

University of Maryland, College Park

Department of Family Science

**Ph.D.
Student Handbook**

2008-2009

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Welcome to the Doctoral Program in the Department of Family Science (FMSC) at the University of Maryland, College Park. We hope that your participation in the program will be professionally fulfilling and personally rewarding. This Doctoral Student Handbook is designed to guide you through your academic experience. However, changes and additions may occur. Do not hesitate to contact me or other faculty members regarding clarification, explanation, or new information contained in this handbook.

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DEPARTMENT OF FAMILY SCIENCE

History of Department

The Department of Family Science was founded as the Department of Family and Community Development (FMCD) in 1968. It was located in the College of Home Economics, which then became the College of Human Ecology. The first graduate degree was granted in 1972 from the Master of Science Program. In 1992 the Department was renamed Family [Studies](#) and transferred to the College of Health and Human Performance. The Doctoral program in Family Science was implemented in the Fall of 2000. In July 2007, the College became the Maryland School of Public Health and the department was renamed the Department of Family Science. At the same time an additional Maternal and Child Health (MCH) Ph.D. program was added.

The Department's faculty members hold degrees in many disciplines, including family science, child and human development, public health, psychology, sociology, social work, law, economic, education, and public policy. The Department is recognized throughout the University for its outstanding teaching. Faculty actively participate in research and direct externally funded projects, as well as provide service to the community. Three faculty members have outreach appointments with Maryland Cooperative Extension.

The Department is also proud of the rich diversity of its faculty and students, as well as its research focus on diverse families. In 1992, 1997, and 2004, the Department was awarded the Outstanding Academic Unit by the President's Commission on Ethnic Minority Issues. Family Science faculty members have been named the University's Outstanding Woman (2000), Outstanding Woman of Color (1996), and Outstanding Minority Faculty Member (1990). As leaders of campus diversity initiatives, faculty have participated in the Curriculum Transformation Project and the World's Women Polyseminar, promoting greater gender, class, and racial sensitivity in the University's curriculum.

Philosophy

The Doctor of Philosophy (Ph.D.) program in Family Science provides an interdisciplinary, research-oriented approach to the discovery and application of knowledge about families. The program examines both internal family processes and the dynamic interaction of families with the biological, psychological, social, political, and economic aspects of their environment. Graduates are prepared for a number of careers in the public, non-profit, and private sectors, including university teaching, research, family policy analysis, and administrative positions in human service programs.

The Ph.D. program adopts an ecological or systems approach to the study of families and the problems they face in today's society. The program of study provides doctoral students with a broad knowledge of family theory, research methodology, family policy, family programs, ethnic families, and major issues confronting contemporary families. Students also learn to design and

implement culturally sensitive interventions addressing family needs, to design and perform culturally sensitive evaluations, and to analyze the consequences of public/private policies on family well-being.

Educational Objectives

The major objective of the Family Science and Maternal and Child Health Ph.D. programs is to develop research scholars who are capable of producing and disseminating knowledge about the family for the discipline and for society at large. The program provides doctoral students with:

- a) An integrated knowledge of the major theoretical, historical, demographic, comparative, crosscultural, and multi-generational approaches to studying families, with special emphasis on ethnic minority families;
- b) An interdisciplinary perspective on the multiple internal and external factors (biological, psychological, social, political, economic) influencing the functioning of families and the individuals who comprise them;
- c) A knowledge of major stresses and problems facing families in contemporary society, as well as factors within and outside the family that can exacerbate or ameliorate these stresses;
- d) An expertise in the design and execution of scholarly research on family issues;
- e) An expertise in the design, implementation, and evaluation of culturally-sensitive family intervention programs, and the development and analysis of policies that affect family well-being;
- f) An appreciation for differences and strengths in families and their members that vary in terms of the race/ethnicity, culture, religion, class, sexual orientation, physical/developmental ability, and age of family members; and
- g) Preparation for careers in the public, nonprofit, and private sectors, including university teaching, research, family policy analysis, cooperative extension, administrative positions in family service programs, and consulting.

FACILITIES AND RESOURCES

The University of Maryland, College Park campus, is in an ideal location for the study of families. Research and training opportunities exist in the revitalized multi-ethnic city of Baltimore, the international city of Washington, D.C., the historic Maryland capital of Annapolis, and the suburban and rural communities of Maryland. Also nearby are such institutional resources as the Library of Congress and the National Institute of Mental Health (NIMH).

The University's library system contains approximately 2,000,000 volumes and maintains subscriptions to more than 15,000 periodicals and newspapers. The university provides modern audio-visual and computer services, and it augments research, training, and outreach support through a number of institutes and centers.

The Department of Family Science is located within the School of Public Health (SPHL). The department cooperates with many of the academic units on campus, providing each student with flexibility in his/her course of study as well as access to additional faculty resources. Among these units are the departments of Government and Politics, Criminology, Human Development, Psychology, Sociology, Public Community Health, the Center on Aging, Women's Studies, and Afro-American Studies.

The Department of Family Science operates the Family Research Center and the Center for Healthy Families.

The Center for Healthy Families

The Center for Healthy Families is the couple and family therapy clinic housed in the Department of Family Science. The Center provides family therapy to residents of surrounding communities, training for the Department's clinical graduate students, and a site for clinical research. The Center for Healthy Families serves approximately 500 area families and couples each year. The Center office is located in Room 2415 Marie Mount Hall.

Additional Departmental Resources

Departmental facilities include an audiovisual center with modern videotaping, editing, and playback units. A data processing suite with IBM microcomputers is available for data and word processing, graphics, and simulations and statistical analyses. Departmental computers are linked to the campus mainframe computer, with electronic mail and access to local, national, and international networks and databases. Offices and meeting rooms are accessible to the mobility impaired. The facilities noted are located in Marie Mount Hall.

The Open Computer Laboratory

The computer laboratory is located in Room 1314 of Marie Mount Hall for all campus students and FMSC/SPHL personnel. As an "open" computer facility, the laboratory must be open at least 40 hours per week to the public. "Reserved hours" during the day are blocks of time in which the lab is open only to scheduled classes, faculty, staff and students. During the "open" hours, the lab is staffed by "first-aiders" who provide general assistance.

APPLICATION PROCEDURES

The Ph.D. program in Family Science admits students for Fall semester only. All application materials are due December 15.

The Family Science Ph.D. program considers applications from students with a Master's or Bachelor's degree in Family Science or a related behavioral/social science discipline. Students entering the Ph.D. program with a Master's degree must have completed an empirical thesis or a major research paper as part of their Master's program. In addition to meeting Graduate School requirements, students are selected based on: the quality of previous undergraduate and/or graduate coursework, the strength of GRE scores, letters of recommendation from three persons competent to judge the applicant's probable success in a doctoral program, research and/or relevant work experience, and professional goals congruent with those of the program. The Department encourages applications from members of racial/ethnic minority groups.

Financial assistance for Ph.D. students is available through departmental fellowships, teaching and research assistantships, and for advanced students through part-time instructorships. The Department recommends outstanding students for Graduate School Fellowships. Students may also seek assistantships in other campus units and/or apply for doctoral fellowships sponsored by federal agencies (e.g., NIMH, DHHS).

Students who wish to apply for the Family Science Ph.D. program should complete a University of Maryland Graduate School Application Form. The application along with a checklist to guide you through the application process can be obtained by going to the UM Graduate Admissions and Records website (<http://www.testudo.umd.edu>) or by contacting:

Graduate Admissions Office
University of Maryland
2125 Lee Building
College Park, Maryland 20742-4121
Phone: (301) 405-4198
E-mail: grschool@deans.umd.edu

For additional information about the Family Science Ph.D. program, consult the Family Science Department website (www.sph.umd.edu/fmsc/) or contact:

Director of Graduate Studies
Department of Family Science
University of Maryland
College Park, MD 20742
Phone: (301) 405-3672
E-mail: fmsc@umd.edu

ACADEMIC ADVISING

Graduate Director

The Director of Graduate Studies in the Department of Family Science assists students with the planning of their initial coursework and answers questions regarding the policy and procedures of the doctoral program.

Faculty Advisor

Each student is assigned a faculty advisor for the first year of the doctoral program. The faculty advisor serves as a contact person for the student until the student selects a dissertation committee chair. All electives must be pre-approved by the faculty advisor (or dissertation chair once selected).

Dissertation Committee Chair

During the second or third year of their program, students will be responsible for selecting their own dissertation committee chair based upon shared research interests and mutual agreement between the student and faculty member. The dissertation committee chair must be a Member, Adjunct Member, or Special Member of the University Graduate Faculty. A student's dissertation committee chair will then oversee the student's individual study plan and guide the student in the development and completion of his or her dissertation.

DEGREE REQUIREMENTS

The Family Science Ph.D. program requires 51 graduate credit hours beyond the Master’s degree, including 30 core credits (theory, issues, research methodology, statistics), 6 elective credits, 3 research internship credits, and 12 dissertation credits. All Ph.D. students must complete foundation coursework required for a Master’s degree in Family Science (see Appendix A). At the discretion of the Department’s Graduate Faculty Committee, students entering the Ph.D. program with a Master’s degree in a related discipline may be required to make up deficiencies in coursework through classes taken at the beginning of the program. All Ph.D. students must submit an individual study plan, pass a comprehensive examination with its oral defense, and complete a dissertation with its oral defense.

Individual Study Plan

Each student will develop an individual study plan with his/her advisor or dissertation committee chair. The study plan will include required Family Science core courses, research methods courses, elective courses in an area of specialized interest (focus), potential sites for a research internship, comprehensive exam areas, and the Dissertation Plan. As each program component is planned, the student will add it to his/her study plan, along with a rationale for his/her choices. These plans are submitted to the advisor in writing on a department form (see page 36) and updated regularly. The student should select one doctoral level policy course outside the department which complements her or his program focus. The selection must be approved by the advisor prior to be taken. A selection of an external policy course other than those listed below must also be approved by the Graduate Director. In addition, the student’s advisor must approve and sign the study plan prior to any elective being taken. Any waiver and/or substitution must be approved by the advisor and submitted to the Graduate Director for final approval **at least 2 months prior** to being implemented.

Ph.D. Program in Family Science		
	Course Title	Credits
Family Science Core (18 credits)	FMSC 810 Theory in Family Systems and Family Health	3
	FMSC 760 Legal Issues and Families	3
	FMSC 606 Ethnic Families and Health Disparities <i>or</i> FMSC 745 Gender and Ethnicity in Family Therapy and Service Delivery	3
	FMSC 603 Programmatic Approaches to Family Problems	3
	FMSC 750 Family and Health Policy	3
	PUAF 722 Family Policy <i>or</i> PUAF 698S Welfare Policy and Evaluation	3
	Research Methods (12 credits)	FMSC 780 Qualitative Methods in Family and Health Research
EDMS 646 Quantitative Research Methods II		3
EDMS 651 Intermediate Statistics		3
FMSC 700 Advanced Quantitative Methods in Family Research		3
Electives (6 credits)	2 Electives: Selected with advisor	6

Internship (3 credits)	FMSC 689 Internship	3
Dissertation (12 credits)	FMSC 899 Doctoral Dissertation Research	12
Total Credits for Proposed Family Science Ph.D. Program		51

Elective Courses

Students who enter the Ph.D. program will be required to complete 6 units of elective credits. The electives provide students with an opportunity to examine and build expertise in a specialized area of academic and career interest, such as family policy, ethnic families, gender issues, gerontology, substance abuse/addictions and the family, clinical issues, or human services for families. In an individual study plan, students will justify selection of their elective courses, demonstrating how the courses enhance their acquisition of knowledge in an area of special interest.

Students may select their elective courses from the Family Science Department or from a wide range of courses offered by other departments in the University of Maryland System. Among the FMSC graduate courses which may be taken as electives are: FMSC 602, Management of Family and Community Services; FMSC 630, Theory and Research in Human Sexuality; FMSC 660, Program Planning and Evaluation in Family Science; FMSC 698D, Addictions and Recovery in the Context of the Family; FMSC 698F, The African American Family; FMSC 698P Family Policy Analysis; FMSC 647, Theory and Techniques of Family Mediation; FMSC 710, Foundations in Maternal and Child Health; FMSC 720, Perinatal, Child, and Adolescent Health; FMSC 730, Maternal and Child Health in Adulthood and Aging ; and courses in Couple and Family Therapy, such as FMSC 790, Couple and Family Therapy Supervision. Students may also select supportive coursework from other UMCP departments or schools such as Anthropology; Counseling and Personnel Services; Public and Community Health; Human Development; Measurement, Statistics and Evaluation; Psychology; Public Affairs; Sociology; and Women’s Studies, or from approved courses at other institutions such as the University of Maryland at Baltimore or the University of Maryland, Baltimore County.

Research Internship

The FMSC Department considers an empirical research internship to be an essential educational component in the preparation of doctoral level specialists in the family discipline. Therefore, the Department will require all Ph.D. students to complete theory-based empirical research in an internship course (FMSC 689) designed to enhance students’ research skills and productivity. The research internship may consist of directed empirical research within a social agency or legislative office, directed empirical research on a project managed by a faculty member, or an independent empirical research project under faculty supervision. The three-unit internship must be approved and supervised by an FMSC faculty member. A one-page abstract and an approval form should be submitted to the potential mentor and to the department Chair prior to beginning the internship. The FMSC Chair will provide final approval of the project in consultation with the faculty mentor, coordinate all doctoral student internships each semester, and maintain

regular contact with the research interns. As the major requirement of the research internship, students will complete a scholarly article to be submitted for publication in a peer-reviewed journal. The article must be based on a student-analyzed data set and use quantitative, qualitative, or mixed research methods. If a doctoral student plans to write a policy paper, the article must include analysis of empirical data related to that policy. Students must be the first author, but the article may have coauthors (e.g., faculty mentor). Students must complete the research internship prior to taking the comprehensive exam.

Progress Towards Degree

Students are expected to make consistent progress towards the doctoral degree. Faculty will evaluate each student's progress annually. The following is the official departmental policy on progress towards the doctoral degree.

Progress to Degree Guidelines Department of Family Science

By the end of the first academic year students will:

Have completed a minimum of 18 credits with a B average or better.

Show evidence of involvement in an FMSC faculty member's program of research. Involvement in a non-departmental UMD faculty member's program of research may be possible with the approval of the Graduate Director. (The purpose of this requirement is to socialize students into the research process and can be met through various activities, such as attending research team meetings, data coding and entry, or conducting interviews.)

Show evidence of involvement in professional development activities at departmental, campus, state or national level. Examples of acceptable activities include, participation in PFFFP or UMCFR, serving as a student representative on a campus committee, or attending an annual meeting of a professional association such as NCFR or AAMFT.

By the end of the second academic year students will:

Have completed a minimum of 36 credits with a B average or better, including all FMSC core courses.

Be registered for or have completed the research internship.

Show evidence of submission of papers for publication/presentation at departmental, campus, state, or national level .

Show evidence of involvement in professional development activities at departmental, campus, state or national level.

By the end of the third academic year students will:

Have successfully passed comprehensive exams.

Have completed research internship.

Have the dissertation proposal accepted.

Be teaching or have taught an undergraduate class **OR**

Have or have had a professional internship/externship.

By the end of the fourth academic year students will:

Have defended the dissertation.

Annual Assessment of Progress to Degree

March

All graduate students prepare review packet to include:

Revised CV

Updated transcript

Discussion and evidence of progress to degree

April

Review packet due to Graduate Committee (April 1)

Packets reviewed by two faculty members each (not including student's advisor)

May

Faculty meeting and discussion of student progress to degree

Agreement on progress – 2 minutes of discussion in meeting

Concern/disagreement on progress – 10 minutes of discussion in meeting

June

Graduate Director forwards a letter to each student summarizing the results of the faculty review and, if necessary, outlining actions the student needs to take in the following year to be in compliance with “progress to degree” guidelines. A copy of the letter will be forwarded to the student's advisor and placed in the student's permanent file.

Comprehensive Examination/Oral Defense of Comprehensive Examination

Students will take the comprehensive exam in the spring following the completion of all coursework for the PhD, including the research internship. The Graduate Director will appoint a comprehensive examination committee consisting of three faculty teaching doctoral courses. The committee will design a comprehensive exam consisting of three questions that integrate and synthesize all the Core course work. The comprehensive exam will be a take home exam. The student will have two weeks to complete the exam. Fifteen pages, double-spaced, for each question will be considered an appropriate length. The committee will grade the written exam. An oral defense of the exam will be conducted within 2-4 weeks following the grading of the written exam. The comprehensive exam committee will determine whether students have passed the exam, and may require one question to be rewritten/defended. If more than one question needs to be rewritten, the student fails the comprehensive exam. Students who fail the comprehensive exam may elect to take it again in the following semester, but this request must be accompanied by evidence that the student has met with members of the faculty and the Graduate Director to plan a written course of study addressing the student's deficiencies. Students may attempt the examination two times; those who fail two times may be dismissed from the program.

Dissertation

Twelve credits of doctoral dissertation research will be required of all Ph.D. students in Family Science. The dissertation will be prepared in accordance with the requirements outlined in the University's *Style and Policy Manual for Master's Theses and Doctoral Dissertations*.

With the guidance of the dissertation committee chair, the student will prepare and distribute a proposal to the dissertation committee. The dissertation committee will consist of at least three members of the Family Science faculty and one representative of the Graduate School. Other members will be determined by the student in conjunction with the dissertation chair. The dissertation committee will meet with the student for an oral defense of the proposal. The dissertation proposal must be approved a semester before the final defense of the dissertation.

After the oral proposal defense, the student will proceed with the process of researching and writing the dissertation, and will orally defend his/her work. The dissertation committee must be provided a minimum of two weeks to read the dissertation. In accordance with Graduate School requirements, the student must complete the doctoral program within nine years of beginning the program.

Dissertation Format

The writing style of the dissertation, including citations, should follow that of the American Psychological Association (APA), as set forth in Publication Manual of the American Psychological Association, Fifth Edition, or another committee-approved style. The format should adhere to the Style and Policy Manual for Master's Theses and Doctoral Dissertations distributed by the Graduate Studies Information Center (2125 Lee Building). The final draft of the dissertation should include a title page, an approval sheet, and a 100-word abstract.

Dissertation Defense

An announcement of the date and time of the dissertation defense, as well as an abstract of the dissertation, must be distributed to all departmental faculty members and staff at least one week prior to the defense. In addition, committee members should receive a final typed version of the dissertation in time to have at least two weeks in which to read the dissertation.

Graduation Requirements and Deadlines

The student must be officially registered during the term of the dissertation defense. If not enrolled in any courses, he or she must register for a minimum of one credit hour (normally FMSC 899). Thesis credits taken prior to completion of the dissertation will receive a grade of I for incomplete. After completion, all I's will be replaced with a letter grade.

The student is responsible for adhering to the deadlines of the Graduate School for the submission of forms. The Graduate School publishes a calendar of important deadlines for graduate

students in each semester's Schedule of Classes (available in the Mitchell Building). Students should note these dates and be prepared to submit forms at the beginning of the semester in which they plan to graduate.

Students should review the "Checklist for Submission of Master's Theses and Doctoral Dissertations," as well as the Style and Policy Manual for Master's Theses and Doctoral Dissertations distributed by the Graduate Studies Information Center (2125 Lee Building).

The forms submitted for graduation and the approximate deadlines are as follows:

- 1) Application for Diploma (a \$25.00 fee is billed to the student). Always due within the first 10 calendar days of each semester. It is better to submit the form, even if your plans are unsure. The fee is billed only once, but the application must be filed each successive term in which you plan to graduate. There is no fee for the first submission of an Application for Diploma. A \$25.00 fee will be billed to the student for subsequent duplicate applications, beyond the initial one.
- 2) Nomination of Dissertation Committee Form. Generally due for Doctoral students by the fourth week of the semester (see "Important Dates" schedule obtainable from Graduate School). The form may be obtained from the Graduate School, 2125 Lee Building or on-line at <http://www.gradschool.umd.edu/>. Filing date of the form must be prior to the first meeting of the committee.
- 3) Required only if research involves human subjects: Approval from a Departmental Human Subjects Review Committee -Form IRB-1. Submitted with the Nomination of Dissertation Committee form. Consult your advisor or the chair of the department's Human Subjects Committee for information about how to complete this form.
- 4) Doctoral Approved Program Form May be obtained from the Graduate School, 2125 Lee Building. This form can now be completed "on-line". (Refer to "Important Dates" schedule from Graduate School).
- 5) Final Submission of Dissertation and Submission of the Report of the Oral Examining Committee (see "Important Dates" schedule). Dissertations are to be submitted electronically through the University of Maryland Electronic Thesis and Dissertation submission site: <http://dissertations.umi.com/umd>. In order to register for this site, you will need a valid, current email address, your dissertation Abstract, subject categories and six keywords, your Adviser's full name, the full text of your dissertation in PDF format, any supplementary files, a \$125.00 printing, processing, and archiving fee (which will be billed to your student account), and an optional \$65.00 registration and copyright fee, if you would like Proquest to register your copyright with the Library of Congress. From this web address, you will be able to use the Proquest software to convert your Word Document dissertation to a PDF. Finally, you will click 'Submit your Dissertation' and be taken through the final steps to complete the submission.

Additionally, students must provide a hard bound and electronic copy to their dissertation committee chair. Bound copies, not necessarily hard bound, should be provided for any other members of the student's committee who request them.

The Report of the Oral Examining Committee, a sign-off sheet, is submitted by the committee chairperson to the Graduate School. A copy remains in the student's departmental file.

COURSE WAIVERS/SUBSTITUTIONS

Unless a waiver or substitution is granted in writing from the Graduate Director of Family Science, it is expected that all core course requirements will be completed.

Waivers

Core courses may be completed in any sequence as long as specific course prerequisites are met. Students who have had previous graduate coursework equivalent to a core course may request a waiver for that course. If a course requirement is waived, it will need to be replaced with another graduate course approved by the Graduate Director (to complete the required 51 credits post Master's Degree). To request a waiver, complete the form titled REQUEST FOR WAIVER OF GRADUATE COURSE REQUIREMENT available from the department office. The request should be signed by the student's advisor and submitted to the Graduate Director for final approval. All requests for waivers should be made no later than the semester in which the first 12 credits are completed.

Substitutions

Requests to substitute another course, either within or outside the department, for a core course requirement may be made. Such requests will be considered when a student can demonstrate that such a course is equivalent to the core course in question or can provide a rationale to justify taking the alternative course (e.g., substitution for waiver of a core course). To request a substitution, complete the form titled REQUEST FOR SUBSTITUTION OF GRADUATE CORE REQUIREMENT available from the departmental office. The request should be signed by the student's advisor and submitted to the Graduate Director for final approval at least two months prior to when the student would like to take the substitution course.

COMMITTEES

Dissertation Committee

The Dissertation Committee is responsible for supervising the completion of the dissertation and the dissertation oral defense. The Dissertation Committee is made up of 5 faculty members selected by each student. All must be members of the University Graduate Faculty¹ or Adjunct Members or Special Members. Members of the latter two categories can not chair the committee, unless approved by the Dean of the Graduate School. The student selects a committee chair from the Family Science Department who is a Member of the University Graduate Faculty. Two additional committee members must be Family Science faculty. Often these are the same three faculty who have served on the Doctoral Committee. The fourth

¹ University Graduate Faculty are individuals approved by the Graduate School to serve on dissertation committees. Three membership categories are Member, Adjunct Member, and Special Member.

member of the Dissertation Committee can either be a Family Science faculty member or a faculty member of another department. The fifth member represents the Dean of the Graduate School and, therefore, must be selected from members of the University Graduate Faculty and a department other than Family Science. Assistant Professors cannot serve as the Dean's Representative on dissertation examination committees. The Graduate School provides a form for submitting committee member's names.

FMSC Graduate Committee

The Graduate Committee consists of 7 Family Science faculty members – the Director of Graduate Studies, and 6 additional members of the faculty all appointed by the Department Chair. The Graduate Faculty Committee is responsible for developing and implementing the policies and procedures for the doctoral program.

HUMAN SUBJECTS POLICY

Research is defined as systematic investigation designed to develop or contribute to generalized knowledge. Research projects and activities that deal with human subjects, whether federally-funded or not, are subject to review by the Department and University Institutional Review Boards. There are usually three steps in obtaining approval for the use of human subjects. First, obtain and complete the University Institutional Review Board (IRB) application packet (available at <http://www.umresearch.umd.edu/IRB/IRBappprocess.html>). Second, the application must be approved by the FMSC Human Subjects Committee. Third, the campus Institutional Review Board (IRB) reviews for approval the application of faculty, staff, and students involving human subjects to determine whether or not the welfare and rights of subjects are affected, and if so, to insure that they are preserved.

Human subjects forms must be approved prior to the signing of the dissertation proposal form. Forms required for this process may be obtained from the FMSC office or university website (above). This is a detailed process that assumes the safety of participants and typically takes one to two months.

Some research projects are exempt from review because they do not involve risks to humans. The decision whether research is exempt from further review rests with the chairperson of the departmental Human Subjects Committee or the chairperson of the Institutional Review Board following established criteria. If a proposed project is not exempt from review, it is then reviewed by the IRB. The proposal submitted to the Human Subjects Committee must detail how the investigator plans to insure that participation is voluntary, that informed consent is given, that privacy is ensured, and that any risks to be incurred are minimized. An outline for addressing these issues accompanies the IRB proposal form.

Students may choose to use existing data from faculty research. A brief IRB form must be submitted along with the original, stamped IRB response from the faculties research to the University IRB Committee (see Appendix B).

ACADEMIC DISHONESTY POLICY

Introduction

The University is an academic community. Its fundamental purpose is the pursuit of knowledge. Like all other communities, the University can function properly only if its members adhere to clearly established goals and values. Essential to the fundamental purpose of the University is a commitment to the principles of truth and academic honesty. Accordingly, the *Code of Academic Integrity* is designed to ensure that the principle of academic honesty is upheld. While all members of the University share this responsibility, the *Code of Academic Integrity* is designed so that special responsibility for upholding the principle of academic honesty lies with the students.

Definitions

1. **ACADEMIC DISHONESTY:** any of the following acts, when committed by a student, shall constitute academic dishonesty:
 - a. **CHEATING:** intentionally using or attempting to use unauthorized materials information, or study aids in any academic exercise.
 - b. **FABRICATON:** intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
 - c. **FACILITATING ACADEMIC DISHONESTY:** intentionally or knowingly helping or attempting to help another to violate any provision of this *Code*.
 - d. **PLAGIARISM:** intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

For further reference see:

Code of Academic Integrity
Student Honor Council
2118 Mitchell Building
(301) 314-8204

ACADEMIC DISHONESTY²

Academic dishonesty is a serious offense at the University because it diminishes the quality of scholarship on our campus and defrauds those who may eventually depend upon our knowledge and integrity. Such dishonesty includes:

A. CHEATING

Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.

Comments:³

1. Faculty members are encouraged to state in advance of examinations and academic exercises, their policies and procedures concerning the use of shared study aids, examination files, and related materials and forms of assistance.
2. Students completing any examination should assume that external assistance (e.g., books, notes, calculators, conversation with others) is prohibited unless specifically authorized by the instructor.
3. Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor. This comment includes, but is not limited to, the services of commercial term paper companies.
4. Substantial portions of the same academic work may not be submitted for credit or honors more than once without authorization.

² The definitions and penalties set forth in this pamphlet were adopted by the Board of Regents on January 25, 1980 and were derived from a model code of academic integrity, found in the School Law Journal 55 (1978). Most portions of the "Procedures" section are also reproduced in the University Undergraduate Catalog. Other comments and suggestions were reviewed by staff members in the various academic divisions and in the Office of the Vice Chancellor for Academic Affairs. Requests for additional copies should be directed to the Judicial Programs Office.

³ Comments provide explanations and illustrative material, but do not necessarily exhaust the scope of any section.

B. FABRICATION

Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

Comments:

1. “Invented” information may not be used in any laboratory experiment or other academic exercise without notice to and authorization from the instructor. It would be improper for example, to analyze one sample in an experiment and covertly “invent” data based on that single experiment for several more required analyses.
2. One should acknowledge reliance upon the actual source from which cited information was obtained. For example, a writer should not reproduce a quotation from a book review and indicate that the quotation was obtained from the book itself.
3. Students who attempt to alter and resubmit returned academic work without notice to the instructor would be in violation of this section.

C. FACILITATING ACADEMIC DISHONESTY

Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Comment:

For example, one who knowingly allowed another to copy from his or her paper during an examination would be in violation of this section.

D. PLAGIARISM

Intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise.

Comments:

1. *Direct Quotation:* Every direct quotation must be identified by quotation marks or by appropriate indentation and must be properly cited in the text, according to APA guidelines.

EXAMPLE: The following is an example of an uncited direct quotation from a case in which the student in question was found guilty of plagiarism.

Original Source: “To push the comparison with popular tale and popular romance a bit further, we may note that the measure of artistic triviality or works such as *Sir Degare* or even *Havelok the Dane* is their casualness, their indifference to all but the simplest elements of literary substance. The point is that high genre does not certify art and low genre does not preclude it.” (From Robert M. Joran, *Chaucer and the Shape of Creation* / Howard University Press, 1967 / p.187.)

Student Paper: “*To push the comparison with popular tale and popular romance a bit further, you can note that the measure of the artistic triviality in some works of Chaucer’s time period is their casualness. Their indifference to all but the simplest elements of literary substance. The point is that high genre does not certify art and low genre does not preclude it.*”

2. *Paraphrase:* Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part in your own words. To acknowledge a paraphrase properly, one might state: “to paraphrase Locke’s comment...” and conclude with a reference identifying the exact location of the paraphrased material.

A reference acknowledging only a directly quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material.

GRIEVANCE POLICY

A policy for the resolution of problems concerning arbitrary and capricious grading has been developed by the Committee on Academic Standards of the Graduate Council of the University of Maryland, College Park. Students are encouraged to resolve other types of grievances with the particular faculty or staff involved before recourse to the departmental Director of Graduate Studies, the Chair, and/or the Dean of the College.

The following is the procedure for the resolution of grading problems:

Procedures for Review of Alleged Arbitrary and Capricious Grading

A. DEFINITIONS

1. "Arbitrary and capricious grading"
 - a. the assignment of a course grade to a student on some basis other than performance in the course, or
 - b. the assignment of a course grade to a student by unreasonable application of standards different from standards that were applied to other students in that course, or
 - c. the assignment of a course grade by a substantial and unreasonable departure from the instructor's initially articulated standards.
2. "Day" or "Days" refer to working days at the University of Maryland, excluding Saturdays, Sundays, and holidays.
3. "Administrator" refers to the administrative head of the academic unit offering the course.

B. INFORMAL PROCEDURE

1. A student who believes he or she has received an improper final grade in a course should inform the instructor promptly. The instructor shall meet with the student at a mutually convenient time and place within ten days of receipt of the information. The purpose of the meeting is to attempt to reach a resolution.
2. If the instructor has left the University, is on approved leave, or cannot be reached by the student, the student should contact the Department Chairperson. The Department Chairperson, or a designee, shall meet with the student as described above to attempt to solve the problem.

C. FORMAL APPEAL

A formal appeal is available only upon a showing that the informal process has been exhausted.

1. General Requirements

- a. An appeal must be made in writing, addressed to the Graduate Dean and contain:
 - (i) the course title and number;
 - (ii) the instructor's name,
 - (iii) a statement detailing why the grade is believed to be arbitrary and capricious as defined in this policy, and providing all relevant supporting evidence.
- b. An appeal must be received in the Dean's Office within twenty (20) days of the first day of instruction of the next semester (excluding summer).

2. Procedures

- a. Each academic unit shall have a standing committee of two tenured professors and two graduate level students to hear appeals of arbitrary and capricious grading. The appeal shall be heard within the academic unit offering the course. If the instructor of the course is a member of the committee, that instructor shall be replaced by an alternate designated by the Department Chairperson.
- b. Each written appeal is to be reviewed by the entire committee for a decision by the majority. The committee shall either dismiss the appeal, or move it forward.
- c. Grounds for dismissal are:
 - (i) The student has submitted the same complaint to any other grievance procedure;
 - (ii) The allegations, if true, would not constitute arbitrary and capricious grading;
 - (iii) The appeal was not timely;
 - (iv) The informal process has not been exhausted.
- d. If the appeal is dismissed, the committee shall notify the student in writing within ten days of the decision, and include the reason or reasons for the dismissal.

- e. If the appeal is not dismissed, the committee shall submit a copy of the appeal to the instructor. The instructor must reply in writing to the committee within ten days.
- f. If, based on the instructor's reply, the committee feels there is a viable solution, that solution should be pursued with the student and the instructor.
- g. If no solution is reached, a fact-finding meeting with the student and the instructor shall be held promptly. It is to be non-adversarial and informal; with neither party represented by an advocate. Witnesses may be asked to make statements to the committee if the committee is informed prior to the meeting. The meeting shall not be open to the public.
- h. The committee shall meet privately at the close of the fact-finding meeting to decide whether a majority believe the evidence supports the allegation of arbitrary and capricious grading beyond a reasonable doubt.
 - (i) The committee shall notify the student, the instructor, and the Dean in writing of the decision within five days of the meeting.

AUTHORITY OF THE COMMITTEE

- 3. The committee has the authority to take any action it believes will bring about substantial justice, including but not limited to:
 - a. Directing the instructor to grade the student's work anew;
 - b. Directing the instructor to administer a new final exam or paper;
 - c. Directing the cancellation of the student's registration in the course;
 - d. Directing the award of a grade of "pass" in the course.
- 4. The committee does not have the authority to:
 - a. Assign a letter grade for the course;
 - b. Reprimand or take disciplinary action against the instructor.
- 5. The decision of the committee is final, and binding on both parties. The decision may not be appealed to any other body within the University of Maryland or the University of Maryland System.

IMPLEMENTATION

The Graduate Dean shall be responsible for implementing the decision of the committee.

The definitions and procedures set forth in the grievance section were adopted by the President on August 1, 1991.

University of Maryland Graduate Policy and Procedures for Review of Alleged Arbitrary and Capricious Grading. Retrieved August 19, 2004, from University of Maryland, Consolidated USMH & UM Policies and Procedures Manual Web site: <http://www.inform.umd.edu/PRES/policies/iii120a.html>

FINANCIAL AID, ASSISTANTSHIPS AND FELLOWSHIPS

The University of Maryland recognizes the high cost of education today and makes every effort to offer financial assistance through a variety of programs to qualified students. One hundred percent of Ph.D. students seeking funding receive financial support, which may include remission of tuition fees, teaching and research assistantships, work-study support, and University and state fellowships. Referrals for on-campus or area employment opportunities for students and students' spouses are also available in various departments.

Admission to a graduate degree program is a prerequisite for the award of a teaching or research assistantship, a fellowship, a loan, or a work-study award. Please be sure that all required documents for your application for admission, as well as the "Merit-based Award" form have been submitted. Some awards are made on the basis of the applicant's academic merit, others on the basis of need.

There are three campus units which administer the primary forms of financial support: the Graduate School, the individual Department/program, and the Office of Student Financial Aid. The Graduate School also has a Fellowship Information Office which lists fellowship opportunities from government agencies, foundations, and industry.

The individual programs and departments award graduate assistantships and nominate students for tuition scholarships and Graduate School Fellowships. To be considered for nomination, contact your specific department of interest for more information.

Currently, the Department of Family Science awards a number of part-time graduate assistantships. These assistantships are very competitive. Assistantships are awarded on the basis of student merit and departmental need. Although assistantships are awarded annually and there is no guarantee of a second year of funding, students receiving an assistantship in their first year may request a continuation of the assistantship for a second year pending satisfactory academic progress and satisfactory evaluation by their faculty supervisors. Students should apply to the FMSC Director of Graduate Studies using the "Merit-Based Award" form in the graduate application packet. Early admission increases the probability of receiving an assistantship. Additional assistantships may be available through research grants, the School of Public Health, other departments, and the University. Interest should be directed to the FMSC Director of Graduate Studies.

The Office of Student Financial Aid processes College Work-Study and National Direct Student Loans (priority date for consideration: February 15th). To be considered for the priority date in the Office of Student Financial Aid, you must have submitted a completed Financial Aid Form (available at most colleges throughout the country and by request from the Office of Student Financial Aid), financial aid transcripts, if appropriate, and any other required documentation to be received by the Office of Student Financial Aid by February 15. Note that the Financial Aid Form must be sent to the College Scholarship Service in Princeton for analysis, which takes approximately four weeks.

A more detailed description of the various forms of financial assistance is available online at <http://www.gradschool.umd.edu> under the Funding and Finances drop down menu. The Office of Student Financial Aid www.financialaid.umd.edu is another helpful resource.

NOTE: A handbook for graduate assistants on the responsibilities, resources, and privileges applicable to the position is available at the following web address:
<http://www.union.umd.edu/GH/community/ga.html>.

Graduate-Level Courses (excluding clinical practicum)

- FMSC 600 Family Theories (3)
An overview of the theoretical frameworks underlying research on the family. Survey of research findings.
- FMSC 602 Management of Family and Community Services (3)
Theories of management and their application to the family and community services.
- FMSC 603 Programmatic Approaches to Family Problems (3)
Theories, assumptions, and principles that guide the design, implementation, and evaluation of family-focused prevention and intervention programs.
- FMSC 604 Organization, Methods, & Principles in Family Science (3)
Multi-disciplinary aspects of family science: philosophical, ecological and ethical issues in family research.
- FMSC 606 Ethnic Families & Health Disparities (3)
Historical, psychosocial, economic, and political factors influencing the structure and functioning of ethnic families. Overview of racial/ethnic health disparities over the life course and ways in which they are influenced by multi-level contextual factors. Cultural competency in research, service delivery, and development of family/health policy initiatives for ethnic families.
- FMSC 610 Research Methods in Family Science (3)
Prerequisite: EDMS 645 or equivalent. Research methods in family science. The role of theory, design, use of qualitative and quantitative measurement techniques, data collection and data analysis. Development of research proposals.
- FMSC 630 Theory and Research in Human Sexuality (3)
Prerequisite: A basic course in human sexuality or permission of instructor. Survey of theory and research in human sexuality and examination of implications for contemporary family and community life.
- FMSC 640 Family Therapy: Theory and Techniques (3)
Fundamental theoretical concepts and clinical procedures in marital and family therapy. Emphasis on those therapies which operate from a family systems perspective.
- FMSC 641 Couples Therapy: Theory, and Techniques (3)
Prerequisite: FMSC 640. Exploration of the dynamics of the couple relationship and methods of facilitating growth and interaction within that relationship. Emphasis on couples with conflicting needs and expectations, dysfunctional communication and conflict-negotiation skills. Alternative theoretical approaches and methods of marital therapy.

- FMSC 642 Normal and Abnormal Individual and Family Development (3)
Prerequisite: FMSC 640. Normal development and psychopathology and their effects on the family system: implications for assessment, diagnosis, and therapeutic interventions. Emphasis on families with school-age children, parent-child relationships, and the application of the current Diagnostic and Statistical Manual of Mental Disorders (DSM) within the family context.
- FMSC 645 Sexuality: Issues in Family Therapy and Service Delivery (3)
Prerequisite: a basic course in human sexuality and permission of instructor. Typical, dysfunctional, and pathological sexual functioning: effects on individuals, couples, and family systems. Sensitizes students to sexual issues, explores how perceptions of such issues affect work with people, and emphasizes implications for couple and family therapy.
- FMSC 646 Sex Therapy: Theory, Skills and Practice (3)
Prerequisite: FMSC 645 or permission of the department. Introduction to theory and practice of sex therapy, including information about human sexual function and dysfunction and appropriate intervention methods. Emphasis on the relationship system and the dynamics of sexual functioning within that system.
- FMSC 647 Theory and Techniques of Family Mediation (3)
An introduction to family mediation as an approach to helping families deal effectively with the issues associated with separation and divorce. Theory, practice and techniques of negotiation, with an emphasis on custody, property division and constructive restructuring of the family relationship.
- FMSC 660 Program Planning and Evaluation in Family Science (3)
Program planning and evaluation for family services and maternal and child health programs, including assessment, consumer/community participation, capacity building, evaluation methods, and ethical issues; emphasis on both process and impact analysis. Development of proposals for evaluating impact of health interventions.
- FMSC 689 Internship (3-6)
Prerequisite: permission of instructor and department. Field experience related to the student's chosen specialization.
- FMSC 691 Family-Community Consultation (3)
The enhancement of family and community services through the consultation process. Techniques and approaches to consultation, including both the role of the consultant and the needs of agencies. Individual field experience.
- FMSC 698P Methods for Policy Research on Families (3)

Studying families involves managing multiple members, multiple reports, and changes over time. Families are influenced by the social, historical, and political context, as well. This class addresses methods for dealing with these unique aspects of family policy research and also addresses issues such as missing values, scale construction, and causal inference. Examples from research on welfare reform, early childbearing, and family and medical leave will be incorporated into the class. Students will practice these methods through weekly computer assignments on data provided by the professor.

- FMSC 698S Analysis of Family Systems and Dysfunction (3)
A survey of theory and research on family interaction in well-functioning and dysfunctional families. Micro-analysis of family process in communication, decision making, and problem solving. Theory and research on family coping with normative transitions and non-normative crises across the family life-cycle.
- FMSC 699 Independent Study (1-6)
Prerequisite: Permission of instructor and department. Repeatable to maximum of 6 credits.
- FMSC 700 Applications of Advanced Quantitative Methods to Family Research (3)
Prerequisite: FMSC 610 or equivalent; EDMS 651
Optimal use of various designs, statistical methods and procedures in behavioral research in families. Development of a research study, including theory selection, hypothesis development, data analysis and preparation of findings for publication.
- FMSC 710 Foundations in Maternal and Child Health (3)
Overview of key health issues for various maternal and child health populations, especially those within the US Review of Maternal and Child health databases and major programs and public policies aimed at improving the health of mothers, children, adolescents, and their families.
- FMSC 720 Perinatal, Child, and Adolescent Health (3)
Examination of major problems and issues associated with the health status of women of reproductive age, infants, toddlers, children, and adolescents. Analysis of biological, environmental, psychosocial, and cultural determinants of health for the target populations. Overview of prevention and intervention programs for children and youth.
- FMSC 730 Maternal and Family Health in Adulthood and Aging (3)
Overview of major public health problems during the adult and elderly years, including cigarette smoking, obesity, physical inactivity, substance abuse, risky sexual behavior, cardiovascular disease, cancer, diabetes, osteoporosis, and HIV/AIDS. Examination of life course research, prevention and intervention programs, and public information campaigns.

- FMSC 745 Gender and Ethnicity in Family Therapy and Service Delivery (3)
Major critiques of sources of racial, cultural, and gender bias in marital and family therapy and family service delivery. Addresses these issues in program development, clinical practice, and policy.
- FMSC 750 Family and Health Policy (3)
Development and analysis of public policies affecting families, and the values that enter into family policy debates.
- FMSC 758 Supervision of Couple and Family Therapy Supervision (3)
The development of supervisory abilities of marriage and family therapists. Focuses on live videotape or audiotape of therapy and supervision. This course is required for supervisors in training in the AAMFT. The practice of supervision accompanying didactic course FMSC 790.
- FMSC 760 Legal Issues & Families (3)
Analysis of marriage and family issues from a legal perspective. Review of legal decisions affecting families, including procreative rights, marriage, termination of marriage, parental and child rights, adoption, child custody, and child/family medical treatment. Relationship between family law and family policy.
- FMSC 789 Non-thesis Research (1-3)
Non-thesis research papers.
- FMSC 790 Couple and Family Therapy Supervision (1-3)
Prerequisite: Permission of instructor. Principles and methods of supervision of couple and family therapy. The didactic aspect of supervision of couple and family therapy accompanying the experiential course FMSC 758.
- FMSC 799 Master's Thesis Research (1-6)
- FMSC 810 Theory in Family Systems and Family Health (3)
Theory and research on family interaction and family coping with normative health and mental health transitions and non-normative crises across the family life cycle. Micro-analysis of family process in communication, decision-making, problem-solving, and compliance to health regimens. Examination of dysfunctional patterns and effective coping strategies.
- FMSC 850 Maternal and Child Health Epidemiology (3)
Determinants and trends in maternal and child health, including analysis of the role of economic inequalities, race/ethnicity, community contexts, and psychosocial factors across the life course. Overview of methods and data systems used to monitor maternal and child health. Development of a complete population health study.

FACULTY RESEARCH INTERESTS

Faculty members and their research interests are as follows:

Sally Koblinsky, Professor and Chair (Ph.D., Oregon State University) Parenting in high-risk families, community violence, homelessness, child development, military families.

Elaine Anderson, Professor (Ph.D., Penn State University) Family policy, HIV/AIDS, homelessness.

Bonnie Braun, Associate Professor (Ph.D., University of Missouri) Family policy, welfare reform, and educational program evaluation.

Andrew Billingsley, Professor Emeritus (Ph.D., Brandeis University) Social Policy, African-American families, the Black church.

Norman Epstein, Professor (Ph.D., UCLA) Couple relationships, cognitive-behavioral therapy, depression, anxiety.

Ned L. Gaylin, Professor Emeritus (Ph.D., University of Chicago) Family therapy, child and family mental health, community violence, research methodology, creativity.

Sandra L. Hofferth, Professor (Ph.D., University of North Carolina at Chapel Hill) Family demography; child care and public policy; adolescent pregnancy and childbearing; social problems; and research methods.

Samuel “Woodie” Kessel, Lecturer (M.D., Albert Einstein College of Medicine) Childhood overweight and obesity; social determinants of health; child health policy; health promotion and disease prevention.

Jinhee Kim, Assistant Professor (Ph.D., Virginia Polytechnic Institute and State University) Family resource management, financial stress, financial well-being.

Jaslean LaTaillade, Assistant Professor (Ph.D. University of Washington) African American and interracial couples and families; domestic violence; couple therapy.

Leigh Leslie, Associate Professor (Ph.D., Penn State University) Gender issues, social support, ethnic families.

Elisabeth F. Maring, Associate Professor (Ph.D., University of Maryland) community violence, substance abuse, at-risk youth and families, cross-cultural and international research

Manouchehr Mokhtari, Associate Professor (Ph.D., University of Houston) Family economics, household behavior in transition economies.

Noel Myricks, Associate Professor Emeritus (J.D., Howard University; Ed.D. American University)
Family law, children's legal rights, mediation.

Kevin Roy, Associate Professor (Ph.D., Northwestern University) men in low-income families,
parent's caregiving and providing and roles, social policy

Suzanne Randolph, Associate Professor (Ph.D., University of Michigan) African-American mother-
child dyads, HIV/AIDS, community violence.

Roger H. Rubin, Associate Professor, Emeritus (Ph.D., Penn State University) Family diversity,
family policy, African-American families.

Edmond D. Shenassa, Associate Professor (Sc.D. Harvard University) Social disparities in health
with focus on role of housing and other built environments, prenatal exposure to toxins.

Jacqueline Wallen, Associate Professor (Ph.D., University of Chicago) Substance abuse, effects of
community violence, work and family programs.

Carol Werlinich, Instructor and Director of Center for Healthy Families (Ph.D., University of
Maryland) Family therapy, family theory, management of clinical services.

PROGRAM CHECKLIST

Following is a checklist for the Ph.D. degree program which outlines, in sequence, a series of recommended steps for completing the degree program. This checklist may be used as a guide to help plan activities throughout the program. **Each year, the Graduate School publishes a listing of key dates that a student is responsible for meeting.**

- _____ 1. Attend department Graduate Student Orientation at the beginning of the first semester of the program. The orientation provides a comprehensive explanation of degree requirements, academic policies and regulations, and procedures for completing the program.
- _____ 2. If eligible, submit a written request for waiver and/or substitutions of any required core course to the Director of Graduate Studies prior to completing 12 credit hours.
- _____ 3. Select a doctoral committee and chair to assist in the development of individualized study plan.
- _____ 4. File completed/authorized study plan with the Director of Graduate Studies.
- _____ 5. Complete all coursework.
- _____ 6. Meet with doctoral committee to arrange for comprehensive exams.
- _____ 7. Complete comprehensive exams and oral defense of exams.
- _____ 8. Select dissertation committee and chair and with consultation develop dissertation proposal.
- _____ 9. Submit dissertation proposal to committee for approval. If human subjects will be involved, you must also apply to department and campus human subjects review committees for approval.
- _____ 10. Following approval of dissertation proposal and human subjects review, begin dissertation research.
- _____ 11. Submit form requesting appointment of doctoral dissertation examining committee to Graduate School (at least 90 days prior to defense).
- _____ 12. Complete research and prepare dissertation manuscript. Then, submit manuscript to dissertation chair for review and revise as necessary.
- _____ 13. Apply for diploma. **THERE IS A SPECIFIC DEADLINE FOR SUBMITTING THIS FORM.** Consult the card titled **IMPORTANT DATES FOR ADVISORS AND STUDENTS** available from the Graduate School.
- _____ 14. Submit dissertation manuscript to other members of your dissertation committee for review and revise as necessary.
- _____ 15. Schedule and complete oral defense of doctoral dissertation.
- _____ 16. By the Graduate School deadline and after your oral defense, submit your dissertation online at <http://dissertations.umi.com/umd>. Once you make all necessary formatting corrections, the Graduate School will accept the document and begin the graduation clearance process. Give the Chair of your committee a bound and electronic copy of your dissertation. A printed copy of your dissertation must also be given to any committee member that requests one.

Family Science Study Plan: Ph.D. Degree

Name: _____

Social Security Number _____

I. Core Courses (30 credits)

Course	Course Title	Semester	Grade	Waived
FMSC 810	Theory in Family Systems and Family Health (3)			
FMSC 760	Legal Issues and Families (3)			
FMSC 606 or FMSC 745	Ethnic Families(3) or Gender and Ethnicity in Family Therapy and Service Delivery (3)			
FMSC 603	Programmatic Approaches to Family Problems (3)			
FMSC 750	Family and Health Policy (3)			
Doctoral Level Policy Course, compatible with one's program focus – PUAF 722 or PUAF 698S PUAF 735 SOCY 641	Family Policy (3) Advisor Approval _____ Welfare Policy and Evaluation (3) Date _____ Health Policy (3) Work and Family Policy (3)			
FMSC 780	Qualitative Methods in Family and Health Research (3)			
EDMS 646	Quantitative Research Methods II (3)			
EDMS 651	Intermediate Statistics in Education (3)			
FMSC 700	Advanced Quantitative Methods in Family Research (3)			

II. Research Internship (3 credits)

FMSC 689	Research Internship (3 credits)			
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Advisor/Project _____

III. Two Elective Courses (6 credits)

Two courses from FMSC or other campus departments in students area of focus (6)

Course	Course Title	Semester	Grade	Advisor Approval

Area of Focus _____

IV. Doctoral Dissertation Research (12 credits)

		Semester	Grade	Credits
FMSC 899	Doctoral Dissertation Research			
FMSC 899	Doctoral Dissertation Research			
FMSC 899	Doctoral Dissertation Research			
FMSC 899	Doctoral Dissertation Research			
FMSC 899	Doctoral Dissertation Research			
FMSC 899	Doctoral Dissertation Research			

Doctoral Committee Members (3) _____ Chair

Dissertation Committee Members (5) _____ Chair

V. Comprehensive Examination

Date _____ Results _____ Date _____ Results _____

VI. Dissertation Plan and Title _____

VII. Dissertation Proposal (Date Approved) _____

VIII. IRB Approval (Date Approved) _____

IX. Dissertation Defense (Date Approved) _____

APPENDIX A

PROGRAM IN FAMILY SCIENCE

MASTER OF SCIENCE IN FAMILY SCIENCE DEGREE REQUIREMENTS

<u>Courses</u>		<u>Credits</u>
FMSC 600	Family Theories	3
FMSC 603	Programmatic Approaches to Family Problems	3
FMSC 606	Ethnic Families and Health Disparities OR	3
FMSC 745	Gender and Ethnicity in Family Therapy and Service Delivery	3
FMSC 610	Research Methods in Family Science	3
FMSC 660	Program Planning and Evaluation	3
FMSC 750	Family and Health Policy	3
EDMS 645	Quantitative Research Methods I	3

<u>Thesis Option</u>	<u>Credits</u>	<u>Non-Thesis Option</u>	<u>Credits</u>
FMSC Core Courses	21	FMSC Core Courses	21
Elective course at the 400 to 800 level	3	Elective course at the 400 to 800 level	6
Thesis Research Credits: FMSC 799	6	Scholarly Paper(s): Non-thesis Credits: FMSC 789	3
Oral Examination on Thesis		Oral Examination on Paper	
	—		—
Total Credits	30	Total Credits	30

MASTER OF SCIENCE IN COUPLE AND FAMILY THERAPY DEGREE REQUIREMENTS

<u>Courses</u>		<u>Credits</u>
FMSC 600	Family Theories	3
FMSC 610	Research Methods in Family Science	3
FMSC 640	Family Therapy: Theory and Techniques	3
FMSC 641	Couples Therapy: Theory and Techniques	3
FMSC 642	Normal and Abnormal Individual and Family Development	3
FMSC 645	Sexuality: Issues in Family Therapy and Service Delivery	3
FMSC 650	Ethical, Legal, and Professional Principles in Couple and Family Therapy	3
FMSC 651	Psychopathology in the Family Context	3
FMSC 652	Diagnosis and Treatment of Mental and Emotional Disorders in Family Systems	3
FMSC 653	Advanced Application of Couple and Family Therapy Models and Techniques	3
FMSC 654	Clinical Couple and Family Therapy Practice	3
FMSC 658	Supervised Clinical Practice of Couple and Family Therapy	9
FMSC 745	Gender and Ethnicity in Family Therapy and Service Delivery	3

<u>Thesis Option</u>	<u>Credits</u>	<u>Non-Thesis Option</u>	<u>Credits</u>
Courses	45	Courses	45
Thesis Research Credits: FMSC 799	6	Non-thesis: Case Paper Credits: FMSC 789	3
Oral Examination on Thesis	—	Case Presentation	—
Total Credits	51	Total Credits	48

Appendix B: FMSC Ph.D. Courses by Semester

1st Year

Fall: FMSC 600 (if requirement not met), FMSC 606, FMSC 750, EDMS 646 (or appropriate statistics)

Spring: FMSC 689, FMSC 700, FMSC 745 (substitute for FMSC 606 only), FMSC 810, Policy, Statistics or Elective course

2nd Year

Fall: FMSC 606, FMSC 750, Policy, Statistics, or Elective course

Spring: FMSC 700, FMSC 810, Policy, Statistics, or Elective course

Note: Listings do not include thesis, dissertation, or research project courses.