

**TEXAS TECH UNIVERSITY
HUMAN DEVELOPMENT AND FAMILY STUDIES GRADUATE PROGRAMS
HDFS MASTER'S SPECIALIZATION**

PLAN OF STUDY (DEGREE PLAN) MEETING

A plan of study meeting is held either at the beginning or during the first semester and is the initial process in preparing the student for the Candidacy Examination. At this time the student will work with his/her advisor to evaluate and determine the following:

1. Courses from previous programs that may apply to the current degree plan (a maximum of six hours may be transferred). This is usually not applicable to Master's students.
2. Substitutions of previous work for required courses in the degree plan, which are done on a course-by-course basis. These require a memo from the departmental instructor of the course to the advisor to be kept in the student's file and must be approved (along with other materials) by the candidacy examination committee. This is usually not applicable to Master's students.

Please adhere to the following instructions in preparing materials for your candidacy committee meeting. Candidacy must be completed following 9 hours of graduate study (by the end of the first semester or at the beginning of the second semester) as a regularly admitted student.

I. Consult with your academic advisor on:

- a. Preparation of degree plan (page 4 - 5)
- b. Planning a semester-by-semester course sequence chart (page 9)
- c. Membership of candidacy committee (to be composed of Human Development and Family Studies Faculty).

Committee Composition:

1. Academic advisor (Chairperson)
 2. Student-selected faculty member
 3. Faculty member to be appointed by the GHDFS Director or chosen by student
- d. Scheduling of candidacy committee meeting
- II. Prepare and distribute the following materials to each member of your candidacy committee **No later than one week prior to your scheduled candidacy meeting:**
- a. Your philosophy of education (not to exceed 750 words), primarily addressing the issue of what you expect from an educational experience at the graduate level.
 - b. Statement of your professional goals, an indication of your professional identity, future affiliations and career plans. Include an estimation of the feasibility of completing all coursework by a specific graduate target date.

- c. Academic, Professional, and Personal Resume (page 7).
- d. Degree Plan for the Master's degree (page 8) and course sequence chart (page 9).

III. Distribute the following forms:

Confidentiality Statement (page 13) – Separate copies of this form should be completed by the student for each faculty member from whom you have taken courses.

- a. Then a blank copy of the Student Evaluation form (page 14) should be stapled to each Confidentiality Statement and distributed by the student to each faculty member from whom you have taken courses.
- b. After faculty have completed the Student Evaluation forms, they should return these to your advisor before your Candidacy meeting. Notice of Candidacy Committee Meeting should be filed with the Graduate Secretary at least one week before the meeting.
- c. After the Candidacy meeting, please ensure that your advisor submits your “Report of Candidacy Examination and Recommendation for Admissions to Candidacy” forms to the HDFS Graduate Secretary to be copied for the department file.