Master of Science in
Community & Leadership Development

GRADUATE PROGRAM HANDBOOK

August 2021

University ofKentucky
Department of Community & Leadership Development

500 Garrigus Building
University of Kentucky

This reference guide can be found at:
http://cld.ca.uky.edu/

The Graduate School Bulletin can be found at:
https://dib.uky.edu/gradschool/graduate-school-bulletin

For any questions about this reference guide, please contact:

Dr. Tricia Dyk
Director of Graduate Studies
Department of Community & Leadership Development
University of Kentucky
709 Garrigus Bldg.
Lexington, KY 40546-0025
Phone: (859) 257-3228

Table of Contents

Introduction

Welcome to the Department of Community & Leadership Development (CLD) in the College of Agriculture, Food, and Environment (CAFE) at the University of Kentucky (UK). We are a process-oriented multi-disciplinary department, including professionals in agricultural education, community communications, community development, leadership studies, rural sociology, and youth development. CLD seeks to play a leading role in CAFE's efforts to meet the changing needs and trends in the Commonwealth of Kentucky, which is reflected in the department's mission "…to strengthen the capacities of individuals, organizations and communities to act on their shared visions and challenges." The department's undergraduate and graduate programs encourages innovative community engagement and service-based learning. Its research and Extension programming focus on community and organizational development, community communications, agricultural education, leadership, social justice, youth development and rural/urban issues. The CLD Department was created in 2002. It has 17 faculty and 4 support staff and supports over 250 undergraduate CLD and Agriculture Education majors, along with approximately 25 graduate students.

This reference guide[1] has been prepared to assist students in their orientation to the Department of Community & Leadership Development, its faculty, and its operational procedures. This document is not intended to be the sole source of information. Rather, it should be viewed as complementary to the *University of Kentucky Bulletin: The Graduate School*.[2] It is your responsibility to read these documents and be informed concerning all regulations and procedures required by the Graduate School and the graduate program in CLD.

Faculty members at the University of Kentucky make every effort to insure that those who receive advanced degrees in CLD are fully capable of meeting the standards of professional scholarship. As a graduate student, you must assume responsibility for planning your program and you must take the initiative in securing advice from the faculty. Any carefully developed plan devised for a program will depend upon individual interests or goals.

---

[1] Online version can be found at http://cld.ca.uky.edu/
[2] Online version can be found at https://gradschool.uky.edu/graduate-school-bulletin

General Regulations of the Graduate School[3]

Student Responsibility

It is the student's responsibility to be informed concerning all regulations and procedures required by the course of study being pursued. In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation or asserts that information was not presented by advisors or other authorities. Therefore, the student should become familiar with the Graduate School Bulletin, including (1) the section presenting the requirements for degrees and (2) the specific program offerings and requirements.

The Director of Graduate Studies in the student's major program should be consulted concerning course requirements, any deficiencies, the planning of a program, and special regulations. Programs may have degree requirements that are not listed in the Bulletin. It is to be noted that the Dean of the Graduate School interprets the Graduate School Bulletin. Only the Graduate Council may waive requirements stated in this Bulletin.

Graduate Courses

All courses numbered 500 through 799 may be counted for credit toward a graduate degree provided they are approved as an appropriate part of the student's graduate program by the student's graduate advisor or committee. Courses numbered 400G to 499G carry graduate credit for non-majors only.

Courses numbered at the 800 or 900 level and offered by a professional practice program (Medicine, Dentistry, Law etc.) are normally not accepted for credit toward a graduate degree. Exceptions can be made if permission is granted by the Graduate Council to a program to offer specific professional courses as part of its academic program. Prior approval to take a course must be obtained from the Director of Graduate Studies, the Dean of the Graduate School and the dean of the professional college. Without such approval, professional courses may not be counted toward satisfying degree requirements. Courses numbered at the 600 or 700 level should be taught by members of the Graduate Faculty or by such other instructors as are approved by the Dean of the Graduate School.

Academic Load

The total semester or term academic load of a student is the sum of all credits and credit equivalents (e.g., graduate language courses, undergraduate courses, courses audited, etc.) being carried. The normal academic load of a graduate student during any semester is nine credit hours or equivalent. Under no circumstances may it exceed 15 credit hours or equivalent. For the student who is a full-time teaching assistant or whose service to the University requires approximately 20 hours per week, the academic load shall not exceed 10 hours. This maximum may be increased to 12 hours for students with lighter service loads upon recommendation of the DGS and approval of the Dean of the Graduate School.

Students satisfactorily completing nine course credits, or equivalent, of graduate level work during a semester, are classified as full-time students by the University. Those completing less than these amounts are classified as part-time. Full-time students who fall below the minimum full-time equivalent as the

---

[3] This section is excerpted from The Graduate School Bulletin 2020-2021..

result of failing or dropping one or more courses are reclassified as part-time students for that semester or term.

Grades and Grade Point Average

The official grades of graduate students are recorded in the Office of the Registrar. The following scale applies to grading in graduate courses:

A	High achievement	4 grade points per credit
B	Satisfactory achievement	3 grade points per credit
C	Minimum passing grade	2 grade points per credit
E	Failure	0 grade points per credit
I	Incomplete	See explanation below
S	Satisfactory	See explanation below
U	Unsatisfactory	See explanation below

D grades may not be awarded to graduate students. Graduate courses (400G-799) may not be taken Pass/Fail.

A grade of **I** (incomplete) may be assigned to a graduate student if a part of the work of a course remains undone and if there is a reasonable possibility that a passing grade will result from completion of the work. All incompletes (**I** grades) must be replaced by a regular final letter grade within 12 months of the end of the academic term in which the I grade was awarded or prior to the student's graduation, whichever occurs first. If an I grade has not been replaced within the allowable period, the University Registrar shall change the I grade to a grade of **E** on the student's permanent academic record and adjust the student's grade point average accordingly, unless otherwise approved because of exceptional circumstances by the Dean of the Graduate School upon recommendation of the DGS in the student's program.

Instructors who assign an I grade must file with the student's DGS information which includes (1) the name of the student, (2) the course number and hours of credit, (3) the semester and year of enrollment, (4) specific information on the work to be completed before a final grade can be assigned, and the time frame in which the specific requirements are to be met (not to exceed 12 months). Graduate students should consult with their DGS concerning procedures relative to the awarding of I grades and the conditions under which they may be removed.

- All I grades must be resolved to a regular letter grade before a student may sit for the final examination, or the qualifying examination for doctoral students. Exceptions to this rule will be considered in unusual circumstances, and require the approval of the Director of Graduate Studies and the Dean of the Graduate School.

- A grade of **S** (satisfactory) may be recorded for students in graduate seminars, independent work courses, and research courses which extend beyond the normal limits of a semester or summer term. This grade may not be given to a student in a course carrying credit if the student has done unsatisfactory work or failed to o a reasonable amount of work, in which case a grade of **U** (unsatisfactory) will be assigned. The project must be substantially continuous in its progress. All S and **U** grades must be removed prior to the final examination (or qualifying examination for doctoral students), except for those given in Residence Credit 748, 749, 767, 768, and 769, or in graduate courses which carry no credit.

Once a grade other than **I**, **S**, or **U** has been reported to the Registrar's Office, it may not be changed unless an error was made at the time the grade was given and recorded, and then only upon the written unanimous approval of the instructor, the Registrar, and the Dean of the Graduate School.

An overall average of **B** (3.00) on all graduate work in the program must be attained before an advanced degree may be awarded. Graduate-level courses (numbers 400G-799) are computed in the graduate grade point average, with the exception of 400G courses in the student's program.

Repeat Option

A student may repeat a graduate course and count only the second grade as part of the graduate grade point average. This action will be initiated by petition of the DGS to the Dean of the Graduate School, and may be used only once in a particular degree program or in post-baccalaureate status.

Transfer of Credits

Directors of Graduate Studies may request transfer of credit for coursework taken in post-baccalaureate status at the University of Kentucky either into a master's/specialist degree program or into a doctoral degree program. There is no restriction on the number of transferrable hours. The transfer of credit for coursework taken in post-baccalaureate status at another regionally accredited university is restricted to a maximum of 9 hours (or 25% of the credit hours needed to fulfill either master's/specialist degree requirements or doctoral pre-qualifying coursework requirements).

The following rules also apply to credit transfer:

- Course credits applied toward a previously awarded graduate degree cannot be transferred.
- Transfer of independent work, research, thesis, or dissertation credit is not permitted.
- Short courses lasting fewer weeks than the number of credits may not be transferred.
- A student must have been in graduate status at the time the courses were taken
- A student must be in good academic standing at the time of transfer.
- Only courses assigned a B grade or better can be transferred.
- Courses must have been taken no more than 10 years (masters) or 8 years (doctoral) prior to the semester the transfer is requested.
- Transfer of external credit cannot be applied to a graduate certificate unless it is specified and justified in the initial request to establish the certificate (or at the time of renewal).

Scholastic Probation

When students have completed 12 or more semester hours of graduate course work with a cumulative GPA of less than 3.00, they will be placed on scholastic probation. Students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.00 cumulative GPA. If probation is not removed, students will be dismissed from the Graduate School. Students who have been dismissed from the Graduate School for this reason may apply for readmission after two semesters or one semester and the summer term. If they are accepted by the program, admitted students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining

a 3.00 cumulative GPA. Exceptions to this policy can be made only by the Dean of the Graduate School. Students placed on scholastic probation are not eligible for fellowships or tuition scholarships and may not sit for doctoral qualifying examinations, or masters or doctoral final examinations.

Leave of Absence/Readmission

Enrolled graduate students at the UK that sit out for one or more semesters will need to complete a new application and pay the application fee to be considered for readmission. In many instances this requirement can be avoided by requesting a "leave of absence". In addition to avoiding the application process, this status will allow the student to priority register in preparation for their return to UK.

Procedurally, students should contact their Director of Graduate Studies (DGS) to seek approval for the leave prior to the beginning of the semester in question (see **Readmission** section below). If approved, the DGS will contact their Graduate School admissions officer who will modify the record accordingly. No more than two consecutive and four total semesters in leave of absence status may be requested. International students considering a leave of absence are strongly encouraged to discuss their plans with the Office of International Affairs, Department of Immigration Services prior to making a formal request.

Termination

The <u>Dean of the Graduate School</u> may terminate enrollment in any program for the following reasons:

- Scholastic probation for three enrolled semesters
- Having failed twice the final examination for the master's degree

The <u>CLD Department</u> may terminate enrollment in a particular program for any of the following reasons:

- Having earned two "C" grades or below in CLD graduate courses (500+ courses);
- Having earned two "U" (Unsatisfactory) grades in *CLD 748: Thesis Research in Community & Leadership Development*);
- Having failed to complete *CLD 758: Creative Component in Community & Leadership Development*[4] within 12 months after an "I" (Incomplete) grade was given for the course (a total of 16 months);
- Having received two "unsatisfactory" progress reviews from the Graduate Faculty;
- Having sat out from one or more semesters, without Graduate School's approved leave of absence, after being readmitted to the program; and
- Having been found guilty of an academic offense or ethical misconduct, as specified in University Senate Rules (6.3.0, p. 167).
- Students who fail to enroll in the program for 2 or more consecutive semesters (excluding summer sessions) before completing required coursework will be treated as "dropped from the program," though they will not be permanently terminated. Such students must re-apply for admission in order to complete their degrees (see Readmission Policy & Procedures).

CLD Departmental Termination Procedures.

- Terminations will be decided by a majority vote of the CLD Graduate Faculty.

---

[4] Prior to enrollment in *CLD 758: Creative Component in Community & Leadership Development*, students must have an approved proposal in file.

- Letters of termination will be written by the DGS and delivered to the student via registered mail; in cases in which the DGS is the student's Advisor, letters will be written by the Chair.

- Students who dissent may meet with the CLD Graduate Faculty, after which a second vote will be taken and a final recommendation will be made to the Dean of the Graduate School.

Time Limit for Master's/Specialist Degrees

Students enrolled in a master's/specialist program have 6 years to complete all requirements for the degree, but still have the opportunity to request extensions up to an additional 4 years for a total of 10 years. Extensions up to two years may be approved by the Dean of the Graduate School. Requests for extension longer than 2 years must be considered by Graduate Council. All requests should be initiated by the DGS. No activity completed more than 10 calendar years preceding the proposed graduation date will be considered for graduation.

Programs may opt to shorten or extend the required time to complete the master's/specialist program. Petitions must be submitted to Graduate Council for approval. The program should be able to demonstrate that the 6-year time limit would be detrimental to the progress of their students or to the program itself. If the request is to extend the time limit, the program must demonstrate how students will remain current in the field over this extended time period. Any approved change in the time limit would apply to all students in the program.

The Organization of the MS-CLD Program

Director of Graduate Studies

The Department grants Master's of Science (MS) in Community & Leadership Development (CLD). The Director of Graduate Studies (DGS) is the official representative of the Graduate School. In the MS-CLD program, a term of the DGS is 3 years. The CLD Department Chair forwards the name of a new DGS, selected from tenured graduate faculty members with Full member status in the MS-CLD program. The Dean of Graduate School appoints the DGS in a graduate program. The DGS, with the help of the Department's Administrative Associate (DAA), administers the graduate program. The DGS acts as the advisor of MS-CLD students until their advisors are appointed. The DGS reports to the Graduate Dean and is responsible for implementing the rules, procedures and policies of the Graduate School. If special circumstances warrant, a student may petition the DGS on all departmental requirements stated in this reference guide.

DGS Administrative Associate

The DGS Administrative Associate (DAA) provides assistance to the DGS by maintaining records of graduate students. Any changes in the student's records need to be submitted to the DAA. Those forms that require DGS's approval must be submitted to the DAA to be forwarded to the DGS for signature.

The Department's Graduate Committee

The Department's Graduate Committee provides guidance and assistance to the DGS. This committee includes the DGS as Chair, three other faculty members representing the Department, and one graduate student. This committee, excluding the student member, advises the DGS on admissions, assistantship and fellowship awards, petitions for waivers of requirements and makes the final decision on terminations from the program. The full committee reviews graduate program policy, examines curriculum changes, and when necessary implements Department rules and procedures pertaining to the graduate program. However, all changes in the graduate program must be approved at a Department's Graduate Faculty meeting.

Advisor

The Advisor is the most important individual in a graduate student's life. Upon admission, each student is assigned to an interim advisor. **By the end of the first semester**, he/she is expected to appoint his/her permanent advisor and forward the advisor's name to the DGS. Faculty Advisors are responsible for overseeing their advisees' progress in the program, providing advice to complete the degree requirements, and consult with the DGS to implement Department's and Graduate School's rules and procedures concerning the graduate program. In March, each student is required to submit materials to the DGS for the Annual Review of Student Progress (see below). It is advisees' responsibility to schedule a meeting (face-to-face or over the phone/Zoom) with their advisors at least once per semester during their residence in the program. It is advisors' responsibility to notify the DGS if any of their advisees fail to communicate with them for more than one semester.

Student Advisory Committees

The most important committees in a student's academic life are the Academic Advisory Committees. Upon entering the Department, the DGS will act as your advisor. The DGS will evaluate your previous experience. In consultation with faculty who teach the relevant courses, the DGS will determine whether prior graduate course work can be substituted for required Department courses. The DGS appoints an interim advisor for each entering graduate student based upon the student's expressed interests in CLD who will help you work out a general plan of coursework. During your first year, your interim advisor will provide guidance and listen to your concerns. A primary task for you and your interim advisor is completing the Master's *Degree Planning and Progress Review Form* (or *DPPR Form*). When completed, this sheet will be placed in your permanent file in the office of the DAA.

The Department strongly recommends that you form your Advisory Committee by **the end of your first year or even earlier**. It is your responsibility to ask the appropriate faculty to serve on your committee. There is no obligation for the interim advisor to serve on your Advisory Committee. A faculty member may choose not to serve on your committee. Until you have formed an Advisory Committee, the interim advisor will perform Advisory Committee duties such as conducting the annual review of graduate student progress (see below).

For a Master's degree, the Graduate School requires an Advisory Committee of three members. At least one member must be a Full member[5] of the Graduate Faculty and one other must hold at least an Associate appointment. If the student so desires, one member of the committee (other than the Chair) can be a faculty member from a department other than CLD.

The core of the Advisory Committee must be kept at its full complement throughout the graduate career of the individual student. Thus, in the event of a vacancy on the Committee (occasioned by resignation, faculty leave, or inability to serve), an appropriate replacement must be made prior the making of important committee decisions such as the Master's thesis defense.

Choosing your committee is one of the most important acts you make as a graduate student. Your Advisory Committee will provide guidance throughout your graduate career. The Chair (or co- Chairs) is (are) expected to direct your thesis or creative project paper, and to provide mentoring throughout your graduate program. Master's students do not petition the Graduate School to form their committees, but are required to fill out and submit a departmental form which lists their committee members.

---

[5] Generally speaking, "Full Graduate Faculty" are those faculty members with tenure, who hold a rank of either "Associate Professor" or "Full Professor." "Associate Graduate Faculty" tend to be untenured faculty members with a rank of "Assistant Professor." When you are not sure whether a particular faculty member holds "Full" or "Associate" status in the Graduate School, please check the *Graduate Faculty Directory* at https://ris.uky.edu/cfdocs/gs/dgsgradfac/ or contact the DGS.

Admission

The CLD Department is composed of 15 graduate faculty and approximately 20 graduate students in residence. Our program emphasizes preparing graduate students for a variety of career options by building foundational knowledge and skills in applied social sciences and providing professional development opportunities.

New full-time students are admitted only for the fall semester. Part-time students can be admitted for the spring semester. For those who wish to pursue a MS-CLD degree as a part-time student, you must submit all the application materials by **May 15** for fall admission and **October 15** for spring admission.

Financial assistance is available only to full-time students in the form of teaching assistantships, research assistantships, and university fellowships. Besides a monthly stipend, each assistantship and fellowship generally covers tuition for the fall and spring semesters and health insurance. The number of assistantships available to students varies from year to year. It is highly competitive. Earlier submissions are strongly encouraged. We begin reviewing applications for fall admission with funding requests on **January 15**. To be considered for University fellowships (see https://gradschool.uky.edu/fellowships) and departmental funding (e.g., teaching or research assistantships), all materials, including letters of recommendations and required test scores, must be received by no later than **February 15**.

Those candidates, who received an offer of funding, need to notify the DGS their decisions by no later than **April 15**. In principle, any applications for fall admission **after** February 15 and **before** May 15 will not be considered for funding. However, when external and other unexpected funds become available, we may consider these applicants for funding.

Any applicants, who miss the deadlines but wish to start graduate training, can apply to the Graduate School for admission as a post-baccalaureate student. Please note that their admission to the MS-CLD is not guaranteed.

Summary Table of Admission Deadlines

For Full-Time Students		For Part-Time Students	
January 15 to February 15	For fall admission and consideration for University* or Departmental funding	May 15	For fall admission without expectation of Departmental funding
May 15	For fall admission without expectation of Departmental funding	October 15	For spring admission

*The deadline for consideration for University Fellowships is January 15 since the Director of Graduate Studies must nominate applicants for these fellowships in the first week of February of each year.

Materials Required for Application

Below are the materials you need to upload through ApplyYourself (https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=ukgrad) after you fill out the Online Application Form.

- Cover Letter summarizing motivation for pursuing MS in CLD and whether the candidate is seeking department funding.
- Current Resume/CV
- Narrative statement of intent that includes a description of:
    o Research interests and professional goals
    o How the Masters program in CLD will support these goals, with a specific discussion of how candidate interests and experiences align with faculty expertise or program strengths
    o Other insights into relevant experience or perspectives for demonstrating the candidate's interest in and qualifications for the CLD program
- Undergraduate/graduate transcripts
- 3 Recommendation letters (Only 1 can be written by a CLD faculty member)
- TOEFL/IELTS scores (International applicants only)

Our program offers two options: the Master's of Science in CLD as well as the Master's of Science with Initial Certification for Agricultural Education (Grade 5-12), or MIC. The MIC option uses a different set of criteria for admission (see below). Depending on your choice in pursuing the degree, the eligibility and required materials for admission application differ. If you have any questions, please contact the Director of Graduate Studies (DGS) in Community & Leadership Development (see http://www.uky.edu/Ag/CLD/ for the name and contact information of the current DGS).

Admission Criteria

Applicants for the MS-CLD program without MIC Option.

Candidates for the MS-CLD program must have a minimum undergraduate GPA of 2.75 and graduate GPA of 3.0 to be eligible for admission to the Graduate School. Graduate Record Examination (GRE) scores are no longer required. Please note that GRE scores may still be required to apply for some Fellowships or other outside funding opportunities. International students must also take the TOEFL examination, with a minimum score of 550 (213 on the computer-based test) required by the Graduate School.

Applicants for the MIC Option

Candidates in the graduate initial certification program must apply for admission to the Graduate School <u>and</u> to the Teacher Education Program. They must have a minimum undergraduate GPA of 2.75 to be eligible for admission to the Graduate School. In addition, they must submit GRE scores with minimum scores of 150 on verbal reasoning, 143 on quantitative reasoning and 4.0 on analytic writing. If GRE scores fall below these levels they must submit passing scores on PRAXIS Core Academic Skills for Educators (CASE) for the deficient portions. A minimum 156 score on the reading portion, a minimum 150 score on the mathematics portion, and a minimum 162 score on the writing portion are required.

Candidates must submit an application packet and successfully complete the admission interview with program faculty. The application packet must be on file prior to the admission interview and includes the following items:

- Candidate demographic information
- Official transcripts
- GRE scores (or substituted PRAXIS scores)
- Standards self-assessment
- Character and Fitness Review
- Reference forms (3)
- Current resume
- Writing sample

Admission Process

Applicants must submit all the required materials to the online Apply Yourself system at the following link: http://www.research.uky.edu/gs/ProspectiveStudents/Admission.html

The Graduate Committee reviews all the application packages submitted to the Apply Yourself system. Each committee member will be given a username and password to review the submitted documents. Admission decisions must be made at an official Graduate Committee meeting. In order to comply with the Family Educational Rights and Privacy Act (FERPA), no CLD faculty or staff member can transmit application materials or discuss particular applicants over e-mails.

In the months of June through August, the Graduate Committee does not meet to discuss any applications for admission.

Table 1. Tentative Timeline of Admission Decision-Making by the Graduate Committee (GC)

Month	Tasks
January	• GC completes initial application reviews for fall admission and selects candidates recommended for University fellowships and departmental funding.
February	• DGS submits the application materials of the selected candidates for University fellowships. • DGS gives an offer of funding to the selected candidates. • GC organizes campus visits for candidates.
March	• GC continues to review application materials.
April	• GC continues to review application materials. • DGS gives an offer of any funding rejected by the initial candidates.
May	• GC completes the review of fall admission applications.
June-August	• *GC does not review any admission applications.*
September	• GC begins application reviews for spring admission (part-time and readmission applicants only).
October	• GC completes the review of spring admission applications.
November-December	• *GC does not review any admission applications.*

Readmission

This policy applies only to those graduate students who did not enroll in any course, including CLD 748 for 0 credit hour, for one or more semesters (excluding summer sessions) without an approved leave of absence from the Graduate School. The Graduate School's leave of absence policy and the required procedure to obtain can be found at Page 30 of *The Graduate Bulletin Part 1* (https://gradschool.uky.edu/sites/gradschool.uky.edu/files/Bulletin/2020-2021/ GraduateBulletinPart1_2020-2021_110620.pdf).

Any graduate students who have sat out for one or more semesters (excluding summer sessions) without an approval of leave of absence from the Graduate School will need to complete a new application to the Apply Yourself (see https://gradschool.uky.edu/apply-readmission), and pay the application fee to the Graduate School in order to be considered for readmission. Regardless of academic load, you must submit all the application materials by **May 15** for fall readmission and **October 15** for spring readmission. In principle, financial assistance is **NOT** available to readmitted students

Materials Required for Application for Readmission

Below are the materials a student will need to upload to the Apply Yourself after completing the Online Application Form.

- Justification for a readmission request
- Plan and timeline for the degree completion
- Current resume
- Writing sample from previous coursework in the MS-CLD program
- 2 Recommendation letters, including one from the major advisor or faculty mentor

Readmission Process

Applicants must submit all the required materials to the online Apply Yourself system beginning with the following link: https://gradschool.uky.edu/application-process. There will be two review procedures as described below. In the months of June through August, the DGS or Graduate Committee will not review any applications for readmission. Readmission to the MS-CLD program is not guaranteed.

Expedited Review.

Applications submitted by students who have sat out from the program for 4 consecutive semesters or less will receive an expedited review and approval by the DGS in consultation with their advisors. If necessary, the DGS may seek feedback from other graduate faculty members to make his/her decision.

Full Review.

Applications submitted by students who have sat out from the program for 5 or more consecutive semesters will require a full review by the Graduate Committee. Each committee member will be given a username and password to review the submitted documents. Admission decisions must be made at an

official Graduate Committee meeting. In order to comply with the Family Educational Rights and Privacy Act (FERPA), no CLD faculty or staff member can transmit application materials or discuss particular applicants over e-mails. If necessary, the Graduate Committee may request applicants and/or their advisors to submit additional materials for review.

Limit of Readmission Requests

Except given extraordinary circumstances, students cannot apply for readmission more than once. If readmitted students sit out one or more semesters without approved leave of absence from the Graduate School (see above), they will be terminated permanently from the program. <u>Remember that the limit on readmissions only applies if students have not obtained an approval for leave of absence from the Graduate School</u>.

Coursework Requirements

The CLD Department offers the Master's of Science in Community & Leadership Development (MS-CLD). Our program trains students with foundational knowledge and skills in applied social sciences while providing students with opportunity to develop in-depth understanding on one specialization area of their choice. Our faculty expertise and graduate courses concentrated in the following areas:

- Agricultural Education
- Community Communications
- Community Development
- Leadership Studies
- Rural Sociology and Social Sciences
- Youth Development

Within the MS-CLD, students have an option to complete the initial certification program in Agricultural Education (Grades 5-12), or MIC Option. Students in this option are required to complete additional Professional Core and Technical Core courses. Either degree may be obtained on a thesis basis (**Plan A**) or a non-thesis basis (**Plan B**). Students should indicate their choice of degree and plan to the DGS no later than the end of their second semester. Students may change to a different option at a later time with the approval of their Advisory Committee and the DGS.

The CLD Department offers MS students many opportunities for professional development to integrate them into the profession and to prepare them for their future careers applied social scientists. Opportunities exist to work as research assistants on funded faculty research projects, Extension programs, and/or outreach/community-engagement projects and to develop teaching skills through employment as teaching assistants. Additional professional development experiences are offered through seminars and workshops organized by the department and other university-wide professional development programs and certificates.

For All MS-CLD Students

Core Requirements

Course No.	Course Title	Hrs.	When to Take it? [#]
CLD 686	Research Design	3	Year 1 Fall
CLD 684* or Various[¶]	Statistical Analysis or any approved method course(s)	3	Year 1 or Year 2
CLD 630	Individual & Group Dynamics	3	Year 1 or 2 Fall
CLD 610* or CLD 670	Experiential Education or Community Engagement	3	Year 1 or Year 2
CLD 671 or CLD 685 or CLD 675 or CLD 660	Advanced Methods of Teaching or Advanced Community Development Theory & Practice or Theoretical Foundations of Communication and Community or Advanced Leadership Theory & Practice	3	Year 1 or Year 2
CLD 768 or CLD 758	Master's Thesis Research in CLD or Creative Component in CLD	3	Year 2 Spring
TOTAL		18 hrs.	

Notes: * Offered every other year. CLD 684 is offered in the spring semester of odd years; CLD 610 is offered in the fall semester of even years; CLD 670 is offered in the spring semester of even years [#] Suggested timings are for full-time students.

Non-CLD Qualitative Methods Courses

The CLD Department has agreements with the departments of Education, Policy and Evaluation Studies (EPE), Anthropology (ANT) and Sociology (SOC) to accommodate students in the MS-CLD who are interested in enrolling in a qualitative methods course. The courses offered within the respective programs are listed below. *Please be aware that these courses will fill up quickly, so make your plans for enrollment accordingly*.

- **Anthropology**
  - *ANT 660 Ethnographic Research Methods.* This course is designed to help students develop skills in ethnographic data collection and analysis. Consent of the instructor is required.
- **Education, Policy and Evaluation Studies**
  - *EPE 663 Field Studies in Educational Institutions*. This is offered as the first course in a two course sequence with the more advanced course.
  - *EPE 763 Advanced Field Studies.* EPE 663 or a comparable qualitative course is a pre-requisite for enrollment in EPE 763.
- **Geography**
  - *GEO 609. GIScience Fundamentals.* This course helps students understand basics of the Geographic Information System (GIS).
- **Sociology**
  - *SOC 682 Special Topics in Advanced Sociological Methods (various)*. This course has been structured to provide more elective methods courses that can be taken by graduate students in a variety of disciplines. These will be courses that focus on a specific method or epistemology, rather than offering a broad survey, and they are to be 1 or 2 credits. A SOC 682 course is basically a special topics in research methods course, what changes from semester to semester is the subtitle (e.g., Participatory Action Research, Interviewing). Check with the Sociology DGS for an update on what will be offered each academic year.

Elective Requirements

Students must complete a total of at least **12 credit hours** in one Enrichment Area, defined in consultation with their Advisory Committee. Sample of Enrichment Areas are:

- Non-formal and Formal Education

- Agricultural Education and other Agricultural areas of interest (with a social science emphasis – e.g., horticulture's role in urban gardening)

- Community Development

- Leadership Development

- Rural Studies

- Community Communications

A description of CLD courses can be found at can be found in the Course Catalog accessible through myUK.

For MIC Students

MS-CLD Core Requirements

Course No.	Course Title	Hrs.	When to Take It?#
CLD 686	Research Design	3	Year 1 Fall
CLD 684 or Various	Statistical Analysis or any approved method course(s)	3	Year 1 or Year 2
CLD 630	Individual & Group Dynamics	3	Year 1 or 2 Fall
CLD 671	Advanced Methods of Teaching CTE	3	
EDP 600/ FAM 654	Life Span Human Development and Behavior	3	
CLD 610*	Experiential Education	3	Year 1 or 2 Fall
CLD 758	Creative Component in CLD	3	
TOTAL			**21 hrs.**

Notes: * Offered every other year. CLD 684 is offered in the spring semester of odd years; CLD 610 is offered in the fall semester of even years; CLD 670 is offered in the spring semester of even years. # Suggested timings are for full-time students.

Professional Core Requirements

Course No.	Title	Hrs.	When to Take it? ±
AED 362	Field Experiences in CTE	3	
AED 580	Foundations CTE	3	
AED 583	Designing Curriculum and Assessment in CTE	3	
AED 586	Methods of CTE	3	
AED 592	Teaching Experience in CTE	12	
AED 671	Youth Organizations in CTE	3	
EDS 600	Survey of Special Education	3	
TOTAL			**30 hrs.**

Specialty Courses

Certification and degree completion are two separate issues. Candidates must complete additional hours beyond the core. Although part of the certification coursework can be used toward a "General Specialty" in Agricultural Education, some required certification courses are strictly undergraduate level and will not count toward the M.S. degree. In particular, coursework in the 400 level **with the "G" designation** and 500-level and above courses can be used toward degree completion.

Candidates' previous coursework in the content areas will be evaluated to determine additional work candidates may need to have adequate preparation in agricultural content knowledge. Candidates should have taken the following courses, or equivalent, prior to admission to the program.

Technical Core Courses

Candidates' previous coursework in the content areas will be evaluated to determine additional work candidates may need to have adequate preparation in agricultural content knowledge. Candidates should have taken the following courses, or equivalent, prior to admission to the program.

Course No.	Course Title	Hrs.
ASC 101	Domestic Animal Biology	3
ASC 102	Application of Animal Science	3
ASC 300+	Any 300+ Animal Science course	3
AEN 463 G	Agricultural Safety & Health	3
AEN 252	Farm Shop	3
PLS 366	Fundamentals of Soil Science	4
PLS 210 or PLS 386	The Life Processes of Plants or Plant Production Systems	3
PLS 200+	Any 200+ Plant & Soil Science course	3
AEC 302	Agricultural Management Principles	4
AEC 300+	Any 300+ Agricultural Economics course	3

Waiver of Core Requirements

If equivalent coursework has been taken elsewhere, during the first academic year students may petition the DGS for a waiver of required theory or methods courses. Evidence of equivalence consists of a syllabus or other document from the equivalent course that shows parallel content in addition to transcript documentation of satisfactory completion of the course with a grade of "B" or better. The DGS is the final arbiter of a waiver decision. Action may be taken in consultation with the Graduate Committee, the student's Advisory Committee, and/or instructors of required theory and methods courses if questions arise about equivalency criteria. *Only signed approval letter from the DGS consists as an evidence of waiver of a core requirement.*

Additional Requirements

The Graduate School stipulates that two-thirds of the minimum course requirements be in regular courses, as opposed to special problems or independent research. Students must have the cumulative GPA of 3.0 or above in order to sit on the final examination. Plan A master's degree candidates who are in residence and receiving financial support from the University and/or utilizing University resources while working on the thesis must be enrolled in the Graduate School. Candidates not enrolled in course work to meet degree requirements may be enrolled CLD 748 each semester after providing evidence to the DGS of a plan to invest 20 hours per week on degree completion.

Writing the Thesis or Creative Project Paper

Prospectus

When the student and the Chair of the student's Advisory Committee feel that the student's thesis or creative project plans have been sufficiently developed, the student will draft a formal proposal, in consultation with other members of the Advisory Committee. When the student and Chair of the Advisory Committee agree that the proposal is ready for defense, the student will schedule a meeting of the Advisory Committee for the formal proposal presentation. At the conclusion of the proposal defense, the Advisory Committee will vote to approve or disapprove the proposal. Once approved, the all the members of the Advisory Committee must sign on the title page of the proposal which needs to be submitted to the Director of Graduate Studies for inclusion in the student's graduate file.

Human Subject (IRB) Approval

Any master's research (thesis or creative component) which involves data collected from human subjects (e.g., survey, interviews) requires an approval from the Institutional Review Board (IRB) at the UK Office of Research Integrity. The information concerning the IRB review processes and documentations are available at: http://www.research.uky.edu/ori/.

Oral Examination of the Thesis or Creative Component Project

The final oral examination is conducted by a committee appointed by the Dean of the Graduate School. This committee consists of the Chair of the student's Advisory Committee and the other members of the student's Advisory Committee. The exam includes, but is not limited to, a defense of the thesis or creative project paper. A majority vote of the full committee determines the outcome of the exam. In the event of failure of the final exam, a second exam will be scheduled if recommended by the student's Advisory Committee and if approved by the Dean of the Graduate School. A third exam is not permitted.

Upon passing the final oral examination for Master's thesis (not creative project paper), the student has 60 days from the final exam date to make any revisions, additions, and corrections required by the examining committee, and to deliver two copies of the thesis in final form to the Graduate School, with the signatures of the Chair of the Advisory Committee and the DGS. If this deadline is not met, the candidate must undergo a second examination.

Advisor/Advisory Committee

PLAN A: Thesis

As noted above, after identification of the general subject area for the thesis, students should select, in consultation with their interim advisor and the DGS, a faculty member to ask to serve as Advisory Committee Chair and thesis director. If the person agrees to serve in this capacity, the DGS must be notified so that the appointment can be confirmed and recorded. The Advisory Committee Chair should be appointed by the end of the second semester of residence. In consultation with the Advisory Committee Chair, the student asks two additional faculty members to serve on the student's advisory (thesis) committee. At least one member of the Committee must be a Full member of the Graduate Faculty; another should be a full or associate member. This committee will guide the student in the completion of the program and serve as the final oral examination committee. As noted above, the student

must fill out and submit the departmental form which lists the committee members when the committee has been formed. (See the section below pertaining to Annual Review/Advisory Meetings.)

PLAN B: Creative Component Project

The student should discuss with the interim advisor and the DGS the selection of a Chair and two other appropriate faculty members to serve as an Advisory Committee. The DGS will formally appoint the committee. This committee will guide the student in the completion of the program and serve as the final oral examination committee. (See the section below pertaining to Review Meetings.)

Written Product

A written product is required of all Master's degree candidates. This product will take the form of a thesis for students selecting Plan A. Students selecting Plan B will be required to submit a research paper or other creative product as agreed upon with the Advisory Committee.

PLAN A: Thesis

Topic. The Master's thesis is intended to be a relatively limited research exercise on a focused and manageable topic. It does not have to be a completely new contribution to knowledge. It can be a restudy of an earlier investigation or an attempt to extend an established hypothesis. It should be focused on a well- defined topic with restricted scope. At the same time, it must be carried out with care and rigor.

Proposal. When the student and the Advisory Committee Chair feel that the student's thesis plans have been sufficiently developed, the student will draft a formal proposal, in consultation with other members of the Advisory Committee. The student will then schedule a meeting of the Advisory Committee for the formal proposal hearing.

The proposal review and defense is chaired by the Advisory Committee Chair. At the conclusion of the proposal defense, the Advisory Committee will vote to approve or disapprove the proposal.

- If approved by a majority, the title page of the proposal will be signed by all members of the Advisory Committee.
- The Advisory Committee Chair will transmit the signed proposal to the DAA to be permanently placed in the student's file.
- If approval of the proposal is not given, another proposal hearing, which follows the same schedule requirements as the first hearing, must be held after suitable revisions.

Writing the Thesis. The student's Advisory Committee Chair will supervise the student's work during preparation of the thesis, with the Chair taking major responsibility.

- The thesis must be prepared in the format used in a social science journal.
- The student must consult the Graduate School and follow requirements regarding the thesis format.

Enrollment Requirement. A minimum of 3 credits of CLD 768 is required for Plan A. However, international students and students required to carry a full graduate course load (e.g. RAs and TAs) may enroll in up to 6 credits of CLD 768: Residence Credit for the Master's Degree. After completing all other degree requirements, these candidates may enroll in CLD 748 each semester (not including summer sessions) until their successful oral defense.

PLAN B: Creative Component Project

Under Plan B, the written product most often takes the form of a research paper, policy paper, or evaluation paper. This manuscript needs not be judged "publishable" but must be based on extensive independent research and conform to scientific standards including theoretical grounding and substantive literature review. It may have an applied or program-planning or evaluation orientation. The non-thesis paper option has the same proposal and defense procedures as the thesis option, outlined above.

Students are required to defend their project proposal prior to the semester in which they enroll in the 3 credit hour CLD 758 Creative Component course. Any exceptions to this requirement must be approved by the student's Advisory Committee and the Graduate Committee.

Creative Components generally take one of the following approaches. All final products must be supported by a written proposal highlighting theoretical and conceptual frameworks and scientific reflection.

Professional Product:
Students, in conjunction with their committee, brainstorm and design a professional product that advances the student's professional field. The product should be theoretically based and evaluated to examine professional effectiveness. Examples could include but are not limited to:
- Professional guides
- Curricula
- Workbooks
- Marketing initiatives
- Program evaluation

Artistic Format/Event:
Students create, implement or host an artistic event based on an agreed upon scholarly area of interest between the student and their graduate committee. The event design should be supported by prior research and theoretically sound. Examples could include:
- Documentaries
- Art exhibitions
- Public performance
- Web based media

Final Oral Exam

A final oral examination is required of all Master's candidates and is conducted by the student's three-person Advisory Committee. Upon completion of the thesis/other written product described above, the student should arrange in consultation with the DGS and their committee a suitable time and place for the presentation of their scholarship and examination.

The exam includes, but is not limited to, a defense of the written product. A majority vote of the full committee determines the outcome of the exam. In the event of a failure of the final exam, a second exam will be scheduled if recommended by the student's committee and if approved by the Dean of the Graduate School. A third exam is not permitted.

Completed Copy of the Thesis/Written Product

PLAN A.

Upon passing the final oral examination, the student has 60 days from the final exam date to make any revisions, additions, and corrections required by the examining committee, and to deliver two copies of the thesis in final form to the Graduate School, with the signatures of the Thesis Director and the DGS.

The student must supply to the DAA one unbound copy of the thesis for the Department library. (This is in addition to the two unbound copies required by the Graduate School.)

PLAN B.

The student must deliver a final copy of the written product to the DAA to be placed in the student's permanent file.

Timing

Students should identify a topic and start work on a thesis or other written product ideally by the end of the second semester in residence. In any case, this decision and defense of the proposal must be made by the end of the semester prior to the one in which the student expects to receive the degree. For full-time students, the written product should be completed by the end of the fourth semester.

Advising/Progress Review

Annual Review/Advisory Meetings

To facilitate students' progress in the program, the MS-CLD Graduate Faculty annually reviews every student's performance in the program. Two sets of information are requested by students and CLD graduate faculty members.

First, all MS-CLD students are required to meet with their interim advisor or Advisory Committee at least once a year between **the first week of Spring Semester** and **February 15** to fill out or update the Master's *Degree Planning & Progress Review Form* (DPPR)*,* available on the CLD website. At the meeting, students should also submit their up-to-date resume and transcript. One copy of the annual review package (i.e., the signed DPPR, and up-to-date resume and transcript) shall be filed with the DAA and one copy each should be sent to the DGS and their advisor.

Second, all MS-CLD graduate faculty members who teach core courses will be asked to submit the Performance Evaluation form for each MS-CLD student in their course roster. These forms will be collected by **the end of April**.

Between February 15 and the end of March, the annual review packages (i.e., DPPR, resume, transcript) will be first reviewed by the DGS. In the event that concerns in student progress are noted, the Graduate Committee will review his/her file and recommend a necessary course of action.

In the end of the spring semester, a Graduate Faculty meeting will be held to discuss graduate student progress. At that time, student performance forms will be reviewed. The DGS will write a letter to the student and her/his advisor informing them the outcomes of the Annual Progress Review. If the Graduate Faculty determines a student's progress to be unsatisfactory, the DGS will request both the student and his/her advisor to develop and submit a plan for improvement in that student's performance.

Criteria to be considered within the Annual Review of Progress include, but are not limited to:

- Course performance: A or B grade;
- GPA above 3.0;
- Approval of a project proposal within one semester after the completion of coursework, other than *CLD 768: Resident Credits in Thesis Research in CLD* (3 credit hours) or *CLD 758: Creative Component in CLD*;
- Recognizable progress toward completion of thesis or creative component project within two semesters after the completion of coursework, other than CLD 768 or CLD 758;
- Participation in professional development activities; and
- Regular communication with the Advisory Committee Chair.

Annual Review Materials and Deadlines

Dates	Materials	Prepared by	Submit to
1st week of Spring Semester - February 15	• Master's *Degree Planning & Progress Review Form* ➔ Must be signed by the advisor • Current transcript • Updated resume	• Student and his/her advisor	• DGS • DAA • Advisor • Committee members
Last week of April	• *Performance Evaluation Form*	• CLD graduate faculty members who teach core courses	• DGS • DAA

Annual Review Assessment Schedule

Dates	Activity	Actions
February 15 - March 15	DGS reviews all the Annual Review Packages prepared by the students.	• **Satisfactory Progress** ➔ DAA notifies students and their faculty advisors. • **Unsatisfactory Progress** or **Not Enough Information** ➔ Packages are forwarded to the Graduate Committee for review. DGS requests more information from students and their advisors.
March 15 - April 15	The Graduate Committee review the Annual Review packages of those students whom DGS raised concerns.	• **Satisfactory Progress** ➔ DAA notifies students and their faculty advisors. • **Unsatisfactory Progress** or **Not Enough Information** ➔ Packages are forwarded to the Graduate Faculty for review.
Final Exam Week in May	The Graduate Faculty review the Annual Review packages of those students whom GC raised concerns.	• **Satisfactory Progress** ➔ DAA notifies students and their faculty advisors. • **Unsatisfactory Progress** ➔ DGS notifies students and their faculty advisors and requests a plan for improvements.

Funding

Philosophy of Funding

It is the policy of the Department to try to provide funding for as many qualified students as possible upon entry into the graduate program. Those students who do not receive funding upon entry are eligible to be considered for funding in the following year. Decisions about funding are made in yearly evaluations of graduate student progress, academic performance, and participation in departmental life (e.g., attending departmental colloquium and talks).Students must make systematic progress toward their degrees and meet professional expectations of their TA/RA responsibilities to ensure continued funding.

Assistantships and Fellowships

In addition to Graduate School scholarships and fellowships, the Department normally awards a number of half-time service (20 hours per week) teaching and research assistantships. The actual number of available assistantships varies from year to year. Students should indicate interest in assistantships at the time of application.

Time Limits on Support

Students who hold assistantships are expected to make satisfactory progress toward the degree. A maximum of two years of departmental funding is allowed. **"Departmental funding"** is defined as *any* teaching and research assistantship or fellowship provided through *university funding sources* (e.g., either recurring departmental assistantships, assistantships supported by grants secured by university faculty or staff, or university non-service fellowships). The only exception to the funding time limit is that students may be employed on grant funding after expiration of time limits outlined above upon request of the principal investigator. It is possible that a student may find it necessary to take time off from her/his studies. If so, the student must inform their Advisory Committee and the DGS of their intentions to take time off. Assuming the student has been making adequate progress, the Department will not count this time-off period against their funding time limit. However, the Department cannot guarantee that funding will be available when the student returns.

Adequate Progress and Priorities for Funding

Each year students who receive funding from the Department as well as those requesting funding for the coming year will be evaluated by the Graduate Committee to determine the student's priority for continued or future funding. Criteria for minimal progress include the following:

GRADES

Students are expected to maintain a minimum B (3.0) average before an advanced degree is awarded. Specific policies regarding academic probation and termination have been developed by the Graduate School for students whose average falls below a 3.0. This is a Graduate School requirement. In addition there is a Department requirement that all required core courses be completed with a minimal grade of B. Low grades or maintaining only a minimal GPA can affect ranking for funding.

REQUIRED COURSES

Students are expected to take required core courses at the first opportunity they have to take them. Postponement of required courses can affect ranking for funding.

ACADEMIC LOAD

The typical academic load is 9 hours for full-time enrollment. First year students must complete 18 hours of course work, including completion of appropriate required course work. The Graduate School stipulates that students funded with a Teaching Assistantship or a Research Assistantship take no more than 9 hours per semester. If a student wishes to request a waiver of this maximum number of hours for a given semester, she or he should contact the DGS.

INCOMPLETES

The Department strongly recommends minimal use of incompletes. Incompletes should be requested sparingly, and except in extraordinary circumstances, must be completed within one semester. Students taking an incomplete must sign a contract with the instructor specifying requirements for completion of the course and when it will be completed. Failure to meet the terms is grounds for turning in a grade of E. Overall, excessive numbers of incompletes or failures to complete them promptly, except in unusual extenuating circumstances (severe health problems, family/personal emergencies, etc.), will be viewed as failure to make adequate progress.

TA/RA PERFORMANCE

TA and RA performance includes the evaluation of all funded students by their supervisors. This evaluation will included in the overall evaluation of a student's progress and can affect the student's ranking for funding. Students may include a statement evaluating their assistantship experience, performance, and/or supervision.

PROFESSIONAL ORIENTATION/ACTIVITY

Students should become involved in efforts to demonstrate professional activity as evidence of ongoing career development. These may include attending designated departmental seminars, committee meetings, presenting papers at conferences, writing/publishing papers, writing grant proposals, etc. as appropriate to the student's stage in the program. Ranking for funding will consider such professional activity.

Appeals: Any student who has been denied continued funding as a result of the review process may ask for clarification from the DGS or the Graduate Committee. An appeal to the Committee may be made upon the recommendation of the student's faculty advisor.

Appendices

A. Master's Program Learning Outcomes

B. Degree Planning & Progress Form

Appendix A. Master's Program Learning Outcomes

Students completing the Master's program in Community and Leadership Development (CLD) will:

1. Demonstrate an ability to use an interdisciplinary framework for analyzing community and leadership issues or processes;

2. Demonstrate an ability to design and execute a research, instruction or engagement project with skills to:

    a. identify its goals and objectives,

    b. formulate and implement appropriate approaches to meet those goals and objectives,

    c. solicit inputs from appropriate stakeholders about the project,

    d. delineate outputs from the project, and

    e. evaluate the effectiveness of the project in meeting the goals and objectives;

3. Demonstrate competency in social research methods for data collection and analysis, including the ability to:

    a. construct a research question which can be answerable with empirical evidence,

    b. select an appropriate social science method for data collection and analysis,

    c. interpret the data collected, and

    d. report findings through a written report and oral presentation;

4. Demonstrate an ability to effectively communicate specific community and leadership issues to diverse audience through visual and oral presentations; and

Appendix B. MS-CLD Degree Planning and Progress Form

CLD MASTER'S DEGREE PLANNING AND PROGRESS FORM
University of Kentucky College of Agriculture, Food & Environment
Department of Community and Leadership Development

This form provides a summary of graduate level work earned from the Masters in CLD. Please submit a copy to the <u>DGS</u> and <u>your advisor</u> at the end of the fall and spring semesters and for annual review purposes at the beginning of Spring semester.

Name of Student				
Advisor			**Interim – Yes No**	
Date of Initial Enrollment in MS-CLD Program	**Year:**		**Semester:**	
Type of Assistantship: TA RA GA **Department:** **Supervisor:**				

Schedule of Courses: (circle Plan A/B option below)

	Plan A (Thesis)	Plan B (CC)	Grade	Semester/Year
♦ CLD 686 – Research Design	3 hours	3 hours		
♦ CLD 684 – Statistical Analysis in CLD <u>or</u> Qualitative Research Methods course	3 hours	3 hours		
♦ CLD 630 – Individual and Group Dynamics	3 hours	3 hours		
♦ One of the following: CLD 610 – Experiential Education: Process & Practice CLD 670 – Community Engagement	3 hours	3 hours		
♦ One of the following: CLD 671 – Advanced Methods of Teaching CLD 685 – Advanced Community Development Theory and Practice CLD 675 – Theoretical Foundations of Communication and Community CLD 660 – Advanced Leadership Theory & Practice	3 hours	3 hours		
♦ CLD 758 – Creative Component or ♦ CLD 768 - Thesis	3-6 hours	3 hours		
	18-21 hours required	18 hours required		
Please list the additional elective graduate course work within a supporting enrichment area.				
	9+ hours	12+ hours		
	30 Total Hours	30 Total Hours		

The Advisory Committee will provide guidance for choosing either a **thesis (Plan A)** which requires students to conduct research, write and defend a thesis or a **non-thesis (Plan B) – Creative Component**. The Creative Component requires rigorous research that may take many forms, combining an array of methods. Creative Component findings may also be represented through an array of forms such as photo-voice displays, films, community theatre, curriculum and program designs.

6. Advisory Committee Members (3 required)	Replacements: (if applicable)
Chair:	
Co-Chair (if so):	
Outside Member:	

7. Project: Circle One of these options: Thesis Creative Component	
Title:	
Date Thesis or Creative Component Project Proposal Defended:	Final Project Defended:

Academic Department Functions Attended in Last Year

Name of Function and Speaker:	Date:

University Service

Name of Function:	**Date:**

Awards Received

Name of Award	**Date:**

Teaching Experience	**Semester (F/SP/SM) Year(s)**
Courses Taught (one course per line)	

Research Activities	**Semester (F/SP/SM) Year(s)**

Community Engagement Activities	**Semester (F/SP/SM) Years(s)**

Please sign and present this form to your faculty advisor.

Student Signature: _____ Date: _____

Student ID #: _____

Advisor Signature: _____ Date: _____

Revised August 2021