



Human Development & Family Science

College of Family and Consumer Sciences

UNIVERSITY OF GEORGIA

DOUBLE DAWG PROGRAM HANDBOOK

2021

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/), <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/), <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/), <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: June 1, 2021

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. Assaf Oshri, oshri@uga.edu

The University of Georgia is committed to the principle of affirmative action and equal 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, work 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>

Table of Contents

Introduction	2
Initial Advisor	4
Major Professor	4
Advisory Committee	4
Preliminary Program of Study and Approval Meeting	5
Final Program of Study	5
Admission to Graduate Program	5
Timeline for Completing the Program	6
Curriculum for BSFCS/HDFS MS (thesis/non-thesis)	6
Certification in Family Life Education (CFLE)	7
Curriculum for Psych BS/HDFS MS (thesis/non-thesis)	8
Course Substitution	9
Thesis /Non-thesis	9
Master’s Thesis	9
Non-thesis Project	9
Thesis Submission	10
Graduation	10
Of Special Interest to International Students	10
Annual Evaluation	10
Professional Development	11
CURO	11
Additional Policies	11
Appendix A: Sample Program of Study for Double Dawg Master of Science in Human Development and Family Science (Thesis and Non-Thesis Options)	12
Appendix B1: Department Preliminary Program of Study Form, MS Double Dawg - BSFCS/HDFS MS (thesis/non-thesis)	14
Appendix B2: Department Preliminary Program of Study Form, MS Double Dawg - PSYCH BS/HDFS MS (thesis/non-thesis)	15
Appendix C: Steps to Complete a Thesis	16
Appendix D: Steps to Complete a Non-Thesis Project	18
Appendix E Approval of Thesis/Non-Thesis Proposal	19
Appendix F: Request for the Announcement of Master’s Defense	20
Appendix G: Non-Thesis Project and Presentation Form	21
Appendix H: Graduate Annual Self-Evaluation Form	22
Appendix I: Graduate Study Forms	23

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.

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 professor is final.

Advisory Committee

After your acceptance into the HDFS master's program, 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 B1 or B2), approving the subject for the thesis or project (Appendix E), and approving the student's defense (Appendices F and G).

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 B1 or B2) 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 is 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, 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.

- 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.
- 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/>.

Admission to Graduate Program

Students will apply to the HDFS graduate program in the fall of year four (see timeline below). Applications must be submitted by the deadline specified on our website to the [department of Human Development and Family Science](#). Students will also need to [apply to the Graduate School](#). Students will be able to choose thesis or non-thesis option when applying.

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. The GRE will be waived for students who receive a ‘B’ or higher in the HDFS courses selected to fulfill the 12 credits towards the undergraduate and graduate degrees. 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.

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.

Fall semester of 3rd year	<ul style="list-style-type: none"> • Apply/Accepted into Double Dawg Pathway • Double Dawg Orientation • Meet with Initial Advisor • Register for HDFS 6000-7000 level courses for Spring semester – see sample program of study • Register for HDFS 7010 (1 credit) to get to know your initial advisor and their research.
Summer semester before 4th year	<ul style="list-style-type: none"> • Take prerequisite HDFS courses. Determine if initial advisor (or someone else) will be your Major Professor
Fall semester of 4th year	<ul style="list-style-type: none"> • 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
Spring semester of 4th year	<ul style="list-style-type: none"> • Interview for Acceptance into HDFS Graduate Program • Solidify Major Professor and identify Advisory Committee • Preliminary Program of Study (Appendix B1 or B2) • Thesis Prospectus/Proposal in development
Fall semester of 5th year	<ul style="list-style-type: none"> • Submit Advisory Committee form to Graduate School • Prospectus/Proposal due start of semester (Appendix E) • End of semester, apply to graduate in Spring semester (end of 5th year)
Spring semester of 5th year	<ul style="list-style-type: none"> • Submit Final Program of Study • Announcement of Defense – due at least 2 weeks before date (Appendix F) • Defend final Thesis or non-Thesis project • Complete Format Check at least 4 weeks prior to graduation • If Thesis, submit Electronic copy to Graduate School at least 2 weeks prior to graduation

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:

- HDFS 5110 Research Methods* (spring only)
- HDFS 7170 Applied Statistics (fall only)
- HDFS 5100 Family Intervention (spring only)

* *HDFS 5110 would substitute for HDFS 6800 Research Methods, which is typically required at the master’s level.*

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

- HDFS 6130 Family Policy** (spring only)
- HDFS 6860 Parent Education and Child Guidance*
- HDFS 6880 Family Life Education Methodology or 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, students will complete the following graduate courses. Students should complete their first Graduate Elective in the Fall following admittance into the graduate program.

- HDFS 6100 Theories and Issues in Human Development
- HDFS 6640 Issues in Family Relationships
- HDFS 7170 Introduction to Applied Statistics in Human Development and Family Science
- HDFS 7010 Directed Study in HDFS (non-thesis project) *or* HDFS 7300 Master's Thesis
- 4 Graduate Electives*

*Students may choose to take four (12 credit hours) of the following courses dependent on their area of interest, but **one of the four should be an HDFS course**:

Health Promotion Track:

- HDFS 7150 Families, Schools, and Communities or HDFS 7150S Families, Schools, and Communities Service-Learning
- HPRB 7010 Social and Behavioral Foundations of Health
- EPID 7010 Intro to Epidemiology I
- HPRB 7920 Theories of Health Behavior (POD)
- HPRB 7470 Program Evaluation in Health Promotion and Health Education (must have HPRB 7010 or 7050)

Organizational Development, Nonprofits and Social Entrepreneurship Track:

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

Life Course and Gerontology Track:

- HDFS 4500/6500 Aging and the Family
- HDFS 5500/7500 Aging and Social Inequalities
- GRNT 6000 Perspectives in Aging (online 2018)
- GRNT 6650E Aging in Society
- GRNT 6750E Mental Health and Aging
- FHCE 7310 Managing Nonprofit and Special Community Housing
- 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 Policy*
- HDFS 4870 Human Sexuality across the Lifespan
- HDFS 6880 Family Life Education Methodology or HDFS 6880S Family Life Education Methodology Service-Learning*
- FHCE 3200 Introduction to Personal Finance

* *Also satisfies graduate-level and undergraduate coursework.*

Curriculum for Psych BS/HDFS MS (thesis/non-thesis)

Graduate-level courses that may be used to satisfy undergraduate and graduate program requirements:

Beginning in spring of Year 3, Psychology majors admitted to the Double Dawgs pathway may choose up to 12 hours from any of the following graduate-level courses (6000-7000 level) that will satisfy both bachelor's and master's requirements, as well as general electives*.

- HDFS 4810/6810 Hospitalized Child
- HDFS 4130/6130 Family Policy (Spring only)
- HDFS (FHCE) 4500/6500 Aging and the Family
- HDFS 4860/6860 Parenting and Child Guidance
- HDFS 4870/6870 Human Sexuality
- HDFS 4880/6880 Family Life Education Methodology or HDFS 4880S/6880S Family Life Education Methodology Service-Learning* (Fall only)
- HDFS 5130/7130 Therapeutic Activities or HDFS 5130S/7130S Therapeutic Benefits of Play Service-Learning (Spring only)
- HDFS (ESSE) 5150/7150 Families, Schools, and Communities or HDFS 5150S/7150S Families, Schools, and Communities Service-Learning

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

Additional General Elective Recommendations: PSYC 3230 Abnormal Psychology (Major Elective) OR PSYC 4240 Psychopathology (Group A; Major Elective); Only one of these courses will count towards major electives. PSYC 3810 Psychology of Health (Major Elective) PSYC 4150 Biological Foundations of Health Psychology (Group A) HDFS 2300 The Science of Studying Human Development and Families HDFS 3700 or HDFS 3700S or HDFS 3700E Adolescence & Young Adult Survey HDFS 3710 Midlife & Elder Years HDFS 3920 Issues in Family Systems HDFS 3930 or HDFS 3930E It's Complicated: 21st-Century Intimate Relationships HDFS 4330 Diversity in the Family System HDFS 5100 or HDFS 5100W Family Intervention. Students will need to meet with Franklin Advisors to determine how to meet Experiential and Cultural Diversity Requirements through General Elective coursework.

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

- HDFS 6100 Theories and Issues in Human Development
- HDFS 6640 Issues in Family Relationships
- HDFS 6800 Research Methods
- HDFS 7170 Introduction to Applied Statistics in Human Development and Family Science
- HDFS 7300 Master's Thesis
- 3 Graduate Electives*

*Students may choose to take three (9 credit hours) of the following courses dependent on their area of interest

Health promotion Track:

- HDFS 7150 Families, Schools, and Communities or HDFS 7150S Families, Schools, and Communities Service-Learning
- HPRB 7010 Social and Behavioral Foundations of Health
- EPID 7010 Intro to Epidemiology I
- HPRB 7920 Theories of Health Behavior (POD)
- HPRB 7470 Program Evaluation in Health Promotion and Health Education (must have taken HPRB 7010 OR 7050)

Organizational Development, Nonprofits and Social Entrepreneurship Track

- PADP 6950 Economic Foundations of Policy Analysis
- PADP 6960 Public Management
- PADP 6920 Public Personnel Administration
- PADP 6930 Public Financial Administration
- PADP 7220 Nonprofit Governance and Management
- PADP 7900 Managing Volunteers in the Public and Nonprofit Sectors
- PADP 7930 Human Services Administration
- PADP 8640 Program Evaluation
- PSYC 6200 Advanced Social Psychology

Life Course and Gerontology Track

- HDFS 4500/6500 Aging and the Family
- HDFS 5500/7500 Aging and Social Inequalities
- GRNT 6000 Perspectives in Aging
- GRNT 6650E Aging in Society
- GRNT 6750E Mental Health and Aging
- FHCE 7310 Managing Nonprofit and Special Community Housing
- SOWK 6142 Social Work with Older
- PSYC (GRNT) 4700/6700 Psychology of Aging Adults
- PSYC 6220 Developmental Psychology
- PSYC 6240 Advanced Psychopathology: 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.

Thesis /Non-thesis

All students in the Master of Science degree in the HDFS Double Dawg master's program will complete a master's thesis or a non-thesis project.

Master's Thesis

A thesis requires students to apply research and critical thinking skills to a research question of interest within their field. Students who select the thesis option must propose their thesis to their committee members, complete the research project and write a thesis manuscript, and pass a defense with their committee members to be eligible to graduate. See Appendix C for a list of steps to complete a thesis.

Non-thesis Project

A non-thesis project is an applied project to address an identified community need in collaboration with an organization. The non-thesis project applies a review of substantive literature and relevant theory to a problem of an applied nature in an HDFS setting. The process for a non-thesis project closely follows that of a thesis. Students pick a topic for the project, complete a comprehensive literature review, propose the project to the committee, complete the project and a written report, and defend the project and report. The student's Advisory Committee will evaluate the project based on its comprehensiveness, completeness, and appropriateness in relation to professional work in the student's area of interest. See Appendix D for a list of steps to complete a non-thesis project.

Thesis Submission

- All theses must be submitted via the web in electronic PDF format and must conform to the [Graduate School guidelines](http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/) 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](http://grad.uga.edu/index.php/current-students/important-dates-deadlines/) 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/OGE encourages you to visit the website regularly. The OGE/OGE staff members are 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 or Non-thesis Project. 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 H) 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](#)
- [American Association of Family and Consumer Sciences](#)
- [National Association for Family and Community Education](#)
- [National Council on Family Relations](#)
- [Society for Research in Child Development \(SRCD\)](#)
- [American Psychological Association \(APA\)](#)
- [American Educational Research Association \(AERA\)](#)
- [National Council on Family Relations \(NCFR\)](#)
- [International Society on Infant Studies \(ISIS\)](#)
- [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.

[CURO Research Assistantships](#) are available to support experiential learning opportunities. Each year, the CURO Research Assistantship Program 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 assistantship 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 or non-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](https://honesty.uga.edu/) found at <https://honesty.uga.edu/>
- (b) [Responsible Conduct in Research Policy](https://research.uga.edu/integrity-support/rcr/) found at <https://research.uga.edu/integrity-support/rcr/>
- (c) [Sexual and Discriminatory Harassment Policy](https://eoo.uga.edu/definitions/prohibited-discrimination-harassment) found at <https://eoo.uga.edu/definitions/prohibited-discrimination-harassment>
- (d) [Grievance Policy](https://legal.uga.edu/grievance_and_disciplinary_review_policy) found at https://legal.uga.edu/grievance_and_disciplinary_review_policy
- (e) [Grade Appeal Policy](https://honesty.uga.edu/Student-Appeals/Process/) 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>

Preliminary Program of Study Form: Appendices B1 and B2

Please bring a completed copy of the Preliminary Plan of Study Form to your initial plan of study meeting.

BSFCS/HDFS MS (thesis/non-thesis) PATHWAY YEAR 1		
Fall	Spring	Summer
	<ul style="list-style-type: none"> • HDFS 6130** (Family Policy) • HDFS 6860** (Parent Education and Child Guidance (currently in the approval process to be Parenting and Child Guidance)) • HDFS 7010** Directed Study in HDFS • HDFS 5110 Research Methods in Human Development and Family Science • HDSF 3710 Midlife/Elder Years Survey • Physical Education 	
BSFCS/HDFS MS (thesis/non-thesis) PATHWAY YEAR 2		
Fall	Spring	Summer
<ul style="list-style-type: none"> • HDFS 3110 Professional Development/Community Activities • HDFS 3930 It's Complicated: 21st Century Intimate Relationships • HDFS 6880** Family Life Education Methodology or HDFS 6880S Family Life Education Methodology Service-Learning • HDFS 7010** Directed Study in HDFS • General Electives 	<ul style="list-style-type: none"> • HDFS Experiential Learning, 3-6 + • HDFS 4870 Human Sexuality Across the Life Span • HDFS Major Elective, 3 AND General Elective, 3 OR General Elective 3 ++ • HDFS 7010** Directed Study in HDFS 	
BSFCS/HDFS MS (thesis/non-thesis) PATHWAY YEAR 3		
Fall	Spring	Summer
<ul style="list-style-type: none"> • HDFS 7170 Applied Statistics in HDFS • HDFS 6100 Theories of Human Development • Graduate Elective • HDFS Graduate Elective 	<ul style="list-style-type: none"> • HDFS 6640 Issues in Family Relationships • HDFS 7300 Master's Thesis or • HDFS 7010 (non-thesis) Directed Study in Human Development and Family Science • Graduate Elective • Graduate Elective 	

Curriculum may need to be altered depending on student's background; electives may be chosen by student in consultation with Major Professor to ensure a well-rounded background in HDFS.

+Experiential Learning and Major Electives– HDFS Majors have 3 Options

Option 1: HDFS 5910 (6) - Major Electives: Choose eighteen (18) hours from Group A and Group B, including at least nine (9) hours from Group A courses.

Option 2: HDFS 5110 (3) AND HDFS 5950 (3) – Major Electives: Choose eighteen (18) hours from Group A and Group B, including at least nine (9) hours from Group A courses.

Option 3: HDFS Major Elective Service-Learning (3) – Major Electives: Choose twenty-one (21) hours from Group A and Group B, including at least twelve (12) hours from Group A.

++Option 3 requires an HDFS Major Elective (3) AND General Elective (3); Option 1 and 2 requires General Elective (3)

**Courses with two asterisks are graduate courses used to satisfy undergraduate and graduate degree program requirements, up to 12 credit hours: HDFS 6130 (3); HDFS 6860 (3); HDFS 6880 (3); HDFS 7010 (3). Total Graduate Hours: 36

PYSCH BS/HDFS MS (thesis/non-thesis) PATHWAY YEAR 1

Fall	Spring	Summer
	<ul style="list-style-type: none">• PSYC Advanced Lab Seminar• HDFS 7010** Directed Study in HDFS• PSYC Major Elective• Literature Requirement• HDFS 6000-7000** General Elective• HDFS 6000-7000** General Elective	<ul style="list-style-type: none">• HDFS 2100 Development within Family (if not previously taken)• HDFS 2200 Introduction to Life Span Development (if not previously taken)• HDFS 2950 Introduction to Child Development (if not previously taken)

PYSCH BS/HDFS MS (thesis/non-thesis) PATHWAY YEAR 2

Fall	Spring	Summer
<ul style="list-style-type: none">• HDFS 7010** Directed Study in HDFS• General Elective• General Elective• General Elective• HDFS 6000-7000** General Elective	<ul style="list-style-type: none">• HDFS 7010** Directed Study in HDFS• Multicultural Requirement• General Elective• General Elective• HDFS 6000-7000** General Elective	

PYSCH BS/HDFS MS (thesis/non-thesis) PATHWAY YEAR 3

Fall	Spring	Summer
<ul style="list-style-type: none">• HDFS 7170 Applied Statistics in HDFS• HDFS 6100 Theories of Human Development• Graduate Elective• Graduate Elective	<ul style="list-style-type: none">• HDFS 6640 Issues in Family Relationships• HDFS 7300 Master's Thesis or HDFS 7010**** (non-thesis) Directed Study in HDFS• HDFS 6800 Research Methods• Graduate Elective	

* Prerequisites for many HDFS courses.

HDFS 2100 or HDFS 2100H or HDFS 2100E Development within the Family
HDFS 2200 or HDFS 2200H Lifespan Development
HDFS 2950-2950L or HDFS 2950E Child Development

** Graduate-level courses (6000-7000 level) that will satisfy both graduate and undergraduate degree program requirements, as well as General Electives. Please see the list of recommendations.

*** Graduate electives. Please see the list of recommendations based on interest.

****7010 is variable credit (1-3) and repeatable. Students can split-up the course (as appropriate).

Additional General Elective Recommendations:

HDFS 4080/6080 (3)

HDFS 4130/6130 (Prerequisite: HDFS 2100, 2100H, or 2100E and (HDFS 2200, 2200H, 2200E, 2950, or 2950E) (3)

HDFS (FHCE) 4500/6500 (Prerequisite: HDFS 3710 or POD) (3)

HDFS 4620/6620 (Prerequisite: HDFS 2100, 2100H, 2100E) (3)

HDFS 4810/6810 (Prerequisite: HDFS 2100, 2100H, or 2100E and HDFS 2950 or HDFS 2950E) (3)

HDFS 4830/6830 or HDFS 4830S/6830S (Prerequisite: HDFS 2100, 2100H, or 2100E) and (HDFS 2200, 2200H, or 2200E) and (HDFS 2950-2950L or HDFS 2950E) and (HDFS 3700, 3700E, or 3700S) and HDFS 3710) (3)

HDFS 4850/6850 (3)

HDFS 4860/6860 (Prerequisite: HDFS 2100, 2100H, or 2100E and HDFS 2950 or 2950E) (3)

HDFS 4870/6870 or HDFS 4870E/6870E (3)

HDFS 4880/6880 or HDFS 4880S/6880S (Prerequisite: HDFS 2100, 2100H or 2100E) and (HDFS 2200, 2200H, 2200E, 2950-2950L or 2950E) and 3 hours of HDFS courses at the 3000-level or above) (3)

HDFS 4900/6900 or HDFS 4900S/6900S (1-3)

HDFS 4910/6910 (Prerequisite: HDFS 2200, 2200H, 2200E, 2950-2950L, or 2950E and HDFS 3900 or HDFS 3900E) (3)

HDFS 5100/7100 (Prerequisite: HDFS 2100, 2100H, or 2100E and HDFS 3920) or HDFS 5100W/7100W (3)

HDFS 5130/7130 or HDFS 5130S/7130S (Prerequisite: HDFS 2950 or 2950E) (3)

HDFS (ETAP) 5150/7150 or HDFS 5150S/7150S (3)

HDFS (FHCE) 5500/7500 (Prerequisite: HDFS 3710 or HDFS (FHCE) 4500/6500 or POD) (3)

Students will need to meet with Franklin Advisors to determine how to meet Experiential and Cultural Diversity Requirements through General Elective coursework.

Appendix B1: Department Preliminary Program of Study Form, MS Double Dawg - BSFCS/HDFS MS (thesis/non-thesis)

Student's Name: _____

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

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade
HDFS 6130 Family Policy (Spring only)	3			
HDFS 7010 Directed Study in Human Development and Family Science	1			
HDFS 6860 Parenting and Child Guidance	3			
HDFS 5110 Research Methods in Human Development and Family Science (Spring only)	3			

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

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade
7010 Directed Study in Human Development and Family Science	1/Fall 1/Spring			
HDFS 6880 Family Life Education Methodology or HDFS 6880S Family Life Education Methodology Service-Learning (Fall only)	3			

3. Pathway Year 3 (MS Year)

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade
HDFS 7300 Master's Thesis or HDFS 7010 (non-thesis) Directed Study in Human Development and Family Science	Variable			
HDFS 7170 Applied Statistics in HDFS	3			
HDFS 6100 Theories of Human Development	3			
HDFS 6640 Issues in Family Relationships	3			
HDFS Graduate Elective	3			
Graduate Elective	3			
Graduate Elective	3			
Graduate Elective	3			

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 B2: Department Preliminary Program of Study Form, MS Double Dawg - PSYCH BS/HDFS MS (thesis/non-thesis)

Student's Name: _____

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

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade
HDFS 7010 Directed Study in Human Development and Family Science	1			
HDFS 6000-7000 General Elective	3			
HDFS 6000-7000 General Elective	3			

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

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade
HDFS 7010 Directed Study in Human Development and Family Science	1/Fall 1/Spring			
HDFS 6000-7000 General Elective	3			
HDFS 6000-7000 General Elective	3			

3. Pathway Year 3 (MS Year)

Course Number and Title	Credits	Semester/ Year Scheduled	Date Completed	Grade
HDFS 7300 Master's Thesis or HDFS 7010 (non-thesis) Directed Study in Human Development and Family Science	Variable			
HDFS 7170 Applied Statistics in HDFS	3			
HDFS 6100 Theories of Human Development	3			
HDFS 6800 Research Methods (Spring Only)	3			
HDFS 6640 Issues in Family Relationships	3			
Graduate Elective	3			
Graduate Elective	3			
Graduate Elective	3			

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 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 as *chapters*, is the traditional format. The other format, referred as *manuscript style*, is the alternative format approved by the Graduate School. Both formats are similar for Double Dawg masters students and includes 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>.**

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/>.

At least two full weeks before the date of the defense of your thesis, you must notify the Graduate Program Assistant of the day, time, and place of the defense, [Announcement of Oral Defense of Thesis, Non-Thesis, or Clinical Project](#) (HDFS Department form), https://www.fcs.uga.edu/docs/Announcement_of_Oral_Defense_of_Thesis,_Non-Thesis,_or_Clinical_Project_1.pdf

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 to 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 will be 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), <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: Steps to Complete a Non-Thesis Project

A project is a rigorous, research-based effort to create an in-depth product that will have practical application in the Human Development and Family Science field and address an identified community need. The project can take the form of a comprehensive literature review and/or outreach publication or resource. Consult with your Major Professor and advisory committee to determine the best option that aligns with your career goals. The following are the basic steps to complete a project.

- 1. Consider collaborating with a community organization.** Collaborating organizations could be a hospital, school, county Extension program, or a community-based organization that serves children, youth, and/or families. Although not required, collaborating with an organization may provide helpful input in the relevance, design and application of your project.
- 2. Identify a Major Professor and Advisory Committee.** Discuss project ideas with your Major Professor or other faculty as early in your program of study as possible. When you have selected your Major Professor and Advisory Committee members, and they have agreed to serve, submit the [Advisory Committee](#) form in Grad Status.
- 3. Choose a specific topic.** Discuss the topic with your Major Professor and organization contact (if applicable) to ensure that it is appropriate for a project and that it meets the community's needs.
- 4. Review the research literature related to your topic.** This includes identifying a theoretical model that you will use to guide your work, as well as specific literature about the topic that is relevant to your work.
- 5. Write a project proposal.** Your Major Professor will guide you in this process. Your proposal should include (a) an Introduction that summarizes the focus and purpose of your project; (b) a Literature Review that describes the theory and empirical literature grounding your project; and (c) a Methods section that describes the proposed project, timeline, and review plan.
- 6. Hold a proposal meeting** with your committee to formally propose your project. Your proposal meeting should be scheduled with your Advisory Committee members as early as possible. Your committee should receive a copy of your proposal about two weeks in advance of the meeting. During the proposal, you will use slides to summarize your literature review and proposed project. Committee members will ask questions and make recommendations related to your proposal (Appendix E).
- 7. Conduct a readability analysis** to determine whether the reading level of your project is appropriate for the audience. Make edits if needed to achieve an appropriate reading level. Readability analyses can be conducted using Microsoft Word and/or online tools.
- 8. Collect reviews of the project** from your collaborating organization (if applicable) or other relevant stakeholders, based on the review plan you included in your proposal. Review the comments and make revisions as needed to address reviewers' issues.
- 9. Complete a final project report.** This should be an expanded version of your proposal, including literature review, a description of the project, a summary of reviews you received, and modifications made to address the reviews, a description of how the completed project will be shared with the collaborating organization and/or targeted audience.
- 10. Schedule a final defense of your project** with your committee members. Complete the [Request for the Announcement of Master's Thesis, Non-Thesis and Clinical Project Oral Defense](#) form and return it to the department contact so your defense can be announced at least 2 weeks in advance. Your committee should receive a copy of your paper and completed project about two weeks in advance of the meeting.
- 11. Hold your final defense.** Submit [Graduate School M.S. Thesis and Final Oral Examination Approval Form](#) on day of your defense. Your committee will sign that form electronically in Grad Status upon successful completion of your defense.

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 E Approval of Thesis/Non-Thesis Proposal

Department of Human Development and Family Science University of Georgia

Student Name: _____ ID#: _____

_____ Research Thesis _____ Non-Thesis Project

Thesis/Non-Thesis Title: _____

Proposal Meeting Date: _____

Advisory Committee Approval

The proposed thesis/non-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 F: 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](https://www.fcs.uga.edu/docs/Announcement_of_Oral_Defense_of_Thesis_Non-Thesis_or_Clinical_Project_1.pdf)

https://www.fcs.uga.edu/docs/Announcement_of_Oral_Defense_of_Thesis_Non-Thesis_or_Clinical_Project_1.pdf

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 or Project:

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 May 2021

Appendix G: Non-Thesis Project and Presentation Form

[MS Double Dawg Non-Thesis Project and Presentation Form](https://www.fcs.uga.edu/docs/MS_Double_Dawg_Non-thesis_Project_and_Presentation_Form.pdf)

https://www.fcs.uga.edu/docs/MS_Double_Dawg_Non-thesis_Project_and_Presentation_Form.pdf

HDFS Departmental M.S. Non-Thesis Project Presentation and Exam Form

Student Name: _____

ID # (810): _____

Exam Date: _____

Results of Project: The Master’s Advisory Committee reports the following action on the above project. At least two of the three members must approve the project before the final exam may be held.

Master’s Advisory Committee (type name and sign)	Approved	Approved with Suggested Changes	Disapprove	Date

Results of examination: The Master’s Advisory Committee reports the following of the above student’s final examination. At least two of three members must vote pass.

Master’s Advisory Committee (type name and sign)	Pass	Pass with Suggested Changes	Fail	Date

Graduate Coordinator (Name and Signature):	Date

Final Approval:
(To be completed only when the advisory Committee members have approved suggested changes in either or both parts).

Major Professor (Name and Signature):	Date

Revised December 2012

Appendix H: 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.

Questions	Response Options
Name	First Name, Last Name
I am a student in the following program:	MS MS/CL BS/PhD PhD PhD/MFT DD
I entered my program in:	Year
My initial advisor or Major Professor is:	First Name, Last Name
My Committee members are:	Member 1, Member2, Member 3, Member 4
My expected graduation date is:	Year
Awards received in the past 12 months are:	
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 Three or more
Of these papers submitted to a peer-reviewed journal in the current year, how many were first-authored?	None One Two 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)
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 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 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 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.	

Appendix I: Graduate Study Forms

1. [Advisory Committee](https://gradstatus.uga.edu/Forms/G130) for Master of Arts and Master of Science Candidates (Graduate School form)
<https://gradstatus.uga.edu/Forms/G130>
2. [Program of Study form](https://gradstatus.uga.edu/Forms/G138) (G138) (Graduate School form)
<https://gradstatus.uga.edu/Forms/G138>
3. [Change of Degree Objective](https://gradstatus.uga.edu/Forms/G136) (G136) (Graduate School form)
<https://gradstatus.uga.edu/Forms/G136>
4. [Announcement of Oral Defense of Thesis, Non-Thesis, or Clinical Project](https://www.fcs.uga.edu/docs/Announcement_of_Oral_Defense_of_Thesis,_Non-Thesis,_or_Clinical_Project_1.pdf) (HDFS Department form)
https://www.fcs.uga.edu/docs/Announcement_of_Oral_Defense_of_Thesis,_Non-Thesis,_or_Clinical_Project_1.pdf
5. Apply for Graduation ([Athena](https://sis-ssb-prod.uga.edu/PROD/twbkwbis.P_GenMenu?name=homepage))
https://sis-ssb-prod.uga.edu/PROD/twbkwbis.P_GenMenu?name=homepage
6. [Graduate School M.S. Thesis and Final Oral Examination Approval Form](http://grad.uga.edu/wp-content/uploads/2014/11/body_apprform.pdf)
http://grad.uga.edu/wp-content/uploads/2014/11/body_apprform.pdf
7. [MS Double Dawg Non-Thesis Project and Presentation Form](https://www.fcs.uga.edu/docs/MS_Double_Dawg_Non-thesis_Project_and_Presentation_Form.pdf) (HDFS Department form)
https://www.fcs.uga.edu/docs/MS_Double_Dawg_Non-thesis_Project_and_Presentation_Form.pdf
8. [HDFS 7010 Directed Study Agreement](http://www.fcs.uga.edu/hdfs/hdfs-7010-agreement): Special Problems in Human Development and Family Science (to be completed for project course credit)
<http://www.fcs.uga.edu/hdfs/hdfs-7010-agreement>