

Division of Family Studies and Human Development  
John & Doris Norton School of Family and Consumer Sciences  
College of Agriculture and Life Sciences  
University of Arizona

DOCTORAL PROGRAM HANDBOOK

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## **Program Overview**

The interdisciplinary field of Family Studies and Human Development focuses on interpersonal processes and outcomes that influence and are influenced by human development within the family context. Relevant methods, concepts, and theory draw from the fields of FSHD and from psychology, sociology, anthropology, economics, biology, health, and education. The Division of Family Studies and Human Development (FSHD) in the John and Doris Norton School of Family and Consumer Sciences (Norton School) at the University of Arizona Doctor of Philosophy (Ph.D.) program trains social and behavioral scientists for research, teaching, and other professional careers in academic, government, and private-sector settings. The program description outlined in this handbook pertains to the Ph.D. program, and the related M.S. degree that may be obtained in progress toward the Ph.D. It does not apply to the M.S. degree in Family and Consumer Sciences Education.

Research, teaching and outreach within the Division of FSHD are focused in five core areas:

1. Adolescent development and transition to adulthood
2. Family relationships and health/well-being
3. Social and emotional development in early childhood
4. Romantic and sexual relationships
5. Applied research

## **Requirements for the Ph.D.**

The FSHD Ph.D. program curriculum includes basic and applied interests in the fields of family studies and human development and provides broad exposure to relevant theories and research methods with in-depth specialization in major and minor content areas, and encourages ongoing student involvement in research, including but not limited to the thesis and dissertation. Ph.D. students must complete both major (FSHD) and minor programs of study.

Students must take the following courses to meet their Ph.D. course requirements (See Appendix A for a Ph.D. course schedule worksheet). A minimum grade of 'B' in any given course is required for credit toward the M.S. and Ph.D. degrees. For some courses, a lab session is included in addition to regular classroom time for the course; see course syllabi for information regarding associated lab hours.

### Theory (3 courses, each required)

- FSHD 546 – Foundations of Family and Interpersonal Theory
- FSHD 567 – Theories of Human Development
- FSHD 573 – Applications of Human Development, Interpersonal, and Family Theory

### Research Methods and Statistics (5 courses)

- FSHD 507a – Research Methods in Family Studies and Human Development I
- FSHD 507b – Research Methods in Family Studies and Human Development II
- FSHD 537a – Introduction to Statistical Analysis in Family Studies and Human Development

- FSHD 537b – Intermediate Statistical Analysis in Family Studies and Human Development
- One additional approved research methods course (e.g.: advanced multivariate statistics; qualitative research methods; mixed methods)

Topics in Core Areas of Family Studies and Human Development (3 courses)

- Minimum of three 3-unit courses with course code of FSHD 601-605 or 607 in the student's substantive area of focus (or other graduate-level coursework approved by the Graduate Committee)

Professional Development Seminar (2 courses)

- FSHD 696z (in the first year; 1 unit)
- FSHD 696z (in the second or third year; 2 units)

Minor

- 9-12 graduate units as required by minor program and/or minor area advisor, all of which may be transfer units from prior graduate study
- In consultation with the minor area advisor and committee, students may construct an interdisciplinary minor

Other FSHD requirements for the Ph.D. degree include the:

1. M.S. thesis
2. Pre-candidacy meeting, during which a faculty committee appointed by the Chair of the Division of FSHD considers the students' suitability for continuation in the Ph.D. program
3. Written and oral comprehensive examinations covering the major and minor areas of study
4. Dissertation

Additional University of Arizona requirements for the Ph.D. degree include:

1. The equivalent of at least six semesters of full-time study
2. At least 36 credit units (not including dissertation) in the major area and 9 units in the minor area
3. 18 units of dissertation credit
4. Required units must be at the 500-level or above at The University of Arizona, with the following exception: The Graduate College will allow up to 6 units of 400-level work toward the Ph.D., but only if those units were not used toward undergraduate degree requirements.
5. A minimum of 30 units must be taken at the University of Arizona (the total includes the 18 required dissertation units); a minimum of 12 units of regularly graded coursework must be taken at the University of Arizona
6. At least half of the credit units in courses for which ABC grades are given, with a minimum of 12 units of regular grades taken at The University of Arizona (note that this refers to 50% of the total units listed on the Doctoral Plan of Study; students may take any courses they wish beyond those on the Plan of Study without regard to grading format)

All requirements for the Ph.D. must be completed within 5 years of passing the Comprehensive examination. Upon approval by the Graduate Committee of the Division of FSDH, students who do not complete the Ph.D. requirements within that time period may be permitted to re-take the comprehensive examination and subsequently proceed to the dissertation.

### **Transfer Course Approval**

Graduate coursework completed at other institutions may be transferred to apply toward Division of FSDH degree requirements. These courses must have been taken for a grade, and the student must have earned a minimum grade of 'B' in those courses. A total of 6 graduate units may be transferred toward the requirements for the M.S. degree; this includes graduate units from other UA programs or from other institutions. There is no limit to the number of transfer credits that may be applied toward the Ph.D., including graduate credits from other UA degree programs (they may be counted toward the Ph.D.).

Required FSDH graduate courses in the areas of theory, research methods and statistics, and professional development cannot be waived. With approval from the Graduate Committee, these courses may be substituted by other graduate-level courses taken outside of the Division of FSDH, for which the student received a grade of a B or higher. When seeking approval for credit for a required course, the procedure is as follows:

1. Within the first year of graduate study, the student must provide a course syllabus for the proposed substitution course to the Graduate Committee.
2. The Graduate Committee, with the instructor of the corresponding FSDH course, will review the syllabus to assure that it meets the FSDH course goals and objectives.
3. The Graduate Committee will make a final determination on the recommendation.

The Graduate College requires that transfer course work be submitted before the end of the first year of graduate study (the submission form is available on the graduate studies website).

The Graduate Committee recommends that students who enter the program with a Master's degree from another institution with the intent of transferring coursework to apply toward the Division of FSDH requirements initiate the course transfer process as early as possible, including at the time of their application to the program or shortly after their acceptance into the program.

### **The Master's Degree and Master's Thesis Requirement**

All students in the Ph.D. program are required to complete a master's degree in the social or behavioral sciences, including an empirical master's thesis. Master's theses must present original empirical research.

For prospective students who have completed an empirical master's thesis before applying to the Ph.D. program, the Graduate Committee recommends that they notify the Director of Graduate Studies in their application or upon their admission if they intend to apply their existing empirical thesis to the FSDH Ph.D. master's thesis requirement.

Students who enter the Ph.D. program without having completed an empirical master's thesis must enroll in the M.S. program and complete an empirical master's thesis as part of the requirements for the M.S. in Family and Consumer Sciences, the precursor to the Ph.D. In conjunction with the first year or major advisor, the student should submit a *Master's Plan of Study* to the Graduate College no later than the second semester in residence (detailed information about the Master's Plan of Study is available online at the Graduate College website). For students admitted into the Ph.D. program and making satisfactory progress toward the Ph.D. degree, a minimum of 30 units of graduate credit is required for the master's degree.

Course requirements for the master's degree include:

- FSHD 546 – Foundations of Family and Interpersonal Theory
- FSHD 567 – Theories of Human Development
- FSHD 573 – Applications of Human Development, Interpersonal, and Family Theory
- FSHD 507a – Research Methods in Family Studies and Human Development I
- FSHD 507b – Research Methods in Family Studies and Human Development II
- FSHD 537a – Introduction to Statistical Analysis of Family Studies and Human Development
- Two FSHD 607 seminar courses
- Six thesis units (FSHD 910)

Only 6 units of transfer credit will be accepted by the university toward the master's degree.

A thesis is a formal document that adheres to guidelines set forth in the Graduate College Manual for Theses and Dissertations (available online). At minimum it should include a statement of the research question, a review of relevant theoretical and empirical literature, a statement of the methods of study and plans of analysis, a presentation of results, and a discussion and conclusion that summarizes the results of the study and its implications for the field. It is expected that master's theses meet the standards of publishable peer-reviewed journal articles.

An oral defense is required upon completion of the final draft of the thesis. The defense of the master's thesis is closed to the public; however, a final presentation of the thesis may be scheduled to immediately precede the thesis defense, and may be open to the public.

Time-to-degree begins with the earliest course to be applied toward the degree, including credits transferred from other institutions. It is expected that all requirements for the master's degree will be completed within three years of admission to the FSHD Ph.D. program. In the case of transfer coursework, note that the Graduate College allows 6 years from the date of the earliest coursework to be used toward the degree (that is, coursework listed on the Plan of Study).

### **Research Using Human Subjects**

During their first semester of enrollment in the graduate program, all students are expected to complete University of Arizona-approved training on research with human subjects, and submit a certificate of completion to the Graduate Coordinator for their permanent files. Information is available at the UA Human Subjects Protection Program website.

All research on human subjects, regardless of degree (M.S. or Ph.D.), whether funded or not, and regardless of the source of funding, must fully comply with Federal human subjects rules, regulations and requirements. Students who plan to conduct research involving human subjects must complete a “Project Review Form” (PRF, available online through the UA Human Subjects Protection Program) and file it with the Division’s Human Subjects Committee Chair before commencing research. The Division Human Subjects Committee Chair will advise them on the appropriate and required steps to follow. The Divisional Human Subjects committee will forward the PRF, following its own examination and recommendations, to the University Human Subjects Institutional Review Board (IRB) for final determination as to whether the project safeguards the privacy, confidentiality, and basic rights of human individuals involved in the project. The IRB may require changes before final approval is granted. All key personnel on projects involving human subjects must also complete an online test before final approval is granted for the project. Note that major advisor signatures are required on human subjects approval forms.

Copies of these important documents—the approved PRF and IRB documents—must be given to the Division of FSHD Graduate Administrative Assistant immediately upon approval so that they may be included in the student’s file.

### **Graduate Course Enrollment Requirements**

During the fall and spring semesters, full-time status consists of enrollment for 9 units of graduate credit. If the student holds a teaching or research assistantship or associateship, full-time status is 6 units of graduate credit. If the student is working on a thesis or dissertation, full-time status is 3 units of 900-level enrollment only. The full-time status enrollment minimums apply to students wishing to defer federal loan repayments, students on J1 and FI visa status and/or students receiving University funding.

Notwithstanding these enrollment requirements, many graduate students will be awarded fellowships, scholarships, research or teaching assistantships from the Norton School during their graduate education. Students who accept fellowships, scholarships, or assistantships are required to be enrolled in 10 credit hour units of graduate course study during the corresponding semester(s) of their awards.

For students not supported through the Norton School, the University of Arizona Graduate College requires a minimum of 3 units for each fall and spring semester for those students who have not completed the following requirements: all course requirements, written and oral comprehensive examinations, and 18 dissertation units. (Graduate College policy states that students using University facilities or resources during summer (including faculty or staff time – including taking exams) are required to enroll in 1 unit of graduate registration in either (not both) of the Summer sessions). After those requirements are met, Ph.D. students must register for a minimum of 1 unit each semester until final copies of the dissertation are submitted to the Graduate Degree Certification Office. The Graduate College requires that all graduate students be subject to the Continuous Enrollment Policy unless excused by an official leave of absence. Note: while these enrollment requirements apply to all students without regard to nationality,

international students may face a higher minimum requirement for their visas or other requirements of the international students' office.

### **Admission and Financial Aid**

Admission decisions are made in the spring semester of the year preceding enrollment. The deadline for consideration for Ph.D. fellowships, scholarships, or research / teaching assistantships is January 15; applications to the program are reviewed thereafter.

In considering applications to the graduate programs, the Graduate Committee considers information about the following required elements of the application (not listed in order of importance or priority):

- Prior undergraduate and graduate education credentials
- Transcripts with course grades from prior undergraduate and graduate institutions
- Graduate Record Examination (GRE) scores
- TOEFL or other foreign language proficiency examinations
- Letters of recommendation
- Personal statement
- Quality of writing sample (for admission to the Ph.D. program only)
- Degree to which candidate will contribute to the diversity and strengths of the program
- Area of interest, match with faculty expertise, and fit with FSDH graduate program

The Division has had a strong record of funding its Ph.D. students; FSDH offers training scholarships, fellowships, and research and teaching assistantships, many including waiver of out-of-state tuition.

### **Requirement for Teaching as a Graduate Student**

Any student who wishes to assume sole teaching responsibility for a course must complete either: a) a three-credit teaching course (e.g., A Ed 697c – Teaching College Level Agriculture and Life Sciences), OR b) a minimum of 3 pedagogy workshops (e.g., Creating a Course Syllabus) provided by the University Teaching Center ([www.utc.arizona.edu](http://www.utc.arizona.edu)). It is recommended that students complete this requirement within the first two years of the program. Students with extensive previous teaching experience may be exempt from this requirement pending approval by the Graduate Studies Committee.

### **Advising**

The responsibility for graduate student advising rests with the students' first-year or major advisor, the Director of Graduate Studies, and the Graduate Committee.

Graduate student orientation, led by the Director of Graduate Studies (who chairs the Graduate Committee), occurs in the week before fall classes begin. The first semester one-unit pre-seminar, FSDH 696z, is designed to introduce all new students to the Division faculty, during which faculty members make presentations to introduce new students to their major areas of

scholarship. In addition to chairing the Graduate Committee and conducting new student orientation, the Director of Graduate Studies assigns graduate funding (research and teaching assistantships; fellowships and scholarships; research funds; travel funding in coordination with the School Director) and coordinates program requests or requirements with the Graduate College.

The Graduate Committee assigns to each incoming student a “first year” faculty advisor and a graduate-student mentor (usually a second- or third-year student). This committee also has the responsibility to manage recruitment and admissions of new students, and to conduct evaluations of the program through its interviews with students as they leave or complete the program.

During the first year, students select a major advisor and report this selection in writing (e.g., by email) to the Graduate Committee by March 1<sup>st</sup>. In consultation with their major advisor, students should form a master’s thesis committee as soon as possible thereafter, and not later than September 1<sup>st</sup> of the second year. Thereafter, the major advisor plays the guiding role in the student’s progress in the program.

### **Annual Review**

The Division of FSDH conducts an annual review of all graduate students at the end of the spring semester. This process is designed to promote the academic and professional development of graduate students, and to ensure broad faculty input into the advising and progress of graduate students in the Division. It may also be used to inform teaching and research assignments or other funding decisions for the following year.

Students complete a Student Annual Review Form (Appendix B) which identifies their stage in the graduate program, their accomplishments for the prior year, and their goals for the coming year. This form is completed and turned in to the Graduate Committee along with an updated curriculum vitae. Faculty who serve in any advising role to graduate students (as a member of any student committee, or as an advisor for a teaching or research assistantship) complete a structured evaluation for each student (the Faculty Annual Review of Students Form, Appendix C). These materials are reviewed by the full faculty. The Graduate Committee provides written feedback for the student in consultation with his or her major advisor.

The faculty may note minor concerns about a student’s progress in one or more areas, or in overall performance. Reasons for concerns will be identified in the written feedback, along with recommendations for improvement. In the case of major concerns about a student’s progress, the faculty may also consider reasons that a student should not continue in the program; termination must be approved by a majority of voting-eligible, tenure-track and continuing faculty. Written feedback will include a warning of termination, a list of goals to be accomplished in order to remain in the program, and a specific timeline to meet those goals. If the student does not meet the goals within the stated timeline, the student may appeal in writing to her or his major advisor, the Director of Graduate Studies, and the Director of the Norton School.

### **Committees**

During the course of graduate study, the student works with four sequentially constituted committees:

1. *The Master's Thesis Committee*, selected by the student in consultation with the faculty advisor, guides and evaluates the student's work through completion of the master's thesis.
2. *The Pre-Candidacy Committee*, appointed by the Division Chair, determines if the student should proceed to the comprehensive examination.
3. *The Comprehensive Examination Committee*, selected by the student in consultation with the faculty advisor, reviews the student's goals and plan of study and conducts the examination that establishes candidacy for the Ph.D.
4. *The Dissertation Committee*, selected by the student in consultation with the faculty advisor, oversees the dissertation project and conducts the final oral defense.

Committee composition:

*The Master's Thesis Committee* consists of the student's major advisor (chair) and two other faculty members. At least two members (including the chair) must be tenure-track or continuing-appointment faculty. The chair and at least one other committee member must hold appointments in the Division of Family Studies and Human Development.

*The Comprehensive Examination Committee*

The Graduate College's stated policy for the doctoral comprehensive examination committee is as follows:

The examining committee must consist of a minimum of four members. The Major Advisor and two additional members must be tenured, or tenure track. The fourth member may be tenured or tenure-track, or a special approved member. Special members must be pre-approved by the Dean of the Graduate College. Any members beyond the fourth can also be tenured or tenure-track, or special approved members.

The Family Studies and Human Development faculty further clarifies this policy for graduate students in our division to state that:

1. The advisor for FSHD doctoral student committees must have a formal FSHD appointment. Faculty with a courtesy or adjunct appointment in FSHD may not serve as the advisor.
2. In addition to the advisor, the two additional major committee members must have a FSHD faculty appointment. One of these two members must have a formal FSHD faculty appointment, while the other member may have a courtesy appointment in FSHD.

*The Dissertation Committee*

The Graduate College's stated policy for the doctoral dissertation committees is as follows:

The Graduate College requires a minimum of three members, all of whom must be University of Arizona tenured, tenure-track, or approved as equivalent. If a committee has only three members, all must approve the dissertation. In departments that require four or five members, there may be one dissenting vote. The fourth member may be tenured or tenure-track, or a special approved

member. Special members must be pre-approved by the Dean of the Graduate College. Any members beyond the fourth can also be tenured or tenure-track, or special approved members.

The Family Studies and Human Development faculty further clarifies this policy for graduate students in our division to state that:

1. The major advisor for FSDH doctoral student committees must have a formal FSDH appointment. The student may also have a co-major advisor who does not have a formal FSDH appointment but meets the Graduate College requirements for committee membership. Faculty with a courtesy appointment in FSDH may not serve as the single major advisor.
2. In addition to the major advisor, one additional committee member must have either a formal FSDH faculty appointment or have a courtesy appointment in FSDH.

### **Pre-candidacy Meeting**

The purpose of the pre-candidacy meeting is to determine whether a student should proceed with preparation for the Comprehensive Examination. Through this meeting the faculty reviews and evaluates all students shortly after the completion of the requirements for the master's degree.

The student is required to have a pre-candidacy meeting within three academic calendar months of the completion of the requirements for the master's degree. Within one month of completing the master's degree requirements, the student should submit a letter to the Division Chair requesting the formation of a Pre-Candidacy Committee; the student should propose two faculty members to serve on the committee. The Division Chair will appoint a committee of four members, including at least one member of the master's committee as well as faculty who did not serve on the student's master's committee, and designates a committee chair. The student should provide the committee with an updated curriculum vitae, a list of completed coursework (with grades), a statement of professional goals, and access to the master's thesis.

The committee meets with the student and makes a written recommendation to the faculty at the next regularly scheduled faculty meeting.

For students who, in their first year, meet the master's thesis requirement by approval from the Graduate Committee for an empirical master's thesis from another program or institution, the candidacy meeting should be held no later than April 15 of the spring semester in order for the student to be presented for pre-candidacy at or before the final faculty meeting of the academic year.

Once the faculty votes to accept the student to pre-candidacy status, the student may form a comprehensive examination committee.

### **The Comprehensive Examination**

The comprehensive examination includes written examinations in the major and minor areas of study, and an oral examination. The comprehensive examination is intended to test the student's comprehensive knowledge of the major and minor subject areas of study, both in breadth across the general field of study and in depth with in the areas of specializations. Passing the comprehensive examination establishes candidacy for the Ph.D. degree. The examination includes interpersonal/family and human development theories, research methods and statistics, and substantive areas of specialization (major and minor) declared by the student.

The first task of the Comprehensive Examination Committee is to review the student's professional goals, plan of study (detailed notes on the doctoral plan of study are available on the Graduate College website), and progress to date to determine whether the student is ready to take the written portion of the examination. The Committee reviews the student's course work for breadth and depth; considers his or her research, teaching, and service/outreach experience; identifies strengths, weaknesses, and gaps in the student's preparation; and makes recommendations for remediation as necessary. It is expected that the full committee, including the member from the minor area, will meet at least once to consider these matters.

### The Written Portion of the Comprehensive Examination

When the Committee concludes that the student is ready to proceed to the written examination, it:

1. decides the format of that examination (sit-down, take-home, critical review paper, etc.);
2. coordinates selection of questions, topics, or tasks;
3. arranges for administration of the examination; and
4. evaluates the written product to determine whether the student will proceed to the oral examination, retake all or part of the written examination, or fail the examination.

Members of the Committee representing the major are responsible for grading the major portion of the examination; the member(s) representing the minor are responsible for grading for the minor portion of the examination. The Comprehensive Examination Committee members will vote to determine whether the written examination grade is *pass* or *fail*. If the Committee votes that the grade is fail, there are two options: fail with the option to retake or rewrite the written examination, or fail with no option to retake the examination (resulting in termination from the Ph.D. program). The student must be informed of the outcome in writing by the committee chair.

In the case of a grade of rewrite, only one rewrite will be allowed; the committee will determine a time limit on the rewrite, and the committee chair is required to present the student with formal written feedback summarizing deficiencies of the written examination. After the rewrite, a vote will be taken by the committee to determine whether the student may proceed to the oral examination; two out of three committee members must vote affirmatively.

Committees are encouraged to provide students with advice for preparation for the oral examination, particularly if there was a nonunanimous vote to pass the written examination, or if there was a rewrite of the written examination.

### The Oral Portion of the Comprehensive Examination

After the student passes the written examinations in the major and minor areas, the Committee conducts a comprehensive oral examination. The Graduate College requires that the time and place of the oral examination be scheduled with the Graduate Degree Certification Office at least seven working days in advance of the oral exam. It is the obligation of the Comprehensive Examination Committee to ensure that the student displays a broad knowledge of the chosen field of study, and sufficient depth of understanding in areas of specialization; the student must demonstrate the level of knowledge expected of a junior academic colleague. The examination is conducted in closed session; it is not open to the public. All examiners must be present for the full length of the examination. The oral comprehensive examination must be at least one hour in duration, and may not exceed three hours. Three out of four votes are required for the student to pass the oral comprehensive examination; abstention is counted as a negative vote.

If the oral examination fails by Committee vote, the Committee may make one of two decisions:

1. The Committee may allow the student to re-take the oral comprehensive examination after a recommended period of four months, or
2. The Committee may elect no repeat examination.

If re-examination is selected, the Committee may not require further coursework for the student. The Committee members for the repeat examination must be the same as those present at the first examination; exceptions to this rule must be approved by the Dean of the Graduate College prior to the repeat examination.

### **Advancement to Candidacy**

The student should submit the Advancement to Candidacy form upon completion of all required coursework (as listed on the Doctoral Plan of Study) and the comprehensive exams. This form, required by the Graduate College, is available online. The form must be signed by the major and minor advisors and submitted to the Chair of the Division of FSDH for signature and routing. Candidacy applications with errors will be returned from the Graduate College to the student via a "Revise and Return" form. Students should be aware that the Graduate College charges fees upon approval of the Advancement are candidacy fees and the dissertation processing and archiving fees (see the Graduate College website for current fees); all these fees are charged only once for a student's Ph.D. program.

The Graduate College examines the following when reviewing the Advancement to Candidacy form: completion of coursework on the Plan of Study, pass of written and oral comprehensive examinations, regular graduate standing (RGS status), appropriate graduate GPA (3.00 required for graduation), continuous enrollment, and time to degree.

### **The Ph.D. Dissertation**

The dissertation committee is formed when the student has been admitted to candidacy by virtue of passing the Comprehensive Examination. Dissertations are expected to meet required standards of scholarship in the discipline and demonstrate the student's ability to conduct original research.

To be accepted by the Graduate College, the final dissertation document must conform to guidelines specified in the *Manual for Theses and Dissertations*. These requirements can be found online at the Graduate College website.

Upon approval of the final draft of the completed dissertation by the dissertation committee, the student may schedule a final oral examination following Graduate College guidelines. The time and location is scheduled with the Graduate Degree Certification Office at least seven working days in advance, and announced publicly. Following a public presentation of the dissertation, the final examination is closed to the public.

### The Dissertation Proposal

After passing the oral comprehensive examination, students submit a dissertation proposal to the major advisor and Dissertation Committee members; it is expected that the dissertation proposal will be completed within six months of passing the oral comprehensive examination.

The dissertation proposal should contain:

1. a statement of the research question(s) to be investigated;
2. a discussion of the methods and plan of analysis;
3. a review of the previous literature (theoretical, methodological, and substantive area) from which the dissertation problem emerges; and
4. a statement of how the research will contribute to the chosen field of study.

The dissertation proposal should be considered a contract between the candidate for the Ph.D. and the Dissertation Committee. Therefore, it is imperative that the dissertation proposal clearly outlines the goals and objectives of the dissertation project so as to remove ambiguity about the scope and scale of the work that is proposed to meet the dissertation requirement.

Upon approval of the dissertation committee, a memorandum should be submitted by the dissertation committee chair via email or in writing to the Director of Graduate Studies indicating the completion of the dissertation proposal. At this point the student is officially considered to be “ABD” (all but dissertation).

The format of the dissertation proposal is determined in consultation with the major advisor and members of the Dissertation Committee, and may depend in part on the decision for the format for the dissertation (see below). Suggested formats for the dissertation proposal include (but are not limited to):

1. “The first three chapters” dissertation proposal consists of a detailed “chapters” for what will eventually be a dissertation in traditional format, including an introduction, comprehensive literature review, and detailed discussion of methodology and plan of analysis. The intent with this format is that the “first half” of the dissertation is literally complete at the time that the dissertation proposal is approved.
2. A “grant proposal” dissertation proposal is shorter and follows National Institutes of Health (NIH) or National Science Foundation (NSF) dissertation grant formats (e.g., 15 single-spaced pages, excluding references, including all of the information outlined

above). This format does not presume a fully comprehensive review of all relevant literatures, but should clearly outline the research questions, methods, and plan of analysis that will be used in the dissertation project.

3. The “multiple paper option proposal” includes a comprehensive review of the research literature along with detailed outlines of three (or the determined appropriate number of) related papers, including the introduction, methods, and analytic plan for each paper.

### Options for the Format of the Dissertation

In consultation with the major advisor and the Dissertation Committee, FSHD Ph.D. students may choose between a traditional dissertation format or a multiple manuscripts format for the dissertation. In selecting a dissertation format, major advisors and Dissertation Committee members are encouraged to discuss the relative benefits and limitations of the two formats in the context of the student’s research area and professional goals.

The *traditional dissertation format* customarily includes a conceptual framework for the study; a comprehensive review of related literature; a detailed description of the study methods; a presentation of study findings; and a thorough discussion of the study findings, limitations, and areas for future research.

The requirements for the *multiple manuscript format* will be determined by the Dissertation Committee following the guidelines below:

1. The multiple manuscripts dissertation will include at least two, but typically three article manuscripts.
2. The manuscripts will include empirical analyses. Committees may choose to allow students to include one non-empirical article (e.g. a conceptual analysis of a literature, etc.).
3. The manuscripts should be conceptually related (e.g., in content, theoretical orientation, etc.) and together should define the student’s area of expertise.
4. The dissertation will also include an introductory chapter that conceptually frames the manuscripts, as well as a concluding chapter that synthesizes them.
5. Students may not use manuscripts that have been used to meet other requirements of the student’s graduate program (e.g., master theses).
6. Students may include published as well as unpublished manuscripts. While acknowledging that research is most often a collaborative process, students must be the first author on each manuscript included in the dissertation. Please see the APA 5<sup>th</sup> Edition Style manual for guidelines concerning manuscript authorship.
7. Manuscripts must be written while the student is enrolled in the FSHD graduate program.

The Graduate College has an established format for a dissertation using published / publishable papers; refer to their format guidelines online at the Graduate College website.

### **Recommended Timeline**

As of fall 2007, the following is a list of the official forms that must be filed with the Graduate College in progress toward completion of the Ph.D. (forms subject to change; always check with the Graduate College for updates):

1. Master's Plan of Study (if applicable)
2. Evaluation of Transfer Credit (if applicable)
3. Completion of Degree Requirements
4. Doctoral Plan of Study
5. Application for Oral Comprehensive Examination for Doctoral Candidacy
6. Advancement to Candidacy (following the oral comprehensive examination)
7. Announcement of Final Oral Examination (following the dissertation defense)

The following timeline is recommended for students entering with a bachelor's degree, or a master's degree that did not include an empirical master's thesis:

Year 1:

Identify research areas of interest

File "*Master's Plan of Study*" (fall semester)

Form thesis committee; begin work on thesis proposal

Year 2:

Propose thesis (fall semester)

Year 3:

Defend completed thesis; file "*Completion of Degree Requirements*" form (fall semester)

Complete pre-candidacy meeting

File "*Doctoral Plan of Study*" form

Identify comprehensive examination committee and examination format and content

Year 4:

File "*Application for Oral Comprehensive Examination for Doctoral Candidacy*" form  
(one week before examination)

Pass comprehensive examination; file "*Advancement to Candidacy*" form

Propose dissertation

Year 5:

Complete dissertation

File "*Announcement of Final Oral Examination*" form with Graduate College (one week before examination)

Pass final examination

The following timeline is recommended for students entering with a master's degree that included an empirical master's thesis:

Year 1:

Identify research areas of interest

File "*Evaluation of Transfer Credit*" form with the Graduate College (fall semester)

File a *Ph.D. Plan of Study* with the Graduate College (spring semester)

Year 2:

Complete pre-candidacy meeting

Identify comprehensive examination committee and examination format and content

Year 3:

File “*Application for Oral Comprehensive Examination for Doctoral Candidacy*” form  
(one week before examination)

Pass comprehensive examination; file “*Advancement to Candidacy*” form

Propose dissertation

Year 4:

Complete dissertation

File “*Announcement of Final Oral Examination*” form with Graduate College (by one week  
before examination)

Pass final examination

### **The Family Studies Student Round Table (FSSRT)**

FSSRT is a professional student organization that seeks to a) promote interest in the Family Studies and Human Development discipline, b) provide a forum for fellowship and discussion among graduate students, and c) to represent graduate student needs at the departmental, school, and college level. FSSRT activities include monthly meetings, social events (for graduate students and faculty), and division orientation for incoming graduate students each year. The organization elects the following officers each December for the following calendar year: president, vice-president, records officer/secretary, treasurer, social liaison/recruitment coordinator, faculty representative, graduate studies/admission representative, colloquium representative, and undergraduate studies representative.