

# FYCS

FAMILY, YOUTH AND COMMUNITY SCIENCES

creating positive changes in our changing world

## Doctoral Program Handbook

2017-2018

## Contents

|   |    |
|---|----|
| Doctoral Program Overview .....                             | 3  |
| Degree Requirements .....                                   | 4  |
| Graduate Transfer Credits .....                             | 5  |
| Guidelines for Review of Graduate Transfer Credits .....    | 5  |
| Transfer Credit Appeals Process .....                       | 6  |
| Supervisory Committee .....                                 | 7  |
| Plan of Study .....   | 8  |
| Minor/Secondary Specialization .....                        | 8  |
| Ph.D. Qualifying Examination .....                          | 9  |
| Exam Structure and Content .....                            | 9  |
| Assessment of Exam .....                                    | 10 |
| Admission to Candidacy .....                                | 10 |
| The Dissertation .....                                      | 11 |
| Dissertation Proposal Defense .....                         | 11 |
| Electronic Submission of the Dissertation .....             | 12 |
| The Individual Development Plan .....                       | 13 |
| Other Policies .....  | 14 |
| Unsatisfactory Progress or Unsatisfactory Scholarship ..... | 14 |
| Grievance Policy and Conflict Resolution .....              | 14 |
| Graduation Day! .....                                       | 15 |
| Appendix I: Sample Research and Statistics Courses .....    | 16 |
| Appendix II: FYCS Minors .....                              | 17 |
| Minor in Family, Youth and Community Sciences .....         | 17 |
| Minor in Organizational Leadership for Nonprofits .....     | 18 |



## Doctoral Program Overview

This brief handbook specifies the Department of Family, Youth and Community Science's internal requirements, standards, and procedures for obtaining a doctoral degree in Youth Development and Family Sciences. When helpful, it also reviews the general requirements of the Graduate School and the College of Agricultural and Life Sciences. It is designed to help the doctoral student avoid misunderstandings and unnecessary delays. However, it does not address or replace all the rules, regulations, and instructions contained in the UF Graduate School online catalog: <http://graduateschool.ufl.edu/academics/graduate-catalog> or the UF Graduate Student Handbook: <http://graduateschool.ufl.edu/media/graduate-school/pdf-files/handbook.pdf>.

The Ph.D. in Youth Development and Family Sciences is a research degree designed to train future faculty members and researchers to conduct high-impact research and instruction that addresses problems, issues and needs that emerge from the interactions among youth, their families, and the communities in which they live. Research in this field answers questions related to how human growth and development, interpersonal and family processes and systems, and community contexts influence behavioral, psychosocial, and socio-emotional well-being of children, adolescents, and emerging adults. The program in Youth Development and Family Sciences is designed to further our understanding of these dynamics and will examine intervention and prevention activities designed to improve well-being and resilience via rigorous quantitative and mixed research methods and design.

Graduates of this program will earn the Ph.D. in Youth Development and Family Sciences and will be prepared to successfully compete for tenure-track faculty positions in institutions of higher education. Other employment avenues open to graduates include federal and state agencies and nonprofit and nongovernmental organizations.

Ph.D. students will typically become involved in and obtain a variety of experiences across teaching, extension and research (in addition to the dissertation) related to his/her specialization. The student's supervisory committee will work with the student to determine the most applicable set of experiences to optimize the success of each student.



## Degree Requirements

The Ph.D. will require a minimum of 90 post-baccalaureate credit hours. All course work must be completed within five calendar years after the qualifying examination, or the examination must be repeated. Up to 30 credits may be transferred from an M.S. or other master's program from a regionally accredited institution or equivalent. The remaining course work will include core coursework (15 credits); quantitative and qualitative method and statistics (18 credits); electives (42 credits); and dissertation research (15 credits). A minimum GPA of 3.0 is required by the major, the minor (if chosen), and to graduate.

Beyond the transfer credits applied to the doctoral program, students must complete 30 credits while enrolled at the University of Florida campus or an approved branch station of the University of Florida Agricultural Experiment Stations or the Graduate Engineering and Research Center.

| <b>Required Core Courses</b> |  | <b>15 credit hours</b> |
|------------------------------|--|------------------------|
| FYC 6234                     | Theoretical Approaches to Youth Development        | 3                      |
| FYC 6235                     | Prevention Science in YDFS                         | 3                      |
| FYC 6932                     | Current Topics in YDFS                             | 3                      |
| FYC 6932                     | Professional Development in YDFS                   | 3                      |
| Select one:                  |  |                        |
| FYC 6230                     | Theories of Family Development, Systems and Change | 3                      |
| FYC 6330                     | Theories of Community Development                  | 3                      |

| <b>Research and Statistics</b> |  | <b>18 credit hours</b> |
|--------------------------------|--|------------------------|
| Required                       |  |                        |
| FYC 6800                       | Scientific Reasoning and Research Design | 3                      |
| FYC 6802                       | Advanced Research Methods for FYCS       | 3                      |

**Choose twelve additional credits of research and statistics credits, which must be approved by your supervisory committee.** Please refer to Appendix I for sample courses and refer to this list of statistics courses offered at UF: [https://ufstatscourses.shinyapps.io/shiny\\_tutorial/](https://ufstatscourses.shinyapps.io/shiny_tutorial/).

| <b>Electives</b>  |  | <b>42 credit hours</b> |
|---|--|------------------------|
| All graduate transfer credits (up to 30) that are <i>not</i> used to satisfy program requirements will be transferred as elective credits. Additional elective courses will be drawn both from within the department as well as existing UF areas of expertise in relevant social sciences, including social and behavioral sciences, psychology, sociology, and education. |  |                        |

**Dissertation Research****15 credit hours**

|          |                                    |          |
|----------|------------------------------------|----------|
| FYC 7979 | Advanced Research                  | Variable |
| FYC 7980 | Research for Doctoral Dissertation | Variable |

**Graduate Transfer Credits**

Upon enrollment in the FYCS doctoral program, the department will request graduate transfer credits on behalf of students entering the program with prior graduate credits. This request will be based on a departmental course-by-course review of each student's graduate transcript. The review consists of two distinct elements: (1) Determination of the total number of graduate credits to apply to the FYCS doctoral program; and (2) Determination of which courses will fulfill course requirements for the doctoral program.

This review will be conducted by the graduate coordinator working in partnership with each temporary advisor assigned to incoming doctoral students. The graduate coordinator and temporary advisor will agree to the proposed plan of transfer credits and will then share this with incoming students.

**Guidelines for Review of Graduate Transfer Credits**

The guiding principle of the review of transfer credits is to ensure that all students are prepared as well as possible and that they complete the doctoral program with the coursework and experiences that will optimize their chances of success in their future employment. The guidelines for review are as follows:

- Up to 30 graduate course credits may be transferred to the doctoral program. The number of credits is not automatic; rather, it is based on the review of the student's transcript.
- All transfer credits must be for graded courses – no S/U courses will be accepted. Because research credits at UF are S/U, these courses will not be accepted for transfer. Research credits from other universities will not be accepted, regardless of whether they are graded courses or not.
- Only courses in which the student has earned a B or higher will be transferred.

- The Graduate School requires that all courses used for transfer credits must be directly relevant to the degree program.
- Independent study, directed reading, and other similar courses will not be accepted unless the student submits an appeal, which includes the submission of the course syllabus demonstrating the appropriate rigor and relevance of the course.
- The department has the discretion to accept 5000-level courses (and their equivalent from other universities). In these cases, the courses also need to have appropriate rigor and it is especially important that these courses are directly relevant to the FYCS doctoral program.
- Research methods and design courses, including FYC 6800 and FYC 6802, as well as their equivalent from other departments and universities will be reviewed and can be used to substitute for the doctoral requirement of fulfilling FYC 6800 and FYC 6802, as appropriate. The maximum number of credit hours to be applied to the research and statistics requirement is 6 credits.
- All other research methods and statistics courses may **not** be used to satisfy the research and statistics requirements. At least 12 credits of research and statistics must be completed during the student's doctoral coursework in FYCS.
- For other doctoral requirements, students who have already taken these courses (theories, prevention science, etc.) or who have taken the equivalent in other departments or universities, will have these courses counted toward these requirements.
- If a student receives graduate transfer credits for any course, they may not re-take any of these courses for credit during their doctoral coursework.

### Transfer Credit Appeals Process

Students may elect to submit a petition of appeal if they are not satisfied with the plan submitted to them. All student appeals will be submitted to Gregg Henderschiedt, who will share them with the graduate committee for resolution based on a majority vote of that committee. Students must submit a rationale for their appeal, along with any supporting documents (such as course syllabus and completed course assignments) that will help the graduate committee determine the merits of the course in question. The deadline for appeals is October 1<sup>st</sup> of your first semester.



## Supervisory Committee

The supervisory committee should be appointed as soon as possible, and no later than the end of the second semester of study. The supervisory committee must be comprised of at least four faculty members with at least two faculty members from the Family, Youth and Community Sciences Department (the chair and a co-chair/member). All members must have Graduate Faculty status. If the student would like to add a faculty member who does not have Graduate Faculty status, the faculty member may be added as a “special committee member.” If a minor is designated, the committee must include a Graduate Faculty member from the minor department. Any changes in the supervisory committee must be approved by the FYCS Graduate Program Coordinator.

The general duties of all supervisory committees include informing the student of all regulations governing the degree sought, checking the qualifications of the student, and planning and approving a plan of study. No changes in a supervisory committee may be made during a student's graduating term. Any change must be completed prior to the final examination and before the midpoint deadline of the term. Open and frequent communication between the student and the chair of the supervisory committee is a very important part of the graduate experience. Although it is the duty of the supervisory committee to inform the student of all regulations governing the degree sought, this does not absolve the student from the responsibility of being informed concerning these regulations.

The supervisory committee for a doctoral program must approve the dissertation topic and the plans for carrying out the research. The committee must meet when the dissertation is at least 50 percent completed (usually after the first three chapters of the dissertation are written) to review procedures, progress, and expected results and to make suggestions for the completion of the study.



## Plan of Study

The student and the temporary advisor or committee chair should meet to complete the plan of study during the first semester of study. A preliminary plan of study must be submitted to Gregg Henderschiedt by the end of the first semester. The plan of study should be reviewed by the supervisory committee on an ongoing basis to ensure the approval of all members.

This form, which is available on the FYCS website, lists all courses and research credits planned for the graduate student's program. A student may take courses not listed on the plan of study only with approval from the supervisory committee. Changes in the plan of study require the approval of all committee members and the plan of study should be reviewed on an ongoing basis.

## Minor/Secondary Specialization

With approval from the supervisory committee, the student may obtain one or more minor fields of study. Minor work may be completed in any field, other than Family, Youth and Community Sciences, approved for doctoral degree programs listed in the graduate catalog. The cumulative grade for courses included in a minor must be B (3.00) or higher. If one minor is chosen, the supervisory committee member representing the minor suggests 12-24 credits of courses numbered 5000 or higher as preparation for a qualifying exam. If two minors are chosen, each must include 8 credits.





## Ph.D. Qualifying Examination

All Ph.D. candidates must take the qualifying examination, which is both written and oral. The student must register for at least 6 credits in the semester the qualifying examination is given. Examinations administered during a break period (between semesters), which is highly discouraged, are only valid if the student was enrolled in at least one of the terms on either side of the break. The Graduate School recommends that the qualifying examination may be taken after the third semester of doctoral study; however, it is expected that the examination will *not* occur before the student has successfully completed all required core, methodology/data analysis, and elective coursework. Generally, this will be at the end of their second year. The examination may be taken earlier upon approval by the supervisory committee. The written part of the exam must be completed within a single 3-week period. The oral part of the examination must be completed within 30 days of the date that the last written component is completed, unless approval is obtained from the supervisory committee and the department graduate coordinator.

### Exam Structure and Content

The written and oral examinations must cover three primary areas: (1) Youth Development; (2) Methodology/Analysis; and (3) Primary Specialization.

In preparation for the exam the student will generate a reading list for each of the core areas on the exam. The reading list should include key books, chapters, or articles that form the foundation of our contemporary theoretical and empirical knowledge of the subject matter. The reading list will be submitted to the committee for additions and approval no less than 30 days prior to the start of the examination, or as agreed upon by the supervisory committee.

It will be the supervisory committee's responsibility to develop the exam questions. However, to ensure some standardization of rigor in the examination process, committee members may draw their questions from a pool of questions previously developed and approved by a committee of graduate faculty.

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. However, the written examination process must be completed within a 3-week time period.

### **Assessment of Exam**

Each supervisory committee member submits a “pass” or “fail” grade for each area of the exam. In order to pass an area, a student must receive a majority of pass votes. In the case that one or more of the examination areas is failed, the following rules apply:

1. If the committee decides that the student has not passed one of the qualifying examination areas, a re-examination may be taken, but the supervisory committee must recommend it.
2. If the committee decides that the student has not passed two or more of the qualifying examination areas, upon supervisory committee approval the student may retake the examination, but must retake the exam in all three areas.
3. If a student fails one or more parts of the re-examination, the student will not be recommended for candidacy and cannot continue in the program.

Sufficient time should be provided for additional preparation, if needed, before re-examination. At least one semester of additional preparation is recommended before re-examination.

### **Admission to Candidacy**

Successful completion of both the written and oral parts of the qualifying examination is required for admission to Ph.D. candidacy. Approval is based on: (1) The academic record of the student; (2) The supervisory committee’s opinion on overall fitness for candidacy; (3) An approved dissertation topic; and (4) Passing the qualifying examination



Once approval is obtained from the student's supervisory committee, approval for candidacy will also need to come from the department chair, the college dean, and the Dean of the Graduate School.

## The Dissertation

A doctoral dissertation must demonstrate the ability of the author to conceive, design, conduct, and interpret independent, original, and creative research. It must describe significant original contributions to the advancement of knowledge and must demonstrate the ability to organize, analyze, and interpret data. A dissertation includes a statement of purpose, a review of pertinent literature, a presentation of methods and results obtained, and a critical interpretation of conclusions in relation to the findings of others. It involves a defense of objectives, design, and analytical procedures.

The thesis or dissertation must have a common introduction and an appropriate review of the literature. There must also be a final chapter summarizing the overall results, conclusions, and recommendations for further research. In addition, the dissertation or thesis must have the following elements:

- A common table of contents covering the entire body.
- An abstract of the complete study.
- A common list of references for the entire document.
- All pages numbered in sequence—from page 1 through the biographical sketch.

*Please note: All studies conducted at the University of Florida must have IRB approval.*

## Dissertation Proposal Defense

After successfully completing the Ph.D. Qualifying Exam, the student then holds a dissertation proposal defense. This is a presentation for acceptance by the supervisory committee for the proposed dissertation topic. Departmental recommendations for the proposal defense are:



- The Qualifying Exam and the Proposal Defense must be held separately.
- For the proposal defense meeting it is expected that students present to their committees a draft of the first three chapters of their dissertation or a well-developed research prospectus, including a draft of any instrumentation to be used.

After submitting the dissertation and completing all other work prescribed for the degree (but no earlier than the term before the degree is awarded) the candidate is given a final examination by the supervisory committee. The format of this exam may be oral, written, or both. The candidate and the supervisory committee chair or co-chair must be present together at the same location.

All other supervisory committee members may attend the defense remotely. The defense date must be fewer than 6 months before degree award. All forms should be signed at the defense: the candidate and the supervisory committee chair sign the ETD Publishing Agreement form; and the entire supervisory committee should sign the ETD Signature Page and the Final Examination Report. If changes are requested, the supervisory committee chair may hold the ETD Signature Page until satisfied with the dissertation.

All department faculty and graduate students are invited to attend the presentation portion of the defense.

### **Electronic Submission of the Dissertation**

All students must submit their dissertation electronically. Information on format may be obtained at: <http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/format-requirements/>



## The Individual Development Plan

An individual development plan (IDP) helps you to align your personal and professional goals with your academic expectations and responsibilities. Developing a plan will give you critical information for building the skills, knowledge, and resources necessary for your career, and to prepare you for meaningful personal or professional opportunities after graduation.

The template is comprised of a self-assessment of your current skills and interests, a summary of your goals for the upcoming year based on your self-assessment, and an action plan to shape your skillset, created in conjunction with your advisor.

Your IDP will serve as a guide to your annual progress meetings with your advisor, to ensure progress is made towards your personal and professional goals. Each year, you can develop a revised IDP, based on an updated assessment of your goals and skills, as well as the progress you make throughout your career, to create attainable steps for fulfilling long-term goals.

The IDP document is meant to complement the creation of your academic plan of study, which will outline the measures for academic success in your program. The IDP form can be found on the FYCS web site and all doctoral students must submit their IDP to Gregg Henderschiedt by October 1<sup>st</sup> each year.



## 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 following 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.

In addition, if a student's performance as a graduate assistant (either research assistant or teaching assistant) is judged to be unsatisfactory, they will be subject to possible consequences, including loss of assistantship. Renewal of graduate assistantships are not guaranteed and are based on availability of funds and contingent upon satisfactory performance.

### 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 of 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 doesn't resolve the issue to the student's satisfaction, the student may proceed with the grievance procedure outlined in the Graduate Student Handbook (<http://www.graduateschool.ufl.edu/student-life-and-support/student-handbook>).

### **Graduation Day!**

Before you graduate, there are a few other steps that you will need to complete. Consult the Graduate School site for resources: <http://graduateschool.ufl.edu/graduate-life/graduation/>



## Appendix I: Sample Research and Statistics Courses

|          |  |   |
|----------|--|---|
| FYC 6620 | Program Planning and Evaluation for Human Service Delivery       | 3 |
| FYC 6932 | Applied Data Analysis in FYCS                                    | 3 |
| STA 6126 | Statistical Methods in Social Research I                         | 3 |
| STA 6127 | Statistical Methods in Social Research II                        | 3 |
| STA 6207 | Regression Analysis  | 3 |
| STA 6208 | Basic Design and Analysis of Experiments                         | 3 |
| STA 6209 | Design and Analysis of Experiments                               | 3 |
| STA 6505 | Analysis of Categorical Data                                     | 3 |
| STA 6526 | Nonparametric Statistics   | 3 |
| STA 6857 | Time Series Analysis   | 3 |
| STA 7249 | Generalized Linear Models  | 3 |
| STA 7346 | Statistical Inference  | 3 |
| EDF 6402 | Quantitative Foundations in Ed. Research: Inferential Statistics | 3 |
| EDF 6403 | Quantitative Foundations of Educational Research                 | 6 |
| EDF 6471 | Survey Design and Analysis in Educational Research               | 3 |
| EDF 7412 | Structural Equation Models                                       | 3 |
| EDF 7474 | Multilevel Models  | 3 |
| EDF 7932 | Multivariate Analysis in Educational Research                    | 3 |
| SYA 6315 | Qualitative Research Methods                                     | 3 |
| MMC 6426 | Seminar in Qualitative Research                                  | 3 |
| EDF 6475 | Qualitative Foundations of Educational Research                  | 3 |
| EDF 7479 | Qualitative Data Analysis: Approaches and Techniques             | 3 |
| EDF 7483 | Qualitative Data Collection: Approaches and Techniques           | 3 |
| MMC 6423 | Content-Analysis Methods   | 3 |
| CLP 6527 | Measurement, Research Design and Statistics I                    | 3 |
| CLP 6528 | Measurement, Research Design Statistics II                       | 3 |
| CLP 6529 | Applied Multivariate Methods in Clinical Psychology              | 3 |
| CLP 7525 | Best Methods for the Analysis of Psychological Change            | 3 |



## Appendix II: FYCS Minors

### 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 doctoral program in YDFS. 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 nine hours of study for master's students and twelve 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). The master's student selects 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.

The Graduate School at UF 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 graduate coordinator or academics program coordinator in your home department to appoint the FYCS graduate faculty member that you want to serve on your committee. The representative will ensure that you complete the courses required for this minor.



## 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 doctoral program in YDFS. 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 Case Studies in Nonprofits (FYC 6422). 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 graduate coordinator or academics program coordinator in your home department to appoint the FYCS graduate faculty member that you want to serve on your committee. The representative will ensure that you complete the courses required for this minor.

