://www.grad-college.iastate.edu/common/forms/student_forms.php). 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/Program of Study (POSC Form) – online electronic form via Access Plus**

This electronic form combines the two previously separate paper forms (Recommendation for Committee Appointment and POS) into one form. The POSC is used to "formalize" your POS Committee and indicates to the Graduate College what your intentions are regarding your coursework, graduation, etc. You can also make changes to your POSC at any time via Access Plus. The POSC form should be electronically routed to the Graduate College by the end of the second semester of enrollment.

### **Master's Students on Ph.D. Track in Same Department – online form**

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.) [http://www.grad-college.iastate.edu/common/forms/files/Pursuit\\_of\\_Master's\\_and\\_PhD\\_in\\_Same\\_Department.pdf](http://www.grad-college.iastate.edu/common/forms/files/Pursuit_of_Master's_and_PhD_in_Same_Department.pdf)

### **Application for Graduation (Diploma Slip) - via AccessPlus**

The Application for Graduation is used to declare your intention to graduate in the term in which the form is submitted and initiates a review of records to assure all requirements are being met. The Application for Graduation should be submitted via Access Plus 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. The Application for Graduation is now submitted via AccessPlus with directions found here [http://www.grad-college.iastate.edu/common/forms/grad\\_app.php](http://www.grad-college.iastate.edu/common/forms/grad_app.php)

### **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. This form can be found on the wall outside the HD FS Graduate Program Assistant's office 2361A Palmer.

### **Request for Final Oral Examination – online 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.  
[https://www.grad-college.iastate.edu/common/forms/student\\_forms.php](https://www.grad-college.iastate.edu/common/forms/student_forms.php)

**Request for Professional Advancement Grant (PAG's) – online form**

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.  
<https://www-gpss.sws.iastate.edu/professional-advancement-grants>

**Graduate Student Approval Form (This form replaces the Thesis/Dissertation Submission Request Form and Approval Form – online form**

This form is completed after you have taken your final oral. Your Major Professor(s) and the other required person(s) must sign this form to approve your thesis– 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. [http://www.grad-college.iastate.edu/common/forms/files/Graduate\\_Student\\_Approval\\_Form.pdf](http://www.grad-college.iastate.edu/common/forms/files/Graduate_Student_Approval_Form.pdf)

**Defense at a Distance – online form**

The Graduate College created forms for requesting approval to hold a final exam with the student at a distance and is approved in rare circumstances. This process is now included in the request for a final oral examination. Only one member can be at a distance during the examination

[https://www.grad-college.iastate.edu/common/forms/student\\_forms.php](https://www.grad-college.iastate.edu/common/forms/student_forms.php)

**Preliminary or Final Oral Exam with Committee Member at a Distance – online form**

An oral may be convened with a committee member participating at a distance, if the distance participation is agreeable to all committee members and the distance committee member fully participates for the duration of the oral. [http://www.grad-college.iastate.edu/common/forms/files/Preliminary\\_or\\_Final\\_Oral\\_Exam\\_with\\_Committee\\_Member\\_at\\_a\\_Distance.pdf](http://www.grad-college.iastate.edu/common/forms/files/Preliminary_or_Final_Oral_Exam_with_Committee_Member_at_a_Distance.pdf).

### **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**

#### **Incomplete (I) Contract – <http://www.registrar.iastate.edu/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 BlackBoard. 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. Graduate Faculty will complete this form if needed for our course.

#### ***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 paper form on the wall outside the HD FS Graduate Program Assistant's Office (2361A Palmer)**

- Forms for graduate students
  - Selection of a Major Professor, departmental form
  - Request registration reference number for unpublished HD FS courses
  - HD FS CORE Requirements – MS, PhD, and MFCS
  - HD FS CORE Grade Policy
  - 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
  - Tape recorders

**Exhibit 5: HD FS & College of Human Sciences Contacts**

Director of Graduate Education (DOGE)	Dr. Kere Hughes-Belding	2361D Palmer	294-8441	kereh
Human Development and Family Studies, Department Chair	Dr. Carl Weems	2330B Palmer	294-636	cweems
Director of Undergraduate Education (DUGE)	Dr. Gayle Luze	2361B Palmer	(294-4045	gluze
Graduate Program Assistant <ul style="list-style-type: none"> <li>• Liaison to CHS IT</li> <li>• HD FS Website</li> <li>• Laptop checkout</li> <li>• Travel grants</li> </ul>	Bellinda Hegelheimer	2361A Palmer	294-6321	bellinda
Administrative Specialist, HD FS	Val Evans	2330A Palmer	294-3041	vevans
Undergraduate Program Assistant, HD FS	Gretchen Meyer	2330C Palmer	294-9659	gmeyer
Secretary II, HD FS <ul style="list-style-type: none"> <li>• Room Scheduling for Proposals, Defenses, and Meetings</li> </ul>	Suzy Blunk-Killinger	2330 Palmer	294-6316	suzetteb
Head Secretary HD FS <ul style="list-style-type: none"> <li>• Hourly payroll</li> <li>• Thesis and dissertation grants</li> </ul>	Linda Ritland	2330D Palmer	294-6318	lindajen
Associate Dean for Research & Graduate Education	Dr. Brenda Lohman	E 262 Lagomarcino	294-7804	blohman
Graduate College Dean	Dr. William Graves	1137 Pearson	294-4531	grad_college

## Exhibit 6: HD FS Graduate Faculty Research Interests

### Tenured or Tenure-Track Graduate Faculty

1. **Suzanne Bartholomae**, Assistant Professor and Extension State Specialist, Family Finance, B.B.A. 1987 Emory University, M.S. 1992 Florida State University, Ph.D. 2001, The Ohio State University. 58 LeBaron, 626 Morrill Rd (515-294-9528); [suzanneb@iastate.edu](mailto:suzanneb@iastate.edu) .

Courses taught last five years: American family issues: Work and Family, Courtship and Marriage; Housing and Real Estate in Financial Planning, Introduction to Field Work Practicum, Individual and Family Helping Skills, Practicum in Financial Planning, Advanced Field Work Practicum, Nonviolent Compassionate Communication and Social Change, Advanced Family Service Practicum, Seminar in Human Service Organizations.

Current research and Extension education interests: Financial capability with a focus on socialization, parenting practices, individual characteristics, and interventions; Student financial wellness, Financial education program development and evaluation

Current memberships in professional organizations: American Council on Consumer Interests, National Council on Family Relations, Association for Financial Counseling and Planning Education

2. **Ji Young Choi**, Assistant Professor. B.S./ B.A. 2008, Child and Family Studies/ Psychology, Yonsei University; M.S. 2011, Human Development and Family Studies, Purdue University; Ph.D. 2014, Human Development and Family Studies, Purdue University. 1352 Palmer (515-294-7242); [jychoi@iastate.edu](mailto:jychoi@iastate.edu) .

Courses taught in last five years: Guidance and Group Management in Early Childhood (undergraduate level); Child Development Birth through 8 Years (undergraduate level); and Current Issues and Research in Early Childhood Services (graduate level)

Current research interests: School readiness (e.g., academic achievement, social-emotional behaviors, approaches to learning, and executive function); Quality issues on early care and education settings; Children living in poverty and dual language learners

Special Skills: Secondary data analyses; Quantitative research

Current memberships in professional organizations: Society for Research in Child Development (SRCD)

3. **Cassandra Dorius**, Cassandra Dorius, Assistant Professor. B.S. 1998, Sociology, Brigham Young University; Ph.D. 2010, Sociology and Demography; The Pennsylvania State University. 1321 Palmer (515-294-1640); [cdorius@iastate.edu](mailto:cdorius@iastate.edu) .

Courses taught in last five years: Adolescent Development, Family Diversity, Application of Advanced Quantitative Research Methods, and Advanced Quantitative Methods.

Current research interests: Influence of family instability and complexity on mother/child health and well-being, especially among disadvantaged groups; Multipartnered fertility; Intergenerational transmission of marriage, cohabitation, and divorce; Emerging adolescence; Family systems theory.



Special skills: Data harmonization; Nationally representative longitudinal data sets; Survey methodology; Data collection, cleaning, and coding; Longitudinal analysis.

Current memberships in professional organizations: National Council for Family Relations; Population Association of America; American Sociological Association.

4. **Cynthia Fletcher**, Professor. B.A. 1971, Simpson College; M.S. 1973, Ph.D. 1983, Iowa State University. 66 LeBaron (515-294-8521); [cynthia@iastate.edu](mailto:cynthia@iastate.edu) .

Courses taught in last five years: HDFS 493: Families and Thriving Communities.

Current research interests: Family economic well-being; Rural poverty; Family policy analysis; Program evaluation.

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

5. **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 (515-294-6993); [jfox@iastate.edu](mailto:jfox@iastate.edu) .

Courses taught in last five years: Personal and Family Finance, Family Savings and Investing, Household Finance and Policy, Financial Planning in Real Estate, Capstone in Financial Planning, Financial Counseling and Planning Internship.

Current research interests: Evaluation of financial education interventions; Financial health/stress; Financial counseling; College student financial well-being.

Current memberships in professional organizations: American Council on Consumer Interests; Association for Financial Counseling & Planning Education; National Council on Family Relations; Financial Therapy Association.

6. **Megan Gilligan**, Assistant Professor. B.A. 2005, Sociology and English, Coe College; M.S. 2008, Sociology, Purdue University; Ph.D., 2013, Sociology and Gerontology; 1356 Palmer (515-294-5074); [mgilliga@iastate.edu](mailto:mgilliga@iastate.edu) .

Courses taught in last five years: Program Evaluation and Proposal Writing (undergraduate), Aging in the Family Setting (graduate), Family Theory (graduate).

Current research interests: Parent-adult child relations; Adult sibling relations; Family relationships and health; Interpersonal ambivalence; Social support networks.

Current Memberships in Professional Organizations: American Sociological Association, Gerontological Society of America, National Council on Family Relations.

7. **Kimberly Greder**, Associate Professor and Human Sciences Extension and Outreach State Specialist in Family Life. B.S. 1986, M.S. 1991, Ph.D. 2000, Iowa State University. 56 LeBaron (515-294-5906); [kgreder@iastate.edu](mailto:kgreder@iastate.edu) .

Courses taught in last five years: Latino Family Health (HDFS 416L).

Current research and Extension education interests: Health and well-being among marginalized families, with particular interest in families who have low incomes; Latino immigrant families and rural families; family engagement in youth academic achievement and college access.

Special skills: Community-based research and program development; Mixed-methods and qualitative research.

Current memberships in professional organizations: National Council on Family Relations, Society for Research in Child Development, American Association for Family & Consumer Sciences, National Extension Association of Family and Consumer Sciences.

8. **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 (515-294-8439); [cgudmuns@iastate.edu](mailto:cgudmuns@iastate.edu) .

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

Current research interests: Family financial socialization, Family social and economic well-being; Financial counseling, Life course perspectives on family economic issues.

Current memberships in professional organizations: American Council on Consumer Interests (ACCI), National Council on Family Relations (NCFR).

Special skills: Interdisciplinary work; Research methods; Structural equation modeling; Theory development.

9. **Kere Hughes-Belding**, Associate Professor. B.A. 1992 Washburn University, M.A. 1995 University of Kansas, Ph.D. 1999 University of Kansas. 2362 Palmer (515-294-8441); [kereh@iastate.edu](mailto: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; Graduate courses in Child Development, Research in Early Childhood Services, and Infant Mental Health.

Current research interests: Infant & early childhood mental health; Home visiting for families with young children; 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; Iowa Association of Infant and Early Childhood Mental Health; World Association of Infant and Mental Health.

10. **Tera R. Jordan**, Assistant Professor, B.S. 1998 Indiana University-Bloomington; M.S. 2001 The Pennsylvania State University; Ph.D. 2005 The Pennsylvania State University. 1364 Palmer (515-294-9804); [trh@iastate.edu](mailto:trh@iastate.edu) .

Courses taught in last five years: Family Communications and Relationships, Mixed Methods, Advanced Qualitative Methods.

Current research interests: Community-based participatory research approaches; Black families, adults, and adolescents; Contemporary issues in family health and well-being with specific focus on marriage, intimate relationships, and type-2 diabetes; Descriptive and applied studies; Mixed and qualitative methodologies.

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

11. **Daeyong Lee**, Assistant Professor, B.A. 2003 Economics, Seoul National University with Honors; M.S. 2006, Economics, University of Wisconsin-Madison; Ph.D. 2013, Economics, University of Washington-Seattle. [1325 Palmer \(515-294-6120\)](tel:5152946120); [daelee@iastate.edu](mailto:daelee@iastate.edu).

Courses taught in last five years: Public Finance (Graduate course); Economics of Public Issues (Graduate); Business Mathematics (Graduate); Household Finance and Policy (Undergraduate).

Current research interests: Government policy (tax, immigration, and health care) and household financial/labor supply decisions, Affordable Care Act.

Special Skills: Microeconometrics and Bayesian method; Secondary data process with statistical software (STATA, MATLAB, WinBUGS, SAS, and R).

Current memberships in professional organizations: American Economic Association (AEA); European Finance Association (EFA); Financial Management Association (FMA).

12. **Jeong Eun Lee**, Assistant Professor. B.A. 2002, French Literature/ Psychology, Yonsei University; M.S. 2005, Clinical Psychology, Northwestern University; Ph.D. 2012, Human Development and Family Studies, Penn State University. 1311 Palmer (515-294-1884); [jel@iastate.edu](mailto:jel@iastate.edu) .

Courses taught in last five years: Adult development and Aging (Undergraduate)/Research Methods and Statistics (Graduate course)

Current research interests: Social relationships of older adults, Family support exchange pattern, Marital Relationships related to spousal support, Resilience and successful aging, Prevention and Intervention for older adults in community

Special Skills: Secondary data analyses; Online teaching/education; Prevention/Intervention Development and Evaluation; Observational Research Methods; Quantitative research.

Current memberships in professional organizations: Gerontological Society of America, National Council on Family Relations, American Psychological Association

13. **Christine Lippard**, Assistant Professor, B.S. 2005 Ball State University; M.S. 2009 Ball State University; Ph.D. University of North Carolina at Greensboro. 1354 Palmer (515-294-5061); [maynard1@iastate.edu](mailto:maynard1@iastate.edu) .

Courses taught in last five years: Assessment and Curricula: Ages Birth through 2 Years; Child Development: Birth through Eight Years; Child Health & Development

Current research interests: Adult-child/teacher-child relationships; Social and emotional development of young children; Early childhood teacher preparation; Measurement issues related to early childhood classroom quality assessment; Early childhood STEM learning

Special Skills: Observational coding; Teacher coaching; Infant/Toddler caregiver training

Current memberships in professional organizations: National Association for the Education of Young Children, Society for Research in Child Development, American Education Research Association.

14. **Brenda J. Lohman**, 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, Ohio State University. 2356 Palmer (515-294-6230); [blohman@iastate.edu](mailto:blohman@iastate.edu) .

Courses taught in last five years: Individual & Family Life Development, Adolescence and Emerging Adulthood, Family Interaction Dynamics, Family Development across the Lifespan, Theories of Human Development, HDF5 Graduate Orientation.

Current research interests: Successful academic, physical, psychosocial, and sexual adjustment of adolescents, especially economically disadvantaged minorities; Teen dating violence; 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 Emerging Adulthood Society for the Study of Human Development.

15. **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 (515-294-4045); [gluze@iastate.edu](mailto:gluze@iastate.edu) .

Courses taught in last five years: Adapting Programming in Inclusive Settings, Guidance and Group Management in Early Childhood, Support and Intervention in Early Childhood.

Current research interests: Supporting young children's mental health and behavioral development; Collaborating with families and professionals to support children's

development; Developing and implementing effective interventions for children who are at-risk or have special needs; Supporting emergent literacy in young children.

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, National Association for the Education of Young Children; North American Association for Environmental Education, World Association for Infant Mental Health.

16. **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 (515-294-3028); [margrett@iastate.edu](mailto:margrett@iastate.edu) .

Courses taught in last five years: Adult Development and Aging (undergraduate) Death as a Part of Living (undergraduate), Family Theory (graduate), Cognitive Aging (online graduate), Adult Development and Aging (online graduate), Gerontechnology (online graduate), Gerontology Seminar (undergraduate and graduate).

Current research interests: Adult development and optimal 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.

17. **Peter Martin**, Professor. B.A. 1979, Wartburg College, M.A., 1982, Ph.D., 1985, University of Bonn, Ph.D., 1985, Pennsylvania State University. 1096 LeBaron Hall (515-294-5186); [pxmartin@iastate.edu](mailto: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, Professional Development in Human Development and Family Studies, Foundations in Gerontology.

Current research interests: Adaptation of the oldest-old; Personality, life events and coping; Mental health and well-being; 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.

18. **Tricia K. Neppi**, Associate 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 (515-294-8502); [tneppi@iastate.edu](mailto:tneppi@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; Family stress; 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: National Council on Family Relations; Society for Research in Child Development; Society for Research on Adolescence.

19. **Carla Peterson**, Professor, B.A., 1975, Iowa State University; M.A., 1981, University of South Dakota; Ph.D., 1991, University of Minnesota. 1331 Palmer (515-294-7804); [carlapet@iastate.edu](mailto:carlapet@iastate.edu) .

Current Position: Nancy Rygg Armbrust Professor of Early Childhood Education and Development

Courses taught in last five years: Developmental Disabilities; Evidence-based practices seminar; Collecting and Using Observational Data Introduction to Single-Case Research Design; Working with Families; Understanding and Adapting for Developmental Differences; Project OBSERVE.

Current research interests: Home visit interventions & evaluation; Inclusion of children with special needs; Social development of young children; Early care and education program quality; Enhancing instruction for preschool-aged English learning children

Special skills: Observational research techniques; Program evaluation; Program consultation; Social skills development; Assessment of home visit interventions.

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.

20. **Heather Rouse**, Assistant Professor. B.S. 1999, University of Pennsylvania; M.S. Ed. 2000, University of Pennsylvania; Ph.D. 2007, University of Pennsylvania. 2360 Palmer (515-294-2370); [hrouse@iastate.edu](mailto:hrouse@iastate.edu) .

Courses taught: Children, Families and Public Policy (undergraduate); Infant Mental Health (graduate).

Current research interests: Early risk and protective factors associated with child health and educational wellbeing; Inequality and diversity for families with young children; Early childhood education; Children's approaches to learning behaviors; Building and using integrated, administrative data systems with public health, education, and child welfare for policy research and evaluation (i.e., understanding the multiple disconnects associated with poverty, child welfare, public housing, or child care and education systems).

Special Skills: applied developmental research; policy research; longitudinal, population-based research; integrated data systems.

Current memberships in professional organizations: American Educational Research Association (AERA); Society for Research in Child Development (SRCD); Academy Health; Association for Public Policy Analysis and Management (APPAM); National Council on Family Relations (NCFR).

21. **Dan Russell**, Professor. B.S. 1975; University of Tulsa; Ph.D., 1980, University of California, Los Angeles, 2352 Palmer (515-294-4187); [drussell@iastate.edu](mailto:drussell@iastate.edu) .

Courses taught in last five years: Adult Development; Advanced Quantitative Methods in HDFS; Multi-level Modeling; Quantitative 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.

Current memberships in professional organizations: Society for Personality and Social Psychology; International Society for the Study of Personal Relationships.

22. **Thomas Schofield**, Assistant Professor, B.A. 2002, M.A. 2004, Minor in Quantitative Psychology 2007, Ph.D., University of California, Riverside. 1360 Palmer (515-294-2001); [tommy@iastate.edu](mailto:tommy@iastate.edu) .

Courses taught in last five years: Parenting and Family Diversity, Family Interaction Dynamics; Quantitative Research Methods, Scientific Misrepresentation.

Current research interests: Contexts of parenting; Intergenerational Continuity in Parenting; Quantitative methods; Positive youth development; Parenting among Immigrant families; Predictors of parenting; Resilience.

Current memberships in professional organizations: Society for Research in Child Development.

23. **Debra Sellers**, Associate Dean and Director, Human Sciences Extension and Outreach. B.A 1988, M.S.R.S. 1993, University of Florida; Ph.D. 2004, Kansas State University. 105 MacKay (515-294-2312); [dsellers@iastate.edu](mailto:dsellers@iastate.edu) .

Current research interests: The transformative process of informal educational networks to increase capacity, relevancy, and impact for the 21st century; Adaptive living for people with aging-related limitations or disabilities and their families, with an emphasis on supporting functional abilities through access to services and technology.

Current memberships in professional organizations: American Association of Family & Consumer Sciences; American Society on Aging; Gerontological Society of America; National Extension Association of Family & Consumer Sciences.

24. **Elizabeth Shirtcliff**, Associate Professor. B.S. 1998 Psychology with Honors. University of Oregon. PhD 2003 Biobehavioral Health with Statistics minor, Penn State University. Post-Doc: Affective Neuroscience University of Wisconsin-Madison. 2361C Palmer (515-294-3677); [birdie@iastate.edu](mailto:birdie@iastate.edu) .

Courses taught in last five years: HDFS 616, Biomarkers in the Family. HDFS 640/400X, Biomarkers of the Family. HDFS 276, Human Sexuality. Prior institution: Social Neuroendocrinology (graduate); Human Sexual Behavior (undergraduate).

Current research interests: Stress responsive physiology; Puberty and adolescent development; Longitudinal impact of early adversity on development and health; Novel techniques to index proximate social context and stress.

Special Skills: Immunoassay of biomarkers such as cortisol, testosterone, DHEA and immune-system biomarkers. Noninvasive biomarker collection, especially saliva. Autonomic Nervous System biomarkers.

Current memberships in professional organizations: Development and Psychopathology Editorial Board; Human Behavior and Evolution Society; International Society for Psychoneuroendocrinology; Psychoneuroendocrinology Editorial Board; Adaptive Human Behavior and Physiology Editorial Board; Journal of Abnormal Child Psychology Editorial Board; Journal of Research on Adolescence Associate Editor.

25. **Carl Weems**, Professor and Chair. B.A. 1993 Psychology Florida State University, PhD 1999 Life Span Development Florida International University, Post Doc 2001 Stanford University. 2330C Palmer (515-294-9659); [cweems@iastate.edu](mailto:cweems@iastate.edu) .

Courses taught in last five years: Advanced Statistics (graduate), Seminar in Applied Developmental Psychology (graduate)

Current research interests: Basic research in developmental psychopathology focused on testing contextual, bio-behavioral, and cognitive-developmental models of emotional disorders; Improving the empirical utility of assessment techniques; Intervention and prevention of emotional difficulties; Brain development in traumatic stress

Special Skills: Empirical methods and applied statistics; Structural MRI analysis.

Current memberships in professional organizations: Association for Psychological Science; Society for Research in Child Development; American Psychological Association

26. **Amie Zarling**, Assistant Professor. B.S. 2005, Psychology, Iowa State University; M.S. 2008, Clinical Psychology, University of Iowa; Ph.D., 2013, Clinical Psychology, University of Iowa. 1358 Palmer (515-294-8291); [azarling@iastate.edu](mailto:azarling@iastate.edu) .

Courses taught in last five years: Child Development and Health (undergraduate), Program Evaluation and Proposal Writing (undergraduate) and Program Evaluation (graduate).

Current research interests: Family forensic psychology; Developing and testing evidence-based interventions; The etiology and treatment of violence and aggression; The impact of violence and aggression on individual functioning, relationship functioning, and children's adjustment.

Current memberships in professional organizations: Association for Behavioral and Cognitive Therapies; Association for Contextual and Behavioral Science; American Psychological Association (APA) Division 43, Society for Family Psychology.



## **Adjunct Graduate Faculty**

1. **Diana L. Baltimore**, Lecturer, B. S., 1989, Psychology, Iowa State University; M.S. 2007, Human Development and Family Studies, Iowa State University; Ph.D., 2010, Human Development and Family Science, Iowa State University. 1314 Palmer; [dianab1@iastate.edu](mailto:dianab1@iastate.edu) .

Courses taught in last five years: Individual & Family Development, Health and Well-being, Human Sexuality, Children, Families and Public Policy, Family Interaction Dynamics, and Parenting and Family Diversity Issues.

Current research interests: Adoption; Families formed through adoption; Communication processes within families; Parenting/parent-child relations; Teen pregnancy prevention and education; Family policy; Fatherhood involvement; Teaching in higher education.

Special Skills: Qualitative research; Mixed methods research; Focus group facilitation; Teaching large courses; Non-profit management.

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

2. **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 (515-294-7151); [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; Teacher development and supervision; Early childhood education curriculum and assessment.

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

3. **Meghan Gillette**, Lecturer. B.A. in Anthropology from University of Northern Iowa; M.A. in Anthropology from Iowa State University; Ph.D. in Human Development and Family Studies from Iowa State. 1335 Palmer (515-294-7050); [Meghang@iastate.edu](mailto:Meghang@iastate.edu) .

Courses taught in last five years: HDFS 102, 226, 227, 249, 276 and YTH 501, 520, 540

Current research interests: Team-based learning as a pedagogical strategy; child, adolescent and emerging adulthood development; positive youth development; female reproductive health and development

Current memberships in professional organizations: Society for Research in Adolescence, Society for Research in Child Development, American

Anthropological Association, and the Association for Child and Youth Care Practice

4. **Janet Nieuwsma Melby**, Adjunct Professor; Director, Child Welfare Research and Training Project; 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); [jmelby@iastate.edu](mailto:jmelby@iastate.edu) .

Courses taught in last five years: Program Evaluation; Field Study; Research Internship.

Current research interests: Child welfare; Family processes; Parent-child interaction; Life-span development; Positive youth development; Observational research methodology.

Special skills: Program evaluation; Observational research techniques; Certified Family Life Educator; Certified in Family and Consumer Sciences.

Current memberships in professional organizations: National Council on Family Relations; Society for Research on Adolescence; Society for Research in Child Development; American Association of Family and Consumer Sciences; American Psychological Association; Phi Kappa Phi.

5. **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; (515-708-1569); [hiamy@iastate.edu](mailto:hiamy@iastate.edu) .

Courses taught in last five years: Human Sexuality; Sex and Gender in Society; Professional Orientation and Service Learning; Children's Literature; Linking Families and Communities.

Current research interests: Sexuality education; LGBTQIA+ topics; Gender and sexual identity; Sexual violence; Teaching in higher education.

Special Skills and Certifications: Certified Family Life Educator; Certified Presenter for Mentors in Violence Prevention

6. **Barbara A. Woods**, Adjunct Assistant Professor, Special Projects Manager (Human Sciences Extension and Outreach) B.S 1975, Home Economics Education, Alabama A&M University; 1976, M.Ed., Home Economics Education, Alabama A&M; 1981, Ph.D., Home Economics Education, Iowa State University. 109 MacKay Hall (515-294-9610); [bawoods@iastate.edu](mailto:bawoods@iastate.edu) .

Current Extension interest: Resiliency of families/individuals with limited resources and underrepresented in non-formal educational environment; program evaluation.

Special skills and certifications: focus group facilitation; Certified in Family Consumer Sciences.

Current membership in professional organizations: American Association of Family and Consumer Sciences; National Extension Association of Family and Consumer Sciences

# Appendices

## Appendix A: Teaching Internship Policy & Internships

### HD FS Teaching Internship Policy - HD FS 691A

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

The purpose of this internship requirement is to provide the students with a quality experience in a variety of instruction-related tasks. The goal is to prepare students to independently teach at the doctoral level and ultimately 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 and should be accompanied with a written justification.

**Background and Preparation:** The equivalent of a 1-credit course (i.e., 15 hours) should be taken prior to or concurrent with the Teaching Internship. The 1-credit equivalent may include workshops and discussions offered by departments and groups such as the Center for Excellence in Learning and Teaching. If not taken for credit, students should submit a summary of the activities undertaken to achieve knowledge in the areas of course construction, course management, assessment, delivery techniques, and student resources and issues.

**Internship Experience:** The internship grading will be on a Pass/Fail basis. Duties of the teaching intern (TI) are decided upon by the course's instructor and the student, however, the tasks should encompass activities in the five substantive areas mentioned above. Examples of TI tasks include 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, and assisting with online and technology-related course components.

**Applying for an Internship:** Students will inform the HD FS Departmental Chair and the Director of Graduate Education about the undergraduate courses they prefer for their internship in the Spring of the previous year. Students may consider courses related to their content interest areas as well as courses which provide reflect the variety of instructional settings available and offer unique opportunities (e.g., large lecture-based courses, upper-level courses and seminars, online offerings). 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. This policy will be effective for Ph.D. student Program of Study forms with Graduate College approval dates after August 23, 2010.

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

### Potential Topics and Activities

Content Area	Topics	Activities
Construction and class type/needs	Syllabi components Learning objectives Competencies Outcomes assessment Flexibility and timing Team teaching Large lecture Seminar and upper level Required vs. elective	<ul style="list-style-type: none"> <li>• Understand class in context of larger curriculum and audience (e.g., service course, licensure requirement)</li> <li>• Identify key learning objectives and competencies</li> <li>• Discuss practical aspects of delivery (e.g., midterm calculation, other demands for instructor)</li> </ul>
Course management	Communication with students Classroom interactions Fostering engagement Disruptive behavior Discussing difficult/sensitive topics	<ul style="list-style-type: none"> <li>• Creation of student information sheet</li> <li>• Research best practices</li> <li>• Test out varying techniques in the classroom</li> </ul>
Assessment	Test and assignment construction Assessment of multiple learning styles	<ul style="list-style-type: none"> <li>• Write a variety of exam questions (e.g., multiple choice, essay)</li> <li>• Grading</li> <li>• Item analysis</li> <li>• Course pre-posttest</li> <li>• Scholarship of learning and teaching project for manuscript or poster presentation</li> </ul>
Delivery techniques	In-person, online, & hybrid Collaborative learning Service learning Field trips Guests Real-world examples and application	<ul style="list-style-type: none"> <li>• Content development</li> <li>• Content presentation in person and online</li> <li>• Incorporation of technology, clickers, etc</li> </ul>
Student resources and issues	Confidentiality Diversity Learning challenges Working with athletes Incompletes Academic integrity and the process Seeking outside help for instructor and student	<ul style="list-style-type: none"> <li>• Research resources</li> <li>• Disseminate to the class</li> <li>• Discuss experiences with instructor and others</li> </ul>
Professional development	Principles of learning Student evaluations and feedback Peer feedback (e.g., teaching observations) Department, college, & university protocols for course development	<ul style="list-style-type: none"> <li>• Develop elements of a teaching portfolio</li> <li>• Document teaching efforts and results (e.g., reflection, instructor and student feedback, examples of students' work, assignment, web-based activity)</li> </ul>

### Readings and Resources

<http://www.celt.iastate.edu/>

<http://www.preparing-faculty.org/>

**Suggested Best Practices**

- Add a note to the course syllabus explaining the role of a TI
- Arrange a regular weekly or biweekly meeting time for the TI and instructor
- TI should attend departmental teaching “Tea Time Teaching Circles” as well as CELT events
- TI creation of a journal to document activities and reflect
- Discuss expectations of the TI
  - TI should attend the course on a regular basis
  - TI should receive feedback on his or her performance to be used for formative feedback and documentation of professional development
- Conduct mid and end-semester evaluations separately for the instructor and the TI. Example evaluations are available from the DOGE.

**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 students will be required to submit their Curriculum Vitae and Annual Graduate Student Evaluation Form to the DOGE during the 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 M.S. 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).



**Table 1: Minimum Requirements for MS/PhD Portfolio & Suggested Timeline**

	Year 1	Year 2	Year 3 (Year 1 PhD Only)	Year 4 (Year 2 PhD Only)	Candidacy Evaluation	Graduation
<b>Required Steps</b>	POS/Major Professor	Thesis Proposal & 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	Portfolio Submitted at Dissertation Proposal	Final Portfolio Submitted at Dissertation Defense
				Core Coursework Completed	Core Coursework Completed	Core Coursework Completed
	Annual Evaluation	Annual Evaluation	Annual Evaluation	Annual Evaluation	Non-Probationary Status	Fulfilled Graduation Requirements
<b>Research</b>		Presentation Submitted	Presentation Submitted	Presentation Submitted	3 (2) Presentations Submitted	4 (3) Presentations Submitted **
			Manuscript Completed (IF, AR)	Manuscript Submitted (IF, AR)	1 Manuscripts Submitted	2 manuscripts submitted**
						1 Grant Proposal, Program Evaluation, or Policy Brief
				Research Statement	Research Statement	Research Statement
				Teaching Philosophy	Teaching Philosophy	Teaching Philosophy
				Teaching Internship/ Experience	Teaching Internship/ Experience in Progress or Completed	
<b>Preferred But Not Required</b>						
<b>Professional Affiliation</b>	5 (3) Years of Professional Membership					
<b>Teaching/ Outreach</b>						1 Teaching Instructor (Syllabi and Evaluations submitted with Portfolio) 2 Teaching /Outreach Experience
<b>Research</b>	Discuss research priorities with MP and POSC to determine personal goals and progress.					
<b>Service and Leadership</b>		Service/ Leadership Experience	Service/ Leadership Experience	Service/ Leadership Experience	3 Service or Leadership Experiences	4 (3) or more Service/Leadership Experiences
<b>Other Professional Experiences</b>	Discuss professional priorities with MP and POSC to determine personal goals and progress.					
**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: Confirming your Major Professor and Selecting a 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 confirmation 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 note 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 confirmation 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 committee members, 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 confirm a Major Professor and select committee members.
- 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 new Major Professors and/or committee members. 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 36 graduate credits including 20 graduate credits in orientation, theory, and research methods and 11 elective graduate credits in HD FS. The requirements for the Master of Family and Consumer Sciences (MFCS) with a specialization in HD FS also include a creative component (HD FS 599) or written final exam.

The creative component or 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.

### **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 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: Funding Policies and Procedures**

### **Eligibility:**

These policies and procedures apply to graduate students in the HD FS major as well as those graduate students whose home department is HD FS 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 HD FS students on assistantship support, with eligibility remaining.
- GROUP 2 (2nd Priority): New HD FS student applicants and new or continuing graduate students whose home department is HD FS and who are on assistantship support,
- GROUP 3 (3rd Priority): Continuing HD FS students with eligibility remaining but who are not presently on assistantship.
- GROUP 4 (4th Priority): Continuing HD FS 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.


**HD FS MS Student Eligibility**


Master's 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.

**HD FS 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**

 **Please note**, 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.

 **Please note**, short term, temporary assistantship appointments (e.g., a student given an appointment who was not on assistantship appointment when admitted) 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 Master's 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 Master's 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 Master's 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 M.S. 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 I. Review and Evaluation of Student Progress

Approved by HD FS Graduate Faculty, April 1993; December, 1999; May, 2002; February 2004.

**Appendix H: 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.

Output is considerably below expectations. Improvement mandatory	Output is marginal or below that expected	Output meets expectations	Output frequently exceeds expectations	Output is consistently above expectations
2	4	6	8	10

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?

Quality is consistently below position requirements. Improvements mandatory	Quality is frequently below position requirements	Quality meets position requirements	Quality frequently exceeds position requirements	Quality consistently exceeds position requirements
2	4	6	8	10

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.

Behavior is consistently irresponsible. Improvements mandatory	Behavior is frequently irresponsible. Improvement mandatory.	Responsibility shown is adequate for the position	Responsibility frequently exceeds expectations.	Responsibility consistent exceeds expectations.
2	4	6	8	9

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?

Consistently detracts from a professional orientation within the assistantship	Frequent detracts from a professional orientation within the assistantship	Neither adds nor detracts from a professional orientation within the assistantship	Frequently contributes to a professional orientation within the assistantship	Consistently contributes to a professional orientation within the assistantship
2	4	6	8	10

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).

Unacceptable; needs assistance with communication	Less than average skills	Average communication skills	Above average skills	Superior
2	4	6	8	10

**COMMENTS:**

SIGNATURE OF EVALUATOR (1) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF EVALUATOR (2) \_\_\_\_\_ DATE \_\_\_\_\_

<p><b><u>TO BE COMPLETED BY THE GRADUATE ASSISTANT</u></b></p> <p>I have had opportunity to see the contents of this evaluation and to discuss the significance of it with my supervisor/evaluator.</p> <p>SIGNATURE OF GRADUATE ASSISTANT _____ DATE _____</p>
---

SIGNATURE OF DEPT CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

### **Appendix I: 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 to submit 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 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 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 needs to inform the student whether the progress and plan indicate satisfactory progress. During this meeting, the major professor 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 and student are unable to meet, it is the responsibility of the major professor 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 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 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 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.



**Please note, within one week of the meeting, the major professor 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 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 needs to inform the student whether the progress and plan indicate satisfactory progress. During this meeting, the major professor 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 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 J: 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 K: 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>)

### **Introduction**

*Respect is the foundation for interchange of ideas, for learning and for working toward common goals. Consequently, Iowa State University is committed to assuring that its programs are free from prohibited discrimination and harassment based upon 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 any other status protected by university policy or local, state, or federal law. Discrimination and harassment impede the realization of the university's mission of distinction in education, scholarship, and service, and diminish the whole community.*

*Iowa State University reaffirms and emphasizes its commitment to provide a professional working and learning environment that is fair and responsible; that supports, nurtures, and rewards educational and employment growth on the basis of relevant factors such as ability and performance; and that is free of discriminatory, inappropriate, and disrespectful conduct or communication.*

*For these reasons, the university will not tolerate discrimination or harassment, as defined below, and is committed to preventing it or stopping it whenever it may occur at the university or in its programs. The policy presented here applies to employees, students, visitors, applicants, or program participants at Iowa State University. Students, however, should see the policy on Sexual Misconduct, Sexual Assault, and Sexual Harassment Involving Students for specific information regarding their unique rights and responsibilities, including resources and complaint resolution (see [Resources](#) below).*

#### **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.).*

*See, the following resources for more details*

*<http://www.policy.iastate.edu/policy/discrimination>*

## **Appendix L: Graduate Student Thesis/Dissertation Research Fund (Approved March 2016)**

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 (GSTDRF)*. 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 a research grant application: deadlines to meet, budget developed and justified, and a multi-step committee review for approval, contingent on the availability of funds.

**Review process:** The application is reviewed by the student's program of study committee (POSC) who will determine the scientific merit of the application, typically as part of the proposal defense meeting. The POSC major professor will submit a scientific merit score (and a copy of the complete application) to the graduate education committee who will determine its appropriateness for funding based on the scientific merit score, the quality of the budget and budget justification, and other application materials. The director of graduate education is responsible for the notice of grant award.

As with grant applications, resubmissions are encouraged if scientific merit and budgetary concerns can be addressed. The timeline for a resubmission should be discussed with the POSC major professor for feasibility of the thesis/dissertation timeline and a deadline for resubmission will be agreed upon by the HD FS DOGE and major professor.

**Eligibility:** The student is responsible for a full and complete application. *Proposals will not be accepted from students who have not completed their Proposal meeting, nor who receive conditional passes on their examination.* Determinations of scientific merit for the *GSTDRF* are not contingent upon thesis/ dissertation proposal decisions (e.g., a student can pass the proposal but not the *GSTDRF*). *Proposals with a conditional pass may be submitted once all conditions have been met and approved. In some circumstances, a student may be encouraged by the POSC to apply for the funds after their defense. In such instances, the student is responsible for additional material needed (in a timely manner) for the *GSTDRF* application. An endorsement from the POSC is a necessary but not sufficient step toward consideration for research funding.*

**Deadlines:** Rolling admissions based on the student's proposal defense date throughout the academic year (August 16-May 15). Award notices may be issued approximately 1 month following submission of a complete application during the academic year. Applications received during the summer months will be considered beginning August 15. Funding will not be disbursed until final IRB approval is received.

**Application Requirements:** Submit one *Electronic File with the first four items listed to the program of study committee at least two weeks prior to the proposal defense date.*

**1. Thesis or Dissertation Proposal.** Students must provide sufficient detail in items #2 and #3 for the graduate education committee to determine funding allocation decisions. The POSC is responsible for merit review of the proposal documentation (item #5).

**2. Cover Letter** from the student expressing an intent to apply for the graduate student thesis/dissertation research funds.

- The cover letter should be no more than 1 page, single spaced, 12-point font, 1 inch margins.
- This letter must include the date that the thesis/dissertation/mini-thesis proposal was approved by the POSC.
- The cover letter should indicate the timeline for proposed research with sufficient detail to determine feasibility and likelihood that the student will meet those milestones.
- The cover letter should indicate plans for dissemination of research results including potential publication outlet(s).
- A statement must be made which indicates that the student will send their proposal document to HD FS DOGE as an exemplar proposal as a condition of receiving funds.

**3. Itemized Budget and Detailed Justification** of each budgeted item;

**Please Note:** No funds will be allocated retroactively; expenses are honored only if they are incurred after the research fund approval date.

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

**4. Curriculum Vita - add your Curriculum Vita.**

**The below form is to be completed after successful proposal (all conditions met)**

*Electronic Copy* of scientific merit review from the major professor based on the proposal defense discussion and merit review of the POSC. Submit to Graduate Program Assistant.

*NOTE: It is the student's responsibility to remind the major professor about the scientific merit review sheet to confirm a timely submission. The student can receive a copy of the scientific review sheet following merit review.*

**Graduate Student Thesis/Dissertation Research Fund Scientific Merit Review Sheet**

Name of Student: \_\_\_\_\_.

Date of Defense: \_\_\_\_\_.

Program of Study Committee Members:

\_\_\_\_\_  
Major Professor: \_\_\_\_\_.

Signature: \_\_\_\_\_.

**Defense Passed**    **Passed with Contingencies**  
(Date POSC approved contingencies \_\_\_\_\_)

**Budget Seems Appropriate for the Project**    **Budget Not Appropriate**

**Overall Impact:** The POSC should provide an overall impact score to reflect their assessment of the likelihood for the project to exert a sustained, powerful influence on the research field(s) involved. Place a check by the number that best describes the overall impact of the application as deemed by the POSC. The impact does not need to be a summation of the other review criteria:

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9
Exceptional	Outstanding	Excellent	Very Good	Good	Satisfactory	Fair	Marginal	Poor
Highest Impact			Moderate Impact			Low Impact		
Additional Notes about score (required if scoring at a 1 or 2 or a 8 or 9):								

**Significance:** Does the project address an important problem or a critical barrier to progress in the field? If the aims of the project are achieved, will scientific knowledge, technical capability, and/or clinical practice be improved or drive the field? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies proposed?

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9
Exceptional	Outstanding	Excellent	Very Good	Good	Satisfactory	Fair	Marginal	Poor
High			Moderate			Low		

Additional Notes about score:

**Approach:** Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the project? Are potential problems, alternative strategies, and benchmarks for success presented? Is the project feasible or are particularly risky aspects managed?

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9
Exceptional	Outstanding	Excellent	Very Good	Good	Satisfactory	Fair	Marginal	Poor
High			Moderate			Low		
Additional Notes about score:								

Once scoring is completed, please submit Scientific Merit Review Sheet and GSTDRF application via email to Graduate Administrative Assistant for dissemination to Graduate Education Committee for funding decision.

**Please Note:** If funded, IRB approval letter must be submitted to Graduate Administrative Assistant prior to disbursement of funds.