

Andrew Zircher

From: Anita Parker
Sent: Monday, January 30, 2012 8:02 AM
To: herness.1@gradsch.ohio-state.edu
Cc: Andrew Zircher; Anita Parker
Subject: HDFS grad proposal documents (revised)
Attachments: HDFS PHD updated 2012 01 28.pdf; HDFS MS updated 2012 01 28.pdf

Good morning, Scott.

Thank you for your clarifying questions. I had a chance to discuss these issues with the grad committee. Please find a revised copy of each of the documents (attached). Below, you will see a brief response (in caps) to your original questions.

Please let me know if you have additional questions.

FYI: I am in lecture this morning, so I'll be unavailable until the early afternoon.

Q: Will all students receive a MS on the way to the PhD or only those not progressing on to the PhD?

OUR INTENT IS THAT ALL STUDENTS WILL HAVE THE OPPORTUNITY – IF THEY CHOOSE – TO RECEIVE AN MS ON THE WAY TO THE PHD. ALL STUDENTS COMPLETE A QUALIFYING EXAM, AND SUCCESSFUL COMPLETION OF THAT EXAM CAN RESULT IN THE AWARDING OF A MASTERS DEGREE, IF THE STUDENT HAS ALSO COMPLETED THE COURSE REQUIREMENTS (as outlined). IF A STUDENT IS PLANNING TO STOP AT THE MS DEGREE, THEN THAT STUDENT SHOULD DISCUSS THAT DECISION WITH THEIR ADVISOR WELL IN ADVANCE (min of 4 weeks) OF THE QUALIFYING EXAM SO THAT THE FORMAT OF THE EXAM CAN BE SHAPED ACCORDINGLY. STUDENTS PLANNING TO CONTINUE IN THE PROGRAM WOULD COMPLETE A THESIS FOR THEIR QUALIFYING EXAM, WHICH WILL BE USED TO COUNT AS THEIR MASTERS EXAM IF THE STUDENTS WOULD LIKE TO RECEIVE THE MS DEGREE.

Q: I assume that the decision as to whether a student progresses to the PhD or leaves with a MS rests with the Qualifying Exam. When does this exam occur in the curriculum? How many hours would a student have completed at this time (all 45 hours of the core? A mixture of core and electives?)?

THE QUALIFYING EXAM WOULD TAKE PLACE IN THE STUDENT'S SECOND YEAR IN THE PROGRAM. AT THE TIME OF THIS EXAM, IN ORDER TO BE AWARDED AN MS, THE STUDENT WOULD NEED TO HAVE COMPLETED ALL CORE COURSES WITH THE EXCEPTION OF THE DISSERTATION HOURS (HDFS 8999), BUT ONLY 6 SEMESTER HOURS OF METHODS/STATISTICS COURSES. THIS MEANS THE STUDENT WOULD HAVE TO HAVE AT LEAST COMPLETED 30 SEMESTER HOURS.

Q: The role of the GSC is better explained in the proposal. What we were most interested in was the role the GSC had in student advising. I do see that the GSC participates in annual reviews of the students. Who decides if a student will not progress to the PhD? Is it just the Qualifying Exam committee or does it also involve the GSC?

THE DECISION REGARDING WHETHER OR NOT A STUDENT WILL PROGRESS TO THE PHD WILL BE MADE BETWEEN THE STUDENT AND ADVISOR, WITH INPUT FROM THE QUALIFYING EXAM COMMITTEE AND THE GRADUATE STUDIES COMMITTEE VIA ANNUAL REVIEWS OF STUDENTS. FOR INSTANCE, THE GRADUATE STUDIES COMMITTEE MAY NOTE THAT AFTER A STUDENT'S FIRST YEAR S/HE IS NOT MAKING ADEQUATE PROGRESS. THIS INFORMATION WOULD BE SHARED WITH THE STUDENT AND ADVISOR, AND THEY WOULD HAVE TO MAKE A PLAN TO IMPROVE STUDENT PROGRESS. THIS INFORMATION MAY HELP INFORM THE STUDENT AND ADVISOR'S DISCUSSION OF WHETHER OR NOT THE STUDENT SHOULD PROGRESS ON TO THE PHD. BUT ULTIMATELY, THE GRADUATE STUDIES COMMITTEE PLAYS A LIMITED ROLE IN STUDENT ADVISING, AND THE DECISION REGARDING PROGRESS TOWARDS THE PHD RESTS WITH THE STUDENT AND ADVISOR.

Anita Parker

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Anita Parker provided a summary of how the Department of Human Development and Family Science addressed comments from GSCC-

FYI: Here is how we addressed the issues raised previously re: MS/PhD:

1. (masters thesis/doctoral/exam questions) We don't require a master's thesis but a qualifying exam - which students can submit as a thesis to receive MS degree - and the "thesis hours" prepare students for either eventuality... so they are in our requirements
2. (need more description about the program) we have included a more robust description
3. (how is program overseen by graduate studies committee) We addressed this in approximately one page and since I wasn't sure where it "fit" in our proposals, I created a separate section for it in both the MS and PHD
4. (4000 level courses still listed in grad electives and stats400 still listed as option). This was an oversight and has been corrected.
5. (Deactivation of MS issue) taken advice, we are not deactivating MS and have changed the language of proposal to reflect that. We are not encouraging enrollment in a terminal MS, however.

Andrew Zircher

From: Andrew Zircher
Sent: Tuesday, December 13, 2011 2:46 PM
To: Julianne Serovich
Cc: Eugene Folden; Anita Parker; Kathryn Stafford; Jackie Blount (jblount@ehe.osu.edu); Elliot Slotnick (slotnick.1@gradsch.ohio-state.edu); herness.1@osu.edu
Subject: GSCC Feedback- PhD and MS

Dear Dr. Serovich,

This is a lengthy email, so here is a summary of what is included below.

- **CAA timeline for approval**
- **Notes from yesterday's Graduate School Curriculum Committee meeting including comments for:**
 - **PhD Human Development & Family Science**
 - **MS Human Ecology, Human Development & Family Science**

CAA timeline of approval

The Graduate School Curriculum Committee (GSCC) completed an enormous amount of semester conversion work yesterday on behalf of EHE. Dr. Slotnick and GSCC provisionally approved the PhD in Human Development and Family Science and the MS in Human Ecology proposals. We have a few important pieces of work to take care of before these are forwarded to CAA (see below). Randy Smith and Elliot Slotnick planned to have all EHE graduate proposals considered at the same CAA meeting, which will either be January 4 or 18.

Notes from yesterday's GSCC meeting

Below are my notes from yesterday's GSCC meeting. Elliot Slotnick also took notes, so he may follow-up, too.

PhD Human Development & Family Science

Here is a link to the materials the GSCC had for the PhD in HDFS- <http://people.ehe.ohio-state.edu/curriculum/files/2011/11/HDFS-PhD-proposal-11-1-11.pdf>

- The PhD program is designed for students to enter with an undergrad degree and go straight through. The required courses include hours for thesis and dissertation. Do students in this program complete essentially a master's thesis and a doctoral dissertation? Is a thesis required?
- The committee commented that the proposal contains very little descriptive information of what the program is about
- Please add information on how the program is overseen by the Graduate Studies Committee in the unit
- 4000 level courses are listed in the electives, and STAT 404 is listed as a possible methods course- these must be eliminated from the proposal

MS Human Ecology, Human Development & Family Science

Here is a link to the materials the GSCC had for the MS in HDFS - <http://people.ehe.ohio-state.edu/curriculum/files/2011/11/HDFS-MS-11-1-11.pdf>

The GSCC understands that the intent of the department is to admit undergraduates to the PhD and not formally have a terminal master's program. Dr. Slotnick mentioned that several other units have this setup. GSCC assumes that HDFS wants to have the authority to grant a MS degree for the cases where students are not able to complete the PhD, but

are past candidacy or past a general exam. Last year, we researched whether HDFS would need to have its own MS for this. At that time, Dr. Slotnick indicated that we could use the general MS. But, the general MS he was referring to was the MS in Human Ecology. Since all EHE units are going away from the MS in Human Ecology (Consumer Sciences proposed a MS in Consumer Sciences and Human Nutrition proposed a MS in Human Nutrition), if HDFS deactivated its MS in Human Ecology the department would have no authority to grant master's degrees. HDFS had submitted a proposal to convert the MS for existing students and deactivate it once current students have graduated. The GSCC suggested that HDFS adjust the current proposal, removing reference to deactivation so that the department will be able to grant master's degrees.

If there are any questions, please let me know.

Andy Zircher, MA
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Status: PENDING

PROGRAM REQUEST
Human Development and Family Science -
HDFS PH

Last Updated: Parker, Anita June
01/13/2012

Fiscal Unit/Academic Org Human Development & Family Sci - D1251
Administering College/Academic Group Education & Human Ecology
Co-administering College/Academic Group
Semester Conversion Designation New Program/Plan
Proposed Program/Plan Name Human Development and Family Science - HDFS PH
Type of Program/Plan Graduate degree program
Program/Plan Code Abbreviation HDFSPHD
Proposed Degree Title Doctor of Philosophy in Human Dev & Family Science

Credit Hour Explanation

Program credit hour requirements		A) Number of credit hours in current program (Quarter credit hours)	B) Calculated result for 2/3rds of current (Semester credit hours)	C) Number of credit hours required for proposed program (Semester credit hours)	D) Change in credit hours
Total minimum credit hours required for completion of program				80	
Required credit hours offered by the unit	Minimum			51	
	Maximum			65	
Required credit hours offered outside of the unit	Minimum			15	
	Maximum			29	
Required prerequisite credit hours not included above	Minimum			0	
	Maximum			0	

Program Learning Goals

Note: these are required for all undergraduate degree programs and majors now, and will be required for all graduate and professional degree programs in 2012. Nonetheless, all programs are encouraged to complete these now.

Program Learning Goals •

Assessment

Assessment plan includes student learning goals, how those goals are evaluated, and how the information collected is used to improve student learning. An assessment plan is required for undergraduate majors and degrees. Graduate and professional degree programs are encouraged to complete this now, but will not be required to do so until 2012.

Is this a degree program (undergraduate, graduate, or professional) or major proposal? Yes

Does the degree program or major have an assessment plan on file with the university Office of Academic Affairs? Yes

Summarize how the program's current quarter-based assessment practices will be modified, if necessary, to fit the semester calendar.

No changes we will be made in our assessment practices at the graduate level. We assess based on the progress of individual students through end-of-year reporting, etc.

Program Specializations/Sub-Plans

If you do not specify a program specialization/sub-plan it will be assumed you are submitting this program for all program specializations/sub-plans.

Pre-Major

Status: PENDING

PROGRAM REQUEST
Human Development and Family Science -
HDFS PH

Last Updated: Parker, Anita June
01/13/2012

Does this Program have a Pre-Major? No

Attachments

- HDFS Chair Cover Letter 2012 01 09.pdf: Chair cover letter
(Other Supporting Documentation. Owner: Parker, Anita June)
- HDFS PHD updated 2012 01 09.pdf: Proposal, rationale, transition, etc
(Other Supporting Documentation. Owner: Parker, Anita June)
- Updated EHE Dean's Approval - Semester Conv - Human Development and Family Science - 101011.docx: College Letter
(Letter from the College to OAA. Owner: Zircher, Andrew Paul)

Status: PENDING

PROGRAM REQUEST
Human Development and Family Science -
HDFS PH

Last Updated: Parker, Anita June
01/13/2012

Comments

- 1/13/12 (ajp) replaced supporting documentation (revisions by parker, folden & serovich)
(8/4/2011 ajp) replaced supporting documentation

/29/2011 ajp) CFT specialization dropped. That CFT coursework is part of an accredited curriculum for which we do not need any special OSU designation.

(7/29/2011 ajp) Required credit hours changed to reflect missing course (824/8824)

(7/29/2011 ajp) Old supporting documentation (rationale, advising sheets, etc) were deleted

(7/29/2011 ajp) New supporting documents attached (dept chair letter, supplemental materials)

Program changed to "new"

Chair letter attached

Eliminated the undergrad courses that were on PhD list so all that remain are either Grad level courses or 5000 (U&G courses)

Changed research method as well as a few other 'research' courses accordingly.

Track (not tract), thanks

The grad committee must make some decisions on CFT, otherwise, I tried to address all issues with the attachm *(by Parker, Anita June on 01/13/2012 08:13 AM)*

- Return requested by M. Soave. *(by Myers, Dena Elizabeth on 01/05/2012 01:13 PM)*
- As old program was PhD in Humn Ecology, this should be submitted as "New"

Program Learning goals

specialization goals- what are the learning goals for thr CFT tract

Attach chair cover letter

Semester advising sheet required

Undergraduate courses taken for PhD may not be "Advanced" on the curriculum map

In curriculum map- "Research Methods" does not map to goal 3?

Status: PENDING

PROGRAM REQUEST
Human Development and Family Science -
HDFS PH

Last Updated: Parker, Anita June
01/13/2012

In the credit hour explanation, are courses outside of HDFS required to graduate?

CFT track or tract?

CFT track should have goals different from overall program goals- what are the learning goals from CFT 'board'?

The proportion of the program that may be attained via individual studies appears disproportionate, given the number of graduate courses. Was this a typo? The 3000 AND 4000 courses should not be offered for graduate credit. Is this a typo ?

NOTE: Later, all units in the college will work together to create RACGS documents to get BOR approval for Ph.D. name changes. *(by Zircher, Andrew Paul on 10/26/2010 01:13 PM)*

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Parker, Anita June	10/05/2010 02:16 PM	Submitted for Approval
Approved	Serovich, Julianne Maria	10/05/2010 02:18 PM	Unit Approval
Revision Requested	Zircher, Andrew Paul	10/26/2010 01:13 PM	College Approval
Submitted	Parker, Anita June	11/17/2010 02:32 AM	Submitted for Approval
Approved	Serovich, Julianne Maria	11/17/2010 07:23 AM	Unit Approval
Revision Requested	Zircher, Andrew Paul	11/18/2010 09:25 AM	College Approval
Submitted	Parker, Anita June	11/18/2010 03:28 PM	Submitted for Approval
Approved	Serovich, Julianne Maria	11/18/2010 03:28 PM	Unit Approval
Revision Requested	Zircher, Andrew Paul	11/23/2010 08:35 AM	College Approval
Submitted	Parker, Anita June	12/01/2010 11:25 AM	Submitted for Approval
Approved	Serovich, Julianne Maria	12/01/2010 11:51 AM	Unit Approval
Approved	Zircher, Andrew Paul	02/09/2011 08:27 AM	College Approval
Approved	Myers, Dena Elizabeth	02/09/2011 03:46 PM	GradSchool Approval
Revision Requested	Soave, Melissa A	07/28/2011 02:30 PM	CAA Approval
Submitted	Parker, Anita June	07/29/2011 02:44 PM	Submitted for Approval
Approved	Serovich, Julianne Maria	07/29/2011 04:44 PM	Unit Approval
Revision Requested	Zircher, Andrew Paul	08/03/2011 10:05 AM	College Approval
Submitted	Parker, Anita June	08/04/2011 08:57 AM	Submitted for Approval
Approved	Serovich, Julianne Maria	08/04/2011 11:39 AM	Unit Approval
Approved	Zircher, Andrew Paul	08/04/2011 01:32 PM	College Approval
Revision Requested	Myers, Dena Elizabeth	01/05/2012 01:13 PM	GradSchool Approval
Submitted	Parker, Anita June	01/13/2012 08:14 AM	Submitted for Approval
Pending Approval	Serovich, Julianne Maria Zircher, Andrew Paul	01/13/2012 08:14 AM	Unit Approval



Office of Academic Affairs
172 Arps Hall, 1945 N. High Street
614 688-4571

Date: October 10, 2011

To: Randy Smith, Vice Provost for Academic Programs
Elliot Slotnick, Associate Dean, Graduate School

From: Jackie Blount, Associate Dean, EHE Academic Affairs

RE: Updated Semester Conversion Package for Department of Human Development and Family Science

I am pleased to present updated semester conversion materials for the Department of Human Development and Family Science. In what follows, I will outline unique college and department contexts that have shaped this package. I will include tables summarizing constituent programs/courses and describe any other pertinent considerations.

College Contexts

The College of Education and Human Ecology was formed in 2006 by merging two colleges (Human Ecology and Education). Curriculum across the new college, however, has remained relatively unchanged. Given this situation, we view the semester conversion process as a fresh opportunity to deepen the merger by building curricular collaborations among our units. We also wish to rethink our pre-existing programs and find ways to make them stronger, more coherent, and streamlined.

To these ends, we have asked faculty in our units to purge their curricula of little-used or less-than-relevant courses. We have challenged faculty to reach across unit lines to forge curricular collaborations by creating new degrees, interdisciplinary specializations, or co-taught courses. We are re-instituting a number of undergraduate teacher preparation programs (B.S.Ed.), each of which draws from courses in units around our college as well as across the university. We have encouraged five of our six units to address findings of the [2008 OSU Doctoral Program Assessment and Plan](#) by strengthening their Ph.D. programs and making them more coherent. They have responded by: 1) defining their Ph.D. programs in alignment with their units -- rather than with their pre-merger college (i.e., Ph.D. in Consumer Science rather than Ph.D. in Human Ecology); and 2) creating true cores for their Ph.D. programs if they did not previously exist. Additionally, an Ed.D. degree in Educational Leadership is being proposed to address the need of school administrators to pursue advanced degrees geared for practitioners. With approval of the Ed.D. and also with recent B.O.R. approval of our other practitioner-oriented programs, an Ed.S. (Education Specialist) program in School Psychology and another in Teaching and Learning, fewer graduate students in the college will pursue Ph.D.s by default than in the past.

We believe that, taken together, these changes will greatly strengthen our programs and clarify our new college identity.

Departmental Notes

The Department of Human Development and Family Science has proposed several changes to existing programs. At the graduate level, they are converting their MS, but intend to cease admitting students to the program. In addition, the Department has designed the Phd program to admit students who have Bachelor's degrees or Master's degrees, and requirements are adjusted based on students' current level.

At the undergraduate level, the department has proposed a Bachelor of Science in Human Development and Family Science, a new degree name moving from the old Bachelor of Science in Human Ecology, a vestige of the old College of Education and Human Ecology. Proposed specializations within the Human Development and Family Science major include Family Studies (converting), Early Childhood Development (to be deactivated after current students have graduated), and Middle Childhood Development (to be deactivated after current students have graduated.)

Summary Tables

Program	Extent of Change	Notes	Approval by EHE Curr. Committee	Approval by EHE College Council
Ph.D. in Human Development and Family Science	New	Name changed to align with unit name. Changed to straight-through degree program (masters and doctoral degrees). Greater focus in coursework.	Nov. 19, '10	Dec. 3, '10
M.S. in Human Development and Family Science	New	Name changed to align with unit name. No students will be admitted to the M.S. program. Available to students in Ph.D. program after completion of candidacy exams.	Oct. 3, '11	Oct. 7, '11
B.S. in Human Development and Family Science	New	Name changed to align with unit name. Three specializations in short term for semesters, two converting with future deactivation dates, and one converting and continuing.	Oct 3, '11- Re-approved after addition of deactivating specializations	Oct. 7, '11
Minor in Human Development and Family Science	Converted	Straight conversion.	Nov. 19, '10	Dec. 3, '10

Courses	Number	Extent of Change	Approval by EHE Curr. Committee	Approval by EHE College Council
New graduate courses	3	New	Nov. 19, '10	Dec. 3, '10
New undergraduate courses	12	New	Nov. 19, '10	Dec. 3, '10
Total new Courses	15			
Re-envisioned graduate courses	8	Re-envisioned	Nov. 19, '10	Dec. 3, '10
Re-envisioned undergraduate courses	19	Re-envisioned	Nov. 19, '10	Dec. 3, '10
Total re-envisioned courses	27			
Graduate courses	18	Converted	Nov. 19, '10	Dec. 3, '10
Undergraduate courses	16	Converted	Nov. 19, '10	Dec. 3, '10
Total converted courses	34			
Total number of all courses	76			

College Approval

I have carefully reviewed all semester conversion materials for the Department of Human Development and Family Science, having done so conjointly with the EHE Curriculum Committee. I also have discussed these materials with Dean Achterberg.



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January 9, 2012

Dear Curriculum Review Committee,

The Department of Human Development and Family Science in the College of Education and Human Ecology is presenting a total of four programs for semester conversion in 2012. Of the four, two are undergraduate programs including: a BS in HDFS with a Family Studies Specialization (previously termed a program option), and a minor in Human Development and Family Science. The remaining two programs are graduate programs including: a MS and Ph.D. in Human Development and Family Science.

Current Programs/Options

Proposed Programs/Specializations

Undergraduate Majors:

Undergraduate Majors:

BS in Human Ecology, HDFS Major	BS in Human Development and Family Science
Family Studies Program Option	Family Studies Specialization
Early Childhood Development and Education Program Option	<i>ECDE to be deactivated</i>
Middle Childhood Development and Education Program Option	<i>MCDE to be deactivated</i>

Undergraduate Minor:

Undergraduate Minor:

Human Development and Family Science Minor	Human Development and Family Science Minor
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Graduate Programs:

Graduate Programs:

MS in Human Ecology	MS in Human Development and Family Science
Ph.D. in Human Ecology	Ph.D. in Human Development and Family Science

The faculty in the Department of Human Development and Family Science participated in the review and approval of each curriculum. Members of the Undergraduate Studies committee took leadership of the undergraduate curriculum and members of the Graduate Studies committee took leadership of the graduate curriculum. Information and feedback was also generated by faculty led interest groups (e.g., family science, child development). Members of these committees reviewed our current curriculum, looked at program offered by our benchmark institutions (e.g., Penn State, University of Arizona) and discussed nationwide trends in programs of study among Human Development and Family Science departments. These processes generated the proposed changes. Faculty voted unanimously to move each program forward.

The Family Studies program option underwent revisions in 2008 which made it a stronger program. Consequently, it was converted with minimal changes in program goals and/or curricular requirements. Changes included the addition of new courses to cover gaps in the curriculum and to meet the needs of a re-envisioned BS. Redundant coursework was eliminated and several courses were modified based on faculty review of curricular maps, complementary coursework from other units, and/or changes in time based on the quarter to semester conversion.

The programs options known as Early Childhood Development (ECDE) and Middle Childhood Development (MCDE) under the quarter system will be deactivated as we transition to the semester system. After significant deliberation, HDFS faculty decided that these two program options did not reflect current department research and goals and should be deactivated under the semester system.

For the graduate programs, the most significant change is an increased emphasis on the Ph.D. program. As we transition to the semester system, all students will follow the Ph.D. program plan. The main changes within the Ph.D. program include increased proseminar/professional development seminar credit requirements and more requirements for course credits taken within the unit.

As for the fiscal implications of these changes, the outcome is less clear. The unit does not have fiscal support to conduct these types of analyses. As unit leader, I can state a couple of things very clearly. First, HDFS faculty worked hard over the past few years to increase our course visibility on campus and promote our Family Studies program option. As a result, going forward, our Family Studies Specialization is now an official Pre-Med choice and our enrollment has increased. We hope this will result in increasing the academic profile of our undergraduates in this area. Second, our General Education Credit courses have never been more desirable. We anticipate that these trends will continue such that there will be no fiscal impact on the college as we transition faculty resources from the current courses they teach to our new offerings.

The faculty have submitted rationale statements for programmatic changes or additions and supplied transition statements when applicable. Students who begin degrees under the quarter system – and transition to the semester system before graduation – will be able to complete their degree without delay or disruption. I recommend approval of the proposed degrees.

Please do not hesitate to contact me with your questions.

Sincerely,

Dr. Julianne Serovich
Professor and Chair
Department of Human Development and Family Science

Ph.D. – Human Development and Family Science

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Rationale Statement

The purpose of the HDFS graduate program is to nurture independent scholars who approach the study of development and behavior of human beings within social contexts from multiple disciplinary perspectives. The training of HDFS graduate students thus encompasses many approaches and paradigms, but is integrated through instruction in systems and bioecological perspectives, which emphasize that individuals are embedded in social contexts and cannot be fully understood out of context, and that human development and adaptation influence and are influenced by multiple interconnected sets of factors (e.g., genes, family relationships, school, community, society). Graduates of the HDFS program not only receive training in these general content areas, but also intensive training in research methods and statistics, and in areas specifically connected to their individual research interests under the direction of their advisors and other HDFS faculty. Students in the Couples and Family Therapy program also receive training in clinical work with couples and families, and in specific approaches to evaluating the effectiveness of interventions through research. Graduate students also receive training and experience in teaching and mentoring. As such, graduates are well prepared to enter careers focused on research and teaching – whether in academic or other settings. The last significant program revision of the HDFS graduate programs occurred in May 2008. The main changes to the Ph.D. program include increased proseminar/professional development seminar credit requirements and more requirements for course credits taken within the unit.

The increased proseminar credits are intended to provide more professional development experiences for students that help meet the fourth goal of our Ph.D. program (to develop a sustainable research program). These proseminars are one-credit professional development seminars for our graduate students. They can cover various topics and serve various purposes, such as introducing new students to our graduate program, guiding students in grant-writing, preparing students for the job market, teaching strategies/course design, etc. Elective weekly seminars (HDFS 8862) are two-credit courses for our graduate students that are also open to graduate students outside our program. These special topics courses cover specific areas of interest of faculty and students (e.g., family violence, adult attachment, special types of research design and statistical techniques) and serve the purpose of allowing students to obtain breadth and depth in areas they are interested in.

The increased credit requirements within the unit are to help provide a foundation of courses for all students since many come from disciplines outside HDFS. In addition, this change provides graduate students with a more tailored HDFS graduate education as opposed to the HEC graduate education previously offered. This requirement helps meet goals 1, 2 and 4.

Transition Policy

We expect the transition to semester will not create undue difficulties for students in making progress towards graduation. We will offer several sections of most courses in order to accommodate students' needs. Where difficulties arise, we will create a mechanism whereby students will be able to substitute appropriate and relatively similar classes for required ones.

Students who begin degrees under the quarter system – and transition to the semester system before graduation – will not experience a delay or disruption in their progress toward their degree if they:

- complete degree requirements within five years (Ph.D.) or three years (MS);
- meet the standards for progress defined by their academic unit and continue to complete appropriate course loads successfully; and
- actively develop and follow academic plans in consultation with their academic advisors

Understanding that some classes will no longer be available under the semester system, we will provide alternatives (in the form of independent studies) to accommodate students who have entered our graduate program under the quarter system and complete their degree requirements under the semester system. Please see the *transitional* advising sheet included in this document. The following policies may be used by advisors in consultation with Graduate Studies Committee and Department Chair when working with students to assure their progress toward degree:

A. Waive pre-requisites for semester courses when necessary and appropriate

B. Advisors will have a “suggested list” of appropriate substitution courses for those students who have taken parts of courses that have been combined for the semester conversion. Advising for these will need to be on an individual basis since students' programs are so varied. *Students entering the program in Autumn 2011 will not be required to take HDFS 820 in the spring; they will take HDFS 8820 (a combination of HDFS 764 and 820) in Autumn 2012.*

C. For special circumstances, Individual Studies or Group Studies options may be used to allow students to take ½ of courses where 2 courses have been combined.

D. For courses that have minimal changes and have gone from 5 quarter hours to 3 semester hours an automatic transfer of credits will be used.

Our program's assessment practice will not require modification when we convert to semesters. As has been our practice, we will evaluate students' performance at the end of the academic year. If a substantial number of students fall below expected achievement, we will evaluate our practices and make changes as necessary.

Dr. Julianne Serovich

List of Courses (Graduate and Undergrad/Grad)

Semester #	Title		Quarter #
5200	Foundations of Couple and Family Therapy	U/G	650
5340	Intimate Relationships	U/G	670.03
5350	Families With Adolescents	U/G	840.01
5410	Infant-Toddler Development: Current Research and Controversies	U/G	663
5430	Adult Development and Aging	U/G	670.01
5440	Human Sexuality in Context	U/G	370
5797	Study at a Foreign Institute	U/G	697
5798.01	Study Tour: Domestic	U/G	698.01
5798.02	Study Tour: Foreign	U/G	698.02
5890	Special Topics in Family Development	U/G	695.02
5891	Special Topics in Child Development	U/G	695.01
5892	Special Topics in Adolescent Development	U/G	New
5893	Special Topics in Adult Development and Aging	U/G	New
5897	Special Topics in Prevention Science	U/G	New
6780	Research Seminar	G	New
6782	Research Methods	G	760
6890	Proseminar	G	701/.01/.02
6892	Professional Development Seminar	G	New
7189	Field Experience	G	989
7350	Adolescent and Emerging Adulthood	G	New
7765	Advanced Child Development (Social)	G	765
7770	Professional and Ethical Issues	G	770
7780	Research Methods in Couple and Family Therapy	G	881
7999	Thesis Research	G	998
8189	Practicum in Couple and Family Therapy	G	889
8189.01	Practicum in Research	G	851
8189.02	Practicum in Teaching	G	852
8193	Independent Studies for Doctoral Students	G	993
8403	Individuation	G	840.03
8404	Adolescence: Risk in Context	G	840.04
8820	Theoretical Perspectives on the Family	G	764/820
8824	General Systems Theory	G	824
8825	Theories of Human Development	G	825
8850	Measurement in Human Development and Family Science	G	850
8860	Seminar in Couple and Family Therapy	G	880
8861	Family in Mid-to-Late Years	G	861
8862	Seminar in Human Development and Family Science	G	862
8870	Family Systems Assessment	G	870
8874	Family Therapy Theory I	G	874
8875	Family Therapy Theory II	G	875
8876	Marital Therapy Theory	G	876
8878	Supervision of Couple and Family Therapy	G	878
8999	Dissertation Research	G	999

Quarter Documentation

ALL (Current) Quarter Advising Sheets

MS Requirements			Straight-through Ph.D Requirements			Ph.D. Requirements (after MS)		
Course#	Title	Credits	Course#	Title	Credits	Course#	Title	Credits
701.02	Proseminar	1	701	Proseminar	1	701	Proseminar	1
			880	General Systems Theory	4	880	General Systems Theory	4
764	Advanced Family	4	764	Advanced Family	4	764	Advanced Family	4
765	Advanced Child I	4	765	Advanced Child I	4	765	Advanced Child I	4
862	Individual Cognitive Development	3	862	Individual Cognitive Development	3	862	Individual Cognitive Development	3
760*	Research Methods	5	760*	Research Methods	5			
			820	Family Theory	3	820	Family Theory	3
			825	Theories in Child and Human Development	3	825	Theories in Child and Human Development	3
Total Core Course Credits		17	Total Core Course Credits		27	Total Core Course Credits		22
Plan A (45 credits)								
	Additional credits in statistics and/or methods	9		Additional credits in statistics and/or methods (may include independent study)	21		Additional credits in statistics and/or methods (may include independent study)	12
	Additional credits in HDFS	10		Additional coursework and/or independent studies	56		Additional coursework and/or independent studies	35
				Qualifying exam preparation hours (to be determined by committee)	10			
	Thesis credit hours	9		Dissertation credit hours (6 credit minimum.)	6		Dissertation credit hours (6 credit minimum.)	6
Total		45	Total		120	Total		75
Plan B (50 credits)								
	Additional credits in statistics and/or methods	9						
	Additional credits in HDFS	19						
	Independent study credits for project	5						
Total		50						

*Those who come with a Master's in HDFS or related field can petition Graduate Studies Committee to waive some required courses after a review of syllabi.

Quarter (Current) Straight Through Doctoral Checklist

Program Plan: Your program of study should be discussed with your advisor early on in your program. This checklist can provide a way for you to keep track of your progress and will translate to your program of study form which must be filed prior to scheduling the generals or candidacy exam. Please note that CFT students have further requirements and should follow checklist and requirements specific to their program.

Straight Through Ph.D. Requirements			
Course #	Title	Credits	Quarter Completed
701	Proseminar	1	
880	General Systems Theory	4	
764	Advanced Family	4	
765	Advanced Child I	4	
862	Individual Cognitive Development	3	
760	Research Methods	5	
820	Family Theory	3	
825	Theories in Child and Human Development	3	
		27	
	Additional credits in statistics and/or methods (may include independent study)	21	
	Additional coursework and/or independent studies (up to 30 can be independent study)	56	
	Qualifying exam preparation hours (taken as HDFS 993 or HDFS 851)	10	
	Dissertation credit hours (HDFS 999, 6 credit minimum. post candidacy)	6	
TOTAL		120	

Minimum of 120 Credit hours beyond bachelor's degree is required.

Quarter (Current) Doctoral Program Checklist

Program Plan: Your program of study should be discussed with your advisor early on in your program. This checklist can provide a way for you to keep track of your progress and will translate to your program of study form which must be filed prior to scheduling the Candidacy exam. Please note that CFT students have further requirements and should follow checklist and requirements specific to their program.

Ph.D. Requirements (after MS)			
Course #	Title	Credits	Quarter Completed
701	Proseminar	1	
880	General Systems Theory	4	
764	Advanced Family	4	
765	Advanced Child I	4	
862	Individual Cognitive Development	3	
820	Family Theory	3	
825	Theories in Child and Human Development	3	
		22	
	Additional credits in statistics and/or methods (may include independent study)	12	
	Additional coursework and/or independent studies (up to 20 independent study credits allowed)	35	
	Dissertation credit hours (HDFS 999, 6 credit minimum.post candidacy)	6	
TOTAL		75	

Minimum of 75 Credit hours beyond master's degree is required.

Semester Documentation

Transitional Semester Advising Sheet: Doctoral

Semester #	Course	Quarter Number that satisfies requirement	Quarter Hours	Semester Hours
REQUIRED COURSES OFFERED BY UNIT				
HDFS 6780* or HDFS 6890 or 6892*	Proseminar, Research Seminar, Professional Development Seminar	HDFS 701.01 or HDFS 701.02 or HDFS 701.03	10	6
HDFS 6782	Research Methods	HDFS 760	5	3
HDFS 7350*	Adolescence and Emerging Adulthood	HDFS 765	5	3
HDFS 7999	Thesis (Independent Study)**	HDFS 998	10	6
HDFS 8820	Theoretical Perspectives on the Family	HDFS 764/820	10	3
HDFS 8824	Systems Theory	HDFS 824	5	3
HDFS 8999	Dissertation (Independent Study)	HDFS 999	10	6
(See list)	Statistics/Methods Courses(see list)	Statistics/Methods Courses (see list)	20	15
Core Requirements				45
(See list)	Elective Courses (see list, 21 credits must be HDFS Graduate courses)	(see list)		35
Total				80

ELECTIVE COURSES OFFERED BY UNIT

HDFS 5340	Courtship and Marriage	HDFS 670.03	5	3
HDFS 5430	Adult Development and Aging	HDFS 670.01	5	3
HDFS 5200^	Foundations in CFT	HDFS 650	5	3
HDFS 5350	Families with Adolescents	HDFS 840.01	5	3
HDFS 5440	Human Sexuality	HDFS 670.02	5	3
HDFS 6780*	Research Seminar	NA, new course	NA	1
HDFS 6892*	Professional Development Seminar	HDFS 701.01 or .02 or .03	1	1
HDFS 7189^	Field Experience	HDFS 989	5	3
HDFS 7765	Advanced Child Development	HDFS 765	5	3
HDFS 7770^	Ethics and Professional Issues in CFT	HDFS 770	5	3
HDFS 7780^	Research Methods in CFT	HDFS 881	5	3
HDFS 7999	Thesis Research	HDFS 998	variable	1 to 12
HDFS 8189.01	Practicum in Research (851) 8189.01	HDFS 851	variable	1 to 3
HDFS 8189.02	Practicum in Teaching (852) 8189.02	HDFS 852	variable	1 to 3
HDFS 8189^	Practicum in CFT	HDFS 889	5	3
HDFS 8193	Independent Studies/Doctoral Students	HDFS 993	variable	1 to 3
HDFS 8403	Individuation	HDFS 840.03	5	3
HDFS 8404	Adolescence: Risk in Context	HDFS 840.04	5	3
HDFS 8825	Theories of Human Development	HDFS 825	5	3
HDFS 8850	Measurement in HDFS	HDFS 850	5	3
HDFS 8860^	Seminar in CFT	HDFS 880	5	3
HDFS 8861	Family in Mid-to-Late Years (861) 8861	HDFS 861	5	3
HDFS 8862	Seminar in HDFS	HDFS 862	3	2
HDFS 8870^	Family Systems Assessment	HDFS 870	5	3
HDFS 8874^	Family Therapy Theory I	HDFS 874	5	3
HDFS 8875^	Family Therapy Theory II	HDFS 875	5	3
HDFS 8876^	Marital Therapy Theory	HDFS 876	5	3
HDFS 8878^	Supervision of CFT	HDFS 878	5	3
HDFS 8999	Dissertation Research	HDFS 999	variable	1 to 12

*Indicates a new course

**HDFS 7999 prepares students for their qualifying exam. In the event that a Ph.D. student, although successfully completing the qualifying exam, decides that they do not want to continue in the program, they can use the materials from the qualifying exam to count toward the MS degree. See the MS Conversion Plan for more information.

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^ Indicates courses that are part of an accredited curriculum for CFT. Students wishing to fulfill these requirements must **also** take either PAES 926.01 or Psych 854 (quarter numbers provided here).

NOTE: Those who come with a Master's in HDFS or related field can petition Graduate Studies Committee to waive some required courses after a review of syllabi.

Courses that meet the required Statistics/Methods requirement (offered outside of the unit). *These courses are all still listed with their quarter numbers.*

AGR EDUC	789, 795.05, 885, 886, 887, 888, and 995
CLASSICS	800
COMM	660, 661, 663, 671, 672, 673, 760, 763, 789, 790, 801
COMP STD	770.02
EDU P&L	692.60, 693.60, 694.60, 727.60 , 745, 760 , 765, 785, 786, 798, 800, 807, 808, 809, 810, 817, 817.01, 817.02, 817.03, 827, 848, 867, 881, 884.60, 893.60, 967, 971
EDU PAES	767, 865, 871, 873, 874
EDU T&L	842, 921
FM RES M	881
NURSING	902, 902.01, 912
POLIT SC	581, 684, 685, 686, 747, 800, 800.01, 800.02, 803, 805, 846, 853, 866, 867, 874, 875, 879
PSYCH	693.06, 800, 820, 826, 827,828, 830, 831, 831.01, 831.02, 831.03, 831.04, 831.05, 831.06, 831.07, 831.08, 831.09, 831.10, 849, 861, 872, 876, 876.01, 876.02, 876.03
SOC WORK	770, 771, 901, 901.01, 901.02, 901.03
SOCIOL	549, 648, 649, 651, 652, 653, 671, 672, 694.09, 703, 704, 707, 708, 710, 748, 752, 754, 791, 792, 850, 859
STAT	528, 520, 521, 528, 529, 530, 602, 610, 623, 628, 632, 635, 641, 645, 651, 656, 661 , 662, 663, 664 , 665 , 673, 674, 675, 694, 742, 743, 745, 746, 755, 756, 760, 761, 763, 773, 789, 801, 820, 821, 822, 825, 833, 847, 881, 882, 894
WOM STDS	760

Sample Programs of Study for Student (Completion of HDFS coursework prior to conversion)

Sample Program of Study for Student Beginning Straight Through PH.D. Program in Autumn 2010

A student beginning the program in AU2010 will be able to complete all currently required courses before the semester conversion.

Required HDFS Courses		Quarter Taken	Credit Hours
701	Proseminar	Au10	1
760	Research Methods	Wi11	5
764	Foundations and Issues in Family Science	Au10	4
765	Advanced Child Development (Social)	Sp11	4
862	Cognitive Development	Sp12	3
820	Family Theory	Sp12	3
824	General Systems Theory	Sp11	4
825	Theories of Human Development	Wi11	3

HDFS Electives

862	Seminar: Family Demography	Au10	3
862	Seminar: Romantic Relationships and Violence	Sp11	3
862	Seminar: Secondary Data Analysis	Au11	3
840.04	Adolescence: Risk in Context	Wi12	3
670.02	Adult Development Issues: Sexuality	Au10	3
670.03	Intimate Relations	Wi11	3

Statistics Courses

	Student Choice (outside HDFS)	Au11	5
	Student Choice (outside HDFS)	Wi12	5

Independent Study-HDFS

993	Individual Studies	Au11	3
993	Individual Studies	Wi12	3
793	Individual Studies	Sp12	3

Sample Programs of Study for Student (Completion of HDFS coursework prior to conversion)

Sample Program of Study for Student Beginning Straight Through Ph.D. program in Autumn 2011

A student beginning the program in Au2011 will be able to complete all required courses by the end of Sp Semester 2013. Once in the semester system the student will complete the statistics requirements and take other electives to complete the program in a timely manner.

Required HDFS Courses		Quarter Taken	Credit Hours	Semester Taken	Semester Credit Hours	Semester Course #	
701	Proseminar	Au11	1				
760		Wi12	5				
8820*	Theoretical Perspectives on the Family			Au12	3	8820	
765	Advanced Child Development (Social)	Wi12	4				
862	Cognitive Development	Sp12	3				
8824	General Systems Theory		4	Sp13	3		
825	Theories of Human Development	Wi12	3				

HDFS Electives

862	Romantic Relationships and Violence	Au11	3				
862	Behavioral Genetics	Wi12	3				
862	Clinical Research Methods	Sp12	3				
670.02	Adult Development Issues: Sexuality	Au11	3				
670.03	Intimate Relations	Wi12	3				

Statistic Courses

	Student Choice	Au11	5				
	Student Choice	Sp12	5				

* In the semester conversion HDFS 764 and 820 will be combined. Students beginning in Au2011 will not be required to take HDFS 820 in Sp12, but will be required to take the new semester course in Au2012.

Semester Advising Sheet: Doctoral

Course Number	Course Title(s)	Credits
REQUIRED COURSES OFFERED BY UNIT		
HDFS 6780* or HDFS 6890 or 6892*	Proseminar , Weekly Seminar, Professional Development Seminar	6
HDFS 6782	Research Methods	3
HDFS 7350*	Adolescence and Emerging Adulthood	3
HDFS 7999	Thesis (Independent Study)	6
HDFS 8820	Theoretical Perspectives on the Family	3
HDFS 8824	Systems Theory	3
HDFS 8999	Dissertation (Independent Study)	6
(See list)	Statistics or Methods Courses(see list)	15
Core Requirements		45
(See list)	Elective Courses (listed below, 21 credits must be HDFS Graduate courses)	35
Total		80

ELECTIVE COURSES OFFERED BY UNIT

HDFS 5340	Courtship and Marriage	3
HDFS5430	Adult Development and Aging	3
HDFS 5200^	Foundations in CFT	3
HDFS 5350	Families with Adolescents	3
HDFS 5440	Human Sexuality	3
HDFS 6780*	Research Seminar	1
HDFS 6892*	Professional Development Seminar	1
HDFS 7189^	Field Experience	3
HDFS 7765	Advanced Child Development	3
HDFS 7770^	Ethics and Professional Issues in CFT	3
HDFS 7780^	Research Methods in CFT	3
HDFS 7999	Thesis Research	1 to 12
HDFS 8189.01	Practicum in Research (851) 8189.01	1 to 3
HDFS 8189.02	Practicum in Teaching (852) 8189.02	1 to 3
HDFS 8189^	Practicum in CFT	3
HDFS 8193	Independent Studies for Doctoral Students	1 to 3
HDFS 8403	Individuation	3
HDFS 8404	Adolescence: Risk in Context	3
HDFS 8825	Theories of Human Development	3
HDFS 8850	Measurement in HDFS	3
HDFS 8860^	Seminar in CFT	3
HDFS 8861	Family in Mid-to-Late Years (861) 8861	3
HDFS 8862	Seminar in HDFS	2
HDFS 8870^	Family Systems Assessment	3
HDFS 8874^	Family Therapy Theory I	3
HDFS 8875^	Family Therapy Theory II	3
HDFS 8876^	Marital Therapy Theory	3
HDFS 8878^	Supervision of CFT	3
HDFS 8999	Dissertation Research	1 to 12

^ Indicates courses that are part of an accredited curriculum for CFT. Students wishing to fulfill these requirements must **also** take either PAES 926.01 or Psych 854 (quarter numbers provided here).

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COMP STD	770.02
EDU P&L	692.60, 693.60, 694.60, 727.60 , 745, 760 , 765, 785, 786, 798, 800, 807, 808, 809, 810, 817, 817.01, 817.02, 817.03, 827, 848, 867, 881, 884.60, 893.60, 967, 971
EDU PAES	767, 865, 871, 873, 874
EDU T&L	842, 921
FM RES M	881
NURSING	902, 902.01, 912
POLIT SC	581, 684, 685, 686, 747, 800, 800.01, 800.02, 803, 805, 846, 853, 866, 867, 874, 875, 879
PSYCH	693.06, 800, 820, 826, 827, 828, 830, 831, 831.01, 831.02, 831.03, 831.04, 831.05, 831.06, 831.07, 831.08, 831.09, 831.10, 849, 861, 872, 876, 876.01, 876.02, 876.03
SOC WORK	770, 771, 901, 901.01, 901.02, 901.03
SOCIOL	549, 648, 649, 651, 652, 653, 671, 672, 694.09, 703, 704, 707, 708, 710, 748, 752, 754, 791, 792, 850, 859
STAT	528, 520, 521, 528, 529, 530, 602, 610, 623, 628, 632, 635, 641, 645, 651, 656, 661 , 662, 663, 664 , 665 , 673, 674, 675, 694, 742, 743, 745, 746, 755, 756, 760, 761, 763, 773, 789, 801, 820, 821, 822, 825, 833, 847, 881, 882, 894
WOM STDS	760

Graduate Studies Committee

According to The Graduate School of The Ohio State University, “The Graduate Studies Committee oversees and administers its graduate degree programs and is the liaison between the Graduate School and the Graduate Faculty members in the graduate program.” (OSU Graduate School Handbook, Section 14) The committee and the chair of the HDFS graduate studies committee perform all required functions as outlined in the Graduate School Handbook at: <http://www.gradsch.osu.edu/14.1-general-responsibilities.html> (Section 14.1).

Membership

Faculty with graduate status are eligible to serve on the Graduate Studies Committee; however, all graduate faculty members are eligible to vote on issues deemed appropriate by the Graduate Studies Committee. In the HDFS Department, the Graduate Studies Committee consists of 4 tenured or tenure-track faculty members. One of the members is the current chair of the committee, another member is the most recent past chair, and a third member is the chair-elect. Members are nominated and elected by faculty. The department chair will designate the committee chairperson from elected members. The chair of the committee shall have category P status. The term of service for the committee chairperson will be three years, whereas membership by others will be a one-year term, which can be renewed for up to a maximum of three years. The department chair will have the capacity to be a signatory for the graduate studies committee chairperson to facilitate operation of the graduate program initiative.

Meeting

The committee meets monthly during the regular academic year and more frequently when needed. When possible, the committee also includes a student member who is an advanced graduate student in the program. The student participates in all functions of the committee except admissions, but is not a voting member.

Responsibilities

The purpose of this committee is to advise the department chair of on matters related to graduate education as stipulated in the Graduate School Handbook and in the Human Development and Family Science Graduate Handbook. The committee ensures adoption of and adherence to policies stipulated in the Human Development and Family Science Graduate Handbook. The committee will also interact with the Office of Academic Affairs to ensure appropriate program oversight, current and correct program information, and to act on all matters related to change of program. The committee is also charged to evaluate and enhance the graduate student experience including mentoring by advisors and enhancement of the diversity of the graduate student population.

The graduate studies committee oversees the program, including the curriculum, admissions, and recruitment. All requests for new courses and changes to existing courses are approved by the committee. Admissions decisions are made by the committee in consultation with the faculty and the chair, as are decisions regarding fellowship nominations. The committee also spearheads the effort to recruit accepted graduate students by organizing campus visits for students (with the assistance of HDFS staff).

The graduate studies committee approves all program and candidacy exam plans for students, and considers petitions by students for substitute courses, etc. In consultation with faculty advisors, the committee also reviews the annual progress reports of students and provides yearly written evaluations of student progress. These annual evaluations include notes about students’ progress and suggestions for improvement and are shared with the individual student and their advisor. Together with HDFS staff and the department chair, the committee also maintains student records and monitors student placement after graduation. The committee also works with the HDFS Graduate Student Organization to solicit feedback from students regarding the program and to address student concerns.

The policies and procedures of the graduate program are described in the HDFS graduate program handbook, which is available to all students and faculty on our graduate program website at: <http://hdfsgrad.osu.edu>