DEPARTMENT OF HUMAN DEVELOPMENT & QUANTITATIVE METHODOLOGY

HUMAN DEVELOPMENT
ON-CAMPUS MASTER'S DEGREE HANDBOOK

Master of Education

Master of Arts with Thesis

Master of Arts without Thesis

2020-2021

Updated June 2020

DEPARTMENT OF HUMAN DEVELOPMENT AND QUANTITATIVE METHODOLOGY
HUMAN DEVELOPMENT MASTER'S STUDENT HANDBOOK

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Contact information for each faculty member can be found on the [HD website](#) and lab information can be found on the [HDQM website](#).

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Business Office

The business office provides support for faculty, staff, and students in HDQM. Services include, but are not limited to, procurement, travel, grant support, room reservations, technical service requests. This team serves as the liaison with other departments on campus. Members making up the business office are important to keeping HDQM running smoothly. If it is unclear who to contact directly in the business office, please email hdqm-businessoffice@umd.edu.

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HUMAN DEVELOPMENT MASTER'S DEGREES HANDBOOK

Introduction

The Human Development (HD) program is housed within the Department of Human Development and Quantitative Methodology in the College of Education at the University of Maryland.

Completing a master's degree in Human Development will help students acquire the foundational knowledge and research skills needed to be competitive for admission to top-tier doctoral programs in Human Development and Psychology or obtain employment in a variety of academic and professional settings. Classes are taught by nationally and internationally renowned faculty-researchers in educational psychology, developmental science, and quantitative methodology. Specially assigned faculty advisors assist students in the program design, mentor laboratory experiences, and provide career guidance. Students will have opportunities to attend departmental seminars, colloquia, laboratory team meetings, and other academic gatherings in which fellow graduate students, departmental faculty, and visiting professors interact and learn from one another.

HD offers students a choice between three on-campus master's degree programs in the field of Human Development: (a) the Master of Education; (b) the Master of Arts with Thesis; and (c) the Master of Arts without Thesis. These programs share many courses, and the courses focus on different areas of human development and learning, as well as research and theory in these areas. However, several of the other requirements for each degree vary.

Students are admitted to one of the three programs. Students admitted to a master's program who wish to apply to the doctoral program should begin the application process during their next to last semester in the master's program.

Program Requirements Overview

This handbook describes the major milestones and program requirements of the three master's program in Human Development. Planning of all phases of the program should be done in consultation with a student's academic advisor.

Policy statements described herein are subject to change. Students are advised to consult the HDQM Department, College of Education, and Graduate School websites and publications for detailed and up-to-date information. Copies of forms required to complete the procedures described in this Handbook may be obtained from either the Department or from the College of Education websites.

Program Planning and Advisement

Upon recommendation for admission, an advisor is assigned to each student by the HD program faculty. The student should seek an appointment with the advisor as soon as possible after admission. Consultation with the advisor in program planning is essential. The entire course of study for any of the degrees offered by the Department must constitute a unified, coherent program which is approved by the student's advisor and by the Graduate School. Additional prerequisite courses may be required if the student is inadequately prepared for the required graduate courses.

Registering for Courses

Every semester all students need approval from their advisors to register for classes. When requesting permission stamps to register for courses, students should send an email to the Graduate Coordinator that includes the students' UID (University ID number), the list of requested courses, and an approval email for the requested courses from their advisor.

Grade Point Average Requirements

The UMD Graduate School requires all graduate students to maintain a Grade Point Average of at least 3.0 in the graduate program in which they are enrolled. A student whose cumulative grade point average falls below a "B" (3.0) upon or after the completion of 9-credit hours of graduate level courses will be automatically placed on academic probation by the Graduate School for the following semester. A student whose cumulative grade point average falls below a "B" (3.0) for a second successive semester of enrollment for courses may, upon the recommendation of her or his graduate chair and with the consent of the Graduate School, be granted a final opportunity to correct the scholastic and/or academic deficiency in the next semester of enrollment for courses. A student whose cumulative grade point average falls below a "B" (3.0) average for three consecutive semesters of enrollment will not be permitted to re-enroll and will be required to withdraw from the University. A student whose cumulative grade point average is below a "B" (3.0) will not be recommended for a degree.

Transfer of Credits

Upon recommendation of the advisor, the Director of Graduate Studies may consider up to six hours of graduate coursework taken at other institutions or at the University of Maryland. These six hours generally cannot be used as substitutes for the core required courses, which are described on the following pages. Courses that are acceptable must meet the following criteria,

(a) The student must have earned a grade of "B-" or better in the course.
(b) The credit must not have been used to satisfy the requirements for any other degree.
(c) The coursework is relevant to the degree in Human Development.
(d) The transfer course work must have been taken within five years of the award of a University of Maryland master's degree for which the student is currently enrolled (all other course work must be taken within five years of the award of master's degree.)

Credits Earned at Another Institution. No more than six credit hours of graduate work may be transferred from another institution, unless the program has special approval by the Dean of the Graduate School. The courses must be graduate level and have been taken for graduate credit at a regionally accredited U.S. institution or foreign university. The student must furnish an official transcript to the Graduate School. Graduate credit transferred from another institution will not be included in the calculation of the grade point average.

Credits Earned at the University of Maryland. When changing programs within the University of Maryland, the student may request inclusion of graduate credits earned at the University of Maryland. When moving from non-degree to degree-seeking status, Non-Degree-Seeking Students may transfer up to nine (9) graduate credits to the degree program (students admitted as non-degree seeking prior to Fall Term 2017 may transfer up to twelve (12) graduate credits to the degree program), subject to the approval of the Graduate Program.

Approval Process. The advisor and Graduate Director will need to certify that transfer courses are applicable to the student's program and, for non-University of Maryland courses, that the courses have been validated (i.e., cover the same content as similar courses at the University of Maryland).

A student seeking acceptance of transfer credit is advised to submit the necessary transcripts and certification of program approval to the Graduate School as promptly as possible for its review and decision. It should be noted that programs may impose more stringent requirements and time limitations concerning the transfer of credits. In such cases the Graduate School must be notified accordingly. A form for Transfer or Inclusion of Credit is available online on the Graduate School's Forms web page.

<u>Annual Progress Reports</u>

Every year students should complete the Annual Progress Report (Appendix A), which should be approved by their advisor. Students will submit the report along with an updated CV to the Graduate Coordinator typically around mid-April. The Human Development faculty meet annually to discuss each student's progress and provide a feedback letter. Master students are evaluated on completion of course requirements and their progress on their milestones.

THE MASTER OF EDUCATION

The Master of Education (M.Ed.) degree is focused on students developing a strong foundation in theoretical and empirical work related to development, education, and learning. For many students the degree will help prepare them for work in academic settings. Students can choose to take a variety of coursework in the areas of social, cognitive, emotional, and biological aspects of human development as well as courses that focus on the processes involved in learning across the life span and competent functioning in educational settings.

Required Coursework

The Master of Education degree requires a minimum of 30 semester hours of coursework. Of the 30 semester hours required in graduate courses, a minimum of 15 hours must be selected from courses numbered 600 or above. The other credits must be at least in the 400 series and listed in the Graduate Catalog.

REQUIRED courses include:
- EDHD 690 Theoretical Foundations of Human Development or EDHD 760, Advanced Educational Psychology (3)
- EDMS 645, Quantitative Research Methods I (3)
- EDHD 720, Social Development and Socialization Processes (3)
- EDHD 721, Cognitive Development and Learning (3)
- EDHD 775, Human Development and Neuroscience (3)
- Five of the following courses*
    - EDHD 711, Peer Culture and Group Processes in Human Development (3)
    - EDHD 750, Culture, Context, and Development (3)
    - EDHD 779, Special Topics in Human Development (3)
    - EDHD 835, Achievement Motivation (3)
    - EDHD 840, Language Development (3)
    - EDHD 850, Social Cognition and Moral Development (3)

*With advisor approval, up to two of the five courses can be in the EDMS program or another department. Some adjustments to these course requirements can be made if approved by the student's advisor and the Director of Graduate Studies.

The Comprehensive Examination

For the Master of Education degree, students are required to pass a written comprehensive examination of six hours in duration. The comprehensive examination is constructed around two questions of coursework taken at the 600, 700, or 800 level in Human Development program. Students normally take the comprehensive examination in the last semester of coursework. Advisors may require that part of the examination be oral. If the exam is failed, it may be taken a second time. No additional retakes are allowed.

The procedure for the exam is for students to ask faculty members to write comprehensive exam questions based on the course(s) the student took with the faculty member. Approximately one-month prior taking the exam, students should complete the Application for Masters Comprehensive Exam form (Appendix B) and return the form to the Graduate Coordinator. For a six-hour exam it is typical for the students to answer one question in the morning and answer one question in the afternoon of the exam date. After completing the exam, students should return the exam to their advisor and the faculty member who wrote the exam question. The faculty member

who wrote the exam question will then evaluate the student's answer by completing an evaluation form (see Appendix C). Forms should be returned to the advisor and the Graduate Coordinator.

The Seminar Paper

Master of Education students must write a Seminar Paper in consultation with the faculty member for whom the seminar paper is written. This paper often originates as a term paper written for a course, but usually must undergo substantial revision before final approval. Specific course credit is not given for writing the seminar paper. Students can elect to take independent stud, with their advisor for use for research and writing the seminar paper.

Upon completion of the seminar paper, students should submit a signed copy of the seminar paper title page to the Graduate Coordinator (Appendix D).

Students should also submit a uAchieve report of all of the courses taken. Any course substitutions will have to be approved and updated within the report. The total number of credits must total the 30 required credits.

THE MASTER OF ARTS WITH THESIS

The Master of Arts with thesis (M.A) degree is focused on training students to have a strong background in research in development, education, and learning. The degree will prepare students for doctoral programs in Human Development and Psychology, as well as for careers in academic or applied areas. The Master's thesis will provide students with an in-depth opportunity to engage in research training with faculty mentors, along with coursework in core courses and advanced seminars.

Required Coursework

The Master of Arts Degree with Thesis requires a minimum of 24 hours of coursework and 6 hours of thesis credit (EDHD 799). Of the 24 semester hours required in coursework, a minimum of 18 hours must be in courses numbered 600 or above. The remaining credits must be numbered 400 or above and are listed in the University Graduate Catalog.

REQUIRED courses include
- EDHD 690 Theoretical Foundations of Human Development or EDHD 760, Advanced Educational Psychology (3)
- EDMS 645, Quantitative Research Methods I (3)
- EDHD 720, Social Development and Socialization Processes (3)
- EDHD 721, Cognitive Development and Learning (3)
- EDHD 775, Human Development and Neuroscience (3)
- Two of the following courses*
  - EDHD 711, Peer Culture and Group Processes in Human Development (3)
  - EDHD 750, Culture, Context, and Development (3)
  - EDHD 779, Special Topics in Human Development (3)
  - EDHD 835, Achievement Motivation (3)
  - EDHD 840, Language Development (3)
  - EDHD 850, Social Cognition and Moral Development (3)
- EDMS 646, General Linear Models 1 (3)
- EDHD 799, Master's Thesis Research (6)

> * With advisor approval, up to two courses in the EDMS program or another department. Some adjustments to these course requirements can be made if approved by the student's advisor and the Director of Graduate Studies.

The Comprehensive Examination

The Master of Arts with Thesis student must pass a written comprehensive examination which is a minimum of three hours in duration. If the student fails the comprehensive exam, it may be taken a second time. No additional retakes are allowed.

The comprehensive examination is constructed around one question based on coursework taken at the 600, 700, or 800 level in Human Development program. Students normally take the comprehensive examination in the last semester of coursework. Advisors may require that part of the examination be oral. If the exam is failed, it may be taken a second time. No additional retakes are allowed.

The procedure for the exam is for students to ask faculty members to write a comprehensive exam question based on the course the student took with the faculty member. Approximately one-month prior taking the exam, students should complete the Application for Masters Comprehensive Exam form (Appendix B) and return the form to Graduate Coordinator. After completing the exam, students should return the exam to their advisor and the faculty member who wrote the exam question. The faculty will then complete an evaluation form (see Appendix C) and return it to the advisor and the Graduate Coordinator.

The Master's Thesis

The Master of Arts with Thesis candidate must successfully complete an empirically oriented thesis project. Typically, this involves designing a research project, collecting and analyzing data, and writing up the report in the form of the thesis. Students should work closely with their faculty mentor when formulating and designing their empirical project. A thesis committee of three (3) faculty members provides substantive feedback regarding the execution of the research program and in the writing of the thesis. During the time the thesis is being completed, the student must register with the advisor or an assigned research director for a total of six (6) semester hours of thesis credit (EDHD 799).

The typical procedure for completion of the master's thesis is as follows. The student and advisor decide on the topic of the thesis and choose a three person thesis committee. The Master's Thesis Examination Committee consists of: 1) Minimum of three voting members of the Graduate Faculty who can be in or outside of the department, including two Full Members; 2) Chair who should be the student's advisor and a Full Member of the Graduate Faculty; 3) Faculty that leave UMD (except Emeriti) remain as Graduate Faculty for one year, after which they can be nominated as Special Members.

Prior to the proposal meeting, students should complete the Nomination of Thesis or Dissertation Committee form and return the completed form for the Graduate Coordinator. The student works with the advisor to design and write a proposal for the study that will be conducted. The advisor must provide initial approval of the proposal, and then the student meets with the master's thesis committee to receive formal approval of the proposal. After the proposal meeting, the student obtains approval for use of human subjects if needed (see next paragraph), and then conducts the study and writes the thesis.

Use of Human Subjects

If human participants are involved in thesis research, the research requires review and approval by the Institutional Review Board (IRB) prior to the initiation of the research. Students should review the IRB web page for regulations and application forms. Students are responsible for completing and submitting the human subjects approval documents and the advisor will assist the student in preparing these materials. Data may not be collected for the master's thesis before human subjects approval has been granted.

The Oral Examination

A final oral examination on the Master's thesis is held when the student has completed the thesis to the satisfaction of the student's advisor, provided all other requirements for the Master of Arts degree have been completed and a 3.0 grade point average has been maintained throughout the student's coursework.

An oral examination committee with a minimum of three members typically those faculty members at the proposal meeting. The duration of the oral examination is approximately one (1)

hour. The decision to accept the oral examination as satisfactory must be unanimous. If the student fails the first oral examination, they are allowed to take the exam a second time.

After the Master's thesis has been approved by the committee, students should submit a signed copy of the seminar paper title page to the Graduate Coordinator (Appendix D).

Students should also submit a uAchieve report of all of the courses taken. Any course substitutions will have to be approved and updated within the report. The total number of credits must total the 30 required credits.

THE MASTER OF ARTS WITHOUT THESIS

The Master of Arts without thesis (M.A.) degree is designed for students who are interested in applying their knowledge of human development in an applied research or practice oriented setting. As a part of the degree, students will have a unique opportunity to complete an internship to gain hands-on experience in a community setting.

Required Coursework

The Master of Arts Degree without Thesis requires a minimum of 24 hours of coursework and six (6) hours of Internship credit (EDHD 789). Of the 30 semester hours required in coursework, a minimum of 18 hours must be in courses numbered 600 or above. The remaining credits must be numbered 400 or above and be listed in the University Graduate Catalog.

REQUIRED COURSES include
- EDHD 690 Theoretical Foundations of Human Development or EDHD 760, Advanced Educational Psychology (3)
- EDMS 645, Quantitative Research Methods I (3)
- EDHD 720, Social Development and Socialization Processes (3)
- EDHD 721, Cognitive Development and Learning (3)
- EDHD 775, Human Development and Neuroscience (3)
- Three of the following courses*
  - EDHD 711, Peer Culture and Group Processes in Human Development (3)
  - EDHD 750, Culture, Context, and Development (3)
  - EDHD 779, Special Topics in Human Development (3)
  - EDHD 835, Achievement Motivation (3)
  - EDHD 840, Language Development (3)
  - EDHD 850, Social Cognition and Moral Development (3)
- EDHD 789, Internship in Human Development (6)

* With advisor approval, up to two courses in the EDMS Program or another department. Some adjustments to these course requirements can be made if approved by the student's advisor and the Department's Director of Graduate Studies.

The Comprehensive Examination

The Master of Arts with Thesis student must pass a written comprehensive examination which is a minimum of three hours in duration. If the student fails the comprehensive exam, it may be taken a second time. No additional retakes are allowed.

The comprehensive examination is constructed around one question based on coursework taken at the 600, 700, or 800 level in Human Development program. Students normally take the comprehensive examination in the last semester of coursework. Advisors may require that part of the examination be oral. If the exam is failed, it may be taken a second time. No additional retakes are allowed.

The procedure for the exam is for students to ask faculty members to write a comprehensive exam question based on the course the student took with the faculty member. Approximately one-month prior taking the exam, students should complete the Application for Masters Comprehensive Exam form (Appendix B) and return the form to Graduate Coordinator. After completing the exam, students should return the exam to their advisor and the faculty member who wrote the exam question. The faculty will then complete an evaluation form (see Appendix C) and return it to the advisor and the Graduate Coordinator.

Internships

Prior to beginning the internship experience, a minimum of nine (9) hours of coursework should be completed in the program. It is highly recommended that students complete EDMS 645 prior to the internship experience. This course will better prepare the student for program design, methodology, and evaluation. For each of the three credits of internship, a student works ten (10) hours per week in a community setting for the duration of the semester. Arrangements for internships are made in consultation with the student's advisor. After determining student objectives and type of experience desired, the student, together with the advisor, develops an agreement with the agency selected and the Department. It is advisable to make arrangements at least one semester prior to the semester in which the internship is to be served.

Scholarly Papers

Students are required to write a scholarly paper at the conclusion of each internship. These papers are intended to provide evidence of professional growth through the internship experience. The papers should include reviews of research and scholarly publications related to the internship. Papers must be approved by the student's advisor and one other Human Development faculty member.

Upon completion of the scholarly paper, students should submit a signed copy of the seminar paper title page to the Graduate Coordinator (Appendix D).

Students should also submit a uAchieve report of all of the courses taken. Any course substitutions will have to be approved and updated within the report. The total number of credits must total the 30 required credits.

ADDITIONAL INFORMATION ABOUT REQUIREMENTS AND PROCEDURES

Registration & Time Limits

All master's students are required to register every fall and spring semester for at least one credit hour. All requirements for the master's degree must be completed within five years of the date of admission.

Waiver of Course Requirements/Policies

Under very unusual circumstances, a waiver of a required course may be requested based upon coursework taken elsewhere. It is the policy of the HD Program that required core courses not be waived. The student must submit a request for such a waiver to the Director of Graduate Studies (DGS) This request must detail the content of the course for which a substitution is requested and be approved by the student's advisor. The DGS will solicit a recommendation from the current examination team for the course for which a waiver is being sought. Waiver for any Departmental requirement must be petitioned to the Graduate Committee. The petition requires a letter of support from the student's advisor and Program Planning Committee.

Concerns/Questions about a Human Development Course or Program Requirement

If a student has a concern or question about a Human Development course, the instructor should first be contacted. This must be done before any further resolution of the problem will be initiated by the Department. If after consulting with the instructor a successful resolution cannot be worked out, the Department Chair should be contacted. Students having concerns about program requirements should contact the Director of Graduate Studies of the Chair of HDQM.

Academic Conduct

The University's "Code of Student Conduct" specifically prohibits "all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty and plagiarism." *It is important to note that the University interprets the submission of the same paper, or substantially the same paper, to more than one instructor to be a violation of this code. Students found guilty of such offenses risk expulsion from the University.*

Health Insurance

As of Fall 2020, all full-time graduate students must have health insurance coverage. Students holding a graduate assistantship can choose to 1) enroll in a Maryland State Employee Health Insurance Plan, included in the benefits for the assistantship 2) enroll in the University's Student Health Insurance Plan (SHIP), or 3) enroll in an external plan. Students not holding a graduate assistantship can choose to 1) enroll the University's Student Health Insurance Plan (SHIP) or 2) enroll in an external plan. Students who enroll in an external plan or are covered by someone else's plan (a parent or a spouse), will be asked to provide insurance information to the Graduate School by September.

Leave of Absence

Graduate students are expected to maintain active status through continuous registration from the time they matriculate until they graduate. Students who are not able to maintain active status are strongly encouraged to consult with their advisor, DGS, Program Director, and relevant offices to determine whether requesting a leave of absence is the most appropriate course of action. Graduate Students may request a Leave of Absence of up to 2 consecutive semesters for many reasons, including: Childbearing, Adoption, Illness, and Dependent Care (children, ill or injured partners, or aging parents). A Leave of Absence stops a student's Time to Degree clock. Students who do not have an approved leave of absence and are not continuously enrolled may experience negative consequences related to academic, visa, financial aid, and/or other student issues.

STUDENT RESOURCES

HDGSO (Human Development Graduate Student Organization)
HDGSO is a graduate student organization that provides programming, support, and collaboration for students interested in human development and education. Throughout the fall and spring semesters, HDGSO organizes speaker series, panel discussions, workshops, and social events for all student members.

Other Awards, Fellowships, and Scholarship Opportunities
There are other funding opportunities at the College and University levels in the forms of fellowships to support dissertation work and general research. The UMD Graduate School also awards several fellowships and monies to support research. Many of these fellowships and scholarships are not only competitive requiring a strategic application, but some must go through a filtering process at the Department and College level as only a small number can be nominated. If you are interested, please check with your advisor, DGS, and/or Program Director well in advance of the due dates as application materials should not be thrown together at the last minute.

Campus Map
Don't know where you are going on campus? Students can find out easily by bringing up the interactive UMD campus map.

LINKS TO DEPARTMENTAL, COLLEGE, AND UNIVERSITY RESOURCES

Course Descriptions
There are numerous Human Development graduate courses offered every semester. Brief descriptions of each course are available on the Graduate School catalog website.

Course Syllabi
Syllabi for the most current academic semester can be found on the HDQM website. Further, a repository of past EDHD syllabi can be located on the website as well.

UMD Graduate School Graduate Student Forms, Programs, and Policies
Throughout a graduate student's degree program there will be a number of forms to fill out—some will be required of the Graduate School and some will be required from the HDQM department or College. All Graduate School forms including, but not limited to, leave of absence, time extension, dissertation forms, course waiver, and application to candidacy can be found on the Graduate School website.
The Graduate School has many policies governing graduate students, degree programs, fellowships, graduate assistantships, tuition, fees and expenses, and so forth. These can be useful to refer to as needed.

Other campus resources such as student counseling, cultural services, legal, safety, and graduate student groups also can be found on the Graduate School website.

College of Education Graduate Student Forms and Student Service
Many forms that students need to complete internally by the Department or the College of Education can be found at College of Education website. Other resources for students can be also found on the College of Education website.

APPENDIX A

THIS IS A SAMPLE OF THE ANNUAL REPORT FILLED OUT BY ALL HUMAN DEVELOPMENT MASTER'S STUDENTS. THE FORM PROVIDES A LIST OF THE EXPECTED GOALS AND ACCOMPLISHMENTS TO OCCUR DURING THE PROGRAM.

Instructions:
1. Please fill out all information below and **attach your updated CV.** Please be sure to check that all information in your CV is in APA format, 7th edition, and that your advisor has approved the CV before you submit it. For sample CVs, ask your advisor to send you copies from other graduate students.
2. Please complete this form as a WORD document and use spaces as needed.
3. Submit an electronic copy to the Graduate Coordinator

Name: **Email**:   **Date**:

Advisor: **Degree**:   **Specialization and/or areas of research interest**:

Circle one: **M.Ed**   **M.A. w/o Thesis**   **M.A. with Thesis**

Year in the Program:

1. **Coursework** for current academic year:

Course #	Course Title	Professor	Grade	Topic of Paper

2. **Course plans** for next academic year:

3. **Core courses** remaining to complete (include any incompletes that you have to finish).

4. **Program progress**:
   Anticipated date of degree completion:
   Desired occupation after completing degree:

5. **General Plans** for Summer, and for the next Academic Year:

APPENDIX B

Application for Master's Comprehensive Exam

All applications should be returned to the Graduate Coordinator <u>one month prior to exam.</u>

Semester: _____   Date of Exam:_____

Name_____   SS#_____

Address_____

_____

Daytime Phone #_____   Other Phone #_____

Email Address_____   Advisor_____

Degree: M.Ed.(6hrs)_____   M.A. with thesis(3hrs)_____   M.A. without thesis(6hrs)_____

M.Ed. or an M.A. without thesis students in the EDHD Masters programs may select any number of questions from tenure or tenure-track faculty members in core areas of Human Development for a total of 6 hours. If you are receiving an M.A. with thesis, you will select a question for one 3-hour session. The majority of students request one 3-hour question for the morning and one 3-hour question for the afternoon. The Masters Comprehensive Examination is given for three (3) hours in the morning (9am-noon), and three (3) hours in the afternoon (1-4pm).

Students should consult their advisors and then contact the professors from whom they are requesting questions. Provide Jannitta Graham with the following information regarding your comprehensive exam questions:

Core Area (Course #)   Name of Professor   Duration (Time)

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

APPENDIX C

Comprehensive Knowledge Examination Evaluation Form

Department of Human Development & Quantitative Methodology
Human Development Program
M.A. with thesis Comprehensive Exam
Date:

Evaluation Form

Student's Name:
Faculty Advisor:
Evaluator:
Faculty Evaluation (please check one in each section):

Content

               Pass _____
               Fail _____

Writing Style

               Pass _____
               Fail _____

Overall

               Pass _____
               Fail _____

Comments:

APPENDIX D

SEMINAR PAPER TITLE PAGE

_____
TITLE OF THE SEMINAR PAPER

by

_____
Student's Name

_____
(UID Number)

_____
(Advisor's Name)

Report submitted to Professor _____
in partial fulfillment of the requirements for the degree of

Master of Education

Master of Arts, non-thesis option

I recommend that this paper be accepted as a seminar paper
(or research paper) required for the Master of Education
(or Master of Arts) degree.

_____   _____
Professor Directing Seminar Paper Signature   Date

_____   _____
Advisor Signature   Date

_____   _____
Associate Dean for Graduate Studies Signature   Date

HONOR PLEDGE

I pledge on my honor that I have not given or received any unauthorized assistance on this assignment.

_____   _____
Student Signature   Date

Revised: 08/04/2011