DOUBLE DAWG PROGRAM HANDBOOK

2023
Introduction

Welcome to the Department of Human Development and Family Science (HDFS). The goal of our graduate program is to train, teach and promote the integration of research knowledge and professional practice in human development and family science. To accomplish this goal, students achieve three objectives: (a) develop expertise in integrating and applying substantive research and theoretical knowledge in individual development across the life course and family relationships; (b) learn advanced analytic skills and methodologies for conducting and disseminating research on individuals and families; and (c) develop the skills necessary to translate basic research into application through outreach, clinical practice, or preventative interventions.

This handbook is designed to guide you as you plan your career as a Double Dawg master’s student in the Department of Human Development and Family Science. It is organized according to the major programmatic milestones you will encounter.

Further, this handbook is intended to inform HDFS students and faculty about the basic policies and procedures. Because it does not cover all University regulations governing graduate education at the University of Georgia, it should be treated as a supplement to the:

- [Graduate School Bulletin](http://grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/graduate-bulletin-a-c);
- [Theses and Dissertations Guidelines](http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview); and
- [Graduate School’s Academic Regulations and Procedures](http://grad.uga.edu/index.php/faculty-and-staff/policies-procedures/);

Like all graduate programs at UGA, the graduate program in HDFS operates within an administrative structure established by the Graduate School. It is the responsibility of all faculty and graduate students to familiarize themselves with the relevant Graduate School policies.

Although every effort is made to provide accurate and current information in this handbook, the Department reserves the right to change statements in the handbook concerning policies, curricula, or other matters. Students enrolled in the graduate program agree to comply with the Department’s rules and regulations and to accommodate to any changes necessary.

Last updated: November 6, 2023

Undergraduate Coordinator and Double Dawg Undergraduate Director: Dr. Melissa Kozak, mskozak@uga.edu
Double Dawg Graduate Director: Dr. Ted Futris, tfutris@uga.edu
Graduate Coordinator: Dr. Ted Futris, tfutris@uga.edu

The University of Georgia is committed to the principle of affirmative action and equal opportunity consistent with federal and state laws and regulations, policies of the Board of Regents of the University System of Georgia, and policies of the University of Georgia (“UGA”) (collectively, “applicable laws and policies”). UGA restates its commitment to the concepts of equal opportunity. UGA is committed to maintaining a fair and respectful environment for living, working, and study. To that end, and in accordance with applicable laws and policies, UGA prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they be guests, patrons, independent contractors, or clients, from harassing and/or discriminating against any other member of the UGA community because of that person’s race, sex (including sexual harassment), sexual orientation, ethnic or national origin, religion, age, disabled status, genetic information, or veteran status. Incidents of harassment will be met with appropriate disciplinary action, up to and including dismissal or debarment from UGA. The University of Georgia is committed to the prevention of workplace violence and the maintenance of a respectful working environment. A safe and secure environment is a fundamental prerequisite for fulfilling the University mission of teaching, research, and public service. The University reaffirms the basic right of employees to a safe and humane working environment. Every employee will be treated at all times with dignity, respect, and fairness. For more information, see [http://safeandsecure.uga.edu](http://safeandsecure.uga.edu)
Table of Contents

Admission to the Graduate Program ................................................................. 4
Initial Advisor .................................................................................................. 4
Major Professor .............................................................................................. 4
Advisory Committee (Thesis only) .................................................................. 5
Preliminary Program of Study and Approval Meeting ................................. 5
Final Program of Study .................................................................................. 5
Timeline for Completing the Program ............................................................ 6
  Thesis Timeline ............................................................................................ 6
  Non-Thesis Timeline .................................................................................. 7
Curriculum for BSFCS/HDFS MS (thesis/non-thesis) ..................................... 7
  Certification in Family Life Education (CFLE) ............................................ 8
Curriculum for Psych BS/HDFS MS (thesis/non-thesis) ................................. 9
Course Substitution ...................................................................................... 10
Master’s Thesis ............................................................................................... 10
  Thesis Submission ...................................................................................... 10
Graduation ..................................................................................................... 10
Of Special Interest to International Students .............................................. 11
Annual Evaluation ....................................................................................... 11
Professional Development ............................................................................ 11
CURO ............................................................................................................ 12
Additional Policies ....................................................................................... 12
Appendix A: Sample Program of Study for Double Dawg Master of Science in Human Development and Family Science (Thesis and Non-Thesis Options) ................................................................. 13
Appendix B1: Department Preliminary Program of Study Form, MS Double Dawg - BSFCS/HDFS MS (thesis) ..... 14
Appendix B1: Department Preliminary Program of Study Form, MS Double Dawg - BSFCS/HDFS MS (non-thesis) .............................................................................................................................. 15
Appendix B3: Department Preliminary Program of Study Form, MS Double Dawg - PSYCH BS/HDFS MS (thesis) 16
Appendix B4: Department Preliminary Program of Study Form, MS Double Dawg - PSYCH BS/HDFS MS (non-thesis) .............................................................................................................................. 17
Appendix C: Steps to Complete a Thesis ....................................................... 18
Appendix D Approval of Thesis Proposal ....................................................... 20
Appendix E: Request for the Announcement of Master’s Defense ................... 21
Appendix F: Graduate Annual Self-Evaluation Form .................................... 22
Appendix G: Graduate Study Forms ............................................................... 23
**Admission to the Graduate Program**

Students in the HDFS Double Dawgs Pathway program will apply to the HDFS graduate program in the fall of year four (see “Timeline for Completing the Program” below). Applications must be submitted by the deadline specified on the department of Human Development and Family Science website. Read all the directions, provided on our website, before submitting an application to the Graduate School.

When completing the application, select the appropriate “Intended Program:”
- M.S. Thesis option: MS, Human Development and Family Science [MS_HDFS]
- M.S. Non-Thesis option: MS, Human Development and Family Science Non-Thesis [MS_HDFS_NT]

Applicants will be required to provide a statement of purpose, 3 letters of recommendation, and a resume. Applying students will be required to provide a transcript demonstrating achievement in their coursework, including a 3.3 Overall GPA, and grades of a “B” or better in the 6000-7000 HDFS pathway elective courses required during your first year in the pathway program. Students will be required to have completed, or be in the process of completing, 90 course credit hours, and graduate by the end of their fourth year.

**Initial Advisor**

When you are admitted into the Double Dawg pathway during your third year of your undergraduate program, you will be assigned an initial advisor. The initial advisor provides guidance for your educational experience during your first year in the program, or until you have formalized your relationship with a major professor after you are officially accepted into the Double Dawg master’s program.

When making your initial advisor assignment, there is an attempt to match you with a faculty member with whom you seem to have some overlapping interest. You may find that you would like to ask your initial advisor to serve as your major professor. Or, for any number of reasons, you may decide that you would prefer a different faculty member as your major professor. Either approach is acceptable to the faculty member who has agreed to serve as your initial advisor during your first two semesters.

Your initial advisor will be the faculty member that you register for HDFS 7010 in your first semester in the pathway (1 credit) as well as the following fall (1 credit) and spring (1 credit) semesters, if another faculty member has not agreed to mentor you through your first year in the pathway.

Your initial advisor will sign necessary forms and answer questions about the program, policies, and other issues. Meeting frequently with your initial advisor will help ease your transition into the graduate program. Your initial advisor can also be a helpful resource of information and insights as you consider which faculty to serve as your major professor and how you would like to proceed in the pathway and master’s program.

**Major Professor**

During the first year in the program, you are encouraged to spend some time getting to know the faculty members and familiarizing yourself with their research. When considering your options in this very important decision, you should consider the faculty member’s expertise in your area of research/outreach interest as well as the compatibility to develop a good working relationship with that individual. It is recommended that you request a meeting with more than one faculty member to discuss their expectations as major professor, whether they are willing and able to mentor you in your area of interest, and whether they are accepting new students.

**If enrolled in the thesis option**, you are required to select a major professor that is in Human Development and Family Science. A major professor is your primary advisor, mentor and chair of your master’s advisory committee. At the time of your application to the HDFS master’s program, it is important that you have identified an HDFS faculty who may serve as your major professor. Applications are due the end of your second semester in the pathway, typically by the first of December. If accepted into the master's program, you should seek to formalize a mentor-mentee relationship with your major professor by the end of your third semester in the Double Dawg pathway and immediately following your acceptance into the HDFS master’s program. At this time, your selection of major
If enrolled in the non-thesis option, the graduate coordinator will serve as your advisor, and no major professor is required.

Advisory Committee (Thesis only)

After your acceptance into the HDFS master’s program thesis option, you will need to select a master’s advisory committee. The committee must consist of a minimum of three faculty members, the majority (2/3) of whom hold a graduate faculty position in the HDFS department, including your major professor who will serve as the chair of the committee. This committee, in consultation with the student, is charged with planning and approving the student’s Program of Study (Appendix B). If the student is completing a research thesis, the committee also approves the subject for the thesis (Appendix D) and the student’s final defense of the thesis (Appendices E).

Selection of the Advisory Committee should be submitted by May of the semester you were accepted into the HDFS graduate program. All committee member selection decisions should be made in consultation with your major professor.

In addition to your major professor, your Advisory Committee must include at least one additional graduate faculty from the HDFS department. The third member may be a member of the graduate faculty or a person with a terminal degree holding one of the following ranks at the University of Georgia: professor, associate professor, assistant professor, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, or senior research scientist. A UGA employee who holds one of these ranks or who holds a terminal degree in his/her field may be appointed as a third member upon approval by the departmental graduate faculty and the dean of the Graduate School. Additional voting members may be appointed to the committee. If there are more than three members, there must be greater than 50% graduate faculty representation.

When you have comprised your Advisory Committee, fill out the Advisory Committee (G130) form required by the Graduate School. This form can be found on the Graduate School website at: https://gradstatus.uga.edu/Forms/G130. This form must be submitted before or with your Final Program of Study (see below). Once submitted through Grad Status, it will go to the Graduate Coordinator for approval and signature. Ultimately, the committee is appointed by the Dean of the Graduate School upon the recommendation of the Graduate Coordinator.

Preliminary Program of Study and Approval Meeting

A Program of Study outlines departmental requirements for coursework, research, teaching, and service. The program of study is developed in consultation with your major professor and your advisory committee. It is strongly suggested that you schedule a meeting with your advisory committee prior to the end of your third semester in the pathway and after acceptance into the master’s program.

Appendix A lists the coursework you need to take to fulfill the HDFS master’s curriculum requirements. Submit your signed preliminary Program of Study (Appendix B) to the Graduate Coordinator Assistant. Changes in your plan are permissible with the approval of your Advisory Committee.

Final Program of Study

The Graduate School requires that all students submit a Final Program of Study form after all courses necessary for degree credit are completed, see Appendix A for a sample Program of Study. This form is located at the following link: https://gradstatus.uga.edu/Forms/G138. It will be approved by the student’s advisory committee (if enrolled in thesis option), the graduate coordinator/committee, and the Dean of the Graduate School. This step should be completed by Friday of the second full week of classes of the semester in which degree requirements are completed.

- If enrolled in the thesis option, you must have the Advisory Committee form submitted before or with the final Program of Study and must be submitted before the defense is scheduled.
• If enrolled in the non-thesis option, the graduate program coordinator will review and approve your final Program of Study.
• MS/MA degrees require a minimum of 30 semester hours consisting of at least 12 semester hours of course work open only to graduate students (exclusive of 7000 and 7300). A maximum of 6 hours of 7000 and 3 hours of 7300 may be applied toward the 30 hours.
• A Minimum of 3 hours of 7300 must be listed on the program of study if you are completing a thesis.

In addition to the above requirements, please note:
  • Courses should be listed on your Program of Study in the order taken.
  • No grade below a “C” or “unsatisfactory” or “incomplete” is acceptable for a course included on a Program of Study.
  • To be eligible to graduate, a student must maintain a 3.0 average on all courses in the Program of Study and on all graduate courses taken.

In order to make changes to the Final Program of Study once it has been filed with the Graduate School, you must complete a Recommended Change in Program of Study form, [http://grad.uga.edu/index.php/current-students/forms/](http://grad.uga.edu/index.php/current-students/forms/).

**Timeline for Completing the Program**

Students in the Double Dawg program are expected to complete their master’s degree by the Spring semester of their 5th year in residence.

**Thesis Timeline**

| Fall of 3rd year | • Apply/Accepted into Double Dawg Pathway  
|                 | • Double Dawg Orientation  
|                 | • Meet with Initial Advisor  |
| Spring of 3rd year | • Take HDFS 6000-7000 level courses – see sample program of study  
|                 | • Take HDFS 7010 (1 credit) to get to know your initial advisor and their research.  
|                 | • Take HDFS 3010 (2 credits) to meet with the DD Co-Directors and explore professional and graduate school options.  |
| Fall of 4th year | • Determine if initial advisor (or someone else) will be your Major Professor  
|                 | • Meet with other faculty to begin forming your Advisory Committee  
|                 | • Decide on thesis/non-thesis direction  
|                 | • Apply to HDFS Graduate Program and UGA Graduate School (Deadline: December 1)  |
| Spring of 4th year | • Interview for Acceptance into HDFS Graduate Program  
|                 | • If accepted into graduate program:  
|                 |   o Solidify Major Professor and identify Advisory Committee  
|                 |   o Preliminary Program of Study (Appendix B)  
|                 |   o Thesis Prospectus/Proposal in development  |
| Fall of 5th year | • Submit Advisory Committee form to Graduate School  
|                 | • Prospectus/proposal due start of semester (Appendix C)  
|                 | • End of semester, apply to graduate in Spring semester (end of 5th year)  |
| Spring of 5th year | • Submit Final Program of Study  
|                 |   o Announcement of defense – due at least 2 weeks before defense date (Appendix E)  
|                 |   o Complete Format Check at least 4 weeks prior to graduation  
|                 |   o Submit Electronic copy to Graduate School at least 2 weeks prior to graduation  |
Non-Thesis Timeline

<table>
<thead>
<tr>
<th>Non-Thesis Students</th>
</tr>
</thead>
</table>
| **Fall of 3rd year** | • Apply/Accepted into Double Dawg Pathway  
  • Double Dawg Orientation  
  • Meet with Initial Advisor |
| **Spring of 3rd year** | • Take HDFS 6000-7000 level courses – see sample program of study  
  • Take HDFS 7010 (1 credit) to get to know your initial advisor and their research.  
  • Take HDFS 3010 (2 credits) to meet with the DD Co-Directors and explore professional and graduate school options. |
| **Fall of 4th year** | • Meet with Double Dawg Directors  
  • Apply to HDFS Graduate Program and UGA Graduate School (Deadline: December 1) |
| **Spring of 4th year** | • Interview for Acceptance into HDFS Graduate Program |
| **Fall of 5th year** | • End of semester, apply to graduate in Spring semester (end of 5th year) |
| **Spring of 5th year** | • Submit Final Program of Study |

Curriculum for BSFCS/HDFS MS (thesis/non-thesis)

In preparation for graduate-level coursework, students admitted into the Double Dawg Pathway are **required** to successfully complete the following classes with a grade of B or better:

- HDFS 5110 Research Methods (Year 3 – spring only)
- HDFS 6130 Family Perspectives in Policymaking (Year 3 - spring only)
- HDFS 6880S Family Life Education Methodology Service-Learning (Year 4 - Fall only)
- HDFS 7010 Directed Study (Year 3 - Spring and Year 4 – Fall & Spring)

In addition, the following graduate-level courses may be used to satisfy undergraduate and graduate program requirements:

- HDFS 6130 Family Perspectives in Policymaking** (spring only)
- HDFS 6800 Research Methods*
- HDFS 6880S Family Life Education Methodology Service-Learning** (fall only)
- HDFS 7010 Directed Study (3 credits)

*Required course / ** Elective required course for Family Life Education certification (see below)

After acceptance into the graduate program, all students will complete the following graduate courses:

- HDFS 6100 Theories of Human Development
- HDFS 6640 Issues in Family Relationships
- GRSC 7001 GradFirst Seminar

Students in the **MS Thesis program** must also complete:

- HDFS 7170 Introduction to Applied Statistics in Human Development and Family Science
- HDFS 7300 Master’s Thesis (minimum 3 credit hours; can be repeated up to 9 credit hours)
- 3 additional graduate electives (9 credit hours). At least one of the 3 electives must be an HDFS course*
Students in the **MS Non-thesis program** must also complete:

- 3 HDFS graduate electives*
- 3 additional graduate electives*

* Below is a list of some options for students to consider for graduate electives dependent on their area of interest. *Please note that the offering of these courses varies, and they may not be available each semester/year.*

**Health Promotion Track:**
- HDFS 7150 Families, Schools, and Communities or HDFS 7150S Families, Schools, and Communities Service-Learning
- HPRB 7010 Fundamentals of Health Promotion and Behavior
- EPID 7010 Fundamentals of Epidemiology
- HPRB 7920 Health Behavior (POD)
- HPRB 7470 Program Evaluation in Health Promotion and Health Education (must have HPRB 7010 or 7010E)

**Organizational Development, Nonprofits and Social Entrepreneurship Track:**
- PADP 6950 Economic Foundations in Policy Analysis
- PADP 6960 Public Management
- PADP 6920 Public Personnel Administration
- PADP 6930 Public Financial Administration
- PADP 7220 Nonprofit Governance and Accountability
- PADP 7900 Managing Volunteers in the Public and Nonprofit Sectors
- PADP 7930 Human Services Administration in Government
- PADP 8640 Program Evaluation

**Life Course and Gerontology Track:**
- HDFS 4500/6500 Aging and the Family
- HDFS 5500/7500 Aging and Social Inequalities
- GRNT 7650/7650E Aging in Society
- GRNT 6750E Mental Health and Aging
- FHCE 7310 Affordable Housing Development and Management
- SOWK 6142 Social Work with Older Adults

**Certification in Family Life Education (CFLE)**
Students who graduate with an undergraduate degree from the Human Development and Family Science Department can, through a specific set of courses approved by the National Council on Family Relations (NCFR), gain knowledge and skills in ten content areas specified by NCFR as critical to a family life perspective. This dual degree program will focus on the coursework required by NCFR to prepare students to work with families upon graduating with an M.S. degree.

Courses required by NCFR include many of our Major Required courses not listed here. The following elective courses are required by NCFR for certification in Family Life Education:

- HDFS 3930 It’s Complicated: 21st-Century Intimate Relationships
- HDFS 6130 Family Perspectives in Policymaking*
- HDFS 4870 Human Sexuality across the Lifespan
- HDFS 6880 Family Life Education Methodology or HDFS 6880S Family Life Education Methodology Service-Learning*
- FHCE 2100 Introduction to Consumer Economics

* Also satisfies graduate-level and undergraduate coursework.
Curriculum for Psych BS/HDFS MS (thesis/non-thesis)
Beginning in spring of Year 3, Psychology majors admitted to the Double Dawgs pathway are required to complete up to 12 hours of graduate-level courses. These courses may be used to satisfy undergraduate and graduate program requirements.

These 12 hours include the following:

- 3 hours total of HDFS 7010: Year 3-Spring (1 credit), Year 4-Fall (1 credit), and Year 4-Spring (1 credit)
- 6 hours must include three of the following graduate-level courses (6000-7000 level):
  - HDFS 4080/6080 Contemporary Topics in Child Development: Risk and Resilience
  - HDFS 4130/6130 Family Perspectives in Policymaking (Spring only)*
  - HDFS 4620/6620 Women in the Family & Society
  - HDFS 4860/6860 Parenting and Child Guidance*
  - HDFS 4870/6870 Human Sexuality Across the Lifespan*
  - HDFS 4880S/6880S Family Life Education Methodology Service-Learning* (Fall only)*
  - HDFS 4900/6900 (S) Seminar in Human Development and Family Science
  - HDFS 4910/6910 Early & Middle Childhood Development

* Please consult with your academic advisor to determine which prerequisites are needed for the graduate-level courses you select: HDFS 2100 or HDFS 2100H or HDFS 2100E Development within the Family HDFS 2200 or HDFS 2200H Lifespan Development HDFS 2950 or HDFS 2950E Child Development.

- 3 hours must include HDFS 6800 Research Methods (Spring only)

After acceptance into the graduate program, all students will complete the following graduate courses:

- HDFS 6100 Theories of Human Development
- HDFS 6640 Issues in Family Relationships
- GRSC 7001 GradFirst Seminar

Students in the **MS Thesis program** must also complete:

- HDFS 7170 Introduction to Applied Statistics in Human Development and Family Science
- HDFS 7300 Master’s Thesis (minimum 3 credit hours; can be repeated up to 9 credit hours)
- 3 additional graduate electives (9 credit hours). At least one of the 3 electives must be an HDFS course*

Students in the **MS Non-thesis program** must also complete:

- 3 HDFS graduate electives*
- 3 additional graduate electives*

*Below is a list of some options for students to consider for graduate electives dependent on their area of interest. Please note that the offering of these courses varies, and they may not be available each semester/year.

**Health Promotion Track:**

- HDFS 7150 Families, Schools, and Communities or HDFS 7150S Families, Schools, and Communities Service-Learning
- HPRB 7010 Fundamentals of Health Promotion and Behavior
- EPID 7010 Fundamentals of Epidemiology
- HPRB 7920 Health Behavior (POD)
- HPRB 7470 Program Evaluation in Health Promotion and Health Education (must have HPRB 7010 or 7010E)

**Organizational Development, Nonprofits and Social Entrepreneurship Track:**

- PADP 6950 Economic Foundations in Policy Analysis
- PADP 6960 Public Management
- PADP 6920 Public Personnel Administration
- PADP 6930 Public Financial Administration
- PADP 7220 Nonprofit Governance and Accountability
- PADP 7900 Managing Volunteers in the Public and Nonprofit Sectors
- PADP 7930 Human Services Administration in Government
- PADP 8640 Program Evaluation

Life Course and Gerontology Track:
- HDFS 4500/6500 Aging and the Family
- HDFS 5500/7500 Aging and Social Inequalities
- GRNT 7650/7650E Aging in Society
- GRNT 6750E Mental Health and Aging
- FHCE 7310 Affordable Housing Development and Management
- SOWK 6142 Social Work with Older Adults

Course Substitution
A similar course from another department may be used to satisfy a required course in the curriculum by petitioning the Graduate Coordinator or Graduate Coordinator Committee. Please submit the syllabus from the course already taken, the most recent syllabus from the class it is replacing, and a letter describing the similarities of the courses. Consult with your undergraduate advisor and your initial advisor or major professor before submitting the request.

Master’s Thesis
All students enrolled in the Thesis option for the Master of Science degree in the HDFS Double Dawg master’s program will complete a master's research thesis.

A thesis requires students to apply research and critical thinking skills to a research question of interest within their field. Students must propose their thesis to their committee members, complete the research project and write a thesis manuscript, and pass an oral defense with their committee members to be eligible to graduate.

See Appendix C for a list of steps to complete a thesis.

Thesis Submission
- All theses must be submitted via the web in electronic PDF format and must conform to the Graduate School guidelines at: http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/
- It is the student’s responsibility to be aware of and meet all Graduate School deadlines (e.g., Format Check, ETD Submission Approval): https://grad.uga.edu/index.php/current-students/important-dates-deadlines/
- If the student hires a typist, it is the student’s responsibility to inform the typist of the formatting guidelines set forth in the Graduate School Style Manual. Any questions concerning formatting should be directed to the Graduation Office at gradinfo@uga.edu.
- Difficulties with electronic submission or questions about electronic PDF format and computer related problems may be referred to the ETD Help Desk Website at gradinfo.uga.edu or call (706) 542-1739.

Graduation
The student must apply to graduate through Athena the semester prior to the one in which degree requirements are completed (the deadline to apply for graduation is EARLY in the preceding semester). The application for graduation form is available at http://grad.uga.edu/index.php/current-students/important-dates-deadlines/.
Of Special Interest to International Students

The Office of Global Engagement (OGE) is committed to providing outreach to international students and scholars as well as information about the federal regulations that govern internationals during their stay. OGE hosts a number of activities throughout the year. Continuous enrollment is required. The Office of International Education defines continuous enrollment for international students as a minimum of 2 semesters per academic year. Because information is subject to change, OGE encourages you to visit the website regularly. The OGE staff is pleased to assist with any help or advice. Web: https://globalengagement.uga.edu/immigration

Annual Evaluation

All graduate students are evaluated annually for their performance and progress. This evaluation takes place at a meeting of HDFS graduate faculty held towards the end of the spring semester. Double Dawg master’s students will be evaluated based on their progress in completing the required coursework as reflected in their final program of study and the successful completion of their Master’s Thesis (if applicable). Each student will prepare and submit a form regarding completed coursework as well as their involvement, when applicable, in research, teaching, and professional service experience, as described below. Students will receive developmental feedback from the graduate faculty after the evaluation meeting.

Graduate students are required to complete an online form describing accomplishments for the previous calendar year. The link will be provided by the Graduate Program Assistant prior to the end of spring semester. The completed online document is due in early May each year. You must submit this form (Appendix F) to the Graduate Coordinator Assistant and to your major (or initial) advisor.

Professional Development

There is a wide range of opportunities available to promote professional development while studying at the University of Georgia. Students are strongly encouraged to seek out and participate in various activities and organizations as a means of professional development. The following are examples of professional development opportunities that students have previously participated in during their graduate studies.

1. Professional Organizations
   - American Association for Marriage and Family Therapy (AAMFT)
   - American Association of Family and Consumer Sciences (AAFCS)
   - National Association for Family and Community Education
   - National Council on Family Relations (NCFR)
   - Society for Research in Child Development (SRCD)
   - American Psychological Association (APA)
   - American Educational Research Association (AERA)
   - International Congress on Infant Studies (ICIS)
   - National Association for the Education of Young Children (NAEYC)
2. Conferences
   Students are encouraged to attend and/or present at conferences on Human Development and Family Science topics.
3. Presentations
   Students are encouraged to deliver guest lectures and lead discussions on Human Development and Family Science topics. Participating in presentations, trainings, and conferences allows students to share knowledge, practice presentation style, and develop leadership skills.
CURO
The Center for Undergraduate Research Opportunities (CURO) is open to all undergraduates pursuing faculty-mentored research, including students in their first year at the University of Georgia. You can earn course credit for research in any department regardless of year, GPA, or major. CURO course credits can be used as a substitute for HDFS 3010.

The CURO Research Award is available to support experiential learning opportunities. Each year, the CURO Research Award provides 500 stipends of $1,000 each to outstanding undergraduate students across campus to actively participate in faculty-mentored research. Double Dawg Pathway students should strongly consider applying for an award during their 2nd (Fall) and/or 3rd (Spring) semester in the Pathway program before they graduate with their bachelor's degree.

Research experience is valuable to all students and can jumpstart theses and project ideas. Consult with your faculty mentor to discuss research opportunities that could help prepare you to connect your CURO research study to your eventual master’s thesis project. This experience would also be valuable if you are considering applying to a Doctoral program in the future.

Additional Policies
Additional UGA policies with which students are expected to be familiar and adhere to:
(a) Academic Honesty Policy found at https://honesty.uga.edu/
(b) Responsible Conduct in Research Policy found at https://research.uga.edu/integrity-support/rcr/
(c) Non-Discrimination and Anti-Harassment Policy found at https://eoo.uga.edu/civil_rights_NDAH/ndah-policy/
(d) Grievance Policy found at https://legal.uga.edu/grievance_and_disciplinary_review_policy
(e) Grade Appeal Policy found at https://honesty.uga.edu/Student-Appeals/Process/
Appendix A: Sample Program of Study for Double Dawg Master of Science in Human Development and Family Science (Thesis and Non-Thesis Options)

Graduate School Program of Study form can be found here: https://gradstatus.uga.edu/Forms/G138

Five-Year Program of Study examples can be found here:

- BSFCS/HDFS MS Thesis: http://doubledawgs.uga.edu/ProgramSampleStudy/13392
- BSFCS/HDFS MS Non-Thesis: http://doubledawgs.uga.edu/ProgramSampleStudy/18283
- Psych BS/HDFS MS Thesis: http://doubledawgs.uga.edu/ProgramSampleStudy/13310
- Psych BS/HDFS MS Non-Thesis: http://doubledawgs.uga.edu/ProgramSampleStudy/11680
Appendix B1: Department Preliminary Program of Study Form, MS Double Dawg - BSFCS/HDFS MS (thesis)

Student’s Name: __________________________________________

**Pathway Year 1** – Double Dawg courses only, do not include courses only satisfying undergraduate degree.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
<th>Semester/Year Scheduled</th>
<th>Date Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDFS 6130 Family Policy (Spring only)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 7010 Directed Study in HDFS</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Pathway Year 2** – Double Dawg courses only, do not include courses only satisfying undergraduate degree.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
<th>Semester/Year Scheduled</th>
<th>Date Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDFS 7010 Directed Study in HDFS (Fall)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 7010 Directed Study in HDFS (Spring)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 6880S Family Life Education Methodology Service-Learning (Fall only)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 6800 Research Methods (Spring only)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Pathway Year 3 (MS Year)**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
<th>Semester/Year Scheduled</th>
<th>Date Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRSC 7001 GradFirst Seminar</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 7170 Applied Statistics in HDFS</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 6100 Theories of Human Development</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 6640 Issues in Family Relationships</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS Graduate Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 7300 Master’s Thesis</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Advisory Committee Approval**
The program of study has been approved by the advisory committee. Any changes must be approved by the advisory committee.

**Major Professor (Name and Signature):** ____________________________ Date

**Committee Member (Name and Signature):** ____________________________ Date

**Graduate Coordinator (Name and Signature):** ____________________________ Date

Copies of this form are to be distributed to the major professor, the department head, and the graduate program assistant.

*Note: Final Plan of Study Form will be submitted to the Graduate School during your final semester before graduating from the master’s HDFS program. Submit into Grad Status, [https://gradstatus.uga.edu/Forms/G138](https://gradstatus.uga.edu/Forms/G138)*
Appendix B1: Department Preliminary Program of Study Form, MS Double Dawg - BSFCS/HDFS MS (non-thesis)

Student’s Name: ________________________________

Pathway Year 1 – Double Dawg courses only, do not include courses only satisfying undergraduate degree.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
<th>Semester/Year Scheduled</th>
<th>Date Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDFS 6130 Family Policy (Spring only)</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 7010 Directed Study in HDFS</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pathway Year 2 – Double Dawg courses only, do not include courses only satisfying undergraduate degree.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
<th>Semester/Year Scheduled</th>
<th>Date Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDFS 7010 Directed Study in HDFS (Fall)</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 6880S Family Life Education Methodology Service-Learning (Fall only)</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 6800 Research Methods (Spring only)</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pathway Year 3 (MS Year)

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
<th>Semester/Year Scheduled</th>
<th>Date Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRSC 7001 GradFirst Seminar</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 6100 Theories of Human Development</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 6640 Issues in Family Relationships</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS Graduate Elective</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS Graduate Elective</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Elective</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Elective</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advisory Committee Approval
The program of study has been approved by the advisory committee. Any changes must be approved by the advisory committee.

Major Professor (Name and Signature): ____________________ Date: ______________

Committee Member (Name and Signature): ____________________ Date: ______________

Graduate Coordinator (Name and Signature): ____________________ Date: ______________

Copies of this form are to be distributed to the major professor, the department head, and the graduate program assistant.

Note: Final Plan of Study Form will be submitted to the Graduate School during your final semester before graduating from the master’s HDFS program. Submit into Grad Status, https://gradstatus.uga.edu/Forms/G138
Appendix B3: Department Preliminary Program of Study Form, MS Double Dawg - PSYCH BS/HDFS MS (thesis)

Student’s Name: ________________________________

Pathway Year 1 – Double Dawg courses only, do not include courses only satisfying undergraduate degree.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
<th>Semester/Year Scheduled</th>
<th>Date Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDFS 7010 Directed Study in HDFS</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 6000-7000 General Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pathway Year 2 – Double Dawg courses only, do not include courses only satisfying undergraduate degree.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
<th>Semester/Year Scheduled</th>
<th>Date Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDFS 7010 Directed Study in HDFS (Fall)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 7010 Directed Study in HDFS (Spring)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 6800 Research Methods (Spring Only)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 6000-7000 General Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pathway Year 3 (MS Year)

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
<th>Semester/Year Scheduled</th>
<th>Date Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRSC 7001 GradFirst Seminar</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 7170 Applied Statistics in HDFS</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 6100 Theories of Human Development</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 6640 Issues in Family Relationships</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS Graduate Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS Graduate Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS Graduate Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 7300 Master’s Thesis</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advisory Committee Approval
The program of study has been approved by the advisory committee. Any changes must be approved by the advisory committee.

Major Professor (Name and Signature): ____________________ Date __________________

Committee Member (Name and Signature): ____________________ Date __________________

Graduate Coordinator (Name and Signature): ____________________ Date __________________

Copies of this form are to be distributed to the major professor, the department head, and the graduate program assistant.

Note: Final Plan of Study Form will be submitted to the Graduate School during your final semester before graduating from the master’s HDFS program. Submit into Grad Status, https://gradstatus.uga.edu/Forms/G138
Appendix B4: Department Preliminary Program of Study Form, MS Double Dawg - PSYCH BS/HDFS MS (non-thesis)

Student’s Name: ________________________________

**Pathway Year 1** – Double Dawg courses only, do not include courses only satisfying undergraduate degree.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
<th>Semester/Year Scheduled</th>
<th>Date Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDFS 7010 Directed Study in HDFS</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 6000-7000 General Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Pathway Year 2** – Double Dawg courses only, do not include courses only satisfying undergraduate degree.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
<th>Semester/Year Scheduled</th>
<th>Date Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDFS 7010 Directed Study in HDFS (Fall)</td>
<td>1</td>
<td>(Fall)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 7010 Directed Study in HDFS (Spring)</td>
<td>1</td>
<td>(Spring)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 6800 Research Methods (Spring Only)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 6000-7000 General Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Pathway Year 3 (MS Year)**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
<th>Semester/Year Scheduled</th>
<th>Date Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRSC 7001 GradFirst Seminar</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 6100 Theories of Human Development</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 6640 Issues in Family Relationships</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS Graduate Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS Graduate Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS Graduate Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS Graduate Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Advisory Committee Approval**
The program of study has been approved by the advisory committee. Any changes must be approved by the advisory committee.

**Major Professor (Name and Signature):** ________________________________  **Date**

**Committee Member (Name and Signature):** ________________________________  **Date**

**Graduate Coordinator (Name and Signature):** ________________________________  **Date**

Copies of this form are to be distributed to the major professor, the department head, and the graduate program assistant.

*Note: Final Plan of Study Form will be submitted to the Graduate School during your final semester before graduating from the master’s HDFS program. Submit into Grad Status, [https://gradstatus.uga.edu/Forms/G138](https://gradstatus.uga.edu/Forms/G138)*
Appendix C: Steps to Complete a Thesis

1. Proposing a Thesis Research Topic

Students must obtain approval from their master’s advisory committee for the thesis they wish to propose, write, and defend including format (traditional or article), content, and method. The student must obtain the advisory committee’s approval at the proposal meeting. See Appendix E for approval/signature form.

2. Using Manuscript Style for Thesis

According to the *Theses and Dissertations: Student Guide to Preparation and Processing* published by the Graduate School, there are two formats for the organization of the main-body sections for theses. The first format, referred to as *chapters*, is the traditional format. The other format, referred to as *manuscript style*, is the alternative format approved by the Graduate School. Both formats are similar for Double Dawg master’s students and include four chapters followed by a reference list: (1) Introduction and Literature Review, (2) Methods, (3) Results, and (4) Discussion.

In addition to the Graduate School’s guidelines for formatting, students must adhere to the following guidelines when applying the manuscript style:

- The final manuscript must be 20-35 pages maximum.
- Manuscripts can be a theoretical/conceptual review, or an empirical report based on qualitative and/or quantitative data.
- The student is encouraged to be the first author of the manuscript, however, the major professor may assume first authorship depending on their role in conceptualizing the study, conducting and interpreting the analyses, and writing and editing the manuscript.
- Following the final defense, the manuscript should be ready for submission to a scholarly journal related to Human Development and Family Science involving rigorous peer review processes.

3. Thesis Submission

The thesis will not be forwarded to the University Library until the degree is conferred. All theses must be submitted via the web in electronic PDF format and must conform to the Graduate School style manual located at: [https://gradstatus.uga.edu/Forms/G129](https://gradstatus.uga.edu/Forms/G129).

If the student hires a typist, it is the student's responsibility to inform the typist of the formatting guidelines set forth in the Graduate School Style Manual. Any questions concerning formatting should be directed to the Graduation Office at: (706) 542-4803, or gradinfo@uga.edu.

Difficulties with electronic submission or questions about electronic PDF format and computer related problems should be referred to the ETD Help Desk Website at etdhelp@gradsch.uga.edu or call (706) 583-8095.

4. Thesis Defense

**Deadline:** It is the student’s responsibility to be aware of the Graduate School deadlines for submitting their thesis for format check as well as submitting the final, approved thesis to meet graduation requirements, [https://grad.uga.edu/index.php/current-students/important-dates-deadlines/](https://grad.uga.edu/index.php/current-students/important-dates-deadlines/).


**Requirements:** The student must be registered for a minimum of three hours of credit the semester the defense is held. This is a Graduate School rule and students who are not registered for 3 hours will not be allowed to graduate. The student also must apply to graduate within the semester prior to the one in which degree requirements are completed.
(the deadline to apply for graduation is EARLY in the preceding semester). The application for graduation form is available online through Athena.

When the Major Professor is satisfied with the completed thesis, they will certify that it has their approval and is ready to be read by the Advisory Committee. The copies of the thesis will then be distributed to the remaining members of the Advisory Committee and a final oral defense will be scheduled. The committee members will have 2-3 weeks to read and evaluate the completed thesis. Written assent of two of the three committee members will be required before it is approved as ready for a final defense. If the Advisory Committee declines to approve the thesis as ready for the final defense, they will determine the steps, strategies, and/or guidelines in preparing the thesis for the final defense.

The defense of the thesis will be chaired by the student's Major Professor and attended for the entire defense by all members of the Advisory Committee. If a member cannot be present, the student must choose one of the following options:

- The absent member may participate via a teleconference in which all participants can listen to each person’s comments. The chair of the committee must sign the approval form for the absent member and register his/her vote and indicate that member’s participation was by teleconference.
- A substitution may be made with another faculty member who can replace the former member in expertise of the subject field and who has knowledge of the student’s research project. A revised advisory committee form must be submitted to the Graduation Office prior to the examination.
- The defense may be rescheduled for a later date.

The Advisory Committee must approve the student’s thesis and defense with no more than one dissenting vote and must certify their approval in writing using the Approval Form for Master’s Thesis, Defense and Final Examination, https://gradstatus.uga.edu/Forms/G140.

The Major Professor’s vote of approval is required for the student to pass the examination. An abstention is not an appropriate vote for the defense of the thesis. The committee, after having read the thesis, should verify whether human subjects were used in the student’s research and indicate so by verifying that the appropriate box is checked on the approval form. The student must provide the IRB protocol number for the defense form.

The Approval Form for Master’s Thesis, Defense and Final Examination form must be submitted to the Graduation Office before the corrected copy of the electronic thesis will be accepted as the final "official" copy. The deadline for this is typically two weeks prior to graduation.

*Note: These steps refer only to the project itself. It is the responsibility of the student, in consultation with the Major Professor, to ensure that all required steps are completed prior to Graduate School deadlines. Other steps to consider include committee approval of the Program of Study and application for graduation.*
Appendix D Approval of Thesis Proposal

Department of Human Development and Family Science University of Georgia

Student Name: ___________________________________________ ID#: _______________________

Thesis Title: __________________________________________________________

Proposal Meeting Date: __________________________________________

Advisory Committee Approval
The proposed thesis project has been approved by the advisory committee. Any changes must be approved by the advisory committee.

Major Professor (Name and Signature): ___________________________ Date

Committee Member (Name and Signature): ___________________________ Date

Please submit this form to HDFS Graduate Program Assistant after approval by advisory committee.
Appendix E: Request for the Announcement of Master’s Defense
Department of Human Development and Family Science
University of Georgia

Request for the Announcement of Master’s Thesis, Non-Thesis and Clinical Project Oral Defense

Please submit this form to the Graduate Program Assistant at least 2 weeks before the scheduled exam date.

Student Name: ____________________________
ID # (810): ______________________________
Exam Date: ________________________________
Exam Start Time: __________________________
Location: ________________________________
Title of Thesis: ____________________________

The program of study has been approved by the advisory committee. Any changes must be approved by the advisory committee.

Major Professor (Name and Signature): ____________________________ Date

Committee Member (Name and Signature): ____________________________ Date

Graduate Coordinator (Name and Signature): ____________________________ Date

Copies of this form are to be distributed to the major professor, the department head, and the graduate program assistant.

Revised Oct 2023
Appendix F: Graduate Annual Self-Evaluation Form

All graduate students in the Human Development and Family Science Department are required to complete an Annual Self-Evaluation after every year in residence. Since this survey enquires about all degree possibilities, many of the questions will be answered 'no' by Double Dawg students. Complete the form at the end of your final year.

<table>
<thead>
<tr>
<th>Questions</th>
<th>Response Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>First Name, Last Name</td>
</tr>
<tr>
<td>I am a student in the following program:</td>
<td>MS MS/CL BS/PhD PhD PhD MFT DD</td>
</tr>
<tr>
<td>I entered my program in:</td>
<td>Year</td>
</tr>
<tr>
<td>My initial advisor or Major Professor is:</td>
<td>First Name, Last Name</td>
</tr>
<tr>
<td>My Committee members are:</td>
<td>Member 1, Member2, Member 3, Member 4</td>
</tr>
<tr>
<td>My expected graduation date is:</td>
<td>Year</td>
</tr>
<tr>
<td>Awards received in the past 12 months are:</td>
<td>None One Two</td>
</tr>
</tbody>
</table>
| How many national or international presentations did you have in the current year? | None One Two Three or more
Please provide the citation for each of your presentations completed in 2017: (Authors, Year, Title of Presentation, Presentation Type-Poster, Paper, Symposium, Conference Name, City, State, Country) |
| How many papers did you submit for publication in a peer-reviewed journal in the current year? | None One Two One Two
Three or more Three or more
Please provide the citation for each of your submitted papers in 2017 (Authors, Year, Title of paper, journal; indicate under review or revise & resubmit) |
| Of these papers submitted to a peer-reviewed journal in the current year, how many were first-authored? | None One Two Three or more Three or more
Please provide the citation for each of your papers accepted, published or in press in 20XX (Authors, Year, Title of paper, journal, volume, issue, pages, doi, indicate accepted, in press, or published) |
| How many of your papers in peer-reviewed journals were accepted, in press, or in print in the current year? | None One Two Three or more Three or more
Please provide the citation for each of your papers accepted, published or in press in 20XX (Authors, Year, Title of paper, journal, volume, issue, pages, doi, indicate accepted, in press, or published) |
| Did you teach a course as an instructor or co-instructor in the current year? | No/Yes
If yes, please provide the name of the course: |
| How many guest lectures have you given in the current year?               | None One Two One Two
Three or more Three or more
Please provide the title and date of each guest lecture in 20XX (other than as co-instructor) |
| How many public service and outreach presentations have you made for local services agencies in 20XX? | None One Two Three or more Three or more
Please provide the date and title for each public service or outreach presentation made in the current year. |
| Did you complete a clinical or outreach project in the current year?       | No/Yes
Please provide the agency name and dates of the 40 contact hours. |
| Have you been involved in the research evaluation of a specific program in the current year? | No/Yes
Please provide name of agency and a brief description of evaluation project. |
| Have you been involved in a production of a significant document for outreach purposes? | No/Yes
Please provide a title and date the project was completed. |
| Are you a member in a professional society?                               | No/Yes
Please provide name of professional society: |
| Please indicate all leadership and/or professional activities (check all that apply) | Reviewing proposal for presentation at a conference or publication in a journal Service on departmental, university, outreach, or professional organization committee Volunteer work at state, multistate, national, or international organization Election to office in a state, multistate, national, or international organization Appointment or election for committee involvement in state, multistate, national, or international organization Moderation of a session at a state, multistate, national, or international meeting Significant involvement in the Graduate Student Organization Significant involvement in the planning and implementation of Quint State (predominantly for MS student). |
| Is there a particular faculty you would be interested in working with? See link above | No/Yes |
| If yes, list the name(s) of the faculty member(s) you are interested in working with. | |

22
Appendix G: Graduate Study Forms

1. **Advisory Committee for Master of Arts and Master of Science Candidates** (Graduate School form)
   https://gradstatus.uga.edu/Forms/G130

2. **Program of Study form** (G138) (Graduate School form)
   https://gradstatus.uga.edu/Forms/G138

3. **Change of Degree Objective** (G136) (Graduate School form)
   https://gradstatus.uga.edu/Forms/G136


5. **Apply for Graduation** (Athena)

6. **Graduate School M.S. Thesis and Final Oral Examination Approval Form** (G140)
   https://gradstatus.uga.edu/Forms/G140

7. **HDFS 7010 Directed Study Agreement**: Special Problems in Human Development and Family Science (to be completed for project course credit)
   https://www.fcs.uga.edu/HDFS/hdfs-7010-9010-agreement