

FYCS

FAMILY, YOUTH AND COMMUNITY SCIENCES

creating positive changes in our changing world

Master's Program Handbook

2017-2018

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Master's Degree Program Overview

This brief handbook specifies the Department of Family, Youth and Community Science's internal requirements, standards, and procedures for obtaining a master's degree. It is designed to help the graduate student avoid misunderstandings and unnecessary delays. However, it does not address all or replace the rules, regulations, and instructions contained in the UF Graduate School online catalog: <http://graduateschool.ufl.edu/academics/graduate-catalog>.

The FYCS graduate program is an interdisciplinary, applied, social science program that prepares students to pursue either advanced social science degrees (including the department's Ph.D. in Youth Development and Family Sciences) or careers in such areas as youth and family services, extension and community-based education, community development and nonprofit management, program planning and evaluation, or social policy.

Degree Options

By the end of your first semester of study, you should select one of the two degree options: the thesis option or the non-thesis project option. Both the thesis and non-thesis option are available to our *on-campus students*. For our *online students*, only the non-thesis option is available. Please consult your supervisory committee for guidance.



Thesis Option

The Thesis Option prepares students to conduct independent research on issues related to families, youth, and communities. Students develop expertise in a subject matter area directly relevant to the issue or need they want to address with the thesis research. If you plan to obtain a doctoral degree in a related social science field (e.g., Ph.D., Ed.D., etc.), or pursue a career in applied research or program evaluation, you will want to select the thesis option.

	Course Number	Course Title	Hours
Core Courses (16-19 credits)	FYC 6800	Scientific Reasoning and Research Design	3
	Select one:		
	FYC 6230 FYC 6234 FYC 6330	Theories of Family Development, Systems and Change Theoretical Approaches to Youth Development Theories of Community Development	3
	FYC 6802	Advanced Research Methods	3
	FYC 6933	Seminar in FYCS	1
	STA 6126	Statistical Methods in Social Research I OR another statistics course approved by committee	3
	FYC 6971	Thesis Research	3-6
	Electives (11-14 credits)	FYC	A minimum of six credits
Other		Can be FYC or other graduate level courses	5-8
Total		Required Credits	30



Non-Thesis Option

The Non-Thesis Project Option provides students with a broad base of knowledge and skills in the discipline. Projects vary in nature and may include directed research, program planning and evaluation, or other empirically-based projects. If you plan to pursue an applied career and *do not* plan to obtain a doctoral degree and/or pursue a career in research or evaluation, you may select the non-thesis project option.

	Course Number	Course Title	Hours
Core Courses (13-16 credits)	FYC 6800	Scientific Reasoning and Research Design	3
	Select one:		
	FYC 6230	Theories of Family Development, Systems and Change	3
	FYC 6234	Theoretical Approaches to Youth Development	
	FYC 6330	Theories of Community Development	
	FYC 6620	Program Planning and Evaluation	3
	FYC 6933	Seminar in FYCS	1
FYC 6912	Non-Thesis Project	3-6	
Electives (14-17 credits)	FYC	A minimum of six credits	6
	Other	Can be FYC or other graduate level courses	8-11
Total		Required Credits	30

The Concentrations

Selecting a concentration is not required; however, two concentrations are available for both thesis and non-thesis students.

- The concentration in **Nonprofit Organizational Development** provides an in-depth understanding for developing and sustaining an efficient and effective nonprofit organization which includes competencies in governance, strategic planning, fundraising, risk management, and financial planning. Please see Appendix I for more information.
- The concentration in **Family and Youth Development** prepares students to work with youth and families through community-based programs. The concentration combines the study of theories of family and youth development with courses that help students develop the skills needed to offer programs and give leadership to public and private sector organizations serving youth and families. See Appendix II for more information.

The Supervisory Committee

Your Supervisory Committee performs several functions. They must approve your plan of study (major, minor, concentration, or elective courses); approve your thesis or non-thesis project; conduct the written final examination (non-thesis project only); and conduct the final examination of the thesis or non-thesis project for all students. Selecting the chair and other committee members early is important. Delaying these decisions can affect your progress in the program.

Your Committee Chair

The best way to identify the right person to be chair of your supervisory committee is to meet and interact with faculty members to learn about their interests and areas of expertise and how they relate to your own professional goals.



Your Committee

You must select the members of your supervisory committee by the end of the first semester in the program.

Thesis Students:

The committee is composed of three members: one committee chair, one internal member from FYCS, and one member from outside the department (external member). If you are completing a minor, the external member must represent the minor. If you are not completing a minor, the external member should be someone whose expertise will help you successfully complete your degree. In many cases, students elect an outside member to reflect a secondary area of interest. You must notify Gregg Henderschiedt of your committee selections.

Non-Thesis Students:

For non-thesis project students, the committee is composed of two faculty members from within the FYCS department, one committee chair and one internal member. You must notify Gregg Henderschiedt or Nicole Sloan of your committee selections.

Changing Committee Members

You can change the composition of your supervisory committee at any time prior to your final semester. This date varies with the academic calendar and you need to check the Graduate School's list of critical dates for the semester in which you plan to graduate. If you decide to change one or more committee members, you will need to inform Gregg Henderschiedt for the on-campus program or Nicole Sloan for the online program of the changes in writing (email or hard copy).



Plan of Study

The plan of study lists the courses that you will take to not only meet the degree requirements for the department, but to meet your academic and career goals. The student and the committee chair should meet to complete a preliminary plan of study during the first semester. This preliminary plan must be submitted to Gregg Henderschiedt for the on-campus program or Nicole Sloan for the online program. The plan of study should be reviewed by the supervisory committee on an ongoing basis to ensure the approval of all members.

As soon as you have established your supervisory committee, convene a meeting of the committee to discuss your plan of study and make any changes necessary. You are responsible for finding a suitable date, time, and meeting place for this and all other committee meetings. Online students have the option of using standard, commonly available electronic technology for their meetings. Your supervisory committee and the graduate coordinator must approve the plan of study.

Many departments offer minors, most requiring a minimum of 6-9 hours of study for master's level students. If you do decide to complete a minor in another discipline, your supervisory committee must include a representative of the department offering the minor.



The Thesis

The Master's Thesis should be of publishable quality, demonstrating the student's ability to perform original empirical research. The supervisory committee makes three decisions. The first is to approve your proposal for your thesis research. The second is to decide if the content of your thesis is of sufficient quality and effort to meet the academic standards of scholarship for the M.S. degree. The third is to conduct your final oral examination (commonly called the Thesis Defense). This examination focuses on your knowledge about the topical area and the thesis research process.

The Proposal

You should work closely with your chair and supervisory committee as you develop the research proposal. Generally, the research proposal includes a statement of purpose, a review of literature, and a description of your research design and method. You cannot enroll in Thesis Research (FYC 6971) until you have an approved thesis proposal with appropriate documentation on file in the Academic Advising Office. You should present the proposal to a meeting of the full supervisory committee. Once approved by all committee members, complete the Thesis Proposal Approval form, available in the Academic Advising Office, and return the signed form to the office. If your research involves human subjects, you will need to complete an IRB protocol for approval by a University-wide committee. This process is designed to ensure the safety and privacy of all people who take part in any kind of study. You cannot begin to collect data without official IRB approval.

Thesis Writing

Once you have collected your data, you will begin writing the final two sections of your thesis (Results and Discussion). You should consult closely with your chair to determine the appropriate procedure for obtaining feedback on draft versions of the thesis.



The Thesis is submitted electronically through the Editorial Document Management (EDM) System. Consult the EDM system and follow all instructions for submission of the thesis (http://gradschool.ufl.edu/edmportal/gatorlink/EDM_portal.html)

The Final Examination (Thesis Defense)

You should defend your thesis early in the final semester of study. The date of the defense is driven primarily by the due date for submitting a copy of the thesis to the Editorial Board of the Graduate School. This date is usually about one month prior to the end of the semester. Given that the committee may require extensive changes and that the Editorial Board may also require changes and has to review the revised electronic version, it is unwise to postpone the defense of the thesis past the middle of the last semester of study. It is also established procedure that you submit a copy of your thesis to your supervisory committee to review at least two weeks prior to your defense date. The version presented to the committee should be the final version.

The thesis defense is open to all faculty members and graduate students in the Department of Family, Youth and Community Sciences. At least one week prior to your presentation, you must inform Gregg Henderschiedt for the on-campus program or Nicole Sloan for the online program, so forms can be generated and an email announcement sent to faculty and graduate students. You must appoint a student observer from the Department to be present at your defense. We ask that you do this to help ensure that you are treated in a completely fair and unbiased fashion during the defense. The individual you appoint is an observer and does not participate actively in the process. When you are asked to leave the room for committee deliberation, the observer should leave as well.

There are two forms that your supervisory committee members must sign at the final examination: the Final Examination Form and the EDT Signature Page. The coordinator of academic programs will provide you with the necessary forms. You are responsible for returning signed forms to said coordinator, who will submit electronic verification that you have passed the final examination.



The Non-Thesis Project

The non-thesis project must be completed in several steps, and generally takes about **two to three semesters**. Work closely with your supervisory committee to develop a work plan for your project to ensure that you complete your project on time.

The non-thesis project may take many forms. The final project should be a scholarly piece of work that provides you with an opportunity to apply what you have learned during your program of study. For example, you might:

1. Develop empirically-based training materials for use by Extension or other professional organizations (including program evaluation procedures);
2. Assist a community-based organization with development and evaluation of programs or administrative procedures; or
3. Assist a faculty member with a comprehensive literature review and data collection or analysis as supervised research.

Consult your committee chair for additional guidance on appropriate non-thesis project topics. *Please note that the development of Extension fact sheets alone (i.e., EDIS publications) **does not** constitute a non-thesis project. In addition, a professional practicum will **not** satisfy the requirements.*

Step 1: The Project Proposal

Begin the development of your non-thesis project proposal sometime in your first year of graduate school. Follow the instructions on the Non-Thesis Project Proposal form on the FYCS website. Work with your supervisory committee to develop your proposal and your plan of action. When complete, your committee chair will request a joint meeting with you and your committee to approve your project proposal. The committee's approval is needed before you begin your project.



Complete the Non-Thesis Proposal Approval form, available on the FYCS website, and return the signed form along with the Non-Thesis Project Proposal to Gregg Henderschiedt for the on-campus program or Nicole Sloan for the online program

If your project involves research that affects human subjects, you will need to complete an IRB protocol for approval by a University-wide committee. This process is designed to ensure the safety and privacy of all people who take part in any kind of research, including non-thesis projects. The committee usually meets once a month so you need check the committee meeting dates and make sure that you submit the form in a timely fashion. Your committee will instruct you on how to complete this process.

You cannot enroll in Non-Thesis Project (FYC 6912) until you have a signed Non-Thesis Project Proposal Form on file with the FYCS coordinator of academic programs.

Step 2: The Written Exam

The written examination must be completed prior to the defense of your non-thesis project. The subject matter of the examination will be restricted to the material that you have covered in your coursework during your master's program. The objective is to assess your knowledge of the theoretical foundations of the discipline, your familiarity with the scholarly literature in your area of interest, and your ability to synthesize what you have learned in your courses. The members of your supervisory committee provide the questions for the written examination. The format of the written examination is open and is decided by your supervisory committee.

1. It may be an open or closed book examination.
2. The members may give you some choice about which of several questions to answer.
3. You may receive the entire examination at once, or it may be given to you in parts. Your supervisory chair may request a separate oral examination to further evaluate your knowledge of the subject matter.
4. Your committee chair will inform you about your success with the examination (written and/or oral) within two weeks of completion.



5. Once you have passed the exam, the Final Written Exam Confirmation Form must be signed by the student and all committee members and submitted to Gregg Henderschiedt for the on-campus program or Nicole Sloan for the online program.

Failure of the Written Exam

A failed written final exam can be repeated. However, the student must submit a special petition to the FYCS Graduate Coordinator if a third exam is attempted. A student must pass the exam on the third attempt in order to remain in the program.

Step 3: The Non-Thesis Project

Submit your completed project to your supervisory committee for review at least two weeks before the oral defense. This will allow time for your committee to review your project and recommend edits and changes. It is expected that you will work closely with your supervisory committee chair as you develop your project paper so that the project has been thoroughly reviewed prior to submission to your committee.

Oral Presentation/Defense

The oral presentation of your project to your committee, which is open to the UF community, is required. The presentation may occur in person (if you live close to the University), or through Skype or another electronic platform. At least one week prior to your presentation, you must inform Gregg Henderschiedt for the on-campus program or Nicole Sloan for the online program so forms can be generated and an email announcement can be sent to faculty and graduate students. Following your presentation, the committee members will ask questions about your project and probe your knowledge of the subject matter covered by the project.

Step 4: The Final Step

Once you have received final approval for your project from your supervisory committee, you must submit a *signed* Final Examination Form to either Gregg Henderschiedt for the on-campus program or Nicole Sloan for the online program. You cannot print this form and should have



received a copy in step three. You are responsible for returning signed forms to said coordinator, who will submit electronic verification that you have passed the final examination.

Note: Steps 2-4 for the non-thesis project must be completed no more than six months before the degree is awarded.

Other Policies

Unsatisfactory Progress or Unsatisfactory Scholarship

The Department of Family, Youth and Community Sciences will abide by the following policy of the University of Florida Graduate School:

“Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School. Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Graduate students need an overall GPA of 3.00 truncated and a 3.00 truncated GPA in their major (and in the minor, if a minor is declared) at graduation. Students with less than a 3.00 GPA may not hold an assistantship or fellowship.”

In addition, the Department interprets the policy as follows:

- Students who drop below a 3.0 GPA (B average) in a semester are not eligible for an assistantship or fellowship the following semester.
- Students who drop below a 3.0 GPA (B average) in a semester will have one additional semester to bring their overall GPA back above 3.0.

If a student is judged to be unsatisfactory based on semester ratings of progress, they may not be allowed to continue in the program.



In addition, students who receive unsatisfactory assessments related to their graduate assistant and teaching assistant duties may be relieved of their duties and may lose their funding.

Grievance Policy and Conflict Resolution

The Department of Family Youth and Community Sciences is committed to fostering a fair and productive environment. A grievance is defined as

“dissatisfaction occurring when a student believes that any decision, act or condition affecting him or her is illegal, unjust, or creates unnecessary hardship. Such grievances may concern, but are not limited to, the following: academic problems (excluding grades, except when there is an allegation of illegal discrimination or when a grade penalty has been imposed without proper authority), mistreatment by any University employee, wrongful assessment of fees, records and registration errors, student employment, and violation of University of Florida regulation Rule 6C1-1006, F.A.C.” (UF Regulation No. 4.012(a)).

In the event of a grievance, you are encouraged to first resolve the issue with all the parties involved. The informal discussion should be held as soon as possible following the act or condition that is the basis for the grievance. If the student is unsatisfied with the resolution, she or he may file a written grievance with the FYCS graduate coordinator, including all supporting documentation. The graduate coordinator will respond to the grievance in a timely fashion. If the graduate coordinator does not resolve the issue to the student's satisfaction, the student may proceed with the grievance procedure outlined in the Graduate Student Handbook (<http://graduateschool.ufl.edu/media/graduate-school/pdf-files/handbook.pdf>).

Internships

Students may, with their supervisory committee's permission, participate in an internship experience for graduate credit. Students interested in pursuing an internship should identify a site and work with their committee to formulate concrete learning objectives for the experience. The coordinator of academic programs can create a variable credit section (from 1-3 credits per



semester) of FYC 6934 Professional Internship/Practicum in Family, Youth, and Community Sciences, for academic credit. A student should work 80 hours for each credit hour of FYC 6934. No more than three credits of FYC 6934 can be applied to a graduate degree.

Graduation Day!

Before you graduate, there are a few other steps that you will need to complete. Consult the Graduate School site for current students to find out about these steps.

<http://graduateschool.ufl.edu/graduate-life/graduation/>



Appendix I: Concentration in Nonprofit Organizational Development

The nonprofit organizational development concentration prepares students to lead tax-exempt nonprofit organizations and community-based groups that serve the public good. The concentration introduces students to evidence-based nonprofit management and leadership practices as well as current trends in the sector. Through applied projects, students develop the proven managerial competencies and leadership skills necessary to be an effective nonprofit sector professional.

Courses

Concentration courses emphasize a continuum of learning starting with the fundamentals of nonprofit management and, then, build on core competencies including program planning and evaluation, fundraising, risk management, and human resource management. The skills developed in this concentration are applicable to all nonprofit organizations regardless of their mission. The required courses are:

- FYC 6421, Nonprofit Organizations (3 credits);
- FYC 6932, Nonprofit Human Resource Management (3 credits);
- FYC 6424, Fund Raising for Community Nonprofit Organizations (3 credits);
- FYC 6425, Risk Management in Nonprofit Organizations (3 credits); and
- FYC 6620 Program Planning and Evaluation for Human Services Delivery (3 credits).



Appendix II: Concentration in Family and Youth Development

The family and youth development concentration will prepare students to work with youth and families through community-based programs. The concentration combines the study of theories of family and youth development with courses that help students develop the skills needed to offer programs and give leadership to public and private sector organizations serving youth and families. The concentration provides students with an in-depth understanding of youth development, as well as family interaction and functioning across the lifespan, and knowledge and skills needed to work with youth and families in community-based programs.

Courses

Concentration courses emphasize an understanding of basic issues; the development of applied skills in prevention, intervention, research and evaluation; and the formation of policies leading to the promotion of positive development, well-being, and resilience.

Required:

- FYC 6230, Theories of Family Development, Systems and Change (3 credits)
- FYC 6234, Theoretical Approaches to Youth Development (3 credits)
- FYC 6620, Program Planning & Evaluation (3 credits)

Electives (select two):

- FYC 6207, Adolescent Problematic Behavior (3 credits)
- FYC 6223, Promoting Positive Youth Development (3 credits): on-campus only
- FYC 6932, Youth and Family Relationships (3 credits)



Appendix III: Graduate Certificate in Nonprofit Leadership

The Department of Family, Youth and Community Sciences offers a graduate-level Certificate in Nonprofit Leadership designed for professionals who would like to go from working for a nonprofit to leading a nonprofit.

In order to complete the nonprofit leadership certificate program, students must complete four courses for a total of 12 credit hours. Each course is specifically designed to help students develop their skills in nonprofit management and become effective leaders in the public sector.

The required courses are:

- FYC 6421, Leadership for Nonprofit Organizations (3 credits);
- FYC 6932, Nonprofit Human Resource Management (3 credits);
- FYC 6424, Fundraising for Community Nonprofit Organizations (3 credits); and
- FYC 6425, Risk Management for Nonprofit Organizations (3 credits).



Appendix IV: Graduate Minors in FYCS

Minor in Family, Youth and Community Sciences

The Minor in Family, Youth and Community Sciences can be completed by students in any degree-accruing graduate program (professional, masters, doctoral) at the University of Florida, **EXCEPT** students enrolled in the MS program in FYCS. The minor is available to both traditional classroom and online students.

The Minor in Family, Youth and Community Sciences provides students with knowledge about the theories and body of research that explain how families, youth, and communities develop and interact. The program consists of 9 hours of study for master's students and 12 for doctoral students. All students must complete one of three foundation courses, Theories of Youth & Family Development (FYC 6230), Theories of Community Development (FYC 6330), or Theoretical Approaches to Youth Programming (FYC 6234). Master's students will select two additional departmental electives to complete the minor, and doctoral students will select three additional courses—all additional courses are to be approved by the minor representative on the supervisory committee.

The Graduate School at the University of Florida requires that a representative from the program offering the minor serve on the student's graduate supervisory committee. The minor will **not** be recognized by the Graduate School if you do not have a minor representative on your supervisory committee. Contact the FYCS coordinator of academic programs to declare the minor and to discuss the FYCS graduate faculty member you want to serve on your committee.



Minor in Organizational Leadership for Nonprofits

The minor in Organizational Leadership for Nonprofits can be completed by students in any degree-accruing graduate program (professional, masters, doctoral) at the University of Florida, **EXCEPT** students enrolled in the MS program in FYCS. The minor is available to both traditional classroom and online students.

The Minor in Organizational Leadership for Nonprofits provides students with an understanding of how to develop not-for-profit organizations to address problems facing families, youth and communities. The minor consists of 6 hours of study for master's students and 12 credit hours for doctoral students. All students must complete two courses, Nonprofit Organizations (FYC 6421) and Fundraising for Nonprofits (FYC 6424). Additional courses needed to complete the minor are approved by the minor representative.

The Graduate School at the University of Florida requires that a representative from program offering the minor serve on the student's graduate supervisory committee. The minor will **not** be recognized by the Graduate School if you do not have a minor representative on your supervisory committee. Contact the FYCS coordinator of academic programs to declare the minor and to discuss the FYCS graduate faculty member you want to serve on your committee.

