

M.A. IN FAMILY & CONSUMER SCIENCES PROCEDURES FOR NEW STUDENTS
2015-2016
(9/21/15)

1. Application

- Check the SFSU Graduate Division for application procedures and policies: <http://grad.sfsu.edu>
- Students should make an appointment with the CFS/D Department Chair or faculty in the area of study during the application process.
- Once approved by the Graduate Division, decision (acceptance) documents are sent to CFS/D Department for approval. All faculty in the identified area of emphasis evaluate the application, recommend approval, identify possible advisor, and forward to Department Chair. The Decision form is signed by the chair and submits the information to the Graduate Division for final processing.

2. Notification of Acceptance

- The Graduate Division notifies the student.
- A copy is sent to the Department for their records.

3. Prerequisites

- Level One Written English Proficiency: The GRE (writing component) must be completed prior to application and scores are required to be submitted as part of the application. To meet the university first level writing proficiency requirement admitted students with scores below 4.0 need to:
 - Either retake the GRE to achieve a 4.0 score or
 - Take HSS 700 Graduate Writing in Health and Social Sciences, or CA 514 Preparation for Graduate Writing (through CEL), or other writing class on advisement **during the first year of your program.**
- Those with a baccalaureate other than Family & Consumer Sciences or one of its specializations, including apparel design & merchandising, dietetics/nutrition, interior design, child and family sciences, must take 30 units of CFS/D coursework including:
 - one course within the Department but outside the specialization
 - CFS 312 Families, Individuals, and Environments
 - six of the 30 units may be counted for professional experience in the field.
- The advisor and Department Chair must approve prerequisites. Signatures for approval of prerequisites are required on the “Program Planning Checklist/Prerequisites to MA” (department form).
- Some prerequisites may be taken at the same time as MA program classes.

4. **Advising folder**
 - All students will have a folder in the CFS/D Department (BH 329). Bring it to your advising appointments.
 - A complete file should have the following info:
 - Application & decision form
 - GRE analytical writing score
 - Program Planning Checklist/Graduate Personal Data/Adviser and Committee Consent form.
 - Copy of your ATC
 - Copy of Culminating Experience Proposal
 - Copy of IRB coversheet

5. **Deadlines**
 - Be familiar with Graduate Division deadlines
<http://grad.sfsu.edu/content/student-deadlines>
 - Department deadlines may be earlier than those set by Graduate Division, in particular IRB protocol, which needs approval from your committee chair and department chair.

6. **M.A. Advisor/Committee Chair**
 - An initial advisor will help with course choice; however, students may choose a different faculty member for their culminating experience committee chair.
 - Students must ask a full-time tenured or tenure-track faculty with expertise in the proposed area to be his/her committee chair.
 - The faculty member will indicate acceptance by signing the “Proposal for Culminating Experience” form (Graduate Division form). (At this time, your second committee member also signs; see #9 below for more information.) Copies are kept in student files in the Department office.

7. **ATC (Advancement to Candidacy)**
 - The ATC is your graduate approved program which includes 30 required units.
 - The ATC form is due to the Graduate Division after completing at least nine units, but no later than the semester before graduating. Use the *Family & Consumer Sciences* template on the Graduate Division’s Website.
 - The ATC must include at least 50% of the units (15 units) from exclusively graduate level courses (700-899 level).
 - Another 20% of the units (6 units) may be from either exclusively graduate or paired courses (students must always register for the graduate designated section of a paired course).
 - A final 30% of the units (9 units) may be from upper division undergraduate courses (300-600 level). No lower division coursework (100-299) is allowed on the ATC.
 - A maximum of 6 semester units, which may include any combination of Open University (CEL) work, credit by examination, and/or transfer work, may be used in meeting the requirement of a 30-unit program. (Exception: Dietetic Internship special session students use 18 units from the DI program).

- The ATC may not include more than 6 semester units of credit in Special Study (CFS 899; CFS 699 is not permitted). Students in Special Study must have on file in the Department the 899 petition which outlines the work to be completed, the grading method, manner of assessment and a timetable for completion.

8. **Culminating Experience: CFS 895 (Field Study) or CFS 898 (Thesis)**

- Normally students should register for CFS 895 or CFS 898 the semester they expect to complete it; however, the university allows one semester following registration to complete it (grace period) without registering for any classes. (See continuous enrollment requirement below.)
- One semester before registering for CFS 895/898 submit to the Graduate Division your Proposal for Culminating Experience (CE) and IRB Protocol.
- A **Thesis** (CFS 898) is generally a quantitative or qualitative research study with hypotheses to be tested or objectives based on a theoretical framework from the literature. Traditionally these have five chapters related to: Introduction, Review of Literature, Methodology, Results, and Summary/Conclusion/Discussion. Final copies are bound and the document is submitted to the library where it is searchable in their database (check electronic format required). The university has a required format for margins, pagination, etc., and there are two format checks before submission. You should use the thesis template provided on the Graduate Division website. As of Spring 2015 the Public Access/Embargo Form is required.
- A **Field Study** (CFS 895) is a project accompanied by a descriptive paper which is a minimum of 30 pages in length. Appropriate additions may include drawings, photographs, etc. to illustrate and explain the project as appropriate. They can be in a variety of formats approved by your culminating experience chair such as:
 1. *Creative Project*: Apparel or interior design projects which might include drawings, material specifications, and/or prototypes. The accompanying paper should include problem statement, purpose, literature review, theoretical framework, and implications to the field.
 2. *Curriculum Development*: Planned learning experiences and goals including resource needs (money, space, time, and personnel), pilot tested in an appropriate classroom setting, and outcomes assessed which may be based on accreditation criteria, mandated by the state, school district, or institution. Consideration needs to be given to the Individuals with Disabilities Education Act (IDEA). The paper should include problem statement, purpose, literature review, theoretical framework, and procedures used.
 3. *Community Engaged Scholarship*: Research that develops through stages of assessment and reflection in a community setting. The accompanying paper should highlight the study need, overall purpose, method, and interactions that could bring about anticipated or unanticipated need for changes and impact.

4. *Case Study:*
 - For dietetics: A complex patient study as an extension of the dietetic internship major case study to include extensive discussion on the disease state(s), the evidence-based medical and medical nutrition therapy for the disease state(s), and recommendations for future research and practice.
 - For apparel/family/interiors: A descriptive, exploratory or explanatory analysis of a person, group, event, decisions, periods, projects, policies, institutions, or other systems that are studied holistically.
5. *Concept or Position Paper:* An opinion on an emerging issue which may be controversial, impacts the public, or represents a professional need. This should be supported by analysis and synthesis of current facts, data and research literature, and proposes future directions.

9. **Committee and Committee Meetings.** Two faculty from the CFS/D Department must be on your graduate committee. You may ask a third person who may be in or outside the Department if you feel that expertise is needed.
 - Names and signatures of committee members appear on your Proposal for Culminating Experience form which is sent to the Graduate Division.
 - A long-term lecturer may be on the committee with approval from the Graduate Division.
 - A change in your committee is allowed through a petition form.
 - For CFS 895 (field study), students are expected to work with their committee chair or with the full committee throughout all stages of the culminating experience process depending on the committee preference.
 - For CFS 898 (thesis) students should work with their full committee throughout all stage of the culminating experience process.
 - Committee chairs should approve all document stages prior to work being forwarded to committee members for review.
 - Faculty are on 10-month appointments (Fall and Spring) and not obligated to be on campus during breaks and summer. Students should not expect faculty to be available during these times. Summer graduation can be problematic.
 - **Proposal Meeting:** Once the committee chair and student have agreed on a topic and methodology for the Culminating Experience, a meeting with the student and committee shall be called by the student to approve the project or thesis. The student will present his/her proposal to the committee and IRB and CE proposal forms can be signed at this time or later with revisions following the proposal meeting. Students are asked to arrange this meeting prior to Grad Division deadline (Nov 1 for Spring enrollment and April 1 for Fall enrollment in 895/898) to allow for revisions.

10. **Oral Defense of Culminating Experience (CE)**

- There will be one day at the end of each Fall and Spring semester designated as Graduate Student Oral Defense Day. Each student will have one hour allotted for set up, a 20 minute PowerPoint presentation overview of the culminating experience project, question and answer period, and evaluation.

Faculty, other students, and guests will be invited to attend these sessions. Evaluation forms completed by the committee are given to the Department Chair as input to program assessment.

- Students should provide all committee members a final draft of the paper a minimum of one week before the Oral Defense Day.
- Normally students will have recommended changes to make to the draft of the document after the oral defense. It is expected that changes are made prior to requesting the committee chair to sign the approval sheet which appears in the document.

11. Finalizing the Culminating Experience

- **Poster:** A poster summarizing the findings of your CE is required and will be displayed in the Department. Spring graduates will present their poster at the SFSU Graduate Student Research & Scholarship Showcase.
- All committee members sign the approval page and the committee chair signs the abstract page of the document. Students should obtain further Graduate Division requirements.
- Students are required to submit two copies of their final Culminating Experience to the Department: one to the committee chair and one to the Department (thesis is bound by the university; spiral is acceptable for field studies/papers). A courtesy is to ask all committee members if they would like a copy. For thesis, check process of submission required by the university. Copies of the Field Study document stay in the Department.
- **Proof of Completion** paperwork (Report of Completion and/or Receipt of Thesis) is due to Graduate Division (check online for deadline).
- **Grade:** If the culminating experience is not completed the semester of CFS 895/898 registration, faculty submit a grade of RP (report in progress) on Webgrades and when completed submit a petition for Change of Grade to CR. If it is completed the semester of registration, faculty submit a grade of CR on webgrades.
- **Publish your results**
 - Work with your committee chair and/or committee to write an article for publication or submit an abstract for presentation at a professional meeting.
 - Generally there are funds for student travel to a conference if your paper is accepted while you are a student on campus. Travel forms are approved by the Department chair and are submitted to the CHSS Associate Dean.

12. Continuous Enrollment

- **Prior to Enrolling in the Culminating Experience:** Students who leave the University for two or more consecutive semesters (not including winter or summer sessions), or who have attended another college or university during their absence, must reapply for admission to the University through CSUMentor, pay the application fee, and reapply to the program in which they were enrolled. Any student who loses continuing enrollment status in the University must meet curriculum requirements in effect at the time of reentering classified status or the semester in which a new ATC form is filed. Readmission to the degree program is not guaranteed.

- Following Enrollment in the Culminating Experience: Students who have registered for the Culminating Experience Course (CFS 895 or 898) through the regular university are not required to enroll in the University during the following semester in which they are completing their Culminating Experience (they have one grace semester). After the semester of enrollment in the Culminating Experience and the subsequent semester, all graduate students are required to maintain continuous enrollment through the College of Extended Learning (CEL) until the degree is earned (HSS 499, \$300 fee). Students in the CEL course will have access to library and discipline specific laboratories. The seven year “time to degree” is in force. Students in the Culminating Experience continuous enrollment program should maintain frequent contact each semester with their committee chair and meet all timelines set forth in the Culminating Experience proposal document (see policy on Graduate Division website).

13. Maximum time to degree

- It is expected that students will make continuous progress towards the completion of their degree and complete it in five years. A petition can be submitted to extend this to a total of seven years.