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Appendix (Forms)
  Graduate Ph.D. Forms
Child, Youth and Family Studies  
(CYAF)  
PH.D. HANDBOOK OVERVIEW

This Handbook is designed to assist students considering and enrolled in the Ph.D. program in Human Sciences with Specializations in Child, Youth and Family Studies or Medical Family Therapy 1. The Handbook consists of four primary sections including (1) Ph.D. program overview, (2) the admission process; (3) procedures and useful information for the graduate student, and (4) an appendix of various departmental and Graduate College forms needed throughout the graduate school experience. The Handbook attempts to answer questions from the time of initially exploring program options to admission and through the completion of the degree. Students, advisors, and supervisory committees should consult the Handbook in the development of academic programs and for procedures to use throughout the student’s program. It supplements the Graduate Studies Bulletin of which students and their advisors are encouraged to consult frequently.

PH.D. PROGRAM OVERVIEW

The Department of Child, Youth and Family Studies, University of Nebraska-Lincoln, is a premier department, ranking among the leading programs in the United States. Graduate degrees have a central focus on children, youth and families. The Ph.D. in Human Sciences, with specializations in Child, Youth and Family Studies or Medical Family Therapy1, is a strong research-oriented program designed to prepare professionals for careers in research, University-level teaching, leadership roles in policy or program development and implementation.

There are two tracks possible—a comprehensive Ph.D. (Track 1) or a Ph.D. following a Masters Degree (Track 2). The comprehensive Ph.D. is for students who wish to move toward a doctorate when they finish their baccalaureate degree. Those students who have already completed their Masters degree are eligible for Track 2. The Master's degree with the Department of Child, Youth and Family Studies has three possible tracks Child Development/Early Childhood Education, Family and Consumer Sciences Education, and Family Science. In addition, there are four areas of specialization available: Marriage and Family Therapy, Family Financial Planning, Youth Development, and Family and Consumer Sciences Education. The latter three are inter-institutional programs offered via distance education and are representative of new forms of cutting-edge graduate education.

The Department is housed on three campuses — City Campus and East Campus (both at the University of Nebraska-Lincoln) and the Omaha Campus (University of Nebraska-Omaha). The Lincoln campuses are located approximately one mile apart with continuous shuttle services between the two campuses. Faculty and graduate students are housed in Mabel Lee Hall on City

1 A third specialization in Gerontology (link to UNO site) is possible in conjunction with the University of Nebraska-Omaha Department of Gerontology. Students seeking this specialization should apply to Child, Youth and Family Studies but will work with faculty at UNO to complete the degree requirements.
Campus, the Home Economics Building on East Campus, the Family Resource Center on East Campus, the Ruth Staples Child Development Lab, and the Arts and Sciences Hall on the UNO Campus. In addition to these three campuses, Medical Family Therapy students take classes on the University of Nebraska Medical Center campus.

The Department is home to three facilities that enhance the research, training and clinical skills of the students. The Ruth Staples Child Development Laboratory and Angeline Anderson Children’s Garden was one of the first child development laboratory schools in the United States. The Family Resource Center is a nonprofit facility that provides marriage and family therapy on-site and at a distance. The Child Development Research Laboratory (CDRL) was established in 1993 for the study of social development of infants and young children and features a closed-circuit audio/video recording system.

The Department of Child, Youth and Family Studies includes 20 research-active faculty and approximately 165 resident and distance education graduate students. In addition to being recognized nationally and internationally for their research, the faculty maintain a deep sense of commitment to faculty-student interaction and to mentoring graduate students in their professional development. Our faculty has a proud and extensive track record in terms of grant funding, publications, and placing of graduate students in exciting positions in research, public policy and human services venues.

We encourage you to visit! We’d be happy to schedule a meeting with the faculty you might like to meet or with other graduate students. If you have questions or would like to arrange a visit, contact us at lking2@unl.edu or by phone at (402) 472-7787. Thank you for considering a Ph.D. program in Child, Youth and Family Studies.

ABOUT THE UNIVERSITY OF NEBRASKA

As a land grant institution established in 1871, the University of Nebraska has been the State’s most comprehensive institution of higher education and a leading American University. The University of Nebraska operates on four campuses: (1) the University of Nebraska-Lincoln (UNL), (2) the University of Nebraska Medical Center in Omaha (UNMC), (3) the University of Nebraska-Omaha (UNO), and (4) the University of Nebraska-Kearney (UNK).

The Ph.D. specializations within the Child, Youth and Family Studies Department are a University of Nebraska-Lincoln programs; however, faculty are housed on UNL and UNO campuses and graduate students in the CYAF Department take classes on UNL, UNO and UNMC campuses. The University of Nebraska-Lincoln is proud to have received the Research I Classification from the Carnegie Foundation, the highest classification given.

In addition to the Graduate College, the Lincoln campus is the site of eight undergraduate colleges and the Colleges of Dentistry and Law. The University of Nebraska-Lincoln has approximately 1,400 faculty members and more than 23,000 students, including nearly 5,000 graduate students. The Lincoln campus features a variety of theatrical and musical performances, as well as the Sheldon Art Gallery and the University of Nebraska State Museum. The University of Nebraska participates in a wide variety of NCAA men's and women's sprts, including basketball, football, softball, baseball, golf and gymnastics; and UNL is a member of the Big 12 College Athletic Conference.
ABOUT THE CITY OF LINCOLN

Lincoln, a city of nearly 240,000 people, has consistently been rated in national surveys as one of the most desirable communities in which to live, with regular air and rail connections to all parts of the country. There is a wide variety of cultural activities from which to choose, and recreational opportunities abound in the area’s woodlands, streams, and lakes.

ABOUT THE DEPARTMENT OF CHILD, YOUTH AND FAMILY STUDIES (CYAF)

The Department of Child, Youth and Family Studies (CYAF) is a Department within the College of Education and Human Sciences. Reorganization within the College in July 1992 resulted in the Department of Family and Consumer Sciences which, in 2007, subsequently became the Department of Child, Youth and Family Studies. Graduate Programs lead to a Master of Science Degree in Child, Youth and Family Studies, or a Ph.D. in Human Sciences with specializations in Child, Youth and Family Studies or Medical Family Therapy.

MISSION

The mission of the CYAF graduate program is to provide students educational and professional experiences in the areas of Marriage and Family Therapy, Family Financial Planning, Family Sciences, Child Development/Early Childhood Education, and Family and Consumer Sciences Education. Students will expand their knowledge through study of the existing knowledge base, research to extend knowledge in these areas and in applying this knowledge professionally.

CORE BELIEFS

- Families are the basic units of society; therefore, healthy individuals within healthy families are at the core of a healthy society.

- Diversity of family life is valued through different types of family structures; ethnic, cultural, racial and religious backgrounds; and different patterns and rates of developmental processes in individuals and families. Diverse families have many things in common and share more similarities than differences. This foundation builds a more sensitive and understanding society.

- Children are the future of society; therefore, the well-being of children within a family context is crucial to the well-being of society.

- Programs should support and supplement healthy family functioning and be adaptable to the complex processes of change.

- Education, policy and programming should support the inherent strength of individuals and families and empower them to be self-sustaining in the context of a caring community.

- The process of empowering individuals and families is guided by the careful development, allocation, management, and consumption of resources.

- Families operate as integrated systems, where issues of child development, family relationships, resource management, work and life are inseparable.
Individuals and families have the power to learn and grow and to contribute to their own well-being, as well as the well-being of their schools, communities and society as a whole.

DEPARTMENTAL FACILITIES

Child Development Laboratory (CDL) and Angeline Anderson Children's Garden

The Ruth Staples Child Development Laboratory (CDRL), established in 1927, was one of the first child development laboratory schools in the United States. It serves as a model accredited early childhood teacher education (NCATE) and child development (NAEYC) program serving undergraduate and graduate students in a variety of CYAF courses. Students have many opportunities through their coursework to work in the Laboratory and be involved directly with children and their families. Professionals and policymakers in the community and the State utilize the Laboratory faculty as a resource.

The Angeline Anderson Children's Garden, a model playground adjacent to the CDL, is available for children in the Laboratory. This outdoor play area offers a garden, a wooded area the children call the forest, a playhouse, and tricycle tracks throughout.

Child Development Research Laboratory (CDRL)

The Child Development Research Laboratory, within the CDL, was established in 1993 for the study of social development of infants and young children. The CDRL features a closed-circuit audio/video recording system. Research areas include the study of infant/peer interaction in group settings, conflict development, pro-social interaction, and parent-child interaction. Undergraduate and graduate students participate in all aspects of the research to learn about child development and research methodology.

Family Resource Center

The Family Resource Center, administered by the Department, is a nonprofit facility that provides marriage and family therapy on-site and at a distance. The Center is committed to the treatment of individuals, couples, and families; to the training of skilled helping professionals; and to research in the areas of Family Science, Marriage, and Family Therapy.

PH.D. PROGRAM

The Doctor of Philosophy Degree (Ph.D.) in Human Sciences with specializations in Child, Youth and Family Studies or Medical Family Therapy is a strong research-oriented program designed to prepare professionals for careers in research, University-level teaching, leadership roles in policy development and implementation, or program development and implementation and outreach. Doctoral students take core courses in Child, Youth and Family Studies, research design and statistics, ethics, teaching methods, advanced research seminars, and supporting disciplines.

Each Doctoral student plans a program of study with the mentorship of a major advisor to include a breadth of content spanning the discipline, as well as focused content in which the student will develop expertise. Examples of focus areas include: (1) child development/early childhood education, (2) family science, (3) life span development, (4) marriage and family therapy/medical family therapy, and (5) youth development. Students select a supporting area, such as psychology,
sociology, educational psychology, statistics and methodology, education, or leadership to complement their primary focus.

**Ph.D. in Human Sciences with Specialization in Child, Youth and Family Studies**

The Doctor of Philosophy (Ph.D.) degree in Human Sciences with a specialization in Child, Youth and Family Studies prepares scholars in both basic and applied aspects of Child, Youth and Family Studies. The focus is to prepare scholars for professional roles in teaching, research, policy development or analysis, and outreach.

The specialization in Child, Youth and Family Studies prepares students to:

1. Conduct independent scholarly work in research, teaching, policy, and outreach
2. Critique and interpret scholarly work of others and apply those findings to their own work
3. Approach understanding the development of individuals and family relationships from an ecological systems perspective
4. Maintain a current knowledge base of issues affecting children, families, schools, and communities
5. Gain depth and breadth of knowledge in the discipline
6. Understand and maintain professional ethics in their practices
7. Mentor students in various educational and professional settings
8. Develop a global perspective on development and relationships

The specialization in Child, Youth and Family Studies consists of two tracks: (1) Comprehensive Ph.D. program that combines a M.S. and Ph.D. in one program; and (2) a Ph.D. for students entering with a M.S. degree. The Medical Family Therapy specialization only has a Track 2 option.

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**Ph.D. Human Sciences**  
**Specialization in Child, Youth and Family Studies**

<table>
<thead>
<tr>
<th>Track 1</th>
<th>Track 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive M.S. &amp; Ph.D.</td>
<td>Ph.D. for Students Entering with a M.S.</td>
</tr>
</tbody>
</table>

**Track 1:**

1) The Track 1 (Comprehensive M.S. & Ph.D.) program offers a highly-integrated, streamlined program that can be completed in a shorter time span (about 5 years).

2) The program is designed from the beginning to meet the needs of the student without redundancy.

3) The comprehensive program offers potential for increased efficiency with less paperwork (i.e., one admission process, one set of recommendations, one GRE, etc.).
4) This program is appropriate for students who, at the baccalaureate level, have identified goals that require a doctorate.

Track 1 requirements for specialization in Child, Youth and Family Studies:

<table>
<thead>
<tr>
<th>Program Components</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course work related to Specialization, which must include Ethics (953) or Philosophy of Child and Family Sciences (900) (3) Teaching Practicum (920) (1-3)</td>
<td>30-33</td>
</tr>
<tr>
<td>Supporting courses selected from within the Department or related Discipline. Students can choose to complete a concentration area or minor, or choose an eclectic mix of courses to meet educational and professional goals.</td>
<td>16-22</td>
</tr>
<tr>
<td>Doctoral Seminar (995)</td>
<td>12-18</td>
</tr>
<tr>
<td>Doctoral Dissertation (999)</td>
<td>20</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>90 (90-111)</strong></td>
</tr>
</tbody>
</table>

*Sample Programs may be obtained from Advisors.

Track 2:

Track 2 is for students who enter the program with a M.S. degree.

Track 2 requirements for specialization in Child, Youth and Family Studies:

<table>
<thead>
<tr>
<th>Program Components</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course work related to Specialization, which must include Ethics (953) or Philosophy of Child and Family Sciences (900) (3) Teaching Practicum (920) (1-3)</td>
<td>33</td>
</tr>
<tr>
<td>Supporting course work related to the Discipline (Outside the CYAF Department)</td>
<td>16-22</td>
</tr>
<tr>
<td>Research &amp; Statistics (Research Tools) Minimum of 9 hours of Statistics Minimum of 3 credits in Research</td>
<td>12-18</td>
</tr>
<tr>
<td>Doctoral Seminar (995)</td>
<td>12-18</td>
</tr>
<tr>
<td>Doctoral Dissertation (999)</td>
<td>20</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>93 (93-111)</strong></td>
</tr>
</tbody>
</table>

*Sample Programs may be obtained from Advisors.

Ph.D. in Human Sciences with Specialization in Medical Family Therapy
The doctoral program in medical family therapy has been designed to accomplish the following purposes: 1) improve health outcomes through collaborative care practice and 2) expand opportunities for collaborative care practice through scholarship, research and advances in the clinical practice of medical family therapy. Students enter the program after completing a M.S. degree.

The mission of the program faculty is to provide students with advanced learning opportunities in medical family therapy in which they will apply multi-disciplinary collaborative care principles and research methods to advance the field through scholarship, research and clinical experience.

Specifically, the program is designed to prepare students to:

- Work within medical systems and collaborate with healthcare providers in providing mental health care to patients and their families who are experiencing physical, emotional, relational or spiritual difficulties.
- Work in administrative, research, supervisory, clinical, and/or instructional positions in universities, medical schools and medical residency programs, medical clinics and hospitals, and private and public research firms.
- Teach and train the next generation of medical family therapists for work in a dynamic health care environment.
- Produce scholarly work in research, teaching/training, clinical work, supervision and collaborative health care.
- Critique, interpret, and integrate scholarly work of others in a way that makes the knowledge useful in advancing the field and improving clinical practice.

**Track 2 Program requirements for specialization in Medical Family Therapy:**

<table>
<thead>
<tr>
<th>Program Components</th>
<th>Credits (minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course work related to Specialization</td>
<td>36</td>
</tr>
<tr>
<td>Supporting coursework related to the Discipline</td>
<td>21</td>
</tr>
<tr>
<td>Doctoral Internship</td>
<td>2</td>
</tr>
<tr>
<td>Research Methodology</td>
<td>12</td>
</tr>
<tr>
<td>Doctoral Seminar</td>
<td>12</td>
</tr>
<tr>
<td>Doctoral Dissertation</td>
<td>12</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>95</strong></td>
</tr>
</tbody>
</table>
Filing for the Masters Degree (for Comprehensive Track in Child, Youth and Family Studies only)

When a student is enrolled in the comprehensive track, he/she may file for the M.S. degree after the completion of 36 hours, including nonthesis research. The nonthesis research will be used to meet the requirement of a written examination. The Final Examination Report for Masters Degree form must be filed with the Office of Graduate Studies.

ADMISSION AND COMPLETION POLICIES

The Department of Child, Youth and Family Studies in the College of Education and Human Sciences offers graduate study leading to the Ph.D. in Human Sciences with a Specialization in Child, Youth and Family Studies (CYAF) or Medical Family Therapy.

Admission Procedure for Program

Admittance to the Ph.D. program in Education and Human Sciences with a Specialization in Child, Youth and Family Studies or Medical Family Therapy involves the following procedures:

1. Apply online to University of Nebraska Graduate College at http://www.unl.edu/gradstudies Application fee is $45.00.

2. Arrange to have TWO OFFICIAL transcripts of ALL college work filed with the Graduate College, and send copies to the Department.

3. GRE scores are required. For full admission, a minimum score of 500 on the verbal and a 500 on the quantitative portions is required on the GRE. Contact Career Services, 230 NU, University of Nebraska-Lincoln, Lincoln, NE 68588-0451, (402) 472-3145 for information and dates on GRE subject area exams. Students may also take the GRE by computer at the Sylvan Learning Center. Only a few days of advance notice are needed for the Sylvan Learning Center and results are available immediately.

4. The TOEFL exam is required of all international students. For full admission, a minimum score of 550 for paper-based total, 213 for computer-based total, or 79-80 for internet-based total is required on the TOEFL.

5. Submit three forms or Letters of Recommendation. The form is available at: http://www.unl.edu/gradstudies/prospective/recommendation.pdf

Send two copies of the following to: Graduate Studies, 1100 Seaton Hall, University of Nebraska-Lincoln, Lincoln, NE 68588-0619. Send duplicates to Department of Child, Youth and Family Studies, 135 Mabel Lee Hall, University of Nebraska-Lincoln, Lincoln, NE 68588-0236. Send by December 15 (September enrollment date).

- Graduate Application
- Transcripts
- GRE Scores

In addition, send the following to the Department of Child, Youth and Family Studies (135 Mabel Lee Hall, University of Nebraska-Lincoln, Lincoln, NE 68588-0236). Send by January 15 (for September enrollment) or April 15 (Note: for September 2009 enrollment only; after 2009, the April 15 enrollment date will be discontinued).

- Intent Form*
- Statement of Professional Goals*
- Three Letters of Recommendation**
- Graduate Assistantship Application* (if assistantship is desired)

*Forms/Guidelines are available at:
http://cehs.unl.edu/cyaf/grad/phdAppProcess.shtml

**Recommendation forms are available at:
http://www.unl.edu/gradstudies/prospective/recommendations/pdf

When all materials are on file, faculty in the Child, Youth and Family Studies program will consider the applicant’s request for admission to the respective program and will contact the applicant regarding their decision. As part of the admissions process, applicants may also be interviewed on campus (or by telephone).

Applicants will be considered by the faculty shortly after the deadline and a decision will be reached in approximately six weeks following application. All application materials must be on file before the deadline for the application to be considered. Please communicate with dcarson2@unl.edu to ensure that the file is complete by the deadline.

** Admission Deadlines

Applications are considered one time a year by the CYAF Graduate Committee on January 15. During the 2009 year only, applications will also be considered April 15 for September enrollment.

Note: In 2009, applicants for the MFT/Comprehensive Ph.D. may only apply at the January 15 application date.

Applicants will not be considered unless files are TOTALLY complete. As noted above, in order to ensure that materials will reach the Department in the appropriate timeframe, it is suggested that materials be submitted to the Graduate College by December 15, or March 15 (for 2009 April 15 application date). Duplicate copies of forms submitted to Graduate Studies should be sent to the Department along with the departmental forms.
**GRE Score Procedure**

FOR INFORMATION AND REGISTRATION BOOKLETS on the GRE, call 800-GRE-CALL or refer to: http://www.gre.org.

A GRE score must have been completed within the past five years to be considered for admission. GRE's can be completed in Lincoln at the Sylvan Learning Center at 390 N. Cotner, Lincoln, NE 68505 (corner of Cotner and R Streets), 402-465-8800, ON ANY DATE YOU CHOOSE. GRE Procedure:

1. Obtain a GRE (computer) bulletin from Sylvan Learning Center.

2. Complete the registration

3. Send registration with fee to ETS.

Within two weeks, ETS will send you an authorization voucher with a registration number. When you have received your registration number, call Sylvan to schedule an appointment (of approximately 3 hours and 45 minutes) for the examination. Usually, exams can be scheduled within 48 hours of your phone call, the score is available to you immediately, and the official copy of scores will be sent to UNL within two weeks. Thus, it is possible for GRE scores to be received within four weeks.

**General Information**

To re-emphasize the importance of timely application materials, transcripts and application may take up to three to four weeks to reach the Department. Therefore, copies of materials sent to Graduate Studies by December 15, or March 15 (2009 only) for priority status admittance should also be forwarded to the CYAF Department office. A hard copy of the forms submitted online should also be sent to the Department Office.

When a student seeks admission for the comprehensive Ph.D. and a Masters-level specialization in MFT, Youth Development, Family Financial Planning or Family Science Education, the following procedure will be followed:

1. The student's file will first be reviewed by the respective certificate program faculty for acceptance into the specialization program.

2. If the student is accepted for the specialization program, specialization program faculty will vote to forward or vote not to forward the file to the graduate faculty for consideration into the comprehensive Ph.D. at that time.

3. If forwarded to the graduate faculty, the faculty will vote to accept or not accept the student into the comprehensive Ph.D. program.

If the faculty votes not to accept at that time, the student may reapply to the Ph.D. Track 2 program. Students pursuing an MFT and comprehensive Ph.D. must apply at the January 15 application date, when MFT applications are due. Qualified applicants will be invited to participate in competitive MFT interviews.
Admission Categories

Apply early. It takes a minimum one month (sometimes significantly longer) for papers to be processed by Graduate College.

Applicants will receive one of four decisions: (1) full admission, (2) full admission, but you are on a waiting list, (3) provisional admission subject to resolving deficiencies, or (4) admission denied.

1. Full Graduate Standing is given to students who have met the minimum requirements for admission and who have been accepted by the Department for work leading to a Ph.D. degree. The candidate must hold a Bachelor of Science degree/Bachelor of Arts degree or a Master of Science/Master of Arts from an accredited college and have completed the general education core courses equivalent to that required in Child, Youth and Family Studies (University of Nebraska), plus a major of at least 18 semester hours in Child, Youth and Family Studies, or the equivalent from related fields. A 3.0 GPA is required, as well as a minimum score of 500 on the verbal, quantitative, and the analytical subtests of the General GRE.

2. Provisional Status is given to students who show potential for successful graduate work but have deficiencies in the above required undergraduate preparation or who have a GPA between 2.50 and 2.99. Provisional status is also given to students who score between below 500 on one of the previously mentioned GRE subtests. If students are given provisional status, they will be informed of the requirements to attain full admission standing.

If a graduate student enters the CYAF graduate program on a provisional status due to low grades, the student must demonstrate ability to do graduate work within the first year of the graduate program (and receive B’s or above). To be removed from provisional status, the student must complete work within the first academic year of enrollment or be subject to termination of his/her program.

Students who do not meet the minimum criteria will not be considered for admission. However, meeting the minimum criteria does not guarantee admission. At the time the student is admitted, the committee will assign a temporary advisor. The Graduate College is notified and clears the student for admission. The student should try to meet with or call their advisor within three weeks after receiving a letter of acceptance. Graduate Studies issues the Certificate of Admission and a letter confirming acceptance into the program.

Appeals for Denial into the Ph.D. Program

A. Applicants may appeal a denial within 45 days of their notification of denial by writing a formal appeal to the Graduate Executive Committee Chair.

B. An ad hoc Appeals Committee will be set up by the Graduate Executive Committee to review the appeal.

1. The Appeals Committee will be made up of two members of the Graduate Executive Committee, two additional faculty from the Department, and one full-time graduate student.

2. Members of the Appeals Committee are requested to serve by the Graduate Executive Committee. Those requested to serve may accept or decline to serve on the Appeals Committee.

3. The applicant making the appeal may request replacement of one member of the Appeals Committee.
C. The applicant making the appeal may present his/her appeal to the Appeals Committee.
D. The Appeals Committee can accept or deny the appeal.
   1. Decisions of the Appeals Committee are final.
   2. If the appeal is accepted, the student’s application is returned to the Graduate Executive Committee for further action.
E. The Graduate Executive Committee will notify the student making the appeal of the Appeals Committee’s decision in writing by registered mail within 15 business days from the date the appeal was received.
F. The proceedings of the Appeals Committee will be confidential.

For additional information regarding the Ph.D. in Human Sciences with a Specialization in Child, Youth and Family Studies, e-mail or call Dr. Helen Raikes at hraikes2@unl.edu or (402)472-9147.

WELCOME TO THE DEPARTMENT

Now that you have been admitted to the Department of Child, Youth and Family Studies, we, as faculty and graduate students, say Welcome! We are delighted that you have chosen to embark with us on your journey toward a Ph.D. in Human Sciences with a specialization in Child, Youth and Family Studies or Medical Family Therapy. Our intent is to provide an engaging environment that encourages faculty and graduate students to pursue excellence in building on an already rich and varied existing knowledge base about individuals, children, youth and families through the pursuit of research and creative and scholarly activities. Throughout this Handbook many references are made to the UNL Graduate Studies Bulletin (http://bulletin.unl.edu). Students are encouraged to read the online version of the Graduate Studies Bulletin and to review relevant sections at each stage of the graduate experience. Occasionally, changes are made in the Bulletin and the most current version is online.

Appointment of a Temporary Advisor

The Child, Youth and Family Studies Ph.D. degree is a University of Nebraska-Lincoln program; however, faculty are housed on UNL, UNO and UNMC campuses. The University of Nebraska-Lincoln is proud to have received the Research I Classification from the Carnegie Foundation, the highest classification given.

Supervisory Committee

Students who have been admitted to Doctoral studies in Human Sciences, within the Department of CYAF, will choose a Graduate Faculty member to Chair or Co-Chair (also referred to as the major professor) of the Supervisory Committee. When the student and Supervisory Committee Chair have decided on candidates for the Supervisory Committee, the Supervisory Committee Chair recommends the appointment of the Supervisory Committee to the Dean of Graduate Studies (Appointment of Supervisory Committee Form). The Supervisory Committee should be approved before the student completes more than 45 hours towards her/his Doctoral degree (including the hours earned while pursuing the Masters degree), exclusive of language or research tool, (University of Nebraska-Lincoln Graduate Studies Bulletin, 2008-09; hereafter referred to as Bulletin, p. 14). The Supervisory Committee members are generally chosen jointly by the student and major professor on the basis of their expertise in terms of the student’s research and their ability to provide help and guidance in the
student's achievement of research and career goals.

The Supervisory Committee consists ... “...of at least four Graduate Faculty. Graduate Faculty who have been appointed to Emeritus status may co-chair the supervisory committees of doctoral students with a resident Graduate Faculty member. (All professors on the examining committee must either be on the Graduate Faculty or be nongraduate Faculty approved to perform specified Graduate Faculty duties.) At least one Graduate Faculty member external to the academic Department or area in which the doctorate is to be granted must be included on the committee responsible for supervising the student's doctoral program of studies. The representative of the minor department on the committee may serve as the outside representative. The Supervisory Committee is appointed on the recommendation of the CYAF Graduate Committee.” (Bulletin, p. 14)

“If the Chair of a Ph.D. Supervisory Committee leaves the employ of the University or retires, the Office of Graduate Studies must be notified immediately and a change in the Supervisory Committee made as follows:

a. If the student has already achieved Candidacy, the former Chair who has left the employ of the University may be permitted to continue as co-Chair of the Supervisory Committee, with the concurrence of the Departmental Graduate Committee and the UNL Dean of Graduate Studies. A second co-Chair must be appointed who is a resident Graduate Faculty member.” (Bulletin, p. 14)

b. “If the student has not yet achieved Candidacy, a new Chair of the supervisory committee who is a resident Graduate Faculty member must be appointed immediately, with the concurrence of the departmental Graduate Committee and the UNL Dean of Graduate Studies.” (Bulletin, p. 14)

c. “If a member of the Supervisory Committee other than the Chair leaves the employ of the University, or retires, a replacement should normally be appointed who is a resident Graduate Faculty member. In certain circumstances where a special and needed continuing expertise is involved and the staff member is willing to continue serving, he/she may continue as a member of the Supervisory Committee, with the approval of the Supervisory Committee Chair and the concurrence of the Graduate Committee and the UNL Dean of Graduate Studies.” (Bulletin, p. 14)

d. “Occasionally a Doctoral student’s Supervisory Committee may believe that the participation of a graduate faculty member from another university would enhance the quality and direction of the dissertation. Faculty from other universities with special expertise may be enlisted, with the approval of the Graduate Dean, to serve in a courtesy association on the Supervisory Committee of a Doctoral candidate. Such individuals would serve without official vote but would be empowered to sign the dissertation approval document and be duly acknowledged by the student in the dissertation.” (Bulletin, p. 14)
Supervisory Chair ‘Back-Up’ Policy

In the event that the Chair of a Supervisory Committee is unable to continue in the role as Chair, (e.g., leaves the institution, retires, etc.) the student assumes primary responsibility for finding a replacement Chair using the following process:

1) First, an attempt will be made with the student and the departing Chair to secure a current committee member to serve as Chair.

2) If no Chair is found in Step 1, the student brings the request for a new Chair to the Chair of the CYAF Graduate Executive Committee.

3) The Graduate Executive Committee selects a Chair to serve on a temporary basis with the provision that the person may become the permanent Chair if willing to serve in that role.

4) If no permanent Chair is obtained in the above step, the Department Chair will identify a potential Committee Chair, consult with the faculty member to seek his or her approval and, upon approval, will notify the student.

Filing Program of Studies

Within the semester of its appointment, the Committee will meet to designate and subsequently to file in the Office of Graduate Studies a complete program of studies, including any language or research tool requirements and the general area of research for the dissertation. It is the responsibility of the student to schedule a meeting with the Supervisory Committee within 3 weeks of its appointment. The student’s program of study must conform to one of the following plans:

1) All students in the Child, Youth and Families Studies P.D. program major in Human Sciences. Students are either enrolled in the Child Youth and Family Studies specialization or the Medical Family Therapy Specialization (see also links to the Gerontology Program and UNO). At least half of the graduate work, including the dissertation, will be done in this field of specialization. The remaining work, subject to the approval of the Supervisory Committee, may include either:

   (a) supporting courses in the same or in a related department; or

   (b) a minor field of study outside of the major department. The minor must include at least 15 semester hours with 6 hours in courses open exclusively to graduate students (900 level or 800 level without 400 level or lower counterparts). It may be taken in any department which has been approved to offer a major leading to a Masters degree. In addition, the minor for the Ph.D. may, in certain departments, be completed in a subdivision of the administrative department. Approved fields of study, which may be selected within each administrative department, must be approved by the Graduate Council for use as a minor and are indicated in the Graduate Bulletin in the sections of the programs for the respective departments.” (Bulletin, pp. 14-15)

2) “The student may select a field of study which integrates material offered in two or more departments without meeting the specific major requirement as outlined under Plan 1. Such a program of study must be in an approved interdepartmental area for which a special area Graduate Committee representing the departments concerned has been appointed by the Dean of Graduate Studies.” (Bulletin, p. 15)
“The committee is not obligated to accept credits beyond the Masters degree which were completed prior to its appointment. At least half the total program of courses and dissertation research must be completed following submission of the program to the Graduate Studies Office. Any subsequent change in the program or in the dissertation topic is approved by the Supervisory Committee and the action is reported to the Office of Graduate Studies.” (Bulletin, p. 15)

“The minimum amount of graduate credit is 90 semester hours, including a dissertation. Not fewer than 45 semester hours must be completed at the University of Nebraska after the filing of the program of studies.” (Bulletin, p. 15)

The CYAF Specialization includes a minimum of 20 hours of dissertation research. A student may register for more than 20 hours of dissertation, although only 20 hours will be counted toward the degree.

“The time limit on granting the Doctoral degree is eight years from the time of filing the student’s program of studies in the Office of Graduate Studies.” (Bulletin, p. 15)

The Supervisory Committee has the responsibility of determining that a student's program of study does meet the guidelines for the approved Ph.D. in Human Sciences with a Specialization in Child, Youth and Family Studies or Medical Family Therapy as follows:

<table>
<thead>
<tr>
<th>Track 1—Comprehensive</th>
<th>Credits</th>
<th>Track 2—Previously Existing</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialization/Core Courses</td>
<td>30=33</td>
<td>Specialization Courses Ethics/Philosophy of Science</td>
<td>33</td>
</tr>
<tr>
<td>Ethics/Philosophy of Science Teaching Practicum (1-3 cr.)</td>
<td></td>
<td>Ethics/Philosophy of Science Teaching Practicum</td>
<td></td>
</tr>
<tr>
<td>Support Courses</td>
<td>16-22</td>
<td>Supporting Courses</td>
<td>16-22</td>
</tr>
<tr>
<td>Research &amp; Statistics</td>
<td>12-18</td>
<td>Research &amp; Statistics</td>
<td>12-18</td>
</tr>
<tr>
<td>Doctoral Seminar (995)</td>
<td>12-18</td>
<td>Doctoral Seminar (995)</td>
<td>12-18</td>
</tr>
<tr>
<td>Dissertation (999)</td>
<td>20</td>
<td>Dissertation (999)</td>
<td>20</td>
</tr>
</tbody>
</table>

Students should identify their career and educational goals for their program of study. The courses they select for their program of study should help them to accomplish their goals.

The Supervisory Committee will determine what coursework taken prior to filing of a program of studies, including hours earned toward the Masters degree(s), will be accepted as part of the 90-hour program. The Committee is not obligated to reduce the Doctoral program of studies by applying all coursework taken toward previously earned Masters degree(s). Prior coursework should be assessed in relation to its contribution to framing a research foundation for the doctorate. Each course accepted must be determined to be current and relevant in relation to the desired degree. Any course older than 10 years is evaluated relative to appropriateness for inclusion in the Ph.D. program. (Some courses, such as Ancient History, may not become "dated;" other courses, such as Statistics, may be "dated"; thus, should not be included in the minimum 90+ hour program of studies.)
It is the student's responsibility to justify how the courses selected for the area/discipline outside of Human Sciences interrelate to support her/his goals and the Ph.D. program of studies and dissertation research. The Supervisory Committee has the responsibility of determining that a student's program of studies does meet the guidelines for the approved Ph.D. in Human Sciences—Specialization in Child, Youth and Family Studies or Medical Family Therapy, as well as the goals and objectives of the Ph.D. student.

It is expected that commonalities and interrelations are present in the program of studies, such that the courses selected constitute a means of achieving depth and breadth necessary to support the dissertation research and to meet the professional objectives of the students. The critical issue is relevance and approval of the Supervisory Committee.

After approval of the program of studies by the Supervisory Committee, the “Program of Studies for Doctoral Degree Form” is completed and submitted to the Graduate College Committee. The form should be filed after the completion of 30 hours of graduate study and before the completion of more than half of the total required hours of study.

The Chair of the Supervisory Committee will forward the approved program to the Office of Graduate Studies with his/her signature. Copies will be distributed to all members of the Supervisory Committee.

After the Graduate Dean approves the program of studies for the degree, a minimum of 45 credit hours exclusive of research tools must be completed.

Content of a graduate-level course may be delivered by computers, television, audio or video cassettes, amplified telephone conference, and correspondence, provided that coordinated and interactive communication devoted to the course content be maintained between students and instructor. (Bulletin, p. 24)

RESIDENCY REQUIREMENT

“The Office of Graduate Studies has established a residency requirement for the purpose of ensuring that the Doctoral program is reasonably compact, continuous and cohesive; and that a substantial portion be, in fact, done at and under close supervision of the University. The academic residency requirement is part of the student's approved program.

For a student beginning a doctoral program in the University of Nebraska system with a bachelors degree, the academic residency requirement for the Ph.D. is 27 hours of graduate work within a consecutive 18-month period or less, with the further provision that 15 of these 27 hours must be taken after receiving the Masters degree or its equivalent.

The residency requirement for (1) a member of the University staff who is engaged at least half time in instruction or research in his/her major area, or (2) a person employed in their major field, the residency requirement is 24 credit hours of graduate work within a consecutive two-year period with the further provision that they take at least 12 of these after receiving the Masters degree or its equivalent.” (Bulletin, p. 14)
“A minimum of three full years of graduate study is normally required to complete a program for the degree of Doctor of Philosophy. Neither the courses taken nor the time spent in study determines the granting of the degree. It is given primarily for high attainment in some special field of scholarship and for demonstrated power of independent research in a subdivision of this field.” (Bulletin, p. 14)

"The time limit on granting the doctoral degree is eight years from the time of filing the student's Program of Studies in the Office of Graduate Studies.” (Bulletin, p. 14)

**ANNUAL REVIEW OF PH.D. STUDENTS**

The Department of Child, Youth and Family Studies conducts an annual review of Ph.D. students to determine if they are making adequate progress and to determine if additional support or measures are needed.

The following are areas in which progress is monitored:

1. coursework and grade average;
2. selecting a major professor and committee;
3. filing a program of study;
4. conducting research-publications and presentations;
5. teaching;
6. grants applications;
7. professional ethics/professional role; and
8. maintaining progress within time limits.

**Process:** Students will be notified of the review process. A survey will be sent to Ph.D. students by e-mail. They will be given one week to complete and return the survey.

Graduate faculty in Child, Youth and Family Studies will meet within their respective program areas for review of each student. The major advisor will lead discussion including the following:

- Response to survey
- Current Transcript
- Student File

Upon completion of review, a letter will be sent to the student and placed in his/her file. The major advisor should refer back to the letter in planning with the student.
COMPREHENSIVE EXAMINATION

“When a student has substantially completed studies in the doctoral program (PhD, EdD, DMA), he/she must pass a written comprehensive examination, in major and minor or related fields. The written comprehensive examination is not a repetition of course examinations but is an investigation of the student’s breadth of understanding of the field of knowledge of which their special subject is a part.” (Bulletin, p. 15)

Two Alternatives for Comprehensive Examination in CYAF Specialization: The CYAF comprehensive examination requirement may be fulfilled by one of the two following alternatives as determined by the student in consultation with his/her Supervisory Committee:

Alternative 1 — Written Comprehensive Exam

The comprehensive examination is developed by the Supervisory Committee in consultation with the student. This is normally scheduled after the student has completed doctoral coursework and prior to the initiation of doctoral research. The comprehensive examination is an intense professional development experience that requires the student to devote sufficient time and energy to its completion. The examination is designed to complement the student’s unique plan of study and career goals. Consequently, the topics of the different sections of the examination will be unique to the student’s plan of Doctoral study and areas of professional interest.

A variety of examination formats are possible. The examination format should give the student an opportunity to demonstrate critical thinking, to integrate and apply material, and to demonstrate professional skills. The process of determining the format of the comprehensive examination will be a joint endeavor, including input and discussion from all committee members versus the traditional Chair in charge of the strategy. The examination should include multiple parts, allowing the student to demonstrate both the breadth and depth of his/her knowledge and abilities to integrate and apply material in multiple formats.

Although no specific format is suggested, several examples of parts of the examination serve to illustrate the variety of options available, including:

a.) Written critique of one or several chapters of a complete dissertation;

b.) Literature review, measurable objectives, methodology and potential impact and outcomes for a grant RFP;

c.) Creation of brochure, slide-show, curricula, or other information dissemination device documenting knowledge comprehension as well as technological skills;

d.) Synthesis of research and direct service impacts, on specific topic, for policy advocacy or briefing at a legislative hearing;

e.) Written examination with questions designed to integrate knowledge obtained from doctoral course work;

f.) Preparation of a manuscript.

To schedule a written comprehensive examination, the student submits a request in writing to her/his Supervisory Committee Chair, four weeks before the scheduled exam.
The Supervisory Committee Chair will coordinate the grading of the comprehensive examination by the Supervisory Committee. Each member of the Supervisory Committee shall have opportunity to grade each question. Supervisory Committee members shall be permitted at least three weeks to report a grade. Supervisory Committee members shall report a grade of "pass", "fail," or "rewrite" for each question. The decision on the exam shall rest with the majority vote. A tie vote shall be considered a negative decision. The Supervisory Committee shall decide on procedures relative to "rewrites." Generally, a student can "rewrite" one or more questions; however, a "rewrite" on every question is a "fail" decision.

**Alternative 2 — Portfolio and Capstone Oral Exam**

In advance of portfolio completion, the student will provide the following to the Supervisory Committee:

- Cover letter explaining the rationale for the attached Field and Focus Reading Lists.
- Annotated bibliographies noting a Field Reading List of 15-20 items reflecting a general knowledge of the field area central to the student's work and a Focus Reading List of 15-20 items of critical works particular to the student's developing research focus.

After approval by the committee members of the Field and Focus Reading Lists, a portfolio completion date is set along with a capstone oral date.

**Portfolio will consist of:**

- Cover letter describing the major ideas, themes, and issues represented in the portfolio and an overall view of its contents.
- 20-30 page integrative essay with thesis bringing together readings from the Field List.
- 20-30 page integrative essay with thesis bringing together readings from the Focus List.
- Current curriculum vitae
- Philosophy of Teaching Statement
- Course syllabus developed for current or proposed use
- Recent Conference presentations, reports, and/or publications

**Capstone Oral will consist of:**

- Minimum of one question related to the field essay from each committee member.
- Minimum of one question related to the focus essay from each committee member.
- Minimum of one question related to the additional components of the portfolio from each committee member.
- General Discussion.
- Portfolio and oral will be evaluated on a "pass," "no pass," or "revise and resubmit" basis.
Student's preparation for examinations may come through course work and individual study. Comprehensives are not a repetition of course examinations and do not seek to measure outcomes of individual courses; comprehensives are a thorough evaluation of the student's understanding of the field. They should be designed to demonstrate that the student can synthesize course work and critically evaluate knowledge in the field. In preparing for comprehensives, a student may approach any member of the Supervisory Committee for reading lists. (Exams will not be limited to the reading list, but the reading list is seen as a help to the student in preparation.)

**ADMISSION TO CANDIDACY**

**Filing Application for Admission to Candidacy**

Graduate Studies

“When the student has passed the comprehensive examination, satisfied research tool requirements of her/his approved program, the Committee will recommend to the Office of Graduate Studies the Doctoral student’s admission to Candidacy by filing the Application for Admission to Candidacy for the Doctoral degree, noting the dates of completing the comprehensive examination. This application must be filed at least seven months prior to the final oral examination (dissertation defense).” (Bulletin, p. 15)

The original examinations and the results are to be filed in the Written Comprehensives file in the office of the Department of Child, Youth and Family Studies, and shall be held on file for a minimum of three years.

"Should the Supervisory Committee determine the student has failed the comprehensive examination, a letter must be submitted by the Chair of the Supervisory Committee to the Dean of Graduate Studies stating the conditions under which the student may attempt another examination, or part thereof, not earlier than the following academic term. Typically, but upon the discretion of the Supervisory Committee, only two attempts to pass the comprehensive examination will be permitted.” (Bulletin, p. 15)

“Following admission to Candidacy, the student must register for at least one credit hour during each academic year semester until he/she receives the Doctoral degree, even if the student has already met the total dissertation hours on their approved program of study. Failure to register during each academic year semester will result in termination of the program of study.” (Bulletin, p.15)

**DISSERTATION PROPOSAL**

All Doctoral candidates will submit to each member of his/her Supervisory Committee for approval of a dissertation proposal prior to initiating data collection for the dissertation or, in the case of extant data, prior to initiating data analysis. This fully-developed proposal will include a summary of the theoretical framework, including review of relevant literature, statement of purpose, theoretical construct to be tested where relevant, methods and procedures, and precise statements of data analytic strategies (including statistical tools where appropriate). A meeting will then be held (a minimum of ten (10) working days after each Supervisory Committee member receives a copy of
the proposal), attended by all members of the Supervisory Committee. At this meeting, the student will defend the proposal as a contribution to the body of knowledge in the field.

Approval of the proposal by the Supervisory Committee will be done by a motion and vote of each Committee member. Upon a passing vote, Supervisory Committee members will indicate approval by signing the cover page. If the Committee requests changes in any aspect of the proposal, the student will revise the proposal and resubmit to the Committee members, who will then indicate their approval by signing the cover page. Evaluation of the Supervisory Committee members may include: approval, approval of concept/refinement of content or methodology, or unacceptable.

A signed proposal constitutes a contract between the student and the Supervisory Committee. Should the student wish to change the dissertation substantially, written agreement must be obtained from the Supervisory Committee.

**DISSEPTION**

“The dissertation is of no fixed length. It should treat a subject from the candidate's special field, approved by the Supervisory Committee. It should show the technical mastery of the field and advance or modify former knowledge (i.e., it should treat new material, or find new results, or draw new conclusions, or it should interpret old material in a new light). Each candidate for the degree shall submit with the dissertation an abstract of the same, not exceeding 350 words in length including the title. A guidebook for dissertation preparation is available at http://www.unl.edu/gradstudies/current/downloads/GuidebookForDissertations.pdf

“Research activities involving human subjects or live vertebrate animals may not be conducted at University of Nebraska Lincoln unless the research activities have been reviewed and approved by the appropriate Board or committee. The Institutional Review Board (IRB) reviews projects involving human subject research and the Institutional Animal Care and Use Committee (IACUC) reviews the use of animals in research. These reviews are in accordance with Federal regulations and UNL assurance documents to the Office Human Research Protections.. The IRB New Protocol Submission Form must be completed on-line at http://www.unl.edu/ucomm/search/?q=application%20to%20use%20animals the Application to Use Animals is available at http://www.unl.edu/ucomm/search/?q=application%20to%20use%20animals Note that the IRB and IACUC will not review projects already in progress; approval must be secured prior to the initiation of research. The Research Compliance Assurance Form can be obtained at http://research.unl.edu/index.shtml ; the completed form must be submitted at the time the final version of the dissertation is filed." (Bulletin, p. 15)

“The dissertation and abstract are reviewed by a Reading Committee of two members from the Supervisory Committee, excluding the chair/co-chair. The manuscripts must be presented to members of the Reading Committee in time to permit review and approval, which must be indicated at least three weeks in advance of the final oral examination. The application for the final oral examination and a rough draft of the title page and abstract must be presented to the doctoral program specialist in the Office of Graduate Studies for preliminary review at least three weeks before the final oral examination.” (Bulletin, p. 15)

“The dissertation and abstract must be typed and double-spaced. Acceptable type includes a dark print from a letter-quality printer or laser or ink jet.. The margins should be at least one-and-one-half inches (1.5”) at the left and one-inch (1”) on each of the three other sides. If plates or folded tables are included, they should have exactly the same margins as the text, or should be folded to come
within them. Footnotes should be single-spaced and placed at the bottom of the page to which they pertain unless special instructions are given by the major department. All final copies must be either printed or copied on 20 lb (minimum) white, 25 percent (35%) rag content watermarked bond paper not designed for easy erasure.” (Bulletin, pp. 15-16) For questions about preparing the dissertation check the Guidebook for Preparing a Thesis or Dissertation, http://www.unl.edu/gradstudies/current/downloads/GuidebookForDissertations.pdf

Electronic Thesis or Dissertation (ETD)

CEHS Ph.D. students are strongly encouraged to use electronic deposit of dissertation. (Approved by the College of Education and Human Sciences Graduate Executive Council 2-8-05). Complete guidelines for electronic theses and dissertations can be found in the Graduate Studies “Guidebook for Preparing a Thesis or Dissertation,” found at: http://www.unl.edu/gradstudies/current/downloads/GuidebookForDissertations.pdf

Note: UNL currently accepts electronic dissertations but not electronic theses.

What is an ETD?
(Adapted from Virginia Tech University)
[Updated October 5, 1999]

An Electronic Thesis or Dissertation (ETD) is a document that explicates the research of a graduate student and expresses in a form simultaneously suitable for machine archives and worldwide retrieval. The ETD is divided into front matter, body matter, and back matter.

Similar to paper... the ETD is similar to a paper dissertation.

It has figures, tables, footnotes, and references. It has a title page with your name, the name of your school, and the names of your committee members. It documents your years of academic commitment. It describes why the work was done, how the research relates to previous work as recorded in the literature, the research methods used, the results, and the interpretation and discussion of the results, and a summary with conclusions.

Only different... the ETD is different, though.

It provides a technologically-advanced medium for expressing your ideas. You prepare your ETD using nearly any word processor or document preparation system, incorporating relevant multimedia objects, without the requirement to submit multiple copies on 25% cotton bond paper. Consequently, ETDs are less expensive to prepare, consume virtually no library shelf space, and never collect dust. While they can be made available to anyone that can browse the Web, at UNL they are only available to the campus community.
Formatting Electronic Dissertations

Formatting Front Matter
(Sample Title Page)

The front matter contains the following items in the order in which each should appear:

Title
This is the full title of your dissertation.

Author
You alone are the author of your dissertation.

School
The official name of your University is "University of Nebraska."

Degree
For the CYAF program this is "Doctor of Philosophy."

Major
Human Sciences

Committee Names
These are the persons who supervised your doctoral program and dissertation.

Date of Defense or Graduation Date
Put the date you defended or the date of your graduation (e.g., "October, 1996.")

City, State
Put the city and state in which you defended.

Copyright
In any work, copyright implicitly devolves to the author of that work. One may make this statement of ownership explicit, however, by including a copyright notice, such as "Copyright 1998, John J. Smith." Additionally, you may pay to register your copyright with the U.S. Copyright Office through University Microfilms International (UMI).

Other Front Matter

Abstract /Sample Abstract
Each ETD must be accompanied by an abstract that has been approved by the student's committee. Abstracts will be part of the bibliographic record in the library's online catalog. Abstracts must be limited to 350 words. Additionally, abstracts for dissertations will be published in Dissertation Abstracts.

Grant Information (optional)
Here you may acknowledge any granting institution.

Dedication (optional)
Here you may provide a dedication.

Author's Acknowledgments (optional)
Here you may acknowledge those that assisted you in your work.

Table of Contents
Include the chapter and section numbers and title along with the page on which each chapter or section begins.

Lists of Multimedia Objects
For each multimedia type (table, graph, diagram, equation, etc.) list the number and title of the object and the page on which it occurs.
Formatting Body Matter

The body matter contains the chapters of the ETD, in logical order, each with its own title. Chapter titles may include:

- Introduction
- Review of Literature
- Materials and Methods
- Results
- Discussion
- Conclusions
- Summary

Chapter

At the beginning of each chapter, place the word "Chapter" and the chapter number and chapter title in large type.

Paragraphs

Separate paragraphs by a line of horizontal space. Indent block quotes on the left and right.

Footnotes

You may use footnotes and/or endnotes. Lengthy footnotes are probably better formatted as endnotes. Place any footnotes on the same page as the items that refer to them. Footnotes in main body text should be numbered consecutively in Arabic numerals, starting with the number 1.

Multimedia Objects

Multimedia object types include tables, complex equations, graphs, diagrams, digital pictures, digital video, digital audio, virtual reality, and even computer software of which you have developed.

Simple Objects

Most simple objects like tables, graphs, and diagrams can be embedded in your ETD using your word processor.

- Put the object at the point of reference or "float" it to the top or bottom of the page or to the top of the next page.
- Center the object between the left and right margins of the page.
- Directly below the object for figures and above for tables, center the type and number according to its position in the chapter (e.g., in Chapter 5 we may have Table 5.1, Table 5.2, and Figures 5.1, 5.2, and 5.3).
- Give the object a concise, descriptive title.
Complex Objects

More complex multimedia objects require special treatment. They either do not fit naturally on a page or the file size is too large to fit reasonably within a document. For complex objects, you must place the type and number of the object along with its concise, descriptive title, centered on a line by itself. In parentheses, include the media encoding (e.g., JPEG) and file size (e.g., 1.5 Megabytes). You must then connect each object title to a separate file containing the object.

Many complex multimedia object types have a simple object version (often called "thumbnail") that is a reduction of the picture or one frame of video. If possible, we recommend that you include this reduction in the main document along with a PDF link to the complex object. Be sure that you submit the object file(s) along with your dissertation.

Formatting Back Matter

The back matter contains the references (bibliography) and appendices.

References

Consult your departmental guidelines for the standard forms for citation.

Appendices

The student may include the source code or output of computer programs as an enumerated appendix. Place figure references with PDF links to multimedia objects here also.

Exactly as you treated each chapter, place the word "Appendix," the appendix letter or letters, and the appendix title in large type at the beginning of each appendix.

Appendices are enumerated alphabetically from A to Z, then AA, AB, and so on to ZZ, then AAA, AAB, etc.

Formatting Global Page Settings

After you have written your thesis or dissertation, you must prepare the electronic version for submission. Overall, it is important to submit an ETD that has a consistent appearance throughout. All the pages in your ETD should follow a general form regarding page numbering, margins, and line spacing.

Page Numbering

Except for the title page and abstract, number all pages in your ETD. Page numbers appear in page headers or footers. [Consult the manual for your word processor on how to set up "Page Headers" and "Page Footers."]

Number the pages in the Front Matter with small Roman numerals (i, ii, iii, iv, etc.), placed at the upper right of the page. However, the page number for the Title Page (i) and the pages of the Abstract (ii...) should not appear on the page(s).
Number all pages through the Body and Back Matter with Arabic numerals (1, 2, 3, etc.). You should number these pages at the upper right. If you choose, you may add your name and the name of the chapter to the page number as a running head. Omit this head on the first page of each chapter.

Margins
We recommend that all margins for your ETD (left, right, top, bottom) be no less than 1 inch.

Spacing
Your ETD line spacing should be either 1 line (single-spaced) or 1½ lines. Your committee may prefer the working paper drafts to be double-spaced, but smaller spacing is easier to read on a computer screen. A spacing of 1 1/2 may be a compromise that will be accepted by your committee. Please consult your committee to determine preference during the draft phase.

Fonts
For best readability, normal body text should be 12 point (12pt) and in the Times or Roman family.

Submission Process
Since the specific deadline dates change from semester to semester and from year to year, it will be necessary for you to check dates in the Office of Graduate Studies. Check to see if you are on track to graduate in December, May, or August. In many ways the submission of an electronic dissertation is the same as submission of a "hard copy" dissertation. The principle differences are that you won't need to have the Doctoral Degree Assistant in Graduate Studies make any preliminary approvals of the ETD, and you won’t need to pay binding fees. It is important that the Doctoral Degree Assistant preview your title page and abstract(s), as they must be in appropriate form for UMI.

Preceding Final Oral Examination
The abstract and dissertation must be approved by the Supervisory Committee Chair and the Readers prior to filing the Application for the Final Oral Examination or Waiver in the Office of Graduate Studies. The application, signed by the Readers, must be presented for approval to the Doctoral Degree Assistant in the Office of Graduate Studies at least three weeks prior to the date of the oral examination. If the oral examination is waived, the deadline is three weeks prior to the last published date for holding oral examinations.

At the time your application is submitted, a preliminary review of the title page and the abstract is made by the Doctoral Degree Assistant. Submit one copy of the abstract for review. You will be given final oral examination instructions at that time.

The Supervisory Committee has the right to recommend changes in the abstract and the dissertation at the time of the final oral examination. Such changes, should they be requested, are normally made by the student in consultation with the Supervisory Committee Chair and are incorporated in the final versions of the abstract and dissertation that will be deposited in Love Library.
**Final Oral Examination**

“The final examination for the Doctoral degree is oral and open to members of both the University community and the public. During the dissertation presentation and general questioning all persons may be present. However, at the end of the public hearing there will be a closed questioning portion of the examination where all persons except the Candidate, Doctoral Supervisory Committee, and invited faculty must be excused. It is conducted by the Supervisory Committee after the Candidate's studies have been completed and the dissertation accepted by the reading committee. The committee also determines its character and length the character and duration of the examination. The examination may be devoted to the special field of dissertation or to the candidate’s general knowledge or it may be designed to test judgment and critical powers. The final oral examination over the dissertation may be waived only with the unanimous consent of the supervisory committee. The Committee reports the results of the final examination or the reason for its waiver to the Office of Graduate Studies.” (Bulletin)

The final oral examination for the Ph.D. will not be scheduled unless the Chair of the Supervisory Committee and at least two other members of the Committee are available for the examination. Exceptions may be made only by permission of the Dean for Graduate Studies. In any event, the Supervisor of the dissertation must have seen and approved the completed dissertation before the examination will be scheduled.

“In the event that members of an Oral Examining Committee are not unanimous regarding passing a candidate, the student is to be approved for the degree if only one examiner dissents. However, in each case, the dissenting member of the committee will be expected to file a letter of explanation in the Office of Graduate Studies.”

“If a student fails to pass the final oral or written examination for an advanced degree, his/her committee must file a report on the failure in the Office of Graduate Studies and indicate what the student must do before taking another examination. Another examination may not be held during the same semester or the same Summer Session in which the student failed.” (Bulletin, p. 15)

**Following Final Oral Examination**

Following the final oral examination, the student should submit the final electronic version of the dissertation, two additional paper copies of the abstract, and two additional paper title pages to the Doctoral Degree Assistant in the Office of Graduate Studies for stamping BEFORE going to the Library. Only abstracts/dissertations that meet all published requirements can be approved and stamped for depositing in 318 Love Library. (The Library accepts only copies that carry the Office of Graduate Studies stamp of approval.)

The Doctoral Degree Assistant will also check for completed Title Sheet Pages (with signatures of the Supervisory Committee members), the University Microfilms International Dissertation Agreement form, and the Final Report on Doctoral Degree signed by those attending the oral examination. These forms are provided by the Office of Graduate Studies at the time the Application for Oral Examination is approved.

Each student should also check with the Supervisory Committee Chair and departmental office regarding any additional copies of the dissertation that must be prepared. THE LIBRARY WILL NOT BIND ADDITIONAL COPIES. The student must make arrangements for these additional copies.
Following approval by the Office of Graduate Studies, the student deposits the final electronic version of the dissertation and needed paperwork in the Dean's Office at Love Library, Room 318. The following items are required:

1. Electronic dissertation on CD in PDF format
   a. The abstracts should be saved as one file.
   b. The dissertation should be saved in an additional file or files.

   If the dissertation does not fit on one CD, the student is to contact 472-2526 to review the technical options for depositing the electronic dissertation.

2. Paperwork for University Microfilms International (UMI)
   a. Title page
   b. Abstract
   c. Completed University Microfilms International Dissertation Agreement form
   d. Reprint permission letters, if required

3. Final Report on Doctoral Degree form
   A staff member in the Dean's Office collects the CDs and paperwork for UMI and signs the Final Report on Doctoral Degree form. If the dissertation is to be held pending patent issuance, etc., a letter of request from the author's advisor must accompany the dissertation. The letter should state why the dissertation is to be held and when it can be released.

Following the above, the student will take the Final Report on Doctoral Degree form and go to the Cashier’s Window (Room 121 Canfield Administration Building) to pay the required fees. These fees include:

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<tbody>
<tr>
<td>ETD Service Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Abstract Fee</td>
<td>$65.00</td>
</tr>
<tr>
<td>Copyright</td>
<td>$65.00 (optional)</td>
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</table>

Each doctoral student must pay $60 for the abstract fee. University Microfilms International (UMI) will apply for copyright in the name of the author, if authorized. If copyright is requested, there is an additional charge of $50. These fees, which are subject to change, are payable to the Cashier after the copies are deposited in Love Library. For the current fee schedule, students are advised to contact the UNL Office of Graduate Studies.

As the final step following payment of fees, the student should take the Final Report on Doctoral Degree form, with proof of payment and the completed Survey of Earned Doctorates, to the Office of Graduate Studies, 1100 Seaton Hall.
Summary of Submission Steps

Obtain Abstract and Dissertation approval from Supervisory Committee Chair and Readers.

1) File the Application for the Final Oral Examination or Waiver in the Office of Graduate Studies. The Application must be approved by the Doctoral Degree Assistant in the Office of Graduate Studies at least three weeks prior to the date of the oral examination or, if the oral examination is waived, the deadline is three weeks prior to the last published date for holding oral examinations.

2) Present one copy of the Abstract and Title Page to the Doctoral Degree Assistant in the Office of Graduate Studies at the time of completion of Step 1, and pick up your Final Oral Examination Packet.

3) Following the Final Examination make any changes in the dissertation recommended by the Examining Committee and approved by the Supervisory Committee Chair. Be certain that the electronic version of your dissertation is exactly as you wish it. ETDs are not checked for formatting, pagination, spelling, grammar, or typos by anyone other than the author. The abstract must be in a file separate from the dissertation.

4) Check with the Supervisory Committee Chair and departmental office regarding any additional copies of the dissertation that must be prepared.

5) Submit two additional paper copies of the abstract, and two extra paper title pages to the doctoral degree assistant in the Office of Graduate Studies for stamping BEFORE going to the Library with your ETD. Only abstracts/title pages that meet all published requirements can be approved and stamped for depositing in 318 Love Library. The Library accepts only copies that carry the Office of Graduate Studies stamp of approval.

6) Carry your completed ETD to 318 Love Library in PDF format on CDs. A library staff member will place your ETD on the Graduate School server and forward it to UMI.

7) After a staff member in the Dean's office has signed the Final Report on Doctoral Degrees, take the Report to the Cashier’s Window (Room 121 Canfield Administration Building) to pay the required fee.

8) As the final step following payment of fees, the student should take the following items to the Office of Graduate Studies, 1100 Seaton Hall:
   - Final Report on Doctoral Degree form
   - Proof of Payment
   - Completed Survey of Earned Doctorates
   - UNL Exit Survey
Publication of the Dissertation

Under the present plan for publication, the entire dissertation, including the names of the committee members, will be microfilmed exactly as approved by the committee and submitted. Copies of these microfilms are procurable by anyone. There will be no opportunity for editorial or other changes in the manuscript after it has been submitted. One copy of the Doctoral dissertation will be sent by Love Library to University Microfilms for the production of the master negative that will be placed on deposit there for storage and servicing. The dissertation manuscript will be returned to the Library. University Microfilms will produce positives to order at the standard rate.

The positives will be available on order to any applicant. UMI will also deposit one positive print in the Library of Congress.

The abstract will be published in Dissertation Abstracts International. This publication is available in Love Library and includes a cumulative index by author and subject. The two typewritten copies of the dissertation remain in Love Library; one is kept in storage and the other is available for public use through InterLibrary Loan.

Hard Copies (Printed) of Dissertation

Typing Instructions

(From Guidebook for Preparing a Thesis or Dissertation, August 2008—available at www.unl.edu/gradstudies. Check with the web site for updated instructions for the semester in which the dissertation is being prepared.)

The abstract and dissertation must be typed. Acceptable type includes a dark print from a letter-quality laser or inkjet printer. Font size should be no less than 10 point.

Format

The title page format should be prepared in accordance with procedures as outlined in Guidebook for Preparing a Thesis or Dissertation as available at www.unl.edu/gradstudies.

- The abstract for the dissertation MUST NOT CONTAIN MORE THAN 350 WORDS in its entirety, including the number of words for the title, author, etc.
- The abstract should be placed immediately after the title page of the dissertation. DO NOT number the pages of the abstract.
- Except for the title page and abstract, number all pages in your dissertation. Number the pages in the front matter with small roman numerals. Number all pages through the body and back matter with Arabic numerals.
- The dissertation must be double spaced.
- Footnotes should be single spaced and placed at the bottom of the page to which they pertain.

Celebrating After the Oral Exam

Students and faculty may wish to celebrate the completion of the dissertation and oral examination. Arrangements for such a celebration are left to the discretion of the student and
advisor; however, plans should remain tentative until all requirements are completed satisfactorily. Some suggestions for celebration arrangements are to organize an evening celebration hosted by the student or advisor or committee or combination of any of these parties. Interested faculty and graduate students could be invited to attend such celebrations. Several students may wish to organize a collective celebration that would include several students who have completed their oral examination that semester.

**PH.D. TIMELINE**

It is the student’s responsibility to make certain the forms and procedures are followed according to the accepted calendar. A timeline has been developed to assist students in their planning. This timeline is based on the deadlines published by the Graduate College. Students should refer to the published dates for more specific information. The student should keep in mind that his/her dissertation will need to be completed at least 5 ½ weeks before commencement in order to meet all the deadlines. This would be the minimum amount of time necessary. Members of the Supervisory Committee are not expected to accept the thesis outside of this timeline. A chart of the timeline regarding the proposal/dissertation can be found in the Appendix pp. 52-54.

**Summary of Procedure for the Doctor of Philosophy Degree**

*This summary of procedure should be studied carefully in connection with the Graduate College calendar. See Doctoral Degree Forms and Deadlines on the Graduate Studies website http://www.unl.edu/gradstudies/current/doctoral.shtml.*

1. Admission to UNL Graduate Studies by the evaluation of official transcripts presented in person or by mail before registration.

2. Registration after consultation with advisers in major and minor departments.

3. Submission to the Office of Graduate Studies of an Appointment of the Supervisory Committee form approved by the departmental or area Graduate Committee before 45 hours of credit have been accumulated toward the degree.

4. Submission to the Office of Graduate Studies of a Program of Studies form approved by the supervisory committee setting forth the complete plan of study for the degree with a minimum of 45 hours exclusive of language and/or research tools remaining to be taken. The time limit on granting the doctoral degree is eight years from the time of filing a student’s program of studies in the Office of Graduate Studies.

5. Satisfactory completion of foreign language or research tool requirements set forth in the approved program and passing of comprehensive examinations in major and minor or related fields when the student’s program of courses is substantially completed.

6. Admission to Candidacy for the PhD degree by filing an application in the Office of Graduate Studies of the passing of the comprehensive examinations and the completion of language and research tool requirements (at least seven months before the final oral examination).

7. Filing of an application for the degree at the Office of Registration and Records, 107 Canfield Administration Building. This application is effective during the current term only. It must be renewed at the appropriate time if requirements for graduation are not completed until a later term.
8. Presentation of the dissertation and the abstract to the members of the reading committee in sufficient time for review and approval, which must be obtained at least three weeks before the final examination.

9. At least three weeks prior to the date of the oral examination, presentation to the Office of Graduate Studies of the application for final oral examination and a copy of the title page and abstract for preliminary review.

10. Passing of any required final oral examination.

11. Deposition of the required documents as detailed in the instructions received at the time of filing the application for Final Oral Exam with the Dean of University Libraries after approval by the doctoral programs specialist in the Office of Graduate Studies. Delivery of the Report on the Completion of the Doctoral Degree form, signed by members of the supervisory committee, the Dean of University Libraries, and the Comptroller, to the Office of Graduate Studies. In addition, one bound copy of the dissertation is to be deposited with the student’s major department.

**GRADUATE-LEVEL COURSES**

**Appeal of Grades**

“Appeal of grades in graduate-level courses shall be made through the graduate student grade appeal procedures for the campus through which the grade was awarded. Students who believe their evaluation in a course has been prejudiced or capricious must first attempt to resolve the matter with the course instructor. If unsuccessful, the student may then file a written appeal to the Graduate Chair for consideration by the Graduate Committee responsible for the administration of the course. This appeal must be filed within 60 days of the posting of the grade report by the UNL Records Office.

A written determination of the appeal shall be presented to the student and instructor. If the matter is unduly delayed or not resolved, the student may present the original appeal documentation to the UNL Dean of Graduate Studies who shall request a review by a subcommittee of the Graduate Council. A last appeal may be made to the full Graduate Council, if it agrees to hear the case. Since awarding grades in courses occurs at the individual campus level, the decision of the UNL Graduate Council shall be final and is not subject to further appeal beyond the campus. During the appeal process, if the instructor's grade is overturned, the instructor of record has the right of appeal, in writing, at successive levels of review.” (Bulletin, p. 26)

**Graduate Courses 2008-2009**

[*Offered at UNO as well as at UNL]*

**GENERAL**

807 Supervisory Leadership
811A-E Perspectives on CYAF
845 Research in Leadership Education
865 Research Design and Methodology
867 Implementing Research and Scholarly Practice
891 Special Topics in Human Sciences (12)
896* Advanced Independent Study
897* Community Internships in CYAF (6)
898* Research Experience in CYAF (5)
899 Masters Thesis (10)
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>920</td>
<td>Teaching Practicum</td>
</tr>
<tr>
<td>930</td>
<td>Sociological/Anthropological Research Methods in Education (15)</td>
</tr>
<tr>
<td>972</td>
<td>Theories of Human Development and Family Relations</td>
</tr>
<tr>
<td>995</td>
<td>Doctoral Seminar (18 max)</td>
</tr>
<tr>
<td>996</td>
<td>Scholarly Practice and Discovery (6)</td>
</tr>
<tr>
<td>998</td>
<td>Special Topics: Research in Human Sciences</td>
</tr>
<tr>
<td>999</td>
<td>Doctoral Dissertation (55)</td>
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</table>

**CHILD DEVELOPMENT/EARLY CHILDHOOD EDUCATION**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>830</td>
<td>Practicum in Infant Development</td>
</tr>
<tr>
<td>874</td>
<td>Assessment of the Young Child</td>
</tr>
<tr>
<td>876</td>
<td>Cognitive Processes in Children</td>
</tr>
<tr>
<td>877</td>
<td>Administration of Early Childhood Programs</td>
</tr>
<tr>
<td>890</td>
<td>Workshop Seminar in Early Childhood</td>
</tr>
<tr>
<td>897</td>
<td>Practicum in Early Childhood Education</td>
</tr>
<tr>
<td>970</td>
<td>Advanced Early Childhood Education</td>
</tr>
<tr>
<td>971</td>
<td>Seminar in Child Development</td>
</tr>
<tr>
<td>972</td>
<td>Theories in Human Development and Family Relations</td>
</tr>
<tr>
<td>973</td>
<td>Social Processes in Children</td>
</tr>
<tr>
<td>974</td>
<td>Infant in the Family</td>
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**MARRIAGE AND FAMILY THERAPY**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>951</td>
<td>Theoretical Foundations of Marriage and Family Therapy</td>
</tr>
<tr>
<td>952</td>
<td>Psychopathology and Dysfunctional Interactions</td>
</tr>
<tr>
<td>953</td>
<td>Issues and Ethics for Family Professionals</td>
</tr>
<tr>
<td>954</td>
<td>Assessment in Family Therapy</td>
</tr>
<tr>
<td>955</td>
<td>Clinical Family Therapy I</td>
</tr>
<tr>
<td>955B</td>
<td>Clinical Family Therapy II</td>
</tr>
<tr>
<td>956</td>
<td>Treatment of Human Sexual Dysfunction</td>
</tr>
<tr>
<td>989A</td>
<td>Innovative Approaches to Family Intervention: Collaborative Health Care</td>
</tr>
<tr>
<td>989B</td>
<td>Innovative Approaches to Family Intervention: Pharmacology &amp; Family Therapy</td>
</tr>
<tr>
<td>989D</td>
<td>Innovative Approaches to Family Intervention: Group Therapy</td>
</tr>
<tr>
<td>997</td>
<td>Advanced Practicum in Family Therapy (6)</td>
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</tbody>
</table>

**FAMILY SCIENCE**

<table>
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<tr>
<th>Course Number</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>846</td>
<td>Addictions and Violence in Families</td>
</tr>
<tr>
<td>868</td>
<td>Adolescents and Their Families</td>
</tr>
<tr>
<td>862</td>
<td>Adulthood and Aging</td>
</tr>
<tr>
<td>882</td>
<td>Parent Education</td>
</tr>
<tr>
<td>888</td>
<td>Child and Family Policy</td>
</tr>
<tr>
<td>893</td>
<td>Special Topics in Contemporary Family Issues</td>
</tr>
<tr>
<td>895</td>
<td>Special Topics in Family and Cultural Diversity</td>
</tr>
<tr>
<td>950</td>
<td>Family Law (4)</td>
</tr>
<tr>
<td>961</td>
<td>Seminar in Parent-Child Relationships</td>
</tr>
<tr>
<td>972</td>
<td>Theories of Human Development and Family Relations</td>
</tr>
<tr>
<td>980</td>
<td>Comparative Family Systems</td>
</tr>
<tr>
<td>981</td>
<td>Readings in Family Life</td>
</tr>
<tr>
<td>987</td>
<td>Family Strengths</td>
</tr>
<tr>
<td>989</td>
<td>Innovative Approaches to Family Intervention</td>
</tr>
<tr>
<td>906</td>
<td>Consumer and Family Economics</td>
</tr>
<tr>
<td>907</td>
<td>Family Financial Management</td>
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### FAMILY AND CONSUMER SCIENCE EDUCATION

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>801</td>
<td>Family and Consumer Science Curriculum</td>
</tr>
<tr>
<td>802</td>
<td>Family and Consumer Science Curriculum, Theory and Methods of Instruction</td>
</tr>
<tr>
<td>810</td>
<td>Teaching and Learning in FCS Classrooms</td>
</tr>
<tr>
<td>812</td>
<td>Developing Instruction in FCS</td>
</tr>
<tr>
<td>813</td>
<td>Student Teaching in FCS (6-12)</td>
</tr>
<tr>
<td>813B</td>
<td>Internship: Selected Experiences (6)</td>
</tr>
<tr>
<td>814</td>
<td>Evaluation in Career and Technical Education</td>
</tr>
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<td>815</td>
<td>Advanced Instructional Theory</td>
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<td>816</td>
<td>Educational Programming</td>
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<tr>
<td>817</td>
<td>Critical Issues for the Beginning Teacher</td>
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<tr>
<td>818</td>
<td>History and Philosophy of Family and Consumer Science and Career and Technical Education</td>
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<tr>
<td>890</td>
<td>Workshop Seminar (15)</td>
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<tr>
<td>892</td>
<td>Special Topics in Education (12)</td>
</tr>
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<td>893</td>
<td>Workshop: Special Topics (18)</td>
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<td>897</td>
<td>Supervised Experience in FCS (6)</td>
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<td>912</td>
<td>Advanced Curriculum Theory in FCS</td>
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<td>992</td>
<td>Seminar in FCS Education (2)</td>
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### Great Plains Interactive Distance Education Alliance (GPIDEA) Courses

[Higher Tuition Rate]

### FAMILY FINANCIAL PLANNING

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<tr>
<td>820</td>
<td>Family Economics</td>
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<td>821</td>
<td>Insurance Planning for Families</td>
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<tr>
<td>822</td>
<td>Financial Counseling</td>
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<td>823</td>
<td>Estate Planning for Families</td>
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<td>824</td>
<td>Fundamentals of Financial Planning</td>
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<tr>
<td>828</td>
<td>Retirement Planning and Employee Benefits</td>
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<td>835</td>
<td>Professional Practices in Family Financial Planning</td>
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<td>836</td>
<td>Financial Planning - Case Studies</td>
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<tr>
<td>840</td>
<td>Personal Income Taxation</td>
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<tr>
<td>841</td>
<td>Housing/Real Estate</td>
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<td>881</td>
<td>Family Systems</td>
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<tr>
<td>883</td>
<td>Investing for the Family's Future</td>
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<td>897B</td>
<td>Practicum in Family Financial Planning (6)</td>
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### YOUTH DEVELOPMENT

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<tr>
<td>861</td>
<td>Foundations of Youth Development (1)</td>
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<tr>
<td>864</td>
<td>Community Youth Development</td>
</tr>
<tr>
<td>868</td>
<td>Adolescents and their Families</td>
</tr>
<tr>
<td>873</td>
<td>Program Design, Evaluation, and Implementation</td>
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<tr>
<td>894</td>
<td>Contemporary Youth Issues:</td>
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<td>878</td>
<td>Youth Policy</td>
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<td>863</td>
<td>Youth Professionals as Consumers of Research</td>
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<tr>
<td>869</td>
<td>Administration and Program Management</td>
</tr>
<tr>
<td>872</td>
<td>Youth Development</td>
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<td>875</td>
<td>Youth in Cultural Contexts</td>
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<td>Course Code</td>
<td>Course Title</td>
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<td>818</td>
<td>History and Philosophy of FCS/Career/Tech Education</td>
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<td>808</td>
<td>Occupational Programs in FCS</td>
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<td>SPED 801B</td>
<td>Exceptional Learners</td>
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<td>TEAC 861</td>
<td>Education in a Pluralistic Society</td>
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<td>855</td>
<td>Development of the Adolescent Learner</td>
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<td>825</td>
<td>Reading in the Content Area</td>
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<td>850</td>
<td>Instructional/Computer-Based Technology</td>
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<td>804A</td>
<td>FCS Methods I</td>
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<tr>
<td>804B</td>
<td>FCS Methods II</td>
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<td>897E</td>
<td>Practica</td>
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<tr>
<td>813</td>
<td>Student Teaching</td>
</tr>
<tr>
<td>898</td>
<td>Research Project/Action-based research</td>
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PROBATION AND TERMINATION

“Graduate students at the University of Nebraska-Lincoln are expected to maintain a high level of achievement in their graduate studies. Accordingly, students who do not maintain satisfactory progress may be subject to being placed on probation, being terminated from a degree program, or being denied permission to continue graduate studies at the University. Except in cases of dismissal because of violations of the Student Code on Conduct, upon termination from a graduate degree program and/or dismissal from the Graduate College, students may apply for admission to another degree program or admission as a non-degree-seeking student only with the approval of the Dean of Graduate Studies. No student on probation may receive a Graduate degree.” (Bulletin, p. 19)

“For all graduate students at UNL, probation or termination recommendations may be made under the following conditions: (a) violations of the “Student Code of Conduct” (see page 167 UNL Graduate Studies Bulletin); (b) failure to satisfy “Scholastic Grade Requirements” as specified in the UNL Graduate Studies Bulletin, p. 18; (c) failure in qualifying examinations, preliminary examinations, comprehensive examinations, or final degree examinations; (d) failure to master the methodology and content of one’s field in a manner that is sufficient to complete a successful dissertation; or (e) in fields leading to licensure or certification, ethical misconduct, or lack of professional promise in the professional field. Termination recommendations may also be made if a student fails to satisfy conditions required for removal of probationary status or provisional admission.” (Bulletin, p. 19)

GRADUATE ASSISTANTSHIPS

Graduate assistantships are offered by the Department as funds are available. A student intending to apply for an assistantship should obtain an application from the CYAF Department. Although graduate assistant applications are accepted at any time, applications must be completed by February 1 for consideration for the first round of students chosen for these positions.

Purpose of the Graduate Assistantship

1. To provide an opportunity for mentoring between faculty and student.
2. To provide opportunities for the development of scholarship in the areas of teaching and research.
3. To assist the student in the creation of a foundation for career development.

Responsibilities of the Graduate Assistant

Graduate Assistants in the Department of Child, Youth and Family Studies shall fulfill the following responsibilities:

1. Complete a plan of work for each semester with the supervising faculty person and file that plan in the student’s file in the Department office.
2. Attend graduate faculty meetings.
3. Serve on Departmental committees to represent graduate student perspectives/needs when appropriate.
4. Complete assignments within the plan of work.

5. Participate in an evaluation session at the conclusion of each semester with the faculty supervisor.

Guidelines for Selecting Graduate Assistants

1. Initial applications for graduate assistantships will be considered February 1 and applications thereafter will be reviewed upon availability of resources (Graduate Faculty minutes, October 21, 1994). Students holding assistantships must reapply each year. (Governance Document, 10/15/93)

2. Doctoral students may hold an assistantship for 3 years (6 academic semesters). Masters students may hold an assistantship for 2 years (4 academic semesters) and may petition for an additional year (2 academic semesters). (Governance Document, 10/15/93)

3. Current graduate assistants are given priority, if they have satisfactory performance rating(s). Students who hold M.S. assistantships are not guaranteed a Ph.D. assistantship, but they are considered with the “new pool” of applicants for a Ph.D. assistantship. (Executive Committee minutes, March 11, 1994.)

4. Previous commitments must be honored. Commitments must be approved by the Graduate Executive Committee.

5. Faculty from each program area will meet to determine a rank ordering of Ph.D. and M.S. applicants who have been accepted into the respective programs, (i.e. Family Science, Marriage and Family Therapy, Child Development/Early Childhood Education, Family Financial Planning (Distance Education), and Family and Consumer Sciences Education.) A rank ordering of applicants across programs will be determined by the Executive Committee after a thorough examination of files and program faculty.

Criteria for Selection of Graduate Assistants

1. Enrolled in a graduate program. Priority is given to graduate students in the Department of Child, Youth and Family Studies (minimum of six (6) graduate credit hours per semester).

2. Undergraduate or graduate GPA of 3.0 minimum

3. Professionalism and goal orientation, as reflected by a statement written by candidate, which will be included as part of his/her file.

4. Dependability.

5. Responsibility.

6. Availability/appropriateness of a major area to the needs of a faculty member.
Guidelines for Determining Graduate Assistant Assignments

1. Faculty with an approved project is eligible to serve as graduate assistant supervisors.

2. Graduate assistant hours will be given on the basis of approved projects and not on the basis of faculty appointment (research vs. teaching).

3. All qualified faculty will receive a minimum number of hours of graduate assistant time.

4. All nontenured faculty will be given an additional number of hours of graduate assistant time when funding is available.

5. The faculty supervisor and the graduate student will determine a work program that mutually assists the faculty member's needs and that facilitates the learning of the graduate student. If the graduate student is at the Doctoral level, the supervisor and the student may determine that the student will teach one of the faculty member's assigned classes under the faculty member's close supervision. If the graduate student teaches one of the faculty member's assigned classes, it will be necessary for the faculty member to utilize his/her release time in an appropriate manner (curriculum development, research activity, professional service, etc.). If a student teaches a class that will constitute the equivalent of 10 hours of the graduate assistant's time, the work plan designed by the graduate student and faculty member will be filed in the Department office each semester. If that plan includes teaching, the work plan of the faculty member for the released time will also be filed in the Department office.

6. The graduate assistantship is to be designed to be a professional development experience for the student. It is important that the student's time be properly utilized by the supervisor. If a supervisor realized that he/she does not have enough work projects for the student assigned to him/her, the faculty member should notify the department chair and the unneeded hours will be provided to a faculty member in need of more assistance. Faculty members may also exchange time amongst themselves based on work needs as long as the student's educational needs are considered. Giving up hours in any one year does not preclude being a supervisor in future years. However, underutilization of a student's time by a supervisor may indicate the need for forfeiture of assistantship time in the future. Underutilization of a graduate assistant's time for two consecutive years (determined by the filed work plan and the annual evaluation) will result in forfeiture of assistantship time and will not resume until an approved plan is designed.

7. Because the intent of graduate assistantship funds is for student development, the allocation of graduate assistant dollars is not designed to meet faculty member needs for assistance. If additional assistance is needed, it will be necessary for the faculty member to seek outside funds to support the additional time.
Graduate Assistant Evaluation

The faculty member will evaluate the work of the graduate assistant using the Department’s evaluation form.

A qualitative and quantitative evaluation of each graduate assistant will be completed each year by the faculty member with whom the graduate assistant has been assigned. When requested by the faculty member, in consultation with the Graduate Faculty Chair and the CYAF Department Chair, a written summary will be developed by February 15. Summaries will include information about the assistant’s reliability and dependability, as well as their ability to do assigned tasks and the quality and timeliness of their work. A letter will be forwarded to the graduate assistant by the CYAF Department Chair which will include the summary evaluation. The Department Chair will indicate at that time whether or not the graduate assistant will be considered for employment as a graduate assistant the following year. This decision will be made collaboratively with the Graduate Faculty Chair and faculty members assigned to the student.

The evaluation form is included on following pages and is also available from the Department office. It is to be completed within one week of the closure of each semester, if not otherwise specified.
APPENDIX

Supervisor’s Evaluation of Graduate Assistant

Departmental Ph.D. Forms

- Ph.D. in Human Sciences Intent Form
- Student Progress in Doctoral Program Memo
- Survey of Child, Youth and Family Studies Student Progress

Timeline for Human Sciences Ph.D. Degree

Application for Final Oral Examination or Waiver of Examination for the Doctoral Degree

Reading Committees for Doctoral Dissertation

Preparation and Publication of Abstract and Dissertation

GRADUATE STUDIES PH.D. FORMS

All of the Graduate Studies Ph.D. forms needed to successfully complete the degree are available at: www.unl.edu/gradstudies/current/degrees/doctoral.shtml

Forms needed to complete the Degree:

1. Appointment of the Supervisory Committee
2. Program of Studies for the Doctoral Degree
3. Application for Admission to Candidacy
4. Application for Degree
5. Application for Final Oral Examination or Waiver
6. Final Pack for Doctoral Students

Upon receipt of the Application for Final Oral Exam, final instructions will be provided. The instructions include a web address for a page that houses all of the forms and paperwork needed from the time of defense through the depositing of the dissertation. To ensure that these final steps go smoothly, the final instructions should be read with care.
SUPERVISOR’S EVALUATION of GRADUATE ASSISTANT

<table>
<thead>
<tr>
<th>Performance Item</th>
<th>Rating</th>
<th>Comments/Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of work (accuracy, thoroughness)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantity of work (speed, deadlines)</td>
<td></td>
<td></td>
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<tr>
<td>Oral communications, expression of ideas</td>
<td></td>
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<tr>
<td>Written communication skills</td>
<td></td>
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<tr>
<td>Timely Completion of assignments</td>
<td></td>
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<tr>
<td>Acceptance of responsibility</td>
<td></td>
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<tr>
<td>Response to constructive criticism</td>
<td></td>
<td></td>
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<tr>
<td>Working relationships with others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Takes initiative, seeks assignments</td>
<td></td>
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<tr>
<td>Shows enthusiasm, interest in job</td>
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<tr>
<td>Demonstrates Professionalism</td>
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<td>Resourcefulness, creativity</td>
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<tr>
<td>Attendance, punctuality</td>
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<td></td>
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<tr>
<td>Understanding/adhering to rules, procedure</td>
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</tbody>
</table>

**Overall Performance Rating**

<table>
<thead>
<tr>
<th>Number of hours worked per week:</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
</table>

Additional Comments:

---

Supervisor’s Signature: ___________________________ Date: ___________________________
PH.D. in HUMAN SCIENCES INTENT FORM  
CHILD, YOUTH AND FAMILY STUDIES

<table>
<thead>
<tr>
<th>Name:</th>
<th>Telephone–Home:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
<td>Work:</td>
</tr>
<tr>
<td></td>
<td>Cell:</td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

Which of the following areas of study fit your interests?

If applicable, indicate your first, second and third choices. You may have identified a primary area of study only. If so, simply indicate your first choice. You do not need to complete a second and third choice if your interest exclusively falls within one category. You may also have an interest in supporting areas outside of Child, Youth and Family Studies. You may indicate this/these supporting areas below. Your responses will allow us to best fit your interests with faculty expertise within our Department.

<table>
<thead>
<tr>
<th>My interests:</th>
<th>1st Choice</th>
<th>2nd Choice</th>
<th>3rd Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Development</td>
<td></td>
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<tr>
<td>Early Childhood Education</td>
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<tr>
<td>Family Science</td>
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<tr>
<td>Family &amp; Consumer Science Education</td>
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<tr>
<td>Gerontology</td>
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<tr>
<td>Medical Family Therapy</td>
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</tbody>
</table>

If you have identified additional supporting areas outside of Child, Youth and Family Studies that would help meet your intended professional objectives, please indicate below:

Most applicants haven’t selected faculty with whom they want to work; however, some have. Is there a specific faculty member in the Department of Child, Youth and Family Studies with whom you want to study? If so, who?

Degree plans are (check appropriate line):

- Pursue degree on a full-time basis (9 credits during semester)
- Pursue degree on a part-time basis (less than 9 credits during semester)

Semester for which you request admission:
<table>
<thead>
<tr>
<th>Major field of study for highest degree completed (i.e. Bachelor’s or Masters):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution granting above degree:</td>
</tr>
</tbody>
</table>

List the persons you have asked to submit recommendations for this application:

<table>
<thead>
<tr>
<th>Name:</th>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
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</tr>
</tbody>
</table>

Return form to Department of Child, Youth and Family Studies, 135 Mabel Lee Hall, University of Nebraska, Lincoln, NE 68588-0236.
Date: January, 2009

To: Ph.D. Students in Child, Youth and Family Studies

From: Julie M. Johnson

RE: Student Progress in the CYAF Doctoral Program

Happy New Year! I hope your new year is off to a good start!

In an effort to better serve our students in the Doctoral Program, the Department gives special attention to the progress of Ph.D. students annually. Each year as I fill new faculty positions, I am more and more impressed with the quality of candidates and, while not all of you aspire to a faculty position, I believe the quality of Doctoral candidates for any position continues to improve. We want to insure that our students are highly-qualified and have the kind of experiences that will help them grow and develop and be strong contenders when they graduate. As a result, we conduct a yearly survey and review to assess our students’ progress in the program and to gather data that will help us continue to improve.

Please complete the attached survey and return it to the Department office by January 31. You can send it electronically by attachment, drop it by the office, or mail it (Attention: Lisa King, 135 MABL, University of Nebraska-Lincoln, Lincoln, NE 58588-0236). If you choose to send the survey electronically, send it to Lisa King at king2@unl.edu.

Thanks for helping us with this review. We look forward to our continued work with you in the program.

Julie M. Johnson
Chair and Professor
Child, Youth and Family Studies
135 Mabel Lee Hall
University of Nebraska-Lincoln
Lincoln, NE 68588-0236

402-472-2923
FAX-402-472-9170
1. Have you filed your Program of Study? Yes  No  What semester and year do you think you will file your program of study?

2. If you have filed your program of study, when do you anticipate graduating (semester and year)?

3. Please list the opportunities you have had during the past year to work on research.

4. Please list opportunities to present research (list conference, date and location).
5. Please list publications since beginning the Ph.D. program. Include full citations for published articles, for those under review (and by which publication), and full intended citation for articles in preparation.

6. Please list opportunities you have had to apply for grants and proposals. Indicate which have been funded and funding level.

7. What barriers have you experienced to participating in research, presentations, publications and/or grants and proposals?

8. What opportunities have you had to teach at the college level?

9. What barriers have you experienced in gaining teaching experiences?

10. Rate the extent to which you agree with the following statements using a 5-point scale where 5 = strongly agree and 1 = strongly disagree. Shading in boxes means that “na--not applicable” is not a response option.
<table>
<thead>
<tr>
<th>Item: In my graduate program…</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. I was given a good orientation to the program.</td>
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<tr>
<td>b. I was given a good orientation to my assistantship.</td>
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<tr>
<td>c. The assistantship provides opportunities for me to learn and grow.</td>
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<tr>
<td>d. The courses I take provide opportunities for me to learn and grow.</td>
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<tr>
<td>e. The practicum experiences I have provide opportunities for me to learn and grow.</td>
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<tr>
<td>f. Faculty are accessible and help me achieve my aims.</td>
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<tr>
<td>g. Information I need is accessible.</td>
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<tr>
<td>h. Graduate student organizations help me to learn the ropes.</td>
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<tr>
<td>i. I feel confident I will be able to compete for the type of work I want to do when I graduate.</td>
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<tr>
<td>j. My opportunities to participate in research are helping me prepare for a professional role.</td>
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<tr>
<td>k. Opportunities to participate in teaching are helping me prepare for a professional role.</td>
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<td>l. A high bar is set for graduate students.</td>
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<tr>
<td>m. Faculty set a high bar for themselves.</td>
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<tr>
<td>n. Overall, I am pleased with the graduate program.</td>
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</tbody>
</table>

11. In one or two sentences, please tell us how we can help you reach your goals for the Ph.D. program?

12. Our goal is to provide an excellent graduate experience for graduate students within our department. Please tell us your ideas for how the graduate program can be improved to reach this goal.

13. What features of the graduate experience have been particularly helpful to you? Help us frame the aspects of the CYAF graduate experience that are working well.

14. Other comments.
Please return your survey to Lisa King. Attach a current vitae. Thank you!
## TIMELINE FOR HUMAN SCIENCES, PH.D.
Specialization in Child, Youth and Family Studies

<table>
<thead>
<tr>
<th>STATED DEADLINE*</th>
<th>NEEDS TO BE ACCOMPLISHED</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Admission to the Ph.D. Program in Human Sciences—Specialization in Family &amp; Consumer Sciences.</td>
<td>√</td>
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<tr>
<td></td>
<td>Student, in consultation with Temporary Adviser, selects Supervisory Committee.</td>
<td></td>
</tr>
<tr>
<td>Required to be done prior to having taken 45 credit hours (sooner is better)</td>
<td>File <em>Appointment of Supervisory Committee</em> form with Office of Graduate Studies.</td>
<td></td>
</tr>
<tr>
<td>Required to meet within three weeks of its approval by Graduate College</td>
<td>Initial meeting of Supervisory Committee.</td>
<td></td>
</tr>
<tr>
<td>After the completion of 30 hours of graduate study and before the completion of more than half of the total required hours of study</td>
<td>Approval of Program of Studies by Supervisory Committee.</td>
<td></td>
</tr>
<tr>
<td>Must be filed with at least 45 credit hours remaining to be taken</td>
<td>Submission of the Program of Studies approved by the Supervisory Committee to the Office of Graduate Studies. (<em>Program of Studies for Doctoral Degree</em> form).</td>
<td></td>
</tr>
<tr>
<td>At least seven months prior to scheduling of the oral examination</td>
<td>Satisfy research tools requirement.</td>
<td></td>
</tr>
<tr>
<td>At least seven months prior to scheduling of the oral examination</td>
<td>Pass comprehensive written exam.</td>
<td></td>
</tr>
<tr>
<td>At least seven months prior to scheduling of the oral examination</td>
<td>Submit report on research for dissertation and progress to date.</td>
<td></td>
</tr>
<tr>
<td>At least seven months prior to scheduling of the oral examination</td>
<td>File <em>Application for Candidacy</em> with Office of Graduate Studies, which includes passing of comprehension exam.</td>
<td></td>
</tr>
<tr>
<td>At least seven months prior to scheduling of the oral examination**</td>
<td>Admission to Candidacy when above application is filed.</td>
<td></td>
</tr>
<tr>
<td>Event Description</td>
<td>Action/Requirement</td>
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<td>----------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>At least 12 weeks prior to the end of the current term of graduation.</td>
<td>File Application for Degree at Office of Registration &amp; Records, 107 Canfield Administration Building. This will prompt the final review of your records and the mailing of the Hooding Ceremony information. *Note: This application is effective during the current term only. If requirements for graduation are not completed until a later term, the application must be refilled and the fee paid again at the appropriate time.</td>
<td></td>
</tr>
<tr>
<td>At least <em>3</em> weeks prior to the date of the filing of the application for oral examination*</td>
<td>Present dissertation and abstract to Reading Committee.</td>
<td></td>
</tr>
<tr>
<td>At least three weeks prior to the date of the oral examination*</td>
<td>File application for final oral exam and submit a copy of dissertation and Abstract for Preliminary Review to Office of Graduate Studies. This must have the signature of the stating that they agree the dissertation is complete enough for a defense. Receipt of this application by the Doctoral Degree Assistant in the Office of Graduate Studies prompts the sending of the “Final Packet” of information. All incompletes (except dissertation hours) for courses on the Program of Studies must be removed by this time.</td>
<td></td>
</tr>
<tr>
<td>At least 15 days before graduation*</td>
<td>Pass required final oral examination.</td>
<td></td>
</tr>
<tr>
<td>At least 14 days before graduation*</td>
<td>1. Per instructions from the Doctoral Degree Assistant in the Office of Graduate Studies: submit two copies of dissertation in proper form, signature pages, and the Report on Completion of Doctoral Degree;</td>
<td></td>
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<tr>
<td></td>
<td>2. Two additional copies of the title page and abstract; and a signed form for microfilming the dissertation and publication of the abstract. You will then be instructed on how to deposit them in the library and pay your fees.</td>
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<tr>
<td></td>
<td>3. Deposit dissertations in Dean’s office in the library (318 LL)</td>
<td></td>
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<tr>
<td></td>
<td>Pay final fees (binding/electronic $25, abstracts $65, copyright $65—optional) at the Cashiers Window, 121 Canfield Administration Building.</td>
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<td></td>
<td><strong>Note:</strong> Cashiers Window closes at 4:00 P.M.</td>
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</tr>
<tr>
<td>At least 14 days before graduation*</td>
<td>Check to see that the Chair of Supervisory Committee has submitted the Change of Grade.</td>
<td></td>
</tr>
</tbody>
</table>
Request via the “Report on Completion of Degree” for all incomplete dissertation grades. If it hasn’t been done, and before graduation, a Change of Record form will need to be filed with Records and Registration.

<table>
<thead>
<tr>
<th>Event</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 14 days before graduation*</td>
<td>Return the following completed forms to the Office of Graduate Studies: 1) Report on Doctoral Degree form, 2) Survey of Earned Doctorates form, and 3) UNL Survey of Graduate Degree Recipients</td>
</tr>
<tr>
<td>At least 14 days before graduation*</td>
<td>Deposit one copy of dissertation with CYAF Departmental Office, MABL 135.</td>
</tr>
<tr>
<td>1 day prior to graduation*</td>
<td>Doctoral Hooding Ceremony (3:30 p.m.) Participants required by 2:45 p.m.</td>
</tr>
</tbody>
</table>

* Check [www.unl.edu/gradstudies](http://www.unl.edu/gradstudies) for specific dates related to your current term of graduation.

** Time limit on granting the Doctoral Degree is 8 years from the time of filing a student’s program of studies in the Office of Graduate Studies.
Application for Final Oral Examination or Waiver of Examination for the Doctoral Degree

This form must be received in the Office of Graduate Studies at least three weeks before the final examination; or if exam is waived, three weeks before the final dissertation is due in the Office of Graduate Studies. **ALL INFORMATION MUST BE TYPED.**

Name: ___________________________ NU ID Number: ___________________________

Address: ___________________________ City: ___________________________ State: ___________________________ Zip: ___________________________

E-mail: ___________________________

Degree: [ ] PhD [ ] EdD [ ] DMA

Area of Specialization: ___________________________

Dissertation Title: ___________________________

Approval by the Reading Committee to proceed with oral defense of dissertation:

Signature of First Reader: ___________________________ Date: ___________________________

Signature of Second Reader: ___________________________ Date: ___________________________

Final Oral Examination: ___________________________ Time: ___________________________ Date: ___________________________ Location: ___________________________
ORAL EXAMINATION: Type the names of the members who have agreed to attend the oral examination. For waiver of the oral examination, the Chair must provide a statement of justification and all members of the Supervisory Committee must indicate their approval of the oral examination waiver with their signature.

__________________________________________  ______________________________________
Chair                                                                                      Co-Chair

__________________________________________  ______________________________________
Chair                                                                                      Outside Representative

Justification for Waiver:
__________________________________________

__________________________________________

__________________________________________

Dean of Graduate Studies approval: _____________________________________________________

Date: _______________________

10/2006
READING COMMITTEES
FOR DOCTORAL DISSERTATIONS

1. Following approval by the major adviser, the dissertation and abstract should be presented to the Reading Committee in time for its review and recommendation of its members at least four weeks prior to the oral examination. The Reading Committee bears a responsibility to complete its evaluation in a reasonable time frame.

2. If the Reading Committee has disapproved or reported unfavorably on the dissertation, the oral defense should not be scheduled. An oral defense of a dissertation which has been disapproved or unfavorably reported upon by both members of the Reading Committee should not be scheduled by the Supervisory Committee until the basis for the disapproval has been removed. If the criticisms involve extensive changes, the question of rejecting the dissertation entirely or postponing its defense should be seriously considered by the Supervisory Committee.

3. The Chair or Co-Chairs of the Supervisory Committee must file in the Graduate Office at least three weeks prior to the oral examination either:

   (a.) A recommendation (the Application for Final Oral Examination) signed by each member of the Reading Committee indicating general approval to defend the dissertation and abstract with the names of those to be in attendance at defense listed; or

   (b.) A statement signed by a majority of the Supervisory Committee indicating that the Committee rejected an adverse report by one member of the Reading Committee and recommends that the candidate be permitted to proceed to an oral examination defense of the dissertation and abstract.