# DEPARTMENT OF HUMAN DEVELOPMENT AND QUANTITATIVE METHODOLOGY

## MASTER STUDENT HANDBOOK

### TABLE OF CONTENTS

- Department of Human Development Faculty List ........................................ 1
- Introduction ....................................................................................... 2
- History and Philosophy of the Institute/Department .......................... 2
- Master’s Degrees in Human Development ........................................ 3
- Program Planning and Advisement .................................................. 3

- The Master of Education ................................................................. 4
  - Required Coursework, Comprehensive Examination, Seminar Paper .... 4
  - Master’s Approved Program Form and Graduation .................... 5
  - Program Planning ........................................................................ 6

- Other Requirements/Procedures ....................................................... 8
- Registration Requirements ............................................................... 8
- Time Limits .................................................................................... 8
- Transfer of Coursework Taken at Other Institutions or as an Advanced Special Student ........................................ 8
- Waiver of a Course Requirement ...................................................... 9
- Application for a Diploma ............................................................... 9
- Procedure for Change of Advisor .................................................... 9
- Concerns/Questions about a Course or Program Requirement ....... 9
- Grade Point Average Requirements ............................................. 9
- Academic Conduct ....................................................................... 10
- Annual Report: Master’s Degree .................................................. 11
- Administrative and Support Contacts ............................................. 12
DEPARTMENT OF
HUMAN DEVELOPMENT AND QUANTITATIVE METHODOLOGY

LIST OF HUMAN DEVELOPMENT FACULTY

Nathan Fox, Department Chair
2012-present

PROFESSORS

Patricia A. Alexander, Ph.D. (University of Maryland)
Kevin N. Dunbar, Ph.D. (University of Toronto)
Nathan A. Fox, Ph.D. (Harvard University)
Melanie Killen, Ph.D. (University of California, Berkeley)
Kenneth H. Rubin, Ph.D. (Pennsylvania State University)
Judith Torney-Purta, Ph.D. (University of Chicago)
Kathryn R. Wentzel, Ph.D. (Stanford University)
Allan Wigfield, Ph.D. (University of Illinois)

ASSOCIATE PROFESSORS

Natasha Cabrera, Ph.D. (University of Denver)
Brenda Jones Harden, Ph.D. (Yale University)
Elisa L. Klein, Ph.D. (Pennsylvania State University)
Robert F. Marcus, Ph.D. (Pennsylvania State University)
Elizabeth-Anne Robertson-Tchabo, Ph.D. (University of Southern California)
Min Wang, Ph.D. (University of Toronto)

ASSISTANT PROFESSORS

Donald J. Bolger, Ph.D. (University of Pittsburgh)
David Miele, Ph.D. (Northwestern University)
Geetha Ramani, Ph.D. (University of Pittsburgh)
Meredith L. Rowe, Ed.D. (Harvard University)
HUMAN DEVELOPMENT
MASTER’S STUDENT HANDBOOK

Introduction

This handbook for graduate students is intended as an introduction to the Masters' program in Human Development. Department/Institute faculty are committed to making your graduate work the most productive educational experience possible. Although this handbook contains current policy statements, they are subject to change. In addition to this booklet, you should consult the University of Maryland Graduate School Catalog as well as the College of Education booklet, Graduate Studies in the College of Education: A Guide for Students and Advisors available from Student Services, Room 1210, Benjamin Building or on the College of Education’s website: (http://www.education.umd.edu/studentinfo/graduate_info/Grad_Guide/GradGuideWeb.pdf).

History and Philosophy of the Institute/Department

The Institute for Child Study was founded at the University of Maryland in 1947 under the directorship of Daniel Prescott, with the assistance of a number of colleagues from the University of Chicago. In its early years, the Institute engaged in guiding teachers in the study of their students and in providing knowledge in human development that would be helpful to educators in understanding child behavior. Institute staff traveled throughout the U.S. and abroad to work with teachers and other professionals. The Institute continues its outreach focus in such contexts as schools, courts, hospitals, policy-making and research organizations, community support groups, etc. Today the Department of Human Development and Quantitative Methodology in the College of Education offers masters and doctoral programs, post-bachelor certificate, an undergraduate minor, and an undergraduate major in early childhood.

Human Development faculty are currently engaged in a wide range of research projects. The focus of this research is on many different aspects of development, including cognitive, social, emotional, and neuropsychological fields of investigation. The interdisciplinary programs of the Department seek to assist students in learning how to investigate factors that contribute to child and adolescent development and learning. Students are trained in our “culture of scholars” model, which is designed to train individuals for careers as research scientists, teachers, educators, and policy makers.
Master's Degrees in Human Development

The Institute for Child Study/Department of Human Development offers students a choice of three Master's degree programs: (a) the Master of Education; (b) the Master of Arts with Thesis; and (c) the Master of Arts without Thesis. These programs share a majority of courses, and the courses focus on different areas of human development and learning, with a focus on research and theory in these areas. However, students admitted to one program (e.g., M. Ed.) need to petition if they wish to change to another program (e.g., M. A. with Thesis). Students admitted to a master's program who wish to apply to the doctoral program should begin the application process during their next to last semester in the master's program before taking substantial credits in the 700 or 800 level courses. Subsequent sections of this handbook describe the specific requirements for each of the master's degrees offered by the Department of Human Development.

Program Planning and Advisement

Upon recommendation for admission, an advisor is assigned to each student by the Department. The student should seek an appointment with the advisor as soon as possible after admission. Consultation with the advisor in program planning is essential. The entire course of study for any of the degrees offered by the Department must constitute a unified, coherent program which is approved by the student's advisor and by the Graduate School. Additional courses may be required if the student is inadequately prepared for the required graduate courses. Upon acceptance into the program, all students must submit contact information forms to the Graduate Coordinator with their contact information, advisor, and area of concentration.
THE MASTER OF EDUCATION

**Required Coursework**

The Master of Education degree requires a minimum of 30 semester hours of coursework with a minimum average grade point of "B" in courses approved for graduation. Of the 30 semester hours required in graduate courses, a minimum of 15 hours must be selected from courses numbered 600 or above. The other credits must be at least in the 400 series and listed in the Graduate Catalog. *Courses in the 500 series in Education do not carry graduate credit.*

Students seeking an M. Ed. Degree select from among the first, second, and third tier courses, as shown on the program planning sheet on the next page. REQUIRED courses include: one of the first three of the FIRST TIER COURSES (EDHD 600, 690, or 760); EDMS 645; one from each of the areas of the SECOND TIER COURSES, and five from the THIRD TIER COURSES. Some adjustments to these course requirements can be made if approved by the student’s advisor and the Department’s Director of Graduate Studies.

**The Comprehensive Examination**

For the Master of Education degree in Human Development, the student is required to pass a written comprehensive examination of six (6) hours in duration. This examination will be designed to test competence in all course areas. Students normally take the comprehensive examination in the last semester of coursework. Advisors may require that part of the examination be oral. If the exam is failed, it may be taken a second time. No additional retakes are allowed.

The procedure for the exam is for students to ask faculty members to write comprehensive exam questions based on the course(s) the student took with the faculty member. For a six hour exam it is typical for the students to answer two such questions, one answered in the morning on the day of the exam and one answered in the afternoon of the exam date.

**The Seminar Paper**

All Master of Education students must write a Seminar Paper in consultation with the faculty member for whom the seminar paper is written. This paper often originates as a term paper written for a course in Human Development, but usually must undergo substantial revision before final approval. Specific course credit is not given for writing the seminar paper. Students can elect to take independent study, however, with their advisor for use for research and writing the seminar paper. For information on the writing of, format for, and approval of the seminar paper, see the document *Graduate Studies in the College of Education: A Guide for Students and Advisors*, available from Student Services, Room 1210, Benjamin Building and the College of Education’s website:
Masters Approved Program Form and Graduation

During the last semester of the master’s program, students complete a form that lists all of the coursework they have taken as part of the program. This form should be approved by the student’s advisor and the Director of the Graduate Program in EDHD. This form is due to the Graduate Studies office in the College of Education relatively early during the last semester of coursework; students should check on the exact date the form is due for the semester in which they graduate. The form is available on the College of Education’s website at the following URL: www.education.umd.edu/studentinfo.

STUDENTS MUST COMPLETE SEVERAL OTHER FORMS DURING THE LAST SEMESTER IN THE MASTER’S PROGRAM IN ORDER TO BE ABLE TO GRADUATE. CHECK WITH YOUR ADVISOR AND THE COLLEGE WEBSITE’S LIST OF “GRADUATE IMPORTANT DATES” TO BE SURE ALL THE FORMS ARE COMPLETED ON TIME.
# Program Planning for the Master of Education

## First Tier Courses (First semester)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDHD 600</td>
<td>Introduction to Human Development</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>History and Systems in Human Development</td>
<td></td>
</tr>
<tr>
<td>EDHD 760</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDMS 645</td>
<td>Quantitative Research Methods I</td>
<td>3</td>
</tr>
</tbody>
</table>

## Second Tier Courses (Subsequent semesters)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDHD 602</td>
<td>Social Bases of Behavior</td>
</tr>
<tr>
<td>OR</td>
<td>Social Development and Socialization Processes</td>
</tr>
<tr>
<td>EDHD 721</td>
<td>Cognitive Development and Learning</td>
</tr>
<tr>
<td>EDHD 692</td>
<td>Cognitive Basis of Instruction</td>
</tr>
<tr>
<td>OR</td>
<td>Biological Bases of Behavior</td>
</tr>
<tr>
<td>EDHD 775</td>
<td>Psychophysiological Processes in Human Development</td>
</tr>
</tbody>
</table>

## Third Tier Courses (Choose 5)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDHD 700</td>
<td>Infant Development</td>
</tr>
<tr>
<td>EDHD 711</td>
<td>Peer-culture and Group Processes in Human Development</td>
</tr>
<tr>
<td>EDHD 750</td>
<td>Culture, Context, and Development</td>
</tr>
<tr>
<td>EDHD 779</td>
<td>Special Topics in Human Development</td>
</tr>
<tr>
<td>EDHD 835</td>
<td>Achievement Motivation</td>
</tr>
<tr>
<td>EDHD 850</td>
<td>Social Cognition and Moral Development</td>
</tr>
</tbody>
</table>

Up to 2 courses in other departments (EDMS, EDCI, Psychology, etc.)

Total Credits: 30
OTHER REQUIREMENTS AND PROCEDURES

Registration Requirements

All master’s students actively involved in University services (including utilization of campus libraries, offices, computer facilities, consulting with Departmental faculty members, or taking comprehensive examinations) are required to register every semester for at least one credit hour.

Time Limits

All requirements for the degree of Master of Education must be completed within five years of the date of admission to the Department of Human Development.

Transfer of Coursework Taken at Other Institutions or as an Advanced Special Student

A maximum of six (6) credit hours of graduate level coursework earned from regionally accredited institutions prior to or after matriculation at the University of Maryland Graduate School or as an Advanced Special Student at The University of Maryland may be applied toward a masters degree in Human Development. All transfer credits must meet the following criteria:

a. Courses must have been offered at the graduate level.

b. Courses may not have been used to meet degree requirements for previously earned graduate degrees.

c. Courses must have been completed within the last five years of matriculation in the Department.

d. Courses must receive approval from the student's advisor, the Department Chair, the office of Student Services, and the Graduate School. (Forms for Approval of Transfer of Credit can be obtained from the Department or Student Services, Room 1210, Benjamin Building).

e. A grade of "B" or above must have been earned in the requested transfer courses.

* The student may be subject to final examination in all coursework transferred into the Master's degree in Human Development.

** No credit is granted for correspondence courses or for "credit-by-examination" courses.
Waiver of a Course Requirement

In certain circumstances, a waiver of a course requirement may be requested based on coursework taken at the University of Maryland or at another institution. To petition for a course waiver, the student must submit a formal written request for Waiver of a Course Requirement. (Forms are available in the Department or from Student Services).

Application for a Diploma

The candidate for graduation must submit an application for a diploma to Student Services, Room 1210, Benjamin Building. (Forms are available from the Student Services). Students are encouraged to request an audit from Student Services in order to ensure that all of the required forms have been submitted. All candidates for graduation must be registered for at least one credit hour in the semester of graduation.

Procedure for Change of Advisor

Requests for change of advisor must be made in writing to the Department Admissions Committee. A Change of Advisor form is available in the Department. Both the present and previous advisors must sign this form.

Concerns or Questions about a Course or Program Requirement

In the event that a student has a concern or question about a course, the instructor of the course should be consulted before bringing concerns to the Department. If the situation is not resolved in consultation with the instructor, concerns and/or questions should be brought to the attention of the advisor and the Department Chair.

Grade Point Average Requirements

The Graduate School at the University of Maryland requires that all graduate students maintain a grade point average of 3.0 or above. A student whose grade point average falls below 3.0 after completion of 9 credits will be placed on academic probation for the following semester. A student whose grade point average falls below 3.0 for a second and successive semester may be allowed (with the recommendation of the Department and the consent of the Graduate School) a third semester in which to raise his or her grade point average to 3.0 or above. A student whose cumulative grade point average falls below 3.0 will not be recommended for graduation.

* The grades "D," "F," and "I" receive no quality points. A student may repeat any course in an effort to earn a higher grade. The later grade will be used in computing the grade point average.
Academic Conduct

The University of Maryland, in its "Code of Student Conduct," specifically prohibits "all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty and plagiarism." It is also important to note that the University interprets the submission of one paper, or substantially the same paper, to more than one instructor (unless specific approval is obtained from all parties involved) to be a violation of the aforementioned code. Students found guilty of academic dishonesty risk expulsion from the University.
# DEPARTMENT OF HUMAN DEVELOPMENT
## ANNUAL REPORT: MASTER’S DEGREE
### 2010-2011 ACADEMIC YEAR

THIS IS A SAMPLE ANNUAL REPORT FORM THAT ALL STUDENTS MUST FILL OUT AT THE END OF EACH ACADEMIC SEMESTER. THIS FORM IS TURNED IN TO THE GRADUATE SECRETARY AND IS PLACED IN THE STUDENT’S DEPARTMENT FILE

<table>
<thead>
<tr>
<th>Name:</th>
<th>Email:</th>
<th>Date:</th>
</tr>
</thead>
</table>

1. Coursework for 2010 - 2011 (LAST YEAR):

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Professor</th>
<th>Grade</th>
<th>Topic of Paper</th>
</tr>
</thead>
</table>

   [LIST EACH COURSE ON A NEW LINE; type ENTER for each new line]

2. Course plans for 2011-2012:

3. Core courses remaining to complete (include any incompletes that you have to finish)

4. Program progress:

   - Master program form on file? If so, specify when. | Yes | No |
   - Completed Master’s comprehensive exam? If so, when? | Yes | No |

   Anticipated date of degree completion: ________________

   Desired occupation after completing degree ________________

5. Research and Training experience:

   What projects did you work on with your mentor?

   What skills did you acquire? This includes writing skills, learning theories, methodologies, statistical knowledge, data collection techniques, data collection procedures.

6. Papers presented (or to be presented) at conferences (use APA style, 5th ed., reference):

7. Manuscript(s) submitted or in preparation (use APA style, 5th ed., reference):

8. Professional Experience:

   Graduate student committees and/or organizations (e.g., HDGSO):

   Editorial work, workshop preparation assistance:

9. General Plans for Summer, 2011, and for the Academic Year, 2011-2012:
HUMAN DEVELOPMENT
ADMINISTRATIVE AND SUPPORT CONTACTS

Dr. Kathryn R. Wentzel, Interim Chair, and Director/Institute for Child Study: Oversees the academic, research, and teaching mission of the department; coordinates the administrative structure.
Email: wentzel@umd.edu

Dr. Ann Battle, Director of Academic Services: Coordinates department teaching operations; supervises graduate student teaching assistants.
Email: abattle@umd.edu

Dr. Melanie Killen, Professor and Graduate Director: Coordinates graduate program development efforts and monitors the progress of graduate students.
Email: mkillen@umd.edu

Dr. Patricia Alexander, Professor and Director of Graduate Admissions: Oversees admission and recruitment process.
Email: palexand@umd.edu

Office Staff
Jo Peng, Director of Administrative Services: Office manager; department financial officer and accountant.
301.405.7129, tpeng@umd.edu

Antonio (Tony) Araneta, Business Manager: Responsible for daily business operations which includes financial transactions and IT requests.
301.405.1659, aaraneta@umd.edu

Eileen Kramer, Coordinator: Graduate Coordinator and Human Development Minor Advisor.
301.405.8432, ekramer@umd.edu

Cornelia Snowden, Program Management Specialist I: Responsible for payroll and benefits; facilities and telecommunication requests; key request and room scheduling.
301.405.8715, csnowden@umd.edu

Charm Mudd, Administrative Assistant: Receptionist duties includes receipt of travel, purchasing, key, and room requests. Distributes paychecks and mail. Orders General Stores supplies. Maintains copy machine, fax, and poster printer. Provides administrative support to Chair.
301.405.2827, ckmudd@umd.edu