

Human Development & Family Studies

Graduate Program Handbook



College of Human Sciences
Iowa State University
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Welcome to the Department of Human Development & Family Studies Iowa State University

This handbook is intended to assist graduate students and faculty with a variety of important tasks during the graduate school experience. This handbook is distributed to students during HD FS 501, Graduate Studies, Research, and Ethics in HDFS and to new faculty hired in the department. The handbook is not intended to replace more formal sources such as the [ISU Graduate College Handbook](#) or the [Iowa State University Catalog](#). Over the years, graduate students and faculty have compiled this information and advice to aid communication and understanding about the graduate school process. This handbook was originally developed by Phyllis Harris, Cristina Watkins, and Dahlia Stockdale in 1996. We would appreciate receiving your input and suggestions for future editions.



Please Note: Handbook revisions occasionally occur due to ever-changing university and departmental policies. To be sure you have the latest information, please consult the online version: <https://www.HDFS.hs.iastate.edu/graduate-programs/>

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HDFS PROGRAM OF STUDY OPTIONS

Degree Options

The Department of Human Development and Family Studies at ISU offers the degrees of **Master of Science** (MS; Thesis & Non-Thesis options) and **Doctor of Philosophy** (PhD). Both are research-based degrees that require the student to apply theory and research in a creative component, thesis, or dissertation. All students take a CORE set of courses. The program of study (POS) is then completed with a selection of courses that meets the individual goals of the student.

Also available is the concurrent BS/MS degree in Financial Counseling and Planning. Graduate students seeking the BS/MS degree follow the same procedures outlined in this handbook for MS students. The only difference between the two is that the BS/MS applicant submits application materials during the junior year of their HDFS undergraduate program at ISU.

HDFS Minor

Students outside of HDFS may choose to obtain a Minor in HDFS. Nine credits are required for MS students, while twelve credits are required for PhD students. Degree Requirements can be found at <http://www.hdfs.hs.iastate.edu/graduate/curriculum/minors/>

Outside Minors for HDFS Students

HDFS graduate students may also choose minors from many fields, including but not limited to anthropology, economics, gerontology, journalism, psychology, sociology, statistics, and women's studies.

HDFS Graduate Certificates

HDFS has [four certificates](#):

- Developmental and Family Sciences Advanced Research Design and Methods
- Family Well-Being in Diverse Society
- Infant and Early Childhood Mental Health
- Lifespan Development

HDFS Certificates have a rolling admission deadline (applications are accepted on a continual basis for the following semester). To apply, visit the [graduate student application webpage](#). HDFS graduate students and graduate students outside of HDFS may choose to obtain one or more of these graduate certificates. Fifteen credits are required for the research design and methods certificate, while the remaining certificates require 12 credits.



Current students need to submit a “*request to pursue a certificate in addition to a graduate degree.*” This form is available on the [Graduate College website](#). Current students can log onto the site using their ISU credentials and enter their ISU ID number to complete the request. Please note that you will complete a separate POS form and a certificate completion form after taking all POS coursework.

AFFILIATED PROGRAMS: NON-THESIS OPTIONS

Distance Education Programs:

Master of Family and Consumer Sciences - Family Financial Planning (MFCS-FFP)

The Family Financial Planning 36-credit degree program and the 18-credit certificate program are offered online in collaboration with the Great Plains Interactive Distance Education Alliance (GP-IDEA). Universities collaborating through the GP-IDEA have combined resources to enable students to obtain a Master of Family and Consumer Sciences in Family Financial Planning (MFCS-FFP) via distance education. A computer with minimum specifications, Web access, and an email address are required for completing the program. Contact person: Katie Mott, 2155 Lagomarcino, (mottkmott@iastate.edu). For more Family Financial Planning information, visit the website: <http://www.online.hs.iastate.edu/graduate-programs/masters/mfcs-ffp/>. For questions related to advising for this program, please contact Dr. Jonathan Fox, jjfox@iastate.edu.

Master of Family and Consumer Sciences - Gerontology (MFCS-GERON)

The Gerontology 36-credit degree program and the 15-credit certificate program are offered online in collaboration with the Great Plains Interactive Distance Education Alliance (GP-IDEA). Universities collaborating through the GP-IDEA have combined resources to enable students to obtain a Master of Family and Consumer Sciences in Gerontology (MFCS-GERON) via distance education. A computer with minimum specifications, Web access, and an email address are required for completing the program. Contact person: Katie Mott, 2155 Lagomarcino, (kmott@iastate.edu). For questions related to advising for this program, please contact Dr. Jennifer Margrett, margrett@iastate.edu.

Master of Family and Consumer Sciences – Youth Development (MFCS-YTH)

The Youth Development 36-credit degree program, 13-credit Youth Development Specialist, and 13-credit Youth Program Management and Evaluation graduate certificate programs are offered online in collaboration with the Great Plains Interactive Distance Education Alliance (GP-IDEA). Universities collaborating through the GP-IDEA have combined resources to enable students to obtain a Master of Family and Consumer Sciences in Youth Development via distance education. A computer with minimum specifications, Web access, and an email address are required for completing the program. Contact person: Katie Mott, 2155 Lagomarcino, (kmott@iastate.edu). For more information, visit the website: <http://www.online.hs.iastate.edu/graduate-programs/masters/mfcs-youth-development/>. For questions related to advising for this program, please contact Dr. Meghan Gillette, meghang@iastate.edu.

HDFS PROGRAM OF STUDY COMMITTEE

The student and Program of Study Committee (POSC) develop the student's POS, which is a listing of courses required for the student's degree. This POS becomes a contract between the student and ISU that lists the specific requirements for graduation. This contract should be electronically filed through AccessPlus, *preferably by the **start of the second semester*** of full-time residence or before 9 graduate credits are completed for part-time students. The POSC, including the Major Professor, helps the student build on his/her prior background and develop the skills and knowledge to reach his/her professional goals while meeting program requirements. Students who wait to complete the POSC until late in their program may be required to take additional coursework beyond the courses already completed. After electronic approval from the POSC, the form is routed to the Director of Graduate Education (DOGE) for approval and then to the Graduate College for final approval.



Please Note: It is the student's responsibility to track the POSC throughout the approval process. Only the student can view the routing process in AccessPlus.

The CORE course requirements for the MS and PhD Programs appear on the following two pages. At ISU, graduate courses, those with numbers in the 500's or 600's, are taught by members of the graduate faculty. As a general rule, 500-level courses are entry-level or MS level offerings, while 600-level courses are highly specialized and typically intended for PhD level study.

HDFS Master's and Doctoral Graduate Core Grade Policy

HDFS Graduate Students at the Master's and Doctoral level are expected to achieve competence in multiple domains, including human development and family theories, as well as quantitative and qualitative research methods. In order to maintain excellence in the program and prepare students for success in their fields, students must fulfill the requirements of the HDFS Graduate Core Grade Policy.

A student who receives a grade of C+ or below in any HDFS CORE course must repeat that course. If the student receives a C+ or below for the Repeated Course, the student will be dismissed from the program. Students may work with their POSC and DOGE to remediate the content of the course.

Inclusion of 300/400 level courses on POS

Undergraduate Courses on Program of Study

- *With POSC approval, graduate students will be permitted to use undergraduate classes from both within and outside their majors on POS forms.*
- *No 100- or 200- level classes may be used, but all 300- and 400-level classes at ISU (not undergraduate classes from other institutions) will be eligible.*
- *Up to 15 credits from 300- and 400-level courses may be used on a POSC form for students who enter the degree program prior to spring 2018, with a maximum of 6 credits at the 300 level.*
- *For graduate students who enter degree programs in spring semester of 2018 and thereafter, a limit of 9 credits at the undergraduate level will be in effect, with a limit of 3 credits at the 300 level.*
- *If a 300-level class is used, it must be from outside of the student's major.*



Please Note:

- **Graduate students who take undergraduate classes are not required to do extra work or to be exposed to material more advanced than what is taught to undergraduates.**
- **In contrast, dual-listed courses (offered at both the undergraduate and graduate level) are required to expect more of graduate students who enroll at the 500 level.**
- **An individual's POSC may prohibit the use of undergraduate classes or may make the use of undergraduate classes more restrictive than does the university-wide policy.**

REQUIREMENTS FOR THE MASTER'S DEGREE

Curriculum and Course Requirements

A listing of CORE and other course requirements for the MS degree is available on the department website. A typical timeline and procedure checklist leading to the master's degree is listed in **Exhibit 1. To register for thesis credit (HD FS 699) or creative component credits (HD FS 599), you will need to obtain the section and registration number for your Major from the Graduate Support Staff.** You will then use that information when you sign up for credits via AccessPlus. No departmental request form is required.

Committee Structure and Function

The Master's Program of Study Committee (POSC) consists of *at least three members* of the Graduate Faculty at ISU. The committee must include *one member from outside* the student's field of emphasis. The outside member(s) of the POSC provides relevant specialized knowledge, or a different perspective helps to the planning, execution, and reporting of research, or some aspect of intellectual diversity deemed important by the committee and/or major. Outside committee members can be drawn from HDFS, as well as other departments. Prior to choosing your committee members, ask your Major Professor for POSC member suggestions.

The POSC usually *meets at least three times*. It is essential for the student to work closely with the Major Professor to prepare for each of these meetings.

- At the **first meeting**, usually during the second semester of enrollment, the committee discusses and approves the POS. Student submits an electronic [POSC form](#) after this initial meeting. This meeting may also include a preliminary discussion of research ideas in order to receive feedback and suggestions from the committee.
- At the **second meeting**, a proposal meeting (thesis/creative component) is held. A copy of the proposal should be given to each member of the committee no later than ***two weeks prior to the meeting***. Students must have the committee complete the Report of Master's Proposal Completion Form (at this meeting), which can be found on the department website or obtained from the Graduate Program Assistant. The student is responsible for organizing the meeting time and place with the respective committee members for the proposal meeting.
- The **final meeting** of the committee is the Final Oral Examination or defense of the thesis or creative component. The student is responsible for organizing the meeting time and place with the respective committee members (email hdfsrooms@iastate.edu to request a meeting room), completing the graduate college [Preliminary or Final Oral Exam Request](#) (*due at least 3 weeks before the exam*), and providing each member of the committee with a copy of the thesis/creative component no later than ***two weeks prior to the meeting***.



Please Note: It is important to schedule meetings 4 to 6 weeks in advance. However, please do not schedule meetings months in advance only to cancel due to lack of preparation. It is especially difficult to schedule meetings between semesters or during the summer; furthermore, the Graduate College will most likely not approve last-minute committee replacements to accommodate scheduling conflicts.



Please Note: The DOGE will check with departmental staff regarding keys and outstanding receipts or bills with the department prior to signing the final Approval Slip. When requesting the DOGE signature, please email a final copy of your thesis/creative component to the DOGE and the Graduate Program Support Staff. The DOGE will confirm that your IRB approval is included (thesis) in your Appendices and can sign your Approval Form at that time.




TIP: A word to the wise, finish your thesis/creative component defense several weeks before the Graduate College deadline in order to allow time for revisions and for the electronic deposit. *If you miss the deadline, you will not graduate in the desired term.*



TIP: Many students find it helpful to remind POSC members of scheduled meetings a few days prior to the date by sending emails or perhaps also noting the time and place of the meeting on the proposal or thesis. These reminders are particularly helpful if the meeting is scheduled far in advance or if the meeting is held during a particularly busy time of the semester, such as finals week.

MS Curriculum and Course Requirements

A listing of CORE and other course requirements for the MS degree is available below:

MS Core (Thesis and Non-thesis)			Credits
HD FS	501	Graduate Studies, Research & Ethics in HDFS (2)	2
		<u>Theory:</u>	6
HD FS	510	Theories of Human Development (3)	
HD FS	511	Family Theory (3)	
		<u>Research/Statistics:</u>	13
HD FS	503	Introduction to Research Design (4)	
HD FS	505	Application of Quantitative Research Methods (3)	
HD FS	504	Qualitative Research Methods(3)	
		Additional Credits in Research/Statistics (3)	
		<u>Electives:</u>	9
		Note: ALL Must Be Taken in HDFS 	
		<u>Thesis/Creative Component:</u>	5
HD FS	699 ^a	Thesis Research (5) OR	
HD FS	599 ^a	Creative Component (5)	
		MS Core Total*	35
*Minimum Credits. ^a Thesis and creative component credits are pass/fail.			



Elective Credits Policy for HDFS Master's Degree Students (Approved by Graduate Faculty on November 2, 2015). Of the 9-elective credits in HDFS, up to 3 independent study credits in HDFS (e.g., 590/591 and 690/691) may be counted toward your degree requirements.

Thesis Research

Throughout the thesis writing process, you will work closely with your Major Professor. The Major Professor will help you divide the thesis into manageable steps, and plan a realistic timeline, **usually requiring two to three semesters**. Typically, thesis writing requires several drafts and multiple revisions. This may be two drafts for one student or 10 plus versions for another student, depending on multiple factors. **Please leave ample time for the writing and reviewing process**. By the time a student begins the thesis, however, they should have developed the necessary skills and knowledge from the CORE curriculum to be successful in the thesis. ***Be sure to read below about IRB requirements for human subjects research.***

Thesis writing is a major component of the master's program. All ISU theses have to be in digital format ("ETDs" converted to a single file in PDF format) and submitted online. The procedures and requirements are at <http://www.grad-college.iastate.edu/current/thesis/>.

Because all theses are cataloged in the ISU Library, formatting requirements are very exact. Thesis seminars are offered every semester to clarify ISU's publishing requirements, submission procedures, and common problems for graduate theses and dissertations ***HDFS students are strongly encouraged to attend the thesis seminar.***

All graduate theses and dissertations submitted to ISU must comply with the requirements established by the Graduate College. The Graduate College reviews the electronically deposited final thesis or dissertation and approves the final format before signing the final Approval Slip.

Creative Component (MS-HDFS)

Non-thesis students must present substantial evidence of individual accomplishment (e.g., a special report, capstone course, integrated field experience, annotated bibliography, research project, design, or other creative endeavor). A minimum of 5 credits of such independent work is required on those programs of study (POS). The element of creative independent study must be explicitly identified on the POS. The format of the creative component is determined in cooperation with the POSC. As with a thesis, a creative component should be submitted to members of the POSC two weeks before the final oral examination. All creative components will be electronically submitted to the [graduate college](#).

Credits for a special report, research project, or other independent work designated as a creative component under the non-thesis master's degree option are assigned under course number 599. If your creative component includes human subjects research, ***be sure to read below about IRB requirements for human subjects research.***

IRB Requirements for Thesis/Creative Components

Thesis/creative component data based on human subjects research must come from participants who have voluntarily consented to participate in a research study. The data must come from projects that have been reviewed and approved by an Institutional Review Board (IRB) or deemed not human subjects research by federal regulations. To omit this approval jeopardizes all research funding to ISU from federal sources. IRB approval **cannot** be given retroactively. When using secondary data or if you are unsure that your project is human subjects research, consult the [IRB Self-Test and Decision Trees](#) to determine if you need approval. If your project is deemed "not human subjects research" from the self-test, print a copy of the resulting determination and include it in your Appendix.

All personnel listed on a human subjects form must have completed CITI training and be affiliated with ISU in the CITI system in order to be added to any research protocol with human subjects. Go to the Human Subjects Training website and follow the instructions for required training. Please Note:

THE MAJORITY OF HDFS STUDENTS WILL COMPLETE THE SOCIAL AND BEHAVIORAL RESEARCH TRACK EVEN IF THEY ARE USING BIOMARKERS.

For student submissions, the Major Professor or supervising faculty member's contact information must be included on the consent form. The [IRB website](#) contains all information about training and the approval process.

REQUIREMENTS FOR THE DOCTORAL DEGREE

Admission to the PhD Program following the MS Degree (at ISU)

Master's students who have not been directly admitted to the PhD program (MS/PhD) will have to submit a request to “*transfer from one program/department/certificate to another.*” This form is available on the [Graduate College website](#). Additionally, the student will also need to submit the HDFS Supplemental Information Sheet, answers to the eight questions on the form, transcripts, and three new letters of recommendation, typically from the Major Professor as well as instructors or assistantship supervisors. It would be very unusual for a student to be admitted to the PhD program without a strong letter of recommendation from the Major Professor that documents the student's thesis progress and that describes the student's research skills (i.e., analyzing, synthesizing, designing, and writing). New GRE scores are not necessary.

Application Deadline

The deadline for application submissions each year is December 1. Successful applicants have earned GPA's above 3.50 in their graduate coursework. They also have made substantial progress towards completing their Master's degree. For students either accepted directly into the PhD program before finishing the thesis or those who apply following a master's degree program, acceptance is always conditional on satisfactory completion of the master's degree, including the thesis. Students who are applying to the PhD program from a master's program but have not completed the thesis can be admitted to the PhD program and will have one year in which to complete a mini-thesis.

Mini-thesis Requirement

A student admitted to the PhD program from a non-thesis graduate program must successfully complete work comparable to a research thesis in HDFS. We call this research study a “mini-thesis.” See **Appendix D** for the mini-thesis policy. Students must submit a “mini-thesis” proposal to a committee consisting of two HDFS graduate faculty members, who also approve the final product. Students submit an electronic copy of the completed mini-thesis, along with a *memo from the mini-thesis committee* indicating satisfactory completion of this requirement to the DOGE. **The mini-thesis requirement must be completed within two years of entering the PhD program, and you can receive 5 graduate credits of HD FS 699 for completing the mini-thesis.**

Mini-thesis data based on human subjects research must come from participants who have voluntarily consented to participate in a research study. The data must come from projects that have been reviewed and approved by an Institutional Review Board (IRB) or deemed not human subjects research by federal regulations. To omit this approval jeopardizes all research funding to ISU from federal sources. IRB approval **cannot** be given retroactively. When using secondary data or if you are unsure that your project is human subjects research, consult the [IRB Self-Test and Decision Trees](#) to determine if you need approval. If your project is deemed “not human subjects research” from the self-test, print a copy of the resulting determination and include it in your Appendix.

All personnel listed on a human subjects form must have completed CITI training and be affiliated with ISU in the CITI system in order to be added to any research protocol with human subjects. Go to the Human Subjects Training website and follow the instructions for required

training. Please Note:

THE MAJORITY OF HDFS STUDENTS WILL COMPLETE THE SOCIAL AND BEHAVIORAL RESEARCH TRACK EVEN IF THEY ARE USING BIOMARKERS.

For student submissions, the Major Professor or supervising faculty member's contact information must be included on the consent form. The [IRB website](#) contains all information about training and the approval process.

PhD Curriculum and Course Requirements

A listing of CORE and other course requirements for the PhD degree is available below:

PhD Core			Credits
HD FS	501	Graduate Studies, Research & Ethics in HDFS (2)	2
		<u>Theory:</u>	6
HD FS	510	Theories of Human Development (3)	
HD FS	511	Family Theory (3)	
		<u>Research/Statistics:</u>	18
HD FS	503	Introduction to Research Design (4)	
HD FS	505	Application of Quantitative Research Methods (3)	
HD FS	504	Qualitative Research Methods(3)	
HD FS	603	Advanced Quantitative Methods (3)OR	
HD FS	604	Advanced Qualitative Methods (3)	
HD FS	608	Grant Writing for Research (3)	
		Additional credits of stat/research methods (2)	
		<u>Internships^a:</u>	6
HD FS	691	A (College Teaching)(3)	
HD FS	691	B (Research) OR D (Professional Experience) (3)	
		<u>Other coursework:</u>	
		Additional credits of other coursework Note: 15 Credits Must Be Taken in HDFS	25
HD FS	699	Dissertation Research ^b	15
		PhD Core Total*	72
*minimum credits; ^a Students who have had substantial independent college teaching and/or independent research experience and/or professional experience may have the internship requirement waived; ^b 5 of the 15 credits are either the transfer of MS thesis research or credits needed to meet the mini-thesis requirement—approved by Graduate Faculty Spring 2014.			



Elective Credits Policy for HDFS PhD Degree Students (Approved by Graduate Faculty on November 2, 2015). Of the 15 elective credits in HDFS, up to 6 independent study credits in HD FS (590/591 and 690/691) may be counted towards your 72 credit minimum related to the PhD POSC.

A typical timeline and procedure checklist leading to the PhD degree is listed in **Exhibit 2**. To register for thesis credit (HD FS 699), you will need to obtain the section and registration number for your Major Professor from the Graduate Support Staff. Then use that information when you sign up for HD FS 699 via AccessPlus. No form is required.

The PhD degree requires a minimum number of graduate credits (72), including credit for the master's degree. **Students may transfer in no more than 36 graduate credits earned at a B or better level from another institution.** Your adviser or Major Professor can advise you on what will likely transfer but must be approved by your POSC, the OGEDOGE, and the Graduate College. Graduate College regulations require that students complete all PhD coursework within five years of the master's degree completion. For more information on overage or [expired coursework](#), please consult the graduate college handbook (Chapter 6.3.4).

Internship Requirements

PhD students are required to complete at least 3 graduate credits of a teaching internship (HD FS 691A); and 3 credits of either the research internship (HD FS 691B) or professional experience (HD FS 691D) as part of the PhD program of study. This requirement is to remind students that most jobs will require evidence of practical skills in these areas, which must be documented in letters of recommendation provided by the Major Professor and other faculty. The Graduate Program Staff has the HDFS form you use to sign up for a practicum and will provide you with the correct registration information so that you can then register through your AccessPlus account. Requirements for the internships are described in **Appendix A**. Registering for internship credits requires a course syllabus that is developed in collaboration between the supervising faculty member and student intern.

Committee Structure and Function


The PhD POSC, which should be selected during the second term in the student's graduate program, determines the selection of appropriate coursework for the student. The PhD POSC consists of at least five members of the Graduate Faculty at ISU. The committee must include ***at least three members from the department*** and ***one member from outside the student's field of emphasis***. The outside member(s) of the POSC provide relevant specialized knowledge or a different perspective helpful to the planning, execution, and reporting of research or some aspect of intellectual diversity deemed important by the committee and/or major. Outside committee members can be drawn from HDFS; however, it is recommended that you include a faculty member from another department. Prior to choosing your committee members, ask your Major Professor for POSC member suggestions.


Generally, the **PhD POSC meets at least three times**, although the student and/or Major Professor may call the committee together as deemed necessary. The student works closely with the Major Professor to prepare for each of these meetings.

The purposes of each of the three meetings are to:

1. Review and approve the student's POS, which identifies the courses required for the degree as well as plans for the Student Professional Development Portfolio (SPDP).
2. Participate in an oral prelim (dissertation proposal meeting) and be examined over the requirements of the Student Professional Development Portfolio.
3. Administer the final oral examination over the defense of the dissertation and the SPDP.

The student is responsible for organizing the meeting time and place (email hdfsrooms@iastate.edu to request a meeting room), notifying the respective committee members of the time and place, and providing each member of the committee with a copy of any proposal or dissertation no later than one week prior to the meeting.

 **Please Note:** It is important to schedule meetings 4 to 6 weeks in advance. However, please do not schedule meetings months in advance only to cancel due to lack of preparation. It is especially difficult to schedule meetings between semesters or during the summer; furthermore, the Graduate College will most likely not approve last-minute committee replacements to accommodate scheduling conflicts.

 **TIP:** Many students find it helpful to remind POSC members of scheduled meetings a few days prior to the date by sending emails or perhaps also noting the time and place of the meeting on the proposal or thesis. These reminders are particularly helpful if the meeting is scheduled far in advance or if the meeting is held during a particularly busy time of the semester, such as finals week.

HDFS Preliminary Oral Examination and SPDP

Overview

In HDFS, there are two parts to the Preliminary Oral Examination. **Part 1** consists of successfully defending an electronic HDFS Student Professional Development Portfolio (SPDP) that the student maintained over the course of graduate study as set forth in Table 1 below. **Part 2** is successfully defending the dissertation proposal. See the [Graduate College Handbook](#) for more information. In accordance with requirements established by the Graduate College, this Preliminary Oral Examination must be successfully completed **at least six months prior to the student's Final Oral Examination.** There are no exceptions made at the Graduate College. Students defend both the SPDP and dissertation proposal during the Preliminary Oral Examination meeting. The [Preliminary or Final Oral Exam Request](#) must be completed **3 weeks** prior to the scheduled meeting.

Part 1: Student Professional Development Portfolio (SPDP)

Purpose and Administration of the HDFS SPDP

The intent of the electronic HDFS SPDP is to demonstrate a PhD student's scholarship in the areas of research, teaching, and outreach. The development of the HDFS SPDP will also aid the student's overall academic experience and career preparation. The Graduate Faculty in the Department of Human Development and Family Studies has laid out **a set of MINIMUM portfolio requirements** as displayed in Table 1 below. A projected timeline is provided for students; however, students may complete tasks sooner than presented on the timeline. In addition, these are the MINIMUM requirements of a PhD student to be admitted into candidacy; **students are encouraged to go beyond these requirements in areas of their specialization and in line with their career aspirations.**

Evaluation of the HDFS SPDP

The evaluators of the HDFS SPDP will include the student's Major Professor and POSC. The student's Major Professor and POSC may set forth additional requirements to the SPDP. Any addition to the student's SPDP must be provided in writing and signed by the student, Major Professor, POSC, and DOGE at least one year prior to the Preliminary Oral Examination.

Students must submit all components of the SPDP in a comprehensive form outlined in Table 1 below in addition to their dissertation proposal to their committee at least two weeks prior to the Preliminary Oral Examination Date. At the Preliminary Oral Examination, the student's SPDP will be critiqued and examined by the Major Professor and POSC members.



Please Note: That beyond the review of the SPDP at the student's Preliminary Oral Examination, each year students will be required to submit their Curriculum Vitae and Annual Graduate Student Evaluation Form to the DOGE during spring semester (see Annual Evaluation, **Appendix G**). This information will be provided to the Graduate Faculty during the Annual Review of Graduate Students held in spring of each year. This information will be used as part of the evaluation of tracking the student's progress throughout the program, including meeting the minimum SPDP requirements.

Part 2: Preliminary Oral Examination of the dissertation proposal

Required Format for the Preliminary Oral Examination

Under the supervision of the Major Professor, the student will prepare a proposal that must include, **at a minimum, the first three sections/chapters of the dissertation for review by the POSC prior to the student's preliminary oral examination.**

For a quantitative dissertation, the proposal shall consist of: **1) an Introductory section/chapter** (i.e., Problem statement, Significance, and Rationale); **2) a section/chapter reviewing** relevant theory, previous research, and specific research questions or hypotheses; this section must include a substantive review of the literature; **and 3) a section/chapter dealing with the proposed methodology** for the dissertation (i.e., participants, measures, procedures). The methods should be detailed and include a thorough data analysis plan.

For a qualitative dissertation, it is recommended that proposals be as definitive as possible. Even though specific details will emerge, develop, and unfold as the investigation is taking place, preciseness at the proposal stage will greatly enhance the research process. For a qualitative dissertation, the proposal shall consist of **1) an introductory section/chapter** (i.e. problem statement, significance, and rationale, **2) a section/chapter reviewing relevant theory**, previous research, and specific research questions; **and 3) a section/chapter dealing with the methodology** for the dissertation and proposed methods.

Alternative Format or Journal Format for Thesis/Dissertation

If the student is following the Journal Format, also referred to as the alternative thesis/dissertation format, the Major Professor may ask to have additional sections/chapters included beyond those required sections listed above. All proposal instructions, including this “Required Format”, must be given to the student and the POSC in writing. Ask your Major Professor for previous examples from former HDFS graduate students. In addition, examples can be viewed at <http://lib.dr.iastate.edu>.

Evaluation of the Preliminary Oral Examination

Evaluation of the Preliminary Oral Examination will be based on the POSC’s assessment of the SPDP and dissertation proposal. Scoring criteria available from the Graduate College include “pass,” “conditional pass,” or “no pass.” If a “conditional pass” is given, the requirements for successful removal of the condition must be detailed on the Report of Final Oral Form. **Additionally, if there is a “conditional pass” or a “no pass,” a memo to the Graduate College, copied to the HDFS DOGE and signed by all members of the POSC, must accompany the form fully explaining the basis for the “conditional pass” or “no pass.”** If a “no pass” is given, the student will be dropped from the PhD program.

Right to Appeal HDFS SPDP and Qualification Preliminary Oral Examination Results

(Passed by HDFS Graduate Faculty, March 2005). Any graduate student has the right to appeal the results of this examination process. Appeals should be made in accordance with the ISU Graduate College Appeal Procedures (see Graduate College Handbook/website).

Time limit for Passage of the HDFS Preliminary Oral Examination

To assure satisfactory progress in the PhD program, the following time limits are required for students:

- PhD students entering the program with a MS degree must take and pass the **Preliminary Oral Examination no later than the end of the 4th semester of PhD study.**
- PhD students entering the program with a B.S. degree must complete the MS degree and pass their **Preliminary Oral Examination no later than the end of the 8th semester of graduate study. Summer enrollment is not counted.**

If a student fails to meet the time limit, he/she will be put on probation with stipulations dictated for each individual case. Exceptions to the time limits must be approved by a majority of the student's POSC. A memo of justification from the Major Professor for the exception is to be sent to the DOGE.

Administration of the Preliminary Oral Examination

Administration of the Preliminary Oral Examination is the responsibility of the student's POSC. **All CORE POS coursework must be completed before taking the Preliminary Oral Examination.** The scheduling of the student's Oral Examination will be decided by the student and the Major Professor. In the event a student has declared a minor, all requirements involving a written examination for the minor must be completed before scheduling the Preliminary Oral Examination. The representative for the minor area is in charge of administering those requirements (e.g., if a written examination is required). A request for Preliminary Oral Examination must be submitted electronically to the [Graduate College](#) at least **3 weeks** prior to the requested date.

Table 1: Minimum Requirements for MS/PhD Portfolio & Suggested Timeline

	Year 1	Year 2	Year 3 (Year 1 PhD Only)	Year 4 (Year 2 PhD Only)	Candidacy Evaluation	Graduation
Required Steps	POS/Major Professor	Thesis Proposal & Defense	POS/Major Professor	Dissertation Proposal & Candidacy	Passing Dissertation Proposal	Dissertation Defense
	CV Development	CV Development	CV Development	CV Development	CV Development	CV Development
	Portfolio	Portfolio	Portfolio	Portfolio	Portfolio Submitted at Dissertation Proposal	Final Portfolio Submitted at Dissertation Defense
				Core Coursework Completed	Core Coursework Completed	Core Coursework Completed
	Annual Evaluation	Annual Evaluation	Annual Evaluation	Annual Evaluation	Non-Probationary Status	Fulfilled Graduation Requirements
Research		Presentation Submitted	Presentation Submitted	Presentation Submitted	3 (2) Presentations Submitted	4 (3) Presentations Submitted**
			Manuscript Completed (IF, AR)	Manuscript Submitted (IF, AR)	1 Manuscripts Submitted	2 manuscripts submitted**
						1 Grant Proposal, Program Evaluation, or Policy Brief
				Research Statement	Research Statement	Research Statement
				Teaching Philosophy	Teaching Philosophy	Teaching Philosophy
				Diversity/Inclusion Statement	Diversity-Equity-Inclusion Statement	Diversity-Equity-Inclusion Statement
				Teaching Internship/ Experience	Teaching Internship/ Experience in Progress or Completed	Teaching Internship Completed
Preferred But Not Required						
Professional Affiliation	5 (3) Years of Professional Membership					
Teaching/ Outreach						1 Independent Instruction (Syllabi and Evaluations submitted with Portfolio); 2 Teaching /Outreach Experiences
Research	Discuss research priorities with MP and POSC to determine personal goals and progress.					
Service and Leadership		Service/ Leadership Experience	Service/ Leadership Experience	Service/ Leadership Experience	3 Service or Leadership Experiences	4 (3) or more Service/Leadership Experiences
Other Professional Experiences	Discuss professional priorities with MP and POSC to determine personal goals and progress.					

****Notes:** (1) Documentation for all information contained in SPDP is required. (2) Tasks may be completed ahead of time. (3) Three-Year PhD Requirements are contained in Parentheses. (4) Two presentations must be first-authored. (5) At least one manuscript must be first-authored.

Teaching/Outreach Experience May Include:

- Full responsibility for a second class
- Primary responsibility for a programmatic series of 4 to 6 presentations for local or state agency
- On-going clinical/work/outreach in an institutional setting

Service/Leadership Experiences May Include:

- Reviewing proposals for presentations or publications
- Serving on departmental, university, community, state, professional organization committees, Graduate Student Network, or Graduate and Professional Student Senate
- Belonging to or serving on professional or organization boards
- Volunteering at state, multistate, or national conferences
- Being appointed or elected for committee involvement in state, multistate, or national organizations
- Moderating a session at a state, multistate, or national meeting

Dissertation

All graduate theses and dissertations submitted to ISU must comply with the requirements established by the Graduate College, as stated in the current Thesis Manual found on the website link [Dissertation/Thesis Home](#). The Graduate College reviews the electronically deposited final thesis or dissertation and approves the final format before signing the final Approval Slip. Staff is available to advise students on formatting problems they may encounter, but there is no formal format check prior to the electronic deposit, so be sure your final version is really in excellent shape. A word to the wise, finish your dissertation defense several weeks before the Graduate College deadline in order to allow time for revisions and for the electronic deposit. If you miss the deadline, you will not graduate.

Because all dissertations are cataloged in the ISU Library, formatting requirements are very exact. For students who lack the word processing skills to meet these requirements, the Thesis Office will provide a list of individuals who can be hired to complete the final dissertation preparation. In addition, several informational thesis/dissertation seminars are offered early each semester.

Dissertation data based on human subjects research must come from participants who have voluntarily consented to participate in a research study. The data must come from projects that have been reviewed and approved by an Institutional Review Board (IRB) or deemed not human subjects research by federal regulations. To omit this approval jeopardizes all research funding to ISU from federal sources. IRB approval **cannot** be given retroactively. When using secondary data or if you are unsure that your project is human subjects research, consult the [IRB Self-Test and Decision Trees](#) to determine if you need approval. If your project is deemed “not human subjects research” from the self-test, print a copy of the resulting determination and include it in your Appendix.

All personnel listed on a human subjects form must have completed CITI training and be affiliated with ISU in the CITI system in order to be added to any research protocol with human subjects. Go to the Human Subjects Training website and follow the instructions for required training. Please Note:

THE MAJORITY OF HDFS STUDENTS WILL COMPLETE THE SOCIAL AND BEHAVIORAL RESEARCH TRACK EVEN IF THEY ARE USING BIOMARKERS.

For student submissions, the Major Professor or supervising faculty member's contact information must be included on the consent form. The [IRB website](#) contains all information about training and the approval process.

Interdepartmental Majors with HDFS as the Home Department

(Excerpt in italics from the ISU Grad College Handbook, Ch.4)

Interdepartmental graduate majors and academic departments are in synergistic relationships. The majors gain from these relationships by placing their students in physical settings in which scholarship can thrive. Departments gain talented students who enrich the academic unit in various ways.

- *Interdepartmental students contribute to the academic culture of their home departments by being highly qualified, prepared, and motivated to focus on a research subject through a broad lens.*
- *Interdepartmental students who enroll in courses in their home department bolster the student credit hours of the department.*
- *Many interdepartmental students co-major in departmental programs to enhance their credential base. In this manner, interdepartmental programs act as a recruiting channel for departmental majors.*
- *Interdepartmental students frequently have unique experience and training that enhance their effectiveness as teaching assistants for a home department's courses.*
- *Tuition revenue from interdepartmental students flows to the home department of the student.*

Clear terms of relationships between interdepartmental majors and home departments will prevent misunderstandings that might harm students and ultimately restrict the university's research mission.

Admission

Interdepartmental majors review applicants for admission to those majors based on university-wide and program standards. Cooperating departments do not influence the decision of whether to admit applicants to interdepartmental majors, but the departments do have the choice of whether to serve as the academic home for admissible applicants to interdepartmental majors. A department may elect not to serve as the academic home for reasons such as resource limitations, but declining home department status should not be based on prioritizing students based on major or admission standards. By affiliating with an interdepartmental major, the department agrees to defer to the major for decisions on admissibility. Interdepartmental majors may need to decline admission to a well-qualified applicant who seeks to work with a specific faculty member if that professor's department will not serve as the student's home. The choice of a Major Professor by students who rotate among labs immediately after admission may be based, at least in part, on which potential Major Professors are able to offer the student a home department.

Home Department Status

Students admitted to an interdepartmental major may begin their programs with confirmed Major Professors. In such cases, the department of the professor has agreed to be the home department for the new student. For faculty members with joint appointments among departments whose students pay different tuition rates, the faculty member's primary department

must be that faculty members students' home department. Some students begin a graduate program in an interdepartmental major without a Major Professor. For example, it is common for new students to have rotation experiences with multiple faculty members before settling on a Major Professor and permanent home department. In this case, the DOGE of the interdepartmental major may provide a home as the student completes rotations or each faculty member hosting a rotation may provide a temporary home for the student. During this interim period, tuition is assessed based on the sole or primary department of the interdepartmental DOGE, and the college of the interdepartmental DOGE awards tuition scholarships to qualified students. The eventual choice of a Major Professor for students who begin a graduate program without one may be based in part on which professors can provide a home department. If a student selects a Major Professor who holds joint appointments among departments, and if different rates of tuition are charged to students in those departments, the home department must be the primary department of the professor. Students who enter an interdepartmental program without a Major Professor must seek approval to designate a home department by initiating the form titled "Request to Establish a Home Department for Students Admitted to Interdepartmental Majors," which is available on the Graduate College Website at [Home Department for Students Admitted to Interdepartmental Majors](#).

If a student changes their Major Professor or a Major Professor notifies a student that he/she will no longer serve; the interdepartmental major should notify the home department so that the department may determine whether to terminate home department status. The Graduate College must be informed of such actions. Provisions for Students Home departments agree to provide space, facilities, and equipment to students in interdepartmental majors in a manner consistent with what is provided to other graduate students in the department. Typically, desk space is provided, and access to copy machines, common office supplies, and shared departmental equipment is offered. Depending on departmental policy, computers, printers, and other personal equipment may also be provided. Although what is provided to interdepartmental students may vary among departments, provisions within departments should not differ based on the major a student is pursuing unless specific funds have been donated for students in certain majors. It can be acceptable for a home department not to provide space and other support to all or some (e.g., those not on an assistantship or fellowship) students if that is the department's policy regardless of a student's major. Academic colleges of Major Professors award tuition scholarships for graduate students in interdepartmental majors.

Requirements of Students

After admission and establishment in a home department, an interdepartmental student is required to meet the academic requirements of his or her major, not those of his or her home department, unless those additional requirements are associated with a co-major program of study. Home departments may not impose requirements for coursework, seminars, teaching, internships, etc., beyond those of the major. Any department not wishing to abide by this policy may withdraw its affiliation with an interdepartmental major or may deny requests to serve as the home department for a student in an interdepartmental major. With encouragement from Major Professors, interdepartmental students should strive to become integrated in the culture of their home department and to build collegial relationships with others from within and outside of their major.

Home Department Curriculum and Course Requirements

Core Requirements for graduate students whose home department is HDFS

MS CORE			Thesis Credits	Non-Thesis Credits
HD FS	501	Graduate Studies, Research & Ethics in HDFS (2)	2	2
		<u>Theory:</u>	6	6
HD FS	510	Theories of Human Development (3)		
HD FS	511	Family Theory (3)		
		<u>Research/Statistics:</u>	10	10
HD FS	503	Introduction to Research Design (4)		
HD FS	505	Application of Quantitative Research Methods(3)		
HD FS	504	Qualitative Research Methods (3)		
		MS Core Total*	18	18

PhD CORE			Credits
HD FS	501	Graduate Studies, Research & Ethics in HDFS (2)	2
		<u>Theory:</u>	6
HD FS	510	Theories of Human Development (3)	
HD FS	511	Family Theory (3)	
		<u>Research/Statistics:</u>	16
HD FS	503	Introduction to Research Design (4)	
HD FS	505	Application of Quantitative Research Methods (3)	
HD FS	504	Qualitative Research Methods (3)	
HD FS	603	Advanced Quantitative Methods (3)OR	
HD FS	604	Advanced Qualitative Methods (3)	
HD FS	608	Grant Writing for Research (3)	
		PhD Core Total*	24

Approved by Graduate Faculty Spring 2015, Effective Fall 2015.



Please Note: Elective Credits Policy for HDFS Graduate Students - Effective immediately for all newly submitted POSC. (Approved by Graduate Faculty on November 2, 2015.)

Of the 15 elective credits in HDFS, up to 6 independent study credits in HD FS (590/591 and 690/691) may be counted towards your 72-credit minimum related to the PhD POSC. Of the 9 elective credits in HDFS, up to 3

independent study credits in HD FS (590/591 and 690/691) may be counted towards your 32=credit minimum related to your MS POSC.

Student's Rights and Responsibilities

(Excerpt in italics from the ISU Grad College Handbook, Ch.9)

Introduction

Iowa State University is committed to the excellence of graduate education and seeks to provide and sustain an environment conducive to the sharing, extending, and critical examination of knowledge. Graduate students play an integral role in the capacity of the University to fulfill both its research and teaching mission. By their accomplishments and future promise, graduate students represent one of the University's best investments in producing a distinguished history and rich legacy. A graduate student experience marked by fairness and equitable treatment is the first step in forging a lifelong commitment to the University.

In turn, graduate students are expected to demonstrate a commitment to their academic endeavors, to make steady progress toward academic milestones and goals, and to demonstrate ethical practices at all times. In addition to the provisions of this handbook, all graduate students are governed and protected by:

- *the Board of Regents' Uniform Rules of Personal Conduct,*
- *the Student Code of Conduct that contain the Student Conduct Code and student judicial process,*
- *University regulations in the “Student Life” section of the Policy Library,*
- *for students on appointment, the “Personnel, Conduct & Human Relations” section of the Policy Library, department procedures, and the terms of sponsored research agreements that fund their assistantships or other employment,*
- *academic policies in the University Catalog,*
- *departmental/program rules and policies,*
- *grievance procedures described in this chapter,*
- *the University's Sexual Misconduct, Sexual Assault, Sexual Harassment, Stalking, and Intimate Partner Violence Involving Students Policy, and*
- *the University's Discrimination and Harassment Policy.*

Graduate students on assistantship appointment also are governed by the policies applicable to instruction, research, and the conduct of University business as found in the Policy Library.

Environment for Student Success

The Graduate College encourages students to take advantage of opportunities for professional development during their graduate studies, and the college expects all engaged in graduate education to adhere to the University's Principles of Community.

As teaching, research, and administrative assistants, graduate students occupy an impressionable and susceptible position on campus. Graduate students rely on faculty and advisors to guide them to meet realistic expectations. Except for justifiable circumstances, funding and tuition scholarships should not be denied to an assistantship appointee mid-

contract. Graduate assistants who have performed well but cannot be reappointed due to budget shortfalls should be informed in a timely manner to allow the student to seek alternative funding.

As developing professionals, graduate students expect fair treatment and constructive feedback from faculty and advisors with an understanding that graduate students may one day be peers. Graduate students should expect reasonable confidentiality in their communications with faculty and advisors. Graduate student performance and behavior should only be discussed for professional purposes in a collegial manner, in accordance with the Family Educational Rights & Privacy Act (FERPA).

Graduate students should feel free to engage in an exchange of ideas, self-expression, and the challenging of beliefs and customs without concern that they may be treated or spoken to in an unprofessional manner. As members of the University community, graduate students have the right to express their own views but must also take responsibility for respecting the same rights of others and acting in accordance with the [Student Code of Conduct](#) and other applicable policies.

Incoming graduate students shall be provided graduate program degree requirements. When requirements subsequently change, a student may choose between meeting the requirements in place when they matriculated or adhering to the updated requirements, as approved by the student's Program of Study (POS) committee.

Graduate students on assistantships are expected to be provided a safe and clean space to conduct their duties.

Like all researchers, graduate students who sufficiently contribute to research activities have the right to be credited at an appropriate level (co-authorship, acknowledgment, etc.) on related publications and presentations, consistent with the ethical standards in their fields of study and University guidelines on authorship.

Graduate assistants have the right to request a change in assistantship appointment supervisor. These requests should be reserved for extreme situations, and the student is expected to make every reasonable effort to resolve the issue(s) with the supervisor in a professional manner. If the student does not feel comfortable discussing the situation directly with the supervisor, the student should contact the program DOGE and/or department chair. If a request is made, the program DOGE and/or department chair is expected to make a reasonable effort to find an alternative assignment. If no solution is available at the department/program level, the next consideration should be made at the Graduate College. However, the graduate student should be aware that funding and alternative assignments are not guaranteed. A change to the supervisor for an assistantship does not affect the composition of the POS committee.

Specific Policies and Laws of Interest to Graduate Students

The following is a listing of policies and laws that apply to graduate students or assistants:

Student Code of Conduct. All students, including graduate students, are subject to the [Student Code of Conduct](#) that contain the Code of Conduct. Behaviors not permitted include: academic misconduct, abuse of controlled substances, assault or threat of assault, bribery, contempt, disruption of the rights of others, violation of fire or safety regulations, endangerment, gambling, harassment, hazing, misuse of computers, false identification, misuse of keys, sexual abuse, theft, threat of harm, unlawful entry, possession of weapons, and violation of the law.

Academic Misconduct. Instances of suspected academic misconduct in research should be reported to the Office of the Vice President for Research. Applicable rules and procedures appear in [Section 7.2](#) of the [Faculty Handbook](#). For issues regarding conduct of research, graduate students are held to the same standards as faculty. Instances of graduate students suspected of academic misconduct not involving research should be reported to the Office of Judicial Affairs in the Dean of Students Office. See the [Student Code of Conduct](#) for applicable rules and procedures.

Discrimination and Harassment Policy. The University's policies on discrimination and harassment apply to graduate students. See the University's [Policy Library](#). Issues and concerns of discrimination and harassment should be reported to the Office of Equal Opportunity.

Sexual Misconduct, Sexual Assault, Sexual Harassment, Stalking, and Intimate Partner Violence Involving Students. The University's policies and procedures on sexual misconduct apply to graduate students. See the University's [Policy Library](#). Issues and concerns relating to sexual misconduct should be reported to the Office of Equal Opportunity.

Conflicts of Interest. Several provisions of law and policy related to conflicts of interest apply to graduate students (see the [Policy Library](#), [Personnel, Conduct & Human Relations Section](#); [Faculty Handbook, Section 7.2, 8.2](#)). As required by federal regulations, the University has adopted a conflict of interest policy affecting employees who have outside business commitments. Graduate assistants, especially those on research appointments with significant private business arrangements, must comply with this policy. University facilities should not be used for private commercial purposes without approval.

Statement on Professional Ethics. Graduate students are expected to comply with the Faculty Statement on Professional Ethics (see [Faculty Handbook, Section 7.2](#)).

Compliance with Research Standards. Graduate students conducting research must comply with the University's procedures for human subjects review, animal care and use, use of radioactive materials, prior approval of certain recombinant DNA experiments, and various safety requirements (see [Faculty Handbook, Section 8.3](#)).

Ownership of Intellectual Property and Data. Iowa State University subscribes to the general principle that the intellectual property created by a student is generally owned by that student. However, student work often owes much to faculty initiative. In addition, the provisions of sponsored research grants that fund research appointments may affect the ownership of intellectual property. Students must be aware of these restrictions on ownership of intellectual

property as provided by [University policies on patents and copyrights](#). Graduate students will be given an opportunity to use data resulting from sponsored research grants; however, that opportunity is subject to the University's obligations with respect to those grants. The University has a general obligation to publish the results of scientific investigation. Consequently, the student's right to control data collected under sponsorship is not exclusive. Unless prior approval for a temporary embargo is secured from the Graduate College, theses and dissertations are made publicly available upon their final approval by the Graduate College.

Tutoring. A graduate teaching assistant may not tutor a course that they are teaching. In addition, graduate students must check with their department or graduate major before entering into a tutoring agreement to learn whether additional regulations exist.

International Travel. All graduate and professional students traveling internationally and using funds administered by Iowa State University to pay for any portion of the trip are required to register for the university-provided CISI (Cultural Insurance Services International) international travel insurance.

Grievances

Several formal avenues of appeal are available to graduate students, depending on the nature of the grievance. Outlined in this section are procedures designed to handle grievances concerning grades and instruction and for grievances related to scholarly and professional competence. Other appeal routes are available within the student disciplinary process and for inappropriate termination of assistantship appointments. All procedures start at the department or program level and lead through a series of steps to higher appeal channels. If a student's complaint relates to a general policy, they may also bring the matter to the attention of the GPSS either by contacting a senator or the GPSS president. Students also have the right to contact the Dean of the Graduate College about the grievance.

The following grievance procedures may not be used when students are afforded due process hearings or appeals as provided by University policy. For example, these grievance processes are not available for failure to meet clearly stated academic requirements, for violations of the Student Code of Conduct handled by the Student Conduct Administrator, or where a research misconduct proceeding has been initiated by the Research Integrity Officer. A student may withdraw from any student-initiated grievance procedures outlined below by writing a signed and dated letter to the Dean of the Graduate College.

Human Subjects Research

PRIOR TO CONDUCTING ANY research at ISU, whether it is a thesis, dissertation, independent project, or even some class projects, you need to follow two steps for certification:

1. successfully complete the human subjects training, and
2. gain approval for Human Subjects Research

Current human subjects training information can be found on the [IRB training webpage](#). Applications for approval to conduct human subjects research are electronic through

[IRBManager](#). Once you have completed the application, it is routed to the supervising faculty member, department chair, and then to the IRB office for review. Be sure you have given plenty of time for review, revisions, and approval. You should begin this process as soon as possible. Full-board reviews can take a couple of months from start to finish. You MAY NOT engage in any research activities, including recruitment, prior to approval. Approval cannot be given retroactively. Please utilize the [self-test and decisions trees](#) to determine if your project is considered “*not human subjects research*,” all other projects must be approved, even if they are considered exempt. Exempt research is still under the purview of the IRB; however, it has fewer review requirements.

Any changes to an approved non-exempt research protocol (i.e., recruitment, consent, data collection procedures, measure, materials, inclusion/exclusion criteria, personnel, compensation, confidentiality) must be approved through a [modification](#) prior to the change being made. Failure to do so will result in a non-compliance case.



Please Note: A copy of your IRB approval, exemption letter or determination of “*not human subjects research*” MUST be included in the Appendix of your creative component, thesis, or dissertation.

Publishing Theses and Dissertations

Graduate students and graduate faculty are expected to publish scholarly manuscripts that contribute to the discipline. **It is important for graduate students and faculty to discuss and agree on authorship and publication expectations as they work together on research, including theses and dissertations. Authorship, and the order of authors, should represent substantive intellectual contributions to the study.** In order to reflect the collaboration in the study design and analysis, except under very unusual circumstances, the Major Professor should be a co-author on the manuscript. **It is helpful if the discussions about authorship occur prior to the initial writing phase and that these discussions are revisited during the writing process if needed.** [Authorship Guidelines](#) are available in the Policy Library.

In order to ensure timely dissemination of findings, graduate students are expected to submit a manuscript derived from the thesis or dissertation for publication within one year of their final defense. **Occasionally the student lacks time or interest to take a major role in leading this process; therefore, it is necessary for the Major Professor to assume the primary responsibility for revising and submitting the manuscript.** Under these circumstances, and depending on the extent of the revisions required for publication, it may be appropriate for the Major Professor to become first author and the student second author. Needless to say, it is most important for the authors to communicate regarding these decisions.

Record Retention Policy

To ensure the integrity of the research process and following Federal research guidelines, the HDFS department has a policy on retention of research records, including graduate student research. As you develop your research proposal, collect/analyze data, complete, and write your thesis/dissertation, a number of records accumulate that must be saved. These records include

your final research proposal, POSC meeting minutes documenting changes to the proposal, human subject's approval and consent forms, and final dataset summaries/ analyses. These records are to be retained and preserved by your Major Professor for three years after completion of the thesis/dissertation. Please see **Appendix C**, HDFS Record Retention Policy, for complete details.

Awards for Research and Teaching Excellence

HDFS Outstanding Emerging Professional Award

The HDFS Outstanding Emerging Professional Award (MS and PhD) is given annually to a graduate student who has demonstrated excellence in one or more of the following criteria:

1. Outstanding research productivity;
 2. Excellence in classroom teaching; and/or
 3. Exceptional service/outreach accomplishments.
- In combination with this distinction, HDFS awards the Outstanding Emerging Professional with a \$500 scholarship.
 - Deadline: December 15.
 - Application: To apply, the student who is nominated (self or by others) must submit a CV and a written explanation (no more than two pages) of accomplishments in one or more of the following criteria listed above that makes the individual worthy of becoming HDFS's Outstanding Emerging Professional. Additionally, the student must obtain a letter of support from an HDFS graduate faculty member.
 - **Please send an electronic copy of ALL the application materials (e.g., CV and personal statement of accomplishments) as well as an electronic copy of the nomination letter to DeAnn Barnes (dhbarnes@iastate.edu) by December 15.**

ISU Graduate College Research and Teaching Excellence Awards

<http://www.grad-college.iastate.edu/academics/awards/>

Each year HDFS is entitled to submit applications for the ISU Graduate College **Research and Teaching Excellence Awards**. Awards are made during both fall and spring semesters.

- In combination with this distinction, HDFS awards each of the winning recipients a \$250 scholarship.
- Deadline: Deadlines are announced each semester.
- Application: *Graduate Faculty must nominate the student for the award. Graduate Students, if you feel you may be eligible for either of these awards, please speak with your Major Professor.*

A) **Eligibility for the Research Award:** The student does not need to graduate in the semester they receive the award, but they should be very close to finishing. Students need to be far enough along in their thesis/dissertation for you to recognize the excellence qualities of excellence established by your department. Recipients of these awards must be enrolled at ISU at the time the awards are given; students who have graduated are not eligible for these excellence awards.

A student is eligible for only one Research Excellence Award per degree; however, it is possible to grant a student both a Teaching and a Research Excellence Award for the same degree during his/her academic career.

Research nominations consist of a letter of recommendation (usually the Major Professor) to the Graduate College as well as a copy of the thesis/dissertation and Curriculum Vitae. The nomination letter and thesis/dissertation should be given to HDFS DeAnn Barnes (dhbarnes@iastate.edu) for review by the HDFS Graduate Education Committee. The Graduate Education Committee reviews all nominations and decides which nomination will be forwarded to the Graduate College for consideration.

B) **Eligibility for the Teaching Award:** Any graduate student with teaching responsibilities and who has been on a teaching appointment for at least two terms (including summer sessions) is eligible for an award. Students do not necessarily need to be on a C-base appointment but must be at Iowa State primarily to work on a graduate degree. Recipients of these awards must be enrolled at ISU at the time the awards are given; students who have already graduated are not eligible. A student is eligible for only one Teaching Excellence Award per degree; however, it is possible to grant a student both a Teaching and a Research Excellence Award for the same degree during his/her academic career.

Teaching nominations consist of a letter of recommendation to the Graduate College by the nominator as well as a copy of the course syllabi, teaching evaluations, and Curriculum Vitae. The nomination letter is given to the HDFS DOGE for review by the HDFS Graduate Education Committee. The Graduate Education Committee reviews all nominations and decides which nomination will be forwarded to the Graduate College for consideration.

C) Please send an electronic copy of the application materials (e.g., CV, thesis/dissertation or syllabi and evaluations) as well as an electronic copy of the nomination letter to DeAnn Barnes (dhbarnes@iastate.edu).

Resources

Parks Library

(Excerpt in italics from the e-Library website: <http://www.lib.iastate.edu/>)

Books from the General Stacks may be checked out at the Circulation Desk by presenting a standard ISUCard or an ISU Library Visitor Card. Books from the General Stacks are loaned for a period of four weeks. In general, library materials should be returned to the service desk from which they were checked out. During open hours, items checked out at the Parks Library Circulation Desk should be returned to the indoor "Book Return" slot, located just west of the Desk itself. When Parks Library is closed, items can be returned to the outdoor book drop, located west of the main entrance to the building. Interlibrary Loan Service provides cardholders access to materials that are not available in the ISU Library collections.

Computer Labs

Starting in Fall 2020, all students are required to provide their own laptop (either purchased or checked out through the Library or their department). Some software is available to install on personal computers. However, all required software will be available through [VDI Computer Labs](#).

Please note: Access to *physical* College of Human Sciences computer labs will not be available in the Fall 2020 semester.

- Additional information can be found on the [ITS Computer Requirements Page](#).
- Technology can be purchased through TechCyte via their [Major Success page](#).

Data Analysis Room

A Data Analysis Room is located in 0323 Palmer with four desktop computers. This is to be used for specific data analysis projects and particularly data analysis collaboration in individualized stat training (not as another office). Software included on these 4 systems include SPSS, SAS, Mplus, Stata SE, Stata IC. One system includes MaxQDA. Key code access is required and can be obtained from **DeAnn Barnes** (dhbarnes@iastate.edu) in 2330E Palmer.

Laptop Computers for Check-out

Iowa State University has developed a Laptop Loaner Program to support students who may not have access to required laptop technology. Loaner laptops will be provided to current Iowa State University students through the University Library **while inventory lasts**. Students with the greatest financial need and those who have exhausted other options for financial aid will receive priority. Requests for participation in the Laptop Loaner Program will be accepted now through 11:59 p.m. CST on **Friday, July 31**.

Please have the following information available to complete the [Laptop Loaner Program request form](#):

- University ID – nine-digit identification number provided to you upon acceptance to Iowa State University
- College – Example: Human Sciences
- System preference – Mac or PC

If you are unable to locate your University ID, contact the IT Solution Center at 515-294-4000.

Questions about the Laptop Loaner Program can be directed to the College of Human Sciences Student Services Office. Email hsss@iastate.edu.

Computer Related Problems in Graduate Assistant Offices

[*CHS IT Services*](#) - Graduate Assistants may be provided offices equipped with desktop computers. The College of Human Sciences has IT staff that can help you with your computer problems. In most cases, you will receive a response back within one business day. If your problem is a higher urgency level, contact the Solution Center at 515-294-4000 and identify yourself as an HDFS graduate assistant. The Solution Center's normal business hours are from 8:00 a.m. to 5:00 p.m., Monday-Friday.

Other Resources

For a full list of available resources, please visit the [Graduate College University Resources](#) webpage.

Assistantships

A limited number of quarter or half-time research and teaching assistantships are available in HDFS. At the time of application for graduate study, applicants indicate their interest in an assistantship on the HDFS Supplemental Information Sheet. For current HDFS students, an electronic survey will be sent to collect students' requests and interests for the following summer and academic year early during the spring semester or late fall semester. ***A specific due date will be sent with the email requesting the assistantship application form be completed.*** It is possible to indicate a preference for one type of assistantship at the time of application.

Two types of assistantship support are available: research and teaching. ***A graduate assistant (GA) performs duties that contribute significantly to their graduate education. Students holding assistantships are considered to be in training, and the graduate assistantship is a form of student aid that combines training with income.*** The letter of intent will state the specific funding dates, percentage of time (.25 or .50 FTE), supervisor name, and the type of assistantship (research or teaching). The LOI may include other information specific to the appointment. Funding constraints and requirements, however, typically determine assistantship assignments. Students seeking specific assistantships should visit with the DOGE, who can facilitate the assignment if appropriate. Final decisions are made by the DOGE, Associate Chair, and Department Chair.

On or before the first day of employment, all employees hired at ISU must complete payroll forms in Workday and verify their identity at the Office of Human Resource Services, 3810 Beardshear. At this time, the employee will fill out an I-9 form, State and Federal W-4 forms, Employment Information/Equal Opportunity form, and check mailing instructions form. The employee will need to provide a federal or state photo ID/Driver's license and Social Security card or certified birth certificate or a passport to establish identity and employment eligibility.

Under the Immigration Reform and Control Act of 1986, if an employee is unable to provide the necessary documents to complete the I-9 (Employment Eligibility) Verification within three days of start of employment, he or she must produce a receipt showing that he or she has applied for the document. In order to continue employment, the employee must produce the documents themselves within 90 days of hire.

Non-United States citizens must first go to the [International Student Services Office \(ISSO\)](#), 3241 Memorial Union, on or before their date of hire to complete the Form I-9 (Employment Eligibility) Verification. He or she must then submit the completed form to the Human Resource Services Office, 3810 Beardshear, or to the employee's department to complete registration for payroll.

Although students on assistantship are assessed at the full in-state tuition rate, they may register for fewer credits. HDFS requires graduate assistants to register for a minimum of 6 graduate credits during the fall and spring semester and a minimum of 1 credit (Graduate College Policy) during the summer.

Graduate Assistants on half-time (20 hrs/wk) appointments receive a Graduate College Scholarship Credit that reduces the in-state tuition rate, up to 50% for MS students or 100% for

PhD students for any semester they hold an assistantship for at least three months during fall and spring or 6 weeks during summer. For students on quarter-time assistantships (10 hrs/week), the scholarship amount is half the amount (25% for MS, 50% for PhD). For full scholarship details, see [Graduate College Handbook](#).

Benefits for Graduate Assistants

Excerpt in italics from the Graduate College Handbook: [Graduate College Handbook](#)
Benefits in addition to stipend support accrue to the graduate assistant during the appointment period. A full explanation of these benefits appears on the [Policy Library](#) website

Health Insurance

*Graduate assistants with an appointment of one quarter-time or more receive self-only health insurance coverage as a benefit of employment, **enrollment in the self-only health insurance plan is automatic**, and the cost is paid for by your department. A copy of plan information is available online at [Student and Scholar Health Insurance Program \(SSHIP\)](#).*

Dental Insurance

Graduate assistants with an appointment of one quarter-time or more are eligible for the dental insurance plan, which is partially subsidized by the university, and the employee premium will be deducted from the GA's paycheck. Enrollment can be done on AccessPlus during open enrollment or by submitting a paper enrollment form at other times of the year. Plan information is available on the Web site at [SSHIP](#).

Prescription Drug Benefit Program

Graduate Students receive single coverage free of charge in a program that reduces the cost of prescription medication available at the Thielen Student Health Center Pharmacy. Spouse and children can receive the prescription benefit if they are enrolled in the ISU Student and Scholar Health Insurance Plan, and the payroll deduction option is chosen for payment of premium. For further information, browse the Web site at [SSHIP](#) contact the [Thielen Student Health Center](#) Pharmacy at 515-294-7983.

Student Rights and Responsibilities Related to Assistantships

A student majoring in HDFS on assistantship is required to be enrolled for a minimum number of graduate credits (6 for fall/spring, 1 credit for summer) that he/she holds an assistantship. In order to continue holding an assistantship in HDFS, the student must make satisfactory progress towards completing the degree by, for example, completing coursework with grades of B- or better and receiving satisfactory evaluations of performance in the assistantship by the supervisor as well as during the annual student evaluation. Assistantship supervisors must meet with graduate assistants at the end of each semester to give the assistant both written (**Appendix F**) and oral evaluation of performance; copies of the written evaluation, signed by both the supervisor and the student, are provided to and signed by the Department Chair.

MS students majoring in HDFS are eligible for department assistantships for two calendar years (4 semesters) following their enrollment in the HDFS graduate program; PhD students are eligible for department assistantships for three calendar years (6 semesters) following enrollment in the HDFS graduate program. However, a student who remains at ISU for both the MS and PhD program is eligible for departmental assistantship support for a total of five consecutive calendar years (10 semester's total) following enrollment in the MS program. This period of eligibility is the same for students holding quarter-time and half-time assistantships.



Please Note: Summer appointments are not counted in semesters of eligibility.

Graduate students seeking assistantship support are expected to work with their Major Professors to complete their graduate studies within this period of eligibility. After the period of assistantship eligibility, graduate students who have not completed their program are expected to find alternate sources of financial support.

Students receiving an assistantship are under the supervision of a faculty member, who assigns work to the student. Students in quarter-time assistantships are expected to work 10 hours each week; students in half-time assistantships are expected to work 20 hours each week. If the supervisor has no work for the student during one week, the unused hours cannot be demanded in a later week unless that previous arrangements have been made and these arrangements are consensual. If the weekly workload exceeds the assistantship hours on a consistent basis, the student should discuss the situation with his/her supervisor. If the overload continues, the student should consult with the DOGE and/or the Department Chair. In order to define/clarify the expectations of both parties, it is often useful to discuss what must be done, by what deadline, and by whom. It is generally a good practice to keep a record of hours worked on assistantship.

Students on assistantships are university employees and are expected to follow all university policies governing interactions with other students, including the discrimination and harassment policy (<http://policy.iastate.edu/policy/discrimination/>). By keeping your supervisor informed of major coursework due dates, you may be able to avoid overloading yourself by negotiating for major work deadlines to fall at times when course loads are at a minimum. Arrangements for leave of absence are made between the graduate assistant and the assistant's supervisor. When a graduate student employee needs to be absent either for personal reasons or

illness, the supervisor will accommodate that need. At the same time, the graduate assistants should attempt to plan personal leave so that it does not interfere with or cause neglect of duties associated with his or her appointment. Supervisors of graduate assistants are responsible for ensuring that their assistants do not exceed reasonable limits for leave.

General Information

Nearly all the information you will need is available on the ISU website. See Exhibits 4 and 5 for the basic references. For finding information quickly, use the alphabet link at the top of the homepage. For example, if you want to find the HDFS homepage, click on “H” and scroll down the listing to find the link for HDFS.

The following information is provided for your convenience and ease around campus. We update this hard copy once a year, so the information is subject to change. For more detailed information, it is best to call the office of interest or check their website for the most current information.

AccessPlus

(Excerpt in italics from: [AccessPlus](#))

*AccessPlus offers a wide range of services, from changing your address and managing your CyCash account to viewing or even paying your university bill online. Some of the other services available for **students** through AccessPlus include class registration, class schedules, financial aid, grade reports and transcripts, job board, and residence halls and dining.*

Registration

(Excerpt in italics from the Graduate College Handbook, Chapter 2)

All students who attend classes at ISU must register and pay assessed tuition and fees. The ISU Office of Registrar’s Web site is the official source of information about registration for all students at ISU. Specific dates for registration are listed:

- *on the Registrar’s Web page at [ISU Registrar](#),*
- *on the University Calendar [ISU Academic Calendar](#),*
- *in the Iowa State Daily [Iowa State Daily](#), and*
- *on many department bulletin boards.*

Registration for summer session should be completed during the spring, at the same time as registration for fall semester.

Transcripts

Transcripts are available from the Registrar’s Office in 214 Alumni Hall. There is a small fee charged to have an official copy sent directly to another institution. The request form is available on the Registrar’s homepage [Transcript Request](#). You can also print an unofficial copy of your transcript through your AccessPlus account.

Grades and Records

The grading system is described in the [Graduate College Handbook](#) . Any incomplete grades given will automatically change to a grade of F if not resolved after one calendar year, even if the student is not enrolled. All incomplete grades must be resolved before graduation.

All courses (even if they are undergraduate courses) taken as a graduate student will be calculated into the graduate GPA. The GPA is determined by dividing the number of grade points earned by the total number of ISU cumulative hours. The grade given when an Incomplete

(I) is resolved is figured into the cumulative grade point average but not into a particular semester's average. Marks of I, S, P, NP, T, and X are not counted in the grade point average; a mark of F (even if taken S/F) is counted in the grade point average. Creative Component/Research (599 and 699) credits are not used in the calculation of the GPA. In the case of repeated courses, only the grade achieved the last time the course is taken is used in computing the grade point average.

Forms

Throughout your graduate program, you will be filling out many forms. A listing and a description of these forms are included in Exhibit 3. [Graduate College Forms](#) should be downloaded/completed at the time that they are needed to ensure that the most recent version is used. You are responsible for submitting the forms by the deadlines set by the Graduate College. Deadlines for each upcoming semester are on the [Graduate College Calendar](#) website. Examinations have had to be rescheduled and delayed for students who failed to file the POS form or the Request for Examination form at the required times or in the required sequence. Data collection has been postponed for students who failed to file for Human Subjects Committee Approval of their research proposal. Therefore, it is very important that **you** keep track of where you are in the graduate program and what forms you have yet to file.



Please Note: When you receive approval to have a preliminary oral exam or final oral exam, required forms and links for electronic forms are sent to the student and the Major Professor. The electronic forms will route through the Major Professor, committee members, DOGE and graduate college as specified on the forms.

Mail

Students who do not have an assistantship assignment are provided a mailbox located in 86 LeBaron. Mail from the Department of HDFS and other university offices is forwarded to your departmental mailbox.

- ✓ To access the mailroom in **86 LeBaron**, first, pull down on the door handle to clear the keypad, then enter the eight-digit code on the keypad. After you enter the code, it will light up green and beep, showing a cleared entry.
- ✓ The mailroom located on the **first floor of Palmer (1353)** is accessible at all times (no key required).
- ✓ The mailroom located on the **second floor of Palmer** is open during office hours. Most of these mailboxes are for faculty & staff with offices on the same floor, but a few graduate assistants may be assigned mailboxes here also.

Building Access Services

The department will request keys and/or access cards for Graduate Assistants to their assigned office space, along with a building key or access card. All keys/cards remain the property of the university and must be returned to Facilities Planning and Management when you move out of an office and/or graduate.

Lost or Stolen keys/cards should be immediately reported to your department key/card coordinator and the Key Desk upon discovery. A \$25.00 fee will be assessed for each lost or unreturned key. The Department Key Coordinator (DeAnn Barnes) can run a report of the current keys assigned to you.

Scheduling Conference Rooms

The HDFS department has several conference rooms in Palmer and LeBaron Hall that graduate students can reserve for committee meetings.



Please Note: Send an email request to hdfsrooms@iastate.edu to schedule a meeting room. Be sure to schedule early because room reservations fill up quickly, and space is limited.

Virtual Meetings and Members at a Distance

Oral examinations are the primary ways the university assesses learning by graduate students. These examinations also gauge whether students' accomplishments meet expectations associated with earning advanced degrees. Oral examinations must involve the full engagement of all participants simultaneously, and unobstructed communication among participants is essential. Students and their committees should schedule oral examinations far in advance so that all participants are together on campus for the events whenever possible.

Under rare circumstances (which must be defined by the graduate program's handbook or governance document), a graduate student may participate in their final oral examination at a distance.

For each of these instances, please refer to the requirements and procedures in the [Graduate College Handbook section on Final Oral Exams](#). The HDFS Graduate Program Assistant can help you with technology needs for virtual meetings and members at a distance.

Address Changes

1. You are responsible for updating your address & telephone changes with ISU.
 - Login to AccessPlus, go to the Student tab, and choose address change;
 - If you are a Graduate Assistant, you are also an employee and must enter the changes on your employee tab, under address change
2. Also, notify the HDFS Graduate Program Assistant of your name, address, and telephone changes.

Automatic Direct Deposit Change

To change your direct deposit, do the following:

- If you want to change the direct deposit destination of your payroll check, enter Workday, click on Pay; Payment Elections, Direct Deposit, enter routing number, account number, and account type, and click submit. The change will be effective after the date stated. This account will be used for all payments from Iowa State University, including, but not limited to, Title IV financial aid and payroll.

Graduate Student Housing

The Department of Residence offers a variety of options for graduate students, including some dormitory spaces limited to students over 21 years old and several apartment buildings that are tailored for adult students and families. See the [Department of Residence](#) website for current information.

International Students & Scholars

(Excerpt in italics from: [ISSO](#))

International Students & Scholars Office Mission Statement

The mission of the International Students and Scholars Office is to provide immigration services, personal support, and cross-cultural expertise within a welcoming and supportive environment for international students and scholars throughout their university experience.

International Students & Scholars Office Organization

The area most frequently used by international students, scholars, and their families is the International Students & Scholars Office (ISSO) located in Room 3241 Memorial Union. The International Student Advisers (ISA) working in ISSO assist international students with maintenance of their immigration status, U.S. employment regulations and provide support with social, cultural, financial, and personal concerns. Staff in the Scholar Unit of ISSO work with ISU departments to bring scholars to campus by preparing immigration documents or filing immigration petitions and by providing guidance on employment regulations. These staff members also advise scholars on maintenance of their immigration status, U.S. employment regulations and provide support with social, cultural, financial, and personal concerns.

International Graduate Students: English Language Proficiency

HDFS recognizes that international students may experience additional stressors as they navigate a new environment, language, and culture. We are here to support you. Below we outline university requirements for language proficiency and some requirements that are specific to PhD students in our department due to teaching internship duties. In addition, you will find links to resources for English skill development. We recommend that you ask your major professor and other graduate students about opportunities that would support your individual professional development.

I. English Placement Test (EPT) for all international graduate students

All international graduate students whose first language is not English are required to take the EPT as soon as they arrive. The English department will guide you to the appropriate English courses needed. These English courses must be completed during the first year of study, and registration holds are placed if students don't register for these courses during the first year of study. Go to <https://apling.engl.iastate.edu/english-placement-test/> for information about registration, exemption, and other information about the EPT.

II. Oral English Certification Test (OECT) for international teaching assistants

For international students on teaching assistantships, you are required to take the OECT before or at the start of the semester you begin your teaching duties. The Center for Communication Excellence (CCE) will guide you on the appropriate English courses needed. These English courses must be completed during the first two semesters from the time of appointment. Go to <https://cce.grad-college.iastate.edu/speaking/oect-for-itas> for more information about the registration, exemption, and other information about the OECT.

HDFS follows the recommended guidelines related to teaching duties and coursework set through the CCE in that international graduate students with teaching assistantships should work toward a Conditionally Certified status (Level 2) and enroll in English 180D at a minimum. The CCE website provides information about how to interpret results from the OECT <https://cce.grad-college.iastate.edu/speaking/oect-for-itas/results>.

In addition to these university requirements, HDFS requires all PhD students to engage in a teaching internship experience. Prior to enrolling in this course HDFS 691A, international PhD students need to be at a Conditionally Certified status (Level 2) and have completed at least one semester of English 180D. In the rare instance that a student does not receive a Level 2 status and has taken the series of English 180 courses (A-D) as recommended by the CCE, they can work with the DOGE and CCE for alternative options.

Students should receive advising from their major professor and/or the CCE to determine if they should become Fully Certified (Level 1). In HDFS, this is required to teach independently in-person.

International students who do not have teaching-related responsibilities are encouraged to check out the resources available through the CCE <https://cce.grad-college.iastate.edu>. There are many different opportunities to support written and oral English skills for your professional growth. In addition, the Center for Excellence in Learning and Teaching (CELT) provides numerous opportunities for enhancing teaching-related skills for all graduate students, faculty, and staff <https://celt.iastate.edu>.

Student Health Center

(Excerpt in italics from: <http://www.health.iastate.edu/>)

Thielen Student Health Center (TSHC) is a full-service health clinic staffed with physicians, advanced registered nurse practitioners, and trained healthcare professionals available to see you for your primary health care needs. You must call ahead to schedule an appointment (515-294-5801).

Student Legal Services

(Excerpt in italics from [Student Legal Services \(SLS\)](#))

Funded by Iowa State University Student Government, Student Legal Services (SLS) is a legal aid office that provides free and confidential legal services for currently enrolled, activity fee-paying Iowa State University students, spouse cardholders, and recognized Iowa State

University student groups. SLS is also available to provide law-related educational programs on a variety of topics for students, student groups, and others within the university community.

Financial Aid and Other Funding

Graduate Student Research Grant Program

The Department of Human Development and Family Studies, as part of its mission to educate and support the learning experience of its graduate students sponsors a Graduate Student Research Grant Program (GSTDRF). The fund is to support mini-thesis/thesis (up to \$500) or dissertation (up to \$1000) research. For application requirements and review process, refer to **Appendix J** of this handbook.

Scholarships

Newly admitted and continuing graduate students in the Department of Human Development and Family Studies are eligible to apply for scholarships made available by donations to the College of Human Sciences. Scholarships for continuing students are awarded on the **basis of academic excellence and research accomplishments**. Because of limited funds and stiff competition, the department and college graduate scholarship committees have only considered continuing **student applicants with a 3.7 GPA or better**. Students need to complete the application online: <http://www.hs.iastate.edu/current-students/scholarships/chs-graduate-student-scholarships/>. Letters of recommendation and any additional supporting documents may be sent directly to the Graduate Program Support Staff. The deadline for scholarship applications is March 1. The HDFS Graduate Education Committee will review and rank all applications. Students receiving the full scholarship award are required to be enrolled each semester for 4 or more graduate credits, including research credits.

Student Loans

A variety of loan programs are available to eligible students. For details, contact the Financial Aid Office, 0210 Beardshear, (800)478-2998, or (515)294-2233, or [ISU Financial Aid](#). Information on funding for graduate study and graduate research is also available on the [Graduate College](#) homepage website (Financing Graduate Study).

Professional Advancement Grants (PAGs)

(Excerpt in italics from: <http://www.gpss.iastate.edu/>)

Professional Advancement Grants (PAG) are provided to graduate and professional students by the Graduate and Professional Student Senate (GPSS) to help defray expenses related to professional meetings and conference travel.

Amount of Support

1. Please go to the following website for the amount information-
<https://www.gpss.iastate.edu/pag/policies-and-procedures>.

Application

1. Application forms and instructions are the responsibility of the PAG chair and are posted on the GPSS website ([PAG Home](#)).

2. Documentation of registration is required at the time of application (Section [Student Eligibility](#)).
3. Incomplete, late, or duplicate applications will not be considered for funding. The PAG Committee is not responsible for user submission errors.
4. **The deadline for an application is 5:00 pm on the 15th of the month prior to the month of the conference.**
5. It is in an individual's best interest to apply as soon as possible and at any time prior to the deadline in d).
6. A confirmation email is sent automatically when the system successfully receives a PAG application to: 1) the applicant's provided email 2) the department contact listed in the application 3) the PAG chair's email. If the applicant does NOT receive a confirmation email within the hour of submitting, it is strongly encouraged that you contact the PAG chair immediately to see if the applicant needs to resubmit.

Travel Reimbursement

1. The applicant should contact his or her department for information on the reimbursement process. The department contact listed in the PAG application is notified when the PAG is created and when a decision is made. Please make sure you enter the correct contact; be sure to follow up with this person when filing for reimbursement.
2. Documentation of registration is required for reimbursement (Section [Student Eligibility](#)).
3. Dispersal of funds will conform to ISU policies.
4. Reimbursements must be completed within 1 month from the last date of travel.
5. Reimbursements will only be approved for actual expenses incurred.
6. All lodging receipts and all receipts for items \$75 or greater must be retained in the traveler's academic department. The Graduate College will not be responsible for the retention of traveler's receipts.
7. It is the applicant's responsibility to approve travel reimbursement through AccessPlus prior to the 1-month deadline.

Travel Cancellation

1. If a student is funded to attend a conference and does not attend, the student must notify the GPSS PAG Chair in writing (email gpsspag@iastate.edu is preferred) to cancel their PAG for that conference no later than 2 weeks after the conference.
2. Students who do not follow the procedure to cancel will not qualify for an additional PAG within the same fiscal year.
3. Funds awarded for travel to one conference cannot be transferred to a different conference.

Student Eligibility

1. *In order to receive PAG award, the applicant must be a graduate or professional student at Iowa State University (ISU).*
 - a. *The applicant must be registered for the Fall Semester to receive funding for a trip which occurs in August through December.*
 - b. *The applicant must be registered for the Spring Semester to receive funding for a trip which occurs in January through May.*
 - c. *The applicant must be registered for either of the 2 Summer Sessions or the previous Spring semester to receive funding for a trip which occurs during June or July.*
 - d. *The applicant must not graduate prior to travel occurring*
2. *Students are only eligible for one PAG award per fiscal year (July 1 - June 30)*
3. *Students may apply more than once, but the applications must be for different conferences.*
 - a. *A student cannot submit multiple applications for multiple applications occurring within the same month. He/she must select and apply for only ONE.*
 - b. *If a student is denied a PAG award for a conference due to missing the application deadline, they remain eligible to apply for a different conference that same fiscal year (but NOT the conference for which he/she has missed the deadline. i.e. missing the deadline doesn't affect future eligibility).*

Travel Eligibility

1. *The applicant should contact his or her department for information on the reimbursement process. The department contact listed in the PAG application is notified when the PAG is created and when a decision is made. Please make sure you enter the correct contact; be sure to follow up with this person when filing for reimbursement.*
2. *Documentation of registration is required for reimbursement (Section Student Eligibility).*
3. *Dispersal of funds will conform to ISU policies.*
4. *Reimbursements must be completed within 1 month from the last date of travel.*
5. *Reimbursements will only be approved for actual expenses incurred.*
6. *All lodging receipts and all receipts for items \$75 or greater must be retained in the traveler's academic department. The Graduate College will not be responsible for the retention of traveler's receipts.*
7. *It is the applicant's responsibility to approve travel reimbursement through Workday prior to the 1-month deadline.*

Travel Month Award Divisions

1. *PAGs shall be awarded based on "Travel Month".*

2. *The month in which a conference occurs shall be determined by the last day on which the conference occurs regardless of when travel begins or ends; this is referred to as an applicant's "Travel Month".*
3. *The total amount of funds budgeted for PAG awards for the fiscal year shall be divided equally among the twelve months.*
4. *If in a given month there is unspent money, the extra money will be distributed to the immediately proceeding month.*

Receiving PAG Funds

1. *Each PAG application shall receive a priority number. Anyone who has not previously received a PAG will have priority. Anyone who has previously received at least one PAG will be added to a queue.*
2. *Eligible priority applicants will be granted a PAG immediately following processing of the application and while sufficient funds remain.*
3. *If the available funds are sufficient to fund all of the priority applicants but not all of the queued applicants, after the 15th and before the 22nd of each month, the PAG committee shall conduct a lottery to determine which queued applicants to fund. This lottery shall be conducted using RANDOM.ORG. The PAG chair and at least 1 additional member of the PAG committee or executive board must be present.*

HDFS Travel Money

Contingent upon fiscal funding, HDFS awards travel money beyond the Travel PAG. **HDFS offers up to \$500 for HDFS graduate students traveling to present a refereed paper or poster, preferably at a national or international conference.** HDFS does not have the funds to support students who are only traveling and not presenting.

HDFS students must first apply for GPSS Travel using the PAG form. After the GPSS Travel PAG has been approved, it will be routed to HDFS Graduate Program Staff for approval. At this time, HDFS will approve or deny the addition of up to \$500. If the student is not awarded PAG funds, HDFS will review the application and determine on a case-by-case basis if HDFS travel funds will be awarded.



Please Note: All PAG forms must be submitted as soon as possible after receiving confirmation of presentation and at a minimum of 3 weeks prior to the travel date. In addition, all reimbursements must be completed within 30 days of travel.

Transportation

Ames Public Transportation

The Ames Transit Agency (Cy-Ride) provides bus service for the City of Ames. All Cy-Ride routes are free for Iowa State students carrying a current ISU ID CARD. Maps and timetables are available at the Cy-Ride Office (1700 University Blvd) and the CyRide website [CyRide](#).

Outside Ames Transportation

Intercity bus transportation in Iowa is provided by Greyhound Lines, Jefferson Lines, and Burlington Trailways. A map of their routes can be accessed from the Cy-Ride website [Regional Transportation-CyRide Website](#). CyRide operates a shuttle service to and from the Des Moines Airport for certain university breaks. Check the Des Moines Airport Shuttle schedule from the Cy-Ride website.

Parking

Parking on campus is limited but is available to commuter students living outside of the Ames city limits. Graduate students whose research necessitates the use of a car may submit a letter requesting a commuter permit to the manager of the parking system. Call the Department of Public Safety (294-3388) for more information or check their website [ISU DPS](#).

Paid parking is available in the ramp adjacent to the Memorial Union for cars and motorcycles. Approximately 100 pre-pay parking stalls are available in the lot next to the Armory and in several other locations throughout campus.

Bicycles

Any bike ridden on campus must be registered with DPS. Registration is free, and if a bike is lost or stolen, it will be a way to identify the proper owner. Register your bike online: [ISU DPS](#)

The City of Ames requires that you have a registration sticker for your bicycle. These are available from City Hall located at 6th and Burnett. Riding bicycles on campus sidewalks is prohibited. Bike trails and bike racks are available throughout campus.

Associations and Organizations

Graduate Student Network (GSN)

The Human Development and Family Studies Graduate Student Network (GSN) is a departmental organization open to all graduate students with a major or minor in DFSHDFS. Although the main purpose of this organization is to foster student interaction, it makes many contributions to HDFS through the combined efforts of the members. GSN is actively involved in projects and programs to promote the importance of human development and family studies to all parts of the academic community. This group is one of the best sources of information important to graduate students in the HDFS Department.

Funding for HDFS-GSN projects comes from grants from the Graduate Student Senate, financial assistance from HDFS, university grants, and volunteer efforts of the staff. Some past projects have included the support of the Departmental Seminar Series, which brought many distinguished speakers to campus, community service projects, and sponsorship of graduate student/faculty social events. GSN elects officers during the latter part of the Spring Semester. Meetings are held approximately once a month, with the day and time set at the beginning of each new semester. **All HDFS graduate students are urged to participate in this organization.**

Graduate and Professional Student Senate

(Excerpt in italics from: [GPSS](#))

The Graduate and Professional Student Senate (GPSS) is an elected governing body through which graduate and professional students express their concern for the welfare of graduate and professional students at Iowa State University, develop and disseminate ideas for the improvement of graduate and professional education, and contribute to the formation of relevant University policies. Founded in 1970, it is the recognized independent representative body of graduate students at ISU; it is charged with representing the graduate and professional students' perspective on campus issues and serving as a liaison between graduate/professional students, the university administration, and the Board of Regents.

E-mail, University Communications

(Excerpt in italics from the Policy Library website: <http://policy.iastate.edu/policy/email/>)
Effective: 10/01/06 Updated/Revised: November 29, 2012).

Introduction

Iowa State University must be able to communicate quickly and efficiently with faculty, staff, and students in order to conduct university business. Email is an acceptable and appropriate medium for such communications.

Policy Statement

Unless law, contract, or other university policy prohibits email or requires another form of communication, Iowa State University may send communications to faculty, staff, and students by email to their Iowa State University email address. It is expected that the email will be received and read by the recipient within a reasonable amount of time, as email communications may be time-sensitive. This includes communications intended to meet the academic and administrative needs of the university, including business that is critical to the operation and function of Iowa State University.

Security & Privacy

Email communications must comply with federal and/or state regulations and university policies, including the Acceptable Use of Information Technology Resources and Electronic Privacy. ISU will not request personal confidential information such as social security, credit/debit card, or bank account numbers be returned by email. Faculty, staff, and students are responsible for keeping their email passwords confidential and must not share their password with others or leave it exposed.

University Email Address

University email addresses are of the form [Net- ID]@iastate.edu and are included in university directory information. Current Iowa State University students are expected to have a University Net-ID and email address. Students may request that their university email address not be made public by completing a no information release request in the Office of the Registrar.

University faculty and staff are expected to have a University Net-ID and email address unless other provisions for university communications are made by their unit. Unit heads that have employees without email access, such as some merit and temporary employees, must make reasonable accommodations for an alternative means of communication. Faculty and staff will choose a University Net-ID (email address) as part of the hiring process. The University Net-ID address will be suspended after the effective date of termination or separation from the university. A Net-ID may be sponsored by a university administrative officer or delegate for the purpose of carrying out university business.

Forwarding

Although students or employees may choose to forward their university email address to another email address, forwarding is not recommended. There is a risk forwarded email may be lost or blocked. Problems with forwarded email will not absolve the individual of responsibilities associated with university communications sent to their university email address.

Instructional Use

Faculty will determine how electronic communication, including email, will be used in their classes, and must specify those requirements in the course syllabus.

Resources

Links

- [Acceptable Use of Information Technology Resources](#)
- [Electronic Privacy](#)
- [Mass Email and Effective Electronic Communication](#)
- [Net-ID Services - Accounts and Passwords](#)
- [Net-ID Suspension](#)
- [E-mail for Faculty and Staff \(Exchange\)](#)
- [ITS Exchange Email Best Practices](#)

Exhibits

Exhibit 1: Typical Timeline for MS Students – HDFS

1st Semester

Become acquainted with faculty and staff

2nd Semester

- Complete Major Professor Form*
- Select and meet with your committee to complete [*POSC worksheet*](#)
- **Submit electronic POSC through AccessPlus**
- Annual Review of Student Progress (Appendix G)
- Begin work on creative component or thesis proposal with Major Professor and POSC

3rd Semester

- Proposal of your these/creative component; work on final draft of proposal with Major Professor
- Thesis/Creative Component Proposal Meeting

Forms required (2 weeks prior to meeting date)

1. *Thesis/Creative Component Proposal Form* e-mailed to HDFS Graduate Program Assistant. Please contact arogers@iastate.edu to obtain the form.
- Human Subjects Research Approval Form (apply through IRB Manager and receive approval letter prior to ANY recruitment or data collection).
 - Collect data
 - Attend a Thesis/Dissertation Seminar offered by the Graduate College
 - Potential PhD program applicants must submit new HDFS application materials

4th Semester

- Write your thesis and defend
- International students-check with the International Office before scheduling a final oral
- Complete all required forms for MS and electronically submit your thesis. Most forms are online [here](#).

Forms required

1. *Application for Graduation*
 2. *Request for Final Examination* (3 weeks before mtg.)*
 3. *Report of Final Exam Form (linklink emailed to MP when officially scheduled with graduate college)*
 4. *Graduate Student Approval Slip for Graduation (linklink emailed to MP when officially scheduled with graduate college)*
 5. *Thesis/Dissertation Submission Request Form***
 6. *Human Subjects Project Closure Form ([IRB Manager](#))*
- Annual Review of Student Progress (Appendix G)

Exhibit 2: Typical Timeline for PhD Students – HDFS

- | | |
|-------------------------|--|
| <u>1st Semester</u> | <ul style="list-style-type: none">• Become acquainted with faculty and staff• Begin SPDP table |
| <u>2nd Semester</u> | <ul style="list-style-type: none">• Select and meet with your committee to complete <u>POSC worksheet</u>• Submit electronic POSC through AccessPlus• Annual Review of Student Progress (Appendix G)• Start making plans for your dissertation in consultation with Major Professor and POSC |
| <u>3rd Semester</u> | <ul style="list-style-type: none">• Continue to update SPDP |
| <u>4th/5th Semester</u> | <ul style="list-style-type: none">• Complete dissertation proposal• Continue to update SPDP• Preliminary Oral Examination (SPDP and Dissertation Proposal)
<i>Forms required (3 weeks prior to exam date):</i><ol style="list-style-type: none">1. <u>Request for Preliminary Oral Examination</u>• Human Subjects Research Approval Form (apply through <u>IRB Manager</u> and receive approval letter prior to ANY recruitment or data collection).• Collect data• Attend a Thesis/Dissertation Seminar offered by the Graduate College• Annual Review of Student Progress (Appendix G) |
| <u>6th/7th semester</u> | <ul style="list-style-type: none">• Finalize data analysis• Write your dissertation and schedule final oral exam• International students-check with the International Office before scheduling a final oral• Complete all required for MS and electronically submit your dissertation. Most forms are online <u>here</u>.
<i>Forms required</i><ol style="list-style-type: none">1. <i>Application for Graduation</i>2. <i>Request for Final Examination* (3 weeks before mtg.)</i>3. <i>Report of Final Exam Form (link emailed to MP when officially scheduled with graduate college)</i>4. <i>Graduate Student Approval Slip for Graduation (link emailed to MP when officially scheduled with graduate college)</i>5. <i>Thesis/Dissertation Submission Request Form**</i>6. <i>Human Subjects Project Closure Form (<u>IRB Manager</u>)</i>• Annual Review of Student Progress (Appendix G) |

Exhibit 3: Forms

I. HDFS Departmental/College of Human Sciences Forms

Graduate Assistantship Performance Evaluation

This evaluation is completed each semester you are a graduate assistant. The assistantship supervisor completes the form and he/she discusses it with you. You may or may not agree with the evaluation, but it is imperative that your supervisor reviews the evaluation with you. This evaluation is not part of your personnel file. The purpose of the form is to evaluate the work you have done on the current assistantship and to offer guidance for assigning future assistantships.

Request Unpublished Registration Number

This form is generally used for “special topics,” or “advanced topics” courses that may be necessary to take during your POS. The description of the “problem” or topic should be stated on the form. Signatures of the student, adviser/major, internship supervisor, and the Department Chair are required in addition to a syllabus. This form should be completed before you register for the courses. You will need the registration reference number to identify the faculty member who will be working with you and this reference number can be obtained in the departmental office after turning in the Special Topics form. Please email arogers@iastate.edu to obtain the form.

Selection of a Major Professor

This form is used to confirm or to change Major Professors. After completion of this form, the student must complete the “*Program of Study Committee*” (POSC) form electronically via Access Plus. Once your POSC is electronically routed and approved, your Major Professor and committee members will show in AccessPlus.

This is an HDFS graduate form (NOT graduate college form). This form will be included in your HD FS 501 folder.

II. Graduate College Forms

Most forms are either now electronic or can be printed from the Graduate College web page <https://www.grad-college.iastate.edu/student/forms/>

Request for Schedule Change or Restriction Waiver – (yellow 3-part carbon form)

This form is used to drop or add courses, change courses from credit to audit, change to pass/not pass from credit, credit from pass/not pass, or to change class sections. Instructor’s signatures are not needed during the first week of classes. **Consult your schedule of classes to determine when instructor signatures are necessary and when they are not. Request forms may be obtained from HDFS Graduate Program Staff.**

**Recommendation for Committee Appointment/Program of Study (POSC Form) –
online electronic form via Access Plus**

The POSC is used to “formalize” your POSC and indicates to the Graduate College what your intentions are regarding your coursework, graduation, etc. You can also make changes to your POSC at any time via Access Plus. The POSC form should be electronically routed to the Graduate College by the end of the second semester of enrollment.

NOTE: Students admitted to MS/PhD will need to complete a new POSC for the PhD after completing the MS degree.

Master’s students wishing to apply to the PhD program in HDFS – online form

This form is filed with the Graduate College when a student who has completed the master’s degree wishes to apply to the PhD program (International students should check with ISSO regarding their degree status on their current visa before filing this form.) [Transfer from one program/department/certificate to another.](#)

Application for Graduation AccessPlus

The Application for Graduation is used to declare your intention to graduate in the term in which the form is submitted and initiates a review of records to assure all requirements are being met. The Application for Graduation should be submitted via AccessPlus by the end of the first week of the semester in which the degree is expected, or by mid-May for a student wishing to graduate during the summer session. The Application for Graduation is now submitted via AccessPlus with directions found [here](#).

Request for Preliminary Oral Examination – online form

A "Request for Preliminary Examination" form must be submitted to the Graduate College **two** weeks prior to the meeting. [Request for Preliminary Oral Exam](#)

Request for Final Oral Examination – online form

The candidate is responsible for initiating the "Request for Final Oral Examination" form, which must be submitted to the Graduate College *at least three weeks before* the examination of a thesis or dissertation or non-thesis MFCS exam. When a final oral examination includes a defense of the thesis or dissertation, the candidate must submit copies of the manuscript to members of the POSC *at least two weeks before* the examination. The International Office recommends International students check with their office before scheduling a final oral to avoid visa problems [Request for Final Oral Exam](#)

Report of Final Oral Examination -online form

This form is electronically routed to the student and Major Professor once the final oral exam is approved (officially scheduled) by the Graduate College. This form is routed through the student, Major Professor and POSC members before routing to the Graduate College.

Graduate Student Approval Form -online form

This form is electronically routed to the student and Major Professor once the final oral exam is approved (officially scheduled) by the Graduate College. This form is routed through the Major Professor(s), DOGE and then to the Graduate College. After approval from the Graduate

College you may sign into the ProQuest website, fill out the data, and submit your thesis/dissertation on-line to be reviewed by the ISU Thesis Office staff.

Defense at a Distance and Member Substitutions – *online forms*

The Graduate College created forms for requesting approval to hold a final exam with the student or a committee member at a distance and is approved in rare circumstances. Typically, only one member can be at a distance during the examination. In addition, there are instances where a committee member cannot attend and can be substituted. All relevant forms can be found at [Graduate Student Forms](#).

III. Registrar Forms

Incomplete Contract-Registrar- *downloadable paper form*

At times, unforeseen circumstances may come up during the semester and you may not be able to complete the required work for a course before the end of the semester or other designated time. The instructor of the course completes this form that also requires the signature of the student. Incomplete grades automatically change to a grade of F if not resolved after one calendar year or before graduation.

Grade Report to the Registrar

Grades are entered electronically by instructors via Canvas. The Grade report to the Registrar form is used to resolve an incomplete mark, correct a grade, non-report or late grade after the deadline. Any incomplete grades will automatically change to a grade of F if it has not resolved after one calendar year. Graduate Faculty will complete this form if needed.

Exhibit 4: HDFS & College of Human Sciences Contacts

Director of Graduate Education (DOGE)	Dr. Tricia Neppl	2358 Palmer	294-8502	tneppl
Human Development and Family Studies, Department Chair	Dr. Carl Weems	2330B Palmer	294-9659	cweems
Director of Undergraduate Education (DUGE)	Dr. Christine Lippard	1354 Palmer	294-5061	maynard1
Graduate Program Assistant <ul style="list-style-type: none"> HDFS Website- Graduate Updates Workday Oversight Thesis/Dissertation Grants Room Scheduling for Proposals, Defenses, and Meetings (email HD FSrooms@iastate.edu to request a room) 	DeAnn Barnes	2330 E Palmer	294-9438	dhbarnes
Administrative Specialist, HDFS <ul style="list-style-type: none"> Hourly Payroll for Graduate Students CHS IT Liason 	Mary Jane McCunn	2330A Palmer	294-6052	mjmccunn
Associate Dean for Research & Graduate Education	Dr. Jennifer Margrett	2155 Lagomarcino	294-7804	margrett
Graduate College Dean	Dr. William Graves	1137 Pearson	294-4531	grad_college

Exhibit 5: HDFS Graduate Faculty (*denotes adjunct graduate faculty member)

To see faculty profiles with research interests, please go to the [HDFS Faculty and Staff Directory](#)

1. **Suzanne Bartholomae**, Assistant Professor and Extension State Specialist, Family Finance, B.B.A. 1987 Emory University, MS 1992 Florida State University, PhD 2001, The Ohio State University. 58 LeBaron, 626 Morrill Rd (515-294-9528); suzanneb@iastate.edu .
2. **Cassandra Dorius**, Associate Professor. B.S. 1998, Sociology, Brigham Young University; PhD 2010, Sociology and Demography; The Pennsylvania State University. 1321 Palmer (515-294-1640); cdorius@iastate.edu .
3. **Jonathan Fox**, Professor and Associate Chair. B.A. Economics 1988, Union College, NY; M.A. Economics 1991, University of Maryland PhD Consumer Economics 1994, University of Maryland. 1317 Palmer (515-294-6993); jjfox@iastate.edu .
4. ***Meghan Gillette**, Associate Teaching Professor. B.A. in Anthropology from University of Northern Iowa; M.A. in Anthropology from Iowa State University; PhD in Human Development and Family Studies from Iowa State. 1335 Palmer (515-294-7050); meghang@iastate.edu .
5. **Megan Gilligan**, Associate Professor. B.A. 2005, Sociology and English, Coe College; MS 2008, Sociology, Purdue University; PhD, 2013, Sociology and Gerontology; 1356 Palmer (515-294-5074); mgilliga@iastate.edu .
6. **Kimberly Greder**, Professor and Human Sciences Extension and Outreach State Specialist in Family Life. B.S. 1986, MS 1991, PhD 2000, Iowa State University. 56 LeBaron (515-294-5906); kgreder@iastate.edu .
7. **Clinton G. Gudmunson**, Associate Professor, B.S. 2000 Brigham Young University, MS 2004 Brigham Young University, PhD 2010 University of Minnesota. 1323 Palmer (515-294-8439); cgudmuns@iastate.edu .
8. **Kere Hughes-Belding**, Professor and Director of Graduate Education, B.A. 1992 Washburn University, M.A. 1995 University of Kansas, PhD 1999 University of Kansas. 2361D Palmer (515-294-8441); kereh@iastate.edu
9. **Tera R. Jordan**, Associate Professor, B.S. 1998 Indiana University-Bloomington; MS 2001 The Pennsylvania State University; PhD 2005 The Pennsylvania State University. 1364 Palmer (515-294-9804); trh@iastate.edu .
10. **Daeyong Lee**, Assistant Professor, B.A. 2003 Economics, Seoul National University with Honors; MS 2006, Economics, University of Wisconsin-Madison; PhD 2013, Economics, University of Washington-Seattle. 1325 Palmer (515-294-6120); daelee@iastate.edu.
11. **Jeong Eun Lee**, Assistant Professor. B.A. 2002, French Literature/ Psychology, Yonsei University; MS 2005, Clinical Psychology, Northwestern University; PhD 2012, Human Development and Family Studies, Penn State University. 1311 Palmer (515-294-1884); jel@iastate.edu .

12. **Jennifer Margrett**, Professor and Associate Dean for Research and Graduate Education, B.A. 1992 University of Minnesota, M. A. 1995 University of Dayton, PhD 1999 Wayne State University, 2001 Post-PhD fellowship Pennsylvania State University. 2354 Palmer (515-294-3028); margrett@iastate.edu .
13. **Peter Martin**, University Professor. B.A. 1979, Wartburg College, M.A., 1982, PhD, 1985, University of Bonn, PhD, 1985, Pennsylvania State University. 1096 LeBaron Hall (515-294-5186); pxmartin@iastate.edu .
14. ***Janet Nieuwsma Melby**, Adjunct Professor; Director, Child Welfare Research and Training Project; B.S./B.A.1972, MS 1974, North Dakota State University; PhD 1988, Iowa State University. Child Welfare Research and Training Project, #1100 Elm Hall (515-294-6392); jmelby@iastate.edu .
15. **Tricia K. Neppl**, Associate Professor. B.S. 1992, Psychology, Iowa State University; MS 1994, Life Span Human Development, Kansas State University; PhD, 1997, Life Span Human Development, Kansas State University. 2358 Palmer (515-294-8502); tneppl@iastate.edu .
16. **Carla Peterson**, Professor, B.A., 1975, Iowa State University; M.A., 1981, University of South Dakota; PhD, 1991, University of Minnesota. 1331 Palmer (515-294-7804); carlapet@iastate.edu .
17. ***Amy Popillion**, Teaching Professor. B.S. 1994, Sociology/Criminal Justice, Iowa State University; MS 1997, Human Development & Family Studies, Iowa State University; PhD, 2000, Human Development & Family Studies, Iowa State University. 1091 LeBaron; (515-708-1569); hiamy@iastate.edu .
18. **Heather Rouse**, Assistant Professor. B.S. 1999, University of Pennsylvania; MS Ed. 2000, University of Pennsylvania; PhD 2007, University of Pennsylvania. 2360 Palmer (515-294-2370); hlrouse@iastate.edu .
19. **Dan Russell**, Professor. B.S. 1975; University of Tulsa; PhD, 1980, University of California, Los Angeles, 2352 Palmer (515-294-4187); drussell@iastate.edu .
20. **Joe Sample**, Lecturer. B.A. 1992, Psychology, Central College (Pella, IA); M.P.A. 2007, Public Administration, Drake University; M.A. 2009, Biomedical Ethics and Health Policy, Loyola University-Chicago; Ph.D. 2022, Human Development and Family Studies, Iowa State University. 1369 Palmer (515-294-8499); gjsample@iastate.edu
21. **Debra Sellers**, Associate Dean and Director, Administration. B.A 1988, MSR.S. 1993, University of Florida; PhD 2004, Kansas State University. 105 MacKay (515-294-2312); dsellers@iastate.edu .
22. **Carl Weems**, Professor and Chair. B.A. 1993 Psychology Florida State University, PhD 1999 Life Span Development Florida International University, Post Doc 2001 Stanford University. 2330C Palmer (515-294-9659); cweems@iastate.edu .
23. ***Barbara A. Woods**, Adjunct Assistant Professor, Special Projects Manager (Human Sciences Extension and Outreach) B.S 1975, Home Economics Education, Alabama A&M University;

1976, M.Ed., Home Economics Education, Alabama A&M; 1981, PhD, Home Economics Education, Iowa State University. 109 MacKay Hall (515-294-9610); bawoods@iastate.edu .

24. **Amie Zarling**, Associate Professor. B.S. 2005, Psychology, Iowa State University; MS 2008, Clinical Psychology, University of Iowa; PhD, 2013, Clinical Psychology, University of Iowa. 1358 Palmer (515-294-8291); azarling@iastate.edu .

Appendices

Appendix A: Teaching Internship Policy & Internships

HDFS Teaching Internship Policy - HD FS 691A

All PhD graduate students are required to take a 3-credit Teaching Internship (HD FS 691A) as well as the equivalent of a 1-credit teaching seminar (e.g., HD FS 616 or CELT teaching seminars) on the basics of teaching tasks and teaching strategies.

The purpose of this internship requirement is to provide the students with a quality experience in a variety of instruction-related tasks. The goal is to prepare students to independently teach at the PhD level and ultimately to make them more competitive in their job applications. As with any other academic requirement, substitutions for this requirement are up to the student's Program of Study committee and should be accompanied with a written justification.

Background and Preparation: The equivalent of a 1-credit course (i.e., 15 hours) should be taken prior to or concurrent with the Teaching Internship. The 1-credit equivalent may include workshops and discussions offered by departments and groups such as the Center for Excellence in Learning and Teaching. If not taken for credit, students should submit a summary of the activities undertaken to achieve knowledge in the areas of course construction, course management, assessment, delivery techniques, and student resources and issues.

Internship Experience: The internship grading will be on a Pass/Fail basis. Duties of the teaching intern (TI) are decided upon by the course's instructor and the student, however, the tasks should encompass activities in the five substantive areas mentioned above. Examples of TI tasks include actual teaching of one or several lectures, preparing and/or administering exams and/or assignments, grading of exams and/or assignments, preparing students for exams, and assisting with online and technology-related course components.

Applying for an Internship: Students will inform the HDFS Departmental Chair and the Director of Graduate Education about the undergraduate courses they prefer for their internship in the Spring of the previous year. Students may consider courses related to their content interest areas as well as courses which provide reflect the variety of instructional settings available and offer unique opportunities (e.g., large lecture-based courses, upper-level courses and seminars, online offerings). The Chair and the DOGE will consult with the instructors of the courses about their willingness and readiness to have interns in their courses. Policy approved by the Graduate Faculty, March 22, 2010. This policy will be effective for PhD student Program of Study forms with Graduate College approval dates after August 23, 2010.

In addition to HD FS 691A, PhD students are required to take an additional three credits in either 691B, Research or 691D, Professional Experience.

Potential Topics and Activities

Content Area	Topics	Activities
Construction and class type/needs	Syllabi components Learning objectives Competencies Outcomes assessment Flexibility and timing Team teaching Large lecture Seminar and upper level Required vs. elective	<ul style="list-style-type: none"> • Understand class in context of larger curriculum and audience (e.g., service course, licensure requirement) • Identify key learning objectives and competencies • Discuss practical aspects of delivery (e.g., midterm calculation, other demands for instructor)
Course management	Communication with students Classroom interactions Fostering engagement Disruptive behavior Discussing difficult/sensitive topics	<ul style="list-style-type: none"> • Creation of student information sheet • Research best practices • Test out varying techniques in the classroom
Assessment	Test and assignment construction Assessment of multiple learning styles	<ul style="list-style-type: none"> • Write a variety of exam questions (e.g., multiple choice, essay) • Grading • Item analysis • Course pre-posttest • Scholarship of learning and teaching project for manuscript or poster presentation
Delivery techniques	In-person, online, & hybrid Collaborative learning Service learning Field trips Guests Real-world examples and application	<ul style="list-style-type: none"> • Content development • Content presentation in person and online • Incorporation of technology, clickers, etc
Student resources and issues	Confidentiality Diversity Learning challenges Working with athletes Incompletes Academic integrity and the process Seeking outside help for instructor and student	<ul style="list-style-type: none"> • Research resources • Disseminate to the class • Discuss experiences with instructor and others
Professional development	Principles of learning Student evaluations and feedback Peer feedback (e.g., teaching observations) Department, college, & university protocols for course development	<ul style="list-style-type: none"> • Develop elements of a teaching portfolio • Document teaching efforts and results (e.g., reflection, instructor and student feedback, examples of students' work, assignment, web-based activity)

Readings and Resources

<http://www.celt.iastate.edu/>

<http://www.preparing-faculty.org/>

Suggested Best Practices

- Add a note to the course syllabus explaining the role of a TI
- Arrange a regular weekly or biweekly meeting time for the TI and instructor
- TI should attend departmental teaching “eaching Circles” as well as CELT events
- TI creation of a journal to document activities and reflect
- Discuss expectations of the TI
 - TI should attend the course on a regular basis
 - TI should receive feedback on his or her performance to be used for formative feedback and documentation of professional development
- Conduct mid and end-semester evaluations separately for the instructor and the TI.
Example evaluations are available from the DOGE.

HD FS 691B: Research

The HD FS 691B Research Internship is a supervised experience in which the student will participate in various aspects of the research process, e.g., writing a proposal, collecting and analyzing data, writing research papers. This internship may be waived by the POSC only if the student has had extensive research experience.

HD FS 691D: Professional Experience

The HD FS 691D Professional Experience Internship is a supervised experience in which the student gains practical competence working in some applied setting such as with a human service’s agency or ISU Extension. This internship may be waived by the POSC only if the student has had extensive experience in professional settings.

Appendix B: Confirming your Major Professor and Selecting a POSC

- 1) As you begin graduate study, it is essential to realize that you are the primary individual responsible for your progress in and your satisfaction with graduate school. However, you are not expected to bear this responsibility alone. The working relationship that you develop with your Major Professor and other committee members can be a valuable resource, not only in providing guidance and suggestions as you work to complete your degree, but also in terms of aid with conference presentations, publication of articles, and future job placement. Thus, it is most important that you consider the confirmation of your Major Professor and other committee members with thought and care. The decision process is not easy and, to a large degree, is dependent on the amount of information you have at the time that you make your decision.



Please Note: That you may also have Co-Major Professors; however HDFS Adjunct/Term Graduate Faculty must Co-Chair with a tenured or tenure-track HDFS Graduate Faculty member (Approved by Graduate Faculty, April 2011).

The confirmation of the Major Professor, establishment of a POSC, and filing of the POS must be completed by the end of the second semester of study or after 9 graduate credits for part time students. It is the responsibility of the student to make this request. Exceptions to this requirement (e.g., part time students) must be requested in writing to the DOGE.

- 2) Students should learn the areas of interest and expertise of the graduate faculty (e.g., HD FS 501, HDFS web pages, interviewing faculty). The research of the students who work with them reflects some aspect of that interest.
- 3) Students should visit with other graduate students regarding a Major Professor's work and relationship style. Ask the students questions such as: (a) How does the professor relate to students as a group and as individuals? (b) What is the degree of attention the professor gives to deadlines, appointments, and turnaround time? (c) How difficult is it to schedule regular appointments with him/her in order to complete the thesis?
- 4) A student should think about what he/she needs and expects from a Major Professor and committee members. Consider (a) Your working style: Do you work best independently or with supervision? (b) Your academic strengths and weaknesses. How much assistance will you need in written communication or statistical analyses? (c) Will the professors be available in the summer?

- 5) Students should visit with several professors to discuss research topics of mutual interest. Do not be afraid to ask questions about work style, expectations, and requirements. This is very important. This is your research and your education! Be prepared to answer questions regarding research interests as well as who are potential committee members. Explain what type of working style meets your needs.
- 6) Students should include committee members with certain strengths specifically for statistical, theoretical, or methodological support. However, committee members cannot substitute for coursework you need to take to gain statistical, theoretical, and methodological skills and knowledge! Ask your Major Professor for suggestions.
- 7) Should the student have difficulty selecting committee members, he/she may consult with the DOGE for HDFS or the HDFS Department Chair. It is, however, the responsibility of the student to confirm a Major Professor and select committee members.
- 8) Should the student decide to change his/her Major Professor, a new POSC should be completed through AccessPlus.
- 9) Should a faculty member, who had previously agreed to serve as Major Professor, wish to remove him/herself from that responsibility, the faculty member must notify the student and the HDFS Chair and DOGE in writing. In this instance the student has the responsibility and up to 3 months (based on the 9 month academic calendar) after the Department Chair was notified to find another Major Professor and complete a new POSC through AccessPlus.
- 10) Given these deadlines, whichever apply to a particular student's situation, if the student is unable to select a Major Professor despite every reasonable effort on the part of the student and the department, the student will be placed on probation by the HDFS Graduate Faculty. The probationary process is outlined in Appendix G, Review and Evaluation Student Progress.

Policy approved by the Graduate Faculty, April 22, 2002; amended, August 30, 2002.

Appendix C: HDFS Record Retention Policy (Effective November, 2001)

It is the responsibility of the Principal Investigator/Major Professor to see that the records listed below are retained in a location supervised by the principal investigator/Major Professor. These records are to be kept for a minimum of 3 years after completion of the research (i.e. completion of the thesis/ dissertation). After 3 years, the retained records can be destroyed under the supervision of the principal investigator/Major Professor. Records regarding IRB approved research must also comply with the approved protocol.

Records to be retained:

- ☐ Final thesis or dissertation proposals. (date) _____
- ☐ Graduate student formal proposal meeting notes related to revisions of the proposal made by the POSC; emails and correspondence with POSC as follow up to major proposal changes after the formal proposal meeting. (date) _____
- ☐ Proposals and data that require IRB (Human Subjects) submission; proposals and data that may lead to or are intended for any kind of publication, may it be written, electronic, or verbal form. Exempt are projects that serve exclusively the education of students, e.g., student papers, and internal presentations. (date) _____
- ☐ Approved IRB form (Human Subjects) (date) _____
- ☐ Data in any form necessary for replication and documenting major results of the research should be retained electronically insofar as possible (e.g. kept on FCS server, CD, zip disk). Examples of data to be retained electronically: input data files used for analyses; scanned transcripts; summaries of analyses. Confidentiality agreements will be maintained. If it is unclear what needs to be saved or any issues related to data retention arise, the principal investigator/Major Professor should consult with the Department Chairperson. (date) _____
- ☐ Signed human subjects participant consent forms (if applicable to the proposal; should be scanned for storage). (date) _____

Approved by the HDFS Graduate Faculty, November, 2001

Appendix D: Mini-Thesis Policy

Students who are admitted to the PhD program from a non-thesis program must successfully complete work comparable to a research thesis in HDFS (e.g., published research study). The admission letter to the student identifies this as a requirement in the program.

The admissions letter also states that a ***student may request a review of a document that they believe is the equivalent of a research project***. In that case a two-member committee of the HDFS Graduate Faculty would review this document and arrive at a decision whether to waive the mini-thesis requirement. To select the committee, see “Guidelines” (listed below).

To meet the requirement of comparable work for a thesis, the student must provide written evidence of a successfully completed research project that is directed and approved by a two-member graduate faculty review committee within HDFS. It is highly desirable to complete this project by the end of the first year of graduate study and must be completed before taking the Preliminary Preliminary Oral Examination.

Guidelines for Completing the Mini-Thesis Requirement:

A two-member committee is selected by the Major Professor and student. This committee may consist of any two graduate faculty members in the department (including the Major Professor if desired). Once the committee is selected, a letter will be placed in the student’s file indicating the names of the faculty members who will serve on the student’s mini-thesis committee.

If the research project is completed at SUISU, the student may receive 5 graduate credits of research credit (HDFS 699) on the POS in addition to the 10 graduate credits required for the PhD program.

1. The two-member committee should approve the research project proposal prior to its initiation. Additionally, there must be IRB approval as appropriate.
<https://www.compliance.iastate.edu/committees/irb/is-irb-approval-required->
2. The research project should result in a written document, preferably a manuscript prepared for publication.
3. The two-member committee should approve the final product as an indication that the student understands the research process.
4. A letter signed by the two-member committee should be placed in the student’s file indicating successful completion of the mini-thesis requirement.
5. The approved committee letter as well as the final written document should be placed on file with the OGE.

Approved: May, 1996; revised August, 2000, August 2020.

Appendix E: Funding Policies and Procedures

Eligibility:

These policies and procedures apply to graduate students in the HDFS major as well as those graduate students whose home department is HDFS and funds controlled by the HDFS Department. This policy does not apply to students majoring in HDFS who have financial support from their own grants, contracts, or funding by other departments/units.

Student Needs:

Graduate support staff to the HDFS Graduate Program sends out letters to continuing students asking them to submit their assistantship requests for the coming academic year. Incoming students have a similar letter in their application packet. All requests and a summary will be available for faculty review.

Faculty Needs:

Under the direction of the DOGE, the graduate support staff to the HDFS Graduate Program contacts faculty asking them of their assistantship needs for the next academic year during fall semester.

Allocation Process:

Requests will be considered by the DOGE, Associate Chair, Department Chair, and Administrative Specialist according to the guidelines below. Their assignment plan will be discussed with the Graduate Education Committee. (January-March)

Allocation Priorities:

Assistantships will be allocated according to the following priorities:

- GROUP 1 (1st Priority): Continuing HDFS students on assistantship support, with eligibility remaining.
- GROUP 2 (2nd Priority): New HDFS student applicants and new or continuing graduate students whose home department is HDFS and who are on assistantship support,
- GROUP 3 (3rd Priority): Continuing HDFS students with eligibility remaining but who are not presently on assistantship.
- GROUP 4 (4th Priority): Continuing HDFS students whose eligibility has expired.

Please Note: Students who live at a distance may not be eligible for assistantship due to the limited number of distance opportunities available.

Matching Faculty and Student Assistantship Needs:

In so far as possible, assistantships will match student and faculty needs. However, if qualified applicants are not available in one priority group, then applicants will be considered from other groups in order of group priority. *Faculty who cannot find a qualified HDFS student may request approval from the Department Chair to appoint a student from another department.*

Criterion for Eligibility:

Eligibility is based on the number of semesters of full-time coursework a student has completed in the HDFS graduate program. Thus, eligibility is related to the number of semesters a student has been enrolled regardless of whether or not the student has received assistantship support.

- A full-time semester, counted toward eligibility is defined by HDFS as any semester in which a student registers for 6 or more graduate credit hours.

HDFS MS Student Eligibility

Master's students are eligible for assistantship support through the first two years (4 semesters) of full-time coursework after they enter the graduate program. Part-time coursework taken prior to the first application for an assistantship will be prorated for those applying for assistantship.

HDFS PhD Student Eligibility

PhD students are eligible for assistantship support through the first three years (6 semesters) of full-time coursework after they enter the graduate program. Part-time coursework taken prior to the first application for an assistantship will be prorated for those applying for assistantship.

Continuation of Assistantship Support



Please Note: An assistantship will be continued until eligibility has expired, so long as the student's assistantship performance and degree progress is satisfactory and funds remain available. Each graduate assistant will be evaluated for satisfactory performance each semester by the student's assistantship supervisor. Degree progress is evaluated each spring by the HDFS graduate faculty..



Please Note: Short term, temporary assistantship appointments (e.g., a student given an appointment who was not on assistantship appointment when admitted) do not guarantee continued assistantship support should the student still have eligibility left.

Summer School Appointments

Summer appointments do not count towards eligibility.

HDFS MS student accepted to PhD Program

Assistantship priority: Students in the process of completing an HDFS Master's degree are considered to be *new students (Group 2)* and are assigned a new assistantship score when applying for admittance into the HDFS PhD program, regardless of their previous priority status during their HDFS Master's program. They compete with other new PhD student applicants for assistantship support at the PhD level.

Allocation of assistantships to HDFS MS students accepted into, but not yet commencing, an HDFS PhD program: HDFS MS students desiring to continue on into the HDFS PhD program typically apply for admission and for assistantship support as new PhD students several months before they finish their Master's program. The awarding of a PhD level assistantship to an HDFS Master's student who is accepted into the PhD program is done with the understanding that the student's MS final oral will be completed before the PhD level assistantship starts.

If an HDFS Master's student who has been accepted into the PhD program and awarded a PhD level assistantship fails to complete the final oral before the scheduled start of the PhD level assistantship, the student may be allowed to continue on assistantship support up to one year (at the MS rate) to allow time for completion of the MS degree program. If the final oral for an HDFS Master's student accepted into the PhD program and receiving a fifth semester of support to help them finish their MS program is not completed by the end of this fifth semester, the HDFS student may be taken off assistantship support and placed in Group 3 (continuing students without assistantships). After their Master's program is completed, they may reapply and compete with other Group 3 students for assistantship support.

The assistantship stipend will not be paid at the PhD rate until the beginning of the semester following official completion of the MS degree.

HDFS Students accepted directly into the PhD program from the B.S. degree:

HDFS PhD students admitted without the MS will have five consecutive years of assistantship eligibility. Eligibility does not start over at the beginning of the PhD.

Student initiated interruption of assistantship support

- ***Interruptions due to personal/family emergencies:*** Students in good standing who, for personal/family emergencies, resign from their assistantships prior to completion of eligibility will be classified as Group 1 students (continuing students on assistantships) if they reapply for assistantship support. Such decisions will be made by the Department Chair in consultation with the HDFS Graduate Education Committee.
- ***Interruptions not due to emergencies:*** Students who resign from their assistantships for non-emergency reasons, as determined by the Department Chair in consultation with the Graduate Education Committee, will be classified into Group 3 upon reapplication for assistantship support, provided eligibility has not been exhausted prior to reapplication.
- ***Transfer from HDFS major to another major:*** Students on an HDFS assistantship who transfer to another major, e.g., MFCS, Sociology, Psychology, will have the HDFS assistantship terminated at the end of the semester in which the transfer occurs.

Exceptions: Exceptions to the assistantship allocation policy and procedures will be considered on a case-by-case basis.

Rationale for the HDFS assistantship timelines

The assistantship allocation policies identified above apply only to departmentally controlled assistantships.

- It is in the students' best interest to complete the graduate program expeditiously (e.g., 2 years for a MS Degree; 3 years for the PhD Degree).
- It is in the department's best interest to move students through their programs in a timely fashion so that other students can be offered assistantships, making our department more competitive.

* Additionally the Graduate College assesses graduate students on assistantship, fees at the amount equal to the full-time resident rate (9 graduate credits).

** See Appendix H. Review and Evaluation of Student Progress

Approved by HDFS Graduate Faculty, April 1993; December, 1999; May, 2002; February 2004.

Appendix F: Assistantship Evaluation Form

IOWA STATE UNIVERSITY

DEPARTMENT OF HUMAN DEVELOPMENT AND FAMILY STUDIES

GRADUATE ASSISTANT PERFORMANCE EVALUATION

ASSISTANT: _____ SUPERVISOR: _____

ASSIGNMENT: _____

INSTRUCTIONS: Prior to completing this evaluation it is recommended that the supervisor review the assistantship description. Please evaluate this assistant by considering overall job performance according to the stated factors and check the number which best describes this assistant. It is necessary to write comments regarding performance whenever an

assistant's performance is less than satisfactory. Comments also are recommended to support other appraisals. This evaluation is to be reviewed and discussed with the assistant.

I. QUANTITY: Evaluate the quantity of work produced considering the working conditions.

Output is considerably below expectations. Improvement mandatory	Output is marginal or below that expected	Output meets expectations	Output frequently exceeds expectations	Output is consistently above expectations
2	4	6	8	10

Comments of achievements: _____

How can assistant improve her/his performance? _____

II. QUALITY: To what degree does the assistant exercise judgment, seek information, and practice required assistantship competencies?

Quality is consistently below position requirements. Improvements mandatory	Quality is frequently below position requirements	Quality meets position requirements	Quality frequently exceeds position requirements	Quality consistently exceeds position requirements
2	4	6	8	10

Comments of achievements: _____

How can assistant improve her/his performance? _____

III. RESPONSIBILITY: Evaluate the promptness, ability to complete tasks, attention to detail, and self-initiative of the assistant.

Behavior is consistently irresponsible. Improvements mandatory	Behavior is frequently irresponsible. Improvement mandatory.	Responsibility shown is adequate for the position	Responsibility frequently exceeds expectations.	Responsibility consistent exceeds expectations.
2	4	6	8	9

Comments of achievements _____

How can assistant improve her/his performance? _____

Assistantship Evaluation Form (page 2)

IV. INTERPERSONAL RELATIONS: To what degree does this individual evidence professional behavior with faculty, students, and others in the assistantship situation?

Consistently detracts from a professional orientation within the assistantship	Frequent detracts from a professional orientation within the assistantship	Neither adds nor detracts from a professional orientation within the assistantship	Frequently contributes to a professional orientation within the assistantship	Consistently contributes to a professional orientation within the assistantship
2	4	6	8	10

Comments of achievements: _____

How can assistant improve her/his performance? _____

V. COMMUNICATION SKILLS: To what degree does this individual evidence competent written and spoken English (this rating is required by the Iowa Board of Regents).

Unacceptable; needs assistance with communication	Less than average skills	Average communication skills	Above average skills	Superior
2	4	6	8	10

COMMENTS:

SIGNATURE OF EVALUATOR (1) _____ DATE _____

SIGNATURE OF EVALUATOR (2) _____ DATE _____

TO BE COMPLETED BY THE GRADUATE ASSISTANT

I have had opportunity to see the contents of this evaluation and to discuss the significance of it with my supervisor/evaluator.

SIGNATURE OF GRADUATE ASSISTANT _____ DATE _____

SIGNATURE OF DEPT CHAIR _____ DATE _____

Appendix G: Graduate Student Teaching in HDFS: Role and Responsibilities

Graduate students engage in teaching opportunities in 3 main ways. Throughout a PhD program, students may or may not be a teaching assistant for a course taught by another instructor. However, typically graduate students serve as a teaching intern before serving as instructor of record. *Please note that graduate students who are teaching independently are technically on a TA appointment.*

	TEACHING ASSISTANTS	TEACHING INTERNS	GRADUATE STUDENT INSTRUCTORS of RECORD
Purpose	The teaching assistantship purpose is to provide mentored teaching experiences and assistantship support.	The teaching internship purpose is to prepare students for independent teaching and provide experience with a variety of teaching related tasks	This teaching experience should provide opportunity to demonstrate independent instruction. The lead course instructor and major professor maintain a mentoring role.
Student Role	Provides support to instructor in a variety of ways and gains skills toward becoming an instructor.	Engages in a variety of activities related to teaching. Team teaching, syllabus preparation etc... Determined by student and instructor and specified in syllabus provided to DOGE.	Responsible for all course preparation and implementation with mentoring within the constraints of reasonable consistency across sections and department learning objectives. This experience should provide opportunity to demonstrate independent instruction competence.
Content Supervisor	Course instructor	Course instructor Lead course instructor provides information about how they went about selecting text books, learning objectives, course description and primary assignments in the context of that have been agreed upon by faculty.	Lead course instructor provides information about text books, learning objectives, course description and primary assignments that have been agreed upon by faculty. Some information is available in the catalog but the lead course instructor maintains consistency for the department.

Teaching Mentor	Course instructor	Course instructor provides guidance on teaching styles, pedagogical techniques, etc. Major Professor should also be mentoring their students in pedagogy and working with them to enhance their teaching skills.	Major Professor should be mentoring their students in pedagogy and working with them to enhance their teaching skills. Student may receive additional mentoring from the lead course instructor and other faculty members. Observation of teaching is highly recommended for providing constructive feedback and for recommendation letter writing.
Evaluator	Course instructor	Course instructor	Major Professor will provide evaluation at the end of the semester and completes evaluation form. The lead course instructor of the course may choose to provide feedback to the Major Professor as well.

All TA/TIs are expected to attend trainings such as through HDFS, CELT, CHS. All of these appointments require an end of the year “TA” evaluation to be turned into the DOGE. Evaluation forms will be sent out by the graduate program administrator near the end of the semester. They will also be available on the website. Please contact DOGE directly with any questions.

Appendix H: Review and Evaluation of Student Progress

In order to ensure student progress, the Graduate Faculty periodically reviews the progress of students through the program requirements. Each student is expected to work with the Major Professor and the members of the POSC in order to complete the graduate degree within the time limits established by the Graduate College.

“The master’s degree student is expected to complete the degree program within five years. A student beginning a PhD degree program at ISU with a master’s degree is expected to complete the program within five years, while a student beginning a PhD degree program without the master’s degree is expected to complete the program within seven years. If warranted, the student’s Major Professor and the program’s DOGE may request by letter that the Dean of the Graduate College extend these time limits. (Iowa State University Graduate Student Handbook 2011).”

Annual reviews of each student’s progress are intended to facilitate communication and problem solving through the graduate program. The evaluation process should give students timely feedback that allows them to optimize their graduate education. At any time during the year, any faculty member may provide feedback or express concerns relevant to the progress of a graduate student directly to the student or the student’s Major Professor.

In the spring of each year, graduate students will be asked to submit a Curriculum Vitae as well as complete the Graduate Student Evaluation Survey. This survey will include information regarding requirements of the HDFS Student Professional Development Portfolio including: completed coursework, research experiences, conference presentations, research publications, teaching experience, and professional service experience. Students will also be asked to report on future goals, work in progress, and a timeline for completing their degree.

Annually, each Major Professor is expected to meet with each of his/her graduate advisees at least two weeks prior to the scheduled Graduate Faculty Graduate Student Review Meeting. The Major Professor and student should identify any problems or delays, and plan for the resolution of these difficulties. At the end of the meeting, the Major Professor needs to inform the student whether the progress and plan indicate satisfactory progress. During this meeting, the Major Professor should inform the student in writing of his/her recommendation to the Graduate Faculty as to the continuation of that student in the HDFS graduate program.

Possible recommendations including:

- 1. Satisfactory, with no concerns:**
- 2. Satisfactory, with concerns;**
- 3. Unsatisfactory, with probation warning (i.e., a time line for improvement is imposed)**
- 4. Dismissal.**

The recommendation to dismiss a student can only be made if the student is currently on probation. If a Major Professor and student are unable to meet, it is the responsibility of the Major Professor to provide the student with written feedback no later than two weeks prior to the scheduled Graduate Faculty Graduate Student Review Meeting.

If a student believes that evaluation by the Major Professor is based on inaccurate or incomplete information, the student may submit to the Graduate Program Coordinator, one week prior to the review meeting, a written report that presents his/her case for continuation. At this time the student must also inform the DOGE if he/she desires to present his/her case orally to the Graduate Faculty at a time designated during the Graduate Student Review meeting.

Graduate Student April Review Meeting.

Student progress will be reviewed by the Graduate Faculty during a meeting of the Graduate Faculty in April of each year. **The Major Professor will be expected to report on his/her recommendation for each student's continuation in the program, including:**

- 1. Satisfactory, with no concerns:**
- 2. Satisfactory, with concerns;**
- 3. Unsatisfactory, with probation warning (i.e., a time line for improvement is imposed)**
- 4. Dismissal**

At this time, other graduate faculty may identify concerns (e.g., incomplete grades, unsatisfactory performance on assistantships). The DOGE will present a summary of any student's written request. Any student who has submitted a written report requesting continuation may request time at this meeting to present his/her case. The graduate faculty will vote on the recommendation of the Major Professor to continue, place on probation, or dismiss each graduate student. Only those students currently on probation can be dismissed. If the recommendation is not supported by a majority of the graduate faculty present, a new recommendation will be invited and voted upon.



Please Note: Within one week of the meeting, the Major Professor will provide each graduate student with a written report of the faculty's action and a summary of the feedback. Any student whose recommendation involves either probation or dismissal will

receive a letter from the DOGE confirming the action of the graduate faculty and either specifying the reasons for dismissal or providing the following information related to the recommendation for probation:

1. Nature of the deficiency, as perceived by the faculty
2. Specific actions needed to rectify the deficiency
3. Deadline for rectifying the deficiency
4. Penalty for failing to meet these criteria

Mid-Year Probationary Meeting. Students on probation will be informed what progress must be achieved in fall semester in order to continue in the program. At the end of fall semester a Graduate Faculty Meeting will occur to Review Graduate Students on Probation. **Two weeks prior to this meeting, the Major Professor is expected to meet with his/her graduate advisees on probation and should identify if the probationary deficiencies have been met.** At the end of the meeting, the Major Professor needs to inform the student whether the progress and plan indicate satisfactory progress. During this meeting, the Major Professor should inform the student in writing of his/her recommendation to the Graduate Faculty as to the continuation of that student in the HDFS graduate program. Possible recommendations including:

1. Satisfactory, with no concerns
2. Satisfactory, with concerns
3. Unsatisfactory, with probation warning (i.e., a time line for improvement is imposed)
4. Dismissal

Decisions regarding departmental assistantships will be based on students' annual evaluation of performance. As assistantship should not be awarded to a student who is not making clear progress toward the degree requirements for graduation.

Right to Appeal Annual Review Recommendation (*Approved by the HDFS Faculty September 21, 1998*). Any student has the right to appeal the recommendation of the graduate faculty through due process. Any student may request that a dismissal or probationary action be reconsidered. In the appeal of the review decision, the student will provide a written report that addresses the specific issues identified in the report of results by the Major Professor and DOGE. The student should submit this written report, in addition to any other relevant information, to the HDFS Department Chair and to the student's POSC within two weeks following receipt of the dismissal/probation action. The Department Chair will assign the student's POSC the task of investigating and reconsidering the decision in light of the additional information provided by the student. If the student and/or the Department Chair believe that the student's POSC cannot impartially consider the appeal, the Department Chair will appoint an ad hoc review committee of at least three graduate faculty members to reconsider the case.

Following the investigation and reconsideration of the student's appeal, and no later than two weeks after the appeal is received, the review committee (POS or ad hoc) must present the student's request, the investigation results, and a recommendation for a specific decision for action to the Department Chair and the graduate faculty. The student must be

informed in writing within 48 hours of the resulting decision and the explanation for the basis of that decision.

Further appeals by the student may be made according to the ISU Graduate College appeal procedures (see Graduate College handbook).

Appendix I: Human Subjects Approval

In order to comply with "Human Subjects - IRB Policy" requiring all ISU research be reviewed by the ISU IRB, *it is now required that all theses/dissertations contain proof of review in the Appendix of the document. This proof could be either a copy of the signed IRB approval of the research or a memo (email) from IRB stating that they reviewed the research and IRB approval would not be necessary.*

The HDFS department will not sign the final approval for a thesis or dissertation unless a copy of IRB approval, or a memo/email from the IRB indicating approval was not needed, is included in the Appendix of the thesis or dissertation. To verify inclusion, please email an electronic copy of the final submitted thesis/dissertation document to the HDFS Graduate Support Staff.

Approved by the HDFS faculty effective October 4, 2004

IMPORTANT:

The ISU HUMAN SUBJECTS CONTINUING REVIEW AND/OR MODIFICATION FORM must be filed with IRB when you modify your research proposal, e.g., change your methodology, change the informed consent form, increase the number of subjects or change types of subjects, add or remove personnel, or add new information for participants OR if you are working on the project past the expiration date of the original approval. If your protocol is exempt, you must file a modification to changes in procedures that would make the study no longer exempt or would change confidentiality protections. Failure to file a continuing review and/or modification form when warranted is in violation of Federal regulations. When in doubt, check with the IRB website or IRB staff. They are there to help you successfully comply with regulations and to protect the rights and welfare of your research participants.

The PROJECT CLOSURE FORM must be filed when the project has been completed or cancelled.

All applications/modifications/continuing review forms are submitted through [IRB Manager](#). All key personnel must have completed CITI training prior to being added to a protocol. When you complete CITI training, be sure to affiliate with Iowa State University. See the [IRB website](#) for more information.

Appendix J: Discrimination and Harassment Policy

(Excerpt in italics from the ISU Policy Library, Statement of Non-Discrimination and Anti-Harassment taken from <https://www.policy.iastate.edu/policy/discrimination>.)

In accordance with federal and state law, Iowa State University (“ISU” or the “university”) does not discriminate on the basis of age, color, creed, disability, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, and protected U.S. veteran status (collectively referred to as “Protected Status”) in its programs, activities, or employment.

This policy prohibits all forms of unlawful discrimination and harassment based on Protected Status. In addition, this policy prohibits purposefully assisting in an act that violates this policy (i.e., complicity) and prohibits retaliation against any individual who in good faith participates in protected activity pursuant to this policy. This policy also provides for the prompt and equitable resolution of reports of discrimination, harassment, complicity, and retaliation. The university’s [Office of Equal Opportunity \(OEO\)](#) is responsible for administering this policy on behalf of the university.

All ISU administration, supervisors, faculty, staff, and students are responsible for successfully completing the university’s annual non-discrimination, anti-harassment, and anti-retaliation training program. The training program is specifically designed for its target audience (e.g., students, staff, faculty, supervisors, etc.) and is intended to assist university community members in understanding this policy.

The university has a separate policy that governs concerns of Title IX sexual harassment, sexual assault, dating violence, domestic violence, and stalking. These concerns are governed by the university’s [Title IX Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking Policy](#). Nothing in this policy shall be deemed to conflict, contradict, or supersede the Title IX Sexual Harassment Policy with respect to conduct governed by that policy. The university also has a separate [Non-Retaliation Policy](#) that prohibits prohibited retaliation against persons who engage in protected activity.

Appendix K: Graduate Student Thesis/Dissertation Research Fund (Approved Spring of 2021)

The Department of Human Development and Family Studies, as part of its mission to educate and support the learning experiences of its graduate students sponsors a *Graduate Student Research Grant Program (GSTDRF)*. The fund is to support mini-thesis/thesis (up to \$500) or dissertation (up to \$1,000) research. Funding approval entails meeting deadlines and including all necessary material (i.e., developing rationale for request, budget/budget justification, IRB letter). All funded proposal are contingent on the availability of funds. Funding approval will follow a process described in the checklist below. The checklist can be downloaded [here](#), in the student Cybox folder, or by request through emailing DeAnn Barnes (dhbarnes@iastate.edu).



This form provides the action needed from the student, Major Professor(s), DOGE, and department chair to award and disburse thesis/dissertation research funds.

Please refer to Appendix J of the [HDFS Graduate Program Handbook](#) for information | explaining how funds can be used.

Student's/Requester's name _____

Date of thesis/dissertation proposal _____

Date the thesis/dissertation proposal was approved/conditions met _____

- ☐ 1. The student sends the following materials to the Graduate Program Coordinator-Alex Rogers (arogers@iastate.edu)
 - ☐ a. Approved proposal
 - ☐ b. A brief rationale of why you are requesting these funds
 - ☐ c. An itemized budget

After completion of step one, the applicant's Major Professor(s) will be asked for confirmation that the funding request was discussed during the proposal and verifies they see this funding necessary to complete the project.

- ☐ 2. The applicant's Major Professor(s) verify that the funding request was discussed during the proposal and sees this funding necessary to complete the project.
- ☐ 3. Request routes to the DOGE and department chair for departmental approval
- ☐ 4. Student sends IRB approval letter or IRB exemption memo needed for disbursement of funds to the Graduate Program Coordinator.

After completion of all steps, the student and Graduate Program Coordinator will work together in the procurement of funds.

The student's Major Professor will verify the scientific merit of the request. The DOGE is responsible for the notice of grant award.

Eligibility: The student is responsible for a full and complete application. *Proposals will not be accepted from students who have not successfully completed their Proposal meeting, nor who receive conditional passes on their examination.* Students with a conditional pass can apply once the conditions are satisfied

Deadlines: Rolling applications based on the student's proposal defense date throughout the academic year (August 16-May 15). Award notices may be issued approximately 1 month following submission of a complete application during the academic year. Applications received during the summer months will be considered beginning August 15. Funding will not be disbursed until final IRB approval is received.

Application Requirements: The student sends the following materials to the Graduate Program Coordinator- DeAnn Barnes (dhbarnes@iastate.edu):

- ☐ Approved proposal
- ☐ A brief rationale of why you are requesting these funds
 - Should be no more than 1 page, single spaced, 12-point font, 1-inch margins.
 - The letter must include the date that the mini-thesis/thesis/dissertation proposal was approved by the POSC. Date conditions were met if applicable.
 - The letter should indicate the timeline for proposed research with sufficient detail to determine feasibility and likelihood that the student will meet those milestones.
 - The letter should indicate plans for dissemination of research results including potential publication outlet(s).
 - A statement must be made which indicates that the student will send their proposal document to HDFS DOGE as an exemplar proposal as a condition of receiving funds.
- ☐ An itemized budget

Please Note: *No funds will be allocated retroactively; expenses are honored only if they are incurred after the research fund approval date.*

Funds MAY be used for:	Funds may NOT be used for:
<i>Mailing of surveys; survey incentives</i>	<i>Salary or payment to self or family members</i>
<i>Travel to conduct research</i>	<i>Travel from residence to campus; travel to professional meetings</i>
<i>Supplies for conducting research; e.g. paper, copying of surveys, letterhead, audio or video tapes, standard survey forms</i>	<i>Purchase of equipment that are available on campus</i>
<i>Incentives to survey or interview participants</i>	<i>Expenses covered by other funds</i>

<i>Transcription, translator, or data entry costs. (Reminder these persons or individuals assisting with analysis must be listed on your IRB).</i>	<i>Expenses incurred prior to Graduate Education Committee approval</i>
<i>Matching funds for grant proposals</i>	<i>Editing Services</i>

Please Note: If funded, IRB approval letter must be submitted to Graduate Administrative Assistant prior to disbursement of funds.