

TEXAS TECH UNIVERSITY

HUMAN DEVELOPMENT AND FAMILY STUDIES GRADUATE PROGRAM MANUAL

Website: <http://www.depts.ttu.edu/hs/hdfs/>

Facebook: <https://www.facebook.com/Human-Development-Family-Studies-Texas-Tech-University-773220276144138/>

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Greetings from the HDFS Chairperson

Dear Graduate Students. On behalf of the HDFS faculty, I want you to know that your development as a scholar in the areas of teaching, research, and community engagement is a very high priority. I encourage you to get engaged very early in your academic career here, and utilize the resources of our department, the Graduate School, as well as those available across the university. Make connections and develop collaborations that will ensure you leave this program ready for post-doctoral fellowships, academic positions, and beyond. TTU has an abundance of resources and programs to boost your graduate career. And this graduate manual is a 'must have' resource for all graduate students in our program. Please be sure to use this manual as a tool to assist you throughout each of the steps to success in our graduate program. I wish you great academic adventures in the years ahead!

Warm regards,
Ann M. Mastergeorge, Ph.D.
Chair, Human Development and Family Studies

Greetings from the Graduate Program Director

Welcome to HDFS! I am excited to serve as the Graduate Program Director and work with each of you as you complete your graduate degree. We have some newly renovated offices for graduate students, faculty working on many exciting research projects, and we are working toward higher national recognition for our department, our programs, and our students. We expect excellence in the classroom, the research labs, throughout the university, and in our communities as you represent our department, college, and Texas Tech University.

The information in this manual will help you navigate each of the milestones of your program, as well as to offer general information about deadlines, processes, and procedures. Each of the forms you will need for the steps of your program are fillable PDFs and can be found on the HDFS website.

I look forward to celebrating each of your successes and research discoveries in the coming year. Join me in striving for excellence in all that we do!

Sincerely,
Malinda J. Colwell, Ph.D.
Graduate Program Director, Human Development and Family Studies

Departmental Leadership and Staff Members

Ann M. Mastergeorge, Ph.D.
Chairperson, HDFFS

Mitzi Ziegner, M.Ed
Associate Chairperson, HDFFS

Malinda J. Colwell, Ph.D.
Graduate Program Director, HDFFS

Stephanie Shine, Ph.D.
Early Childhood Program Director, HDFFS

Sandra Vasquez, Business Manager

Nic Trugillo, Senior Business Assistant

, Graduate Program Coordinator

Program Objectives

The objective of the Human Development and Family Studies graduate programs is to provide a general substantive knowledge in the development of individual, family, and interpersonal processes and their applications across the life course. Core courses introduce students to theory and research in the field. Our goal is to foster intellectual development, stimulate meaningful research, and develop skills that will facilitate the pursuit of the student's professional goals. Both the Master's Degree and the Ph.D. require study in theory, research methodology, statistics, and a thesis or dissertation to meet the academic requirements for each in Human Development and Family Studies.

Opportunities exist within the department for students to gain a variety of applied experiences dealing with individuals and families across the lifespan. Facilities and programs within the department include the Child Development Research Center, Early Head Start, The Iva Lee Barton Research Suite, Neuroimaging Lab, and Teen Straight Talk. These, in addition to resources within the university and community, offer opportunities for training in program design, implementation, and evaluation for interested students.

Emphasis is placed on research, which is a vital component of graduate education. Through various programs funded by federal and state grants, the HDFS department makes available opportunities for graduate students to be involved in research conducted by graduate faculty. It is the department's goal to help support students' graduate work by providing assistantships. These assistantships allow for research on a variety of topics and pressing issues in human development and family studies. A strong commitment is made by the department and the faculty to actively mentor students through:

- Extensive coursework in both quantitative and qualitative research methodology and statistics
- Involvement in a research colloquium with faculty in the student's area beginning in the first semester in the program.
- Active and extensive guidance from and involvement by the faculty advisor in the student's candidacy and thesis work

The Department is committed to the principle that in no aspect of its programs shall there any discrimination because of race, creed, national origin, sexual orientation, age, gender, or disability, and that equal opportunity and access to facilities shall be available to all.

Graduate Student Responsibilities

1. Graduate Students are responsible for making themselves familiar with all information in this manual, including deadlines, forms, processes, etc. and the information provided by the TTU Graduate School about deadlines and requirements to complete your degree. If you have questions about these items, you are to ask for assistance in the following order: your faculty advisor first, then the Graduate Coordinator, and then the Graduate Program Director.
2. Graduate Students are responsible for meeting all deadlines and program requirements (including scholarship applications, work study applications, and enrolling in courses) set by the department, college, and university.
3. If you have an assistantship, you are responsible for all duties assigned by your faculty supervisor and completing all assigned tasks by the deadlines provided. Assistantships are not guaranteed for all students or for all semesters of enrollment. Graduate students must be enrolled in HDFS courses to be eligible to receive an assistantship within a given semester. Given that assistantships are not guaranteed, graduate students are responsible for funding their own education.
4. Graduate Students are required to meet weekly in person with their faculty advisor and their assistantship supervisor to report progress, ask questions, and inform faculty of any issues they have encountered.
5. Graduate Students are responsible for attending professional development events, including those offered by the department, college, and university, as well as attending professional conferences.
6. Graduate Students are responsible for completing requested annual review materials prior to the deadline provided each spring. Failure to meet this deadline will be included in your annual review report and will affect the overall rating you receive for your review.
7. Graduate Students are responsible for making timely progress through their graduate program. Failure to do so may result in loss of assistantship opportunities, loss of a desk in the graduate lab, and in extreme cases, termination from the program. Doctoral students who enter the program with a master's degree may only receive funding and desk space for up to 4 years. Master's students who enter the program to earn a terminal master's may only receive funding and desk space for up to 2 ½ years. Doctoral students who earn a master's in our program and then proceed to the doctoral program may only receive funding and desk space for up to 6 years.

Please note that a leave of absence from the Graduate Program is only for students who have an extreme situation (e.g., serious illness, hospitalization, extreme family situation). If you wish to pursue a leave, you will need to notify and receive approval from your faculty advisor and then the Graduate Program Director. You may notify the Graduate Program Director via email

and include the reason for your request. The department will then approve/disapprove of your leave request. If your request is approved, it will be forwarded to the Graduate School for consideration. Please note that not all leave requests are granted by the department or by the Graduate School. A leave is not to be requested due to simply not making timely progress in the program, being on academic probation or suspension, or deciding you need a break from your studies.

8. With assistance from your Faculty Advisor and doctoral committee, it is the responsibility of the Graduate Student to find employment upon completion of the program. Due to the timeline of faculty position announcements, you will need to be looking at available options starting in the Fall semester of your last year (the year in which you will defend your dissertation and graduate).

Please note that we do not hire our graduate students to faculty or community instructor positions within our department, except in extremely rare cases. You should not plan on continuing employment in HDFFS at TTU upon earning your Ph.D.

Questions?

When you have questions about what is required of you to complete your degree, please seek answers in the following order:

- The graduate student manual

- The graduate school website <http://www.depts.ttu.edu/gradschool/>

- Your faculty advisor

- The Graduate Program Coordinator

- The Graduate Program Director

One of the skills necessary for success in graduate school is to be able to be proactive in your own education. The first step to doing so is taking responsibility for seeking the information you need for each step of the program.

Faculty Responsibilities

1. Faculty are responsible for meeting with your advisees and assistantship graduate students in person every week during the semester. Faculty are responsible for outlining clear expectations and providing deadlines and requirements for work assigned.
2. Faculty are responsible for knowing the information in this manual, including deadlines, forms, processes, etc, as well as the information provided by the TTU Graduate School. You should be knowledgeable enough to provide this information to your graduate students and keep them “on track” in terms of meeting requirements and deadlines. You need to retain a copy of all forms turned into the department and/or Graduate School.
3. Faculty are responsible for completing the TA or RA contracts with graduate students at the start of each semester, meeting with the student to have them sign it, and returning it via email to the Graduate Coordinator and Graduate Program Director no later than the 5th class day of each semester.
4. Faculty are responsible for completing the annual graduate student review for each advisee, meeting with the student, and after obtaining the student signature, returning it to the Graduate Coordinator and Graduate Program Director no later than May 15.
5. Faculty are responsible for assisting their graduate students in finding employment upon graduation. This may include but not limited to: discussing job options, the faculty application/search process with your doctoral students, provide feedback on a CV and cover letter, provide feedback on a job talk, and prepare your student for a job interview. You can also assist your student by forwarding job announcements, writing letters of reference, and answering questions posed by your student.

Advising

During the application process, graduate students are asked to identify faculty members with whom they would like to work. Incoming students will be assigned to one of these faculty members to serve in the role of advisor. Your advisor is responsible for assisting with your plan of study and all documents related to completion of your doctoral program. Your advisor is also who should be consulted about course enrollment each semester.

If at some point during your program you wish to change advisors, you must talk with your current advisor, seek another faculty member to serve in this role, and notify the Graduate Coordinator and Graduate Program Director of the change.

English Proficiency

All Graduate Students (domestic and international) are required to have written proficiency both orally and in written work. It is not possible to be successful in our program without this proficiency. International students are required to attend the ELS Educational Services Language Training in the summer prior to matriculation in the fall semester. If you do not pass the proficiency exam, you will not be awarded an assistantship and you will need to take active and immediate steps to achieve proficiency. Please see information provided by the TTU Graduate School for more information and about options of services available to assist (<https://www.depts.ttu.edu/gradschool/admissions/international/procedures.php>).

Human Subjects Training

As part of your professional development and to prepare you to complete the research required for this program, you need to complete the online Human Subjects Training by the end of the second semester (spring) of your program. Please see (link) for further information. You must submit proof of completing the course to your faculty advisor and the Graduate Coordinator, as well as retain a copy for your records.

Professional Development Workshops and Colloquia

An important part of your graduate training involves not only your coursework and research activities, but also participating in the life of the department. Our department offers a number of Professional Development Workshops designed specifically for students (both Master's and Ph.D.) in our field. We also offer a Colloquium Series. You are required to attend 5 professional development events and/or colloquia workshops a year as part of your requirements toward your degree. These are opportunities for you to hear about research from experts in multiple fields, make professional contacts, and have an opportunity to discuss many issues related to being a professional in Human Development and Family Studies. Participation in these events should be noted on your CV and will be included for consideration in your annual review. Graduate students also are expected to attend professional conferences and submit and present research at conferences as well.

Annual Evaluation

Each spring all graduate students will be asked to complete their annual review materials. These materials will be electronically submitted to your faculty advisor, the Graduate Program Director, and the Graduate Coordinator. Faculty review of these materials will result in a written evaluation of performance in coursework, assistantships, professional development activities, as well as timeliness of progress in the program.

Each student will submit an annual review report, as well as a CV. The annual review report, an example of the evaluation you will receive, and additional instructions may be found here [\(insert link—coming soon\)](#).

The following information should be included in your CV. You may work with your faculty advisor on optimal formatting of this information. It is not required to be presented in the order below, but all information must be included.

Name

Address

Date

Academic Preparation: Previous University(ies) attended, Degree Earned, Major, Date

Honors and Awards

Professional Experience: Position, Organization, Date

Professional Organizations

Research Interests

Service and Outreach Activities (related to your area of interest in HDFFS)

References: List three professional references and contact information

For 2016 – 2017, the following are the due dates for the annual review process:

April 3, students submit materials to faculty to provide feedback

April 27, faculty meeting to discuss evaluations

May 3: Faculty receive completed reviews; schedule meetings with advisees

May 19: Last day to submit signed copies of the reviews to the Graduate Program Director and Graduate Coordinator

Meeting required deadlines is an important part of your professional development. Failure to meet the required deadlines will be noted in your review and you will be penalized in your evaluation for not meeting these deadlines.

Course Enrollment

Following admission to the program, students are assigned to temporary academic advisors in their specialization areas. Students are responsible for contacting their advisors prior to the beginning of the first semester and during pre-registration periods each semester thereafter for advice on classes in which to enroll. The temporary advisor may be changed at any time, with

the consent of the new advisor. Students consult potential advisor(s) concerning their interest and availability to work with the student. Once permission to list the person as advisor has been obtained, the temporary advisor is thanked and notified of the change in advisors. You must notify the Graduate Coordinator as well as the Graduate Program Director of any changes in advisor throughout your program.

Students must register for courses during the assigned registration period and by the following dates:

Fall semester: by May 15

Spring semester: by December 1

Summer semesters 1 and 2: by April 30

Timely enrollment in courses is required so that if a student receives financial aid or an assistantship, all required paperwork can be completed by HDFS staff prior to university mandated deadlines. If students are not enrolled prior to these deadlines and HDFS staff are therefore unable to complete required paperwork prior to university deadlines, the student will be responsible for all outstanding financial balances.

Students should be registered for the number of hours that reflects the extent of their involvement in the graduate program. This applies to research and thesis courses as well as formally structured classes. The minimum enrollment for full-time graduate status is 9 hours in the regular semester. Full-time enrollment in a summer term is from 3 to 6 hours. Students holding assistantships or scholarships must be enrolled for the appropriate number of hours each semester including summer sessions.

All students must take HDFS 5110 (Colloquium in Human Development and Family Studies) in the fall semester of their first year in the program. HDFS 5110 is a one credit hour course. This results in the many students enrolling in a total of 10 credit hours for their first semester.

It is the student's responsibility to check the HDFS course schedule on Raiderlink to determine course availability for any given semester. Students should also check their schedules on the Raiderlink website just before classes begin to confirm class meeting times and locations.

If you are registering for HDFS 5311, 6000, 7000, or 8000, please send an email to the Graduate Coordinator detailing the required course, CRN, and faculty member. The Graduate Coordinator will confirm permission of enrollment with the faculty member and then register you for these courses.

Students who earn a grade of C, D, or F in any required core course must retake that course.

Students placed on academic probation or suspension by the Graduate School must follow the Graduate School requirements to proceed in the doctoral program. It is the student's

responsibility to provide all required documentation requested by the Graduate School. Being on academic probation or suspension may result in the termination of your assistantship.

Travel Funding

The department is pleased to be able to support travel to conferences to present your research. In order to apply for travel funding, you must first apply for funding from the Graduate School (<http://www.depts.ttu.edu/gradschool/students/current/index.php>) and then the department (http://www.depts.ttu.edu/hs/hdfs/graduate/travel_policy.php)

Please note that departmental funds will only be awarded if you are a presenting author on a poster, paper, or symposium and if you complete the required applications at least 60 days prior to travel. If for any reason you do not attend the conference after receiving funding, you must notify the HDFS Financial Manager, as well as the Graduate Program Director immediately. This is necessary in order to stop payment on awarded funds. All travel funding is on a first come, first served basis and applications are reviewed in the order in which they are received.

Assistantships

The department makes every effort to support its Ph.D. students with a half-time (.50/20 hour a week) graduate assistantship for five academic years (for the fall and spring semesters). This support is dependent upon the availability of assistantship funds, the student's progress in the graduate program (including earning a grade of C or above in all classes, or permission of the advisor and Graduate Program Director), and the performance of the student in the assistantship role. An assistantship is a privilege and not a right of admission or enrollment in the program. The assistantship is a job and you are required to complete 10 hours of work a week for a ¼ time appointment or 20 hours of work a week for a half time appointment. Your assistantship assignment may be a combination of TA and RA responsibilities or GPTI and TA/RA responsibilities.

Priority for assistantships is given to Ph.D. students. If a Master's student is awarded an assistantship in the fall and spring semesters, it will be for no more than 2 years. *Any assistantship award made to a Master's student is dependent upon the availability of assistantship funds*, the student's progress in the graduate program (including earning a C or above in all classes, or permission of the advisor and Graduate Program Director), and the performance of the student in the assistantship role. An assistantship is a privilege and not a right of admission or enrollment in the program. The assistantship is a job and you are required to complete 10 hours of work a week for a ¼ time appointment or 20 hours of work a week for a half time appointment. Your assistantship assignment may be a combination of TA and RA responsibilities.

All graduate students who are awarded assistantships need to be aware that they are awarded for fall and spring semesters and are more rarely able to be granted for the summer terms. Please plan accordingly and be prepared to support your educational costs during the summer terms.

To be eligible for assistantships, the minimum enrollment is 9 hours in each regular semester and at least 3 hours in a summer term. If a student is involved full time in dissertation research, the semester schedule should reflect at least 9 hours of research or dissertation enrollment.

Assistantships will not take effect until a Benefits packet and ePAF form is completed and on file in the Personnel office. New students who have an assistantship must provide a copy of their driver's license and social security card to the department in order to receive their monthly check from payroll. **All students who are offered an assistantship must also apply for College Work Study as this financial aid helps support their assistantship.**

Please note that although every effort is made to support Ph.D. students (and M.S. students) with assistantships, students are not guaranteed assistantships for the duration of their program. Students will not be awarded an assistantship after 6 years of enrollment in the program (starting from Master's Degree) or 5 years if entering the program with a Master's Degree, or more than 2 years if earning a Master's Degree).

Students will be notified of their assistantship placement prior to the start of each semester. If you are awarded an assistantship, you are required to be present on campus and working on your assigned duty for the duration of the semester. The dates of assistantship appointments will be listed in your notification of assistantship placement and you are required to be present and working with your assigned faculty member for that entire period. Failure to do so may result in loss of pay or termination of current or future assistantships. If you receive an assistantship and are unable to fulfill the responsibilities outlined and/or work for the dates provided, you are to immediately notify the Graduate Program Director and you will be relieved of your assistantship. This information is provided prior to each semester so that you can plan accordingly.

In the event of a serious illness, hospitalization, or other extreme unforeseen event, you are to notify your faculty advisor, assistantship supervisor, and Graduate Program Director immediately. At that time, determination will be made whether to terminate or suspend your assistantship. Failure to notify the faculty listed may result in immediate termination of your assistantship.

Being awarded an assistantship makes you an employee of Texas Tech University. Therefore, you may be asked to complete various trainings, refresher courses, or provide additional information periodically requested by a department on campus. Failure to comply with these requests will result in the termination of your assistantship.

Office Hour Policy for GPTIs and TAs

It is the goal of the department of Human Development and Family Studies to provide students with regular and direct access to all instructors. To achieve this goal, GPTIs and TAs are expected to be available to students during designated office hours as well as designating hours by appointment. GPTIs and TAs will include office hours and state 'by appointment' hours on each syllabus and hours will be posted outside their office doors.

The minimum number of office hours is **three hours per week**, and hours must be spread across two separate days of the week to cover both class cycles for T/Th and M/W/F courses. The posted office hours must be conducted during normal hours of operation and be scheduled no earlier than 8:00am and no later than 5pm, Monday through Friday. The minimum period for any scheduled office hour must be at least one hour. In addition, all office doors should be open during office hours. GPTIs teaching online courses are expected to hold virtual office hours during business hours and on campus. If it is not possible for a GPTIs or TA to be available during a given office hour, a notice should be posted on his/her office door with make up office hours provided.

Insurance

Graduate Part-Time Instructors, Teaching Assistants, Research Assistants and Graduate Assistants who are appointed half time (50%) or more, for 4.5 months or more, are eligible to enroll in the group insurance programs. **Graduate student employees are not automatically enrolled in the health plan.** Prior to enrollment, each student must attend a benefits orientation meeting or complete an online benefits training in which information on policies, cost and procedures are provided. If you do not enroll during your first 30 days of employment, you must meet evidence of insurability requirements by submitting acceptable medical information to United Health Care for future enrollment. Approval is not guaranteed. Your insurance is not in effect the first 90 days of employment.

Additional information about benefits may be obtained from the Personnel Department, Benefits Section, or visit the <http://www.depts.ttu.edu/hr/>.

Tuition and Fee Waivers

A graduate student attending Texas Tech must pay tuition and fees every semester until the degree is completed, unless the student applies for and is granted leave by the graduate faculty. The cost varies depending on the number of hours for which the student is enrolled and the course fees for the specific courses. You can find information on fees waived at Student Business Services website: <http://www.depts.ttu.edu/studentbusinessservices/>

Eligibility:

A graduate student must be employed in the fall or spring semester at least one-half time (0.5 FTE – 20 hours per week) with a job begin date on or before the 12th class day (fall/spring) and the 4th class day (summer), or according to payroll guidelines, and with an electronic Personnel Action Form (ePAF) completion date of or before the 20th class day (fall/spring) and the 15th class day (summer) as a Teaching Assistant, Graduate Part-Time Instructor, or Research Assistant. The department submits all ePAF's. Appointed TA, GPTI, RA students must be enrolled full-time for each term. These forms can only be completed by the department if a student is enrolled full time in courses and has paid all outstanding fees/fines/bills. Failure of the student to complete these tasks may result in the staff not being able to meet university deadlines. If this is the case, students will be responsible for all fees/bills/fines that result.

Exemptions:

Graduate students meeting the eligibility requirements above are exempted from tuition and fees for the fall, spring, and summer terms as set forth below.

a. All Qualifying Graduate Students

Non-resident tuition rates will be waived for all qualifying graduate students without expense. Additionally, the following tuition and fees will be exempted:

- Designated Tuition
- Instructional Technology Fee
- Library Fee
- Student Services Fee
- Student Union Fee
- ADIA Fees (excluding special instruction, field trip or off-campus travel fees)
- Medical Services Fee (can elect to pay)
 - Athletics Fee (can elect to pay)
- Recreation Center Fee (can elect to pay)

Tuition Waivers and exemptions are posted once the student's ePAF is approved.

b. Doctoral Students

A scholarship covering state and graduate tuition for three semester credit hours and the International Education Fee will be provided to all qualifying graduate students who are admitted to a doctoral program. Scholarships will be provided for the fall and spring semesters from central university funds and are excluded from gross income. The Scholarship Office will post the award based on student eligibility reports and will feed to the student's account according to regular scholarship guidelines.

In addition to the exempted fees in section a. above, these students will also be exempted from the following:

- Advising and Retention Fee
- Cultural Activities Fee
- Energy Fee
- ID Card Fee
- Records Fee
- Transportation Fee

Academic Misconduct

Students are expected to hold themselves to high standards of ethical conduct in all phases of their academic work, including assistantships. Students should understand that such actions as plagiarism or cheating, attempts to do so, or any other violation of academic integrity are unethical and will not be tolerated.

Papers cannot be submitted to fulfill requirements for more than one course. To do so constitutes academic misconduct. This is not meant to deter students from further development of a research or topical area through extension of previous work. Students should consult with the course instructor to be clear on the acceptability of papers that are based on prior coursework or other projects.

Academic misconduct may result in a course grade of F for coursework or, in some circumstances, dismissal from the program and suspension or dismissal from the University. Violations of academic integrity may also result in termination of an assistantship.

Please review TTU OP 34.12 for additional information:

<http://www.depts.ttu.edu/opmanual/OP34.12.pdf>

GENERAL PROCEDURES FOR THE HDFFS MASTER'S DEGREE

After being admitted to the Master's program in Human Development and Family Studies, the following procedures are required for completion of the degree. The appropriate departmental and graduate school forms can be found on the following website: http://www.depts.ttu.edu/hs/hdfs/graduate/masters_details.php as well as on the TTU Graduate School website:

<http://www.depts.ttu.edu/gradschool/students/current/index.php>

The above website contains the Required Steps for completing the Master's Degree, as well as links to information about required deadlines for all activities. You are responsible for meeting all departmental and TTU Graduate School Deadlines. Please review the information on this website thoroughly.

Please note that you, as well as your faculty advisor, need to retain copies of all forms submitted to the HDFFS office or the Graduate School

The major milestones of the Master's Program are:

1. Candidacy Meeting - by the end of the second semester (spring)
2. Master's Thesis Proposal Meeting
3. Master's Thesis Defense

Candidacy Exam Meeting

By the end of the second semester (spring) of your master's program, you must have your candidacy exam meeting. The purpose of this meeting is to convene your advisor and the additional two members of your thesis committee to assess your progress in the program, your plan of study, the alignment of your goals with the training offered in our program, and to address any questions you or faculty have about your progress in the program.

Your candidacy committee is composed of your academic advisor (Chairperson) and two other faculty members from HDFS. Your committee should be formed in consultation with your advisor.

Each of the following is required for your candidacy exam. Please consult with your academic advisor on the completion of each of these items. The required fillable PDF forms can be found at http://www.depts.ttu.edu/hs/hdfs/graduate/masters_details.php

- a. Degree Plan (form)
- b. Semester-by-Semester Course Sequence Chart (form)
- c. C.V.
- d. Goals and Philosophy of Education:

At least 2 double spaced pages that answer the following questions: 1. What is your career goal? 2. How will completing your Ph.D. in HDFS help you reach this goal? 3. What is your proposed timeline for completing your degree? 4. What do you expect from your educational experience at the graduate level? 5. What do you see as your role in your doctoral education?

Scheduling of candidacy exam meeting: Once your academic advisor has approved all of the materials required, please contact your committee to schedule a meeting. You need to allow your committee at least 2 weeks before your meeting to review your materials. Once the meeting is scheduled, please notify the Graduate Coordinator via email with the date, time, and place of your meeting and email your committee a copy of all required materials. At the same time that you notify the Graduate Coordinator about your meeting, please also email the signed confidentiality statement (Consent for Student Evaluation for Candidacy form).

The Graduate Coordinator will then electronically distribute the Graduate Student Evaluation Form to the faculty members listed. Faculty members will then complete the Evaluation Form and electronically send them to the Faculty Advisor.

After the Candidacy Exam Committee meeting, your faculty advisor will return the Master's Report of Candidacy Exam meeting, as well as the Student Evaluation forms to the Graduate Coordinator.

HDFS Master's Thesis Proposal and Defense

This section contains most of the following materials you will need during this part of your graduate program. Work with your advisor in completing these forms at the appropriate times. **These forms are your responsibility.** Forms are obtained through the Graduate School: <http://www.depts.ttu.edu/gradschool/forms/>

Procedure for your Thesis Proposal Meeting:

Your faculty advisor should provide you continued feedback as you prepare your thesis proposal until it is no longer in “draft” form. Your proposal should include an introduction, literature review, research questions or hypotheses, method, and proposal plan of analyses. Once your faculty advisor has approved your proposal, you should schedule a meeting with your committee. You need to plan your meeting such that faculty on your committee have at least 2 weeks to review your proposal prior to your meeting. Please keep this timeline in mind as you prepare your proposal.

Notification of Thesis Proposal Meeting:

The Graduate Program Director and Graduate Coordinator should both be notified via email of the date, time, and location of your dissertation defense at least 2 weeks before your defense. This information will be shared with all graduate students and faculty and all are welcome to attend the defense.

Proposal Meeting:

At the meeting, your faculty advisor will introduce you and you will provide a 15 – 20 minute Powerpoint presentation to provide an overview of your work. Following your presentation, your committee members are invited by your faculty advisor to ask questions. Once that is complete, you will then be excused from the room while the committee decides whether or not your proposal meeting was successful and they will complete the following form: Approval of Thesis Proposal. This form contains the departmental expectations for your proposal, presentation, and ability to answer questions. You will then be invited to return to the room and the results will be discussed with your committee. Following your proposal meeting, your advisor must submit the approval/disapproval of your thesis proposal to the Graduate Coordinator.

Thesis Format:

Your thesis should include the following: introduction, literature review, method, results, and discussion/conclusion. In addition, it should include all sections required by the Graduate School. Please see <http://www.depts.ttu.edu/gradschool/students/current/thd.php>

for specific information. A completed thesis (with all parts, including those required by the Graduate School) must be done prior to your thesis defense.

When your faculty advisor has approved your complete thesis, you may schedule your

defense with your committee. You need to plan your meeting such that faculty on your committee have at least 2 weeks to review your thesis prior to your meeting. Please keep this timeline in mind as you prepare your thesis.

Notice of Defense

The Graduate Program Director and Graduate Coordinator should both be notified via email of the date, time, and location of your dissertation defense at least 2 weeks before your defense. This information will be shared with all graduate students and faculty and all are welcome to attend the defense.

Procedure for Master's Thesis Defense:

Your faculty advisor will introduce you and you will provide a 15 – 20 minute Powerpoint presentation to provide an overview of your work. Following your presentation, audience members not on your committee (e.g., other graduate students, friends, other faculty members) and your committee are invited by your faculty advisor to ask questions. Once that is complete, the faculty advisor will thank and excuse audience members. Your committee may then ask additional questions if necessary. You will then be excused from the room while the committee decides whether or not your defense was successful and they will complete the following form: Oral Exam and Thesis-Dissertation Approval Form. This form contains the departmental expectations for your presentation and ability to answer questions. You will then be invited to return to the room and the results will be discussed with your committee. . Following your proposal meeting, your advisor must submit the approval/disapproval of your thesis proposal to the Graduate Coordinator.

Preparing for Graduation

Please review the following website for deadlines and forms required for graduation:

<http://www.depts.ttu.edu/gradschool/students/current/deadlines-grad.php>

General Procedures for the HDFS Doctoral Degree

After being admitted to the Doctoral program in Human Development and Family Studies, the following procedures are required for completion of the degree. The appropriate forms can be found on the following website: http://www.depts.ttu.edu/hs/hdfs/graduate/doctoral_details.php as well as on the TTU Graduate School website:

<http://www.depts.ttu.edu/gradschool/students/current/index.php>

The above website contains the Required Steps for completing the Doctoral Degree, as well as links to information about required deadlines for all activities. You are responsible for meeting all departmental and TTU Graduate School Deadlines. Please review the information on this website thoroughly.

Please note that you, as well as your faculty advisor, need to retain copies of all forms submitted to the HDFS office or the Graduate School

The major milestones of the Ph.D. program include the following:

1. Preliminary Exam Meeting - by the end of the second semester (spring)
2. HDFS 7000 Project
3. Qualifying examination (Specialization, Theoretical Foundations, and Research Methods) – at completion of coursework
4. Dissertation Proposal Meeting – following qualifying examination
5. Dissertation Defense

Preliminary Exam Meeting

By the end of the second semester (spring) of your doctoral program, you must have your preliminary exam meeting. The purpose of this meeting is to convene your advisor and the additional two members of your dissertation committee to assess your progress in the program, your plan of study, the alignment of your goals with the training offered in our program, and to address any questions you or faculty have about your progress in the program.

Your preliminary exam committee is composed of your academic advisor (Chairperson) and two other faculty members from HDFS. Your committee should be formed in consultation with your advisor.

Each of the following is required for your preliminary exam. Please consult with your academic advisor on the completion of each of these items. The required fillable PDF forms can be found at http://www.depts.ttu.edu/hs/hdfs/graduate/doctoral_details.php

- a. Degree Plan
- b. Semester-by-Semester Course Sequence Chart
- c. C.V.
- d. Goals and Philosophy of Education:
At least 2 double spaced pages that answer the following questions: 1. What is your career goal? 2. How will completing your Ph.D. in HDFS help you reach this goal? 3. What is your proposed timeline for completing your degree? 4. What do you expect from your educational experience at the graduate level? 5. What do you see as your role in your doctoral education?

Scheduling of preliminary exam meeting:

Once your academic advisor has approved all of the materials required, please contact your committee to schedule a meeting. You need to allow your committee at least 2 weeks before your meeting to review your materials.

Notification of preliminary exam meeting:

Once the meeting is scheduled, please notify the Graduate Coordinator via email with the date, time, and place of your meeting and email your committee a copy of all required materials. At the same time that you notify the Graduate Coordinator about your meeting, please also email the Consent for Student Evaluation for Preliminary Exam form.

The Graduate Coordinator will then electronically distribute the Preliminary Exam Student Evaluation Form to the faculty members listed. Faculty members will then complete the Evaluation Form and electronically send them to the Faculty Advisor.

After the Preliminary Exam Committee meeting, your faculty advisor will return the Report of Doctoral Preliminary Exam meeting, as well as the Student Evaluation forms to the Graduate Coordinator.

Substituting Coursework for your Degree Plan:

1. Courses from previous programs that may apply to the current degree plan (a maximum of 30 hours may be transferred).
2. Substitutions of previous work for required courses in the degree plan, which are done on a course-by-course basis. Up to 30 transfer hours may be applied toward a doctoral degree on a course-by-course substitution basis upon approval of the student's committee and the Graduate School. No courses taken more than six years prior to admission will be accepted.
3. Courses to be taken while enrolled at Texas Tech University to be approved by preliminary exam committee at preliminary exam.

HDFS Doctoral Degree 7000 Project

HDFS 7000 is intended to be an intensive research project, conducted under the supervision of the advisor. The research may involve collection of data or analysis of an existing data set. The end product must be a manuscript based on the research project and presented at a regional or national conference with the prior approval of the advisor. The advisor will notify the Program Director that the HDFS 7000 project has been completed by submitting the Approval of 7000 form found here http://www.depts.ttu.edu/hs/hdfs/graduate/doctoral_details.php along with a copy of the submitted manuscript (if applicable). **Submission of the project to a peer-reviewed scholarly journal is highly recommended.**

The specific nature and scope of the 7000 project must be negotiated between the student and advisor. Ultimately, the advisor must use his/her discretion to make decisions about what constitutes an acceptable HDFS 7000 project. It is expected that the student will be first author on the manuscript, reflecting that the student made the primary contributions to the specific research being reported and the preparation of the manuscript. Usually, the advisor will be co- author of the manuscript, reflecting the advisor's contribution to the research and to the write-up. Authorship is not "automatic" and must be based on actual contribution. Authorship must follow the "Ethical Standards for Reporting and Publishing of Scientific Information" published by the American Psychological Association. It is recommended that the scope, nature, time line, and authorship of the 7000 project be formalized in a contract between advisor and student.

In the event that a student has a conference presentation submitted and accepted, but the timing of the conference is such that presentation is not possible before the most optimal time for the student to take qualifying exams, then the student may present the same work in the same way that it will be presented at the regional or national conference at a colloquium to be held in the department. The student is responsible for arranging and announcing the departmental colloquium. A copy of the departmental colloquium announcement must be provided to the HDFS Graduate Program Director at least one week prior to the colloquium.

HDFS Doctoral Qualifying Exam Procedures

Please note that the Qualifying Exam Procedure is under review and it is anticipated that the procedure will be revised for the Fall 2017- 2018 academic year. Updates will be made to the manual when they are available.

The doctoral qualifying examination is taken after the completion of most course work and after fulfilling the requirement for the research presentation (HDFS 7000). **Presentation of the 7000 project and all coursework covered by the qualifying exam must be completed with a grade of at least B- before taking the qualifying exam.** Students must take this examination within one calendar year of completing all requirements listed on the degree plan. Failure to do so will be cause for dismissal from the program. The exam will consist of take-home written followed by oral portions in each of the major areas of the degree plan: (1) specialization (2) research methods and (3) theoretical foundations. The three questions will be prepared and graded by ad hoc subcommittees. One Adjunct Graduate Faculty member may serve on a qualifying exam committee, subject to the case-by-case approval of the Graduate Faculty. These committees will also serve as the examining committees for the oral portion of the exam.

The examination reflects the philosophy that students should have a common expertise as well as a unique expertise in the specialization. It permits the student to integrate materials from a variety of different courses and to identify specific strengths and weaknesses prior to beginning the dissertation. Students are required, however, to be engaged in research throughout their program (i.e., via their HDFS 7000 research, at a minimum), and initial work on the dissertation proposal or studies related to the dissertation research in terms of a literature review and development of research questions are often in progress prior to the qualifying examination. **A period of at least four months must elapse between the dates of the qualifying examinations and the defense.**

The purpose of the oral exam is for students to defend and discuss their own work, ideas, and knowledge. It allows students an opportunity to clarify their written work and constitutes an important professional skill. Because the qualifying exam represents the student's own written and oral work, there should be no consultation about the content of the exam between the student and other students, faculty, and/or tutors between the time the qualifying exam questions are distributed and all the oral exams are completed. Students may consult the chair of the relevant qualifying examination committee for clarification on the written question.

In the preparation of questions, committee members shall attempt to avoid duplication of material covered in any single course. Questions should require **integration of material** that may have been covered in a variety of courses and other experiences.

Students must declare intention of taking the qualifying examination by specified deadlines when asked by the Graduate Program Director. At the time of requesting a

declaration of intention, students will be provided with the dates of the theory and methods exams. **We strongly recommend that students take the specialization portion of the doctoral qualifying examination before taking the research methods or theoretical foundations portion.** The specialization portion **may not be taken after** the research methods and theoretical portions of the exam.

Qualifying exams are given prior to the beginning of the fall and spring semesters. Oral exams are usually scheduled within 3 – 4 weeks of the start of the semester. The results of the written and oral exams are forwarded to the HDFS Graduate Program Director for action by the Graduate Faculty. Students should expect to hear their results approximately one month after the due date of exams.

Specialization Exam Procedures

Written Examination:

The specialization exam is handled by a committee of three departmental graduate faculty members who are selected by the student (one Adjunct Graduate Faculty member may serve on a qualifying examination committee, subject to the case-by-case approval of the program graduate faculty). The specialization question is written by this committee in consultation with the student. Students have no more than one week to write the specialization answer, beginning when the question is obtained from the specialization committee chairperson and ending when the answer is submitted to the committee chair. **The specialization examination is to be completed within six months prior to taking the theoretical foundations and research methods qualifying examinations.**

Oral Examination:

The specialization oral examination is to take place within a reasonable time following the submission of the written answer to the committee chair -- and students will be notified of their specialization grade as quickly as possible following the committee's recommendation to the graduate faculty -- unless the answer is submitted during the week prior to the oral examinations for theoretical foundations and research methods, in which case the specialization oral exam will be conducted during the same week as the oral examinations for the other two portions of the qualifying examination.

SPECIALIZATION EXAM GRADING CRITERIA

An exam response will be given a grade of **PASS** if:

1. The exam response synthesizes and evaluates pertinent information in addition to reviewing and analyzing material. (The student should meet with his or her advisor and dissertation committee prior to the specialization qualifying exam to develop guidelines for pertinent knowledge that may be required on the specialization exam.)

Note: Synthesis is defined as the combining of often varied and diverse ideas, forces, or factors into one coherent or consistent complex; or composition or combination of parts so as to form a whole. Evaluate is defined as judgments concerning the worth, quality, significance, amount, degree of, condition of.

2. The central ideas or arguments in the response are (a) thoroughly explored, (b) supported with appropriate references, and (c) presented clearly and logically.
3. The exam response includes discussion of relevant theoretical frameworks and research findings that are appropriately referenced.
4. The exam response is well organized.
5. The most current APA Publication Manual guidelines are consistently followed in preparation of the typed copy of the exam response.

An exam response will be given a grade of **FAIL** if:

The first criterion for a pass has not been met, regardless of whether criteria 2 through 5 have or have not been met.

Grading Criteria for the Qualifying Exams

The faculty's intention and desire is for all students to pass the qualifying examinations and to bring out the best in students. On their first testing occasion, students must take all three portions of the qualifying examination during the same semester (i.e., students must take the theoretical foundations and research methods portion of the examination when they are conducted during the semester even if the specialization portion has been failed prior to their administration). Students will receive a grade of pass or fail on each portion of the exam, although a committee may recommend a deferred decision to the graduate faculty as a prelude to receiving a pass or fail. A deferred decision will be a rare option in which the faculty do not assign a grade of either pass or fail. The student will meet only with the chair of the committee (or committee designate) within three working days of notification of the qualifying exam result (e.g., if notified on Thursday, the student makes an appointment for Friday, Monday, or Tuesday) in order to determine the concerns of the committee. Following the meeting with the committee chair, the student will have 14 calendar days only to address the concerns of the committee.

Procedure When the Examination is Satisfactory:

If the qualifying examination is considered satisfactory, the chairperson of the doctoral (advisory) committee will send to the Graduate Dean, for consideration by the Graduate Council, a formal written recommendation that the applicant be admitted to candidacy for the doctoral degree. (The letter should also state the date of the examinations and whether or not the student passed each portion of the exam.) This recommendation should be forwarded as soon as possible after all the above requirements have been met.

Following successful completion of the qualifying examination, the student is officially admitted to candidacy for the doctoral degree (see pages 22-26 for qualifying examination procedures). Upon admission to candidacy, the student has a maximum of four years in which to complete the dissertation.

Procedure When the Examination is Not Satisfactory:

An applicant who does not pass the qualifying examination may be permitted to repeat it once, after a lapse of at least four months, and not more than twelve months from the date of the unsatisfactory examination. All failed sections of the qualifying exam can be taken either together or separately; however, each one must be retaken and passed within the two testing occasions that they are offered after the original fail. Failure to pass the qualifying examination within the specified time will result in dismissal from the program irrespective of performance in other aspects of doctoral study.

Students who decide to take the doctoral qualifying examination certify by virtue of such decision that they are prepared to do so, and thus cannot at a later date (i.e., following the grading of the examination) claim prior disability or other hardship as: (a) a reason for their unsatisfactory examination performance; and therefore as (b) grounds for an appeal to overturn the decision of the graduate faculty.

RESEARCH METHODS

Listed below are expected competencies for doctoral students at the completion of their course work. These are not just expectations for the qualifying examination but are the minimum methodological skills for dissertation-level work. The qualifying exam is an evaluation check point to determine if students are adequately prepared to proceed to their dissertation research. At the point of dissertation, students should be capable of designing and conducting research deemed by others as having the potential of making a substantial contribution to the literature. Students should expect their advisors and other dissertation committee members to play no more than an advisory role. In the research methods qualifying exam, students are expected to show a level of expertise which convincingly demonstrates to the faculty their ability to take responsibility for their research.

Through course work, independent research, and familiarity with published research (including methodologically-focused articles), an exam response will be given a grade of **PASS** if the student can demonstrate:

- A solid foundation in basic research methods fundamentals as covered in the core course (Research Methods in HDFS) and additionally from the student's own research experiences (e.g., thesis, 7000 research).
- An understanding of qualitative and quantitative analysis procedures as covered in the core courses (Quantitative Methods I—IV in HDFS, and Qualitative Methods in HDFS).
- The ability to design research that adequately addresses research questions or hypotheses.
- A general understanding of the major methodological issues and controversies in family studies and human development.
- Within the student's specialization area, a sophisticated understanding of methodological problems and the ability to discuss (with reference to specific articles in the literature) various solutions that have been offered to handle these problems, along with the strengths and weaknesses of each.

- Application of the above to critiques of the existing literature and to the development of an original proposal.
- The ability to write an exam paper that specifically addresses the exam question and that is well-organized.

THEORETICAL FOUNDATIONS

a. Expectations

The theories qualifying exam committee expects that students will:

- demonstrate critical thinking about theories and theoretical issues/constructs;
- demonstrate understanding of complex theoretical issues at an abstract level (i.e., beyond the superficial description of concepts);
- identify, explain, compare, contrast, assess, apply, and/or integrate multiple theoretical perspectives both within and across Human Development and Family Studies theories;
- discuss metatheoretical issues about the integration of theories; and
- support theoretical arguments and constructs with specific examples and evidence from scholarly literature.

b. Written exam

The written exam should be concise, clear, non-redundant, accurate, consistent with instructions, and grounded in the scholarly literature. Additionally, students are expected to cite original sources unless a secondary source makes a unique contribution. Students are expected to follow APA style.

c. Oral exam

The purpose of the oral exam is for students to defend and discuss theoretical knowledge relevant to the written exam. In preparing for orals, students should focus on the clarity of their written work so that they can adequately respond to questions about the paper's content. Students should not focus on minor or superficial details in the written paper (e.g., errors in APA formatting). The oral may be used to amplify, reconsider, correct, or adjust the arguments/substantive issues raised by the written paper. In the oral, students may be asked to identify, describe and/or apply additional constructs of the theories they chose to use in the written paper.

ANSWERING THE QUALIFYING EXAM QUESTIONS

Instructions and Information

WRITTEN ANSWER:

Cover Sheet:

Cover Sheet should include the exam name (i.e., Specialization Qualifying Exam, Theoretical Foundations Qualifying Exam, etc.), the date, and the student's unique university-assigned ID number. **STUDENTS SHOULD NOT PUT THEIR NAMES ON THESE RESPONSES.**

Style:

- APA Publication Manual (the most recent edition) guidelines should consistently be followed in preparation of the typed copy.
- Each copy should be bound such that there are no loose papers (one heavy duty staple in the top left corner is sufficient).

Submitting the Exam:

- Five copies of each (theoretical foundations and research methods) response should be turned in to the Graduate Coordinator before the deadline specified in the current semester's time line.
- Students are responsible for making the appropriate number of copies of each exam at their own expense.

Review:

The review cycle for the graduate faculty's periodic evaluation of qualifying examination procedures is three years.

ORAL ANSWER is an opportunity to

- Discuss topics related to qualifying exam questions,
- Clarify any portions about which the committee has questions, and
- Expand upon ideas presented in the written answer.

HDFS Dissertation Proposal and Defense**Procedure for your Dissertation Proposal Meeting:**

Your faculty advisor should provide you consistent and regular feedback as you prepare your dissertation proposal until it is no longer in "draft" form. Your proposal should include an introduction, literature review, research questions or hypotheses, method, and proposal plan of analyses. Once your faculty advisor has approved your proposal, you should schedule a meeting with your committee. You need to plan your meeting such that faculty on your committee have at least 2 weeks to review your proposal prior to your meeting. Please keep this timeline in mind as you prepare your proposal.

Notification of Dissertation Proposal Meeting:

You must notify the Graduate Coordinator and Graduate Program Director via email of the date, time, and place of your scheduled proposal meeting.

At the meeting, your faculty advisor will introduce you and you will provide a 15 – 20 minute Powerpoint presentation to provide an overview of your work. Following your presentation, your committee members are invited by your faculty advisor to ask questions. Once that is complete, you will then be excused from the room while the committee decides whether or not your proposal meeting was successful and they will complete the following form: Approval of Dissertation Proposal. This form contains the departmental expectations for your proposal, presentation, and ability to

answer questions. You will then be invited to return to the room and the results will be discussed with your committee.

Dissertation Format:

Your dissertation should include the following: introduction, literature review, method, results, and discussion/conclusion. In addition, it should include all sections required by the Graduate School. Please see <http://www.depts.ttu.edu/gradschool/students/current/thd.php> for specific information. A completed dissertation (with all parts, including those required by the Graduate School) must be done prior to your dissertation defense.

When your faculty advisor has approved your complete dissertation, you may schedule your defense with your committee. You need to plan your meeting such that faculty on your committee have at least 2 weeks to review your proposal prior to your meeting. Please keep this timeline in mind as you prepare your dissertation. Once the meeting is scheduled, you need to provide the completed dissertation to your committee members.

Notice of Dissertation Defense

The Graduate Program Director and Graduate Coordinator should both be notified via email of the date, time, and location of your dissertation defense. This information will be shared with all graduate students and faculty and all are welcome to attend the defense.

Select a Graduate School Representative to be present at your defense. The GSR will complete the Report of the Graduate Dean's Representative <http://www.depts.ttu.edu/gradschool/forms/> after your defense meeting.

Procedure for Doctoral Dissertation Defense:

Your faculty advisor will introduce you and you will provide a 15 – 20 minute Powerpoint presentation to provide an overview of your work. Following your presentation, audience members not on your committee (e.g., other graduate students, friends, other faculty members) and your committee are invited by your faculty advisor to ask questions. Once that is complete, the faculty advisor will thank and excuse audience members. Your committee may then ask additional questions if necessary. You will then be excused from the room while the committee decides whether or not your defense was successful and they will complete the Oral Exam and Thesis-Dissertation Approval Form. This form contains the departmental expectations for your presentation and ability to answer questions. You will then be invited to return to the room and the results will be discussed with your committee.

Please review the following website for all Dissertation Requirements related to the TTU Graduate School:

<http://www.depts.ttu.edu/gradschool/students/current/thd.php>

HDFS DOCTORAL DEGREE DISSERTATION CREDIT DISTRIBUTION

In the spirit of treating faculty equitably regarding their involvement in dissertations, it has become necessary to develop a policy governing the distribution of HDFS 8000 credit among committee members. At a minimum, graduate students will adhere to a policy of

awarding credit to all of their committee members during:

1. The semester in which they first begin working on their dissertation proposal (i.e., when they first begin making use of their committee for proposal ideas and feedback);
2. The semester in which they have their formal dissertation proposal meeting with their committee, which is nearly always a different semester from (1) above; and
3. The semester in which they have their dissertation defense

During these three semesters, each committee member should receive at least 1 credit (of HDFS 8000), and may receive more than this depending upon the faculty member's level of involvement in the dissertation. Students should consult their committee chairperson and the committee member in this process. Nominal involvement in the dissertation (i.e., reading drafts, attending meetings) would merit 2-3 credits during some of these semesters.

The committee chairperson should receive a minimum of 3 credits per semester of dissertation work (not just the three semesters mentioned above for committee members). Students enrolling for dissertation credits simply to maintain continuous enrollment must be enrolled in at least 1 credit with their committee chairperson. Students should consult their chairperson regarding the number of credits to be taken.

Students who violate this policy run the risk of asking their committee to read a document (proposal or final draft), or render other advice or assistance, only to have the committee refuse on the basis of receiving no credit for the current semester (i.e., one or more committee members are not officially working with the student during the time the student needs their attention). Finally, students should carefully consider remaining in Lubbock until the completion of their dissertation. Students find it maximally challenging to successfully complete it when they remain in Lubbock for the entire process, and leaving prematurely only compounds its difficulty. It is important to stay in Lubbock when completing your dissertation.

Preparing for Graduation

Please review the following website for deadlines and forms required for graduation:

<http://www.depts.ttu.edu/gradschool/students/current/deadlines-grad.php>