

**AGRICULTURAL & EXTENSION EDUCATION
GRADUATE PROGRAM HANDBOOK**

**Department of Human and Community Resource
Development**

**Agricultural Communication
Agricultural Education in the Public Schools
Extension Education**

**Degree Name and Prefix of Courses: Agricultural and Extension
Education (AEE)**



2009

GRADUATE PROGRAM HANDBOOK

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I. Introduction

The Agricultural and Extension Education (AEE) graduate program in the Department of Human and Community Resource Development (HCRD, <http://www.ag.ohio-state.edu/~hcrd/>) offers graduate programs leading to the Master of Science (MS), Master of Education (MEd) and Doctor of Philosophy (PhD) degrees conferred by the Graduate School of The Ohio State University (OSU). AEE rules about graduate programs, in addition to those prescribed by the university and the Graduate School, are monitored by the AEE Graduate Studies Committee (GSC), whose members are AEE graduate faculty. This handbook addresses policies of the graduate program in AEE that further define and expand the rules of the Graduate School. Policies, herein, were approved by the faculty of the AEE graduate program. This handbook should be used in conjunction with the OSU *Graduate School Handbook* which can be accessed through the link: <http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook/Handbook.pdf>

II. Philosophy Statement on Graduate Education

The foundation for graduate study in education and communication includes the behavioral and social sciences and the history and philosophy of education and communication. Education and communication, as branches of knowledge and learning, are complementary as both draw from similar philosophical, theoretical, and empirical foundations and each contributes to the study and practice of the other. Persons pursuing graduate study in AEE learn to understand and use knowledge grounded in foundation disciplines for planning, implementing, and evaluating instructional and communication programs in the food, agricultural, and environmental sciences. The substance and process of graduate study must ensure that graduates:

- pursue knowledge and understanding as scholars;
- acquire theoretical knowledge and practical skill in one or more areas of specialization in education or communication;
- are appreciative of the role of systematic study and inquiry in the formulation and improvement of policy and programs, are discerning consumers of research, and have demonstrated competence in conducting and reporting research;
- exhibit openness and respect for diverse views and opinions; and
- seek new knowledge and experiences in the pursuit of and commitment to lifelong learning.

III. Graduate Studies Committee (GSC)

Refer to Section I of the *Graduate School Handbook* for the Purpose, Membership, Selection, and Responsibilities of the AEE Graduate Studies Committee.

- A. Responsibilities: Perform the responsibilities described in Section I, Role of Graduate Studies Committees, of the *Graduate School Handbook*.
- B. Membership
 1. Three faculty members holding graduate faculty status and appointed by the department chair. The term of membership is three years.
 2. The chair of the committee is elected for a two-year term by the committee members.

- C. Advisers and Committees
1. The GSC chair will appoint each student a temporary adviser at the start of the graduate program. The student, in consultation with the temporary adviser and/or GSC chair, will propose a permanent adviser and program committee. The GSC chair will assign the permanent adviser using the [“Adviser Notification Form: Agricultural and Extension Education.”](#) Faculty members must agree to this appointment.
 2. A change in adviser may be requested by the adviser or student, in writing, to the GSC chair on the [“Adviser Notification Form: Agricultural and Extension Education.”](#) The chair, in consultation with the parties involved, may appoint a new adviser.
 3. Changes in membership of the program committee may be made upon approval by the adviser and student. The adviser will notify affected faculty members.

IV. Graduate Faculty Membership

Refer to Section II of the *Graduate School Handbook* for rules pertaining to graduate faculty membership. Guidelines on how to become a member of the Graduate Faculty and for obtaining Category M status are enumerated there.

Guidelines for Determining Qualifications for Category P in the Graduate School:

- A. Nominees for Category P status must be familiar with Sections I, II, III, IV, and V of the *Graduate School Handbook* as well as pertinent department procedural statements and must accept the responsibilities outlined in those sections if granted Category P status.
- B. All current Category P faculty members in the AEE graduate program will be notified when a candidate has submitted an application for Category P status. Category P faculty members may review the application and provide comments, should they desire, to the AEE GSC chair. A vote may be taken via email or in formal meeting.
- C. Nominees must hold a doctoral degree.
- D. Nominees should be contributors to the graduate program in the department by regularly teaching graduate level courses and/or directing independent study and research.
- E. Nominees must have an active, focused research program, constituted through mutual agreement with the department chair and evaluated by the department chair.
- F. Nominees will have advised master's candidates to completion, some of which must have been Master of Science candidates.
- G. Nominees will have, generally, co-advised at least one doctoral student with an experienced Category P faculty member at OSU or advised doctoral students at another institution. Exceptions will be considered where the special technical

expertise of the faculty member is necessary to direct the work of students where other faculty members do not have expertise.

- H. Nominees will have demonstrated a sustained record of dissemination of scholarly work through peer-reviewed papers and journal articles. Normally, the publications and/or presentations would average at least two per year in premier journals and research conferences.
- I. Based on this input and other evidence, the AEE GSC will determine whether to recommend approval or disapproval to Category P.

V. Admission

Refer to Section II of the *Graduate School Handbook* for policies regarding admission to the Graduate School.

- A. Departmental standards for admission of students to the doctoral program, in addition to those of the Graduate School, are:

Doctoral Program

1. Cumulative undergraduate minimum grade-point average of 3.0 on a scale of 4.0.
2. Applicants must show evidence of a career objective consistent with the department's mission.
3. Applicants should have the equivalent of three years of professional experience in the area of specialization for their graduate program.
4. Applicant must have a minimum score on the GRE of 1000 (Verbal and Quantitative combined) for domestic applicants or 800 (combined) for international applicants.
5. Applicants should have prior formal study in their area of specialization or be willing to remediate any deficiencies.
6. If a Master's degree was completed at The Ohio State University, the student will complete the "Recommendation of Status beyond the Master's Degree" form to apply and submit three current letters of recommendation by the required deadline.

- B. Department standards for admission of students to the MS and MEd, in addition to those of the Graduate School, are:

Master's Program

1. Cumulative undergraduate grade-point average minimum of 3.0 on a scale of 4.0.

2. Applicant must have a minimum score on the GRE of 800 (Verbal and Quantitative combined) for domestic and international applicants.
 3. Three current letters of recommendation from faculty members in applicant's undergraduate degree-granting university.
- C. A request to transfer to the AEE graduate program from another enrollment unit within OSU must be initiated in the Graduate School. In addition to the ["Request for Transfer of Graduate Programs,"](#) the complete original set of Graduate School application materials for initial admission is to be submitted with current letters of recommendation written specifically for the AEE graduate program.
 - D. If a student has been admitted as a "special student," the number of hours taken while in this admission classification that will apply to an advanced degree will be recommended by the student's advisory committee to the GSC.
 - E. If a student has been admitted as a "graduate nondegree student," the student's advisory committee will recommend to the GSC the hours acceptable for the 10 hours of graduate nondegree credit permitted by the Graduate School.
 - F. If a student has been admitted as a "conditional student" and wishes to move to "regular status," the specific conditions enumerated at the time of conditional admission shall have been met and certified to the GSC and the Graduate School.
 - G. Other factors can impact the admission decision, regarding applicants who meet minimum standards, such as the number of graduate faculty with Category P status and the current advisement load of those qualified to advise graduate students. Thus, an otherwise qualified student could be denied admission.

VI. Registration and Scheduling

Refer to Section II of the *Graduate School Handbook* for policies regarding registration and scheduling.

VII. Course Credit, Marks, and Point-Hour Ratios

Refer to Section II of the *Graduate School Handbook* for policies regarding course credit, marks, and point-hour ratios.

VIII. Academic Standards

Refer to Section II of the *Graduate School Handbook* for policies regarding academic standards. The following rules pertain to academic standards for graduate students in the AEE graduate program:

- A. Academic action: Cumulative point-hour ratio (CPHR)

Graduate students on academic probation may not register for a subsequent quarter until grades from the most recently-enrolled/current quarter are known.

If a student is denied permission to register, but desires to re-enroll, then a petition for reinstatement to the AEE graduate program must be made by the student to the AEE GSC. The petition must include a letter of recommendation from the faculty adviser.

B. Academic action: Reasonable progress

If, in the opinion of the academic adviser and the committee of a graduate student, a student is not making reasonable progress toward completion of a degree objective in the AEE graduate program, the graduate student will be denied further registration in the AEE graduate program. If, in the opinion of the adviser, the student is making satisfactory progress in improving the CPHR, then the student may be allowed to register for the subsequent quarter.

IX. Master's Degree Programs

Refer to Section II of the *Graduate School Handbook* for policies regarding Master's degree programs. The AEE graduate program offers two Master's degree programs: the Master of Science (MS) and the Master of Education (MEd). The general requirements for both degrees are described below, followed by the specific requirements for each program.

A. General Requirements for all Master's degrees

1. Candidates must complete a minimum of two quarters of residency on the Columbus campus. To meet this requirement, the student must be enrolled in at least one course for each of these two quarters on the OSU Columbus campus.
2. Master's programs must be planned by the student, his/her adviser, his/her committee and submitted to the GSC for approval during the quarter in which 12 credit hours are completed. The majority of the committee must be faculty from the AEE graduate program. The GSC chair will communicate any concerns about the proposed program to the student and his/her committee.
3. Master's programs must be completed within six years from the date of first enrollment as a graduate student. If not, then all course work taken more than six years previously must be replaced with new course work or competence in the courses must be documented by taking an examination or presenting a portfolio demonstrating the candidate's competence. Prior to applying to graduate, the student will submit the final program plan as completed to the GSC chair for audit and this review must be completed before the GSC chair will sign the "Application to Graduate" form.
4. Attendance during the oral examination is limited to the candidate and members of the master's advisory committee.
5. The adviser of the master's candidate must notify the chair of the GSC of the decision (must be unanimous in order to pass) of the master's advisory committee regarding the final exam.

B. Master of Science (MS)

1. The Master of Science degree will focus on one of three areas of emphasis (specialization): agricultural education in the public schools, Extension education, or agricultural communication. Each MS program must have a minimum of 45 credit hours. Every MS program shall include a thesis useful to the individual and to the field of the student's emphasis area. This thesis shall be available for the examining committee to review prior to the final oral examination.
2. A minimum of 20 credit hours must be in AEE.
3. Each program includes core courses to ensure that the candidate develops an understanding of:
 - agricultural and extension education foundations
 - teaching and learning
 - communication
 - research and evaluation

Students without course work or experience in the international arena are encouraged to include a global/international dimension (course, seminar, or experience) in their programs.

4. The MS degree must contain a minimum of 9 credit-hours outside AEE related to the candidate's area of professional interest.
5. Each candidate must have a planned and supervised internship as a part of the master's program if the student has not had previous professional experience in the specialty area.
6. No more than 12 hours of independent study in AEE (693, 889, and/or 993) may be applied to the master's degree, and no more than 21 total hours of independent study from all departments will apply toward the degree.
7. Thesis Proposals
 - a. A thesis proposal, normally consisting of Chapters 1, 2 and 3 of the thesis, will be presented to the committee by the student.
 - b. The proposal shall be formally approved by the committee. Signatures of all committee members and the student are required on the approval form (see appendices) prior to conducting the research for the thesis.
8. Students must successfully complete a two-hour final oral exam. A portion of the exam will consist of questioning regarding the core understandings of the program and a portion devoted to defending the thesis. A unanimous vote of the MS examination committee is required for successful completion of the MS oral examination. No written exam will be required of MS students.

9. Candidates applying for admission to the master's emphasis in Agricultural Communication who do not hold a bachelor's degree in agricultural communication, journalism, mass communication, or a related discipline; or have at least three years of professional communication experience; must complete a set of prerequisite courses. The student's adviser will determine these courses based on the student's previous communication experience. During this process, the student may be asked to provide clips and examples of communication or journalism experience.

Students in the Extension emphasis area, without an undergraduate degree in this area, will be expected to complete AEE 420 and AEE 530.01/.02. AEE 530.01/.02 must be taken prior to taking AEE 730 or 830. AEE 420 and 530.01/.02 will be taken for credit and will not count toward the Master's degree. A student may not audit AEE 420 or 530.01/.02. Students who perceive themselves competent in the content area of AEE 420 and/or AEE 530.01/.02 may petition to waive these prerequisites. Prior to petitioning, students must provide a syllabus and additional information from the instructor(s) of the course(s) in question. This information should be used by the student to assess whether he/she knows the course content and/or possesses the competencies to be developed by the course(s). The student must then present evidence to his/her graduate committee that the knowledge and/or competencies included in the course syllabus have been met by previous formal/informal educational, work/volunteer, or other life experiences. This evidence can be in forms such as descriptions of courses the student has taken, video-tapes demonstrating an individual's competence, courses of study, lesson plans, and documents and reports authored by the student. The student's graduate program advisory committee will evaluate this evidence to determine whether the student has the necessary experience to meet the standards required by the course(s). The adviser will forward the recommendation of the student's graduate committee to the chair of the GSC. In cases where the student's graduate committee does not feel qualified to make a final decision, the petition from the student will be forwarded to the chair of the GSC for that committee's action and final determination. Similar prerequisite courses may be specified for those specializing in agricultural education in the public schools who do not have a BS in the area.

C. Master of Education (MEd)

1. The MEd will focus on one of **two areas of emphasis: agricultural education in the public schools or extension education**. Each MEd program must have a minimum of 50 credit hours. Every MEd program shall include a Master's project that reflects the study of a specific issue or problem in the student's area of interest, culminating in a tangible contribution to agricultural or extension education and in which appropriate theory and/or research are brought to bear on the analyses and resolutions proposed. A project proposal will be presented to the committee by the student prior to beginning work on the project. The committee must approve the project. A project summary report shall be available for the examining committee to review prior to the final oral examination. Section B, 9, under MS degrees will also apply to the MEd.

2. The MEd degree must contain a minimum of 9 credit hours outside AEE related to the candidate's area of professional interest.
3. No more than 12 hours of independent study in AEE (693, 889, and/or 993) may be applied to the MEd degree, and no more than 21 total hours of independent study from all departments will apply toward the degree.
4. Students will take a four-hour written examination in which they will demonstrate cognitive skills and knowledge of practice in agricultural and extension education (see [Appendix A](#) and [Appendix B](#) for policy).
5. Students will successfully complete a two-hour oral exam, a portion of which will demonstrate performance of the student's skills and knowledge of practice in agricultural and extension education. In addition, a portion of the oral exam will examine the student regarding his/her Master's project. A unanimous vote of the examination committee is required for successful completion.

X. Doctoral Degree Program

Refer to Section II of the *Graduate School Handbook* for policies regarding the doctoral degree program.

A. Philosophical Tenets of the Doctoral Program

1. Each PhD program shall be viewed as an individualized sequence of course work and other experiences designed to fulfill the needs of the student in the development of research and leadership competencies in agricultural and extension education.
2. Individual PhD programs should provide for depth and breadth of knowledge appropriate for agricultural or extension education. At least two minor areas should be pursued in addition to the area of specialization in AEE.
3. A variety of experiences in teaching, research, and service activities will be sought for each student. An appropriate internship and/or field practicum may be utilized to achieve this goal.
4. Faculty members will collaborate in identifying major competencies required for graduates. These competencies will be used as guides for general graduate course program planning and in the development of individual programs for PhD candidates.
5. The advisory committee for the student shall be responsible for assisting in the development of a rigorous, balanced program, with depth and breadth of course work and professional experiences.
6. Faculty advisers shall assume leadership in working with the student in developing and designing an individual program with the advice and consent of the advisory committee.

7. Students are encouraged to work closely with their faculty adviser to begin planning their dissertation research during their course work.

B. Student Planning Procedures

Individuals seeking the PhD degree with AEE as a major will be expected to have an acceptable background in this area and shall be guided by the following policies and procedures.

1. Upon admission to the program, the chair of the GSC will appoint a temporary faculty adviser. Student interests and faculty members' competencies, availability and responsibilities will be important factors in adviser assignments. Students may then select their permanent adviser if that person is agreeable.
2. The student, in collaboration with the adviser, will identify at least three additional faculty members to serve with the adviser as a graduate program advisory (candidacy examination) committee. At least three of the committee members (including the adviser) will be faculty in the AEE graduate program and at least one from outside the major. Major responsibility for planning the PhD program shall rest with the student in consultation with the graduate program advisory committee.
3. The Ph.D. program for the student should be developed and approved by the graduate program advisory (aka: program planning/candidacy examination) committee prior to the end of the second quarter of residency. A copy of the program will be forwarded to the GSC chair for review.
2. In completing the minimum requirements of 135 hours, students should normally plan 110 to 120 hours of course work if they do not possess a master's degree. Students with a master's degree accepted for 45 hours of credit should normally plan to complete 65 to 75 hours of course work. Additionally, students are typically expected to enroll for a minimum of 20 hours of AEE 999, Research, to complete the dissertation.

C. Candidacy Examination

1. Twelve clock hours of written examination will be required near the completion of course work. All core coursework must be completed prior to the start of the Candidacy Examination. The candidacy examination will be prepared, administered, and evaluated by the student's graduate program advisory committee. Advisory committee members may propose alternatives to a closed-book exam.
2. The examination will typically be administered in periods of three or four hours over a two- to three-week period.
3. A request to take the written examination will be made by the student to the graduate program advisory committee during the quarter before the quarter in which the examination is to be scheduled.

4. The Graduate School is to be notified ([Notification of Doctoral Candidacy Examination](#)) concerning the examination and the members of the graduate program advisory committee at least 10 working days prior to the start of the written examination.
5. Students are responsible for completing all paperwork, securing all needed signatures, and delivering paperwork to the Graduate School by deadline dates.
6. Written and oral examinations will be conducted in accordance with Graduate School policies. Only the student, the graduate program advisory committee, and the Graduate School representative (if required) will be in attendance during the oral portion of the examination. A unanimous vote of the candidacy examination committee is required for successful completion.

D. Dissertation Proposals

1. The adviser and the student will select and secure members of the dissertation reading committee. This committee may be the same or different from the graduate program advisory committee.
2. A dissertation proposal, normally consisting of Chapters 1, 2 and 3 of the dissertation, may be presented by the student to the dissertation reading committee prior to the completion of the candidacy examination.
3. The proposal shall be formally approved by the dissertation reading committee by signature of all committee members on the approval form (see appendices) prior to conducting the research for the dissertation.

E. Final Oral Examination

1. The Graduate School is to be notified (Doctoral Draft Approval/Notification of Final Oral Examination form) concerning the examination and members of the dissertation reading committee at least 10 working days prior to the examination.
2. Students are responsible for completing all paperwork, securing all needed signatures, and delivering all documents to the Graduate School and the Graduate School Representative by the deadlines.
3. The final oral examination will be conducted in accordance with current Graduate School policies. Only the student, the dissertation reading committee, and the Graduate School Representative, if required, may be in attendance. The student is considered to have completed the examination successfully when there is no more than one unsatisfactory vote.

XI. Special Graduate Programs

Refer to Section II of the *Graduate School Handbook* for policies regarding special graduate programs.

XII. Graduate Associates

Refer to Section II of the *Graduate School Handbook* for policies regarding graduate associates.

Guidelines Related to Graduate Associates

A Graduate Associate (GA) is defined by the Graduate School as a graduate student currently enrolled full-time (nine hours or more of graduate credit; seven during Summer Quarter; or three hours post-candidacy) in the Graduate School who also holds an appointment calling for the performance of such responsibilities as (but not limited to) classroom instruction, student advising, supervision, grading papers and examinations, research, development of curriculum materials, and other scholarly or administrative duties. The title Graduate Associate includes the titles Graduate Administrative Associate (GAA), Graduate Research Associate (GRA), and Graduate Teaching Associate (GTA). Once the candidacy exam is passed, the GA may be considered full-time with an enrollment of three credits per academic term.

A. Rights and Privileges

All GAs, regardless of position or title, shall be accorded equal rights and privileges by the faculty of the AEE graduate program unless otherwise specified in this document or in the GA's job description.

B. Selection Procedures

The AEE graduate program encourages potential graduate students from various social, economic, and educational backgrounds to seek admission to Graduate School and to seek employment as GAs. The department will indicate the probable number of GA positions available and the roles and responsibilities of each position. Graduate students seeking employment as GAs in the AEE graduate program shall not be discriminated against because of race, color, creed, religion, sex, sexual orientation, national origin, age, handicap, or Vietnam-era veteran status.

The AEE faculty member will select GAs from among those graduate students who have indicated, in writing, a desire for employment as a GA. Both incoming graduate students and continuing students who have been admitted to the AEE graduate program may apply for a GA appointment. Graduate student applicants are expected to provide all application materials required by the department or the employer.

C. Deadline for Appointments and Acceptances

The HCRD department chair is expected to provide a written letter of offer for any GA appointment to graduate students at the earliest possible date. This will allow

the graduate student ample time to make the necessary arrangements in order to accept the appointment, and it will also enable the department to offer other qualified graduate students appointments should an offer be declined. The graduate student shall indicate in writing, within two weeks after receiving an offer of appointment, his or her decision to accept or decline.

D. Reappointments

Reappointments will be based on satisfactory academic performance, the satisfactory performance of assigned duties, availability of funds, and full-time enrollment as a graduate student in the department. Consistent with the availability of planning information, reappointments will be announced as early as possible, but not later than two weeks before the end of Spring Quarter. If a reappointment for the next academic year is not made, the GA's supervisor shall notify the GA as soon as possible after the second week of Spring Quarter. Reasons for non-appointment will be given at that time. During the following two weeks, the GA has the right to initiate an appeal to the department chair. Exceptions to the above schedule may be made in cases of irregular or emergency appointments.

E. Period of Appointment

Normally, GA appointments may be made for 9 or 12 months, as funding permits and the needs of the department and students can be anticipated. University policy prohibits both committing against anticipated funding and over committing existing funds.

F. Stipends

Stipends offered to GAs shall be consistent with policies adopted by the Graduate School, the AEE graduate program, and the Department of Human and Community Resource Development. These rates are set annually and are available from the Chair of HCRD.

G. Holidays

Graduate Associates recognize all legal holidays as identified in the University Calendar.

H. Additional Employment Benefits

Additional employment benefits for GAs include eligibility for parking privileges, library privileges, health insurance subsidy, and non-resident and resident fee waiver. Office space will be provided to GAs by the HCRD department chair based on availability. Additional benefits may be provided on an annual basis.

I. Early Termination of Appointments

Several reasons exist for why an appointment might be terminated early.

1. Any change in status whereby the student is no longer currently enrolled as a graduate student in the AEE program, or is carrying less than the nine graduate credit-hour minimum load during autumn, winter, and spring quarters or seven graduate credit-hour minimum load during summer prior to candidacy exam or less than three hours post-candidacy exam.
2. Mutual agreement on termination between the department and the GA.
3. Academic and/or job performance consistently below an acceptable level.

4. Lack of funds, early completion of a graduate program, changing to another degree program, or other mutually agreed upon legitimate reasons.
 5. If, as a result of a grievance hearing, it is determined that early termination of appointment is justified.
- J. Resignation
A GA who voluntarily resigns from the appointment because of unwillingness to perform assigned duties will, in general, not be considered for reappointment. A GA who resigns due to extenuating circumstances, such as health or personal problems, may be considered for reappointment; however, the student will compete at that time with all other applicants for available GA positions.
- K. Facilities
The department will attempt to provide its GAs with office space and other facilities necessary to perform assigned duties. These include such items as a desk and chair, file space, a mailbox, and access to a computer, photocopying equipment, and a telephone.
- L. General Duties and Work Load
GA duties are determined, in general, by the nature of the specific position (see [Graduate Associate Position Description and Evaluation](#) in Appendix). Normally, a GA, on a 50% FTE appointment, entails service for 20 hours per week. Specific duties shall be detailed in writing to the graduate student by the supervisor. A GA may not accept other gainful employment during his or her tenure without the permission of their GA supervisor.
- M. Supervision of and Vacation for Graduate Associates
1. When a GA is requested to complete activities or assignments for faculty members other than the supervising faculty member; the Graduate Associate, the supervising faculty member, and the other faculty member should reach an agreement beforehand on the nature and duration of the activities and assignments. When a GA does volunteer work not related to the appointment or is completing course requirements, such time is not considered a part of the hours the GA should give to the appointment.
 2. A GA does not earn vacation. When it is necessary or desirable for individuals filling these appointments to be away from work, they should make-up the time in advance so there will be no deduction from their pay for the period of absence. This policy also applies to time between quarters as well as during quarters. Such arrangements should be discussed and agreed upon between the GA and the GA supervisor in advance.
- N. Performance Evaluation
GAs will be evaluated by their faculty supervisor on a regular basis. Faculty supervisors should provide formative feedback to the GA at least once per quarter. At the end of the GAs appointment, the faculty supervisor should conduct a summative evaluation of the GAs performance with the student using the [Graduate Associate Position Description and Evaluation](#) form (see Appendix).

- O. Stipend Increases for Graduate Associates
Stipend increases for graduate associates are determined at the end of the fiscal year. Stipend increases will be uniform across GA categories as outlined by departmental policy.
1. Documentation of Performance
Graduate Associates should prepare a [Graduate Student Performance Appraisal](#) (see Appendix) for their immediate supervisor to review at the end of each academic year. Examples of appropriate attachments are SEI results, research papers, journal articles, etc. If a GA is assigned to two or more faculty GA supervisors, the documentation should reflect the time spent assisting each. In addition, throughout the appointing period, GA supervisors should hold conferences, make observations, and collect documentation that can be used in appraising performance. The GA supervisor should involve other faculty members for whom the GA has worked during the year of the appointment. The GA supervisor should use the documentation and the feedback from other faculty, if appropriate, to make a recommendation for re-appointment to the department chair.
 2. Professional Development
The GA and GA supervisor should hold regular (at least monthly) conferences to discuss performance and consider how further professional development may be achieved.

Grievance Procedure Guidelines

Grievance procedures work best when both the department faculty and graduate students accept the idea that there is nothing wrong with or mysterious about grievances. The following grievance procedure guidelines represent a means to formally raise questions on the interpretation of policies and procedures regarding graduate students in the AEE graduate program. Neither party named in grievance procedures should be concerned primarily with winning the point raised. Rather, they should be primarily concerned with achieving a satisfactory resolution of the problem.

Should any graduate student, adviser, or supervisor have any complaints regarding the other party, an exhaustive attempt should initially be made to resolve the problem through mutual discussion. If a problem or concern exists after an exhaustive attempt by the graduate student and his or her adviser, supervisor, or department chair to resolve the issue, the following grievance procedures provide a means of achieving a resolution.

Grievance Procedures

- A. Purpose--To provide a formal procedure for hearing cases brought by or against graduate students in the AEE graduate program in the following areas:
 1. Academic rights and responsibilities
 3. Professional rights and responsibilities
 - 4.
- B. Structure

1. Departmental Hearing Panel--The panel shall consist of the members of the AEE Graduate Studies Committee and include two AEE graduate students recommended by the Graduate Student Association and acceptable to the committee chair. The Graduate Studies Committee chair shall also serve as chair of the panel.
 2. Term of Activity--The departmental hearing panel shall be constituted for service throughout the calendar year.
 3. Conflict of Interest--Members of the departmental hearing panel, who are directly involved in a case, shall be disqualified from serving for that specific case. In such instances, the Graduate Studies Committee chair and the president of the Graduate Student Association shall designate alternative AEE members for the panel.
- C. Procedure: The following guidelines shall govern a grievance hearing.
1. Any member of the academic community in the AEE graduate program may initiate a case involving the rights and responsibilities of graduate students.
 2. A person having an unresolved grievance may submit a statement of the grievance to the chair of the departmental hearing panel. The chair shall set a hearing date within a reasonable period of time, but no longer than two weeks after the grievance statement is received.
 3. Once a grievance has been filed with the departmental hearing panel, it shall be the responsibility of the chair of the departmental hearing panel to notify in writing all parties involved within a period of 48 hours, excluding the period from 5:00 p.m. Friday to 8:00 a.m. Monday. This notification should include the nature of the grievance and the parties involved.
 4. At least 72 hours prior to a hearing, the chair of the departmental hearing panel shall provide the following to all parties involved:
 - a. A written statement of the particular charges.
 - b. Written notification of the time and place of the hearing.
 - c. A copy of this document and all other relevant documents to the grievance hearing.
 5. Each party shall be required to appear in person to present his or her case. Each party shall be entitled to representation and may call witnesses on his or her behalf. Any charged party may elect not to appear before the departmental hearing panel, in which case the hearing shall be held in his or her absence without prejudice to his or her case.
 6. All parties shall be entitled to an expeditious hearing. In urgent cases in which it is alleged that a regulation, administrative decision, or action threatens immediate and irreparable damage to any of the parties involved, the departmental hearing panel shall conduct the hearing and arrive at a final disposition of the case with all possible expediency.

- D. Departmental Hearing Panel Decisions and Actions--The final disposition of the case by the departmental hearing panel should be made known to the parties involved within two weeks after the hearing.
1. The departmental hearing panel may decide as follows:
 - a. Not proven
 - i. There has been no proven infringement of an aggrieved party's rights.
 - ii. There has been no proven neglect of responsibilities on the part of the charged party.
 - b. Proven
 - i. There has been a violation of an aggrieved party's rights.
 - ii. A charged party has neglected his or her responsibilities.
 5. The departmental hearing panel shall forward its resolution to the chair of HCRD.
 3. All parties shall be provided with an explanation of the decision in writing. It shall be the responsibility of the chair of the departmental hearing panel to file a copy of the decision with the graduate student's adviser, and the HCRD department chair.
 4. The chair of the HCRD Department shall direct the implementation of the resolution stipulated by the departmental hearing committee.
- E. Appeal of Decisions
1. A party wishing to file an appeal should do so within two weeks following the date of the written decision of the departmental hearing panel.
 2. The appeal statement should be filed with the chair of the AEE graduate studies committee, the HCRD department chair, and the Dean of the Graduate School.
 3. An appeal hearing should then be conducted by the Graduate School in accordance with their rules and procedures.

XIII. Code of Ethics

The AEE graduate program at The Ohio State University is committed to the responsible conduct of research and to the development of high quality graduate education. Establishing and maintaining acceptable standards and patterns of behavior for research and graduate study are crucial for preserving the integrity of the profession. A code of ethics offers general guidelines for decision making rather than defining a detailed

framework of absolute right and wrong. The primary purpose of identifying acceptable standards for conduct is to create a climate that enhances ethical decision making. The AEE graduate program believes that ethics training should be an integral component of graduate education and supports the proper conduct of research and graduate education as outlined in the following statements of ethical behavior:

Faculty members, graduate students, and staff in the AEE graduate program will refrain from:

1. Plagiarism - any act that involves representing another's language, thoughts, or ideas as one's own original work.
2. Misuse of Human Subjects - any act that fails to ensure the safety, privacy, and integrity of human beings in a research study.
3. Fabrication of Data - any act that falsifies research data, misrepresents research findings, or fails to objectively report research results, even when they conflict with personal or sponsor interests or expectations.
4. Sexual Harassment - any act that transgresses appropriate behavior among faculty members, graduate students and staff, including faculty member-student, student-faculty member, faculty member-faculty member, student-student, staff-faculty member, staff-graduate student, and staff-staff relationships.
5. Coercion in Selection of Topic/Methods - any act that places unreasonable force upon a graduate student or faculty member to choose a particular research topic and/or method.
6. Inappropriate Use of University Resources - any act that involves using university resources for personal use.
7. Inadequate Supervision - any act that jeopardizes a student's research or graduate program of study due to a lack of direction and guidance by a faculty member.
8. Misrepresentation of Authors - any act that falsifies the authorship of a research manuscript, including lead author and/or percentage of author contribution.
9. Academic Misconduct - any act that involves cheating, fraud, plagiarism, or other incidents of academic deception.
10. Delay of Program Completion - any act that involves the unreasonable or purposeful delay of completion of a graduate student's program of study by a faculty member.
11. Suppression of Academic Freedom - any act that represses differing opinions and discourages open dialogue of diverse ideologies.

12. Exploitation of Graduate Research/Teaching Associates - any act that involves the inappropriate use of GAs, including excessive loads and responsibilities, unrealistic expectations and demands, and inequity in time commitments.
13. Inaccessibility to Information and Services - any act that intentionally or unintentionally withholds information and/or services from a graduate student or faculty member.
14. Discrimination - any act that intentionally discriminates against a graduate student, faculty member, or staff member based upon gender, sexual orientation, religious preference, origin, disability, or race.
15. Unsatisfactory Progress toward Degree by Graduate Associates - any act that involves the intentional or deliberate postponement of completing a graduate program of study by a student on a paid appointment in the department.
16. Neglect of Responsibilities - any act that involves the deliberate disregard of teaching duties, research activities, and/or service commitments by a faculty member or graduate student.

Any faculty member, graduate student, or staff member who engages in unacceptable behavior or improper conduct as outlined in the departmental code of ethics is subject to the policies and rules established by the university or department. Any faculty member, graduate student, or staff member who observes or is subject to violations of the departmental code of ethics is obligated to report to the department chair or other designated university official.

Appendix A

Policy for Administration of Written Examinations

1. One person, identified by the department chair, will be responsible for the administration of all written candidacy examinations.
2. The written candidacy examinations will be monitored and conducted in an appropriate location such as a conference room or classroom. Individual faculty member's or student's offices are not an appropriate locations for completing the written candidacy examinations.
3. The department will provide paper or a computer for written candidacy examinations.
4. Exams will be date-stamped at the conclusion of each writing period and a copy made. The original copy will be retained by the adviser who will also be responsible for checking it against the final typed copy.

Appendix B

Policy for Using Computers or a Word Processor for the Production of a Written Examination

1. Use of a computer for word processing during a written examination is the responsibility of the graduate student. The student assumes the responsibility for word processing abilities, mechanical problems, software failure, and the possibility of power outages. Students are encouraged to initiate frequent "saves" in two disks or flash drives while writing. If mechanical/electrical problems occur, then the student will immediately switch to handwriting the examination.
2. Security is the responsibility of the student's adviser. The adviser will see that "clean" disks or flash drives are available for the use by the student during the examination. If the adviser is unavailable on the day of the examination, an authorized party will be responsible for issuing the storage devices to the student and in seeing that they are returned in a similar format.
3. Paper copies of the examination(s) must be printed and submitted to the departmental designee at the conclusion of each scheduled examination period as well as a copy of the file on a disk.
4. The student is responsible for the transfer of the file containing the examination for each period to another storage device for editing; e.g., insert questions, check spelling, set margins, into the format for the final hard copy to be distributed to committee members at least one week prior to the oral examination.
5. Printing paper copies and making backup copies of files (documents) will be permitted beyond the time limit of the examination period.
6. Only departmental hardware and software can be used during the examination. The student is responsible for reserving the equipment, moving it to the examination room, and for returning the departmental equipment used to its storage location.

Department and Graduate School Forms

ADVISER NOTIFICATION FORM AGRICULTURAL AND EXTENSION EDUCATION

DATE _____

STUDENT'S NAME _____

PROGRAM SPECIALIZATION _____

DEGREE _____

TEMPORARY/PREVIOUS ADVISER _____

PERMANENT/NEW ADVISER _____



SIGNATURE OF STUDENT _____

SIGNATURE OF TEMPORARY/PREVIOUS

ADVISER _____

SIGNATURE OF PERMANENT/NEW

ADVISER _____



APPROVED

NOT APPROVED

COMMENTS:

SIGNATURE OF GSC CHAIR _____



Master's students should select their Committee Chair and committee member(s) in time to have the program planned and submitted to the AEE GSC Chair during the quarter when 12 credit hours are completed.

Ph.D. students should select their Program Committee Chair and committee members in time to have the program planned and submitted to the AEE GSC Chair by the end of the second quarter of residency.

Copies to: Student, Temporary/Previous Adviser, Permanent/New Adviser, Graduate Studies Chair

Summary of Master's Degree Graduation Requirements

1. Submission of the Application to Graduate form to the Graduate School no later than the second Friday of the quarter in which the graduation is expected.
2. Registration for at least three graduate credit hours during the quarter in which graduation is expected.
3. Completion of a minimum of 45 graduate credit hours, at least 36 of which must be completed at this university, or for master's degree programs requiring more than 45 graduate credit hours, a minimum of 80 percent of those hours must be completed at this university.
4. Graduate cumulative point-hour ratio of at least 3.0.
5. Satisfactory completion of the Master's Examination and submission of the Master's Examination Report form to the Graduate School no later than Wednesday two weeks before commencement.
6. For students writing a thesis, submission of the Thesis Approval form and approved thesis to the Graduate School, along with payment of microfilming and binding fees no later than the Wednesday one week before commencement.
7. Receipt of final grades in the Graduate School by the deadline.
8. Completion of the master's degree requirements established by the AEE Graduate Studies Committee.

A PhD student may earn a master's degree on the basis of satisfactorily completing the Candidacy Examination for the doctoral degree. If the student's adviser and the Graduate Student's Committee recommend this plan, they may indicate their recommendation by entering the following information in the Graduation Information section: complete the Academic Unit, Degree Name, and Degree Expected lines; enter only the adviser's name for the Master's Examination Committee Members; mark neither thesis nor non-thesis option, note "Candidacy Exam (date passed)" on the Date of Candidacy Examination line. Note:

1. Refer to Part II, Section 5 in the *Graduate School Handbook*, for additional information.
2. Graduate Students are responsible for being aware of all current rules.
3. Graduation deadlines are available in the Graduation Services area of the Graduate School or www.gradsch.ohio-state.edu.

The Ohio State University
Graduate School
247 University Hall
230 North Oval Mall
Columbus, Ohio 43210-1366

Doctoral Degree Procedures and Requirements for Graduation

Listed below are the procedures and the requirements of the Graduate School for earning a doctoral degree from The Ohio State University. For further information see Part II, Section 6, of the *Graduate School Handbook*. The *Handbook* is available electronically on the World Wide Web at <http://www.gradsch.ohio-state.edu>

In order to graduate, each student must:

Satisfactorily complete the Candidacy Examination and submit the Candidacy Examination Report form to the Graduate School.

Register and enroll for at least three graduate credit hours during the quarter in which the Final Oral Examination is taken and the quarter in which graduation is expected.

Submit an Application to Graduate form to the Graduate School no later than the second Friday of the quarter in which graduation is expected.

Complete a minimum of 135 graduate credit hours, at least 90 of these must be completed beyond the master's degree. For a master's degree earned at another institution to count toward the 135 hours, the credit hours must be officially transferred.

Complete the following requirements after the master's degree has been earned or after the first 45 hours of graduate credit have been completed (The latter applies to programs where a master's degree will not be transferred). A minimum of 45 graduate credit hours are taken at The Ohio State University.

A minimum of three out of four consecutive quarters with an enrollment of at least ten graduate credit hours per quarter at this university will meet the residency requirement.

A minimum of 10 graduate hours over a period of at least two quarters after admission to candidacy is required.

Earn a graduate cumulative point-hour ratio of at least 3.0.

Indicate approval of the dissertation draft by submitting a signed Draft Approval form and the dissertation draft to the Graduate School at least two weeks before the date of the Final Oral Examination. The complete, typed dissertation draft will be reviewed for format compliance in the presence of the student (or his/her agent) when the Draft Approval form is submitted.

Satisfactorily complete the Final Oral Examination and submit the Final Oral Examination report form to the Graduate School no later than Wednesday, two weeks before commencement (for specific dates, see the Graduation Deadlines published quarterly).

Convert final dissertation or D.M.A. document to pdf and submit to the Graduate School through OhioLink (<http://www.ohiolink.edu/etd>). Receive e-mail acceptance of document from the Graduate School.

Doctoral Degree Procedures and Requirements for Graduation (Continued)

Submit the following no later than Wednesday, one week before commencement (for specific dates, see the Graduation Deadlines published quarterly):

The Final Approval Form

The Survey of Earned Doctorates form

Pay for Doctoral Hood (Required if attending the commencement ceremony.)

Purchase of the doctoral hood is optional if not attending the ceremony and may be mailed or picked up. Microfilming and processing is required. Information about copyright registration is available in the Graduate School. These fees are payable once your electronic submission has been accepted, when your forms are turned in to the Graduate School. The Graduate School only accepts a personal check or money order.

Final grades for all previous and current courses are due to Lincoln Tower by the deadline published quarterly.

**RECOMMENDATION OF STATUS BEYOND THE MASTER'S DEGREE:
Transfer of Excess Master's Hours to the Doctoral Degree**

_____ is pursuing a Doctoral Degree in
(Student's Name)

_____ after earning a Master's Degree at The Ohio State
(Current academic unit)

University. The following graduate credit hours earned in excess of the minimum

required for the Master's degree in _____
(Master's academic unit)

should be applied to the student's doctoral program in this department in accordance
with Graduate School rule II.6.6.2.

_____ Transfer all excess graduate credit hours earned beyond the minimum required
for the master's degree to the doctoral degree at Ohio State.

_____ Transfer the following hours only:

Department	Course	Number Hours	Quarter Earned
------------	--------	--------------	----------------

Faculty Adviser Signature

GSC Chair Signature



Request for Transfer of Graduate Program

Important information and instructions are printed on the reverse side. Please read Section II.1.10 of the *Graduate School Handbook* which describes the transfer of graduate program.

Graduate School
247 University Hall
230 North Oval Mall
Columbus, OH 43210

Section 1: To Be Completed By The Student (Please Print)

Last Name _____ First Name _____ MI _____ Social Security Number _____

Street Address _____ City _____ State _____ Zip Code _____

Email Address _____ Phone Number _____

Last Quarter & Year Enrolled at OSU _____ Former Names (if any) _____

- Yes No Have you resided in Ohio for the past 12 consecutive months?
- Yes No Are you financially self-supporting and have you filed an income tax return in Ohio for the past calendar year?
- Yes No Are you financially supported by a person who has resided in Ohio for the past 12 consecutive months and who has claimed you as a dependent for income tax purposes?
- Yes No Are you the legal dependent of a person who has accepted full-time employment in the State of Ohio?

Transfer From Current Graduate Program:

Name of Current Graduate Program _____

Signature, Graduate Studies Committee Chair or Department Chair _____

Signature, Student * by signing, the student authorizes Graduate School to provide the information in Section 2 required for transfer evaluation

Transfer To Proposed Graduate Program:

Name of Proposed Graduate Program _____

Proposed Degree _____ Program Code _____

AU WI SP SU _____

Proposed Quarter & Year of Transfer _____

Section 2: To Be Completed By The Graduate School

Academic Status: Regular

Cumulative point/hour ratio: _____ Earned Hours: _____

Academic Standing: Good Probation
(See Graduate School Handbook Section II.4)

Has Been: Denied further registration Dismissed
 Sanctioned for other reasons*
*Contact Graduate School for explanations

Residency Status: Resident Non-Resident International

Date Referred: _____

Master's Examination Date(s):

1st Exam _____ S U

2nd Exam _____ S U

Candidacy Examination Date(s):

1st Exam _____ S U

2nd Exam _____ S U

Date Returned: _____

Section 3: To Be Completed By The Proposed Graduate Program

Transfer is: Approved Denied

Classification: Regular Special

Conditional due to: _____

Expected Degree: MA MS PhD _____

Expected Graduation: AU WI SP SU _____

Adviser Assigned: _____

Courses to count toward degree requirements:

All courses completed to date

No courses to count

Only completed courses listed:

Signature, Graduate Studies Committee Chair _____ Date _____

Section 4: To Be Completed By The Graduate School

Transfer is: Approved Denied by the Graduate School

Signature, Secretary of the Graduate School _____ Date _____



Notification of Doctoral Candidacy Examination

Graduate School

This original form, when completed, must be submitted to the Graduate School no later than two weeks prior to the proposed date for the oral portion of the Candidacy Exam. A copy must be retained by the Graduate Studies Committee Chair. Sections II.6.4 through II.6.7 of the Graduate School Handbook pertain to the Candidacy Examination.

247 University Hall 230 North Oval Mall
Columbus, Ohio 43210-1366
(614) 292-0031 (614) 292-3655 fax
gradsch@osu.edu

Student Information (please type or print)

Name: _____ PhD _____ DMA _____

Social Security Number: _____ Graduate Program: _____

Email Address: _____ Contact Telephone Number: _____

Written Portion of Candidacy Examination

Date Written Begun: _____ Date Written Completed: _____

Advisory Committee Members*

Committee Members must be members of the Graduate Faculty

Student's Adviser (Category P): _____ E-mail Address: _____

Adviser's Signature: _____

Committee Member: _____ E-mail Address: _____

Committee Member: _____ E-mail Address: _____

Committee Member: _____ E-mail Address: _____

Committee Member: _____ E-mail Address: _____

*If a Category M Graduate Faculty member is appointed to the Final Oral Examination Committee or the Dissertation/D.M.A. Document Committee, approval by the student's Graduate Studies Committee is indicated by the signature of the Graduate Studies Committee Chair below.

Signature, Graduate Studies Committee Chair: _____

Oral Portion of Candidacy Examination

The Dean of the Graduate School appoints the Graduate Faculty Representative after the Graduate School is notified as to the proposed date for the oral portion. No less than one week before the oral portion, a typed copy of the questions and the student's responses to the written portion of the Candidacy Examination, or the graduate program equivalent, must be presented to the Graduate Faculty Representative by the student or his/her representative.

Permission to video conference this examination has been requested from the Graduate School. _____

Date _____ Time _____ Building _____ Room _____ Rev. 10/05



Doctoral Draft Approval/ Notification of Final Oral Examination

Graduate School

This original form and the completed, typed, and formatted dissertation/D.M.A. document draft must be submitted to the Graduate School no later than two weeks prior to the proposed date for the final oral examination. A copy of this form must be retained by the Graduate Studies Committee Chair. Section II.6.9.5 of the Graduate School Handbook pertains to draft approval. Section II.6.10 of the Graduate School Handbook pertains to the Final Oral Examination, Final Oral Examination Committee and notification of the Final Oral Examination.

247 University Hall 230 North Oval Mall
Columbus, Ohio 43210-1366
(614) 292-0031 (614) 292-3656 fax
gradsch@osu.edu

Student Information (please type or print)

Name: _____

Social Security Number: _____ Graduate Program: _____

E-mail Address: _____ Contact Telephone Number: _____

Draft Approval

By signing below, the members of the Dissertation or D.M.A. Committee judge that the dissertation/D.M.A. document draft of the student named above is of sufficient merit to warrant holding the Final Oral Examination.

PhD _____ DMA _____

Signature, Student's Adviser: _____ Signature, Committee Member: _____

Signature, Committee Member: _____ Signature, Committee Member: _____

Signature, Committee Member: _____ Signature, Committee Member: _____

Title of Dissertation/D.M.A. Document: _____

Final Oral Examination Committee Members*

Student's Adviser: _____ E-mail Address: _____

Committee Member: _____ E-mail Address: _____

Committee Member: _____ E-mail Address: _____

Committee Member: _____ E-mail Address: _____

*If a Category M Graduate Faculty member is appointed to the Final Oral Examination Committee or the Dissertation/D.M.A. Document Committee, approval of the student's Graduate Studies Committee is indicated by the signature of the Graduate Studies Committee Chair below.

Signature, Graduate Studies Committee Chair: _____

Final Oral Examination

The Dean of the Graduate School appoints the Graduate Faculty Representative after the Graduate School is notified as to the proposed date for the final oral examinations. No less than one week before the Final Oral Examination, a complete, typed dissertation/D.M.A. draft must be presented to the Graduate Faculty Representative by the student or his/her representative.

Permission to video conference this examination has been requested from the Graduate School. _____

Date _____ Time _____ Building _____ Room _____ Rev. 10/05

Department of Human and Community Resource Development
Agricultural & Extension Education

THESIS/DISSERTATION PROPOSAL ACCEPTANCE FORM

Title of Proposed Study: _____

Submitted by: _____

The Graduate Committee for _____ (candidate) met in a formal session on _____ (date) and approved the proposed research project.

Candidate

Graduate Adviser

Date

Committee Member

Committee Member

Committee Member

The acceptability of the research study proposal is determined by the candidate's reading committee. The student, adviser, and the members of the committee should engage in timely discussions to maintain progress toward completion of the research project.

Graduate Associate Position Description and Evaluation

Department of Human and Community Resource Development
The Ohio State University

Associateship Position:
FTE:

Student's Name:

Associateship Supervisor:

Appointment Start Date: _____

End Date: _____

Brief overview of associateship responsibilities:

Specific Duties and Expectations	Performance Rating				
	1	2	3	4	5
	Poor				Excellent
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

_____ (Student's signature & date) _____ (Supervisor's signature & date)

Approved 3/14/03.

Graduate Student Performance Appraisal

Department of Human and Community Resource Development
The Ohio State University

Name:

Year:

Degree Program:

Emphasis:

Advisor:

Advisory Committee:

Note: Please complete this section only if you are employed as a Graduate Associate in HCRD.

Associateship Supervisor:

Associateship Assignment: Briefly describe the assignment and expectations for each term of your appointment.

Associateship Accomplishments:

Course Enrollment (list courses, credit hours and grades earned during the past academic year)

Summer ____			Autumn ____			Winter ____			Spring ____		
Course	Cr.	Grade	Course	Cr.	Grade	Course	Cr.	Grade	Course	Cr.	Grade

Research & Scholarship Experiences: Briefly describe your experiences and accomplishments related to research and scholarship during the past academic year.

Teaching Experiences: Briefly describe your experiences and accomplishments related to teaching, advisement, and/or supervision of students during the past academic year.

Other Experiences: Briefly describe any other service activities, recognition, and/or accomplishments related to your graduate degree program during the past academic year.

Professional Goals: List specific goals related to your professional development and progress toward degree completion for the upcoming academic year.