

# Graduate Student Manual

# 2013

---

This document provides information about the various graduate programs offered in the Department of Family and Child Sciences at The Florida State University, including the policies and procedures for the M.S. and Ph.D. degree programs.

Department of  
Family and  
Child Sciences

# STUDENT MANUAL

## GRADUATE PROGRAMS

### FAMILY AND CHILD SCIENCES

#### THE FLORIDA STATE UNIVERSITY

#### 2012 - 2013 (revised 4/30/12)

### Contents

INTRODUCTION .....	4
OVERVIEW OF GRADUATE PROGRAMS .....	5
Master’s Program .....	5
Doctoral Programs .....	5
PROGRAM OF STUDY SUPERVISORY COMMITTEE.....	6
Major Professor .....	6
Establishing the Program of Study Supervisory Committee.....	7
GRADUATE CURRICULUM .....	7
Master of Science Degree Programs.....	7
Ph.D. in Human Sciences, Concentration in Family Relations .....	8
Ph.D. in Marriage and Family Therapy.....	10
Graduates of Non-COAMFTE Master’s Programs .....	10
Ph.D. in Marriage and Family Therapy Curriculum .....	10
MFT Portfolio .....	12
COMPREHENSIVE AND PRELIMINARY EXAMINATIONS .....	12
Masters Comprehensive Exam Process .....	12
Doctoral Preliminary Examination Process.....	13
DISSERTATION SUPERVISORY COMMITTEE .....	16
THESIS AND DISSERTATION POLICIES AND PROCEDURES .....	16
Master’s Degree: Thesis Option.....	16
Master’s Degree: Non-Thesis Option (Internship/Special Project) .....	17
Proposal for an Internship or Special Project .....	17
Final Paper for the Internship or Special Project .....	17
Application for Degree .....	18
Final Degree Clearance .....	19
Dissertation.....	19

Doctoral Prospectus.....	19
Dissertation Research Project.....	20
Oral Defense Procedure.....	21
COMMENCEMENT .....	22
ANTI-DISCRIMINATION AND GRIEVANCE POLICIES .....	22

## INTRODUCTION

Welcome to the Department of Family and Child Sciences, College of Human Sciences, at The Florida State University. To facilitate a smooth transition into your program here, we offer some helpful information on the FSU community, resources available, and a checklist of must-dos.

[The Graduate School Information Packet](#)

[New Graduate Student Checklist](#)

[International Students](#): The International Center is the office assigned by the University to provide comprehensive immigration services and advising to international students, scholars, faculty and staff. Also, the IC staff plans and conducts various workshops and programs to address these special needs.

Must Dos

[Health Insurance](#) - New full time students (those taking at least nine graduate credits) and all international students entering FSU must show proof of health insurance. Effective fall 2009 select graduate assistants and fellows will be provided a health insurance subsidy towards the purchase of the university sponsored health insurance plan. The subsidy will be disbursed by semester (fall; spring; summer). Information on the health subsidy and a summary of the health insurance plans are available at <http://www.gradstudies.fsu.edu/Funding-Awards/Health-Insurance>.

It is absolutely essential that domestic students coming to Florida from other states claim Florida as their domicile and undertake the steps required to achieve in-state status immediately upon arrival. Up-to-date specifics are available from the [Office of the Registrar](#).

FSU Basics - Fundamentals for the well-informed graduate student

[GradSpace](#) - Please visit GradSpace, the Graduate School's Blackboard site for all graduate students.

[Graduate Student Handbook](#) (Blackboard log-in required) - The Graduate Student Handbook contains information concerning resources at FSU, degree requirement, Electronic Thesis, Treatises, and Dissertations Guidelines, and more.

[Graduate Bulletin](#) - The Graduate Bulletin includes, but is not limited to, information on policies, degree requirements, graduate faculty, and academic programs.

[Course Search](#) - Is it time to register for classes? Do you need to look up courses for next semester? Go to the Registrar Course Lookup.

[FSyou!](#) - Want to register for classes, update your permanent address, or pay fees online? Visit StudentsFirst information central.

[Campus Map](#) - Lost? Here is a campus map to help you find your way.

This manual has been prepared to provide information about the policies, procedures and degree requirements of the various graduate programs in the Department of Family and Child Sciences, College of Human Sciences. The information provided here adds to that which is covered in the Florida State University General Bulletin, Graduate Edition. New graduate students are advised to read this Manual in its entirety and to consult with their advisor or the Graduate Coordinator, Dr. Wayne Denton, if any of the requirements described in it are unclear. Students also should be familiar with

University regulations and policies for graduate students as described in The Florida State University General Bulletin, Graduate Edition. To benefit from the information in this manual, you must be prepared to take responsibility for your progress in the program. Do not assume that your advisor or other faculty members will automatically remind you of every step that you need to take. The “Annual Review” will help you and your advisor keep track of your progress in the program.

We welcome you to the Department of Family and Child Sciences, and we wish you the best of success in your graduate career.

## **OVERVIEW OF GRADUATE PROGRAMS**

### **Master’s Program**

The Department of Family and Child Sciences offers a masters (M.S.) degree program in Family and Child Sciences. Students may select a program of studies with either a thesis or course option. A minimum of 30 semester hours is required for the program with the thesis option, including 6 semester hours of thesis credit. Students may elect a course option and complete a minimum of 33 semester hours, including a 3-credit Special Project (FAD 5970). Students should select courses at the 5000 level; courses at the 6000 level may be selected with the approval of the instructor and major professor in advance of enrolling in the course. Be advised that courses designated as “advanced” assume some understanding of the field, and the content extends that of a baccalaureate degree. In either the thesis or course option program, three courses, or nine semester hours, may be taken at the 4000 level with departmental permission. These programs prepare students for careers in higher education, community and government agencies, and in agencies and businesses in the private sector. Many students go onto pursue doctoral degree programs, and others pursue careers in postsecondary education, public policy and other agencies and organizations providing services to children and families.

### **Doctoral Programs**

Programs leading to the Doctor of Philosophy (Ph.D.) are offered in the Department with emphases in family relations or marriage and family therapy. Doctoral programs are designed for students who wish to conduct research and teach in institutions of higher education or work in major government agencies or in the private sector as researchers and scholars. Graduates of these programs have secured jobs in colleges and universities, child advocacy organizations, agencies providing family life education, marriage and family therapy, services to children and families, the Cooperative Extension Service, and organizations undertaking policy research and program development and evaluation.

Coursework counted toward a master’s program cannot be counted toward meeting the requirements of the doctoral program. The doctoral programs have different minimum requirements for credit hours. More than the minimum requirements are normally taken, because the program of study is individually developed to assist each student to meet his or her professional goals. In addition to a broad range of subject matter courses, students are provided a strong foundation in research methodology and

statistics. Unique opportunities and departmental support are available on a competitive basis, including teaching and research assistantships, scholarships, fellowships, and other awards. Applications for scholarships, fellowships, and other awards can be obtained from the departmental and College website. Graduate students who receive teaching or research assistantships are evaluated annually. Based on these evaluations, future funding in these assignments is determined.

Research is an essential component of graduate study in the Department of Family and Child Sciences. Department faculty members are actively involved in acquiring and carrying out funded and non-funded research projects, and there are ample opportunities for students to gain research experience and participate in various research teams. Funded projects make it possible for the Department to provide additional assistantships to qualified students.

## **PROGRAM OF STUDY SUPERVISORY COMMITTEE**

Upon acceptance into the program, all graduate students are assigned a temporary advisor at the beginning of the academic year. During the first semester, students are exposed to the faculty members in the Department as part of CHD 5617, Professional Development in Family and Child Sciences. Afterwards they are expected to identify and establish a Program of Study Supervisory Committee that assists them in developing a Program of Study plan and supervises the completion of their degree program, including their examination (Comprehensive Examination for master's students and Preliminary Examination for doctoral students).

For Master's students 3 committee members are required, of which at least 2 must be from the Department. All doctoral students have 4 committee members, 3 from the Department and 1 from a department other than Family and Child Sciences (can be another department within the College of Human Sciences or a department in a different College or School). The outside member serves as the University Representative. For MFT students, 1 of the required departmental members must be designated as MFT clinical faculty. All committee members must hold appropriate Graduate Faculty Status, and this information is available at: <http://www.chs.fsu.edu/Faculty-Staff/Policies-Procedures-and-Faculty-Status> (click on "CHS Faculty Eligibility to Serve on Committees").

## **Major Professor**

In consultation with Department Chair or Graduate Coordinator, students should select a major professor as early as feasible, but no later than prior to registration for the third semester. The major professor must have Graduate Faculty Status and competence in the student's proposed area of study or research. The designation as major professor must be mutually agreeable to the student, major professor, and Department Chair.

## **Establishing the Program of Study Supervisory Committee**

The major professor assists the student in identifying potential members of the Program of Study Supervisory Committee. It is the responsibility of the student to secure agreement from each member and complete the necessary form designating the constituency of the Program of Study Supervisory Committee. This form is submitted to the major professor, Department Chair, and the Associate Dean for Research and Graduate Studies for approval no later than prior to registration for the third semester. Students will not be allowed to register for their third semester, if the Program of Study Supervisory Committee form is not on file in the Office of the Associate Dean for Research and Graduate Studies in the College of Human Sciences. Members of the Program of Study Supervisory Committee should be chosen for their potential contribution to the selection of appropriate content of study required to prepare the students for their professional goals.

Supervisory Committees vary on how they prefer to approve the Program of Study. Some major professors and committee members prefer a face-to-face meeting of all members and the student to discuss the Program of Study and determine the fit between what is proposed and the student's professional goals. Other committees prefer to provide approval without such a meeting. The major professor is expected to provide leadership in the process.

## **GRADUATE CURRICULUM**

### **Master of Science Degree Programs**

Two Master of Science options are available. The thesis option requires a minimum of 30 semester hours for the degree, including completion of a thesis. The course option requires a minimum of 33 semester hours, including completion of a special project. Student should select courses at the 5000 level; courses at the 6000 level may be selected with the approval of the instructor and major professor in advance of enrolling in the course.

#### **M.S. in Family and Child Sciences Curriculum**

Required Core Courses: 10 credit hours

CHD 5617	Professional Development in FCS	1
CHD 5266	Advanced Child Development	3
FAD 5263	Advanced Family Studies	3
CHD 6261	Theories of Child Development	3
	OR	
FAD 6436	Theories of Family Sciences	3

Required Research Courses: 11-14 credit hours

CHD 5915	Research Methods	4
FAD 5934	Applied Research in Human Sciences	4
CHD/FAD 8966	Masters Comprehensive Examination	0
CHD/FAD 5970	Special Project	3
	OR	
CHD/FAD 5971	Thesis	6

Required Electives: (selected in consultation with Supervisory Committee)

		6-13 credit hours
CHD 5618	Policy Development and Analysis in FCS	3
CHD5619	Child Care Issues and Advocacy	3
CHD 5919	Grant Writing in FCS	3
CHD/FAD 5906r	Directed Individual Study	1-3
FAD 5256	Parent and Child Relations	3
FAD 5261	Families in Crisis	3
FAD 5452	Human Sexuality Education	3
FAD 5456	Family Life Education	3
FAD 5481	College Teaching in Family Sciences	2-3
FAD 5900	Readings in FCS (topics vary)	3
CHD/FAD 5934	Seminar in FCS	3
CHD/FAD 5912	Supervised Research	1-3
FAD 5944	Internship	1-3
CHD/FAD 5942	Supervised College Teaching	1-3
<b>TOTAL MINIMUM – Thesis Option</b>		<b>30</b>
<b>TOTAL MINIMUM – Course Option</b>		<b>33</b>

### **Ph.D. in Human Sciences, Concentration in Family Relations**

The Ph.D. degree program in family relations requires a minimum of 48 semester hours in coursework plus 24 semester hours in dissertation beyond the master’s degree (minimum total = 72). (See section on Ph.D. in Marriage and Family Therapy for minimum requirements.) At least 30 semester hours of graduate courses are selected within the Department, and no more than 9 credits of courses graded with S/U are allowed. Students are encouraged to include a cognate or minor area of study to reflect their professional goals. A Program of Study is developed in consultation with and approved by the Supervisory Committee; these must be filed within the first two semesters of enrollment in the program.

### **Ph.D. in Human Sciences - Family Relations Curriculum**

<b>Required Core Courses:*</b>		<b>14-15 credit hours</b>
FAD 5481	College Teaching in Family Sciences	2-3
CHD/FAD 5942	Supervised College Teaching	3
HOE 6366	Research in Human Sciences	2
CHD 5617	Professional Issues in FCS	1
CHD 6261	Theories of Child Development	3
FAD 6436	Theories of Family Sciences	3

\*Students lacking either or both of the “Advanced” child development or family studies courses as part of their master’s degree will be expected to enroll in CHD 5266 and/or FAD 5263 as leveling courses not counted toward meeting the minimum requirements for the degree.



<u>Required Research and Statistics</u>		<u>31-34 credit hours</u>
FAD/CHD 8964r	Preliminary Doctoral Exam	0
FAD/CHD 6980	Dissertation	24
FAD/CHD 8985r	Dissertation Defense Examination	0
FAD 6917	Advanced Research Methods	3
FAD/CHD 5912r	Supervised Research	1-3
EDF 5401	General Linear Model	4
	<i>OR</i>	
STA 5207	Applied Regression Methods	3
	<i>OR</i>	
SOW6418	Intro. to Linear Modeling for Appl. Soc. Research	3

\*Students lacking adequate background in research methods and statistics as part of their master's degree will be expected to enroll in leveling courses not counted toward meeting the minimum requirements for the degree.

<u>Data Analytic Electives -- Examples*</u>		<u>12 credit hours</u>
FAD 6607	Randomized Clinical Trials in MFT	3
FAD 6608	Effectiveness and Translation Research in MFT	3
FAD 6930	Outcome Research in MFT	3
EDF 5402	Adv. Topics in Analysis of Variance Apps.	3
	<i>OR</i>	
STA 5206	Analysis of Variance and Design of Experiments	3
EDF 5406	Multivariate Analysis Applications	3
	<i>OR</i>	
STA 5746	Multivariate Analysis	3
EDF 5409	Causal Modeling	3
EDF 5410	Nonparametric Analysis Applications	3
EDF 6479	Qualitative Data Analysis	3
	<i>OR</i>	
SYA 5315	Qualitative Research Methods in Sociology	3
	<i>OR</i>	
SOW6496	Qualitative Research Methods	3
COM 5317	Content Analysis in Communication Research	3
SOW6466	Social Work Research Using Secondary Data	3
SOW6407	Survey Research Methods	3
CHD 6935	Special Topics: Qualitative Methods in FCS	3
	<i>OR</i>	
EDF 6479	Qualitative Data Analysis	3
	<i>OR</i>	
SYA 5315	Qualitative Research Methods in Sociology	3
COM 5317	Content Analysis in Communication Research	3

\*Selection of data analytic elective courses must be made with approval from the Supervisory Committee in developing the program of study.

<u>Elective Courses Within FCS:</u>	<u>9 credit hours</u>
-------------------------------------	-----------------------

CHD 5618	Policy Development and Analysis in FCS	3
CHD 5619	Child Care Issues and Advocacy	3
CHD 5919	Grant Writing in FCS	3
FAD 5263	Advanced Family Studies	3
FAD 5452	Human Sexuality Education	3
FAD 5456	Family Life Education	3
FAD 5900	Readings in FCS	
FAD 5906	Directed Individual Study	
FAD 5934	Seminar in FCS	
FAD 6450	Human Sexuality	3
FAD6930r	Special Topics, Family and Child Development	3

An area of specialization and related course work is selected with approval from /the Supervisory Committee in developing the program of study.

Other Elective Courses 6 credit hours

Courses are selected with approval from the Advisory Committee in developing the program of study.

**TOTAL (MINIMUM includes 24 credits for dissertation) 72**

## **Ph.D. in Marriage and Family Therapy**

### **Graduates of Non-COAMFTE Master's Programs**

Graduates of mental health masters programs that are not accredited by the Commission on Accreditation in Marriage and Family Therapy Education (COAMFTE) must complete specified coursework (the "Standard Curriculum") before taking the preliminary doctoral examination. (Additional information on the "Standard Curriculum" can be obtained from the Director of MFT Program.) Before the student begins coursework in the fall semester, the clinical faculty reviews his or her master's transcript to determine whether additional coursework is needed. Students can request to substitute coursework; to do so, students must complete a course substitution form and attach all syllabi. The clinical faculty will review these materials and determine which courses may be substituted. No course will be waived. Based on the review process, students prepare an initial Program of Study by the middle of their first semester that includes these additional required courses which may not be counted toward meeting the required minimum credit hours for the doctoral degree.

The Marriage and Family Therapy doctoral program requires a minimum of 83 credit hours of which 21 are clinical/supervision and 24 are dissertation.

### **Ph.D. in Marriage and Family Therapy Curriculum**

<u>Required Core Courses:</u>		<u>18 credit hours</u>
HOE 6366	Research in Human Sciences	2
CHD 5617	Professional Issues in FCS	1
CHD 5266	Advanced Child Development	3

<i>OR</i>		
FAD 5256	Parent and Child Relations	3
FAD 5263	Advanced Family Studies	3
FAD 5481	College Teaching in Family Sciences	2
FAD 5942	Supervised College Teaching	1
FAD 6436	Theories of Family Sciences	3
FAD 6930r	Special Topics in MFT (Diversity Issues)	3
<u>Required Research and Statistics:</u>		<u>39-40 credit hours</u>
FAD 6917	Advanced Research Methods	3
FAD 6607	Randomized Clinical Trials	3
FAD 6608	Effectiveness and Translation Research in MFT	3
FAD 6930r	Outcome Research in MFT	3
EDF 5401	General Linear Model	4
<i>OR</i>		
STA 5207	Applied Regression Methods	3
FAD 8964r	Preliminary Doctoral Exam	0
FAD 6980	Dissertation	24
FAD 8985r	Dissertation Defense Examination	0
<u>Clinical Practice Requirements:</u>		<u>21 credit hours</u>
FAD 6940	Practicum in MFT	12
FAD 8944r	Internship in MFT	6
FAD 6606	Supervision in MFT	3
<u>Data Analytic Electives – Examples*</u>		<u>5-6 credit hours</u>
EDF 5402	Adv. Topics in Analysis of Variance Applications	3
<i>OR</i>		
STA 5206	Analysis of Variance and Design of Experiments	3
EDF 5406	Multivariate Analysis Applications	3
<i>OR</i>		
STA 5746	Multivariate Analysis	3
EDF 5409	Causal Modeling	3
EDF 5410	Nonparametric Analysis Applications	2
CHD 6935	Special Topics: Qualitative Methods in FCS	3
<i>OR</i>		
EDF 6479	Qualitative Data Analysis	3
<i>OR</i>		
3 SYA 5315	Qualitative Research Methods in Sociology	3
COM 5317	Content Analysis in Communication Research	3

\*Selection of data analytic elective courses must be made with approval from the Supervisory Committee in developing the program of study.

**TOTAL (MINIMUM includes 24 credits for dissertation) 83**

## **MFT Portfolio**

A requirement for receiving the PhD in MFT is the completion of the MFT Student Graduation Portfolio. The portfolio covers the domains of teaching, research, and service. The portfolio will be evaluated each year by the Supervisory Committee at the time of the annual review. Students will upload required documents to a portfolio Blackboard site. Items may be added as completed with the requirement that the portfolio be submitted in its entirety at least four weeks prior to the end of the semester in which the student plans to graduate.

<b>MFT Student Graduation Portfolio</b>	
<i>Domain</i>	<i>Portfolio Item</i>
	Current curriculum vitae
Research	A draft of a grant application
	A publishable manuscript
	Evidence of research presentation at a national or international professional conference
	Statement of program of research
Teaching	Evidence of successful teaching in traditional format
	Evidence of successful teaching in an on-line format
	Statement of teaching philosophy
Service	Evidence of service to the program, Department, College, University, or professional organization

## **COMPREHENSIVE AND PRELIMINARY EXAMINATIONS**

### **Masters Comprehensive Exam Process**

A written comprehensive examination is required for the degree and should be taken within 6 hours of completion of course work as indicated on a signed Program of Study. The student must complete and pass his/her comprehensive examination before enrolling in thesis credit. Students taking comprehensive examinations must have an average of B or better at FSU and must be registered for course CHD 8966 or FAD 8966. Comprehensive exams focus on student's ability to integrate, identify issues, apply theory and research to critical needs.

Procedures for the comprehensive exam are:

The written comprehensive exam must be administered within the first 5 weeks of the semester (Fall, Spring, and Summer) and will be given on one or two consecutive days for a total of 6 hours. The following policies and procedures must be followed in preparation and administration of the examination:

- a. The student will notify his/her major professor by the end of the 10th week of the semester prior to taking the examination of his/her intention to take the comprehensive examination during the next term.
- b. The major professor is responsible for preparing questions for the examination in

- consultation with the student's Supervisory Committee.
- c. Once the questions have been approved by the Committee, the questions are to be typed for the student prior to the examination date and placed on file with the FCS Academic Support Specialist.
  - d. The comprehensive examination covers competencies in theory, methods and research. The exam is composed of at least three questions.
  - e. The student will contact the FCS Academic Support Assistant to schedule a room and computer for the examination at least 2 weeks before the examination date. A disk for use in the examination will be provided by the FCS office. (Note: Students are not allowed to use their own computers or disks for the examination.)
  - f. The responses to the questions will be given to the Academic Support Specialist on disk upon completion of the examination. This staff member will email the responses to the major professor to disseminate to the members of the Supervisory Committee along with a copy of the review form.
  - g. The original examination will be placed in the student's file located in the FCS office.
  - h. The student's Supervisory Committee has up to 2 weeks to score the examination as a pass or fail prior to meeting with the student for feedback on the results. Committee members are to complete review forms and return their reviews to the major professor. A two-thirds majority of the committee is required for passing.
  - i. The supervisory committee will report the results of the examination to the Chair of FCS within 15 days of the examination date.
  - j. If the student fails the examination, he or she may retake the examination once within the next 2 semesters. If the student fails the examination a second time, he or she will be dismissed from the program.
  - k. In addition to the written exam, an oral examination is optional and may be included in the thesis defense or special project defense.

Written examinations are kept on file in the department office for 3 years. Masters students who are planning a special project option must first complete their comprehensive examination before beginning the special project.

### **Doctoral Preliminary Examination Process**

Satisfactory completion of a preliminary examination within 5 years of beginning coursework is required. When the examination is completed, the student may be admitted to candidacy for the doctoral degree. No student may register for dissertation hours prior to the point in the semester in which the preliminary examination is passed. (Note: MFT students must remain enrolled in practicum, FAD 6940, until they have passed their preliminary examinations.) The preliminary examination is designed to test scholarly competence and knowledge and to afford the examiners the basis for recommendations concerning the student's subsequent formal or informal study.

To be eligible to take the preliminary examination the student must:

- Complete all but 9 hours of course work as indicated on the signed Program of Study.

- Complete the research tool requirements.
- Attain a grade of B- or better on all course work that is part of the Program of Study and an overall GPA of 3.0 since admission to the doctoral program.
- Ensure that any modifications to the Program of Study were filed with the Associate Dean for Research and Graduate Studies, College of Human Sciences, by the students and approved by all Supervisory Committee members. .
- Be registered for CHD or FAD 8964.
- Prior to the examination, the student's Supervisory Committee will determine whether the student has progressed sufficiently in the study of the discipline and its research tools to begin independent research in the area of the proposed dissertation. This decision will be based at least on the recency and adequacy of the courses that the student has completed, given the current state of knowledge in the area of concentration.

The Program of Study Supervisory Committee serves as the examining committee. Others may be invited to participate in the oral portion of the examination as follows: The Dean of the College of Human Sciences, the Chair of the Department of Family and Child Sciences, and the Director of the MFT Program (if the student is in the MFT program). They may attend any session of the Supervisory committee as a non-voting member.

The doctoral student, in consultation with his or her Program of Study Supervisory Committee, establishes the time, date and place of the preliminary examination. The major professor is ultimately responsible for the examination content and presides at the exam. The preliminary examination is given in two parts: written and oral. The Supervisory Committee is responsible for the grading of the examination as a whole; a majority of positive votes by the members is required for passing.

The student's Program of Study Supervisory Committee will determine the content and format from two options: Preliminary Examination or Critical Review Paper. The Committee decides on an appropriate form of the exam for the student and drafts a memorandum describing the plans for the examination. Content of the oral examination will ordinarily be related to the written part. If the preliminary examination is selected, the Program of Study Supervisory Committee will design the examination questions. Department faculty who teach doctoral level courses may be invited to submit questions. Because the preliminary examination is inclusive of the student's academic program, the student should be prepared for questions in areas that may not have been covered by the written part of the examination.

If the Critical Review Paper is selected, the student presents a Critical Review Proposal for approval by his or her Committee. Once the Proposal is approved, completion of the project is independent of any outside assistance, and the student completes a statement attesting to his or her understanding of this. Importantly, the paper must be completed within 16 weeks of the approval of the proposal to the defense date and will be graded (S or U) based on the proposal. The 16-week period is calculated only while school is in session.

### Procedure for Preliminary Examination

Preliminary Examination	Critical Review Paper
Register for CHD or FAD 8964r (0 credits)	
Meet with Program of Study Supervisory Committee to discuss and determine the recency and adequacy of the course work completed	
Schedule the examination and reserve the necessary testing room	Convene Program of Study Supervisory Committee to approve critical review prospectus
Sit for exam	Sign a statement that he/she will work independently on the paper
	Write and defend critical review paper within 16 weeks
	Arrange a meeting of all committee members in advance, and notify in writing 2 weeks before agreed upon oral examination/defense date
Provide committee members with copy of the exam responses or critical review paper at least 2 weeks before the oral examination/defense.	
Oral Examination	

Following the oral examination, the Program of Study Supervisory Committee will report the outcome of the examination to the Department Chair and Associate Dean for Research and Graduate Studies as pass, conditional (additional work to be completed), repeat, or fail.

If the student does not pass either the written or oral portion of the preliminary examination, only one repeat examination is permitted. The report following the reexamination must indicate whether the student passed or failed. The results are reported to the Office of the University Registrar for inclusion in the student's permanent record. Failure on repeat examination will result in dismissal from the program.

Following successful completion of the preliminary examination, the student must:

1. Complete the Admission to Candidacy Form and submit it to the Department Chair, who will forward it to the Associate Dean for Research and Graduate Studies;
2. Obtain signatures on the Preliminary Examination Results form and submit it to the Department Chair within 1 week, who will forward it to the Associate Dean for Research and Graduate Studies;
3. Submit the Critical Review Paper with signatures from the Supervisory Committee, if this was the option selected. (In case of failure the committee will meet to propose a course of action.);
4. Select a Dissertation Supervisory Committee for the dissertation and complete the Supervisory Committee Form.

Once admitted to candidacy, the student may retroactively add dissertation hours during the semester in which the preliminary examination is passed, but this **MUST BE**

done before the 7<sup>th</sup> week of classes. That is, students may receive credit toward the required 24 hours of dissertation by having enrolled in 1-6 hours for a directed independent study (DIS) or supervised research and then convert those hours to dissertation hours. To do so, students must register for the DIS during the same semester they pass the exam, and all necessary forms must be completed no later than the 7<sup>th</sup> week of classes. Importantly, the time limit for completion of remaining requirements of the doctoral degree is no less than 6 months and no more than 5 calendar years from the time of passing the preliminary exam.

## **DISSERTATION SUPERVISORY COMMITTEE**

The Dissertation Supervisory Committee usually includes the same members as the Program of Study Supervisory Committee. However, the student may decide to make a change in the Committee membership, or a faculty member may decline to continue. The student should make sure members of the Program of Study Supervisory Committee are willing and able to continue on the Dissertation Supervisory Committee, if that is the student's desire.

## **THESIS AND DISSERTATION POLICIES AND PROCEDURES**

### **Master's Degree: Thesis Option**

It is the responsibility of the major professor to supervise (a) the preparation of the thesis prospectus, (b) the research, and (c) the preparation of the thesis document. The student will submit a copy of the thesis approved by the major professor to Supervisory Committee members at least 10 days before the scheduled oral defense (and to Department Chair, if so requested). The oral defense will be scheduled at discretion of the major professor.

The student is responsible, with the approval of the major professor, for arranging the time, place, and date of the oral defense. The student is then responsible for completing the on-line scheduling form through The Graduate School blackboard site. This then puts the defense on the University Defense Announcement Calendar.

Immediately after approval by the Supervisory Committee, and after appropriate corrections are made, the student must:

- a. Submit a copy of the thesis to Department Chair for review and signature indicating receipt of the thesis.
- b. Submit a copy of the thesis to the Dean, allowing 3 days for the thesis to be signed.
- c. Theses are to be submitted to the Graduate School in electronic format (see <http://www.gradstudies.fsu.edu/thesis.html> for procedures).
- d. Copies of the thesis should be provided to the major professor.
  - (1) Consult your major professor to determine which form (hardcopy or electronic) of the thesis that he/she prefers to receive.
  - (2) One labeled electronic copy for the Department.
  - (3) Other copies as desired by the student.



## **Master's Degree: Non-Thesis Option (Internship/Special Project)**

### **Proposal for an Internship or Special Project**

The student must identify an agency or program that works with individuals or families, such as Senior Citizens Planning Council, Planned Parenthood, Child Guidance Center, or Hospice.

Next, the student must schedule an appointment with the Director of the program and determine whether he or she might serve as a volunteer in an internship/special project. The goal of the appointment is to determine whether there is an opportunity for the student to work in this program and what the opportunities/responsibilities and/or goals might include. It is expected that at times the student may be doing some of the basic tasks of this program, such as office work, but the majority of the time should be spent in a variety of tasks that will facilitate learning about the multifaceted elements of the program. Part of the student's responsibilities should involve some opportunities for leadership, direction of activities, or development of materials. The internship or special project should involve a minimum of 90 hours of service; however, many students report that spending additional time in this experience is valuable.

The student is required to write a 4-5 page proposal about a potential special project, including the following components:

- a) Introduction to the Internship -- What is the importance of the problem and/or reason for doing this particular internship? This includes brief review of the relevant literature.
- b) Discussion of the agency or program -- What is the program? Who does it serve? Why does it service this population? When and how was it established?
- c) Discussion of the proposed special project -- What will the student do? What goals will be achieved? (Be specific.)
- d) Evaluation -- What is the format of the proposed evaluation (e.g., paper, seminar, letter of recommendation or evaluation from supervisor)?
- e) Conclusion -- How will this internship contribute to the student's professional development and knowledge of families or children?

The proposal is to be submitted to the major professor. Once the major professor approves it, it is submitted to the other committee members of the Supervisory Committee for approval. They must have at least 1 week to review it.

Once the Supervisory Committee has indicated approval by signing the document, it must be submitted to the Department Chair and Dean for their review and approval. The proposal must be approved before any work begins on the special project.

### **Final Paper for the Internship or Special Project**

After completing the various activities involved in the internship or special project, a 20-25 page paper is required. It should include the following components:

1. Introduction to Special Project or Internship -- What is the importance of the

- problem and/or reason for doing this particular internship? Include a review of literature pertinent to the topic.
2. Discussion of Agency or Program
    - a. Description of the agency or program -- What is the program, who does it serve, and why? When and how was it established? What are the goals and objectives of the agency? How was the program funded? Who are the staff members (size, credentials, training, etc.)?
    - b. Evaluation of agency or program -- Analyze the strengths and weaknesses of the program. How could this program be improved?
  3. Discussion of your experiences in the Special Project or Internship
    - a. Description of your experiences -- What did you do in this internship? How did you accomplish your goals?
    - b. Evaluation of your experiences -- Analyze the strengths and weaknesses of your involvement in the program? Discuss some of your successful experiences, as well as those, which could have been better. What did you learn from your involvement in this experience?
  4. Conclusion -- How did this internship contribute to your professional development and knowledge of families or children?
  5. Appendix -- Insert a letter of evaluation from your supervisor; include copies of any materials you developed that pertain to the program internship.

The student should type and submit this project report to the major professor. Because this is a professional paper, it should be written as such, attending to format and APA guidelines. After the major professor has reviewed and provided feedback on the paper, the student makes any necessary revisions and is given permission to arrange a final oral seminar with the members of the Supervisory Committee. The Committee must be given at least week to read the paper prior to the oral seminar. After the successful completion of the seminar, the student must make any necessary revisions and submit to her/his committee for final approval of the special project. Then, three copies of the project report are made and soft bound (one for each of the following: the major professor, Department Office, and Dean's Office). These copies are submitted to the Department Chair and Dean for their signatures.

### **Application for Degree**

During the first 2 weeks of the semester in which the student expects to receive a degree, he or she must apply in the Office of Registrar for the degree (see <http://registrar.fsu.edu> for date). At that time the student must have a B average for the course of study attempted. Registration is required in the final term in which a degree is granted. The minimum of two thesis hours may be reduced to one hour of credit, if the student has completed all the requirements for the degree except final clearance procedures. If the student filed previously for a diploma but did not receive the degree, he or she must reapply and pay the fee for reapplication. The student may receive an incomplete grade ("I") for thesis defense to avoid re-registration. In case that the student does not complete the requirements, he or she should delete his or her name from the graduation list in office of the Assistant Dean for Academic Affairs before date of intended graduation. The Department has established a three-year limit for Master's students to complete their degree. Students who fail to do so will not be permitted to continue in the program.

Exceptions/additions to the Program of Study must be submitted to Associate Dean for Research and Academic Affairs at the same time written report is submitted.

### **Final Degree Clearance**

The Academic Support Specialist will verify that student has met all the program requirements. Verification includes:

1. Submission of clearance form to major professor at same time the thesis is submitted.
2. Submission of completed clearance form to Department Chair at same time the thesis is submitted.
3. Submission of clearance form to Dean's Office at same time the thesis is submitted.

### **Dissertation**

When all required course work has been completed and preliminary written and oral exams passed, formal application may be made for admission to candidacy for the doctoral degree. Only when the student has been admitted to candidacy, she or he must submit to the Dissertation Supervisory Committee a research project prospectus on a topic within the student's major field of study. The dissertation must be an achievement of original research constituting a significant contribution to knowledge and represent a substantial scholarly effort on the part of the student. (Note: Pre-prospectus meetings are allowed but not required of all students.)

The doctoral student has a limit of 5 years from beginning coursework to be admitted to candidacy. Once candidacy is conferred when the student successfully passes the preliminary examination, the student has a limit of 5 additional years to complete the degree program. Pursuit of a graduate degree must be continuous from the time of entry through the completion of all required course work including the dissertation. Thus, students must enroll in at least **THREE** credit hours each semester and summer when completing their dissertation work to maintain continuous enrollment. Failure to meet these time limits will result in termination from the program.

### **Doctoral Prospectus**

Students work with their Dissertation Supervisory Committee to design an acceptable prospectus. This document will be a contract between the student and Supervisory Committee to be carried out within a limited time frame. Once the major professor has approved the prospectus, it should be sent to the other members of the Supervisory Committee. This committee should have at least **2 weeks** to read the prospectus prior to a committee meeting to discuss the proposal. It is the student's responsibility to schedule the proposal meeting when all members of the committee may be present. The primary function of the proposal meeting is to evaluate the merits and feasibility of the proposed research. The committee also serves to provide conceptual and technical assistance on selected, limited aspects of the research, but not to help the student develop major aspects of the project from the beginning. After the prospectus has been approved by the Doctoral Supervisory Committee and signatures secured, it will be submitted to the Departmental Chair and the Dean for review and signature. Data

collection is not to occur prior to having a signed prospectus and approval of the Institutional Review Board of research involving human subjects.

An approved dissertation prospectus is considered a contract between the student and the Dissertation Supervisory Committee, as the representatives of the University. That is, once the committee approves the rationale, questions, proposed methods, and proposed analyses, the committee must accept the outcomes of the research. This protects the student from additional, after-the-fact requirements, unless, of course, the project was not conducted in accordance with the prospectus. Copies of the signed prospectus are to be kept on file with the major professor, Department office, and Office of the Associate Dean for Research and Graduate Studies.

### **Dissertation Research Project**

The Dissertation Supervisory Committee will supervise the student's dissertation research. The student who has been admitted to candidacy must register for at least three (3) dissertation credits each term until the dissertation is completed (CHD or FAD 6980). The major professor shall determine the exact number of hours based on the proportion of faculty/staff time, facilities, and other resources needed to support the student. The minimum number of dissertation hours for completion of the doctoral degree is 24 semester hours. The student may not register for CHD or FAD 6980 before the semester in which the preliminary examination is passed.

A student is expected to keep the major professor informed as the dissertation progresses and to consult with him or her and other committee members periodically. Typically, the major professor decides when the written dissertation is sufficiently acceptable and defensible, before giving approval for the student to schedule a meeting of the entire committee. The major professor's decision on this may exceed the student's preferred timetable, but this is the major professor's responsibility. As with the proposal, the final dissertation should not, in the major professor's mind, need major foreseeable renovations. On the other hand, the student should understand that what feels like a final copy is still a draft and that revisions will almost certainly be forthcoming.

A copy of the dissertation must be submitted to the Dissertation Supervisory Committee **4 weeks** before the scheduled oral defense. Most faculty members are not on appointment during the summer months, as this time is dedicated to the completion of a number of other professional responsibilities. As such, faculty members are not expected to work with students during the summer months unless such an agreement has been discussed and agreed upon in advance. Further, students should not schedule their dissertation defense during this period, when faculty members are not required to be available to students. Careful planning is the responsibility of the student.

After the student has successfully completed the oral defense of his or her dissertation, and the dissertation has been signed by the Dissertation Supervisory Committee, it should be submitted to the Department Chair for review and signature (allow 1 week) and to the Dean for review signature (allow 3 days).

Note: Students should obtain a copy of the Guidelines for Theses and Dissertations. This

publication is available free from The Graduate School website <http://gradschool.fsu.edu>. It specifies in great detail all of the university requirements for dissertations and graduation.

### **Oral Defense Procedure**

The student must register for the dissertation defense (CHD or FAD 8965) during the semester in which the dissertation is to be completed. At least **4 weeks** prior to the date of the oral examination in defense of the dissertation, and after discussion with the major professor, the student will present an announcement of the defense (see instruction on the The Graduate School website). The announcement should include the dissertation title, the date, and place of the examination.

The defense must be attended by all committee members and the student. No more than one committee member may participate via distance technology, excluding the University Representative who must attend in person.

It is the responsibility of the Dissertation Supervisory Committee to determine standards for passing the defense. Approval is based on established criteria for evaluating a dissertation at FSU and the overall scientific merit of the work. Final approval of the dissertation by the Committee is a prerequisite to the awarding of the degree. If acceptable, the dissertation will be given to the Department Chair and the Dean for review and signatures.

Following a successful defense, the student is responsible for having the necessary forms signed by all committee members and turned into the FCS Office along with a copy (hard or electronic) of the dissertation.

### **Dissemination of Dissertations**

The results of dissertation research will be submitted to appropriate outlets so the academic, research, government, and family service communities will benefit from the knowledge gained through the research process. Publication of the dissertation research through journals is expected. At the time of the prospectus defense, students will identify several potential outlets for the proposed study. At that time, the Dissertation Supervisory Committee will evaluate the proposed project for its potential for being published, using criteria such as the fit of the proposed project to current publications in identified journals, attention to levels of statistical methods at least comparable to that used in the field currently, and the tightness of the proposed study for being able to assess the research questions.

For the findings to be released in a timely manner, students will be encouraged to submit their findings to an appropriate journal within one year of completion of the project. Authorship of the manuscript will be decided by the student and major professor, according to APA Guidelines.

With the written permission of the student, the major professor will have the option of preparing a manuscript for submission, if one has not been submitted for publication within one year of the student's successful defense of the project. Authorship of the manuscript will be decided by the student and major professor.

## **COMMENCEMENT**

All degree requirements must be met before a student will be allowed to participate in the commencement processional. Doctoral students are allowed to use the Ph.D. designation only after the degree has been official conferred.

## **ANTI-DISCRIMINATION AND GRIEVANCE POLICIES**

Florida State University, including the Department of Family and Child Sciences, is “..committed to a policy of non-discrimination for any member of the University’s community on the basis of race, creed, color, sex, religion, national origin, age, disability, veterans’ or marital status, sexual orientation, gender identity, gender expression, or any other protected group status” (from the University Equal Opportunity and Non-Discrimination Statement found at [http://www.hr.fsu.edu/PDF/Publications/diversity/EEO\\_Statement.pdf](http://www.hr.fsu.edu/PDF/Publications/diversity/EEO_Statement.pdf)). Further, the University prohibits acts of harassment against students (or other members of the university community) based on membership in one of these protected groups (See Non-Discrimination Policy and Grievance Procedures posted by the Dean of Students Department at <http://deanofstudents.fsu.edu/Student-Handbook/Frequently-Referenced-General-Policies/Non-Discrimination-Grievance-Statements> for full details). A student seeking to file a grievance may contact the Dean of Students Department, the Director of Multicultural Affairs, and/or the Office of Diversity and Compliance in University Human Resources (see the Non-Discrimination Policy & Grievance Procedures Statement at <http://deanofstudents.fsu.edu/Student-Handbook/Frequently-Referenced-General-Policies/Non-Discrimination-Grievance-Statements>).

Students may also have grievances not related to their membership in a protected group. The procedures for filing general academic appeals can be found at <http://deanofstudents.fsu.edu/Student-Handbook/Frequently-Referenced-General-Policies/General-Academic-Appeals>.