

An abstract graphic on the right side of the page. It features two large, light blue circles with a subtle gradient and a thin blue border. Two thin blue lines intersect diagonally across the upper right quadrant. Another thin blue line connects the top of the larger circle to the bottom of the smaller circle. A third thin blue line connects the top of the smaller circle to the bottom of the larger circle, forming a diamond shape between them.

# Graduate Handbook

Marriage Family and  
Human Development

**8/1/2020**

## Table of Contents

Introduction .....	5
MFHD Program.....	5
MFHD Resources .....	6
Contacts.....	6
Communication.....	6
Graduate Student Lab .....	6
Graduate Studies Resources.....	7
University Resources .....	8
Campus Privileges .....	8
BYU ID.....	8
Office of Information Technology .....	8
International Services .....	9
Financial Aid.....	9
Assistantships.....	9
Tuition Scholarship .....	9
Travel Funds .....	10
Travel Procedures .....	11
Direct Deposit .....	12
Additional Funds .....	12
Poster Printing .....	13
Standards of Conduct.....	13
Faculty Directory .....	14
Basic Competencies .....	21

Publishing .....	21
Professionalism .....	22
Teaching in the University .....	23
Teaching the Public .....	24
Student Requirements .....	25
Ecclesiastical Endorsement .....	25
Graduate Committees .....	25
Chair .....	25
Graduate Committee .....	26
Program of Study .....	27
Minors .....	28
Evaluations .....	29
Evaluation Requirement .....	29
Evaluation Submissions .....	29
Evaluation Results .....	31
Ad Hoc Reviews .....	33
Thesis or Dissertation .....	34
Prospectus Format .....	35
Thesis/Dissertation Format .....	35
Role of Faculty Advisor/Chair .....	36
Prospectus Defense .....	36
Final Oral Examination .....	39
Submitting Thesis/Dissertation .....	41
Qualifying Examination (PhD only) .....	42
Options for Completion .....	42
Steps for Completion .....	44

Graduation.....	46
Termination of Graduate Status .....	47
Appeal for Termination from Program.....	47
Masters Students .....	49
Explanation.....	49
Prerequisites.....	49
Course Requirements .....	50
Academic Requirements.....	51
Credit Hour Requirement .....	51
Timelines for Graduation.....	51
April Graduation .....	52
August Graduation.....	53
Doctorate Students .....	54
Explanation.....	54
Prerequisites.....	55
Course Requirements .....	55
Academic Requirements.....	56
Credit Hour Requirement .....	56
Timelines for Graduation.....	56
April Graduation .....	57
August Graduation.....	58
Course Content Categories .....	59
Human Development (HD) .....	59
Family Studies (FS).....	59
Methods & Statistics (M&S) .....	59
Theory (Th).....	60

Thesis & Dissertation (T/D) .....	60
Course Descriptions .....	61
MFHD Courses .....	61
Other Courses .....	65

## Introduction

Welcome to the Marriage, Family and Human Development graduate programs in the School of Family Life at Brigham Young University. You have been selected by the faculty with great care and with the full expectation that you will progress through the program to completion. We welcome you as friends and colleagues joining us in the development of our professions.

This handbook has been developed with two main goals: 1) to help you understand the expectations and procedures related to the academic curriculum so that you may move swiftly through the program, and 2) to help you understand the resources available to you.

In addition to studying the materials in this handbook, you should visit the Graduate Studies website at [graduatestudies.byu.edu](http://graduatestudies.byu.edu). You are responsible to educate yourself about the policies and procedures of the department and the university.

## MFHD Program

The MFHD graduate program is designed to help you: 1) learn the dominant theories, main research findings, and contemporary issues in the MFHD research literature, 2) learn the general research methods used in MFHD and become competent in applying these methods to research questions in the field, and 3) contribute to your selected area of scholarly specialization through original research.

All MFHD students take courses which contain both human development and family studies/science content. You, together with your graduate advisor, will select courses that will allow you to emphasize in your chosen

research interests. In addition, our students are trained as social science researchers, obtaining a graduate level competency in research methods, statistical analysis, and professional writing. MFHD is a research-focused academic degree which prepares graduates to be employed primarily as university faculty, in community agencies, or as professional researchers.

## MFHD Resources

### Contacts

Typically, the two most important and helpful individuals to you as a student are: 1) your committee chair and 2) the graduate program manager in 2086F JFSB. You should contact your committee chair upon acceptance into the program. You may also want to check with the graduate secretary to verify your class schedule for fall semester.

### Communication

You will be assigned a mailbox in 350 KMBL (the SFL grad lab). You are expected to check your box regularly. Information concerning MFHD graduate issues will be distributed through these boxes. Most communication from the program is delivered via email. Please check your emails regularly. **Please notify the graduate program manager of any changes to your name, email address, mailing address and telephone number.**

### Graduate Student Lab

350 KMBL is the SFL Grad Lab, which means that both MFHD students have been assigned space. If you are interested in using the lab, please contact the graduate program manager who will assign you a storage shelf and grant you card-swipe access to the room. You will need to use your BYU ID card to enter the room. Please

keep the door closed so that only those who have been granted access can enter the room.

You are free to habitually use the computer below your storage shelf, but be aware that the SFL Grad Lab is an open lab which means that anyone can use any computer. For this reason, **please save all your files to a shared drive or a personal flash drive.**

Commonly used statistical software is accessible on all the SFL Grad Lab computers. Additionally, a student can receive remote access to statistical software. Your chair will first need to submit your name and net ID to Gary Glade (gary\_glade@byu.edu) or Nate Bench (nate@byu.edu). Once that request has been processed, you can log in at fhssapps.byu.edu using your myBYU login.

There are two mini-fridges and a microwave in the grad lab that you are welcome to use.

You will be charged the standard campus rate for printing in 350 KMBL.

## Graduate Studies Resources

**Graduate Student Society:** As a graduate student, you are automatically a member of the Graduate Student Society (GSS), a university-wide organization. Presiding officers are elected by the GSS Committee and work directly with the Dean of Graduate Studies and the Dean of Student Life, representing graduate students before the university administration. Its purposes are to:

- Enhance participation in the larger BYU intellectual community
- Inform you of research grants, seminars and journals



- Help you feel a part of the BYU community
- Advocate your needs with administration
- Offer workshops on professional and academic topics
- Connect departmental graduate student associations.

## University Resources

### Campus Privileges

If you are registered for at least two credits per semester, you will be eligible for all on-campus student privileges. These privileges include but are not limited to: library privileges, student housing, student insurance, intramurals, graduate parking permits, discount admission to sporting and cultural events, and use of physical education facilities. A valid BYU ID must be presented in order to have access to any of these privileges.

### BYU ID

The ID Center will provide a BYU photo ID card for you. This card allows you to access campus privileges. Cards are produced at the ID Center: 1057 WSC, (801) 422-3866. You do not need an appointment. All ID distribution locations also serve as screening areas for the dress and grooming standards outlined by the university.

### Office of Information Technology

The Office of Information Technology offers products, services and support to meet your technology needs.

- My BYU provides access to many applications including AIM, Testing Services, online courses, tuition billing, and the BYU directories.
- Open Access Labs (open computer labs located across campus) provide you with basic

applications such as MS Office, internet browsers and printing.

- WIFI access is available anywhere on campus.
- Video projectors and other media equipment to enhance your classroom presentations (make requests through your instructors).

For more information about OIT products, please visit their website at [it.byu.edu](http://it.byu.edu) or call (801) 422-4000.

## **International Services**

This office, 1352 WSC, (801) 422-2695, provides visa support, advisement and services to all international students.

## **Financial Aid**

### **Assistantships**

Once you begin your studies, you will be employed to assist your advisor/chair with his/her research. Master's students are expected to work 10 hours a week. PhD students are expected to work 20 hours a week. This assistantship is not a scholarship. It is employment provided to you by the department. You are expected to earn the wages paid to you by working the expected number of hours. Students who do not perform to reasonable standards in their assistantship will receive a less than satisfactory rating on their biannual student evaluation.

### **Tuition Scholarship**

Every student is awarded a tuition scholarship if they accept the assistantship offered. The amount may vary slightly from year to year, however, the benefit is most often sufficient to cover half of full-time, LDS tuition for Master's students and all of full-time, LDS tuition for PhD students. The entire scholarship for both fall and winter

semesters will be disbursed in one allotment in time to meet fall tuition deadlines. If you are planning to use part of the scholarship for winter semester, you will need to reserve those funds or budget accordingly.

You are awarded the same amount regardless of the number of credit hours you take. If you choose to attend part-time, be aware that we will not fund Master's students after four semesters or PhD students after six semesters. If your tuition benefit exceeds your tuition expenses, the remaining funds will be deposited into the account specified for direct deposit on My BYU (see "direct deposit" below for more information).

### Travel Funds

If a student is presenting research at a conference, she/he may be allotted funds to help defray the cost of attendance or travel to the conference. Each student is guaranteed \$500 of travel support from the program each academic year (September-August). The use of these funds must be approved by the department. ***All travel must be authorized (airfare, hotel, etc.) by submitting a Student Travel Authorization form before making arrangements.***

Both FHSS and Graduate Studies (through GSS) have funds available for travel to conferences as well. You can find information about the Research Presentation Award (GSS) at:

<https://gradstudies.byu.edu/page/professional-presentation-award>. You can find information about the Hinckley Chair Conference Participation Grants (FHSS) at <https://fhss.byu.edu/travel-grants-for-students-participating-at-academic-conferences>

## Travel Procedures

The Graduate Program Manager will process all graduate student travel reimbursements and payments. Please adhere to the following procedures and expectations:

1. You must have a Student Travel Authorization form submitted and approved **prior** to making any reservations or purchases related to your travel, including conference registration. If you need the form, please email the Graduate Program Manager; submit the form to your Graduate Coordinator. Once your travel is approved by your Graduate Coordinator, you must submit the authorization form with signature to the Graduate Program Manager. If you are receiving any additional funding (e.g. Hinckley funds, money from a faculty 20-account, etc.), you must email the Graduate Program Manager those details as well.
2. You are responsible to pay for all your travel accommodations, including flight, hotel, and conference registration using your personal credit card. You will not be reimbursed for those costs until after you complete your travel. Valid receipts are necessary.
3. Before traveling, you should contact the Graduate Program Manager to ensure you both understand 1) how much you are allotted from which sources, 2) what has been or will be paid for from what source, and 3) the amount you have remaining that can be used for ground transport, food, etc. If you are sharing a hotel with other students, you need to notify the Graduate Program Manager.
4. After traveling, you will need to submit all receipts for which you should be reimbursed, including airfare, hotel, and conference registration if

applicable. The Graduate Program Manager will submit your reimbursement

5. Your reimbursement will be delivered through your BYU Financial Center

## Direct Deposit

The wages for your assistantship will be paid by direct deposit. To set up wage direct deposit:

- Log on to myBYU from the BYU homepage
- Under the **Campus Links** section, expand the **Work** section
- Select **Human Resources/Payroll**
- From **Main Menu** select **Self Service**
- Select **Payroll and Compensation**
- Select **Direct Deposit**
- Enter your bank and account information

The university requires all employees to receive pay by direct deposit.

Any scholarship funds you receive in excess of your tuition costs will also be paid by direct deposit. To set up scholarship direct deposit:

- Log on to myBYU from the BYU homepage
- Under the **Campus Links** section, expand the **School** section
- Select **My Financial Center**
- Click on **Direct Deposit (Edit)** under **Profile**
- Enter your bank and account information

## Additional Funds

There are additional scholarships and funds for travel available on a competitive basis from the College of Family, Home and Social Science and Graduate Studies. Some of these scholarships or fellowships will require

faculty participation in the application process. Feel free to investigate any and all of these options.

### Poster Printing

For poster printing, use FHSS Computing Services Design & Print. You will need to submit the print request **at least 2 weeks ahead** for printing posters. Contact the Graduate Program Manager for the method of payment.

### Standards of Conduct

It is your responsibility to read and abide by the Honor Code. This includes being honest; obeying the law and all campus policies; living a chaste and virtuous life; respecting others; abstaining from alcoholic beverages, tobacco, tea, coffee, and substance abuse; encouraging others in their commitment to comply with the Honor Code; observing dress and grooming standards; using clean language; and, for LDS students, participating regularly in church services. For more information about each of these standards, visit the Honor Code website at [honorcode.byu.edu](http://honorcode.byu.edu). If you violate the University's standards of conduct or Honor Code, you may be terminated from the MFHD graduate program.

## Faculty Directory

In the MFHD program, graduate faculty members fill a number of roles. The person who serves as the chair of your committee will assume primary responsibility to help you make good progress in your program. Your other committee members will be available to help as well, but are less involved than your chair. Other graduate faculty can be good resources, but generally are not involved directly in your program progress.

### **Dean Busby, PhD**

Brigham Young University, 1990, Professor  
[dean\\_busby@byu.edu](mailto:dean_busby@byu.edu)

2092D JFSB, 801-422-8529

Research Interests: Passion in relationships; Relationship assessment; Marital sexuality

### **Mark Butler, PhD**

Texas Tech University, 1996, Professor  
[mark.butler@byu.edu](mailto:mark.butler@byu.edu)

2093 JFSB, 801-422-8786

Research Interests: Marital relationships, addiction recovery, marital healing and attachments

### **Jason Carroll, PhD**

University of Minnesota, 2001, Professor  
[jcarroll@byu.edu](mailto:jcarroll@byu.edu)

2057 JFSB, 801-422-7529

Research Interests: Marriage relationships; Marriage readiness among young adults; Healthy sexuality and marital intimacy

**Sarah Coyne, PhD**

University of Central Lancashire, 2004,

Professor

[smcoyne@byu.edu](mailto:smcoyne@byu.edu)

2086C JFSB, 801-422-6949

Research Interests: Effects of media on children's  
development

**Jeff Dew, PhD**

The Pennsylvania State University, 2007,

Associate Professor

[jeff\\_dew@byu.edu](mailto:jeff_dew@byu.edu)

2101 JFSB, 801-422-6415

Research Interests: Family resources (money and time)  
and relationship outcomes; Parenting; Positive  
Relationship Behavior

**David Dollahite, PhD**

University of Minnesota, 1988, Professor

[dave\\_dollahite@byu.edu](mailto:dave_dollahite@byu.edu)

2092B JFSB, 801-422-4179

Research Interests: Exploring the nexus of religion and  
family relationships through the American  
Families of Faith Project

**Stephen Duncan, PhD**

Purdue University, 1988, Professor

[steve\\_duncan@byu.edu](mailto:steve_duncan@byu.edu)

2077 JFSB, 801-422-1796

Research Interests: Marriage and relationship education;  
Family life education training; Family life  
education program development,  
implementation, and evaluation



**Ashley Larsen Gibby, PhD**

Penn State University, 2019, Assistant Professor

[ashley\\_gibby@byu.edu](mailto:ashley_gibby@byu.edu)

2063 JFSB, 801-422-7363

Research Interests: Gender disparities within families and their impact on child well-being; parents' sex preferences; quantitative research methods; India and the U.S.

**Craig Hart, PhD**

Purdue University, 1987, Professor

[craig\\_hart@byu.edu](mailto:craig_hart@byu.edu)

2102D JFSB, 801-422-5939

Research Interests: Parenting and childhood social development in cultural context; Early childhood education curriculum practices

**Alan Hawkins, PhD**

Pennsylvania State University, 1990, Professor

[hawkinsa@byu.edu](mailto:hawkinsa@byu.edu)

2086B JFSB, 801-422-7088

Research Interests: Education and policy interventions to strengthen marriage

**Jeff Hill, PhD**

Utah State University, 1995, Professor

[jeff\\_hill@byu.edu](mailto:jeff_hill@byu.edu)

2086D JFSB, 801-422-9091

Research Interests: Integrating work, family, and finances; Family relationships

**Erin Holmes, PhD**

University of Texas at Austin, 2006,

Associate Professor

[erin\\_holmes@byu.edu](mailto:erin_holmes@byu.edu)

2050 JFSB, 801-422-5435

Research Interests: Fathering; Mothering; Work-Family

**Spencer James, PhD**

Pennsylvania State University, 2012,

Associate Professor

[spencer\\_james@byu.edu](mailto:spencer_james@byu.edu)

2061 JFSB, 801-422-6682

Research Interests: Relationship quality, dissolution, and formation; Social demography; Emerging Adulthood; Sub-Saharan Africa

**Alex Jensen, PhD**

Purdue University, 2013, Assistant Professor

[alexjensen@byu.edu](mailto:alexjensen@byu.edu)

2067 JFSB, 801-422-6725

Research Interests: Direct and indirect sibling influence processes; Adolescence; Emerging Adulthood

**Chelom Eastwood Leavitt, PhD**

Penn State, 2017, Assistant Professor

[chelom\\_leavitt@byu.edu](mailto:chelom_leavitt@byu.edu)

2054 JFSB, 801-422-6573

Research Interests: Healthy sexual relationships, midlife development, and mindfulness; Cross cultural similarities and differences in relational and sexual quality

**Loren Marks, PhD**

University of Delaware, 2002, Professor

[loren\\_marks@byu.edu](mailto:loren_marks@byu.edu)

2092C JFSB, 801-422-0370

Research Interests: The American Families of Faith Project;  
Strong Black families

**Richard Miller, PhD**

University of Southern California, 1989, Professor

[rick\\_miller@byu.edu](mailto:rick_miller@byu.edu)

2075 JFSB, 801-422-2860

Research Interest: Marital process over the life course;  
Multicultural families; Marriage and health

**David Nelson, PhD**

University of Minnesota, 1999, Professor

[david\\_nelson@byu.edu](mailto:david_nelson@byu.edu)

2102C JFSB, 801-422-3016

Research Interests: Aggression, victimization, and social  
cognition in peer and family interactions; Cross-  
cultural similarities and differences in family  
environment and children's social development

**Larry Nelson, PhD**

University of Maryland, 2000, Professor

[larry\\_nelson@byu.edu](mailto:larry_nelson@byu.edu)

2091 JFSB, 801-422-6711

Research Interests: Social withdrawal; Transition to  
adulthood

**Laura Padilla-Walker, PhD**

University of Nebraska-Lincoln, 2005,

Professor

[laura\\_walker@byu.edu](mailto:laura_walker@byu.edu)

2086C JFSB, 801-422-9053

Research Interests: Role of parenting and media on  
adolescents' moral/prosocial development

**Chris Porter, PhD**

Purdue University, 1996, Associate Professor

[chris\\_porter@byu.edu](mailto:chris_porter@byu.edu)

2102B JFSB, 801-422-5806

Research Interests: Infancy and toddlerhood

**Peter Reschke, PhD**

University of California, Merced, 2018,

Assistant Professor

[peter\\_reschke@byu.edu](mailto:peter_reschke@byu.edu)

2087 JFSB, 801-422-3949

Research Interests: Infant social cognition and emotion  
understanding, emotion perception across the  
lifespan, social referencing

**Adam A. Rogers, PhD**

Arizona State University, 2017, Assistant Professor

[adam\\_rogers@byu.edu](mailto:adam_rogers@byu.edu)

2089 JFSB, 801-422-7095

Research Interests: Family dynamics underlying adolescents'  
mental/behavioral health; gender development across  
adolescence; longitudinal methodology

**Jocelyn Wikle, PhD**

University of Texas, 2013, Assistant Professor

[wikle@byu.edu](mailto:wikle@byu.edu)

2055 JFSB, 801-422-5308

Research Interests: Family economic decision making,  
family time use/parental investments in children,  
cultural/neighborhood effects on family time

**Brian Willoughby, PhD**

University of Minnesota, 2009, Associate Professor

[brian.willoughby@byu.edu](mailto:brian.willoughby@byu.edu)

2081 JFSB, 801-422-3915

Research Interests: Emerging adult sexuality and dating;  
Attitude formation and development; Marriage  
formation

**Jeremy Yorgason, PhD**

Virginia Polytechnic Institute and State  
University, 2003, Professor

[jeremy\\_yorgason@byu.edu](mailto:jeremy_yorgason@byu.edu)

2079 JFSB, 801-422-3515

Research Interests: Family gerontology; Health in  
marriage; Longitudinal data analysis

## Basic Competencies

While a graduate degree in MFHD is of use in many different settings, the primary goal of the program is to prepare you to become effective college and university professors. There are many skills needed to contribute to the academic world. Paramount among these is the ability to publish and to behave professionally. Teaching can also be valuable preparation more especially at the doctoral level. If you are interested in teaching, discuss the topic with your chair as all teaching opportunities will be facilitated by your chair.

## Publishing

You are strongly encouraged to publish as frequently as possible. Success in publishing requires familiarity with the literature and the ability to conduct research. You must read extensively from the literature in your area. Your advisor can help direct you to key articles. As you read, you will begin to recognize themes in your field of study and how these ideas have been discussed in past literature. Understanding the academic conversation will help you contribute to your field of interest; and, of equal importance, it will give you a sense of what is required to publish in a peer reviewed journal. You will begin to recognize what types of articles are published in which journals and will be able to gear your writing to specific journals.

In order to publish, you need to conduct research effectively. You are employed as a research assistant as part of your funding. This is an opportunity to be mentored by a skilled researcher in an ongoing research project. You will usually have several opportunities to publish with faculty members as part of your research assistantship.

You will be required to write several research papers as part of your coursework in the program. You should treat these papers as an opportunity to receive feedback from professors on potential publications. Those who focus on publishing will not only do well in their courses, but will be successful in the academic world after graduation.

In addition to publishing, you are encouraged to present posters and papers at national conferences. Attending and presenting at these conferences is of enormous educational value. It is another way to contribute to the body of research.

## Professionalism

A professional attitude is evidenced in your ability to deal respectfully with academic diversity, accept critique and behave ethically. There are many differing perspectives in the discipline of MFHD, and it is important for you to learn how to deal with these differences appropriately. Those of you who are LDS scholars will find that your stance is often considered extreme and controversial. You should strive to understand the position of others – this will broaden your intellectual horizons and enable you to present your position in an understandable and persuasive manner.

You should recognize that your ability to accept and implement valid criticism and feedback will often determine the quality of the work you produce.

A necessary part of an education in MFHD is learning to abide by the ethics of the discipline and its associated professions. The National Council on Family Relations, the Society for Research in Child Development and the American Psychological Association have established guidelines for ethical behavior within these disciplines. You should familiarize yourself with these guidelines. This

will help you receive approval from the Internal Review Board as you instigate your own studies.

## Teaching in the University

While publishing is the central focus in this program, your ability to teach at the undergraduate level will be considered once you have reached the doctoral level. Doctoral students interested in teaching should talk with their chair and work with him or her as a faculty mentor. It is required that you first work as a teaching assistant for the class you will teach, with the supervision of your faculty mentor. The following semester you are then eligible to teach that class with informal guidance from your faculty mentor. The opportunity to teach will be given on an individual basis, so speak to your chair and the graduate coordinator if you are interested in teaching.

You are eligible to teach provided you:

- Uphold the Honor Code and Dress and Grooming Standards. Students who are on probation for Honor Code violations will not teach until the semester after the probation is lifted, and upon approval of the director of the School of Family Life.
- Refrain from behavior that seriously affects the university mission or the Church of Jesus Christ of Latter-day Saints.
- Uphold the precepts of The Family: A Proclamation to the World.
- Maintain satisfactory progress in the program. Students whose progress is unsatisfactory will not teach until their progress is satisfactory.



## Teaching the Public

Students interested in teaching the public about family life have the option of taking certain courses to prepare them. Students will learn principles and practices for family life education in community settings through taking MFHD 625, Outreach in Family Life Education. Here students learn to develop, implement, and evaluate family life programs such as marriage and parenting education in a variety of settings suitable to the public.

Students can either complete (1) MFHD 625 **or** (2) MFHD 566 and MFHD 567 in order to satisfy part of the requirements towards completing a Certified Family Life Educator (CFLE) certification. The National Council on Family Relations (NCFR) sponsors the only national program to certify family life educators. For further information, students can visit the NCFR website under CFLE Certification at [ncfr.org](http://ncfr.org).

## Student Requirements

### Ecclesiastical Endorsement

All applicants should start the process to obtain an endorsement early. All applicants need an endorsement interview with a bishop **and** a stake president (or local religious leader and BYU Chaplain for non-LDS applicants) before your application can be fully considered. Start this process at [endorse.byu.edu](https://endorse.byu.edu)

Matriculated graduate students will need to obtain a Continuing Endorsement every winter semester before they can register for fall semester. You must have an active endorsement in order to be cleared for graduation.

### Graduate Committees

You are required to establish a graduate committee no later than the third week of your second semester in residence. A graduate committee consists of a chair, also known as your graduate advisor, and two (MS) or three (PhD) additional committee members.

#### Chair

You were assigned a chair when you were admitted. Your chair will advise and mentor you. She/he will guide you in the selection of the other members of the committee. Your chair will be able to suggest coursework that will best fit your needs and interests. She/he will also assist you in designing and carrying out your thesis or dissertation. Your chair will alert you to professional opportunities such as presentations at professional meetings, student offices in professional associations, and teaching and research experiences.

If you feel a different graduate faculty member would better fit your academic needs, you can change your chair by obtaining the consent from the Graduate Coordinator and submitting the committee change to the Graduate Program Manager. The new chair must be designated graduate faculty in the MFHD program.

It is your responsibility to inform your chair of your professional goals, activities and unique academic needs. You should present research proposals to your chair. It is wise for you to build your thesis on your advisor's research because of the time it takes to develop expertise in a given area. This also provides you with the data necessary to write a thesis or dissertation.

### **Graduate Committee**

You must select a committee at the end of your first semester. An MS graduate committee must have three members: one chair and two additional members. A PhD graduate committee must have four members: one chair and three additional members. Committee members must be designated as graduate faculty in MFHD or a field related to your research. The graduate program manager can help you determine if a certain faculty member has graduate status.

During your first semester, you should become acquainted with the graduate faculty in order to make an informed decision about your committee members. The faculty directory, in this handbook, contains general information about each member's research interests. You can gain a better idea of a faculty member's research interests by attending faculty symposiums and consulting your fellow students. Your chair will help you select committee members. However, it is your responsibility to ask the chosen faculty members to serve on the committee. You should be prepared for the

possibility that a faculty member may not be available to serve on your committee.

Committee members will have a less active role than the chair in your academic efforts. The individual contribution of committee members may vary by kind, effort, and intensity. They are available for consultation and to give feedback, upon request by you or by your chair, as the thesis or dissertation develops. The graduate committee approves your thesis or dissertation prospectus before you gather data or proceed with further writing. The graduate committee also evaluates your thesis or dissertation.

You may change committee members if the proposed member, the remaining members and the graduate coordinator approve it. You are responsible to inform members that are removed from the committee.

## Program of Study

A program of study lists all the courses required by the department for graduation, designates the graduate committee of the student, and may also include a graduate minor, if the student wishes. Your program of study is due the third Friday of January your first academic year. You must have submitted a program of study to receive a "satisfactory" on the annual evaluation of your progress. If you delay submitting a program of study, you will not only receive, at most, a "marginal" on your annual evaluation, but may also find that you missed taking a course that is only offered on alternate years or that you neglected to take a prerequisite for an important course. Be sure to submit your program of study on time.

The first portion of the program of study is a list of courses you will take to fulfill the MFHD department requirements.

You have the primary responsibility for developing your program of study. Create a draft of the courses you feel best meet your academic goals based on the information found in the Masters Students and Doctorate Students sections of this handbook. Discuss your selections with your chair.

During this meeting you should also plan out other aspects of your academic progression, such as attending professional meetings, making professional presentations and working with faculty on ongoing research projects. Work with faculty other than your advisor is done while taking a research practicum, special topics or independent readings course. You should be aware that taking more than one of these classes will lengthen your time in your program.

Once coursework has been planned out and a committee has been selected, you will enter your Program of Study courses and committee members into the gradprog screen, this can be found by doing a quick URL search "gradprog" on your MyBYU. When committee members approves the committee request, they are not only consenting to be on your committee, but are also certifying that they approve of the proposed coursework.

Your program of study can be changed, if necessary. Changes to your program of study must be submitted to the graduate program manager. You can submit requested changes by email to the graduate program manager, and copying your chair on the email. Please make sure you are clear on exactly what changes need to be made.

## **Minors**

If you believe a minor is in your best professional interest, discuss it with your chair. If you want a minor, you must:

- Obtain the approval of the department chair of the major and minor departments.
- Select a graduate faculty member approved by the department chair of the minor department to serve as a committee member.
- Complete at least nine credit hours of approved graduate credit in the minor. These hours will be in addition to the required hours for the MFHD program.
- If you are a doctoral student, you must pass an oral or a written comprehensive examination, prepared by the minor committee member, in the minor field.

## Evaluations

### Evaluation Requirement

The MFHD department formally monitors your progress **twice** during the academic year, once after the end of fall semester (Annual) and once after the end of winter semester (Semi-annual). The primary purpose of these evaluations is to provide you with feedback on your intellectual and professional growth. The evaluation enables the faculty to acknowledge your accomplishments and to identify potential problems before they become serious. The process is also good preparation for professional performance reviews that take place in many career settings. The evaluation process involves all graduate students (including first year and off-campus students) in the MFHD program.

### Evaluation Submissions

You are responsible for your evaluation. Students who fail to submit review materials by the deadline may be given a progress rating of "unsatisfactory." Annual evaluations

are due the fourth Friday of January; semi-annual evaluations are due the fourth Friday of May.

Your responsibility for the **annual evaluation** (of fall semester) is as follows:

- Complete AR2, Annual Evaluation Student Information Form. This form must be type written using Adobe.
- Print and sign AR2.
- Print an updated vita.
- Print a current progress report from AIM.
- Submit AR2, your vita, and your progress report to the graduate program manager.
- Fill out the top portion of AR1, Annual Evaluation Faculty Review Form.
- Print AR1 and deliver it to your advisor.

Your responsibility for the **semi-annual evaluation** (of winter semester) is as follows:

- Fill out the top portion of AR3, Semi-Annual Evaluation.
- Print AR3 and deliver it to your advisor.

**Note:** If your assistantship supervisor is different than your chair, also give a copy of the AR1 or AR3 to your assistantship supervisor. He/she will fill it out and give it to your advisor.

It is important to recognize that, although the review might challenge you to increase your productivity, there is no reason for it to increase competition among students. Your progress is assessed in relation to faculty expectations and your academic and professional goals, not in relation to the accomplishments of other students or to some arbitrary norm.

## Evaluation Results

After your advisor has submitted AR1 or AR3, the Graduate Committee (for the program) will convene to discuss your progress. Your progress can be rated "satisfactory," "marginal," or "unsatisfactory." You will be notified in a letter of your evaluation rating.

In the case of marginal or unsatisfactory progress, the letter will be sent by certified mail with return receipt. The letter will list:

- What you need to do to make satisfactory progress.
- When each task needs to be accomplished.
- Which faculty member(s) you should contact for more information or support.
- What will happen if these tasks are not accomplished (e.g. an unsatisfactory rating for the next semester, termination from the program, etc.).

Negative ratings will have the following consequences:

- If you receive one marginal or unsatisfactory rating, you will be given one semester to improve your rating before serious action is taken. The letter you receive will have instructions regarding how to improve your progress. Failing to correct marginal or unsatisfactory progress is unsatisfactory.
- If you receive a marginal and an unsatisfactory or two unsatisfactory ratings **in succession**, the department will either:
  - Terminate your program at the conclusion of the semester as per Graduate Studies policy, or



- Submit a petition to Graduate Studies making a convincing case that you be given another semester to demonstrate satisfactory progress.

The MFHD faculty has determined what constitutes satisfactory, marginal or unsatisfactory progress. Some criteria are only applicable as appropriate for the number of semesters in the program

**Satisfactory:**

- Submit program of study in gradprog.
- Establish a graduate committee
- Satisfactory contact with chair or committee members
- Identification of a thesis or dissertation topic
- Timely completion of the qualifying exam (approximately two years after admittance into the PhD program)
- Prospectus is approved
- Acceptable performance in assistantship
- Progress towards completing thesis or dissertation
- Completion of coursework on a timetable consistent with your program of study
- Satisfactory program participation and involvement
- Passing all courses with a "B" or higher

**Marginal:**

- Lack of program participation and involvement
- Failure to establish a graduate committee
- Failure to submit a program of study in gradprog
- Lack of progress in completing coursework
- Serious difficulty with coursework
- A grade of **B-** in any course
- Minimal contact with chair

- Poor performance in assistantship
- Being unreliable, unprepared or unethical in assistantship assignments
- Prospectus not approved
- Little progress toward completing thesis or dissertation (e.g. no consideration of topic, no progress on forming committee etc.)
- Registering for thesis or dissertation hours when little or no work has been done
- Failure to pass or complete the qualifying exam in a timely manner (approximately two years after admittance into the PhD program)
- Other concerns not included on this list

#### **Unsatisfactory:**

- All points of a marginal rating can become unsatisfactory depending on the severity of the problem
- No annual evaluation materials are submitted
- Failure to resolve any problems or fulfill any requirements indicated in a previous marginal or unsatisfactory review
- A grade below **B-** in any course
- A grade of **B-** in any two courses in one semester
- Concerns about ethical or professional behavior
- Other concerns not included on this list

#### **Ad Hoc Reviews**

Your performance or progress in the MFHD program may be reviewed any time when two or more members of the graduate faculty request that a review take place. Reviews taking place outside of the regularly established review periods will be conducted by a subcommittee consisting of the graduate coordinator and two members of the graduate faculty other than those making the request for a review. The review committee will be

appointed by the graduate coordinator. If you receive a marginal or unsatisfactory review you will be informed in writing and may need to meet with the graduate coordinator to discuss the review.

If you wish to appeal a review you may do so in writing to the graduate coordinator. In the event of such a request, the graduate coordinator, in consultation with the committee chair, may affirm the decision that was made by the review committee or appoint a new committee consisting of four faculty members who were not part of the original review committee and one who was. The decision of this appeals committee or the MFHD graduate coordinator will be binding for the program. Binding decisions for the program may be appealed to the Director of the School of Family Life.

## Thesis or Dissertation

Each student is required to complete a graduate level research and writing project: a thesis for the Master's degree or a dissertation for the Doctorate. The purpose of the thesis or dissertation is:

1. For the student to complete a research project that meets the standards of published scholarship in the field. Although the project is collaborative, the student will have first-author type responsibilities (depending on the circumstances at the time of submission of the manuscript the student may not be the first author of a published study), which means a student should be able to independently discuss and respond to questions about all aspects of the project, including the literature review, data analysis, theory, interpretations of results, and contextualization of the study in the broader field.

2. To encourage scholarly work that leads to publication.

You should start early in your program (1<sup>st</sup> year) working with your advisor to establish a research focus. It would be desirable if every student **at the latest by the summer of their 1<sup>st</sup> year** would know their topic and be completing the literature review work during the summer months. This would prepare you for a prospectus defense in the fall of your second year, or in the doctoral program, by the fall of your third year.

### Prospectus Format

The thesis/dissertation proposal, or prospectus, consists of an introduction, extensive literature review (chapter length), purpose of the study, and detailed methodology for the proposed study. This document will be presented during the prospectus defense. Although each advisor and committee are unique, usually you would work with your advisor on the prospectus with repeated drafts until your advisor feels it is ready to be sent to your committee.

### Thesis/Dissertation Format

Each thesis and dissertation on campus begins with a number of "preliminary pages" whose format and content are strictly governed by University-wide standards (not APA formatting). Examples and/or templates are available at the Graduate Studies website or from the graduate program manager.

The body of the thesis or dissertation can utilize one of two formats. The traditional format consists of five chapter-length sections: Introduction, Review of Literature, Method, Results and Discussion, accompanied by pertinent tables and appendices. The second format, publishable paper format, consists of: a journal length manuscript presenting the full study (30-35 pages

including references, tables, and figures), an appendix with the full literature review, and any additional material and appendices as requested by committee members, e.g. methodological details, more information on measures, coding manuals, etc. After discussing the thesis or dissertation format with your advisor, **you will write a letter specifying the desired format for the final work (traditional or publishable paper format) to be sent to your committee with your prospectus.** Your committee will approve or modify the format request at the prospectus defense.

### Role of Faculty Advisor/Chair

During the preparation of the prospectus and the final thesis or dissertation document, the advisor will function similarly to a second or third author on a manuscript. This means the advisor will work with you to make sure the document is ready for submission to the rest of the committee. However, during any defense, the advisor's role changes somewhat in that she or he becomes one of the examiners to help explore the readiness of the project for final approval, as well as examining the student's readiness for completion of their graduate degree. In a practical sense this means that the advisor does not answer questions on behalf of the student nor is perceived as a coauthor during the defense experience.

### Prospectus Defense

You will participate in a formal defense of your prospectus for a master's thesis or a doctoral dissertation. The defense is scheduled as a two-hour meeting with your committee. The usual procedure is for you to briefly summarize the proposed study/project and respond to questions by the committee. When appropriate for the research study, the needed "protection of human subjects in research" form must also be reviewed and

cleared by this committee and in many cases, the University Institution Review Board.

You must submit your prospectus to your committee members for review, through gradprog, under the Prospectus tab, **when you are ready to begin the scheduling process** for your defense. The document needs to be formatted as a PDF before upload. If one or more members notice serious problems in your prospectus that need to be addressed prior to the defense, they may request these changes. In this case, you will need to postpone the date of your defense until you receive permission from your committee. **A prospectus defense will be held no sooner than two weeks from the date the committee receives the final manuscript.** To schedule a prospectus defense, contact the graduate program manager.

Along with preparing for the defense, please:

1. Verify that any changes you have made to your program of study have been recorded in AIM by reviewing your current progress report.
2. If changes are not reflected on AIM, submit an email to the graduate program managers to correct any discrepancies. **Warning:** Any course changes should be done before you enroll in classes not listed on your program. If you wait until your prospectus defense to make changes, you may find that your committee will not approve them. You will then have additional coursework to complete in order to graduate.
3. Copy your committee chair on the program of study change email.
4. If your committee approves your prospectus, go to myBYU to apply for graduation. Be sure that

you have completed or are registered for all the coursework on your program of study.

5. After the prospectus defense, take all completed paperwork to the graduate program manager.

At the defense, your committee can vote to:

**Approve your prospectus.** If your prospectus is approved, you may begin work on your thesis or dissertation.

**Approve your prospectus, pending revisions.** If your prospectus is approved pending revisions, you will need to work with your committee chair to make the necessary changes to your prospectus. When you have completed revisions to your prospectus, your chair will sign the prospectus review form indicating that your revisions are acceptable. You may then begin work on your thesis or dissertation.

**Prospectus not approved.** If your prospectus is not approved there are serious problems with your prospectus and your preparation. You will need to rewrite major portions of your prospectus under the direction of your chair. When your chair feels you are prepared, another defense can be scheduled. This may include having your study reviewed by the IRB to ensure ethical treatment of your research subjects.

## Final Oral Examination

Before you can schedule your final oral exam:

- you must have applied for graduation
- you must submit your final draft in gradprog, under Ready for Defense, for committee approval. Document must be formatted as a PDF.
- your committee must have two weeks to review your thesis/dissertation before the defense convenes.

Submit your thesis/dissertation to your committee members for review in gradprog, prior to scheduling a defense. The committee members are allowed at least two weeks to review the thesis/dissertation before the defense. If one or more members notice serious problems that need to be addressed prior to the defense, they may request these changes. In this case, you will need to postpone scheduling your defense until you receive permission from your committee.

Once all members have given approval to schedule, you will work with the graduate program manager to schedule your final oral exam defense.

Final oral exams must be scheduled in gradprog **at least two weeks in advance of the defense date**. Final examinations may not be held during the interim periods between semesters or terms. **Be aware that finding a date when all committee members are available may take some time.**

The final examination of your thesis or dissertation is conducted by your graduate committee. The examination lasts two hours. Your committee will assess



your thesis/dissertation and your general knowledge of the field. They will consider:

- Your finished work in terms of what was stated in your prospectus
- The soundness of your reasoning
- How your research was conducted and the analysis of data collected
- Your contributions to the field
- The professional quality of your writing – All dissertations and theses are expected to be designed for publication in professional journals or books.
- The originality of the work
- Your consideration of further research and your depth of understanding of the field
- The knowledge you should have acquired from the coursework listed on your program of study.

At the defense, the committee votes in one of the following ways:

**Pass.** No further work is required. You are now ready to submit your ETD.

**Pass with Qualifications.** Your thesis/dissertation requires minor revisions, or you need to strengthen your preparation in subject matter areas, or both. No re-examination is required. Your chair will work with you to meet the qualifications stated by your committee. Once those qualifications have been met, your chair will sign the ADV form 10 indicating that you have now officially passed your exam.

**Recess.** Your committee considers your preparation inadequate. You may schedule the second exam after one month has passed. Extensive re-writing of your thesis

or dissertation and further academic preparation are required during this month. If the vote is fail at the second exam, you will not be awarded a degree and will be dismissed from the program.

**Fail.** Your graduate degree program is terminated and you are dismissed from the program.

The final examination is an Open University meeting, meaning that any member of the university community may attend. You are encouraged to attend at least one thesis or dissertation defense before you defend. Any MFHD faculty member may attend the final examination but cannot ask questions of the candidate or vote. The faculty member should indicate their intention to attend ahead of time so that the student may be aware of such action.

### **Submitting Thesis/Dissertation**

If you pass your final oral examination, your committee chair will update the decision in gradprog and your committee will approve it. If you pass with qualifications, you will need to make the necessary changes before your committee can approve it in gradprog. Contact the graduate program manager if you have questions.

Once any qualifications have been met and your committee has approved them in gradprog, you are ready to create an Electronic Thesis and Dissertation (ETD). Once your final draft is ready for ETD submission, you will convert it into a PDF, making sure all preliminary pages match Graduate Studies sample pages. Once submitted, it will be reviewed and approved by Graduate Studies. The graduate program manager will then review your ETD and inform you of changes that need to be made. When the department approves your

ETD, it will be automatically submitted to the FHSS college reviewer and associate dean for review and approval.

After the college approval, Graduate Studies will review and approve it one more time. After cleared for final approval, your ETD will be finished.

## Qualifying Examination (PhD only)

As a PhD student, you will take a formal qualifying exam after all of your coursework has been completed and before the dissertation prospectus has been defended. The qualifying exam gives you an opportunity to establish that you are ready to participate as a colleague in the scholarly activities of the family studies and human development disciplines. You should demonstrate mastery of the literature in two areas of your choosing. Through the exam process, you must demonstrate:

- An ability to develop, organize and communicate ideas clearly
- Competence in your chosen Family Studies or Human Development content areas, including:
  - Historical development of the literature
  - Philosophical and methodological issues
  - Current state of the literature
  - Leaders in the research and major issues
- An ability to analyze, critique and synthesize findings and ideas, including:
  - Analysis of commonality and difference in the research as opposed to summarization
  - Critique strengths and weaknesses of the literature

## Options for Completion

There are three options for completing the qualifying exam (see below). In every option the papers should

cover two different content areas to demonstrate broad scholarly preparation. **You must be first author on at least one of the papers.** Publishable papers should be 30-40 pages in length, double-spaced, using a standard font and size. Technical notes may be added to demonstrate competence. Papers written for courses or extensions of the thesis may be used. However, these often do not show the depth, maturity and analytic skills expected at the qualifying level. Such a paper often will need to be revised and expanded to be appropriate.

### *Two Papers Published in Refereed Journals*

Publish two papers in refereed journals while a doctoral student. These papers must be either "in press" or in print by the time you submit the paperwork for the qualifying exam. All papers are subject to approval (see Steps for Completion). Papers published more than three years prior to the exam date will not be considered. At least one of the papers should be a result of research completed while you are a graduate student in the MFHD PhD program. You should be the first author for one of the publications, and first or second author for the other

### *One Paper Published in a Refereed Journal, One Publishable Review of Literature*

Publish one paper in a refereed journal while a doctoral student. This paper must be either "in press" or in print by the time you submit the paperwork for the qualifying exam. The published paper should be a result of research completed while you are a graduate student in the MFHD PhD program. You should be the first or second author for this publication. Write a second professional quality paper, submit it, and successfully defend it in a one-hour oral exam. The paper should be a thorough literature review and may be the beginning of the review

of literature for the dissertation. Faculty may be consulted about general areas and questions, but they should not be asked to read the paper before submission to the committee.

### *One Publishable Review of Literature, One Publishable Paper*

Write, submit and successfully defend in a two-hour oral exam two professional quality papers. One paper may be the beginning of the review of literature for the dissertation. The other paper should be separate and distinct from the first and should be a publishable quality paper. Each paper is to be a single-authored, independent product. Faculty may be consulted about general areas and questions, but they should not be asked to read the papers before submission to the committee. Co-authors may be added after the qualifying exam is completed if the papers are revised for submission to a journal or other professional outlet.

### **Steps for Completion**

1. **Two months prior** to the desired exam date, submit QE1, Proposal for Qualifying Exam Completion, to your graduate committee, the graduate coordinator, and the graduate program manager. The proposal must state which option you have chosen to complete your exam.
  - a. For published papers, attach a copy of the paper to the proposal. If the paper is in press, include a copy of the acceptance letter from the journal editor and a copy of the paper.
  - b. For publishable papers and literature reviews, outline the proposed paper in 50-100 words per paper.

2. The committee chair will poll each member regarding his/her evaluation of the appropriateness of the papers included in the proposal.
3. The graduate coordinator will notify you, via email, if the proposed papers are acceptable.
  - a. If you submitted two published papers and the committee and graduate coordinator approve the proposal, the letter will state you have passed the exam. You may begin work on your prospectus.
  - b. If the published papers or paper topics are unacceptable, you will work with your committee chair and submit another proposal.
4. Upon acceptance of the proposal, a tentative exam date is scheduled (only options two and three). You are discouraged from scheduling exams during spring/summer terms.
5. **Two weeks prior** to the tentative exam date, you should submit your publishable paper(s) to your graduate committee and notify the graduate program manager that a firm date and time need to be scheduled for the exam.
6. At the defense, your committee evaluates the qualifying exam papers according to the established criteria: Pass, Rewrite, or Fail.
7. If a paper receives a Rewrite then your graduate committee may decide that another oral exam is needed, depending on the extent of the revisions required. If a paper is failed, another oral exam must be scheduled. If deemed necessary, additional coursework or written work may be required by the committee to prepare you for a re-examination. A failed examination

must be repeated during the six-month period following the initial examination. If you do not receive a Pass, after taking the exam a second time, you will be dismissed from the graduate program.

## Graduation

Once you have successfully defended your prospectus, you are eligible to apply for graduation. You must apply for graduation before you can schedule a final oral exam. When you apply for graduation you must be able to meet all graduation deadlines established by the university, including the completion of all coursework and final submission of your thesis or dissertation. You must be registered for at least two credit hours the semester you intend to graduate (audit credits do not apply). If you plan to graduate in August, you need only register for two credits for spring and summer **combined**. If you apply for graduation but fail to meet the published graduation deadlines, contact the graduate program manager for options.

You can apply for graduation from **myBYU** by expanding the **School** section (under **Campus Links**) and clicking on the **Apply for Graduation** link. You are responsible for reading the information on this page carefully. You **must** have an active ecclesiastical endorsement for the target semester/term in order to apply for graduation. Review your progress report to be sure it is correct. Type in your diploma name **exactly** as you would like it to appear on your diploma. Finally, click the Submit Application link. Be sure to apply by the deadline which is usually during the first month of the intended graduation semester. If you have questions about deadlines contact the graduate program manager.

You will be contacted via your email address on myBYU regarding cap and gown information. All graduates (December, April, June, August) will be contacted in March, for the graduation ceremony in April.

## Termination of Graduate Status

Termination of graduate status may result if you:

- Fail to fulfill the university's minimum registration requirement of six credit hours per academic year
- Make a request to withdraw (to pursue a degree at another university, for personal reasons, or in response to program recommendation)
- Receive a marginal or unsatisfactory rating in an evaluation and are unable or unwilling to comply with conditions for continuance outlined by the program
- Fail to make what the program or the university deems to be satisfactory progress toward a graduate degree
- Fail the program's qualifying examination
- Fail the final oral examination (thesis or dissertation defense)
- Violate the university's standards of conduct as outlined in the BYU Honor Code
- Receive two consecutive unsatisfactory ratings or consecutive ratings of marginal and unsatisfactory in evaluations

## Appeal for Termination from Program

If you are dismissed or are facing dismissal you may respond to or appeal the termination or impending termination. Such responses or appeals should be directed, in writing, to the SFL Executive Committee. If you wish further consideration you may appeal to the



college dean. Ultimately, a final appeal may be made to the dean of Graduate Studies, who, if circumstances warrant it, may appoint a committee of impartial faculty members to adjudicate the matter.

## Masters Students

### Explanation

The MFHD MS program provides a combination of depth and breadth in studying family sciences and human development. During the first year, you will participate in a core curriculum that provides a broad understanding of theories, research findings, issues, methods and application strategies in the field. You then have some flexibility in how you build on this foundation during your second year. You will work with your advisor and committee to design a program of study that is tailored to your individual interests and goals

You can also take courses in a wide variety of content areas, including courses offered from closely related departments such as sociology, psychology, social work, etc. Thus, the program does not have a group of structured tracks or specializations. Instead, it provides a broad base in studying about families and development and a broad array of educational experiences.

The master's degree can be a terminal degree, or it can prepare you for additional graduate training in related areas of interest.

### Prerequisites

You should have completed a bachelor's degree from an accredited university in a related field. Students who have majored in fields such as family sciences, human development, sociology or psychology generally have adequate preparation without taking additional prerequisite courses.

All students whether receiving an undergraduate degree in a related field or not, should have completed the

following prerequisites (or equivalents) prior to beginning graduate study:

- **Advanced Writing** (e.g. Writing in the Social Sciences)
- **Statistics** (e.g. Principles of Statistics, Applied Social Statistics, or Psychological Statistics)
- **Research Methods** (e.g. Critical Inquiry and Research Methods)
- **Human Development:** one upper division human development course
- **Family Studies:** one upper division family studies course

## Course Requirements

Master's students must have at least 36 credit hours on their program of study.

Human Development – 6 credit hours:

**MFHD 611** (3.0 credits) Advances in Human Development

**One elective Human Development content course** (3.0 credits)

Family Science – 6 credit hours:

**MFHD 612** (3.0 credits) Introduction to Research and Theory in Family Studies

**One elective Family Studies content course** (3.0 credits)

Theory – 3 credit hours:

**MFHD 514** (3.0 credits) Theories of Human Development

Methods & Statistics – 15 credit hours:

**MFHD 513** (3.0 credits) Applied Statistics in the Social Sciences

**MFHD 691** (3.0 credits) Graduate Research Methods

**MFHD 600** (3.0 credits) Multiple Regression

**MFHD 605** (3.0 credits) Structural Equation Modeling in Social Sciences

**One elective Methods & Statistics course** (3.0 credits)

Thesis – 6 credit hours:

**MFHD 699R** (6.0 credits) Master's Thesis

## Academic Requirements

Master's students are also required to complete and present a prospectus and thesis. See the sections pertaining to theses and dissertations under Student Requirements for details.

## Credit Hour Requirement

Graduate students are required to take at least six credit hours over the academic year to maintain active status. If you have not met this registration requirement by July, your program will be automatically terminated by Graduate Studies. If you plan to take more than 12 hours in a semester, seek the approval of your chair and the graduate coordinator.

## Timelines for Graduation

The following timelines are listed to give you some idea of the schedule you would need to maintain in order to graduate in a timely fashion. Be aware that the funding you receive from the department applies to only the fall and winter semesters of your first two years of graduate study. Any other tuition obligations must be met by the student.

## April Graduation

Coursework		Student Requirements
Year 1 Fall	MFHD 513 MFHD 691 MFHD 514	Choose committee members Develop program of study
Year 1 Winter	MFHD 611 MFHD 612 MFHD 600	Submit program of study Submit annual evaluation Develop thesis topic Complete review of literature
Year 1 Sp/Su	MFHD 699R (2 credits)	Submit semi-annual evaluation Write prospectus
Year 2 Fall	MFHD 699R (2 credits) MFHD 605 Elective	Schedule prospectus defense Defend prospectus Apply for graduation Begin thesis
Year 2 Winter	MFHD 699R (2 credits) Elective Elective	Submit annual evaluation Complete coursework Complete writing thesis Schedule thesis defense Defend thesis Submit ETD
Graduate		Graduate

## August Graduation

Coursework		Student Requirements
Year 1 Fall	MFHD 513 MFHD 691 MFHD 514	Choose committee members Develop program of study
Year 1 Winter	MFHD 611 MFHD 612 MFHD 600	Submit program of study Submit annual evaluation Develop thesis topic
Year 1 Sp/Su	MFHD 699R (2 credits)	Submit semi-annual evaluation Complete review of literature Begin writing prospectus
Year 2 Fall	MFHD 605 Elective Elective	Complete prospectus Schedule prospectus defense Defend prospectus Apply for graduation
Year 2 Winter	MFHD 699R (2 credits) Elective	Complete coursework Submit annual evaluation Write thesis Schedule thesis defense
Year 2 Sp/Su	MFHD 699R (2 credits)	Submit semi-annual evaluation Defend thesis Submit ETD
<b>Graduate</b>		<b>Graduate</b>

## Doctorate Students

### Explanation

The PhD in MFHD is designed to address the theories, research, and practices that strengthen marriages, enhance the development of children, and unfold the characteristics of quality nurturing relationships across generations. Graduates are prepared for a career in academia through a research based curriculum that focuses on statistical competence and research methodology. Students are encouraged to develop skills that will help them become effective educators and scholars.

It is a 72 credit hour program. Fifty-four credits consist of coursework and 18 consist of dissertation hours. During the first four semesters, you will participate in a curriculum that provides a foundation on which you can build your research. You are to work with your advisor and committee to design a program of study that best meets your needs. Elective credits should be focused on your specific research interests.

At the end of the second year or beginning of the third year, you should prepare and defend your qualifying exam. The qualifying exam is an opportunity for students to focus on generating and publishing articles.

The last two semesters of study are focused on researching and writing the dissertation. Your topic of study typically should be closely related to, though somewhat independent of, your advisor's research endeavors. It is therefore important to be well informed when selecting an advisor. The advisor, in many cases, directs the research focus.

## Prerequisites

The only prerequisite for the program is a master's degree in MFHD or a related field. Students who have completed a master's degree may apply up to 36 credits from their master's to their doctoral degree, with approval. Credits taken at other accredited universities where no degree was awarded are accepted on a course by course basis. A maximum of 15 transfer credits can be applied to a PhD in MFHD.

## Course Requirements

Doctoral students must have at least 72 credits hours on their program of study. Master's and transfer credits will be applied to the elective requirements, unless a case can be made that the content of the master's or transfer course closely correlates to a course in the required core.

### Required Core – 48 credit hours:

Theory – 3 credit hours:

**MFHD 514** (3.0 credits) Theories of Human Development

Human Development – 6 credit hours:

**MFHD 611** (3.0 credits) Advances in Human Development

**Elective Human Development Content Course** (3.0 credits)

Family Science – 6 credit hours:

**MFHD 612** (3.0 credits) Introduction to Research and Theory in Family Studies

**Elective Family Studies Content Course** (3.0 credits)

Methods & Statistics – 15 credit hours:

**MFHD 691** (3.0 credits) Graduate Research Methods

**MFHD 600** (3.0 credits) Multiple Regression

**MFHD 605** (3.0 credits) Structural Equation Modeling in Social Sciences

**MFHD 706R** (3.0 credits) Advanced Statistics

**Elective Methods/Statistics Course** (3.0 credits)



Dissertation – 18 credit hours:

**MFHD 799R** (18.0 credits) Doctoral Dissertation

**Electives – 24 credit hours:**

Approved by your Graduate Committee

## Academic Requirements

Doctoral students are also required to complete and present a qualifying exam, prospectus and dissertation. See the sections pertaining to theses and dissertations and qualifying exams under Student Requirements for details.

## Credit Hour Requirement

Graduate students are required to take at least six credit hours over the academic year to maintain active status. If you have not met this registration requirement by July, your program will be automatically terminated by Graduate Studies. If you plan to take more than 12 hours in a semester, seek the approval of your chair and the graduate coordinator.

## Timelines for Graduation

The following timelines are listed to give you some idea of the schedule you would need to maintain in order to graduate in a timely fashion. Be aware that the funding you receive from the department applies to only the fall and winter semesters of your first three years of graduate study. Any other tuition obligations must be met by the student.

## April Graduation

Coursework		Student Requirements
Year 1 Fall	MFHD 691 MFHD 514 Elective	Choose committee members Develop program of study Develop dissertation topic
Year 1 Winter	MFHD 600 MFHD 611 or 612 Elective	Submit program of study Submit annual evaluation Begin review of literature Develop topics for qualifying exam
Year 1 Sp/Su		Submit semi-annual evaluation Begin preparing qualifying exam papers
Year 2 Fall	MFHD 799R (2 credits) MFHD 605 Elective	Complete review of literature Complete qualifying exam papers Notify committee regarding qualifying exam
Year 2 Winter	MFHD 799R (2 credits) MFHD 706R MFHD 611 or 612	Submit annual evaluation Defend qualifying exam Begin prospectus Complete coursework
Year 2 Sp/Su	MFHD 799R (2 credits)	Submit semi-annual evaluation Complete prospectus Schedule prospectus defense
Year 3 Fall	MFHD 799R (6 credits)	Defend prospectus Apply for graduation Begin dissertation
Year 3 Winter	MFHD 799R (6 credits)	Submit annual evaluation Complete writing dissertation Schedule dissertation defense Defend dissertation Complete ETD
<b>Graduate</b>		<b>Graduate</b>

This timeline assumes 30 transfer and/or master's credits and reflects only program of study credits.

## August Graduation

Coursework		Student Requirements
Year 1 Fall	MFHD 691 MFHD 514 Elective	Choose committee members Develop program of study Develop dissertation topic
Year 1 Winter	MFHD 600 MFHD 611 or 612 Elective	Submit program of study Submit annual evaluation Begin review of literature Develop topics for qualifying exam
Year 1 Sp/Su		Submit semi-annual evaluation Begin preparing qualifying exam papers
Year 2 Fall	MFHD 605 Elective	Complete review of literature Complete qualifying exam papers
Year 2 Winter	MFHD 799R (2 credits) MFHD 706R MFHD 611 or 612	Submit annual evaluation Complete coursework Notify committee regarding qualifying exam Defend Qualifying Exam
Year 2 Sp/Su	MFHD 799R (2 credits)	Submit semi-annual evaluation Write prospectus
Year 3 Fall	MFHD 799R (6 credits)	Schedule prospectus defense Defend prospectus Apply for graduation Begin dissertation
Year 3 Winter	MFHD 799R (6 credits)	Submit annual evaluation Complete writing dissertation Schedule dissertation defense
Year 3 Sp/Su	MFHD 799R (2 credits)	Submit semi-annual evaluation Defend dissertation Complete ETD
<b>Graduate</b>		<b>Graduate</b>

This timeline assumes 30 transfer and/or master's credits and reflects only program of study credits.

## Course Content Categories

### Human Development (HD)

#### **Required Courses**

MFHD 611, Advances in Human Development

#### **Elective Courses**

MFHD 511, Familial Influences on Social Development

MFHD 695R, Special Topics: Aggression and Victimization

MFHD 695R, Special Topics: Social Withdraw and Self-Process

### Family Studies (FS)

#### **Required Courses**

MFHD 612, Introduction to Research and Theory in Family  
Science

#### **Elective Courses**

MFHD 542, Work and Family

MFHD 625, Outreach in Family Life Education

MFHD 645, Religion and Family

MFHD 695R, Special Topics: Research in Sexuality

### Methods & Statistics (M&S)

#### **Required Courses**

MFHD 513, Applied Statistics in Social Sciences

MFHD 600, Multiple Regression

MFHD 605, Structural Equation Modeling in Social Sciences

MFHD 691, Graduate Research Methods

MFHD 706R, Advanced Statistics (PhD only)

#### **Elective Courses**

MFHD 602, Experimental Design

MFHD 603R, Research Practicum

MFHD 695R, Special Topics: Meta-Analysis

MFHD 695R, Special Topics: Longitudinal Analysis

MFHD 695R, Special Topics: Qualitative Methods

PSYCH 502, Data Analysis in Psychological Research 2

SOC 606, Intermediate Statistics

STAT 511, Statistical Methods for Research 1

## Theory (Th)

### **Required Courses**

MFHD 514, Theories of Human Development

## Thesis & Dissertation (T/D)

MFHD 699R, Master's Thesis

MFHD 799R, Doctoral Dissertation

## Course Descriptions

### MFHD Courses

**MFHD 511** (3.0 credit hours) HD

**Title:** Familial Influences on Social Development

**Description:** Current theories and research on social development, peer relations and behavior. Familial/parenting effects as moderated by beliefs, genetics, gender, social cognitions, culture, child guidance, interventions.

**MFHD 513** (3.0 credit hours) M&S

**Title:** Applied Statistics in the Social Sciences

**Description:** This course applies statistical principles to social science problems by utilizing the basics of statistical software in developing and testing research questions as well as conducting univariate and multivariate statistics such as t-tests, ANOVAs, and regression models.

**MFHD 514** (3.0 credit hours) Th

**Title:** Theories of Human Development

**Description:** Models and concepts in dominant contemporary developmental theories.

**MFHD 542** (3.0 credit hours) FS

**Title:** Work and Family

**Description:** Introduction to contemporary work/family issues. Framework for helping parents and managers deal effectively with work/family issues at work and home.

**MFHD 567R** (3.0 credit hours)

**Title:** Practicum in Family Life Education

**Description:** Supervised experience teaching courses in a university setting.

**MFHD 600** (3.0 credit hours) M&S

**Title:** Multiple Regression Analysis

**Description:** Techniques and assumptions of regression models, data management, and analysis. Topics include ordinary least squares, binary, ordinal, and multiple logistic regression, and models for count variables.

**MFHD 602** (3.0 credit hours) M&S

**Title:** Experimental Design

**Description:** Research methods, logic, writing and data analysis.

**MFHD 603R** (3.0 credit hours) M&S

**Title:** Research Practicum

**Description:** Design, data collection, data analysis and write-up.

**MFHD 605** (3.0 credit hours) M&S

**Title:** Structural Equation Modeling in Social Sciences

**Description:** Basic tools used in structural equation modeling (SEM), including confirmatory factor analysis (CFA), latent variables, and combining CFA with regression. Applications of SEM to (a) multiple groups, (b) dichotomous and count outcomes, and (c) longitudinal or repeated measures.

**MFHD 611** (3.0 credit hours) HD

**Title:** Advances in Human Development

**Description:** Recent advances in developmental psychology emphasizing infant development as it informs our understanding of perceptual, cognitive, linguistic and social development in later childhood.

**MFHD 612** (3.0 credit hours) FS

**Title:** Introduction to Research and Theory in Family Science

**Description:** Research and theories about current topics in family science.

**MFHD 625** (3.0 credit hours) FS

**Title:** Outreach in Family Life Education

**Description:** Principles and practices for the development, implementation and evaluation of family life education programs for audiences and settings outside the traditional classroom: community workshop teaching, print media, internet technology, radio and television.

**MFHD 645** (3.0 credit hours) FS

**Title:** Religion and Family

**Description:** Major research findings and theories linking religious belief, practice and community to marriage and family life from the disciplines of human development, psychology, sociology, family studies, health, family therapy and religious studies.

**MFHD 691** (3.0 credit hours) M&S

**Title:** Graduate Research Methods

**Description:** Building on introductory knowledge, learning and exploring the quantitative research design most commonly used in marriage, family and human development studies.

**MFHD 693R** (1.0 - 3.0 credit hours)

**Title:** Independent Readings



**MFHD 695R** (3.0 credit hours)

**Title:** Special Topics

**Subtitles:**

- Research on Sexuality (FS)
- Meta-Analysis (M&S)
- Social Withdraw and Self-Process (HD)
- Longitudinal Data Analysis (M&S)
- Aggression and Victimization (HD)
- Qualitative Methods (M&S)

**MFHD 699R** (1.0 – 6.0 credit hours) T/D

**Title:** Master's Thesis

**MFHD 706R** (3.0 credit hours) M&S

**Title:** Advanced Statistics

**Description:** Topics include advanced structural equations and hierarchical linear models, or panel data techniques and generalized linear models.

**MFHD 799R** (1.0 – 6.0 credit hours) T/D

**Title:** Doctoral Dissertation

## Other Courses

### **PSYCH 502** (4.0 credit hours) M&S

**Title:** Data Analysis in Psychological Research 2

**Description:** Introduction to multivariate data analysis methods, including multivariate analysis of variance, factor analysis, discriminant analysis, multivariate multiple regression, correlation, structural equations modeling, cluster analysis, etc.

### **SOC 604** (3.0 credit hours) M&S

**Title:** Ethnographic Research Techniques

**Description:** Rationale, methods and limitations of qualitative research; includes participant observation and hermeneutic skills.

### **SOC 606** (3.0 credit hours) M&S

**Title:** Intermediate Statistics

**Description:** Path analysis, factor analysis, and event history techniques.

### **STAT 511** (3.0 credit hours) M&S

**Title:** Statistical Methods for Research 1

**Description:** Basic statistical methodologies and experimental design. Topics include analysis of variance, multiple regression, analysis of covariance, common experimental designs.