SCHOOL OF HUMAN SCIENCES
GRADUATE STUDENT SURVIVAL HANDBOOK

8th Edition

May, 2018
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MASTER OF SCIENCE IN HUMAN SCIENCES
Graduate Program Entrance Requirements

We are delighted that you are interested in furthering your education with us in the School of Human Sciences. We pledge to make our best effort to meet your intellectual needs and to nurture your professional growth.

Please submit the requirements outlined below to complete your application process. The Graduate Record Exam (GRE) is no longer required for entry into the School of Human Sciences graduate program.

**Requirements of the Graduate School (936-468-2807)**

1. Apply online and be admitted to the Graduate School. The process is explained on the [Graduate School website](#). In addition to the application, all undergraduate transcripts must be submitted.

**Requirements of the School of Human Sciences (936-468-4502)**

2. Submit a typed two-page essay that addresses all of the following points:
   a) The role that a graduate degree in Human Sciences will play in enabling you to achieve your professional goals.
   b) Your reasons for choosing the particular focus area you have indicated within the HMS graduate program.
   c) Your philosophy regarding the following concepts:
      - Academic excellence through critical, reflective, and creative thinking
      - Openness to new ideas, culturally diverse people, innovation, and change
      - Integrity, responsibility, diligence, ethical behavior, and life-long learning

Please email the essay to runnelsc@sfasu.edu or jumperr@sfasu.edu.

Dr. Chay Runnels
Graduate Co-Coordinator
School of Human Sciences

Dr. Rachel Jumper
Graduate Co-Coordinator
School of Human Sciences

Dr. Mitzi Perritt
Graduate Co-Coordinator
School of Human Sciences
Note: Financial aid is not available until all documents are submitted and “clear” admission is obtained. Students admitted under “provisional” status (all admission items not received) or “probationary” status (low GPA below 2.5 overall and below 2.8 for the last 60 hours) are not eligible for financial aid. A graduate student must maintain a cumulative GPA of 3.0 or better to be eligible for financial aid.

I. GRADUATION PROGRESS CHECKLIST

Graduation Checklist for Students Seeking a Master’s Degree:

<table>
<thead>
<tr>
<th>To graduate and get a diploma you must:</th>
<th>Date Completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Have been admitted to a degree program.</td>
<td></td>
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<tr>
<td>✔ Have submitted all required credentials including:</td>
<td></td>
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<tr>
<td>1. Official transcripts from all colleges and universities you have attended as an undergraduate student.</td>
<td></td>
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<tr>
<td>2. Official transcript showing graduate courses to be transferred from another university.</td>
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<tr>
<td><strong>1st semester</strong> – The graduate program coordinators will assign you an advisor based on your professional interests and advisor availability (you can change your advisors at any point). A copy of the email confirming your advisor will be placed in your graduate file. The coordinator will arrange a formal Skype meeting to introduce you to your advisor.</td>
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<tr>
<td><strong>1st semester</strong> – Have a degree plan on file with a minimum of 36 hours for a non-thesis program and a minimum of 30 hours for a thesis program. This should be approved and signed by your advisor during the first semester of coursework (See Degree Plan Form). The degree plan can be modified in consultation with your advisor.</td>
<td></td>
</tr>
<tr>
<td>✔ Select a committee, in consultation with your Chair (advisor). For non-thesis students, the committee consists of the Chair (advisor) and 2 other members of the graduate faculty. For thesis students, the committee consists of the Chair (Thesis Director), and 3 other members of the graduate faculty, one of whom must be an external committee member (not in your program area) who is appointed by the department chair from a list of candidates provided by the Dean of Graduate Studies. Send each member of your committee a confirmation email and provide a copy for your graduate file. Thesis students must complete page 6 of this handbook and give to advisor.</td>
<td></td>
</tr>
<tr>
<td>✔ <strong>2nd / 3rd semester: Thesis students:</strong> Register for HMS 589 and work for your Chair (Thesis Director) to prepare a thesis proposal; follow guidelines outlined on pg. 13-16 in the Graduate School Thesis Guide. Receive approval of the thesis proposal from each committee member and the Graduate Office.</td>
<td></td>
</tr>
<tr>
<td>✔ After obtaining approval of the thesis proposal, submit IRB for thesis work to the Office of Research and Graduate Studies, Box 13024, SFASU, Nacogdoches, TX 75962.</td>
<td></td>
</tr>
<tr>
<td>✔ Enroll in HMS 590 to complete your thesis work (See Thesis Guide – Graduate School)</td>
<td></td>
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<tr>
<td>✔ Have completed all coursework, including transfer work, <strong>within 6 years</strong> of the time you started.</td>
<td></td>
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<tr>
<td>✔️</td>
<td>Have completed all coursework with an overall grade point average (GPA) of 3.0 or better and a GPA of 3.0 or better in your major and minor considered separately.</td>
</tr>
<tr>
<td>✔️</td>
<td><strong>Thesis Students:</strong> Submit a draft of the thesis to the thesis committee and to the Graduate School before filling the application for the thesis examination (defense).</td>
</tr>
<tr>
<td>✔️</td>
<td><strong>Last Semester: Non-thesis students</strong> make an appointment for room and time to schedule your comprehensive exam. This is a 6-hour exam. This exam can cover material from any M.S. coursework. <strong>Thesis students</strong> will complete 589 and 590, then defend thesis with entire committee. (No comprehensive exam is necessary). <strong>Thesis students</strong> apply for thesis examination (defense) in the Graduate Office one week prior to exam, but no later than 3 weeks prior to end of semester. See the Graduate School web site for specific dates and forms (Thesis Examination Form).</td>
</tr>
<tr>
<td>✔️</td>
<td>Have satisfactorily completed your comprehensive examination or thesis defense and submit report to the Graduation Dean’s Office.</td>
</tr>
<tr>
<td>✔️</td>
<td>If applicable, have completed all thesis requirements, including revisions to thesis after the defense (if applicable).</td>
</tr>
<tr>
<td>✔️</td>
<td>Have applied for graduation and paid all graduation fees by the deadline stated in the Graduation Bulletin (See Graduate Instructions and Deadlines – Graduate Website)</td>
</tr>
<tr>
<td>✔️</td>
<td>Submit final thesis to Graduate Office.</td>
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<tr>
<td>✔️</td>
<td>Remove deficiencies, if any.</td>
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</tbody>
</table>
AUTHORSHIP OF RESEARCH PUBLICATION POLICY

Graduate students are encouraged to publish the results of thesis and final research projects. Publication should follow project completion or graduation as soon as possible for maximum utility to the industry and/or research community.

It is the goal of the Graduate School to recognize the research efforts of student researchers in relation to the effort expended and the nature of the project. Professional guidance and effort are also to be recognized especially when student projects are a component of larger or longitudinal work.

Normally papers are drafted by the student and revised by the professors involved in the project. Authorship in such cases includes the student as first author, with one or more professors as joint authors.

The final manuscript must be accepted by major professor and submitted for publication **within one year** of research project completion. If the student fails to submit publication copy in a timely manner, the professor has the authority to prepare the publication incorporating the student’s work. In such instances, the professor would be recognized as primary author with the student’s input recognized as appropriate.

This policy reflects the general philosophy and intent of the school. It is also recognized that individual professors may have differing personal policies. Students are encouraged to discuss the topic of authorship with Examining/Graduation Committee members before beginning research projects and to utilize the following form when appropriate.

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**STATEMENT OF AUTHORSHIP**

School of Human Sciences

HMS has a strong commitment to the dissemination of research findings for the advancement of the profession. At the same time, the school desires to properly recognize the efforts of all researchers.

To meet these publication goals, all student research associates are asked to indicate agreements between Thesis Committee members and other faculty who may have guided or participated in research projects. It is understood that many projects may be combined with others, and that significant time may pass before publication.

Title of Research Project

I agree to publish the research findings within one year of research project completion and with an authorship priority as listed below:

______________________________  _______________________
First or Primary Author          Contributing Author

______________________________  _______________________
Contributing Author             Contributing Author

Agreed date manuscript due to Major Professor: ____________________

______________________________  _______________________
Student                        Contributing Author

______________________________  _______________________
Date                             Major Professor

*Must be completed before defense. Best if completed with the project approval form.*
II. MASTER OF SCIENCE PROGRAM

Note: The HMS Graduate Handbook outlines general policies and procedures regarding the completion of the online Master of Science program in Human Sciences at SFA. There are certain policies and procedures that faculty members can modify to serve student needs under extenuating circumstances. Specific program areas within HMS may have additional policies and protocols not listed in the handbook. Lastly, for the Food, Nutrition and Dietetics (FND) master’s program please refer to the Dietetic Internship Handbook for more information at http://www.sfasu.edu/hms/101.asp.

Helpful links that should be reviewed in conjunction with the handbook:
SFA HMS Master’s program website
SFA Graduate School website

Structure
The School of Human Sciences focuses on the preparation of professionals for emerging careers and entrepreneurial opportunities. Areas of study include child development/family; family; hospitality administration; fashion merchandising; interior design; and family and consumer sciences/certification for teaching. Students entering the Master of Science degree program must have a Bachelor of Science/Bachelor of Arts degree or a related field and relevant work experience. Prerequisite courses will be required for students with other degrees and limited professional experience. The MS degree may be earned by utilizing one of two options: Thesis or Non-thesis. The Master of Science in Human Sciences is a 30-hour online degree with a thesis option. This degree provides graduate education to professionals in the field of family and consumer sciences. The online Master of Science in Human Sciences degree allows a student to select from multiple concentration areas in the field of Human Sciences including: Human Development and Family Studies; Family and Consumer Sciences; General Interior Design; Healthcare Interior Design. All courses are offered online.

A. Thesis Program
The thesis program requires a total of 30 hours of approved graduate courses including 6 hours of thesis research and writing (HMS 589 and HMS 590). This track should be utilized by those students seeking a career in higher education or those interested in a better understanding of the research process in their career. For specific guidelines and procedures for completing a thesis, please refer to the Graduate School’s Thesis Guide: Also, see pg.12-15 of this handbook regarding Thesis Guidelines.

B. Non-Thesis
The following procedures will be followed for advisory committee formation and administration of graduate comprehensive examinations in the School of Human Sciences.

A. Student Committee for Non-Thesis Students
- Non-thesis students will form a committee comprised of three (3) graduate faculty.
- Committee should be formed as early as possible but at the very latest by the beginning of the last semester of study.
- Committee may include one faculty member from outside of the School of Human Sciences with approval of major advisor.
- The major advisor will work with the graduate student to develop a degree plan.
Your committee will serve as the comprehensive examination committee. In some circumstances, exceptions may be made.

Per HMS Graduate Policy, the graduate degree plan should be filed during the first semester of coursework. Degree plans can be modified in consultation with the advisor and using the Petition to Change Degree Plan form.

If a student desires to change a committee member, the student must submit a written request to the major advisor who will evaluate the merit of the request and make a final decision. In the event the student wishes to replace the major advisor, the student must submit a written request to the Director of the School of Human Sciences who will evaluate the merit of the request and make a final decision.

B. Written Comprehensive Examination Procedure

To be completed during the last semester of coursework

All comprehensive examinations are administered online (on- or off-campus) and are scheduled in the last semester of coursework after mid-term.

Exam should be 6 hours in length (2 hours per each of the 3 faculty members) in order that answers may be developed in depth.

The exam can cover material from any M.S. coursework.

Possible schedules might be as follows:

– **Plan A:**

  Day 1 (morning) – first committee member – 2 hours
  Day 1 (afternoon) – second committee member – 2 hours
  Day 2 (morning) – third committee member – 2 hours

– **Plan B:**

  Day 1 – first committee member – 2 hours
  Day 2 – second committee member – 2 hours
  Day 3 – third committee member – 2 hours

Student may select the order of questions on the comprehensive examination.

It is the major advisor’s responsibility to solicit questions from committee members and to make the questions available on-line during the designated examination period via CTL-developed section (per major advisor request).

Online issues

– All questions will be administered through the lock down browser in D2L unless otherwise negotiated between the major professor and student.
– Proctoring will be required, and the appropriate **Comprehensive Examination Proctor Form (Student Exam Agreement)** will need to be filled out:
  -Form will be provided by the advisor and can be found on the HMS Server.

The major advisor forwards an electronic copy of the student’s responses to all committee members for evaluation within two days of completion of the exam. The **Report of Comprehensive Final Examination form** will need to be signed by all committee members:

C. Oral Examination Procedure

- All non-thesis students must take an oral exam on site or via technology (ie. Use D2L software, telephone conference call, teleconference, etc.
- The oral exam should be scheduled by the major advisor within 7-10 days following completion of the written exam.
- All forms should be completed at the conclusion of the oral exam and submitted to the school director and graduate school.
- Student must score a 3 (Acceptable)–5 (Substantially Developed) on the examination rubric for each item. See Rubric in Appendix A.
- The committee discusses the student’s performance on the written and oral exam privately and decides on a passing or non-passing grade. The major professor notifies the student of the results within 24 hours after the oral examination is completed. Results are either satisfactory or unsatisfactory.
- If the student fails one or more sections of the composite written/oral exam, the student should be notified of which section (written or oral) was failed and which question was failed in that section. The student must repeat the failed section(s); it will be the committee’s decision to determine if both written and oral components must be repeated. The major advisor will confer with the student and decide the procedure for rescheduling the written and/or oral examination(s).
- If the student fails the second set of comprehensive examinations, the student must confer with the major advisor regarding remedial work and future rescheduling of the third and final opportunity for comprehensive examination. A contract for remedial work will be developed by the major advisor and signed by the student, major advisor, and the Director of the School of Human Sciences. Failure to pass the third examination will result in dismissal from the program.

C. Online Master of Science in Human Sciences

1. Consider Your Readiness

You'll also want to seriously consider your ability and commitment to complete an online program or course before you enroll. Online courses are not easy. The reading, assignments, and tests are just as difficult as those in campus-based courses. In addition, being successful in online courses requires you to be self-disciplined enough to log in regularly, focus on your assignments, and complete your work by scheduled deadlines.

Obviously, technology plays a big role in getting your education online. To be successful you must have easy access to a computer and the Internet. You must also be proficient with a variety of computer related skills, such as Microsoft Word, Microsoft Powerpoint, email, etc.

2. Costs and Financial Aid

Answers to questions about tuition and fees, billing, and payment options are available on the SFA Business Office website and by email at businessoffice@sfasu.edu. Students may also contact the Business Office by phone at (936) 468-1000 from 8:00 a.m. to 5:00 p.m., Monday through Friday or visit the office on campus.

An online Tuition & Fees Calculator is available to help you plan your expenses. A fee of $25 per credit hour is added for all distance education courses to help cover the cost of delivery.
Out-of-State students living outside of the State of Texas while taking an SFA Online course may be eligible for an Out-of-State Electronic Fee price. Check with your academic department for eligibility and registration requirements. At the bottom of the Tuition & Fees Calculator page, you will find a calculator specifically designed for the Out-of-State Electronic Fee.

Even though SFA Online courses are affordably priced, it never hurts to have financial aid. As an SFA Online student, you are eligible to apply for financial aid. The information and forms you’ll need to apply for financial aid are available online for your convenience.

<table>
<thead>
<tr>
<th>Business Office</th>
<th>Office of Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Box 13053</td>
<td>P.O. Box 13052</td>
</tr>
<tr>
<td>SFA Station</td>
<td>SFA Station</td>
</tr>
<tr>
<td>Nacogdoches, Texas 75962-3053</td>
<td>Nacogdoches, TX 75962</td>
</tr>
<tr>
<td>Phone: (936) 468-1000</td>
<td>Phone: (936) 468-2403</td>
</tr>
<tr>
<td>Fax: (936) 468-7213</td>
<td>Fax: (936) 468-1048</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:businessoffice@sfasu.edu">businessoffice@sfasu.edu</a></td>
<td>E-mail: <a href="mailto:finaid@sfasu.edu">finaid@sfasu.edu</a></td>
</tr>
</tbody>
</table>

3. Register for Courses

Upon admission to the university and fulfillment of all departmental advising requirements, you may register for SFA Online courses by web or phone. Information regarding registration is located on the Web at the Registration Page.

The Registrar posts registration dates online every semester. Normal registration hours are 6:00 a.m. - 10:00 p.m., Monday to Friday. To register for classes, (Add/Drop) log on to mySFA.

Class meeting time, place, and instructor information is available in the Schedule of Classes.

Bills are mailed only when students pre-register. If students register during delayed registration, bills must be promptly paid in the Business Office (Room 204) of the Austin Building or with a Visa or MasterCard by calling (936) 468-1000. Failure to do so may result in the student's courses being dropped. Add/drop changes may be made to schedules during the registration period.

Any questions about registration should be referred to (936) 468-1370.

4. Get Prepared

Order Books

Textbooks and materials for your online courses may be purchased online through the SFA University Bookstore. You may have books shipped to your home or have the bookstore reserve and hold your books on campus.
Know your D2L username and password.

Your D2L Username is your mySFA Username. If you do not know your mySFA Username, please visit the Look Up mySFA Username page. Your D2L password is your mySFA password.

5. Take the Online Orientation

Online D2L tutorials allow you to become familiar with the myCourses environment as you learn many technical skills that will help you be successful in your online course. The Online D2L tutorials are free, non-credit courses and will not appear on your transcript or affect your GPA. All students are encouraged to take the Online D2L tutorials during the semester to use the resources provided in it for specific course tasks.

D. Post Baccalaureate Initial Certificate

The Post-Baccalaureate Initial Certificate Program (PBIC) is available to individuals holding an undergraduate degree in a Human Sciences specialization area and who are pursuing a teaching certification. Requirements for Admission to Teacher Certification must be met. The PBIC in Family and Consumer Sciences broadens employment opportunities.

E. Responsibilities of the Students

1. Read thoroughly:
   a. Graduate College Catalog
   b. Complete diploma application

2. Meet graduate College deadline dates in the current catalog regarding:
   a. Plan of study
   b. Thesis research
   c. Thesis
   d. Comprehensive examination
   e. Completion application of degree
   f. Admission to candidacy

3. Exhibit professional challenging attitudes toward the rigors of academic performance indicative of graduate education.

4. Develop a personal timeline for completion
III. GUIDELINES FOR THESIS

A. Procedure for Thesis Preparation

For a full list of procedures and all forms referenced below, please see the Thesis Guide - Graduate School:

The Master’s Thesis

The thesis should be an independent and original study. That does not mean that it must treat a subject never before considered, but rather that it should treat the subject in an original way. The thesis is derived from original research, i.e., laboratory, field, or library, and must be prepared under the guidance of a Thesis Director and Advisory Committee. The thesis must be acceptable in both content and expression, and must be presented in a format consistent with the discipline and the Thesis Guide.

1. Thesis Advisory Committee

The initial step in establishing an advisory committee is to select a thesis director. With the advice of this person, a thesis topic should be selected as soon as possible. Following completion of these two steps, the balance of the committee can be formed. The committee is to be composed of a chair (thesis director) and at least three other members of the graduate faculty. Two committee members are selected by the student and approved by the thesis chair, and one committee member (“external committee member”) will be appointed by the department chair from a list of candidates provided by the Dean of Research and Graduate Studies. Committee members with adjunct graduate faculty membership may serve where deemed appropriate with the approval of the Dean of Graduate Studies but may not serve as the thesis Chair.

2. Thesis Proposal

Under the direction of the thesis advisor, prepare a thesis proposal, which is then submitted to the advisory committee for approval. The approval process involves an oral defense. Students should follow the Thesis Proposal Preparation guidelines outlined in the Thesis Guide (http://www.sfasu.edu/graduate/108.asp). After each committee member has signed the Proposal Approval Form, the form with the attached proposal is submitted to the Department Chair and the Dean of the College of Education for approval. Finally, the form and the proposal is sent to the Dean of Research and Graduate Studies. At the latest, the thesis proposal must be submitted the semester prior to the semester of intended graduation.

Any research proposal that uses human participants, laboratory animals, or hazardous materials must be accompanied by a memorandum of approval from the chair of the appropriate university committee. These committees are as follows: the Institutional Review Board for the Protection of Human Subjects in Research, the Institutional Animal Care and Use Committee, the Institutional Biosafety Committee, and the Environmental Safety and Health/Radiation Committee.
3. Registration for Thesis Writing and Research: 589 and 590

As the student begins to work on their thesis proposal, they should enroll in HSM 589. After receiving the approval of the thesis proposal from the Graduate Office, but not before, register for the appropriate thesis-writing course (590). A student must be enrolled in 590 during the semester or summer session in which the thesis examination/defense is conducted. However, enrollment in 590 is not required for the semester or summer session in which the student graduates unless it is the same one during which the thesis was defended. Following the initial enrollment in 589 (thesis research) and until the thesis is defended, a student must continue to register for 589 or 590 each fall and spring semester and each summer session during which the resources of the university (faculty, library, laboratories, etc.) are utilized. Until the thesis is completed, a grade of WH (withheld) is given for each section of 589 or 590 in which the student has enrolled. When the final copy of the thesis has been approved and signed by the advisor committee, it is the responsibility of the thesis advisor to turn in grades for all Thesis courses.

4. Thesis Research/Writing

Conduct the thesis research and complete writing the thesis under the supervision of the thesis director and advisory committee. Follow manuscript preparation guidelines outlined in the Thesis Guide and ensure that your thesis document includes all required content (e.g., title page, signature page, abstract) and all required formatting specifications (e.g., margins, spacing, headings).

5. Thesis Defense-Draft/Manuscript

Either a final draft or final manuscript may serve as the basis for the thesis examination/defense. A final draft must meet the following requirements:

a. Complete in all aspects
b. Clearly readable in letter-quality print but on inexpensive paper such as used in word processors and copy machines
c. Mechanically correct. (See Items under Preparation of Final Manuscript in the SFASU Thesis Guide.)
d. Figures, plates and tables should be in final form, but photographs may be high quality reproductions.
e. Approved for content by all member of the Thesis Advisory Committee.
f. Student must score a 3 (Acceptable)- 5 (Substantially Developed) on the examination rubric for each item. See Rubric in Appendix A.

The final manuscript is the document that is signed by the advisory committee, the Dean of the College of Education, and the Dean of Research and Graduate Studies, and subsequently bound. Specifications for its preparation are outlined in the Thesis Guide. Please check the Thesis Guide for formatting guidelines and mechanical specifications.

Application for the thesis examination (Thesis Examination Form) is filed in the Graduate Office at least one week prior to the defense and no later than three weeks prior to the end of the semester. Application cannot be made until the draft/manuscript has been approved by the Graduate Office. Copies of the final draft/manuscript must be in the hands of the examining committee at least two weeks prior to the defense and submitted to the Graduate School at least one week prior to defense. For final drafts, at least one copy must contain original figures and plates and be in the custody of the thesis director.

The thesis examination is held at a time and place agreed upon by the graduate student and all members of the thesis examination committee. If the thesis examination committee requires changes or additions to the thesis more extensive than just improvements in language, punctuation, format, or illustrations, approval of the thesis shall be delayed until each committee member has a chance to examine a new draft incorporating the changes.


Following the defense, the chair of the Thesis Advisory Committee submits the report of the examination to the Graduate Office.

8. Submit Thesis to the Graduate Office

Following the thesis defense, the final manuscript, incorporating changes and corrections required by the examining committee and bearing the signatures of the advisory committee, is submitted to the Graduate Office.

The final manuscript is the document that is signed by the Thesis Advisory Committee and the Dean of Graduate Studies and subsequently bound and placed in the Library and uploaded to ScholarWorks. Therefore, the manuscript must be of the highest possible quality with respect to content and presentation.

The student bears the primary responsibility for quality but must realize that each member of the Thesis Advisory Committee also bears responsibility and is not obligated to sign the manuscript until satisfied with the overall quality of the thesis. Before making copies of the manuscript, the student should thoroughly proofread all pages of the thesis to make sure all mechanical specifications have been met. Failure to meet one or more specifications could result in the manuscript being returned for correction, thereby causing the expenditure of additional time and money that could otherwise be avoided.

The graduate student submits the revised thesis to the Graduate Office for approval. After receiving approval from the Graduate School, the student must submit a minimum of one copy of the thesis that meets all specifications of the thesis guide to the Steen Library. The final product must also be uploaded into SFASU ScholarWorks. It is the graduate student's responsibility to check the thesis guide for proper arrangements and page numbering on each thesis. See the Graduate School web site for final thesis due dates.
Five copies of the manuscript are required. After binding, two copies are retained by the library, one copy each is sent to the major department and the thesis director, and the original is sent to the student.

9. Binding, Shipping, and Microfilming Fees

Prior to graduation the graduate student will need to:

- Determine the number of copies to be bound. Students must have one deposit (library) copy bound for archival purposes, additional bound copies are at the department's discretion or for personal use.
- Complete the Thesis/Dissertation Worksheet including contact information, etc.
- Deliver copies of the approved thesis/dissertation to the library be bound in the correct page number order
- Fees should be paid at either the circulation desk or online through the Steen Library website.

Checklist of Thesis Procedures

- Request thesis director
- Form Thesis Advisory Committee
- Enroll in a thesis course / prepare and submit thesis proposal
- If appropriate, submit protocol for human or animal subjects review, biosafety, and/or environmental safety and health/radiation committee review.
- Enroll in thesis course(s) / do and write thesis
- Submit thesis to committee
- Receive approval of thesis draft from the Graduate School
- Submit application for thesis examination form
- Complete thesis examination
- Make final thesis changes, corrections, and obtain signatures
- Submit signature page(s) to the Dean of Graduate School for signature and seal
- Upload final thesis in SFA ScholarWorks.
- Pay fees for binding and shipping to Steen Library
- Submit final thesis to Steen Library

10. Grades for 589/590

When the final copy of the thesis has been approved and signed by the advisory committee, it is the responsibility of the thesis director to turn in grades for 589 and 590.
IV. NON-THESIS TRACK: FINAL COMPREHENSIVE EXAMINATION

Each degree program has a culminating requirement for students’ final semester or summer session of work. A non-thesis degree will require a comprehensive examination over the major field and some programs specify a final requirement such as a passing a national test or completing a capstone course. When a student enrolls in a program, the programs’ graduate adviser or department chair will provide a written description of the culminating requirement and how to qualify for and pass (or reattempt) it. The student must be registered during the semester or summer session in which he or she satisfies the culminating requirement. In programs with a comprehensive examination, the examining committee will consist of graduate faculty members appointed by the relevant department. The deadline for reporting the results of a student’s comprehensive examination or other culminating requirement is shown in the calendar elsewhere in the graduate bulletin. A student who fails to satisfy the culminating requirement within the time frame or after the maximum number of retakes specified by the graduate program or allowed by Graduate School policy will not be awarded the degree.
V. AFTER ADMISSION

Following admission to a graduate degree program, a student must confer with the graduate adviser in the major department and, if applicable, the minor department to obtain advice about the courses to take. As soon as possible and preferably during the first semester or summer session of enrollment, a student should have a degree plan. In the case of a minor, a representative of the minor department must be included on the student's advisory committee (See page 31 for degree plan).

Thereafter, at stipulated stages, a student must:

1. Apply for admission to candidacy for the graduate degree.
2. Complete all requirements of the degree plan and apply for the degree.
3. Take a comprehensive examination administered by the major department and, if applicable, the minor department.

The guide below outlines the step-by-step procedure:

ADMISSION TO CANDIDACY

At the completion of 9 to 12 graduate hours, a continuation/diagnostic examination, either oral or written depending on the academic department should be administered to determine whether deficiencies exist and whether a student should be admitted to candidacy and continued in a degree program. (Some programs will be allowed to administer the examination after the student has completed 18 hours.) Undergraduate subjects may be included on the diagnostic/continuation examination to ascertain if a student has mastered the fundamentals of the discipline.

Before admission to candidacy to a degree can be made, however, the student must have satisfied the following requirements:

1. Completed a graduate degree plan
2. Attained at least a B average on all work at SFA in the major and overall
3. If applicable, obtained the approval of the thesis proposal
4. Removed all prerequisites to candidacy imposed by the major department
5. Obtained the recommendation of the major department.

LIMITATION OF TIME

With the exception of the Ed.D., Ph.D. and M.F.A. degrees, all work on a graduate degree must be completed within six years of the time the student first enrolls in graduate courses, whether the courses are taken here or elsewhere. In the case of the student who serves on active duty with the armed forces of the United States between the dates of matriculation and graduation, the six-year limitation will be extended one year for each year of active
duty up to a maximum extension of four years. Time limits for the Ed.D., Ph.D. and M.F.A. degrees are specified under the respective program descriptions in the SFASU graduate bulletin.

GRADE POINT REQUIREMENTS

Continuation in the Graduate School

To remain in good standing in Graduate School and to graduate, a student must maintain a B average. During any semester or summer session that the grade point average falls below a B, the student with clear admission to graduate study will be placed on academic probation and will need to follow/make satisfactory progress toward the required plan of action outlined by the main advisor; the student with probationary admission will be placed on academic suspension. A student placed on academic probation and failing to restore an overall B average the following semester or summer sessions will be placed on academic suspension. A student placed on academic suspension is denied the continuation of an academic program as well as the privilege of registering for course work. This suspension period is for one semester or one summer session, whichever follows the period after which the suspension occurred. Thereafter, the student will revert to post-baccalaureate admission status and will be permitted to take course work not applicable toward a degree program. To be reinstated to a degree program, the student must be recommended by the appropriate academic department and approved by the academic dean, the Graduate Council and the associate vice president.

Under certain circumstances, a graduate student may transfer from 6 to 12 semester hours of graduate course work taken at other accredited institutions. The student pursuing a master's degree with thesis may transfer a maximum of six semester hours; a student pursuing a master's degree without thesis may transfer a maximum of 12 semester hours.

With the approval of the major department and of the academic dean, a student may transfer from another accredited graduate school up to 6 semester hours of graduate work toward a master's degree with a thesis and up to 12 semester hours toward a non-thesis master's degree. Transferred work must be completed with a grade of B or better and will be accepted only for credit toward a graduate degree at SFA and not for purposes of raising the grade point averages earned at SFA. The work must have been taken not earlier than six years prior to the student's first graduate enrollment at SFA. Moreover, if the student fails to complete work on the graduate degree at SFA before the expiration of the six years, the work will not be applicable toward a degree here. Graduate credit earned by correspondence is unacceptable for application toward the graduate degree requirements.

TRANSFER HOURS

To transfer any credit from other institutions, however, the student must submit an official transcript of the courses to be considered and have the approval of the appropriate academic department and academic dean. The work must have been taken not earlier than six years prior to the student's first graduate enrollment at SFA. Moreover, if the student fails to complete work on the graduate degree at SFA before the expiration of the six years, the transfer credit will not be applicable toward a degree here.

Any course accepted by transfer will carry credit but not grade-point value. Moreover, to transfer credit, the student must have earned a grade of B or higher on the course.
DEGREE REQUIREMENTS

1. Course work used to satisfy requirements for a previous master's degree (whether taken at SFA or elsewhere) may not be used to satisfy requirements for a second master's degree at SFA.
2. Under certain circumstances, an undergraduate student may simultaneously pursue work toward the baccalaureate and master's degrees.
3. To earn a graduate degree, a student must have graduate grade point averages of 3.0 on a 4.0 scale in both the major and overall. The computation of the overall grade point average includes all courses in the major and minor and those elective courses selected to complete the degree requirements. In the case of repeated courses (a student may repeat a maximum of six semester hours of work to raise the grade point average); only the higher grades will be used in the computation of grade point averages according to university policy. No course with a grade below C can be used to satisfy degree requirements.
4. Work offered for the graduate degree should be in courses numbered 500 and above. In certain circumstances, a student may take a maximum of nine semester hours of 400-numbered courses carrying graduate credit toward a non-thesis degree and six semester hours of 400-numbered courses carrying graduate credit toward a thesis degree. Failed courses will need to be repeated.
5. With the exception of the Master of Fine Arts, no more than two Advanced Graduate Studies (575 and 576) courses or a total of eight hours may count toward any master's degree without special permission of the academic dean.
6. In addition to satisfying all course work for the graduate degree, the student must satisfy all other requirements, as well as the final comprehensive examination and/or the thesis.
7. All work on a graduate degree must be completed within six years of the time the student first enrolls in graduate courses, whether the courses are taken here or elsewhere. For exceptions, see the statement (above) on the limitation of time.
VI. GRADES

A - Excellent
B - Average
C - Fair
D - Poor, not applicable as credit toward graduate degree
P - Passing
W - Withdrew
WF - Withdrew failing
WH - Withheld
WP - Withdrew passing
QF - Quit Failing
F - Failing

A grade of A for a semester gives the student four grade points per semester hour; B, three grade points per semester hour; C, two grade points per semester hour; and D, one grade point per semester hour. A grade of D, however, makes the course ineligible for application toward graduate degree.

A grade of WH is assigned only when the completion of the work is not possible because of circumstances beyond the control of the student. A grade of QF is assigned only when the student quits attending classes without officially dropping the course. In the case of the awarding of a WH grade, the work must be completed within a calendar year or the grade automatically becomes an F. Exceptions to that regulation are thesis research and writing courses (589, 590, 591) in which the work is permanently awarded a WH grade until the thesis is completed. A student may not receive a grade of WH upon dropping a course.

To graduate, a student may not discard any courses in the major or the minor in order to improve the grade point average.

All courses, except those repeated, in the major and minor are computed in the grade point average. No course with a grade below C can be used to satisfy degree requirements. A student may repeat a maximum of six semester hours of work to raise the grade point average. In the case of these repeated courses, the higher grades only will be used in the computation of grade point averages, according to university policy.

Electives may be taken outside the major and minor, and only those selected to complete the degree will be counted in the grade point average.
VII. INTERNATIONAL GRADUATE STUDENTS

The university welcomes each year a number of international students into the graduate program. In recent years, a close and cooperative educational program has developed between SFA and sister universities in China, Korea and Japan. If you are an international student, there are some things that may smooth your introduction to the campus.

Non-citizens or applicants who hold student (F-1) or other types of temporary visas will find a booklet titled Information for International Students, available from the Office of Admissions. It is important that permanent or temporary residents who have graduated from an accredited United States college or university with a bachelor's degree or other higher degree follow the instructions contained in this brochure, as students are responsible for registering under the correct residency classification. Generally, all applicants to the graduate school who have resided or have been employed in the state of Texas for 12 months prior to enrollment are eligible for state resident tuition rates. Foreign nationals and holders of F-1 or other types of temporary visas must pay the nonresident tuition charges. Students who receive teaching or research assistantships may be eligible for a waiver of nonresident tuition depending upon the amount of equivalency granted. Thus, foreign students should consult with their department and the Office of Admissions if changes occur in their status.

International students and any applicants who completed their education outside the United States should make certain they have submitted, and the university has on file, all required original or certified transcripts of previous educational experience, both in the original language and in English translation, as well as any required official test scores. It is recommended that students keep an extra copy of such documents as well.

If, as an international student, you are requesting transfer of credits, then you may be required to submit a syllabus, catalog, or bulletin translation or a letter from a supervising teacher describing the work accomplished before official approval of transfer credit can be granted.

For some international students the cultural and linguistic challenges of graduate education seem intimidating. It is true that foreign students must satisfy English proficiency requirements. In 1989, the 71st Texas Legislature passed House Bill 638, which requires that all public university courses be taught in English. Certainly in both a teaching and a studying capacity the higher standards and demands of graduate programs require a solid command of written and spoken English. If your native language is not English, you must achieve a score of at least 550 on the paper and pencil version or a 213 on the computer-based version of the Test of English as a Foreign Language (TOEFL). If you score below these levels, you must be able to demonstrate the competency in English needed to accomplish graduate studies successfully. You may request information concerning these tests as well as application forms, test schedules and test locations from the Educational Testing Service, CN6155, Princeton, NJ, 08541-6155 or from the Graduate Office on campus. Unless you are part of a university sponsored exchange program, a $25 test fee is required.
Nevertheless, remember that your admission to Stephen F. Austin is based upon the recommendations of those who know your English language capabilities, and this should reassure you that you can survive and complete your degree program. The university has a strong language department and one of the newest and finest language laboratories in the nation. If you have difficulty, help is available. Continued effort and patience will build upon abilities you already possess and ultimately provide the confidence and skill in English that will not only facilitate your intellectual growth but also may inspire others to learn a second language.

As an international student at Stephen F. Austin State University, you will share some of the issues and problems common to the graduate experience. Yet some of your experiences will undoubtedly be unique to your situation and background. In addition to natural anxiety and the confusing culture of a new country, there may be trepidation regarding language skills or simple shyness. Remember that your very status as an international student brings an exciting and stimulating dimension to the classroom and the community. International students sometimes find very different standards of educational flexibility and informality in the American university than prevailed in their native educational sphere. That does not have to be intimidating, just different. American universities believe in healthy, challenging debate within a relaxed and friendly student-centered atmosphere. Again, plan to participate, don't be a stranger to department members or fellow students. Get to know your faculty and student colleagues and give them a friendly opportunity to know you and to assist you in making this experience one of the best of your life.
RALPH W. STEEN LIBRARY

In addition to traditional services, the library provides a major microlab, the Library Information and Networking Center (LINC), where students can access the Internet and search the electronic catalog, and the East Texas Research Center (ETRC), which collects and preserves original and important source materials relating to the culture, economic development, and history of East Texas. The librarians also serve as excellent resources for students conducting research.

The librarian appointed to the School of Human Sciences is Tina Oswald (toswald@sfasu.edu).

**How do I find articles on the topic?**
Search for articles by subject or keyword in library article databases.

**How do I locate a list of available databases and select an appropriate one for my topic?**

On the library homepage, see the list of Subject Guides and select the one that fits your topic. http://libguides.sfasu.edu/?b=s

**How do I know which of the numerous databases to use first?**
For most topics, Academic Search Complete is the best place to start.
Do I need to go through all of the Search Options listed on the page before I do a Search?

No. If you are not an experienced searcher, do not change the Search Modes. Look at the Limit Your Results features and choose Full Text and for most assignments choose Scholarly Peer Reviewed Journals. As you gain experience searching, you may want to use some of the other limits. THE MORE LIMITS YOU CHOOSE, THE FEWER ARTICLES YOU RETRIEVE. You can change the limits on a search you’ve started, by using the update options in the left frame of your screen.

How do I construct my query?

Searching Strategies

- Develop a topic statement
- Identify the important concepts
- Identify synonyms or other terms for these concepts
- Use connecting word AND to limit search; “child development” and siblings
- Use OR” to broaden search; family OR relatives
- Put terms in quotes to search as a phrase “child development”
- Use nesting: “child development” AND (speech OR language OR talk*) for a complex search using both AND & OR connectors.
- Use * as wildcard to look for any form of the root word develop* will retrieve develop or developed or developments or developing

Enter appropriate keywords in the search box: example: “visual impairment” AND (falls OR safety OR accidents)

Will every item I retrieve using the Scholarly Peer Reviewed Journals limit be a peer reviewed article?

No. In many cases the entire peer reviewed journal is available. Other sources might include book reviews, letters to the editor, editorials, and brief informational announcements or articles. All of these items are useful, but if your assignment is to use a peer reviewed journal article, they do not fulfill this criteria. Look through the list of citations for articles that most closely fit your topic. Since you used the full text limit, either the pdf (For html articles, audio is also an option) or html version of the full article is included. You can print, save or email the article to yourself or someone else.

What if I don’t find appropriate articles or enough articles?

If you need additional articles vary the keywords used in your search. Find new keywords in the abstract of the articles you have retrieved. Using more than one search query is almost always necessary when writing a paper.

Does the library have any of the articles for the citations that are retrieved when I do not use the Full Text limit?

Yes. We do have many articles that are not full text in the database. For a thorough search on any topic you need to remove the full text limit and review additional citations.
How do I locate the article when I have a citation?

With your citation in hand (including journal title, date, volume, page numbers, the article title, and author) follow the instructions below:

1. Use the Search Box on the library homepage https://library.sfasu.edu/
2. Enter the journal title (not the article title) and click the button that says Journal Titles.

3. On the list that is retrieved, find the exact journal title you need. The list is in alphabetical order.
4. Below the journal title, review the list of databases.
5. Compare the date you need with the dates available listed with each database/publisher.

**Child development** (0009-3920)
from v. 1, 1930 to v. 76, 2005 in Stephen F. Austin State University's Print Holdings
from 03/01/1930 to 1 year ago in Academic Search Complete
from 03/01/1930 to 1 year ago in Psychology & Behavioral Sciences Collection
from 03/01/1930 to 1 year ago in SocINDEX with Full Text

6. Choose the database or publisher that matches the date you need.
7. Follow the link to the appropriate database or journal. Then, select the year or volume needed. Next, look for the article title or page numbers you need.
8. If there is not an electronic match for your journal title and date:
   a. Look for a link that says “in Stephen F. Austin State University's Print Holdings.”
   b. Follow this link into the catalog and look at the dates of our holdings.
   c. If we have the year you need, note the call number and retrieve the journal. Current issues are on the 1st floor. Older volumes are on the 3rd or 4th floor depending on the first letter of the call number: A-N 4th, P-Z 3rd
9. If you really need the article and we don’t have it, use the Interlibrary Loan link to register with our interlibrary loan system and request the article you need.

How can I tell if the scholarly article I retrieve is a research study or a literature review?

Look for these key sections of scholarly primary research study articles (Some of these elements may be combined or have different labels)

- Introduction or Purpose
- Literature Review
- Methods or Study Design
- Statistical Analysis or Data Analysis
- Results
- Conclusion
Normally just reading the abstract of the article is enough to help you identify it as a report by the author on actual experiment, survey, or study he has done. A literature review (secondary research) cites studies done by other people and summarizes results. Use the list of references from both literature reviews and research studies to identify other studies on the topic.

**Do I need to search any of the other library databases?**

Maybe. For many undergraduate assignments and some graduate assignments, you can find enough material in the Academic Search Complete database. For some disciplines, specialized databases are recommended. ERIC is the most complete database for Education and PsycInfo is the best for upper level Psychology. The Dissertations and Theses Database is the best place to look for dissertations or theses on any topic.

Is there a complete list of all the library databases?

Yes. Our Databases A-Z list links from our homepage.
http://libguides.sfasu.edu/az.php/?_k=phnqis

**COMPUTER FACILITIES – Internet**
https://library.sfasu.edu/services/student-services/?_k=pybu25

There are a number of campus computer labs available for student use. The library and other locations on campus are equipped with wireless internet.

**HEALTH SERVICES – Insurance**
www.sfasu.edu/healthservices/contact.asp

The Student Health Clinic offers education and many health care services to students. The Health Center does not provide obstetrical care, x-rays, dental work, physical therapy, eye exams, or surgery. There is no on-campus pharmacy where students may have prescriptions filled. Students may purchase optional health insurance at competitive rates through the Student Accident and Sickness Insurance Program. There are two local facilities offering emergency room service: Nacogdoches Memorial Hospital and Nacogdoches Medical Center.

**STUDENT ACTIVITIES ASSOCIATION (SAA) – Division of Student Affairs**
www.sfasu.edu/studentaffairs

The SAA strives to provide an educational and recreational experience outside the classroom through programs that culturally enlighten, intellectually stimulate, and entertain the university community. The SAA produces over one hundred events each year ranging from concerts and comedians to game shows and lectures.

**BOOKSTORE (Barnes and Noble)**

The university bookstore is owned and operated by Barnes and Noble and is located on the first floor of the student University Center and serves the entire campus community. The store sells texts, general educational books and materials, magazines, Starbucks coffee, clothing, cards, stationary, gifts and other items. Official university rings may be
ordered through the services of the bookstore as well as caps and gowns for graduation ceremonies.

**UNIVERSITY CENTER**  
[www2.sfasu.edu/auxsvcs/index.htm](http://www2.sfasu.edu/auxsvcs/index.htm)

The University Center (Baker Pattillo Student Center) has been recently renovated and now houses student affairs offices, recognized national brand food courts, study lounges, movie theaters, a copy center, an atrium, a tv room, retail vendors, Starbucks and more.

**MULTICULTURAL CENTER**  
[http://www.sfasu.edu/multicultural/](http://www.sfasu.edu/multicultural/)

The mission of the Multicultural Center is to provide the SFA community with educational programs and services that promote respect for diverse cultures and to enhance students' success in a global community.

**INTERNATIONAL STUDIES AND PROGRAMS**  
[http://www.sfasu.edu/oip/](http://www.sfasu.edu/oip/)

The Office of International Studies and Programs (OISP) offers international students three different options for pursuing studies at SFA: 1) English as a second language (ESL), 2) study abroad, 3) full SFA admission.

**CAREER SERVICES**  
[www.sfasu.edu/ccs](http://www.sfasu.edu/ccs)

The Office of Career Services assists students in job searches, coordinates corporate visits to campus, holds workshops and seminars, provides resume advice, maintains folders of essential documentation such as letters of recommendation, and processes thousands of requests by prospective candidates and employers.

**COUNSELING SERVICES**  
[http://www.sfasu.edu/counselingservices/](http://www.sfasu.edu/counselingservices/)

The Counseling Center is staffed with professional counselors who help students deal with both personal and psychological problems, including eating disorders and alcohol or other drug abuse. It can be of real assistance in aiding international or non-traditional students in making the transition to campus life. Additionally, the faculty and graduate students of the Department of Psychology staff a clinic that provides some assessment and therapy programs for accepted clients as well as initial pre-professional training for advanced students.

**POLICE DEPARTMENT**  
[www.sfasu.edu/upd](http://www.sfasu.edu/upd)

In addition to 24-hour police service, including 911 emergency response, the University Police Department offers crime-prevention programs, regulates campus parking, provides escort service in emergencies, and provides assistance with vehicle difficulties or if you lock your keys in your car.
IX. ASSISTANTSHIPS and EMPLOYMENT

Graduate Assistantships
A limited number of administrative graduate assistantships are available across campus, for more information please refer to the Assistantships and Employment Guide for comprehensive information.
Appendix A

<table>
<thead>
<tr>
<th>STUDENT NAME:</th>
<th>STUDENT ID:</th>
<th>DATE ADMINISTERED:</th>
<th>ADVISOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLO #1 – the student will analyze and demonstrate familiarity with current literature of the discipline.</td>
<td>ASSESSMENT #2 – Comps/Thesis Rubric</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 1) Identifies and summarizes the problem/question at issue (and/or the source’s position). |
|-----------------------------------------------|--|-----------------|-------------------------------|
| 1. Does not identify and summarize the problem, is confused of identifies a different and inappropriate problem. Does not identify or is confused by the issue, or represents the issue inaccurately. |
| 2. Identifies the main problem and subsidiary, embedded, or implicit aspects of the problem, and identifies clearly, addressing the relationships to each other. Identifies not only the basics of the issue, but recognizes nuances of the issue. |
| Scant | Acceptable | Substantially Developed |

| 2) Identifies and presents the STUDENTS OWN perspective and position as it is important to the analysis of the issue. |
|-----------------------------------------------|--|-----------------|-------------------------------|
| 1. Addresses a single source or view of the argument and fails to clarify the established or presented position relative to one’s own. Fails to establish support from information. |
| 2. Identifies, appropriately, one’s own position on the issue, drawing on perspectives drawn from outside information. |
| Scant | Acceptable | Substantially Developed |

| 3.) Identifies and considers OTHER salient perspectives and positions that are important to the analysis of the issue. |
|-----------------------------------------------|--|-----------------|-------------------------------|
| 1. Addresses only a single perspective and fails to discuss other possible perspectives, especially those salient to the issue. |
| 2. Addresses perspectives noted previously, and additional diverse perspectives drawn from outside information. |
| Scant | Acceptable | Substantially Developed |

| 4.) Identifies and addresses the key assumptions. |
|-----------------------------------------------|--|-----------------|-------------------------------|
| 1. Does not surface the assumptions and issues that underlie the issue, or does so superficially. |
| 2. Identifies and questions the validity of the assumptions and addresses the dimensions that underlie the issue. |
| Scant | Acceptable | Substantially Developed |

| 5.) Identifies and addresses the quality of supporting data/evidence and provides additional data/evidence related to the issue. |
|-----------------------------------------------|--|-----------------|-------------------------------|
| 1. Merely repeats information provided, taking it as truth, or denies evidence without adequate justification. Confuses associations and correlations with cause and effect. Does not distinguish between fact, opinion, and value judgments. |
| 2. Examines the evidence and source of evidence; questions its accuracy, precision, relevance, completeness. Observes cause and effect and addresses existing or potential consequences. Clearly distinguishes between fact, opinion and acknowledges value judgments. |
| Scant | Acceptable | Substantially Developed |

| 6.) Identifies and addresses conclusions, implications and consequences. |
|-----------------------------------------------|--|-----------------|-------------------------------|
| 1. Fails to identify conclusions, implications, and consequences of the issue or the key relationships between the other elements of the problem, such as context, implications, assumptions, or data and evidence. |
| 2. Identifies and discusses conclusions, implications, and consequences considering context, assumptions, data, and evidence. Objectively reflects upon his/her own assertions. Cites appropriately. |
| Scant | Acceptable | Substantially Developed |