

MACD Proposal and Advanced Independent Study Guidelines and Expectations
Updated 12.20.2021
Effective Immediately

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The guidelines and information in this document are designed to provide clarity regarding expectations and requirements for the project/thesis proposal process (and for coursework required - CD 6952-6954 Advanced Independent Study (formerly CD 611)).

Regardless of what year you are in the MACD program, or the culminating experience you have chosen, please read this document thoroughly. Once you have read through all the information please initial and sign at the corresponding spots and email a completed copy back to the MACD Director (Dr. Amy van Schagen) **no later than Friday Jan. 7th by 3pm**. A signed copy is required for each student currently enrolled in the MACD Program. *= initial required

Purpose of CD 6952-6954 Advanced Independent Study * _____

This course is for students who are ready to write their project or thesis proposal. The required 4 units for this course reflect the amount of time and effort needed to write your project or thesis proposal. Specifically, CD 6952-6954 Advanced Independent Study is for writing your proposal, which should require a total of 4 units or 180 hours of work.

You have the option to complete all 4 units in one semester or spread them out over two semesters. The last digit in the course number defines the number of units you're planning to take (CD 6952-6954). You need a total 4 units. For example, if you want to break up writing your proposal over 2 semesters you would take CD 6952 in the Fall and CD 6952 again in the Spring; this would equal 4 units total.

In this course, the expectation as defined by the university course delineation is to spend a minimum of 2-3 hours a week per unit on your proposal. For example, if you're taking 6954 (4 units) Advanced Independent Study in a semester you should be spending approximately 12 hours a week on your proposal. If you are taking 6952 for two semesters then each semester you should be spending approximately 6 hours a week on your proposal.

If you **do not** complete your proposal or make adequate progress (as determined by your Project/Thesis Chair and the MACD Director) in the semester you are taking CD 6952-6954 Advanced Independent Study you will earn a C in the course; a C is not passing for a graduate course. Students who earn a C will be placed on academic probation and will be marked as making unsatisfactory progress in the MACD program. * _____

To aid you in understanding what is required to meet course expectations and be considered as making adequate progress in the program, we have delineated what is expected weekly during the semester (if you are taking the full 4 units at one time). To make minimum adequate progress it is expected that you will submit the required documents for each week (noted below) no later than Thursday at 5pm PST (or by the weekly date/time agreed upon with your Project/Thesis Chair):

- Week 1: Make contact with your Project/Thesis Chair and decide on topic area
- Week 2: Topic area (including subtopics) and Detailed Outline for Literature Review
- Week 4: 3 Pages of introduction to topic and main points of the literature review
- Week 6: Full Draft of your Literature Review
- Week 8: Full Draft of Methods Section
- Week 10: Full Draft of any additional materials required for proposal

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- Week 12: Full draft of all required sections: Introduction (2-3 pages), Literature Review, and Methods section (must also include list of references)
- Weeks 13-14: Integrate feedback from Chair into Full draft
- Week 15: Turn-In updated Full Draft to Chair of committee

In addition to what is outlined above, beginning Spring 2023 students enrolled in CD 6952-6954 Advanced Independent Study will also be required to complete weekly course modules available via Canvas designed to assist you in meeting weekly benchmarks. More details about the course modules will be forthcoming.

If you are taking the 4 units spread across the two semesters adequate progress is explained below:

- Semester 1: Completing benchmarks listed above for Weeks 1-6 with the final submission being a draft of a full literature review.
- Semester 2: Completing benchmarks listed for Weeks 8-15

The Chair of a student's project/thesis committee reserves the right to adjust the above expectations as they deem appropriate. The proposal writing process requires a back and forth of students submitting documents and Chair's providing feedback. Thus, not all weeks are listed as the expectation is edits and updated drafts are consistently being worked on.

The above will need to be submitted/completed by the deadlines outlined. Not completing 1 or more of these progress markers will diminish your letter grade by a minimum of 10 points on 100-point scale; quality of submissions will also be considered in the grade you earn at the end of semester. * _____

If you do not make adequate progress and meet the benchmarks outlined above, you will earn a grade of C or lower in CD 6952-6954. **Please note:** The CSUSB Graduate Studies policy stipulates that graduate students are only allowed to retake a course and replace their previous grade 1 time during their graduate program. In other words, if you earn a C in any of the CD 6952-6954 courses you take (which is not a passing grade) you only have the option to retake this course one time for a better grade. You can find this information and more at resource links provided at the end of this document.

Additional Information, Policies and Requirements * _____

- Effective immediately, there will be no additional course units allowed for CD 6952-6954 Advanced Independent Study or any other type of independent study course other than the required 4 units (unless approved by MACD Director).
- Students who have completed the course requirements except for the completion of their project or thesis must enroll in Continuous Enrollment to remain students at CSUSB in the MACD program. Continuous enrollment is less expensive as it is zero units but keeps a students' status as "active" to allow them to continue in the program. Continuous enrollment can be taken through CD 6990 or the College of Global and Extended Education. Students are not eligible for financial aid when taking continuous enrollment as it is 0 units.
- If you have received a grade of "RP" (Report in Progress) or "I" (Incomplete) it will revert to an F after 1 year from the date it was earned. It is the students' responsibility to keep track of all grades and submit necessary paperwork to prevent an RP or I to reverting to an F if they meet the criteria.

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- A Petition to Waive University Regulations will only be completed/approved 1 time during your MACD Program. That is, you may only request an extension to your RP or I once. * _____
- Leave of Absence:
 - If a student is experiencing hardships such as mental health, family, and/or financial challenges that are impacting their ability to complete the work required of the program (including completion of the benchmarks related to CD 6952-6954), it is strongly recommended students discuss with their Chair/Advisor a Temporary Leave of Absence. Please discuss this option with your Project/Thesis Chair first. A Leave of Absence allows students to step back from their educational responsibilities until they are able to be present and make progress. * _____
- Ethical Responsibility with Financial Aid:
 - In order to continue to receive financial aid, a student must maintain satisfactory academic progress toward their degree each semester. If you are finished with your coursework and only have your project or thesis remaining, adequate progress must be made on it each semester (see weekly benchmarks above for explicit information of what is considered to be adequate progress). In addition, Advanced Independent Studies units (beyond the 4 required in the program) cannot be used for the purpose of obtaining financial aid.
 - If a student is not making adequate progress, the CSUSB Financial Aid office has the right to report this lack of progress to the Department of Education and money previously provided may be required to be paid back. It is considered fraud if a student continues to take units while not turning any work into their instructor. Additionally, graduate students are required to complete/earn 66.6% of their units attempted each semester. If not, their financial aid may be placed on hold or cancelled. This is important to note because RPs and Incompletes are not considered adequate progress.

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Enrollment Options and Requirements for 2nd years and beyond--for Spring 2022 doing a Project or Thesis

If you are a second-year student or beyond, have completed all required courses (with the exception of CD 6964 or CD 6974), and have yet to complete/defend your project or thesis proposal, below are your options and requirements for Spring 2022. * _____

Option 1: Enrolling in an existing graduate course that has regular class meetings (i.e., a non-supervision course) outside of program requirements that meets your interests and/or professional/academic goals. This course should be a 5000 or 6000 level course. Once you have chosen a course, obtain instructor permission and then send the information to the MACD Director along with a statement as to why this aligns with your areas of study within child development. Please note: needing financial aid is NOT an acceptable reason to take an additional course.

-or-

Option 2: Enroll in continuous enrollment (this is for students who have completed their course work and only have their project/thesis/ or comprehensive exam remaining) to remain a student

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in the MACD program. Continuous enrollment can be taken through the department or the College of Global and Extended Education.

REQUIREMENT: Regardless of the option you choose above, **you are expected to make adequate progress on your project or thesis during the Spring 2022 semester.** If you currently have an RP or I grade on your transcript from a previous CD 6952-6954 Advanced Independent Study (or CD 611) course, you need to make **adequate headway on your project or thesis in order to remain satisfactory progress in the MACD program.** At the end of Spring 2022 you will earn a grade that will replace the RP and/or I grade commensurate with the amount of work you completed over the course of the semester. Failure to make adequate progress as outlined below will result in a failing grade for any CD 6952-6954 Advanced Independent Study (or CD 611) in which you previously earned an "I" Incomplete or "RP" Report in Progress grade. * _____

Below is defined as the minimum adequate progress you must demonstrate over the course of the spring semester evidenced by submitting the following required documents each week (as noted below) no later than Thursday at 5pm PST (or by the date/time decided with your advisor):

- Week 1: Make contact with your Project/Thesis Chair and decide on topic area
- Week 2: Topic area (including subtopics) and Detailed Outline for Literature Review
- Week 4: 3 Pages of introduction to topic and main points of the literature review
- Week 6: Full Draft of your Literature Review
- Week 8: Full Draft of Methods Section
- Week 10: Full Draft of any additional materials required for proposal
- Week 12: Full draft of all required sections: Introduction (2-3 pages), Literature Review, and Methods section (must also include list of references)
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- Week 15: Turn-In updated Full Draft to Chair of committee

The Chair of a student's project/thesis committee reserves the right to adjust the above expectations as they deem appropriate. The proposal writing requires a back and forth of students submitting documents and Chair's providing feedback. Thus, not all weeks are listed as the expectation is edits and updated drafts are consistently being worked on.

The above documents will need to be submitted to your Project/Thesis Chair by the deadlines outlined. Not completing 1 or more of these progress markers will diminish your letter grade by a minimum of 10 points on 100-point scale; quality of submissions will also be considered in the grade you earn for CD 6952-6954 Advanced Independent Study (or CD 611) in which you previously earned an "I" Incomplete or "RP" Report in Progress grade.

Please note: The CSUSB Graduate Studies policy stipulates that graduate students are only allowed to retake a course and replace their previous grade 1 time during their graduate program. In other words, if you earn a C or lower in any of the CD 6952-6954 courses you take (which is not a passing grade) you only have the option to retake this course one time for a better grade. You can find this information and more at resource links provided at the end of this document. * _____

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Resources * _____

Graduate Studies Manual, Policies can be found here:

<https://www.csusb.edu/graduate-studies/policies-and-procedures>

Graduate Studies Forms can be found here:

<https://www.csusb.edu/graduate-studies/forms>

Leave of Absence Form can be found here:

<https://www.csusb.edu/graduate-studies/forms>

Continuous Enrollment (CE) through CEGE Form can be found here:

Note: enrolling in CE through CE is significantly less expensive than applying for CE through our department.

<https://www.csusb.edu/pace/courses-programs/education/continuous-enrollment-graduate-candidacy-standing>

I have taken time to read the full document and explore the links provided. I understand the guidelines and requirements provided in this document and my responsibility as a graduate student in the M.A. Child Development Program.

Signature: _____

Date: _____

Print Name: