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The University of Georgia

Department of Human Development and Family Science

DOCTORAL PROGRAM HANDBOOK

Fall 2013

Introduction

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

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

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

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

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

Last updated: June 27, 2013

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

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Important Milestones

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

Temporary Advisor

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

Major Professor

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

Advisory Committee

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

Selection of the Advisory Committee should also be done by the end of your first year in residence. All committee member selection decisions should be made in consultation with your Major Professor. Additional voting members may be appointed to the committee, including no more than

one non-UGA faculty, who must hold the terminal degree in their field of study. If there are more than three members, there must be greater than 50% graduate faculty representation. At least two committee members must be from the Department of Human Development and Family Science.

Persons employed by The University of Georgia, and who hold the following ranks, may serve on doctoral committees: professor, associate professor, assistant professor, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, and senior research scientist. Persons having the following ranks may not serve as voting members of doctoral committees: instructors, lecturers, and academic professionals. However, these individuals may serve as non-voting members of a committee.

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

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

Once you are a doctoral candidate, replacements for members of the advisory committee must be approved by the Graduate Coordinator and Dean of the Graduate School prior to their service in any capacity. A revised advisory committee form showing the entire reconstituted committee must be submitted to the Graduate School. This is done by completing the Advisory Committee for Doctoral Candidate form, http://www.grad.uga.edu/forms&publications/student/body_advcomphd.pdf, and selecting "revised" in the upper left hand corner.

Of Special Interest to International Students

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

Program of Study and Approval Meeting

A program of study outlines departmental requirements for coursework, research, teaching, and service. The program of study is developed in consultation with your Major Professor and your advisory committee. Before the end of the second semester in residence you will schedule a meeting at which you will present a Departmental Program of Study form (Appendix B) to your Advisory Committee. All members of the student's committee should participate in this meeting. Emphasis is placed on the active involvement of all members of the committee in decisions affecting the student's study. Appendix B lists the coursework you plan to take in order to fulfill the HDFS doctoral curriculum requirements as well as the proposed activities that will fulfill the teaching, research, and outreach/service components of your portfolio. Note: Students with an emphasis in MFT must also include the appropriate MFT Specialization Course Requirement Worksheet included in Appendix C and Appendix D.

You will need to obtain the approval and signatures of all committee members on the Departmental Program of Study form, and the Preliminary Doctoral Program of Study form, http://www.uga.edu/gradschool/forms&publications/student/body_prephdprg.pdf. Once you gather all required signatures submit the forms to the Graduate Program Assistant for departmental records; these forms are for departmental use and do not go to the Graduate School. Changes in your plan are permissible with the approval from your Advisory Committee.

The Graduate School requires that all doctoral students submit a Final Program of Study form after all courses necessary for degree credits are completed. A sample of a completed program of study form is located in Appendix E.

<http://www.uga.edu/gradschool/forms&publications/student/finalphdprg.pdf>

You must have the advisory committee form submitted before or with this final program of study. This form must be submitted by the time oral comprehensive examinations are scheduled.

Notes:

- Courses should be listed in the order taken.
- No grade below a "C" is acceptable for a course included on a program of study.
- No courses used for another degree may be listed.
- To be eligible to graduate, a student must maintain a 3.0 average on all courses in the Program of Study and on all graduate courses taken.
- Doctoral students may transfer 9 semester hours of courses taken at another institution.
- A minimum of three semester hours of HDFS 9300 must be included on the program of study.
- A maximum of 9 credit hours of HDFS 9000 and a maximum of 9 credit hours of HDFS 9300 can be included on your final program of study.
- HDFS 9005 cannot be listed on your Final Program of Study.

In order to make changes to the Final Doctoral Program of Study once it has been filed with the Graduate School, you must complete a Recommended Change in Program of Study form http://www.uga.edu/gradschool/forms&publications/student/body_recochgprog.pdf.

Graduate Coordinator Approval of Final Program of Study

The Major Professor and advisory committee will verify that you have met the department's

program of study course requirements prior to graduation. This can occur at any time including prior to your advancement into candidacy. Once this has been verified, submit the signed Final Program of Study along with a copy of your unofficial transcript to the Graduate Coordinator. The Graduate Coordinator's signature on the candidacy form verifies that all program of study requirements have been met.

After you obtain the signatures of your Major Professor and the Graduate Coordinator, the form is to be submitted to the Graduate Program Assistant who will submit it to the Graduate School.

Curriculum

Coursework Requirement

The Departmental Program of Study for doctoral students includes three sections: substantive/theoretical, research methods, and area of specialization. Tables 1 & 2 list courses required for the doctorate in Human Development and Family Science. Table 3 lists courses required for the doctorate in Human Development and Family Science with a specialization in marriage and family therapy. All courses required for the curriculum that are offered in the department must be taken in the department.

Exempting Core Courses

All doctoral graduates of the department are expected to have mastered the content in all courses within the core curriculum (including 6000-level courses), either in our program or in a previous related-degree program. Topics covered in these first year courses are listed in Appendix F.

Students may exempt any core course (including at the 6000 level) by presenting to their advisory committee 1) a copy of the syllabus (or syllabi if more than one course covered the core content) for the class(es) they took elsewhere, 2) the most recent HDFS syllabus for the class they wish to exempt, and 3) a brief written rationale for the exemption. The advisory committee will make the determination of comparability. The committee may, in cases of partial comparability, design some package of experiences that insures core content has been obtained through, for example, a combination of the previously taken course, a course here, and/or a directed study.

The committee's decision on an exemption must receive approval from the Graduate Coordinator. If the Graduate Coordinator believes there is an issue with giving that approval, he or she will take the matter to the full HDFS graduate faculty. The student may appeal any exemption decision made at any level to the HDFS graduate faculty. The decision of the graduate faculty is final.

All master's level coursework, as well as the master's project, must be completed before the end of the 4th semester in residence. Therefore, students who believe that they have mastered the material in some or all of the 6000-level classes should seek a decision on these issues from their advisory committee as soon as possible; no later than the second semester in residence.

Research Methodology Requirements

You are expected to develop an understanding of a broad range of research methods and demonstrate competence in their use. Through specific coursework you will gain mastery of techniques such as quantitative and qualitative methods and analyses. Required courses include: HDFS 6800 Research Methods, HDFS 6950 Conducting Qualitative Research in Family Science, HDFS 8090 Intervention Research Methods, and HDFS 8810 Qualitative Methods. Students who already have taken a graduate level research methods or statistics course prior to beginning the program may not be required to take all the courses listed in the curriculum. Submitting official transcripts, course syllabi, or taking a proficiency test may be required for proof of proficiency. Additionally, two certificate programs are available for those wishing to pursue a specialization or concentration in either quantitative or qualitative design.

Quantitative Methods in Family Science Certificate

The goal of the certificate program is to provide advanced graduate education that prepares students for employment in top-tier quantitative social and behavioral science research-intensive positions by providing students with cutting edge statistical and methodological knowledge and skills relevant to the study of families and individual across the life course. Students must complete the following courses: HDFS 6800 Research Methods, HDFS 6900 Seminar in Quantitative Analysis I, HDFS 8800 Quantitative Methodology in Child and Family Development, HDFS 8950 Seminar in Quantitative Analysis for Family Science II, and HDFS 8840 Seminar in Quantitative Analysis for Family Science III. Three of the following four 4-week modules are also required: Multilevel Modeling for Family Sciences, Growth Curve Analysis for Family Sciences, Dyadic Data Analysis for Family Sciences and Categorical Data Analysis for Family Sciences. For additional information, contact the QMFS director, Dr. K.A.S Wickrama: Wickrama@uga.edu.

Interdisciplinary Qualitative Studies Certificate

The Qualitative Research Program offers a 15-hour graduate certificate in Interdisciplinary Qualitative Studies (IQS). The IQS certificate is available to students who are currently pursuing a graduate degree or who are enrolled in a graduate program at the University of Georgia. The purpose of the certificate is to advance interdisciplinary inquiry through the pluralistic use of multiple methods. Because of its interdisciplinary nature, the program allows students to tailor the focus of their certificate programs to individual interests. Students begin by enrolling in QUAL8400 or one of its equivalents. This is a prerequisite for QUAL8410 and most QUAL electives. The third required course is QUAL 8420. Interested graduate students should refer to the program webpage for additional information and program application: <http://www.coe.uga.edu/leap/academic-programs/qualitative-research/>

Master's Thesis or Project

Students who enter the Ph.D. program with a master's degree but did not write a master's thesis must complete a master's project during doctoral study. The content and format of the project must meet the approval of the student's advisory committee. Once the final project has been completed, and approved by the advisory committee, an oral defense can be scheduled. The Research Project Approval and Defense Form can be found in Appendix G. This project must be

completed, approved, and successfully defended before the end of the 4th semester in residence.

Area of Specialization

Students seeking the Ph.D. degree in HDFS must have an area of specialization that includes 15+ hours in one identified area (e.g., marriage and family therapy, early childhood education, gerontology, parent-child relationships, adolescence, divorce, statistics, family assessment, etc.). Courses comprising the specialization may be taken in this department and/or in another department, must be beyond the core requirements of this program, and must be regarded as a logical whole by the student's committee. Students are encouraged to avoid too general a definition of the area and to be certain that it is an area in which they can demonstrate both depth and breadth of expertise.

Post-Baccalaureate to MS to Ph.D.

The department requires all post-baccalaureate students who are admitted to the doctoral program to complete a Master of Science degree. The following procedures must be followed to complete the M.S.:

1. Submit a letter of intent to complete the M.S. This letter should be addressed to the department head and the Graduate Coordinator. A sample of a letter of intent can be found in Appendix H.
2. The department will review your letter of intent and, after its approval, will forward your letter to the graduate school.
3. During your first meeting with your committee, you will provide two graduate school programs of study. One will show your proposed program for the MS; the other will show your proposed program for the PhD. Sample of the programs of study are in Appendix E. Your committee will assist you in determining the sequence and relevance of coursework. Note that these graduate school programs of study show graduate school requirements and do not show additional department degree requirements.
4. After approval of these programs of study, you will submit both forms to the graduate school according to the deadlines posted on the graduate school website (all forms for current students can be found at http://www.uga.edu/gradschool/forms&publications/currentstudent_forms.html).
5. Upon receipt of those Programs of Study Forms, the graduate school will open an additional file for your master's work and will temporarily deactivate the doctoral file. However, the graduate school will continue to list you as a doctoral student.
6. As you progress through the program, submit the various forms required by the graduate school and discussed in this handbook. It is your responsibility to complete those forms and submit them to the graduate school in accordance with deadlines posted on the graduate school website.
Note: There are forms which you may submit directly to the graduate school and forms that need to go through the Graduate Program Assistant. If in doubt please bring the form to the Graduate Program Assistant for further review and instructions.
7. When you have completed your MS graduate school program of study, you must complete and file forms with the graduate school (transfer of credit if applicable, application for graduation, filing of thesis, etc.) according to posted deadlines.
8. You will be evaluated during the spring of your second year in residence during which time the graduate faculty will assess the quality of your work at the master's level as well as your demonstrated potential for academic work at the doctoral level. You will either receive faculty approval for continued work at the doctoral level or you will be advised that the faculty does

not support program continuation after completion of the master's degree.

9. When all forms have been received and processed by the graduate school, the graduate school will complete the MS screen and your doctoral screen will automatically reactivate.
10. You may attend the graduation and receive your master's degree and your studies within the department will continue uninterrupted.

Minimum Enrollment Requirements

The Graduate School requires that all students on assistantship be enrolled in 12 hours per Fall and Spring semesters and, if on assistantship during Summer semester, 9 credit hours of enrollment is required. We usually recommend that students take 9 hours of *coursework* per semester. In order to comply with the Graduate School's minimum enrollment policy, students on assistantship can enroll in 1-3 hours' worth of 7005 (at the master's level) or 9005 (at the doctoral level). There is no classroom time or work assignment associated with these hours beyond the tasks you have already been assigned as part of your assistantship. If you prefer to take 12 hours of academic course credit, you will meet the Graduate School's minimum enrollment policy and do not need to register for 7005/9005.

Curriculum Plans

All doctoral students have ample opportunity to take elective courses in their area(s) of interests. You should seek courses that will comprise an Area of Specialization of 15+ credit hours.

We regularly offer 6000 and 8000-level topical seminars that are open to all doctoral students. Recent and upcoming seminar topics include: Grant Writing, Prevention Science, Health and Social Epidemiology, Premarital and Marital Relationships, Multilevel Modeling for Social and Behavioral Sciences, Aging in Immigrant Populations, Couple and Family Relationships in Child Welfare, and others.

Other options in our department include, but are not limited to:

HDFS 8720: Diversity in Families (offered every other year.)

HDFS 8060: Contemporary Changes in MFT is a required course for MFT students but is open to non-MFT students as well. (Offered every year)

HDFS 8800: Quantitative Research Methods (not currently on a regular rotation)

You may also take electives outside of our department. You can look into the 6000, 7000, and 8000-level course offering for other departments like Sociology, Psychology, Social Work, or Public Health to find out if they have something you are interested in. Some options might include:

PSYC 8920: Child Behavior Problems

SOCI 6610: Sociology of the Family

HPRB 7069: Human Sexuality

GRNT 6650: Aging in Society

GRNT 7266: Death, Dying, and Bereavement

It is recommended that you seek the advice of your Major Professor or advisory committee when selecting electives.

In the following three tables you will find the suggested curricula for doctoral students in the various tracks/areas of emphasis.

Table 1: HDFS Core Curriculum for Post Bachelor Degree Students

Year 1		
Fall (12 hours min)	Spring (12 hours min)	Summer (9 hours min)
HDFS 6630: Theories of Family Relationships	HDFS 6100: Theories and Issues in Human Development	Elective
HDFS 6900: Quantitative Methods I	HDFS 6950: Conducting Qualitative Research in Family Science or HDFS 8730: Quantitative Methods II	
HDFS 8910: Professionalization Seminar (Orientation, 2 credit hours)	HDFS 6800: Research Methods	
Elective		
HDFS 7005*	HDFS 7005*	
Year 2		
Fall	Spring	Summer
HDFS 6640: Issues in Family Relationships	HDFS 8710: Advanced Human Development	Elective
HDFS 7000: Thesis Research	HDFS 7300: Thesis (3 or 6 hours)	
HDFS 8700: Philosophy of Science	Elective (optional)	
HDFS 7005 *	HDFS 7005*	
Year 3		
Fall	Spring	Summer
HDFS 8810: Qualitative Methods	Elective	Elective
Elective	Elective	
Elective	Elective	
HDFS 9005 *	HDFS 9005*	
Year 4		
Fall	Spring	Summer
Elective	Elective	Elective
HDFS 8910: Professionalization Seminar (Job search, 1 credit hour)	Elective	
HDFS 9000: Dissertation Research	HDFS 9300: Dissertation	
HDFS 9005*	HDFS 9005*	

* 7005 and 9005 are assistantship hours. If needed, you can use this course number to fulfill the requirement of 12 credit hours.

Table 2: HDFS Core Curriculum for Post Master Degree Students

Year 1		
Fall (12 hours)	Spring (12 hours)	Summer (9 hours)
HDFS 8700: Philosophy of Science	HDFS 8710: Advanced Human Development	Elective
HDFS 6900: Quantitative Methods I If you have had this content you can wait for 8730 in Spring.	HDFS 8730: Quantitative Methods II	
Elective	Elective	
HDFS 8910: Professionalization Seminar		
HDFS 9005*	HDFS 9005*	
Year 2		
Fall (12 hours)	Spring (12 hours)	Summer (9 hours)
HDFS 8810: Qualitative Methods	HDFS 8090: Intervention Research Methods	Elective or HDFS 9000: Dissertation Research
Elective	Elective	
Elective	Elective	
HDFS 9005*	HDFS 9005*	
Year 3		
Fall (12 hours)	Spring (12 hours)	
Elective	Elective	
Elective		
HDFS 8910: Pro Sem (job search, 1 credit hr)		
HDFS 9000: Dissertation Research	HDFS 9300: Dissertation	
HDFS 9005*	HDFS 9005*	

TABLE 3: MFT CORE CURRICULUM FOR POST MASTER DEGREE STUDENTS

Year 1		
Fall (12 hours)	Spring (12 hours)	Summer (9 hours)
HDFS 8050: Mechanisms of Change in MFT	HDFS 8060: Contemporary Approaches in MFT	HDFS 9070: MFT Practicum
HDFS 6900: Quantitative Methods I (If you have already had this content, you can wait until spring to take Quant II)	HDFS 8730: Quantitative Methods II	
HDFS 9070: MFT Practicum	HDFS 9070: MFT Practicum	
HDFS 8910: Pro-Seminar (orientation, 2 credit hours)		
Elective (can be 9005)*	Elective (can be 9005)*	
Year 2		
Fall (12 hours)	Spring (12 hours)	Summer (9 hours)
HDFS 8810: Qualitative Methods	HDFS 8090: Intervention Research Methods	HDFS 9070: MFT Practicum
HDFS 9070: MFT Practicum	HDFS 8070: Couple & Sex Therapy (offered every other year)	
Elective	HDFS 9070: MFT Practicum	
Elective (can be 9005)*	Elective (can be 9005)*	
Year 3		
Fall (12 hours)	Spring (12 hours)	Summer (9 hours)
HDFS 8700: Philosophy of Science	HDFS 9080: MFT Supervision	
Elective	HDFS 8710: Advanced Human Development	
HDFS 9070: MFT Practicum	HDFS 9070: MFT Practicum	
HDFS 8910: Pro Sem (job search, 1 credit hr)		
	Elective (can be 9005)*	
Elective (can be 9005)*		

* 9005 is assistantship hours. If you need to use this course number in order to reach the required 12 credit hour per semester minimum, you may do so, however it is not required.

Annual Evaluation

All graduate students will be evaluated annually for their performance and progress. This will take place at a meeting of HDFS graduate faculty and will be held late in the spring semester. Each student will prepare and submit information regarding completed coursework, research productivity, teaching, and professional service experience, as described below. Students will receive developmental feedback from the graduate faculty after the evaluation meeting. The procedures for the annual evaluation are outlined as follows:

1. Graduate Program Assistant distributes the Assistant Evaluation Rating forms to faculty supervising graduate assistants. The forms will be returned to the Graduate Program Assistant by December 1st for the Fall and April 1st for the Spring semester.
2. Graduate students submit an annual progress report and other required documents to their Major Professor or temporary advisor. To do this you will go to https://www.fcs.uga.edu/cs/helpdesk_login.php?go=cfd_grad and log in with your MyID. After that, you will be taken to a screen that will display a link to submit a report for the current year, edit your previously submitted reports, and edit the master's and doctoral portfolios. Print your report and submit it to your Major Professor or temporary advisor each spring by March 1st.
3. Each student will be evaluated initially by her or his Major Professor and advisory committee. If the student has a Major Professor, but not a committee, the evaluation will be done by the Major Professor. Should a student not yet have a Major Professor or committee, the evaluation will be done by the temporary advisor. The evaluator is responsible for completion of the evaluation, summarizing students' evaluations, providing information to the graduate faculty, and making recommendations.
4. Each student's progress shall be evaluated using the following 3-level classification system:
 - (a) Satisfactory (the expected norm)
 - (b) Unsatisfactory (a time line for improvement is imposed)
 - (c) Dismissal

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

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

g) other criteria the faculty may feel is appropriate to assess for a given student.

Unsatisfactory students are:

- a) to some extent falling short on one or more of the above criteria.
- b) provided a plan for remediation for the student as well as a timeline on which the plan will be assessed.
- c) subject to dismissal after receiving two unsatisfactory annual evaluations in a row.

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

5. Recommendations for students' annual evaluation will be approved by the Graduate Faculty at an April meeting.
6. Upon the graduate faculty's approval, major or temporary advisors provide the Graduate Coordinator a narrative summary for each of their student's evaluation in the area of coursework, publication, presentation, teaching/outreach, and/or leadership/citizenship. For areas that need improvement, suggestions for the course of actions are also included. The Graduate Coordinator incorporates the narrative summary into a letter to be sent to the student by the end of the spring semester.
7. Decisions on departmental assistantships will be based on students' annual evaluation performance. An assistantship should not be awarded to a student who is not making clear progress toward the requirements for graduation. Every effort will be made to inform students about funding for the following year before the end of spring semester.

Doctoral Portfolio Requirements

The Doctor of Philosophy is a research degree and it is expected that students will develop excellence in the skills associated with scholarship. Scholarship can be demonstrated through accomplishments in publishing and presenting research, teaching, and outreach. The graduate faculty in the Department of Human Development and Family Science has a set of procedures and portfolio standards for evaluating students' proficiency in the areas of knowledge, scholarship, and research relevant to the field. Because the portfolio requirements serve as partial fulfillment for a doctoral degree in Human Development and Family Science, all students, including those who enter our program with a master's degree, are required to meet the doctoral portfolio requirements. Only activities accomplished during your doctoral program at UGA can be included in the doctoral portfolio and all activities must have already taken place rather than be based on planned future activities (i.e. a presentation at an upcoming conference). **You must complete your portfolio and obtain approval from your advisory committee prior to the scheduling of your final oral examination (dissertation defense).**

Previously approved portfolios can be viewed by going to the following link:

<http://www.fcs.uga.edu/cfd/graduate/current.html> Click "Approved Portfolios" and you will be directed to log into the p drive using your Novell login ID and password.

The categories of evaluation in the portfolio are intended to mirror the professional activities in the discipline. Specifically, the portfolio requires that you engage in publication of peer-reviewed research, presentation of research at professional conferences, teaching, and

service/outreach. The criteria below are the *minimum* requirements for portfolio approval but the majority of our students engage in scholarship, teaching, and service that exceed the minimum requirement.

PUBLICATIONS: One first-authored article accepted in a peer-reviewed journal. The purpose of the portfolio publication requirement is to give doctoral students experience in conducting research as well as preparing and submitting a manuscript to a scholarly journal that will publish your research to be disseminated within the broader Human Development and Family Science discipline. Except in the case of a few journals listed below, the article you submit for portfolio approval should be accepted for publication in a journal listed by the ISI Web of Science Journal Citation Reports. This database assigns impact factors to journals based on the average number of times that an article published in that journal is cited in the research literature (an indicator of the journal's impact on the discipline). You should report the impact factor of your journal along with the copy of the accepted manuscript.

How to find the ISI Web of Science Journal Citation Reports

- 1) Go to UGA library main page
- 2) Select the link to Galileo
- 3) Use the "Select a Database" drop down menu to select Web of Science
- 4) Select the yellow tab at the top of the page that says Select a Database
- 5) Click Journal Citation Reports
- 6) Use the radio buttons on the left to select either the Science version or the Social Science version and use the radio buttons on the right to select a subject category

You may get portfolio credit for articles you publish in journals listed in these disciplines under the Science version: Behavioral Sciences, Education (scientific disciplines), Genetics and Heredity, Geriatrics and Gerontology, Healthcare Sciences, or Neuroscience.

You may get portfolio credit for articles you publish in journals listed in these disciplines under the Social Science version: Communication, Criminology, Cultural Studies, Education and Educational Research, Education (special), Ethnic Studies, Family Studies, Gerontology, Health Policy and Services, Psychology (various relevant sub disciplines) Social Work, Sociology, and Women's Studies.

The following journals are not included in the Journal Citation Report but are still considered acceptable publication outlets for the purposes of doctoral portfolio publication requirements (these journals are published by scholarly presses and/or are affiliated with scholarly professional organizations related to the discipline):

- Advances in Life Course Research (Elsevier)
- Child and Adolescent Social Work Journal (Springer Publishing)
- Contemporary Family Therapy (Springer Publishing)
- Family & Consumer Sciences Research Journal (Wiley)
- Journal of Couple and Relational Therapy (Taylor and Francis Group)
- Journal of Cross-Cultural Gerontology (Kluwer)
- Journal of Family and Consumer Sciences (AAFCS journal)
- Journal of Family and Economic Issues (Springer Publishing)
- Journal of Family Theory and Review (new NCFR journal)
- Journal of Feminist Family Therapy (Haworth Press)
- Journal of Intergenerational Relationships (Taylor and Francis Group)

- Marriage and Family Review (Haworth Press)
- Psychology of Violence (new APA journal)
- Society and Mental Health (new ASA journal)

Other journals may be considered in consultation with your major professor. For purposes of portfolio approval, this article can be in press or in print.

Required Documentation:

Letter of acceptance from the journal

A copy of the accepted manuscript, page proofs, or article reprint.

PRESENTATIONS: Four presentations at meetings of national/international academic/professional organizations, of which you are single author or first author for at least two. If, because of your field, it is not possible to make four national/international presentations, *four* state or regional presentations (e.g. Quint State) can be substituted for *two* of the national/international presentations.

Required Documentation:

Append a copy of acceptance letters or a copy of program pages.

Citations of all presentations.

TEACHING and/or OUTREACH: Professional level performance in teaching, outreach, or teaching/outreach. Document one of the following (all of these requirements are to be met while in residence as a student in the department):

1. Full responsibility for one class at The University of Georgia. For additional information on meeting this requirement, see the section below on Teaching Courses in the Department. HDFS 9920: Internship in HDFS is the course that students register for when they are teaching a course as instructor of record in fulfillment of the teaching practicum.

Required Documentation:

Append course syllabus.

Student evaluations (numerical) and all written comments.

Supervisor evaluation of effectiveness of teaching.

2. Primary responsibility for a programmatic series of six to ten (6-10) presentations for local service agency. The scope, content, and number of presentations in the series must be approved in advance by the advisory committee.

Required Documentation:

Identify program for which presentations were made.

Include list of all related presentations.

Peer (expert) evaluation of quality of material and presentation.

Evaluation completed by audience for whom presentations were made.

3. On-going (at least 40 contact hours) clinical/work/outreach in an institutional setting (e.g., hospital, school, service agency, etc.) with a specialized population.

Required Documentation:

Identification of the institutional setting and specialized population.

Append any educational/professional material developed for the institutional setting.
Evaluation by direct supervisor.
Evaluation by those receiving consultation, if outreach.

4. Significant involvement in research evaluation for a specific program, including creation of an evaluation report

Required Documentation:

Identification of program evaluation.
Complete the checklist for program evaluation (Appendix J)
Append report.
Append all correspondence with the sponsor of the evaluation.

5. Production of a significant document for outreach purposes or an outreach publication.

Required Documentation:

Citation of document and a copy of the document
Complete checklist for document (Appendix J)
Append copy of program product.
Append evaluation from peer review of the document.

LEADERSHIP and/or CITIZENSHIP: For professional citizenship and/or leadership. Both 1 and 2 are required:

1. Maintaining membership in a professional society beginning from the first year in the program.
2. Participation in leadership and/or professional activities: At least two of the following are required (other activities may be included if approved by the student's doctoral committee):
 - Reviewing proposals for presentations at a conference or publications in a journal.
 - Service on departmental, university, outreach, or professional organization committees.
 - Membership on professional or service organization boards. (d) Volunteer work at state, multistate, or national conferences.
 - Election to office in a state, multistate, or national organization.
 - Appointment or election for committee involvement in state, multistate, or national organizations.
 - Moderation of a session at a state, multistate, or national meeting.
 - Significant involvement in the Graduate Student Organization.
 - Significant involvement in the planning and implementation of Quint State.

Required Documentation:

Append official documentation for 1 and two activities in 2.

Portfolio Approval

You must complete all portfolio requirements, receive approval from your Major Professor and advisory committee members, and submit the signed approval form (Appendix K) to the Graduate Program Assistant before a dissertation defense can be scheduled. You must also

submit an electronic copy of the approved portfolio, including the signed approval form, to the Graduate Program Assistant for the departmental records. The first page on all completed and approved portfolios must include the information shown on Appendix L.

Teaching Courses in the Department

Doctoral students have the opportunity to gain experience in teaching in Human Development and Family Science. Students may choose to do this for their professional development or as a part of their portfolio requirements for teaching/outreach. Student who choose to teach as part of their portfolio requirements complete a Teaching Practicum. After the completion of a Teaching Practicum, students may continue to teach for their continued professional development.

A student's Major Professor, Advisory Committee, Graduate Coordinator, and the Department Head must be involved in planning a graduate student's teaching schedule. Teaching plans are part of a student's Program of Study. As such, they must be approved by the student's Advisory Committee. Students must also contact the Graduate Coordinator and Undergraduate Coordinator to determine what courses are available for the student to teach. Teaching for the first time requires a great deal of planning. The following section details the procedures to follow for completing a teaching practicum.

Completing a Teaching Practicum

Supervision

All graduate student teaching must be supervised by a faculty member. This includes the first time a student teaches as well as all additional instances of teaching. Prior to any instance of teaching, the graduate student must identify a faculty member who is willing to serve as the supervisor of the teaching experience. This individual can be a person who teaches the class, your Major Professor, or some other faculty member. It cannot be another graduate student.

Payment/Reimbursement for Teaching

Students completing a Teaching Practicum as part of their portfolio will not be paid. Instead, you will register for 3 hours of course credit (HDFS 9920: Internship in HDFS). After completing the practicum, students teaching a course as instructor of record as part of their TA assignment will be paid.

Timing

Preparation to teach any course should begin at least 2 semesters before the semester in which a student will actually teach because course schedules are prepared one year in advance.

Steps to be taken when teaching for the first time:

1. Discuss with your Major Professor and Advisory Committee your intention to teach at least 2 semesters before you plan to teach. Identify possible courses to teach and discuss these ideas with your Advisory Committee.

2. Meet with the Department Head about the class you wish to teach. Determine if the class you wish to teach fits with the department's teaching schedule.
3. Identify a faculty member who is willing to serve as the supervisor of your teaching experience.
4. Obtain Advisory Committee approval as part of the approval of your Program of Study.
5. You will need to note the class, semester, and supervisor for your Teaching Practicum on your Program of Study form. Submit the Teaching Permission and Request Form (Appendix M) to the Department Head at least two semesters before teaching.
6. Meet with a faculty member who regularly teaches the class you will teach and your teaching supervisor. Discuss your plans with these individuals. Make plans to sit in on the course the semester before teaching it. You must have 15 hours of classroom contact during the course of the semester and you must deliver one guest lecture to the class. Students sitting in on a class are not expected to perform any duties, nor is the instructor of record required or expected to perform any particular mentoring role.
7. If you served as a TA for the same class that you want to teach for your practicum, the semester you were a TA for that class can count as your observational period as long as you were present in the classroom for at least 15 hours and you delivered one guest lecture to that class.
8. Complete GRSC 7770, a prerequisite for HDFS graduate student teaching, before the semester you teach. The section of this class that is offered for HDFS students is only offered during the Spring semester so plan in advance. This class will provide you with information about UGA policies and current pedagogical techniques. Because you will have access to others to share ideas and problems, it is recommended that you take this course while sitting in on the course you will teach or after sitting in on the course you will teach. You must complete GRSC 7770 before you begin teaching.
9. Obtain your teaching supervisor's approval of your detailed course syllabus and other teaching materials prior to beginning the teaching experience. When teaching a class for the first time, the doctoral student is expected to teach the class in a way that is not substantively different from how it is has recently been taught. Significant changes in the syllabus (e.g., textbook and topics covered) should not be made. In particular, the goals and objectives of the course, which are recorded at the institutional level, may not be changed.
10. Arrange dates when your supervisor can visit the class. These observations will form the basis of the teaching evaluation form that your supervisor will fill out.
11. At the end of the term, submit all handout material, examinations, and student evaluations to your supervisor together in a packet with a short written report of your evaluation of the experience. Obtain feedback from your supervising instructor to improve your teaching performance.
12. The faculty supervisor will provide an evaluation of the students' teaching performance (Appendix N), which will be included as one of the documents for the student annual evaluation.
13. For additional enhancement of your teaching, consider participating in programs offered by the Center for Teaching and Learning. These are described at <http://www.ctl.uga.edu/teachingassistant/about>
14. Graduate students are also encouraged to consider submitting a teaching portfolio to the Graduate School for approval. This is a way to document your teaching and may be helpful

to you when you are on the job market. More information can be found by following the above link.

15. Although there are varying views on the value of guest lectures and panel discussions in classes, the graduate faculty believe that a doctoral student who is teaching as part of his/her practicum should use these approaches sparingly, and only for the purposes of exposing the students to a particular expertise. Students who teach as part of their Teaching Practicum should not extend opportunities to master's students to fulfill their guest lecture portfolio requirements. When choosing films, tapes, etc., be sure that they are not regularly shown in other classes.

Teaching in the Department after Completing a Teaching Practicum

Approval

If a student wishes to teach an additional class after completing their first practicum, it should be arranged in advance with the department head. The student will present the department head with whatever materials he or she requires. Upon review of those materials and in consultation with the graduate and undergraduate coordinators, the department head will approve or disapprove the student's request.

Supervision

All graduate student teaching must be supervised by a faculty member. This includes the first time a student teaches as well as all additional instances of teaching. Prior to any instance of teaching, the graduate student must identify a faculty member who is willing to serve as the supervisor of the teaching experience. This faculty member must be identified to the department head at the time of the request to teach.

Though students teaching after completing the Teaching Practicum have more freedom with regard to teaching their course, all objectives, textbooks, materials, and lectures should be discussed with the teaching supervisor prior to the start of the class. Graduate students are encouraged to involve their teaching supervisor in course development and to solicit feedback about improving the course.

Written and Oral Comprehensive Examinations

Both written and oral comprehensive examinations are required of all doctoral students. The doctoral comprehensive examinations are traditionally regarded as the means by which the members of the faculty assess the level of mastery a student has attained once the prescribed course work for the degree has been completed.

In keeping with Graduate School policy, written and oral comprehensive exams are:

1. Required for all HDFS doctoral students.
2. *Traditionally* administered after *prescribed* coursework is complete.
3. Comprehensive in scope as implied by the name of the exam (e.g. complete, including all or nearly all elements or aspects of something, of large content or scope; wide-ranging).

4. Assessed by faculty.

The timing (after required coursework, after all coursework, etc.), format (open or closed book, in house or take home, number of questions, etc.), and assessment (including what constitutes a pass or fail as well as whether a student is permitted to retake all or a portion of a failed written question/exam) of the written exam is determined by the student's advisory committee. The scope of the exam should include broad foundational elements of the discipline of Human Development and Family Science (e.g., theory, methods) as well as the student's area(s) of specialization. The dissertation prospectus cannot serve as the written portion of the comprehensive exams.

Prior to the scheduling of doctoral oral examination, an approved Advisory Committee Form and department and graduate school programs of study must be on file. At least two full weeks before the date of the oral examination, the student must notify the Graduate School in writing. Please use the following procedures to notify the Graduate School:

1. Inform the Graduate Program Assistant of the day, time, and place of the defense and names of the committee members (Appendix O).
2. The Graduate Program Assistant will notify the Graduate School of the meeting.
3. When the Graduate school receives this notice, a confirmation letter is sent to the Major Professor.

The oral comprehensive examination will be an inclusive examination within the student's field of study (This is often done in conjunction with the Area of Specialization. Students should confer with members of their Advisory Committee for information on the structure of the written and oral exams.) An examination of the student's dissertation prospectus (proposal) may precede or follow the oral comprehensive examination but may not take the place of the oral comprehensive examination.

Admission to Candidacy

Upon a successful oral examination and in accordance with University of Georgia Graduate School policy, the student is now eligible for admission to candidacy. Doctoral candidates pay in-state tuition for the remainder of their degree program. The student is responsible for initiating an application for admission to candidacy after the oral examinations have been passed.

Under ordinary circumstances, admission to candidacy for a doctoral student is requested coincident with the successful completion of the doctoral examination and after all other conditions for candidacy stated below have been met. The application for admission to candidacy must be filed with the dean of the Graduate School at least one full semester before the date of graduation. This application is a certification by the student's major department that the student has demonstrated the ability to do acceptable graduate work in the chosen field of study and that:

1. All prerequisites set as a condition to admission have been satisfactorily completed.
2. Research experience requirements, if applicable, have been met.

3. The final program of study has been approved by the advisory committee, the Graduate Coordinator, and the dean of the Graduate School. An average of 3.0 (B) or higher has been maintained on all graduate courses taken and on all completed graduate courses on the program of study (no course with a grade below C may be placed on the final program of study).
4. Oral comprehensive examination has been passed and reported to the Graduate School.
5. The advisory committee, including any necessary changes in the membership, is confirmed and all members have been notified of the appointment.
6. The residence requirement has been met.

The form for the Application for Admission to Candidacy can be found online at the Graduate School Website at: http://www.grad.uga.edu/forms&publications/student/body_candphd.pdf Once you have completed the form please bring form to Graduate Program Assistant.

Continuous Enrollment Requirement

The Graduate Enrollment Policy specifies that, “All enrolled students pursuing graduate degrees at the University of Georgia must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credit hours in at least two semesters per year (Fall, Spring, Summer) until the degree is attained or status as a degree-seeking graduate student is terminated. Doctoral students who have advanced to candidacy will be allowed to register at a rate equivalent to the prevailing in-state tuition rate.” All Graduate Enrollment policies can be found at <http://www.uga.edu/gradschool/academics/registration.html>

Dissertation

Prospectus

The Major Professor and advisory committee shall guide the student in planning the dissertation. The student will prepare a dissertation prospectus. The prospectus must be formally considered by the advisory committee in a meeting with the student once the Major Professor certifies that the dissertation prospectus is satisfactory. This formal consideration may not take the place of the comprehensive oral examination.

Approval of the dissertation prospectus signifies that members of the advisory committee believe that it proposes a satisfactory research study. Approval of the prospectus requires the agreement of the advisory committee with no more than one dissenting vote as evidenced by their signing an appropriate form, which, together with the approved prospectus, is filed with the Graduate Coordinator.

Obtaining IRB Approval for Research Involving Human Subjects

All research conducted on human subjects must receive approval from the IRB before the research can begin. This often includes secondary data analysis. In some instances an

exception is granted from the IRB but you must fill out the correct forms requesting an exemption. It is imperative that you obtain IRB approval for ethical purposes but it is also necessary to include this information on your dissertation defense form. The Graduate School will not approve your application for graduation unless the proper IRB approval has been granted and the IRB approval number is included on your final defense form.

Dissertation Style

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

Procedures for Dissertation Defense

Dissertation Defense. Before a dissertation defense can be scheduled, the student must complete the portfolio requirements, obtain the signed approval of the Major Professor and advisory committee members, and turn in the approval form (Appendix P) to the Graduate Program Assistant. You must notify the Graduate School in writing a minimum of two weeks before the date of the final defense of your dissertation. Please use the following procedures to notify the Graduate School:

- Inform the Graduate Program Assistant the day, time, and place of the defense (Appendix P)
- The Graduate Program Assistant will notify the Graduate School of the meeting.
- When the Graduate school receives this notice, a confirmation letter is sent to the Major Professor.

Dissertation Defense Requirements. The student must be registered for a minimum of three hours of credit the semester the defense is held. When the Major Professor is satisfied with the completed dissertation, he or she will certify that it has their approval and that it is ready to be submitted to the advisory committee.

The student may then schedule a final oral defense. Per Graduate School rules, the committee members must have three weeks to read and evaluate the completed dissertation. Once an oral defense for a dissertation has been scheduled, the graduate program assistant will notify the Graduate School at least two weeks prior to the oral defense. The Graduate School will announce the time and place of the dissertation defense to the University community.

For a *dissertation*, written assent of all of the committee members will be required before it will be approved as ready for a final defense. If the advisory committee declines to approve the dissertation as ready for the final defense, the Major Professor will notify the student and the Graduate School. The advisory committee will determine the steps, strategies, and/or guidelines in preparing the dissertation for the final defense.

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

- The absentee member may participate via a teleconference in which all participants can hear each person's comments. The chair of the committee must sign the approval form for the absentee member and register his/her vote and indicate that member's participation was by teleconference.
- A substitution may be made with another faculty member who can replace the former member in expertise of the subject field and who has knowledge of the student's research project. A revised advisory committee form must be submitted to the Graduation Office prior to the examination.
- The defense may be rescheduled at a later date and the Graduate School must be notified. The advisory committee must approve the student's dissertation and defense with no more than one dissenting vote and must certify their approval in writing using the Approval Form for Doctoral Dissertation and Final Oral Examination located at http://www.uga.edu/gradschool/forms&publications/student/body_appphddis.pdf

Note that the student is to print out this form and bring it to the final defense. No approval form comes from the graduate school.

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

The Approval Form for Doctoral Dissertation and Final Oral Examination must be submitted to the Graduation Office before the corrected copy of the electronic dissertation will be accepted as the final "official" copy. The deadline for this is two weeks prior to graduation.

Information on deadlines can be found at:

<http://www.uga.edu/gradschool/academics/deadlines.html>

Upon Completion of the Defense

Return the white copy of the Approval Form for Doctoral Dissertation and Final Oral Examination to the Graduate School. All requirements associated with the dissertation must be completed within one semester after the defense. These include making any revisions required by your committee. If these are not completed within one semester, the student must re-defend the dissertation.

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

- A minimum of two manuscripts with 20 or more pages in each is required.
- The manuscripts must have a coherent theme and be serial in nature.
- Manuscripts that are theoretical/conceptual reviews or empirical reports based on qualitative and quantitative data may be included. However, at least one manuscript must be empirically based, employing qualitative, quantitative, or mixed methods.
- The manuscripts have been or will be submitted to scholarly journals related to Human Development and Family Science involving rigorous peer review processes.
- The student must be either the sole author or the first author of all manuscripts.
- When manuscripts have been published or accepted for publication, evidence of permission to use articles must be included in the dissertation.

Dissertation Submission

The Graduate School will not accept a dissertation until the student has been admitted to candidacy for the Ph.D. degree. The year on the title page of the dissertation shall be the same as the year in which the dissertation is approved by the Dean of the Graduate School following approval by the student's advisory committee. The dissertation will not be forwarded to the University Library until the degree is conferred.

All dissertations must be submitted via the web in electronic PDF format and must conform to the Graduate School guidelines at: <http://www.grad.uga.edu/academics/thesis/>

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

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

Graduation

The student must apply to graduate the semester prior to the one in which degree requirements are completed (the deadline to apply for graduation is EARLY in the preceding semester). The application for graduation form is available at https://gradschoolforms.webapps.uga.edu/form_types/1

Time Line for Completing the Program

Many circumstances affect the length of time necessary for a student to complete a doctoral degree. The program is designed so that under ordinary conditions students with a Bachelor's degree can expect to complete their Ph.D. degree in five years. Students with a master's degree usually take three or four years.

Expiration of Course Credits

According to the UGA Graduate Bulletin, “all requirements for the [Doctor of Philosophy] degree, except the dissertation and final oral examination, must be completed within a period of six years. This time requirement dates from the first registration for graduate courses on a student’s program of study.” In other words, students must pass comprehensive examinations and complete departmental requirements for the admission to candidacy within six years after enrolling in classes for the doctoral program. The graduate course credits begin to expire after six years and you may be required to repeat courses for graduate credit.

Expiration of Candidacy

According to the UGA Graduate Bulletin, “a candidate for a doctoral degree who fails to complete all degree requirements within five years after passing the comprehensive examination, and being admitted to candidacy, will be required to take the comprehensive examinations again and be admitted to candidacy a second time.” In other words, students must defend their dissertation within five years after the admission to candidacy. When a student’s candidacy expires readmission to candidacy, and therefore another oral examination, is required. The student may also be asked to produce additional written products related to his or her Area of Specialization prior to the new oral examination.

Assistantship Policy

Assistantships are funded through several sources:

1. State money budgeted to the department
2. Other department funds
3. The Graduate School
4. Funded projects.

The department’s assistantship policy has four components: award, assignment, evaluation, and continuation.

Award

Assistantships are awarded to both incoming and continuing students. They generally are awarded for a term of one academic year (August – May) although some graduate school assistantships for doctoral students are awarded for 21 consecutive months. Written notice regarding an assistantship award is customarily made before the end of spring semester preceding the award year.

Because of the demand for assistantship support and the expectation that students finish their degree programs in a timely fashion, doctoral students who are awarded assistantships generally will be supported on a ten-month assistantship. These assistantships can range from a .33 assistantship with 13 hours per week obligation, a .40 assistantship with 16 hours per week obligation, to a .50 assistantship with 20 hours per week obligation. It is expected that

students with positive annual evaluations can receive assistantships funded by the department for a maximum of two years at the master's level and four years at the doctoral level. Doctoral students also may qualify for funding from the Graduate School (for example, a dissertation completion award) during their last year.

Assignment

Graduate assistantships are assigned by the Department Head in consultation with the Graduate Coordinator and faculty. Faculty needs and preferences are matched to skills and preferences of students insofar as is possible. Assignment preference is given to faculty who are funding assistantships with grants as long as overall department needs are not placed in jeopardy. Students on an assistantship must register for 12 credit hours for every term they hold an assistantship. This is typically achieved by registering for 9 hours of course credit and 3 hours of HDFS 7005/9005; you do not have any classroom obligation or work obligation for HDFS 7005/9005 beyond your assistantship assignment.

Evaluation

It is the UGA Graduate School's policy that all graduate assistants be evaluated annually. Toward the end of each semester, the Graduate Program Assistant distributes rating forms (Appendix I) to faculty who have graduate assistants. The rating evaluation is to be completed by the supervising faculty member. The evaluation is returned to the Graduate Program Assistant and used as part of the graduate student annual evaluation to determine assistantship award and assignments for the following year.

Continuation

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

Additional Policies

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

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

Appendix A: Department Declaration of Major Professor and Advisory Committee

Department of Human Development and Family Science, The University of Georgia

Major Professor

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

Advisory Committee

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

Student Name (print) _____

Signature of Student _____

Signature of Major Professor _____

Date _____

Submit this form to the Graduate Program Assistant before the end of your second semester in residence.

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

Appendix B: Department Program of Study Form:

Department of Human Development and Family Science, The University of Georgia

Name _____

Section I: Substantive/Theoretical Concentration in Human Development and Family Science (24+ Hours)

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade	Institution
HDFS 6100: Theory and Issues of Human Development	3				
HDFS 6630: Theories of Family Relationships	3				
HDFS 6640: Issues of Family Relationships	3				
HDFS 8060: Contemporary Approaches in MFT	3				
HDFS 8700: Philosophy of Science in HDFS	3				
HDFS 8710: Principles of Life-Span Human Development	3				
HDFS 8720: Ecological Perspective on Individual and Family Diversity	3				
HDFS 8910: Current Research & Issues in HDFS (This is a pass/fail class and while it is a department requirement, it cannot be included on the POS form submitted to the Graduate School).	3				

Elective:					

A maximum of 9 semester hours from another institution may be included in this section.

Section II: Tools of Research Design and Development (29+ hours)

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade	Institution
HDFS 6800: Research Methods	3				
HDFS 8090: Research Methods in Marriage and Family Intervention	3				
HDFS 8810: Qualitative Methods in HDFS	3				
HDFS 8950: Seminar in HDFS (SPSS)	3				
Statistics:	3				
Statistics:	3				
One of the following: __Additional Quantitative Methods or Statistics __Additional Qualitative Methods or Analysis	3				
HDFS 9010: Directed Study in HDFS	3-6				
**HDFS 9000: Doctoral Research	3-9				
**HDFS 9300: Doctoral Dissertation	3-9				
Elective:					

* A maximum of 12 semester hours from another institution may be included in this section.

**Dissertation hours (planning, HDFS 9000D and final writing, HDFS 9300D) must total 9 hours or more.

Section III: Area of Specialization (15+ hours)

May include coursework taken either in or outside of the Department, courses listed in Sections I & II may not be listed in this section.

Area of Specialization: _____

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade	Institution

*A maximum of 12 semester hours from another institution may be included in this section.

Format and Expected Date for Area of Specialization Written and Oral Comprehensive Exam:

The area of specialization written and oral exam can be administered in many formats. Please provide a proposed format (e.g. published paper, answers to series of questions, etc.). You will be required to write and then orally defend your written work by successfully answering questions posed by your advisory committee. Additionally, your exam must be scheduled with the department office and are public.

Proposed Format for Area of Specialization:

Semester:

Year:

Advisory Committee Approval

The program of study has been approved by the advisory committee. Any changes must be approved by the advisory committee.

Major Professor: Date

Committee Member: Date

Committee Member: Date

Committee Member: Date

Graduate Coordinator: Date

(Graduate Coordinator is to sign as verification prior to the student's advancement to candidacy)

Copies of this form are to be distributed to the Major Professor, the Department Head, and the Graduate Program Assistant.

Appendix C: MFT Specialization Course Requirements

Post COAMFTE Accredited Masters Degree Students

Name _____

NOTE: Students may include graduate courses completed while attending an accredited university that apply to MFT Specialization requirements. Exceptions to the courses will be allowed by the approval of the MFT faculty representative on the student's committee. Students in the MFT Specialization are required to be enrolled in HDFS 9070: Practicum in Marriage and Family Therapy every semester they are seeing clients. HDFS 9070 is not listed on this form. Students are also required to complete a 9 to 12 month full time internship. One copy of the completed form should be filed in the department office after the program of study meeting.

Theoretical Foundations

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade	Institution
HDFS 6100: Theory and Issues of Human Development (or equivalent)	3				
HDFS 6630: Theories of Family Relationships (or equivalent)	3				
HDFS 8050: Mechanisms of Change in MFT	3				
HDFS 8060: Contemporary Approaches in MFT	3				

Clinical Practice

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade	Institution
HDFS 8070: Couple and Sex Therapy	3				

Individual Development and Family Relations

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade	Institution
HDFS 6640: Issues in Family Relationships (or equivalent)	3				
HDFS 8710: Advanced Human Development	3				

Clinical Supervision

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade	Institution
HDFS 9080: MFT Supervision	3				

Research

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade	Institution
HDFS 8810: Qualitative Methods	3				
HDFS 8090: Research Methods in Marriage and Family Intervention	3				
HDFS 8730: Quant II	3				
HDFS 6800: Research Methods (or equivalent)	3				

Additional Learning

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade	Institution
HDFS 8130: Behavioral Medicine in MFT	3				
HDFS 8700: Philosophy of Science	3				
HDFS 8720: Diversity	3				
HDFS 8840 or 8850: Quant III or IV	3				
Elective:	3				

Approvals

Major Professor: _____ Date _____

MFT Faculty Representative: _____ Date _____

Appendix D: MFT Specialization Course Requirements:

Non-COAMFTE Accredited Masters Degree Students

Name _____

NOTE: Students may include graduate courses completed while attending an accredited university that apply to MFT Specialization requirements. Exceptions to the courses will be allowed by the approval of the MFT faculty representative on the student's committee. Students in the MFT Specialization are required to be enrolled in HDFS 9070: Practicum in Marriage and Family Therapy every semester they are seeing clients. HDFS 9070 is not listed on this form. Students are also required to complete a 9 to 12 month full time internship. One copy of the completed form should be filed in the department office after the program of study meeting.

Master's- level Curriculum: (all master's level core courses or their equivalent content are required of all doctoral students).

Theoretical Foundations

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade	Institution
HDFS 6630: Theories of Family Relationships	3				
HDFS 8050: Mechanisms of Change in MFT	3				

Clinical Practice

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade	Institution
HDFS 8040: Family Psychopathology & Assessment through the Life Span	3				
HDFS 8130: Behavioral Medicine in MFT	3				

Individual Development and Family Relations

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade	Institution
HDFS 6100: Theories & Issues in Human Development	3				
HDFS 6640: Issues of Family Relationships	3				
HDFS 8720: Diversity	3				

Research

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade	Institution
HDFS 6800: Research Methods	3				

Additional Learning

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade	Institution
HDFS 6900: Quant I	3				

Doctoral Curriculum

Theoretical Foundations

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade	Institution
HDFS 8060: Contemporary Approaches in MFT	3				

Clinical Practice

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade	Institution
HDFS 8070: Couple and Sex Therapy	3				

Individual Development and Family Relations

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade	Institution
HDFS 8700: Philosophy of Science	3				
HDFS 8710: Advance Human Development	3				

Clinical Supervision

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade	Institution
HDFS 9080: MFT Supervision	3				

Research

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade	Institution
HDFS 8810: Qualitative Methods	3				
HDFS 8090: Research Methods in Marriage and Family Intervention	3				
HDFS 8730: Quant II	3				
HDFS 8840 or 8850: Quant III or IV	3				

Additional Learning

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade	Institution
Elective:	3				
Elective:	3				
Elective:	3				
Elective:	3				
Elective:	3				

Approvals

Major Professor:

Date

MFT Faculty Representative:

Date

Appendix E: Program of Study Forms

**Program of Study for Master of Arts and Master of Science Candidates
(Post-Bac)**

Final Doctoral Program of Study

Appendix F: Topics covered in 6000-level core courses

HDFS 6100: Theories and Issues in Human Development

Topics covered:

- Evolutionary perspective of development
- The nature-nurture controversy and new issues related to the controversy
- Sensitive periods of development and early childhood experiences and the impact of these experiences on development
- Socialization—children’s emotional development, socialization from parents and other people and groups
- Life course theory
- Developmental continuity and turning points over the life course (eg. The passage from childhood to adolescents)
- Development contexts—ecology, parent and peer contexts
- Risk and resilience—how negative events influence development. How resilience works in development
- Gender differences in development
- Cultural differences in development

HDFS 6630: Theories of Family Relations

Topics covered:

- Definition of a theory
- Integrating theory and research
- Linking theory and practice
- Linking theory to developmental, socio-political, and economic influences
- Structural-functionalism
- Family development
- Family life course
- Social exchange
- Social conflict and communication
- Symbolic interaction
- Conflict framework
- Feminist framework
- Ecology framework
- Family stress theory
- Unified family process theory—family systems and paradigms
- Theoretical explanations of families and change—demographics, compositions, sibling ties, stepfamily relations
- Family interaction patterns—family ties and work/family demands, marriage and intimate couples’ issues
- Theory and family violence
- Theory and parenting
- Contextual process and family patterns—social status, culture, cognition and parenthood
- Gender and families

HDFS 6640: Issues in Family Relations

Topics covered:

- Changing demography of America's families
- Historical perspectives on family studies
- Dating and mate selection
- Sex in relationships
- Cohabitation
- Transition to marriage
- Marital quality – communication, conflict, satisfaction
- Motherhood and Fatherhood and Voluntary
- Childlessness Parenting—predictors and consequences, parenting styles
- Work and family—paid employment and household labor
- Violence—child abuse and intimate partner violence
- Marital Infidelity
- Divorce – predictors and consequences
- Remarriage and Step-families
- Social context and family—religion, neighborhoods, race, class
- Diversity within the family

HDFS 6800: Research Methods

Topics covered:

- Preparing, planning and writing research
- Ethics and research
- Foundations of design
- Review of literature
- The introduction
- Research questions and hypotheses
- Limitations
- Significance
- Use of theory in research
- Quantitative measurement
- Quantitative sampling
- Qualitative measurement
- Qualitative sampling
- Measurement theory
- Experimental research
- Survey research
- Non-reactive and secondary analysis
- Analysis of quantitative data
- Field research
- Historical-comparative research
- Analysis of qualitative data
- Mixed methods
- Issues in researching families
- Evaluation research

Appendix G: Research Project Approval Form

The research project of _____, entitled

_____,

has been submitted for examination to the following members of the student's Research Project

Committee for approval as an acceptable substitute for the master's thesis project:

Chair: _____

Date _____

Part II - (To be signed by the members of the Research Project Examining Committee) The

Examining Committee reports the following action on the above project:

Approved _____; Approved with suggested changes _____; Disapproved _____

Date _____ Chair: _____

Part III -

The Research Project Examining Committee held the final oral examination over the above research

project on (date) _____ and reports the following

action: Passed _____ Failed _____

Date _____ Chair: _____

Committee member: _____

Committee member: _____

One copy of the signed form must be submitted to the Graduate Program Assistant.

Appendix H: Sample of Letter of Intent to Obtain Master's Degree (for post-bac students only)

Date _____

Semester of _____

Letter of Intent

To Whom it May Concern:

My name is _____. I am registered at the University of Georgia as a post-baccalaureate student in the doctoral program in the Department of Child and Family Development. Part of the requirements of the program is to complete a Masters Thesis and degree on the way to completing a PhD. I will be finishing this thesis in time for the (*Semester + year*) commencement and will graduate with a Masters degree at that time. I will also be continuing to pursue my doctoral degree thereafter. Please note in my file that I will need to be listed as graduating with a Masters degree, not a PhD in (*SEM YEAR*). Also note that I will continue on in the post-baccalaureate PhD program in the Department of Human Development and Family Science, and therefore will not need to re-apply for admission to this program.

Thank you very much for any time and effort spent to clear this matter.

Best,

(*NAME*)

Major Professor, Dr. (*NAME and Signature*)

Graduate Coordinator, Dr. Denise C. Lewis (*Signature*)

Appendix J: Doctoral Portfolio Checklist

This form is for your use only and is not to be included in the final portfolio submitted to the department.

1. **Table of Contents** This should tell your committee members on what page of your portfolio the items below can be found.
2. **Publications**
 - One first-authored article accepted or published in an approved peer-reviewed journal
 - Letter of acceptance from journal editor
 - Copy of the accepted version of the manuscript or article reprint
3. **Presentations**
 - Four presentations at meetings of national/international academic/professional org
 - Two presentations are single or first authored
 - Substituted State presentations (2 state count for 1 national)**
 - Two state or regional presentations at meetings of academic/professional organization
 - Acceptance letter or copy of conference program page
 - Full citation for presentation in APA format
4. **Teaching and/or Outreach**
 - Full responsibility for one class at the University of Georgia
 - course syllabus
 - quantitative course evaluations
 - supervisor evaluation
 - Primary responsibility for a programmatic series of 6 to 10 presentations for local service agency with supporting documentation
 - On-going (at least 40 hours) clinical/work/outreach in an institutional setting with a specialized population with supporting documentation
 - Significant involvement in research evaluation for a specific program, including creation of an evaluation report with supporting documentation
 - Production of a significant document for outreach purposes or an outreach publication with supporting documentation
5. **Leadership and/or Citizenship** (*Both "A" and "B" are required*)
 - A—Professional Association Membership**
 - Maintaining membership in a professional society beginning with the first year in the program
 - B—Participation in leadership and/or professional**
 - Reviewing proposals for presentations or publications
 - Appointed or Elected Service on departmental, university, outreach, or professional organizations' committees
 - Membership on professional or service organization boards
 - Volunteer work at state, multistate, or national conferences

- Election to office in a state, multistate, or national organization
- Moderation of a session at a state, multistate, or national meeting
- Significant involvement in the Graduate Student Organization
- Significant involvement in the planning and implementation of Quint State
 - Appropriate documentation for above activities

Appendix L: Sample Cover Page for the Portfolio

Doctoral Portfolio of

Your Name

A Departmental Requirement for The Fulfillment of the Degree of Doctor of Philosophy

Under the Direction of

Your Major Professor's Name

Semester and Year Approved

Appendix M: Doctoral Student Teaching Permission Form

Teaching Plans: Completion of the teaching option is designed to provide students experience in all phases of teaching an undergraduate course. Provide the following information. All teaching experiences are subject to the approval of the Department Head. If the Department Head has already granted approval please include supporting documentation.

<u>Course student will seek approval from Department Head to teach</u>			
1 st choice course:	Title:	Semester:	
2 nd choice course:	Title:	Semester:	
<u>Student will attend same or similar class</u>			
Course:	Title:	Semester:	Instructor:
<u>Date GSRC 7770 completed or to be completed:</u>			
<u>Semester student will prepare for class:</u>			
<u>Supervising faculty member:</u>		<u>Signature:</u>	

Once completed this form shows that has met the minimum requirements to teach:

Course # and Title: _____

Semester: _____ Year: _____

1. Observation of course taught by faculty member (signature certifies that the student had a minimum of 15 classroom contact hours and completed a guest lecture).	
_____ Semester	_____ Faculty Member's Signature
2. Course on teaching:	
Semester GSRC 7770 was completed _____	

3. Course preparation and supervision:

I have worked with this student to prepare to teach this class and I have agreed to supervise this student while teaching

Supervising faculty member

Date

4. Approval from your advisory committee:

Major Professor

Date

Committee Member

Date

Committee Member _____

5. Approval from the Graduate Coordinator and Undergraduate Coordinator:

Graduate Coordinator: _

Date

Undergraduate Coordinator:

Date

Appendix N: Doctoral Student Teaching Evaluation Form

Department of Human Development and Family Science
University of Georgia

STUDENT INSTRUCTOR NAME: _____ COURSE #: _____

FACULTY SUPERVISOR: _____

Faculty supervisor: Listed below are several qualities, which describe aspects of student instructor's behavior. Rate the student instructor on each of the question below by assign a number best reflecting the student instructor's perform.

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

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

Average= _____

Comments for Student Instructor (append a separate sheet if necessary)

14. Things that could be done to improve this course:

15. Things that were done well in this course:

Return the form to the Graduate Program Assistant

Appendix O: Request for the Announcement of Oral Comprehensive Examination

(For ADVANCEMENT TO CANDIDACY)

Department of Human Development and Family Science
University of Georgia

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

Student Name: _____

ID #: _____

Exam Date: _____

Exam Start Time: _____

Location: _____

Title of Specialization Project: _____

Major Professor's Name: _____

Committee Members: _____

Appendix P: Request for the Announcement of Doctoral Dissertation Oral Defense

(For DISSERTATION FINAL DEFENSE)

Department of Human Development and Family Science
University of Georgia

Please submit this form to HDFS Graduate Program Assistant at least 2 weeks before the scheduled exam date and AFTER the signed approval form for your portfolio has been filed with the Graduate Program Assistant.

Student Name: _____

ID #: _____

Date that Signed Portfolio Approval Form was submitted to the Graduate Program Assistant:

Exam Date: _____

Exam Start Time: _____

Location: _____

Title of Dissertation: _____

Major Professor's Name: _____

Committee Members: _____
