



**DEPARTMENT OF HUMAN DEVELOPMENT &
QUANTITATIVE METHODOLOGY**

HUMAN DEVELOPMENT DOCTORAL STUDENT HANDBOOK

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Faculty contact information can be found on [the College of Education website](#) and lab information on the [HDQM Research Labs website](#).

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Department Business Office and Staff

The HDQM business office and staff provide 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. Rather than contacting individuals directly, the business staff recommends any questions and requests be made directly to the business office's general email address: hdqm-businessoffice@umd.edu. This will help ensure the promptest response.

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Human Development Program Introduction

The [Human Development \(HD\) program](#) is part of the Department of Human Development and Quantitative Methodology, College of Education, University of Maryland (UMD). The HD doctoral program prepares students for research careers in academic or applied areas of educational psychology and developmental science; graduates have obtained positions as university professors, research scientists, and other related careers in education, medicine, and public policy. Using an apprenticeship model, students engage in collaborative research with faculty and peers in a wide range of content areas. In addition to coursework, students participate in colloquia and seminars featuring speakers from internationally renowned universities, institutes, and research "think tanks," and professional development sessions on various topics such as conference preparations, dissertation projects, and career pathways.

Faculty and students are often funded through external grant awards from federal agencies and foundations such as the National Institutes of Health, the National Science Foundation, and the Institute for Education Sciences, and the Spencer Foundation. Faculty and students in the program are also connected to faculty in the Measurement, Statistics and Evaluation program, other departments in the College of Education and across the University, and other universities and research institutions across the globe.

As part of their program, students specialize in educational psychology or developmental science; each with a few unique course requirements.

Overview of Program Requirements

This doctoral handbook describes major milestones and program requirements needed to complete the HD doctoral program. Planning of all phases of the doctoral program should be done in consultation with the 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.

Major Milestones

The HD doctoral program requires a combination of coursework and milestones. Below is a brief overview of the requirements. Each of them is described in greater detail on subsequent pages.

- A. Continued Program Planning with the Advisor
- B. Coursework
The HD doctoral program requires 72 semester hours of graduate credit. Course requirements are a combination of required classes in HDQM, elective courses, apprenticeship credits, and dissertation credits.
- C. Pre-Candidacy Empirical Research Project
All students earning a Ph.D. in HD are expected to complete a pre-dissertation research project in collaboration with their advisors.
- D. Doctoral Comprehensive Portfolio
The Comprehensive Portfolio is meant to document the development of students' research and/or teaching skills through their experiences in the doctoral program.
- E. Advancement to Candidacy
In order to advance to candidacy, students must complete all core courses in their program and their comprehensive portfolio has to be successfully reviewed by the portfolio committee.
- F. Dissertation (Option #1 or #2)
 - a. Dissertation Proposal
 - b. Oral Examination of the Dissertation
 - c. Dissertation Approval

A. Continued Program Planning with the Advisor

The HD Admissions Committee assigns admitted students to a faculty advisor based on a match of area interests and research expertise between the student and the faculty advisor. It is imperative that students consult with their faculty advisors as soon as possible after admission to begin planning their doctoral matriculation (coursework and research program).

Regarding coursework, students should:

- Begin their coursework with the required courses described in the next section.
- Decide which QMMS / EDMS course is the appropriate first statistics course in consultation with their advisor.
- Take into consideration whether they will plan to enroll in the [Measurement and Statistics certificate](#).

Students should be involved in ongoing research projects with their advisor from the very start of their doctoral training and will discuss progress on the milestones described below. Students and their advisors can use the Student Progress Sheet to help keep track of completing their milestones in the program (Appendix A).

Every year in the Spring semester, students should complete the Annual Progress Report (Appendix B), which should be approved by their advisor before submission. Students will submit the report, along with an updated CV, to the Graduate Studies Coordinator, typically around mid-April. The HD faculty meet annually to discuss each student's progress and provide a feedback letter to help guide future milestones.

B. Coursework

The HD doctoral program requires 72 semester hours of graduate credit. The UMD Graduate School requires that doctoral students register every semester, excluding winter and summer sessions, until the degree is awarded. Exclusive of dissertation credits, a minimum of thirty (30) credits of students' coursework must be within the HD program (i.e., courses with the designation EDHD).

a. Registering for Courses

Every semester, all students need approval from their advisors to register for classes. When requesting permission 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. If requested courses are outside of the HDQM department, students must contact the specific department that offers the course. For example, a student interested in taking a course CHSE XXX would have to contact the Graduate Coordinator in the Counseling and Higher Education (CHSE) department.

b. 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 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 their advisor and Director of Graduate Studies, and with the consent of the UMD 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 doctoral program. A student whose cumulative grade point average is below a "B" (3.0) will not be recommended for a degree.

c. Registration Requirements after Completing Required Coursework

When coursework has been completed, but students have not advanced to candidacy, they may register for 1-8 credits of EDHD 898 Pre-candidacy Research with their advisor's permission (generally about 6 credits each semester).

Doctoral *candidates* are students who have completed both the required coursework and have advanced to candidacy. Each Fall and Spring semester, the UMD Graduate School automatically registers doctoral candidates for 6 credits of EDHD 899 Doctoral Dissertation Research.

Doctoral students graduating in the summer must register for a minimum of 1 credit of EDHD 899 or EDHD 798 in one of the summer sessions. Students are ONLY required to register for summer courses if they plan to graduate in the summer. If they are not, then registering for a summer course is not required.

Failure to comply with the requirement to maintain continuous Fall and Spring registration will be taken as evidence that the student has terminated participation in the doctoral program.

d. Transfer of Credits

Upon recommendation of a student's advisor, the Director of Graduate Studies may consider up to nine credits of graduate coursework taken within other UMD doctoral programs or at other institutions as a part of the 72 semester credits required by the program. These nine credits generally cannot be used as substitutes for the core required courses, described on the following pages. Courses that are acceptable must meet the following criteria:

- Coursework is from an accredited institution;
- The grade for the coursework is B or better;
- The coursework is clearly relevant to the student's research or area of emphasis; and
- The coursework is relevant to the HD doctoral degree.

To have courses from another institution approved for use for the doctoral program, the advisor and Director of Graduate Studies will need to certify that the transfer courses meet the above criteria. If the advisor approves the transfer courses, students should provide the transcripts, syllabi, and approval from their advisor to the Director of Graduate Studies. Upon approval, the Director of Graduate Studies will send an email acknowledging the use of these courses towards the doctoral degree to the student, advisor, and the Graduate Coordinator to keep on record. When the student completes their [Doctoral Approved Program Form](#), they should include the approved transfer courses on it.

NOTE: The transfer of credits does not excuse students from the minimum of thirty (30) credits of coursework exclusive of dissertation credits that must be taken in the HD program.

e. Required Courses

These required courses are for doctoral students who entered the program in the fall of 2019 and later. Students who began the program prior to the fall of 2019 should consult with their advisor. See Appendix C for example timelines of when students could take these courses.

Course Requirements for All Students	
Human Development Courses	EDHD 720 Social Development and Socialization Processes
	EDHD 721 Cognitive Development and Learning: An Introduction
	EDHD 775 Human Development and Neuroscience
	EDHD 780 Research Methods in Human Development
	EDHD 888 Apprenticeship in Human Development Research (3-12 credits): <i>The purpose of the apprenticeship experience is for the student to be involved in research projects with their advisor or another faculty member.</i>
	Electives (EDHD and other programs; 18-21 credits): <i>Students choose elective coursework tailored to their specialization or area of concentration. At least six credits (generally 2 courses) of the elective course credits should be fulfilled by completing elective EDHD graduate courses. Students are also encouraged to take some coursework outside of HD. Any course approved by their advisor may count toward elective credits.</i>
Measurement & Statistics Courses	QMMS 646 General Linear Models I
	QMMS 651 General Linear Models II
	QMMS 600 or 700 elective (<i>excluding EDMS 610 or EDMS 645</i>)
Dissertation Research Requirement	EDHD 899 Doctoral Dissertation Research (12 credits)

Course Requirements for Specialization Areas	
Developmental Science Specialization	EDHD 690 Theoretical Foundations of Human Development
	EDHD 629 Developmental Science Seminar and Colloquium (6 credits): <i>This 1-credit course involves attending a weekly seminar series each semester for the first three years in the program (6 semesters in total). If students are taking the EDHD 718 credit, then they can take EDHD 629 course in their 4th year. If students are fully involved in the colloquia series as an enrolled student the semester of their 718 credit, then they do not have to be a student host in the 4th year.</i>
Educational Psychology	EDHD 722 Learning Theory and the Educative Process

Specialization	EDHD 835 The Development of Achievement Motivation
	Bi-weekly Colloquium Series (Non-credit)
Doctoral Student Teaching Courses	EDHD 718 Apprenticeship in College Teaching (2 credits): <i>Students are required to take two semesters of this 1-credit teaching apprenticeship seminar if they plan to autonomously teach a course at any point during their degree. However, most students take this course during their third year as they are completing coursework.</i>

C. Pre-Candidacy Empirical Research Project

The Pre-Candidacy Empirical Research Project is **recommended to be completed** by December 1 of a student's third year. Students may take longer, but it **should be completed** by December 1 of the student's fourth year.

a. Purpose

All HD doctoral students should complete a pre-dissertation empirical research project in collaboration with their advisors. The purpose of the pre-dissertation project is for the student to experience the various aspects of conceptualizing, conducting, analyzing, and writing up a small, well-defined empirical study. This serves as preparation for both future publications and for the conceptualization and conduct of a dissertation. The project is usually completed during supervised research experience while registered for Apprenticeship credits (EDHD 888) with the advisor.

b. Procedures

The planning for this project typically begins during the first year. ***The project is recommended to be completed by December 1 of the third year, but should be completed no later than December 1 of the fourth year.*** Students will meet with their advisor during their first year and formulate an empirical research project to be conducted within the first three years of the program. With the student serving as first author, the study should be written up in a manuscript formatted in APA style. The student should present the project and its results, for example at an HD program colloquium, a College or University research day, or a professional society conference. Submitting a proposal for a poster or other presentation for a professional meeting based on the project is encouraged but not required. Submitting the manuscript for publication is also encouraged but not required.

c. Completion

Students' progress in fulfilling the pre-dissertation project requirement will be monitored by their advisors. Upon completion of the requirement, a form (see Appendix D) with the title of the project and the date of completion signed by the advisor should be sent to the Graduate Coordinator to be filed with the student's records. Progress toward completing the project will be reported by the advisor to the faculty during the annual reviews of students. Special attention will be given to the project's status during the reviews at the end of the second and third years. If a student does not complete this project by the end of the first semester of the fourth year, the

annual review committee has the option to request that the student be asked to leave the program with a master's degree, pending successful completion of requirements for this degree.

D. The Doctoral Comprehensive Portfolio

The Doctoral Comprehensive Portfolio **is required for advancing to candidacy.**

a. Portfolio Purpose

The purpose of the HD Comprehensive Portfolio is to document how students have developed their research and/or teaching skills through their experiences in the doctoral program and if they have met required milestones. Students integrate the knowledge gained from their courses and other experiences into the portfolio materials. Publications, conference presentations, and teaching experiences are crucial to obtaining academic and non-academic positions following the completion of the doctoral degree. HD doctoral students should make these activities an integral part of their doctoral program. Through the materials assembled in the portfolio, students demonstrate their human development knowledge, research skills and achievements, and/or potential to be an effective instructor.

b. Portfolio Procedures

Along with their advisors, students should decide on the set of items to include in the portfolio. They can use the portfolio checklist to keep track of progress on the different items (Appendix E). Students should get feedback from their advisors before submitting items to the evaluation committee. This is particularly important for the literature review, which is a required component of the portfolio.

c. Portfolio Materials

In the portfolio, students should:

- Provide a cover letter with a table of contents and a summary of how the portfolio reflects the student's knowledge and experiences gained up until that point.
- Include the Portfolio Checklist (Appendix E).
- Include citations for conference presentations, published papers, and chapters on the checklist.
- Include the required literature review paper as the main component of the portfolio.
- Choose, in consultation with their advisors, other items to include in their portfolios, as evidence of the students' professional development.

All of the materials should be submitted electronically as a pdf document. Portfolio materials should include the following.

Portfolio Materials	
Required: Interpretive or review article/chapter	This paper must be of publishable quality, as judged by the student's committee. The review article/chapter must be first or solely authored by the student. This can be a published review paper (e.g., a book chapter) written by the student with the faculty mentor if the student is the first author. The paper should be about 35 double-spaced pages in length, including references (or less if it is already published as a book chapter or literature review). For models and samples of high-quality reviews, students should refer to peer-reviewed journals, including but not limited to: <i>Developmental Review, Educational Psychologist, Educational Psychology Review, Psychological Bulletin, Review of Educational Research</i> .
Include three of the following:	<ul style="list-style-type: none"> ● First or co-authored published journal article, or article submitted for publication to a peer-reviewed journal. ● First or co-authored* published chapter, or chapter submitted for publication. Chapters should be published in reputable academic publishing houses or university presses. ● First or co-authored* conference presentation or poster presentation. In this instance co-authorship means first or second authorship, with a preference for first authorship. ● First or co-authored* policy paper or brief published or submitted for publication. ● Review of an article for a journal, or review of a published paper. If the student has not done a review for a journal, then the review done for courses like EDHD 780 could be used. ● Grant proposal (first or co-authored*). This could be a grant for a new research project done with a faculty member, a grant to obtain support for one's dissertation work or other research, and so on. The proposal may be included even if the grant was not funded. Rules for co-authorship as above for papers or chapters. ● Annotated course syllabus. This syllabus should report a brief plan for each class session, and a week-by-week paragraph summary of material covered during the week and activities. Include sample assignments in the syllabus, and follow the University-approved syllabus format, including all essential elements regarding student-related policies. The syllabus should contain measurable course objectives and evidence of how each class or assignment addresses a specific course objective (e.g., identifying the link between the class or assignment and the course goals). Grading criteria should be presented.

*Co-authorship means having one's name on the article/chapter/paper/brief/grant proposal author byline

E. Portfolio Evaluation

All items in the portfolio should be approved by the advisor before creating the portfolio document. Each student's portfolio will then be evaluated by a three-faculty committee determined by the students, in consultation with their advisor. This portfolio evaluation committee will consist of the student's advisor and two other tenure-track faculty from the HD program, other UMD programs, or approved Special Members of the Graduate Council. Tenure-track faculty members can serve on the portfolio committee within a one-year period after leaving UMD. **This portfolio evaluation committee should be chosen the semester prior to the submission of the portfolio, which is due by December of the 4th year (unless a waiver has been submitted), which means the committee should be selected by the first week of the fall semester of the 4th year, at the latest.**

1. Evaluation Timeline

- a. Students choose their committee members in collaboration with their advisor. The committee should be chosen by the first week of the fall semester of the student's fourth year in the doctoral program (or earlier).
- b. Completion of the portfolio should generally occur during the 4th year of the program, and **no later than the beginning of their 5th year in the program, per UMD graduate school policy**. As a reminder, the completion of the portfolio must occur before the student advances to doctoral candidacy

2. Evaluation Criteria

- a. The faculty members of the portfolio evaluation committee must submit their portfolio feedback and review within *4 weeks* of receipt. The student should send a reminder one week before the due date. The portfolio evaluation committee reviews the components of the portfolio to be sure that all components are acceptable. If the items are acceptable to all three portfolio evaluation committee members, the student passes. If some or all items are not acceptable, the student will be given an opportunity to revise the item(s). The criteria for acceptability primarily target the literature review in the case that the other components are published papers or posters or submitted grant applications (in these cases the only evaluation provided is for the literature review).
- b. The members of the faculty portfolio committee complete the evaluation form (Appendix F) and make sure all feedback and reviews are sent promptly to the student's advisor. The advisor compiles and synthesizes completed reviews and feedback, and then sends the decision by the committee to the Graduate Director and Graduate Coordinator. Faculty committee members will assign one of the following recommendations:
 - i. PASS. Accept as is (no revisions).
 - ii. DOES NOT PASS. Reject and students must revise the paper according to comments from the faculty portfolio committee.PASS is assigned when all 3 readers agree to a PASS. Otherwise, DOES NOT PASS is assigned, in which case the student may revise the portfolio based on the portfolio evaluation committee's feedback and review. Students may revise the literature review *once*. If the revised portfolio receives a second DOES NOT PASS, the student is not allowed to advance to candidacy. In this event, the student may opt to continue as a Master's degree student, switch to another doctoral program, or suspend matriculation.
- c. The student's advisor must submit a letterhead to the Graduate Coordinator indicating the decision about the portfolio. The student will receive feedback from their advisor and/or the Director of Graduate Studies.

3. After successfully passing their portfolios, students must complete an [Advanced to Candidacy Form, available on the UMD Graduate Student website](#). After completing the form, the student then submits it to the Graduate Coordinator, who will have it approved by the Student Services Office.

F. Advancement to Candidacy

The UMD Graduate School requires that doctoral students **advance to candidacy within five years after the semester of first enrollment and at least one academic year prior to the date the degree is conferred**. Students must complete all core courses in their program and the comprehensive portfolio before advancing to candidacy. Students should complete the required Graduate School Advanced to Candidacy [form found on the UMD Graduate Student website](#) and submit it to the Graduate Coordinator. If the student has not already completed the [Doctoral Program Approval Form](#), this should also be completed at this time and submitted to the Graduate Coordinator.

Doctoral candidates, who have advanced to candidacy, are automatically registered by the University for each fall and spring semester for 6 credits of EDHD 899, dissertation credit until the student successfully graduates from the program. Please note that students receive an incomplete for these credits until the defense is completed. Courses in which students have received an incomplete must be completed with a grade reported and recorded with the graduate school. After advancing to candidacy, students must complete all degree requirements within four years (unless a time extension is granted by the Graduate School).

G. Dissertation (including Dissertation Proposal)

a. Dissertation Process Overview

Students can choose between two formats for their dissertation, in close consultation and planning with their advisor

- **Dissertation Option #1** is a more traditional format that involves empirical work on a selected topic and is typically written in five chapters: an overview, literature review, methodology, results, and discussion.
- **Dissertation Option #2** is a three empirical studies format consisting of an introduction describing the overarching theme, a set of three empirical papers of publishable quality, and a general discussion considering the three papers as a whole.

Regardless of the option that students choose, nearly all of the procedures are the same. However, *a key difference concerns the required documents to be included in the final dissertation product.*

A dissertation proposal meeting is required by the College of Education. All students are required to plan their dissertation proposal meeting with their advisor. At least three faculty members attend the dissertation proposal meeting, with the expectation that the same faculty members will become part of the final defense committee. Students should discuss with their advisor the make-up of the dissertation proposal committee. With advisor consultation and approval, committee members may change prior to the request for the formal appointment of the defense committee. The purpose of the proposal is to grant approval of the topic for the dissertation study. After students have set a date to propose with committee members, they should then send an email to the HDQM business office at hdqm-business@umd.edu to reserve

a meeting room. Hosting proposals on Zoom is permitted if the advisor approves. If the proposal will be held on Zoom, it is the student's responsibility to ensure that all arrangements are made and sent to the committee members. Students are provided with the proposal form by the graduate coordinator. All committee members must sign at the end of the proposal. The student then submits the form to the graduate coordinator. Students should plan to submit their committee form for the dissertation sometime after the proposal. The committee approval is due to the graduate school six weeks prior to the defense. This is good time to start preparing for the defense committee.

It is recommended that students format their dissertation proposal in the format that will be used for their final dissertation. Directions for the preparation and submission of the dissertation are found in the [Thesis and Dissertation Style Guide](#) online.

Each doctoral candidate is required to defend orally their doctoral dissertation as a requirement in partial fulfillment of the doctoral degree. The purpose of the final oral examination defense is to evaluate the quality of the dissertation and is a Graduate School requirement. The meeting will allow students to demonstrate their experiences conducting independent research.

At least three months prior to scheduling the final oral defense, consult the Graduate Coordinator to complete the necessary paperwork for nominating the examination committee (see below) and paperwork for applying for graduation. **When scheduling the defense, consider the deadlines for applying for graduation and submitting the final thesis as outlined by the [Graduate School](#).** Submit committee approval as soon as it confirmed. The graduate school requires the approval six weeks prior to the defense.

Complete electronic copies of the dissertation must be distributed to the committee at least 10 working days before the oral examination. Students are responsible for establishing a time and place that is acceptable to all members of the committee. Most students consult their advisor for available time slots and then send out an electronic meeting scheduler (e.g., [Doodle](#), [When2meet](#)). Students should schedule the defense for a 2-hour block.

The dissertation examination will consist of two parts:

1. **Part 1** is a public presentation by the candidate on the main aspects of the research reported in the dissertation. Students should present a brief 20 to 25-minute summary of the dissertation using PowerPoint slides, emphasizing the important results and giving an explanation of the reasoning that led to the conclusions reached. During Part 1, ten (10) minutes is provided for questions from the audience to the candidate. For questions from persons who are not members of the Dissertation Examining Committee, the Chair of the Committee will have discretion to decide whether such questions are germane to the topic of the dissertation.
2. **Part 2** will be a formal examination of the candidate by the Dissertation Examination Committee. This part will be open only to the Dissertation Examination Committee and the candidate. The chair invites questions in turn from each member of the Dissertation Examining Committee. The questioning proceeds for approximately 1 to 1.5 hours or as long as the Dissertation Examining Committee feels that it is necessary and reasonable for the proper examination of the student (but not to run over the 2-hour schedule for the entire dissertation defense meeting). the committee is required to end 15 minutes before the end so that the candidate can depart briefly while the committee confers as to the decision of the defense. In these final 15 minutes, the candidate leaves the room and the

committee confers on the outcome of the defense. After this, the candidate returns to the room and hears the outcome, and relevant paperwork is signed.

b. Dissertation Option #1: Traditional Dissertation Format

1. Dissertation Proposal

a. The dissertation proposal provides the overview, literature review, and methods of a students' dissertation study. Students should write the proposal and obtain feedback from their advisor during the writing. The dissertation proposal usually consists of three chapters:

- i. Chapter 1 is a statement of the problem to be addressed
- ii. Chapter 2 is the review of the relevant literature
- iii. Chapter 3 presents the proposed research design and methods.

b. Proposal Evaluation

- i. Once the student and advisor concur that the proposal is ready, it is presented to the students' Doctoral Dissertation Committee for discussion and approval during a meeting. The meeting should be scheduled for a 2-hour block. The dissertation proposal meeting is held and attended by at least 3 faculty members, with the intent that the same faculty members will become part of the final defense committee. Not more than five faculty members should comprise the proposal meeting.
- ii. During the proposal meeting, the students should give a brief 20-minute PowerPoint presentation outlining their dissertation study. The committee will then ask questions and discuss with the student any recommendations for the study.

2. Dissertation and Final Defense

a. The components of the final dissertation are the following:

- i. Chapter 1 is a statement of the problem to be addressed
- ii. Chapter 2 is the review of the relevant literature
- iii. Chapter 3 presents the research design and methods
- iv. Chapter 4 presents the results and findings
- v. Chapter 5 is the discussion section and suggestions for future directions
- vi. References should be included in APA format.
- vii. Appendices with tables and figures along with IRB approval letters and supplemental materials listing the methodological instruments administered in the project (e.g., surveys, interviews, observational coding systems).

b. During the dissertation defense, the students should give a 20-minute presentation outlining their dissertation study, including results and findings. The committee will then ask questions and bring up any concerns about the study.

c. Dissertation Option #2: Three Empirical Studies Dissertation Format

1. Proposal

a. For the oral defense of the proposal for Dissertation Option #2, students will submit a written proposal that includes these components:

- i. A 15-page introduction (including references) identifying the theoretical framework, relevant research areas and the methodological approach that guided the three studies with references.
- ii. Study 1 is expected to be a **publishable empirical paper**. *The criteria for a publishable empirical paper should be determined and approved by the advisor,*

with students' consultation. For Study 1, the publishable empirical paper should be submitted or accepted for publication at the time of the proposal meeting. It should be included in the written document. The student should be first author, but the paper may also have co-authors.

- iii. Study 2 is expected to be a publishable empirical paper, in manuscript form. It may have been submitted or accepted for publication, but it need not be at the time of the proposal meeting. The student should be first author, but the paper may also have co-authors.
- iv. Study 3 is a paper that describes an empirical project that is currently planned, underway, or completed at the time of the proposal meeting, though students should discuss with their advisor to ensure that the paper will be in publishable shape by the time of the final defense.

b. Proposal Evaluation

- i. Once the student and advisor concur that the proposal is ready, it is presented to the students' Doctoral Dissertation Committee for discussion and approval during a meeting. The meeting should be scheduled for a 2-hour block. The dissertation proposal meeting is held and attended by at least 3 faculty members, with the intent that the same faculty members will become part of the final defense committee. Not more than five faculty members should comprise the proposal meeting.
- ii. At the oral defense of the proposal, students will prepare a 20-minute presentation of the introduction and overview of the three studies. The faculty committee provides feedback on the cohesiveness of the introduction (general conceptual and methodological issues); first, second, and third studies (whether published or proposals).

2. Structure of the dissertation

- a. Dissertation Option #2 proposal consists of an introduction and three empirical studies in varying stages.
- b. The components are:
 - i. An introduction (15 pages), as described in the section above.
 - ii. A set of three empirical papers **of publishable quality** (as determined by the committee) examining a cohesive theme, on which the student has taken the first author role on each study, and a general discussion considering the three papers as a whole (5-10 pages).
- c. Authorship
 - i. The introduction and the three empirical papers must be first-authored by the doctoral student.
 - ii. The three empirical papers can have multiple authorship so long as the first author is the graduating student.

3. Final Dissertation Defense

- a. At the dissertation defense, the written document submitted to the committee prior to the defense has the following components:
 - i. Introduction (15 pages)
 - ii. Studies #1-3 – At least two of the three first-authored empirical papers should have been submitted for publication or published, with the student as first or solo author. The third paper may be in manuscript form, but should be completed prior to the dissertation defense. Each study is included as a separate section in the dissertation package.
 - iii. Conclusion (5-10 pages): Based on the findings of the three studies. This section summarizes the findings and reflects on future directions for research and new avenues for research.

- b. The written dissertation should be submitted to the committee no less than two weeks prior to the defense. During the oral defense, students should present a brief overview of the entire project (three studies), the findings (20 minutes), and the larger context for the research as well as future directions, and then address the questions from the committee. Students do not need to repeat the findings in the same level of detail as the first defense and instead concentrate on the larger conceptual issues, providing summaries of the findings, and potential new directions.
- c. The initial presentation will be public; questions may be permitted at the discretion of the committee chair, with a 15-minute (approximate) limit. Only the committee will be permitted to attend the formal oral examination by the committee. The committee will follow the same protocol as in the previous section. Following the oral defense, the committee will deliberate the various options provided on the Graduate School signature document, make a decision, and sign the relevant forms.

d. Procedures for both Dissertation Options (#1 and #2)

1. Dissertation & Thesis Formatting and Style Requirements

- a. The University of Maryland, College Park has entered into an agreement with Proquest Information and Learning Services to accept theses and dissertations in Adobe PDF format via the Web. The university accepts 99% of all dissertations and theses in electronic form.
- b. All dissertations and theses are required to be in a standard format prior to acceptance.

2. Use of Human Subjects

- a. If the dissertation involves human participants, 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 dissertation before human subjects approval has been granted by the University Institutional Review Board.
- b. If the dissertation involves human subjects, is required to submit their UMD IRB approval letter to the Graduate Coordinator.

3. Composition and Appointment of the Dissertation Oral Examination Committee

- a. At least three members of the committee must approve the dissertation proposal. The [Doctoral Dissertation Approval Form](#) must be signed by each member of the Committee and by the Chair of the Department. The completed form should be turned into the Graduate Coordinator.
- b. *Incompletes are given for dissertation credits (EDHD 899) until the dissertation is completed.*
- c. The final Doctoral Dissertation Committee consists of a **minimum of five members**. At least three members must be regular tenured or tenure-track Graduate Faculty of UMD.
 - i. **Chair.** The advisor is ordinarily chairperson of the student's dissertation committee. Dissertation committees may be co-chaired upon written recommendation of the Department Chair and the approval of the Dean of Graduate Studies and Research.
 - ii. **Dean's Representative.** Each committee will have appointed to it a representative of the Dean of the Graduate School. The Dean's Representative must be from a different department at the University of Maryland, and has to be a tenured faculty member. In the HD program, the Dean's Representative is

always a voting member of the committee. The Dean's Representative makes certain that the examination is conducted according to established procedures. Any disagreement over the examination procedures is referred to the Dean's Representative for resolution. The Dean's Representative may serve as a regular member of the student's Doctoral Graduate Committee at the proposal meeting. Alternatively, the Dean's representative may be added to the committee later and join for the dissertation defense. In all cases, the Dean's Representative must be physically present for the full dissertation defense and serve to adjudicate the defense.

- iii. **Special Members.** One or more of the dissertation committee members may be from outside the University of Maryland system provided that they hold a doctorate and are distinguished scholars in the field of the dissertation. This person *cannot* serve as the Dean's Representative. There is a special procedure for nominating a member from outside the university to the dissertation committee. If a student is considering having a special member be on their dissertation committee, they should consult the Graduate Coordinator about the process. Generally, the HDQM faculty must vote on the nominee after receiving documentation about their qualifications (CV). Then the Chair provides written justification to the Graduate School for committee participation of such scholars who are appointed to Special Membership on the Graduate Faculty. The Graduate School grants final approval. Emeriti and retired professors may serve on dissertation committees provided they are members of the Graduate Faculty. This process can take several weeks and should be completed as early as possible. Students should contact the Graduate Coordinator at least 8 weeks ahead of the meeting to have a special member nominated
- d. Nomination of the Dissertation Examining Committee
 - i. Membership on a Dissertation Examining Committee requires nomination by the student's advisor and the Director of Graduate Studies, and approval by the Dean of the Graduate School using the [Nomination of the Thesis or Dissertation Committee form](#).
 - ii. The nomination of a Dissertation Examining Committee should be provided to the Graduate School at least six weeks before the date of the expected dissertation examination.
 - iii. The dissertation examination cannot be held until the Graduate School approves the composition of the Dissertation Examining Committee. Furthermore, if the Graduate Faculty status of any member of an approved Dissertation Examining Committee changes, the approval of the Dissertation Examining Committee may be void, and a new Dissertation Examining Committee nomination form may be required to be approved by the Graduate School.
4. **Voting and Evaluation**
 - a. For the final dissertation defense, two or more negative votes indicate that the student did not pass. In situations of not passing, it is required that the examining committee specify in detail and in writing to the Department Chair, the Dean for Graduate Studies and Research, and the student the exact nature of the deficiencies in the dissertation and/or the oral performance that led to failure. A second defense is permitted, which if failed, results in termination of the student's admitted status.
 - b. After questioning has been completed, the student and any others who are not members of the Dissertation Examining Committee are asked to leave the room while the Dissertation Examining Committee discusses whether or not the dissertation and its defense are satisfactory. The Committee has the following options to:

- i. Accept the dissertation without any recommended changes and sign the Report of Examining Committee form.
 - ii. Accept the dissertation with recommendations for changes and, except for the chair, sign the Report of the Examining Committee. The chair will check that the changes to the dissertation have been made, and, upon their approval, sign the form.
 - iii. Recommend revisions to the dissertation and not sign the Report of Examining Committee until the student has made the changes and submitted the revised dissertation for the committee's approval.
 - iv. Recommend revisions and convene a second meeting of the Dissertation Examining Committee to review the dissertation and complete the student's examination.
 - v. Rule the dissertation (including its examination) unsatisfactory. In that circumstance, the student fails. Following the examination, the chair, in the presence of the Dean's Representative, must inform the student of the outcome of the examination.
- 5. Attendance at the Examination**
- a. Oral examinations must be attended by all members of the student's officially established Dissertation Examining Committee as approved by the Dean of the Graduate School.
 - b. All examinations must be open to all members of the University of Maryland Graduate Faculty.
 - c. Participation by telephone and/or videoconference is not permitted under almost any circumstance. In very specific, and needs-based circumstances, remote participation by video teleconferencing is permitted and **permission must be obtained** by the dissertation chair from the Graduate School in advance. Approved web-conferencing software must be used that allows all participants to see and hear each other during the entire defense. The candidate, the committee chair (or at least one of the co-chairs), and the Dean's Representative must all be present in the examination room; none may be at a remote site.
- 6. Oral Examinations during the Summer**
- a. Faculty are frequently not available for oral examinations during the summer session
 - b. To ensure faculty availability during the summer, the following rules must be followed:
 - i. The committee must be appointed by the Graduate School prior to the end of the spring semester.
 - ii. The date for the exam must be scheduled with the committee prior to the end of the spring semester.
 - iii. A copy of the dissertation must be presented to the committee prior to the end of the spring semester.
 - iv. All committee members are scheduled to be on campus on the exam date or agree to return.
- 7. Graduate Course Registration, Diploma Application, and Graduate Deadlines**
- a. Students must be registered for at least one (1) semester hour of graduate credit for the semester in which the program will be completed.
 - b. The student must also apply for a diploma within the time period specified by the Graduate School.
 - c. Information about graduation deadlines, including diploma applications may be found at the Office of the Registrar's website.

e. Dissertation Approval

1. Committee Approval

All thesis and dissertation committee chairs are required to submit a request for the electronic Report of Examining Committee (REC) form. A request for the REC must be made at least 10 business days before the scheduled final oral defense by the student's advisor only. [Please use this form to submit a REC request](#). Once this form is approved, each committee member will receive an adobe form to sign on the day of the student's defense. Student's should ensure that the REC request is sent in a timely manner. After the dissertation is approved by the Dissertation Examining Committee, members sign the REC form indicating that the oral examination and dissertation have been approved by the Committee (including any dissertation corrections). The Graduate Coordinator copies the form for the student's file in HD and then submits it to the College of Education Student Services for the Associate Dean's for approval. The REC form is interpreted by the Office of the Registrar as the certification by the College that the student has met all departmental and college requirements for the degree.

2. Graduate School Approval

Current policy is for the candidate to submit to the Graduate School an electronic copy of the final version of the dissertation according to Graduate School guidelines. *For specific information about Graduate School requirements regarding dissertation format, consult the [Thesis and Dissertations Style Guide](#) online.* Students are *strongly encouraged* to have the Graduate School review their dissertation prior to submitting the final revision. Doing so will ensure compliance with guidelines and avoid expenses associated with failing to meet these policies. The candidate is responsible for delivering the dissertation to the Graduate School prior to the deadline for graduation and for paying the associated fees for filing the electronic submission of the dissertation. Failure to comply with Graduate School deadlines may cause students to pay tuition for an additional semester.

Additional Information about Requirements and Procedures

Time Limits

The UMD Graduate School requires that a doctoral degree be completed within a 9-year time period. The UMD Graduate School also expects that doctoral students advance to candidacy within five years from the date of admission. The UMD Graduate School allows four years to elapse between advancing to candidacy and the conferring of the degree. A minimum of six months must elapse between advancing to candidacy and conferring of the degree.

An extension of time to advance to candidacy or to complete the dissertation following advancement to candidacy may be granted if sufficient reason is presented. [Request for Time Extension](#) form to apply for a time extension is available. The advisor, department, and college must approve time extensions. A maximum of one year may be approved at a time, with a third extension request requiring a letter of support from the Director of Graduate Studies explaining the circumstances that have interfered with the student's progress.

Without a time, extension, failure to complete all requirements within the allotted time requires application for re-admission to the UMD Graduate School. Under these conditions, program requirements existing at the time of readmission will apply.

Responsibilities of the Student

The student is responsible to submit all paperwork and documentation of program requirements to the Graduate Coordinator for placement in the student's departmental file. In addition, students must review the requirements and deadlines in the handbooks and websites of the Department of Human Development and Quantitative Methodology, the College of Education, and the Graduate School.

Students can meet with the CGS or DGS to run audits and review their transcript in their 4th or 5th year. This is a personalized package for students that will inform them of what forms are required to graduate. In addition, students may access required forms on the [Graduate Studies Student Services](#) webpage on the College of Education website. This website provides important links to information and valuable resources about graduate student life at Maryland as well as graduation and required steps in that process. Students are required to go through their department to obtain signatures and provide paperwork to the CGS in a timely manner to meet all requirements. Also, students should familiarize themselves with the [graduate school's website](#), which contains many required forms and instructions.

Procedure for Changing Advisors

Requests for change of advisor must be made in writing to the Director of Graduate Studies. Students must complete the [Change of Advisor form](#). For a change of advisor to be approved, the signatures of both the present and proposed advisors must be obtained.

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. This request must detail the content of the course for which a substitution is requested and be approved by the student's advisor. The Director of Graduate Studies 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 HD Course or Program Requirement

If a student has a concern or question about an HD 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 doctoral program requirements should contact the Director of Graduate Studies or the Chair of HDQM.

Academic Conduct

[UMD's Academic Integrity and Student Conduct Code](#) outlines the components of academic dishonesty, which include cheating, fabrication, facilitating academic dishonesty, plagiarism, and self-plagiarism. For example, it is academically dishonest to self-plagiarize, which is "the reuse of substantial identical or nearly identical portions of one's own work in multiple courses without prior permission from the current instructor or from each of the instructors if the work is being submitted for multiple courses in the same semester."

Health Insurance

UMD Graduate School policy requires all full-time graduate students to have health insurance. Students holding a graduate assistantship can choose to (1) enroll in a [Maryland State Employee Health Insurance Plan](#), (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.

Leave of Absence

The university allows students in certain circumstances to apply for a leave of absence of up to two semesters or up to three 12-week terms during which time they do not intend to make academic progress toward the completion of their degree. The time taken on an approved leave of absence is not included in the time limitations for degree completion and advancement to candidacy. To be eligible for a leave of absence, the student must have completed at least one full semester. Complete information about the Leave of Absence policy is found on the UMD Graduate School website. If you have concerns about how a leave of absence may affect health insurance, academic progress, or visa status, please see more information on this [Leave of Absence document](#).

Student Resources

Mental Wellbeing and Health

College is an exciting time of opportunities and self-discovery, however, there are times when students may struggle with depression, anxiety and other mental health concerns that require attention. UMD's Behavioral Health Service provides confidential services for registered UMD students including medication evaluation and management, crisis intervention, and psychotherapy. Students may also seek assistance from UMD's Counseling Center, which supports students' personal, social, and academic success, and provides mental health care services to UMD students.

HDGSO (HD Graduate Student Organization)

The [HDGSO](#) is a graduate student organization that provides programming, support, and collaboration for the graduate students in our department.. Throughout the Fall and Spring semesters, the HDGSO organizes events for all students in the graduate program.

Travel Awards

There is an expectation that HD graduate students will be presenting their research at national and international conferences and meetings. There are typically two ways to defray the costs of attending such conferences: (1) applying for HDQM departmental funds (\$500 per academic year July 1 – June 30, which cannot be split among conferences); and (2) applying through the Graduate School for travel funds. The latter usually comes in two forms, the [Jacob K. Goldhaber Travel Grant and the International Conference Student Support Award \(ICSSA\)](#). These are competitive pools of monies that have specific qualification criteria and require a formal application and a letter written by the student's advisor.

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. In the College of Education, students can apply for a [Support Program for Advancing Research and Collaboration \(SPARC\) grant](#). This is a competitive grant program for the College of Education, with a special competition for Doctoral Graduate Students. 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 at the university level. If you are interested, please check with your advisor, DGS, and/or Program.

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 Other Departmental, College, and University Resources

Course Descriptions

There are numerous HD 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 UMD Graduate School and some will be required from the HDQM department or College. All UMD 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 [UMD Graduate School website](#).

The [UMD Graduate School has 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

Students should consult the [policies and forms specific to the College of Education](#). Students should also consult the College of Education's Listing of Helpful Resources.

Appendix A: Human Development Doctoral Program Student Progress Sheet

Student name _____

Program Requirement	Date Fulfilled
Admission to program	
Initial program planning with advisor	
Meeting with the Program Planning Committee to plan and develop student's doctoral program	
Approval of proposed doctoral program by the Department Chair, the College, and the Graduate School	
Coursework completed (except dissertation credit)	
Comprehensive portfolio	
Advancement to candidacy	
Dissertation Committee formed and proposal approved	
Pass Oral Examination on Dissertation	
Dissertation approved by Committee	
Dissertation accepted by Committee	

Appendix B: Student Annual Report Form

This is a sample of the annual report filled out by all Human Development doctoral students. The form provides a list of the expected goals and accomplishments to occur during the doctoral training 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:

Year in the Program:

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

Course #	Course Title	Professor	Grade	Topic of Paper (if Relevant)

2. **Course plans** for next academic year:
3. **Core courses** remaining to complete (include any incompletes that you have to finish).

4. **Program progress:**

Doctoral program form on file? If so, specify when _____ Yes No
 Completed independent empirical study? Yes No
 Completed doctoral comprehensive portfolio? If so, when _____ Yes No
 Advanced to candidacy? If so, specify when? _____ Yes No
 Anticipated date of degree completion:
 Desired occupation after completing degree:

5. **General Plans** for the upcoming summer, and for the next academic year:

Appendix C: Prototypical Course Sequencing
For students starting Fall 2019 or later

Developmental Science Prototypical Program		
Year 1		# of credits
Fall Semester	EDMS 646 General Linear Models I	3
	EDHD 690 Theoretical Foundations	3
	EDHD 720 Social Development	3
	EDHD 629 Developmental Science Seminar	1
Spring Semester	EDMS 651 General Linear Models II	3
	EDHD 775 Human Development & Neuroscience	3
	EDHD Advanced Elective	3
	EDHD 629 Developmental Science Seminar	1
Year 2		# of credits
Fall Semester	EDHD 780 Research Methods	3
	EDHD 721 Cognitive Development and Learning	3
	EDMS Advanced Elective	3
	EDHD 629 Center Seminar	1
Spring Semester	EDHD Advanced Elective	3
	EDHD Advanced Elective	3
	EDHD 888 Apprenticeship	3
	EDHD 629 Center Seminar	1
Year 3		# of credits
Fall Semester	Advanced Elective	3

	Advanced Elective	3
	EDHD 888 Apprenticeship	3
	EDHD 629 Center Seminar	1
Spring Semester	EDHD 888 Apprenticeship	3-6
	EDHD 629 Center Seminar	3
Year 4		# of credits
Fall Semester	EDHD 899 Dissertation (6 credits)	6
Spring Semester	EDHD 899 Dissertation (6 credits)	6
TOTAL NUMBER OF CREDITS		72

Notes:

1. Students taking 5 years to finish can reserve dissertation credits for the fifth year.
2. Course offerings are subject to change each semester due to many factors; consequently, students are advised to allow for these changes in planning their coursework each semester

Educational Psychology Prototypical Program		
Year 1		# of credits
Fall Semester	EDMS 646 General Linear Models I	3
	EDHD 722 Learning Theory and the Educative Process	3
	EDHD 721 Cognitive Development & Learning	3
	EDHD 888 Apprenticeship	1
Spring Semester	EDMS 651 General Linear Models II	3
	EDHD835 The Development of Achievement Motivation	3
	EDHD 775 Human Development & Neuroscience	3
	EDHD 888 Apprenticeship	1
Year 2		# of credits
Fall Semester	EDHD 780 Research Methods	3
	EDHD 720 Social Development	3
	EDMS Advanced Elective	3
	EDHD 888 Apprenticeship	1
Spring Semester	EDHD 760 Advanced Educational Psychology	3
	EDHD Advanced Elective	3
	EDHD Advanced Elective	3
	EDHD 888 Apprenticeship	1
Year 3		# of credits
Fall Semester	Advanced Elective	3
	Advanced Elective	3
	EDHD 888 Apprenticeship	1
Spring Semester	Advanced Elective	3
	Advanced Elective	3

	EDHD 888 Apprenticeship	1
Year 4		# of credits
Fall Semester	EDHD 899 Dissertation	6
Spring Semester	EDHD 899 Dissertation	6
TOTAL NUMBER OF CREDITS		72

Notes:

1. Students taking 5 years to finish can reserve dissertation credits for the fifth year.
2. Course offerings are subject to change each semester due to many factors; consequently, students are advised to allow for these changes in planning their coursework each semester

Appendix D: Pre-Dissertation Empirical Research Project Title Page Template

PRE-DISSERTATION EMPIRICAL RESEARCH PROJECT

TITLE OF THE STUDY

by

The Student's Name
(UID Number)

Advisor: (Name)

Empirical study submitted to (Professor) in fulfillment of the requirement for completion of a pre-dissertation empirical research project, in partial fulfillment of the Doctoral degree in Human Development

It is recommended that this study meets the requirements of the Human Development Ph.D. In addition, the following project requirements were met:

The student wrote up the project as a first-authored manuscript in APA style.

The student presented the project publicly (e.g., departmental colloquium, departmental research event, College research day, University research day, or a professional meeting or conference).

Advisor Signature

Date

Director of Graduate Studies

Date

Appendix E: Doctoral Comprehensive Portfolio Checklist

In preparing the Portfolio Checklist, an electronic version should be used. Please save this as a WORD file, send it by email to the Graduate Studies Coordinator, then print a hard copy and place it in the mailbox of the Graduate Studies Coordinator (HD Business Office).

Consult the Portfolio Guidelines for more details on the criteria for each item on this checklist.

Name	
Advisor	
Area of Specialization	
Date	

Doctoral Comprehensive Portfolio Checklist		
	Item Completed	Title
Required	<ul style="list-style-type: none"> ● Interpretive or review article/chapter 	
Include three (3) of the following:	<ul style="list-style-type: none"> ● First or co-authored published journal article, or article submitted for publication to a peer-reviewed journal 	
	<ul style="list-style-type: none"> ● First or co-authored published chapter, or chapter submitted for publication 	
	<ul style="list-style-type: none"> ● First or co-authored conference presentation or poster presentation 	
	<ul style="list-style-type: none"> ● First or co-authored policy paper or brief published or submitted for publication 	
	<ul style="list-style-type: none"> ● Review of an article for a journal, or review of a published paper 	
	<ul style="list-style-type: none"> ● Grant proposal (first or co-authored) 	
	<ul style="list-style-type: none"> ● Annotated course syllabus 	

Appendix F: Doctoral Comprehensive Portfolio Evaluation Form

Human Development Program

Assessment Rubric: Doctoral Comprehensive Portfolio Content

Student:
Semester:
Advisor:
Reviewer:

Criteria	Performance Assessment	
	Meets expectations	Fails to meet expectations
Clear presentation of the theory base in the content area		
Thorough review of relevant research in the content area		
Critical analysis of the theory and research in the content area		
Professional writing skills		
Professional approach to formatting the paper including use of APA style, text and reference formatting, and length		

Overall outcome	• Pass	• Fail
Comments		