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1. **Welcome and Introduction** — We are glad that you have taken the time to review our Handbook as you search for specific information about doctoral education in the College of Human Development and Education (HDE) at North Dakota State University. Our doctoral programs are designed to bring together faculty and graduate students as a community of scholars with a common interest in creative work and advanced study.

Whether you are seeking information to help you make a decision as you select a doctoral program, or you are seeking specific information because you have been accepted to one of our programs -- Welcome!

The information in this handbook has been compiled by faculty and graduate students to aid communication and understanding about the doctoral process in HDE, and to assist doctoral students with a variety of important tasks during their graduate school experience. However, this handbook is not meant to replace more comprehensive sources of information such as the Graduate School Bulletin. Other university publications should, also, be consulted.

Thanks for taking a look at our Graduate Handbook for specific information about our programs.

*Virginia Clark Johnson, Dean*
College of Human Development and Education
2. **Program Description**

The College of Human Development and Education offers a doctorate degree program in Human Development. The purpose of the program is to educate doctoral students in three areas of Human Development: Applied Gerontology, Wellness, and Counselor Education. The Ph.D. is a research-oriented degree, and the program is intended to create professionals with strong skills in research, teaching and service and competitive in the job market. These professionals will have a strong interdisciplinary understanding of Human Development and the needs of a changing society.

With the Applied Gerontology track, graduates can work directly with older persons in such areas as health promotion programs, intergenerational activities for older persons, senior centers, or retirement communities. Gerontologists can also work in education and research including conducting research on the aging process and social and developmental aspects of aging; teaching students, professionals, and older adults and their families about aging; aging policy development; and program planning and administration.

The purpose of the Wellness track is to prepare researcher/scholars, leaders, and teachers in the health and wellness promotion area. The continued growth of exercise and wellness in a variety of settings including corporate, educational, governmental, medical, and private programs has created a demand for scholars in this area.

Ph.D. graduates in the Counselor Education track will have many career areas open to them. The major areas of emphasis are higher education faculty positions, supervision, research, multicultural practice and related areas.

3. **Admissions**

Applications to the program are typically reviewed in the Spring semester. First consideration will be given to those applications received before February 1. Applications must include a current vita, official transcripts of all graduate and undergraduate work, the NDSU Application for Graduate School Admissions Form, and three letters of recommendation. Application forms can be found on the web at NDSU Graduate School Application.

4. **Suggested Timeline and Program Forms**

**Major Professor Selection:** Students are assigned a temporary advisor when they enter the program. A permanent advisor should be selected as soon as possible and preferably during the second semester.

**Committee Selection:** Following selection of advisor.

**Program Of Study Approved:** Following decisions on required and elective courses.

**Comprehensive Exam:** Upon completion of the Human Development and Track Cores

- Request to Schedule Examination
- Report of Preliminary Exam

**Proposal Approved:** After completion of the comprehensive exam
Plan of Study and Advisory Committee

**Dissertation Defense:** Upon completion of the dissertation

Request to Schedule Examination

**Graduation:** Upon completion of all required coursework, passing the dissertation defense and approval and submission of five final copies of the dissertation to the graduate school.

Commencement Participation

Forms for the following can found at: [http://www.ndsu.edu/gradschool/graduate_bulletin/](http://www.ndsu.edu/gradschool/graduate_bulletin/)

Request for Change: Plan of Study or Advisory Committee

Change of Admission Status

The Report of Final Examination Form and the Dissertation Title Page Cover Sheet can be found on the [Graduate School forms page](http://www.ndsu.edu/gradschool/graduate_bulletin/).

The following forms are available:

- Major Advisor Selection Form (available in the Forms section of this document)
- Comprehensive Exam Application Form (available in the Forms section of this document)
- Comprehensive Exam Evaluation Form (available in the Forms section of this document)
- Dissertation Contract Form (available in the Forms section of this document)
- **Dissertation Proposal Approval Form**
- Institutional Animal Care and Use Committee (IACUC), and Institutional Biosafety Committee (IBC) Dissertation/Thesis Statement (available in the Forms section of this document)

**Policy on Continuous Enrollment/Leave of Absence.** A student must maintain continuous enrollment unless a leave of absence is granted by the Graduate School. (See policy in the [Graduate School Bulletin](http://www.ndsu.edu/gradschool/graduate_bulletin/).

5. **Major Advisor Responsibilities:**

Choosing a major advisor is one of the most important decisions you will make during graduate studies. Students will work closely with their advisor for both the comprehensive exam and doctoral dissertation. It is important that the advisor has some knowledge in the student's specific topic area. It is also important that the student can work well with the advisor over the period of the program.

As indicated in the timeline in section 4, it is important to choose a major advisor early in the doctoral program. Students should talk with several professors about the possibility of working together, to ensure "the best match." Some questions to ask potential major advisors include:

a. What projects are you working on and what are your research interests?
b. Are you willing to work on a project not directly linked to your line of research?
c. What is your basic philosophy or strategy when working with graduate students?
d. Have you planned any sabbaticals or leave of absences during the next few years?
e. Do you have time to work with an additional graduate student?
f. Do you have any publication expectations when working with graduate students?
g. How involved do you like for the committee members to be?
h. Are you available to work with students in the summer?

Once you select a major advisor, you will work together on selecting a program committee and developing a time line for completing your Program of Study and your dissertation.

It is possible to change your major advisor, in fact, it is very common to change from the advisor that was temporarily assigned to you. Other reasons for changing might include a professor going on developmental leave or leaving NDSU. Changing your major advisor is strongly discouraged after your dissertation work has begun, and would have to be approved by your current and proposed major advisor. In order to change, it is necessary to make arrangements with your new major advisor, complete the Major Advisor Selection Form and complete the Request for Change form.

6. **Unit Chair Responsibilities**
   Once a student has selected a major advisor, the Unit Chair will serve in his/her normal capacity for working with graduate students. The Unit Chair is the Head of the department or school in which your major advisor is a faculty member. Because this is an interdisciplinary program, the chair’s responsibility lies with students whose major advisor is in his/her unit. The Unit Chair’s responsibility begins once the student has selected an advisor. These responsibilities include:
   a. Signing the major advisor selection sheet
   b. Approving any student request to the Institutional Review Board

7. **Doctoral Program Coordinator Responsibilities**
   The role of the Doctoral Program Coordinator is to facilitate and support recruiting and retention, program marketing, admissions; chair the Doctoral Program and Admissions Committee; coordinate course scheduling; communicate with students, faculty, unit chairs and the Graduate School; process and sign admission review packets.
   a. Approving the program of study and changes to the program of study
   b. Approving scheduled oral exam date for the dissertation defense
   c. Approving the final copy of the dissertation

8. **Advisory Committee**
   During the second semester, you, in consultation with your major advisor and with the approval of the Unit Chair, should select the Program of Study Committee. The four (4) member composition of this committee is required as follows:
   - Major advisor
   - Two additional members. One must be an HDE Graduate Faculty member. The other member can be a Human Development Doctoral Program Graduate Faculty member, another NDSU Graduate Faculty member, or an approved off-campus expert. This other qualified individual must be approved by the graduate school as follows: “Other qualified individuals may participate as committee members following approval by the graduate dean upon a recommendation accompanied by rationale and curriculum vitae by the appropriate department/program chair and academic dean.” *(Graduate Bulletin).* Students can have additional committee members, but any non-graduate faculty participating in a formal manner (i.e., a voting member) must be approved according to the above procedure.
   - Fourth member appointed by the Graduate Dean. The Major advisor can request that a specific person be appointed. Note: The Graduate appointee cannot be a faculty
member participating in the Human Development doctoral program including any of the tracks.

These are minimum requirements and you can choose to have additional committee members. It is advantageous to select committee members who have expertise in a specific component of your dissertation.

During your second semester, the Advisory Committee, the Doctoral Program Coordinator, and the Dean of the Graduate School must approve the selection of courses that comprise your program.

Revisions of the Program of Study require the completion of a Program "Request for Change" form and approval by the major professor, the Doctoral Program Coordinator, and the Graduate Dean.

It is the responsibility of the Advisory Committee to:

a. Review the Program of Study
b. Conduct the Comprehensive Examination oral exam.

c. Review the student's dissertation proposal.
d. Conduct the Final Examination, primarily over the student's dissertation.

9. **Comprehensive Exam**

   **Gerontology and Wellness Tracks:**

   You must complete at least the 21 didactic credits in the Human Development Core (highlighted under section 13) and the Track Foundation Courses in your track prior to taking the Comprehensive Exam. Your Advisory Committee will determine if other course requirements must be completed before the Comprehensive Exam. The student will submit the application to take the comprehensive exam to the major advisor. The advisor considers the student’s readiness for the exam in consultation with the student’s committee. The comprehensive exam will consist of written and oral components. The written component consists of an integrated theory and review paper on the student’s research area. The student will have one semester to prepare this paper after the comprehensive application is approved. The committee will have a minimum of one week to review the paper prior to the oral defense. The oral defense can consist of questions regarding the paper, the student’s coursework, and the field of human development. The committee members will recommend a pass or fail of the comprehensive exam on the Report of Preliminary Exam form. Students must receive at least three pass votes to pass the exam. If a student fails the comprehensive exam, he/she must retake the exam the following semester. If a student fails the comprehensive exam a second time, he/she shall be terminated from the doctoral program. “After passing the comprehensive examination, the student will be formally admitted to candidacy for the Doctor of Philosophy degree.” (NDSU Graduate Bulletin).

   **Counselor Education Track:**

   In the Ph.D. Counselor Education Track students must complete a minimum of 21 credits in foundation courses prior to taking the comprehensive exam. The exam consists of a written and oral process as outlined below.

   **Application Process:**

   1. The student submits an application to take the comprehensive exam to the major advisor.
2. The adviser considers the student’s readiness for the exam in consultation with the student’s committee.
3. When approved, the student may move forward with the comprehensive exam process.

**Process for Written Exam:**
1. The adviser and student determine written exam date. The exam must be scheduled for an eight hour period (four hours each day for two days). The student must take the exam at the counselor education program offices.

2. The adviser (in consultation with other counselor education faculty and doctoral committee faculty) creates between 4-6 questions. The doctoral committee faculty approves the questions. Topics for the questions include:
   - Counseling Theories
   - Counselor Supervision
   - Research
   - Multicultural Foundations/Diversity
   - Current Issues in Counselor Education
   - Counselor Education Pedagogy
   - Professional School Counseling
   - Clinical Mental Health Counseling
   - Interdisciplinary Practices in Counseling

Prior to the exam students are informed of the topics covered in their exam, but will not receive the specific questions. Students may bring one page of notes per question, but no other resources. It is expected that responses to every question are in-depth, well-written and include citations and references germane to the topic.

3. During the scheduled exam time, student writes responses (using computer set-up in exam room) to questions. There will be no internet access on the computer.

4. Using a departmental comprehensive grading guide, doctoral committee members read exam and determine if the student passes the written exam.

   If at least three members of the committee vote pass for every question, the student receives a grade of pass and may move to the oral part of the exam. For any question not evaluated as a pass, the student is given a different question (same topic) and an opportunity to rewrite. The student and adviser schedule a retest date and time (1 hour per question). The same grading procedures apply for the retest.

   At this point, if at least three members of the committee vote pass, the student moves to the oral examination. If at least three members of the committee do not vote pass, the student is terminated from the program.

**Process for Oral Examination**
Student and adviser schedule a date and time for oral examination with doctoral committee:
1. During oral examination the committee members may ask the student any follow-up questions related to the written exam or any additional questions not previously asked on the written exam.
2. Committee members determine the status of the comprehensive exam (pass/fail) notify student and sign appropriate forms. In the event that at least three committee members do not vote to pass the student, an additional oral examination is scheduled. If the retest is necessary, the adviser (committee chair) is expected to provide the student with an outline of specific expectations for an oral presentation during the examination. A date and time for the retest is scheduled and the committee meets again with the student.

At this point if at least three members of the committee vote pass, the student moves to dissertation. If at least three members of the committee do not vote pass, the student is terminated from the program.

Upon successful completion of the comprehensive exam, the student is formally admitted to candidacy for the Doctor of Philosophy degree and may proceed with the dissertation proposal.

10. Dissertation Requirement
All students are required to complete a minimum of 10 dissertation credits as part of the program of study. Students can take up to three credits of dissertation prior to completing the Comprehensive Exam. The NDSU Graduate Bulletin states, “The dissertation must show originality and demonstrate the student’s capacity for independent research. It must embody results of research which constitute a definitive contribution to knowledge.” The student will present a proposal for the dissertation research to the advisory committee for comment and approval prior to conducting the dissertation research. Institutional Review Board approval must also be received prior to collecting data on human subjects.

Dissertation Models
The expectations for research and publication in academia and the varying needs and experiences in our interdisciplinary doctoral program warrant a consideration of openness in the format of the doctoral dissertation. Therefore we have presented below a variety of formats students and their committees might consider as they approach this important experience. In each of these models, the goals of doing the dissertation include:
- demonstrating strong research skills
- demonstrating an ability to use theory to help develop a research plan and interpret the results
- have an extensive, quality experience that prepares students for work in academia.

The models presented here differ from the traditional style of writing a dissertation. While the Graduate School has indicated openness to a variety of dissertation formats, the student and his/her committee are responsible for choosing a format that is best suited for the field and the student.

Models
1. The dissertation could consist of five chapters including:
   A. an introduction
   B. a critical analysis of the literature (this could include a content analysis of the literature)
   C. a chapter presented in the form of a journal article
   D. a second chapter presented in the form of a journal article
   E. a discussion which summarizes this body of work and emphasizes the need for future study in this area
Chapters B, C, and D should represent publishable (and ready to publish) contributions to the student’s area of study. Chapters C and D might represent different aspects of the study topic, or different methods (such as qualitative and quantitative) of inquiry.

2. A variation on the first model could be to include a chapter specifically on theoretical applications.

3. The dissertation could consist of the following chapters:
   A. an introduction
   B. a critical analysis of the literature (this could include a content analysis of the literature)
   C. design and implementation of a program or educational model
   D. evaluation of the project
   E. discussion which summarizes this body of work and emphasizes the need for future study in this area

11. **Teaching Internship**
   The purpose of the teaching internship is for the student to gain experience in all aspects of teaching in his/her chosen field. Normally the requirements for the teaching internship will be met by the student taking the major responsibility for his/her own course under the supervision of the major advisor or the teaching internship coordinator. Other means of meeting this requirement can be considered in consultation with the major advisor or the teaching internship coordinator. Alternative experiences may be used to meet the requirement, especially for those students with extensive teaching experience in the appropriate area.

12. **Program Requirements/Core and Tracks**
   Note: The Human Development Doctoral program curriculum listed here is an update from the curriculum established in 2002.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Tentatively Scheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Human Development Core</strong></td>
<td></td>
</tr>
<tr>
<td>HDE 720 Interdisciplinary Approaches to Human Development</td>
<td>3 credits</td>
</tr>
<tr>
<td>HDE 790 Doctoral Seminar: Orientation</td>
<td>1 credit</td>
</tr>
<tr>
<td>Two additional seminar credits</td>
<td>Variable</td>
</tr>
<tr>
<td>Research Courses:</td>
<td></td>
</tr>
<tr>
<td>Three additional credits in research methods (beyond the equivalent of HDFS 703/EDUC 703* - 3 credits)</td>
<td></td>
</tr>
<tr>
<td>Three additional credits in statistics (beyond the equivalent of STAT 725) are required as approved by the student's committee</td>
<td></td>
</tr>
<tr>
<td>794 Teaching Internship</td>
<td>3 credits</td>
</tr>
<tr>
<td>799 Doctoral Dissertation</td>
<td>10 credits</td>
</tr>
<tr>
<td>(794 and 799 credits are available from each department)</td>
<td></td>
</tr>
</tbody>
</table>

   The following courses are required prerequisites to the Doctoral program in Human Development. Students who have not had these courses or equivalents as part of a masters program are required to complete them as part of this core. Students who
have completed any of the courses below will take an additional equivalent number of elective credits to complete the total number of program credits required.

Developmental Foundation Course
HDFS 782 Advanced Human Development: Birth Through Childhood – 3 credits
OR
HDFS 784 Advanced Human Development: Adolescence Through Adulthood – 3 credits
OR
CNED 712 Dynamics of Self OR EQUIVALENT – 3 credits

Research Methods and Statistics
HDFS 703 Research Methods in Child Development and Family Science – 3 credits
OR
EDUC 703 Research, Measurement and Program Evaluation – 3 credits
OR EQUIVALENT
AND
STAT 725 Applied Statistics – 3 credits
OR EQUIVALENT

TOTAL CORE= 34 CREDITS MINIMUM

Track I: Applied Gerontology
II. Gerontology Foundation Courses (15 cr.)
HDFS 760 Aging Policy – 3 credits
HDFS 761 Applied Gerontology Programs – 3 credits
ADHM 696 Aging and the Environment – 3 credits
HNES 719 Wellness and Leisure in Adulthood – 3 credits
HDFS 722 Applied Research in Gerontology – 3 credits

III. Elective Courses (15 credits minimum)
Students must take a minimum of 9 credits of didactic courses. It is also recommended that students take some credits of HDFS or HNES 793 Individual Study: Research in Gerontology or 794 Practicum. Students should confer with their advisor regarding elective course selection.

DIDACTIC COURSES WITH A GERONTOLOGY FOCUS INCLUDE THE FOLLOWING:
HDFS 660 Adult Development and Aging – 3 credits
HDFS 678 Financial and Consumer Issues of Aging – 3 credits
HDFS 681 Women and Aging – 3 credits
HDFS 682 Family Dynamics of Aging – 3 credits
CNED 737 The Helping Relationship and the Elderly – 3 credits
SOC 640 Sociology of Aging – 3 credits
SOC 641 Sociology of Death – 3 credits
HNES 652 Nutrition, Health and Aging – 3 credits

NOTE: Doctoral students must have a minimum of 15 didactic credits at the 700 level.
Total Credits required = 64 minimum following the Masters degree; 94 minimum following the Bachelors degree.

Track II: Wellness
II. Wellness Foundation Courses (12 credits)
HNES 725 Nutrition in Wellness – 3 credits
HNES 727 Physical Activity and Wellness – 3 credits
HNES 793 IS/Research in Wellness (may take 1 credit at a time) - 1-3 credits
HDFS 782 Advanced Human Development: Birth Through Childhood – 3 credits
OR
HDFS 784 Advanced Human Development: Adolescence Through Adulthood – 3 credits

Our course will meet the HDE Core requirements and the other course will meet the Wellness Track Foundation course requirement.
Total - 12

III. Wellness Elective Courses (18 credits minimum)
Elective courses as determined by the student's committee. Twelve of the 18 credits must be didactic courses.
TOTAL – 18 credits

TOTAL CREDITS: 64

Doctoral students must have a minimum of 15 didactic credits at the 700 level. Total credits required = 64 minimum following the Masters degree; 94 credits minimum following the Bachelors degree.

Track III: Counselor Education
Candidates for the Counselor Education track are required to have earned an approved Masters degree which would include the following prerequisite courses, or courses with documented content expected in these prerequisite areas. Candidates entering with a Bachelors degree or with Masters degrees not including these prerequisite areas would need to take courses in the deficient areas (in addition to the required credits necessary for the Doctoral degree).
Examples of “prerequisite” courses using NDSU Counselor Education courses:
CNED 755 Career Counseling and Testing – 3 credits
CNED 757 Professional Orientation and Ethics – 3 credits
CNED 758 Social and Cultural Foundations in Counseling – 3 credits
CNED 760 Counseling Techniques – 3 credits
CNED 761 Counseling Theory - 3 credits
CNED 762 Group Counseling – 3 credits
CNED 765 Advanced Group Counseling – 3 credits
CNED 766 Dynamics of Self (Human Growth and Development) – 3 credits
CNED 794A Practicum – 3 credits
CNED 794B Internship - 1-6 credits

II. Counselor Education Foundation Courses (34 credits)
CNED 763 Advanced Testing and Appraisal – 3 credits
CNED 767 Advanced Group Counseling – 3 credits
CNED 769 Theory and Practice for Counselor Education – 3 credits
CNED 770 Counselor Supervision – 3 credits
CNED 771 Counselor Education and Supervision in a Multicultural Society – 3 credits
CNED 772 Advanced Counseling Theories – 3 credits
CNED 776 Qualitative Research and Program Evaluation – 3 credits
CNED 779 Quantitative and Survey Research – 3 credits  
CNED 780 Ethical and Legal Issues in Counselor Education – 3 credits  
CNED 787 Professional Issues: Professional Development, Consultation, and Publishing – 3 credits  
CNED 790 Doctoral Seminar – 4 credits  
TOTAL CREDITS: 34

Total credits required: 71 minimum following the Masters degree; 101 minimum following the Bachelors degree.

13. **Resources**

**Libraries:** The Libraries are comprised of the Main Library and four departmental libraries, the Barry Hall Library, the Klai Juba Architecture and Landscape Architecture Library, the H.J. Klosterman Chemistry Library, and the Philip N. Haakenson Health Sciences Library. As a member of the Tri-College University, the NDSU Libraries share resources with Minnesota State University-Moorhead and Concordia College. NDSU faculty, staff, and students have library cards which are valid at all NDSU, MSU-M, and Concordia libraries. The Interlibrary Loan Service and Document Delivery Service provide access to books, articles, and other materials not available at the NDSU libraries. Fast and efficient access to the Libraries holdings is obtained via the on-line catalog. In addition, the on-line catalog interfaces with other on-line catalogs in North Dakota, Minnesota, the remainder of the United States, and Canada. The NDSU libraries also possess multiple databases accessible via the on-line catalog or on CD-ROM. The Libraries offer a variety of library instruction services including: tours and orientation; course-related instruction in specific subject areas; and demonstrations of special services and information formats such as searching on-line and CD-ROM databases. Library subject specialists, including a Social Sciences librarian, are also available by appointment to provide in-depth assistance in locating and using various print and electronic information resources.

**Financial Aid:** A limited number of Graduate assistantships are available to qualified students, typically first year students. Tuition and nonresident fees are waived, plus a stipend is paid for graduate assistants. Contact the Unit Chair for further information. International students are responsible for furnishing appropriate documents required for their employment on campus.

**NDSU Financial Aid Office:** Some graduate students are eligible for the Board of Higher Education Scholarship. The application for this scholarship can be found at: [http://www.ndsu.edu/gradschool/prospective_students/domestic_applicants/funding_opportunities/](http://www.ndsu.edu/gradschool/prospective_students/domestic_applicants/funding_opportunities/).

**Information Technology Services** (ITS) provides instructional, research, and administrative computing resources and communications infrastructure support for the University. ITS provides clusters of microcomputers, UNIX workstations, printers, documentation, and software in half a dozen locations around campus (including in the Family Life Center). NDSU users have access to the Internet, BITTEN, ITS, Sendit (for K-12 students and instructors) and other networks. ITS staff offers non-credit seminars on topics such as end-user computing, text and statistical processing, and microcomputers. Statistical consultants are also available to assist in analyzing research data. The University Multimedia Center is available to help university personnel develop resources in a variety of media. The ITS is also the host of the North Dakota Interactive Video Network (IVN) which
allows users at locations around the state to participate in classes and seminars via interactive video technology.

Blackboard Information and Student Accounts
NDSU Book Store
NDSU Registration Schedule
Sponsored Programs
Human Subjects Research compliance
College of Human Development and Education
NDSU
Graduate School
Graduate School Bulletin
Graduate School Forms
Campus Housing
For additional campus services, see: http://www.ndsu.nodak.edu/graduate/

Links to Forms: IRB Forms (Human Subjects)

14. Description of College Research and Instructional Facilities
   • The Center for Child Development
   • Human Performance Laboratory
   • Athletic Training Research Laboratory
   • Emily P. Reynolds Historic Costume Collection

15. Rights and Responsibilities for Students
   Information on the rights and responsibilities of students can be found at the following sites:
   • Right and Responsibilities of Community: A Code of Student Behavior
   • Academic misconduct
   • Policies on academic standards, student behavior, privacy of student records, sexual harassment and consensual relationships can be found in the Graduate Bulletin.
   • Grade appeal policies

16. Authorship Guidelines for Student/Faculty Collaboration

17. Faculty
   Information on faculty members in the College of Human Development and Education is located at the following sites:
   • Apparel, Design and Hospitality Management
   • Human Development and Family Science
   • Health, Nutrition and Exercise Sciences
   • School of Education

18. Core Course Rotation for the Human Development Doctoral Program: Below are the offerings and schedule for courses required in the doctoral core. The semesters listed for when courses are offered can change. Consult with your advisor each semester before registering for classes.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Tentatively Scheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDE 720 Interdisciplinary Approaches to Human Development</td>
<td>Every Fall</td>
</tr>
</tbody>
</table>
HDE 790 Grad Seminar (three 1-credit seminars): Every Fall
HDFS 782 Advanced Human Development: Birth Through Childhood Every Fall
OR
HDFS 784 Advanced Human Development: Adolescence Even Springs
HDE 777 Advanced Stress Management Even Springs
HDFS 703 Research Methods in CDFS Every Fall
OR
EDUC 703 Research, Measurement and Program Evaluation Every Fall
STAT 725 Applied Statistics (3 credits) Every Spring
And one additional statistics course as approved by the students' committee
Recommended courses include:
STAT 726 Applied Regression & Analysis of Variance
OR
794 Teaching Internship (3-6 credits)*
794 Field Experience/Practicum/Internship (3 credits minimum)*
794 Field Experience/Practicum/Internship (3 credits minimum)*
799 Doctoral Dissertation (10-15 credits)*
(794 and 799 credits are available from each department)
*These courses are available every semester—confer with your advisor
FORMS

Major Advisor Selection Form

Comprehensive Exam Application Form

Comprehensive Exam Evaluation Form

Dissertation Contract Form

Dissertation Proposal Approval Form

Institutional Animal Care and Use Committee (IACUC), and Institutional Biosafety Committee (IBC) Dissertation/Thesis Statement Dissertation
DOCTORAL PROGRAM IN HUMAN DEVELOPMENT
MAJOR ADVISOR SELECTION FORM

Student’s Name: ________________________________

Requested Major Advisor: ________________________________

Reason for Selection:

________________________________________________________

Signatures:

__________________________________________________________  __________________
Student  Date

__________________________________________________________  __________________
Major Professor  Date

__________________________________________________________  __________________
Unit Chair  Date
DOCTORAL PROGRAM IN HUMAN DEVELOPMENT
COMPREHENSIVE EXAM APPLICATION FORM

Comprehensive Exam Requirements: The student must complete at a minimum the 21 didactic credits in the Human Development Core and the Track Foundation Courses in the track prior to taking the Comprehensive Exam. The Advisory Committee will determine if other course requirements must be completed before the Comprehensive Exam. The Comprehensive Exam will consist of written and oral components. The written component consists of an integrated theory and review paper on the student's research area. The student will have one month to prepare this paper after the comprehensive application is approved. The committee will have a minimum of one week to review the paper prior to the oral defense. The oral defense can consist of questions regarding the paper, the student's coursework, and the field of human development. The committee will recommend a pass or fail of the comprehensive exam on the Comprehensive Exam Evaluation form.

I have completed the prerequisite courses as noted above and recommended by my Advisory Committee. I request permission to begin the Comprehensive Exam process.

Student Name: ____________________________________________________________

Student Signature: __________________________________________________________

Date: _______________ Major Advisor: ____________________________________________

My Dissertation research area is: _______________________________________________

The above student has completed the prerequisite courses as noted above and recommended by the Advisory Committee. I grant permission for this student to begin the Comprehensive Exam process.

_________________________________________ ________________________________
Major Advisor signature Date

(This form is to be placed in the student's file)
DOCTORAL PROGRAM IN HUMAN DEVELOPMENT
COMPREHENSIVE EXAM EVALUATION FORM

Student Name: ____________________________________________________________

Major Advisor: __________________________________________________________

Comprehensive Exam Date: ______________________________________________

ACTION BY COMMITTEE:

_____ PASS

_____ DO NOT PASS

Committee Recommendations:

COMMITTEE MEMBER SIGNATURES:

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________
Dissertation Contract*

1. Present Signed Contract to your advisor.

2. Advisor should review the grading procedure with the student and then use the contract as a guide for determining the grade.

Possible Grades:
- S = Satisfactory
- U = Unsatisfactory Progress
- I = Incomplete; to be used in extenuating circumstances

Student’s Name

Advisor

Semester __________________________ Year __________________________

Number of Dissertation Credits This Semester/Contract __________________________

TOTAL Number of Dissertation Credits to Date Including Above Credits __________________________

Semester Dissertation Goals:

____________________________________________________________________________________________________________________________________

Signatures:

Student ___________________________________________ Date __________________________

Advisor ___________________________________________ Date __________________________
DOCTORAL PROGRAM IN HUMAN DEVELOPMENT
DISSERTATION PROPOSAL APPROVAL FORM

Student Name: ____________________________________________________________

Major Advisor: __________________________________________________________

Dissertation Title: _______________________________________________________

Date: __________________________________________________________________

ACTION BY COMMITTEE:

_____ Approve as Written

_____ Approve with the following changes:

COMMITTEE MEMBER SIGNATURES:

_________________________________________

Major Advisor

_________________________________________

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_________________________________________

Student Signature
Institutional Animal Care and Use Committee (IACUC), and Institutional Biosafety Committee (IBC) Dissertation/Thesis Statement

I certify that no animals or hazardous materials were used in this research.

Signature

Date