



Department of Child Development

California State University, San Bernardino

M.A. Child Development

Graduate Student
Handbook

Fall 2023



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Department of Child Development
5500 University Parkway
San Bernardino, CA 92407 – 2397
Phone: (909) 537-4239

Fall 2022

Dear Child Development Graduate Student:

It is my sincere pleasure, on behalf of the faculty and staff, to welcome you to the Department of Child Development.

Your graduate education will include many challenging and rewarding educational experiences and opportunities. You will receive state-of-the-art instruction, supervision, and professional training from our outstanding faculty. You can count on our devoted staff to provide timely answers to your questions and valuable assistance in navigating the regulations that govern the graduate program. In turn, you will be asked to devote the time and energy necessary to be successful and to fulfill your academic promise by embracing the pedagogical challenges and opportunities to be found inside and outside the classroom. You will also be asked to represent the department on and off campus responsibly and professionally, with a spirit of collegiality and cooperation.

We invite our graduate students to participate in and to contribute to the intellectual atmosphere in the department. Hence, we encourage you to join our department's clubs and organizations, attend scheduled department social events and scholarly presentations, and initiate activities that you and other members of our community will find rewarding.

My office door will always be open. I encourage you to come by if you have any questions about our program, or if you want to share with me your positive experiences or your concerns.

On behalf of the department's faculty and staff, I offer my very best wishes for an outstanding career in our graduate program.

Sincerely,

Amanda Wilcox-Herzog, Ph.D.
Professor and Chair



Department of Child Development
5500 University Parkway
San Bernardino, CA 92407 – 2397
Phone: (909) 537-4239

Dear Child Development Graduate Student:

Welcome to the MACD program! The MACD program faculty come from a variety of philosophical and professional backgrounds and are here to assist you along your educational journey. We look forward to meeting each of you and learning more about your interest areas within the growing field of Child Development.

To assist you in finding your niche, a faculty mentor member will be assigned to become your first-year advisor. I hope you will explore opportunities within the psychology department with your advisor to find experiences that best fit with your future goals and objectives. In addition, we have designed several workshops to support your continued progress in the program and prepare for your future after graduation.

In addition to your coursework in Child Development, we encourage you to become actively involved in opportunities afforded to graduate students including with the: Infant Toddler Lab School and the Institute for Child Development and Family Relations. All faculty from this department conducts research and is a wonderful opportunity to get involved in research activities. Additionally, the Child Development department hires graduate students to teach undergraduate courses.

This handbook supplements the orientation and contains the necessary information and forms you will need to effectively complete the coursework and degree. If you have any questions about the material contained within, please contact me via email (amy.vanschagen@csusb.edu) or The Child Development office for further assistance.

Part of my role is to help support your progress in the MACD program. These past few years have brought on unique challenges and losses from the COVID-19 pandemic. We realize each person is impacted differently. If you experience hardship or illness COVID-19 related or otherwise please reach out so we can create a plan. Please contact me via email or phone (909-537-3841) if you ever have questions, or concerns, and we can find a time to meet.

Again, welcome to the Master's program in Child Development!

Sincerely,

Amy Van Schagen, Ph.D.
Associate Professor and Director of the MACD program

Notes:

MA Child Development 2022/2023

Incoming Cohort:

Awad, Lina

Escalante, Jasmin

Flores Marin, Scarlett

Fonte, Haeli R

Fukushige, Andei

Gutierrez, Marisol

Hernandez, Toni

Jimenez, Martha L.

Melendrez, Brenda

Nunez Chavez, Perla

Salazar, Ebeny

Tentative Two-Year Schedule

Master of Arts in Child Development

C: Comprehensive Exam Option 38 units				P: Project Option 38 units				T: Thesis Option 38 units			
2023-2024 (First Year)						2024-2025 (Second Year)					
Fall 2023			Spring 2024			Fall 2024			Spring 2025		
C	CD 6614 (3)		C	CD 6624 (3) (ONLINE)		C	CD 5531 (3)		C	CD 6659 (3)	
P	Advanced Theories of Child Development		P	Advanced Developmental Neuroscience		P	Effective Inclusive, and Equitable Practices with Children		P	Advanced Childhood Assessment	
T			T			T			T		
C	CD 6651(3)	CD 6648(3)	C	CD 6640 (3)		C	CD 6690 (3)		C	CD 6640 (3)	
P	Advanced Cognitive Development	Advanced Social-Emotional Development	P	Advanced Research Methods		P	Advanced Families and Parenting		P	Advanced Research Methods	
T			T	*offered every Spring		T			T	*offered every Spring	
C			C	Elective 1 (3)	CD 6894 (4)	C	Elective 2 (3)	CD 6124 (4)	C	If not already taken, Externship or Elective 2	CD 6980 (0)
				CD 6630 (See Note 1)	Externship in Child Development *Can be taken any semester		CD 6642 Directed Readings	Directed Readings/Comps Preparation *Only offered in FALL			Comprehensive Examination *Only offered in SPRING
P			P	Elective 1 (3)		P	CD 6952-6954 (2-4 for a total of 4)	Elective 2 (3)	P	CD 6954 (4)	
				CD 6630 (See Note 1)			Adv Independent Study	CD 6642 (See Note 1)		Graduate Project	
T			T			T	CD 6952-6954 (2-4 for a total of 4)	CD 6642 (3)	T	CD 6974 (4) Thesis	CD 6641 (3)
							Adv Independent Study	Advanced Data Analysis in Qualitative Methods			Advanced Data Analysis in Quantitative Methods
CD 6630 (3) Spring 2024						CD 6630 (3) Spring 2025					
Teaching of Child Development (See Note 2)						Teaching of Child Development (See Note 2)					

Note 1: Students may take their electives during their first year or their second year. You may take the CD option for electives or find a course in another department at the 5000-6000 level. Check suggested majors on the MACD website to look for relevant courses. Current CD electives offered include CD 6630, CD 6641, CD 6642 check course schedule **Note 2:** Teaching of Child Development (CD 6630) is highly encouraged for students to take in their first year if they are interested to apply for a Teaching Associate position to teach in the Department of Child Development.

Required Course Work

Required Courses by Culminating Experience Option (units)

Comprehensive Examination Option

1. CD 5531. Effective, Inclusive, and Equitable Practices with Children (3)
2. CD 6614. Advanced Theories of Child Development (3)
3. CD 6624. Advanced Developmental Neuroscience (3)
4. CD 6648. Advanced Social-Emotional Development (3)
5. CD 6651. Advanced Cognitive Development (3)
6. CD 6659. Advanced Childhood Assessment (3)
7. CD 6690. Advanced Families and Parenting (3)
8. CD 6640. Advanced Research Methods (3)
9. Electives Six units of 5000-6000 level courses chosen in consultation with a Faculty Advisor
10. CD 6124. Directed Readings (4) *Required semester before CD 6980
11. CD 6894. Externship in Child Development (4)
12. CD 6980 Comprehensive Examination: Child Development (0)

Project Option

1. CD 5531. Effective, Inclusive, and Equitable Practices with Children (3)
2. CD 6614. Advanced Theories of Child Development (3)
3. CD 6624. Advanced Developmental Neuroscience (3)
4. CD 6648. Advanced Social-Emotional Development (3)
5. CD 6651. Advanced Cognitive Development (3)
6. CD 6659. Advanced Childhood Assessment (3)
7. CD 6690. Advanced Families and Parenting (3)
8. CD 6640. Advanced Research Methods (3)
9. Electives Six units of 5000-6000 level courses chosen in consultation with a Faculty Advisor
10. CD 6952-6955. Advanced Independent Study (2-4 units for a total of 4 units)
11. CD 6964. Graduate Project (4)

Thesis Option

1. CD 5531. Effective, Inclusive, and Equitable Practices with Children (3)
2. CD 6614. Advanced Theories of Child Development (3)
3. CD 6624. Advanced Developmental Neuroscience (3)
4. CD 6648. Advanced Social-Emotional Development (3)
5. CD 6651. Advanced Cognitive Development (3)
6. CD 6659. Advanced Childhood Assessment (3)
7. CD 6690. Advanced Families and Parenting (3)
8. CD 6640. Advanced Research Methods (3)
9. CD 6641. Advanced Data Analysis in Quantitative Methods (3)
10. CD 6642. Advanced Data Analysis in Qualitative Methods (3)
11. CD 6952-6955. Advanced Independent Study (2-4 units for a total of 4 units)
12. CD 6974. Thesis (4)

If you would like to be eligible for a graduate teaching position in the department your second year, you will need to take Teaching of Child Development (CD 6630), a 3- unit elective course in your first Spring Semester.

Grade Requirements

Students must earn at least a “B-” in all required courses and at least a “C” in elective courses in order to receive credit towards graduation. Additionally, students are required to maintain a 3.0 GPA in all courses taken to satisfy the requirements for the degree.

Failure to maintain the appropriate grade-point average will result in the student being placed on academic probation. Students on probation must raise their GPA to 3.0 or above by the end of the subsequent quarter or they will be declassified from the program.

Students may only repeat one course for a higher grade. To discount a grade lower than a B- (in a required class) the student must submit a petition and obtain approval from both the program coordinator and the Dean of Graduate Studies.

Students who receive substandard grades in two or more required courses will be dismissed from the program.

Classified Status

If a student was Conditionally Accepted into the program and has completed the conditions of classification based on their Graduate Decision Form, they may fill out an application for Classified Status. The student and the director must sign the form and the conditions of your acceptance must be verified by the Child Development Department.

Students must be classified before they will be allowed to advance to candidacy. To apply for Classified Status contact the department office.

Upper-Division Writing Requirements

Graduate writing requirement: Graduate students will be required to pass (or to have passed) the upper-division writing requirement before advancing to candidacy in a graduate program. This requirement can be satisfied through one of three options.

1. Completion with a grade of 'B' (3.0) or better, within seven years of acceptance into the program, of one of the following courses: Education 3060, English 3060, Humanities 3060, Management 3060, Natural Science 3006, or Social Sciences 3060 (Students who fail to achieve a grade of 'B' (3.0) or higher in one of the 3060 courses will be required to retake the course.)
2. Successfully pass CD-6640 (Advanced Research Methods) with a B-grade or higher.
3. Satisfactory completion of the Writing Requirement Exemption Examination (WREE) offered at this University.

Options 1 and 2 are met through regular course registration procedures.

Further information about the WREE examination (for example, how much it costs, when it is offered, what it covers) is available from the Testing Center located in Jack Brown Hall, Room 405, ext. 75041.

Contact the Office of Graduate Studies for questions about the graduate writing requirement as it relates to post baccalaureate students.

Required Workshops

To help support your progress in the program and beyond we have created 5 mandatory activities that will be completed during your first and second year. All activities and information about them will be posted on your Blackboard page.

1. Introduction: Read and become familiar with your handbook! (1st year, Fall)
2. Workshop 1: How to Decide on a Culminating Experience and Develop a Committee (1st year, Fall)
3. Workshop 2: Strategies for Staying on Track (First year, Spring)
4. Workshop 3: Ethical Considerations for Projects or Submitting to the IRB (First year, Spring)
5. Workshop 4: Preparing for the Future (2nd year, Fall)

Advancement to Candidacy

After completing at least 12 units of graduate coursework, and successfully completing the upper division writing requirement you can formally request Advancement to Candidacy. In addition, you should have a thesis, project, or comp advisor.

When you apply for advancement to candidacy, your performance in the program will be evaluated by the program coordinator, in consultation with your advisor. If your performance is deemed satisfactory, you will be advanced. If your performance is unsatisfactory, you may be declassified from the program.

- a. If there are any courses you have taken as an unclassified graduate student or transfer student that you want to be counted toward your degree, be sure to submit a *Petition for Acceptance of Coursework* form to the department office.
- b. If you change your advisor, committee members, or your program of study after you have advanced to candidacy, you must file a *Change in Study Plan* form departmental website.

To be formally advanced to candidacy, a student must, to the satisfaction of the program coordinator, have:

1. achieved classified status;
2. successfully completed 12 units of coursework in the program and maintained a 3.0 ('B') GPA in the coursework;
3. selected a graduate advisor to supervise the course of study;
4. satisfactorily completed the candidacy writing requirement;
5. filed an approved Advancement to Candidacy form.

*When you prepare the advancement to candidacy form, all courses listed must include the specific semester in which the course was taken. If the course has not yet been completed, the semester in which you plan to take the course must be listed (e.g., list CD 6954 to be taken in the Spring semester of your second year).

First year students are assigned a "First Year Advisor." This faculty member will meet with you to provide guidance needed during the first academic year. One purpose of this mentoring is to help you decide which culminating experience is best for your future goals and to jumpstart your progress towards the thesis, project, or comprehensive examination. Your First Year Advisor will also help you with your first annual progress report, due in early April.

Culminating Experience

One of your most important decisions will be WHICH OPTION TO CHOOSE in completing the program: thesis, project, or comprehensive exam. The best decision for you will depend on your interests, future educational objectives, available time, and career orientation. Consultation with faculty regarding this decision is strongly recommended. Each culminating experience is designed to be equal in time, effort, and assessment of knowledge and skills but are implemented in different ways.

There are three options for a culminating experience each one will be discussed in more detail below:

- Comprehensive Exam
- Project
- Thesis

Additional information about the culminating experiences is located on the department website.

Comprehensive Exam

Comprehensive Exam

The purpose of the comprehensive exam is to test a student's acquisition of knowledge in core areas of study. The cumulative exam will be disseminated and completed as a take home exam. The comprehensive exam will only be offered during the Spring semester effective May 2023. The exam will consist of 6 questions options. Students will be required to choose 4 questions to respond too. The questions will be provided via email the 4th week of Spring term or by the date agreed upon with the Director of the MACD program. A student will have 7 days from Friday at 9am to Friday 9am the following week to respond to all questions. This format will allow the use of notes and other sources (books, articles). Students are not allowed to discuss any part of the exam with others.

As part of the preparation process for the Comprehensive Exam students will be required to take a Comprehensive Exam Preparation Course (currently Directed Readings CD 6124). This course will only be offered in the Fall semesters. It is recommended students take this course the semester prior to the spring semester they plan on taking the comprehensive exams. The goal of this course to help serve as preparation for taking the comprehensive exam. This course will provide an opportunity to gain additional study tools, write on practice questions, and receive feedback on practice responses from the instructor.

Comprehensive Exam Preparation Course Description

*Directed Readings CD 6124, Offered Fall Only; Directed readings will change names to the below in Fall 2024 to Comprehensive Exam Preparation CD 6124

Designed for students who will be completing the comprehensive exam as their chosen culminating experience in the MACD program, this course will help students further develop their writing skills by focusing on summarizing and synthesizing research findings, word choice, organization, editing, and APA style.

The ability to use writing to articulate evidence-based reviews, positions, ideas, and summaries is fundamental to effective leadership across child development and educational fields. Using the metaphors of conversation and story-telling, this course will frame academic writing, not as a product, but rather as a *process* and a *practice* that go beyond successful completion of a comprehensive exam. This process and practice will be discussed as critical to the interpretation and development of research and academic commentary for the purposes of (a) advocacy for children and families and (b) translation of evidence-based information for practitioner use.

Question Design/Expectations

Questions will be integrative across content and topic areas covered in core courses. Responses to each question will be assessed based on the depth and breadth of the response. High quality detailed responses will be expected. Responses to each question typically range from 6 full pages to 8+ pages of text (not including the list of references at the end of each question). Using appropriate APA formatting including in-text citations and list of references is expected. The questions are to remain private, no sharing of questions, question responses or other information about the comprehensive exam is allowed.

For the master's program in Child Development, students will be expected to demonstrate knowledge and integrative understanding in the following areas:

Development of the whole child from infancy through adolescence, basic research methodology, cognition and cognitive processes, families and parenting, developmental neuroscience, social emotional development,

theories of child development, assessment of children, and equitable considerations and effective, inclusive interactions.

To this end, students will complete 4 examination essay question responses that will relate directly to the core courses listed below required in the MACD program. The courses are:

1. CD 5531. Effective, Inclusive, and Equitable Practices with Children (3 units)
2. CD 6614. Advanced Theories of Child Development (3)
3. CD 6624. Advanced Developmental Neuroscience (3 units)
4. CD 6648. Advanced Social-Emotional Development (3)
5. CD 6651. Advanced Cognitive Development (3)
6. CD 6659. Advanced Childhood Assessment (3 units)
7. CD 6690. Advanced Families and Parenting (3)
8. CD 6640. Advanced Research Methods (3)

Grading Process

Students must submit responses for 4 of the 6 questions for the comprehensive exam to be reviewed by faculty. Exams will be graded by at least two faculty reviewers. Each question will be read by each reviewer of the panel and will be given a point score. The scores from each reviewer will be averaged for a final point score.

Below is an explanation for the point system:

Each question is worth 4 points, for a total possible of 16 points

Pass: 12-16 points (with no zeros or ones)

Opportunity to Revise: 9-11 points (with no zeros)

Fail: 8 or below

Automatic Fail: A 0 on one question response and/or no response on 1 or more questions

Opportunity to Revise

Students who earn enough points for an opportunity to revise will receive feedback for each question response that requires revision. Revision may consist of written revisions, oral defense, or both depending on what is deemed appropriate by faculty reviewers in consultation with the graduate director. Students will have the opportunity to complete the revision process only 1 time.

Comprehensive Exam Failure

Students earning a grade of fail on the examination will be asked to retake the examination the following spring and will receive a NC in CD 6980 and CD 6122-6124. During this time, students are advised to work with the director of the MACD program regarding a plan of remediation.

There is no formal reading list for the exam. Students will be held responsible for all readings and lectures given in each course.

Study groups to prepare for the exam are highly advisable. Working with other students often highlights holes in your personal knowledge base and can remind you of important concepts/points not previously considered.

If you have other questions about the exam please contact the current MACD Director

Comprehensive Examination Preparation

CD-6124 (for a total of 4 units) should be taken prior to the spring semester of your second year in the program (or prior to the semester you are planning to take the comp exam). This course is designed to help you prepare for the comprehensive exam and should be supervised by your advisor or program director. At the completion of this course you will receive a grade of Incomplete (I). Once you have successfully completed the comp exam, this grade will be changed to reflect passing or failing status. (Note: you have 1 year to remove your incomplete in CD 6122-6124 before your grade is automatically changed to an F.)

Comprehensive Exam Assessment — CD 6980

During the spring semester in which you are planning to take the comprehensive examination enroll in CD-6980. This is a 0 unit course indicating your intent to take the comp exam. Prerequisites to this course are advancement to candidacy, successfully completing CD 6124, completion of 90% of coursework in the master's program and being in good academic standing.

Note: If all other coursework has been completed and CD-6980 is the only course needed at the time of the exam, enrollment can be processed through the College of Extended and Global Education for a reduced fee for the semester. The form is available via a link on the CD website.

Continuous Enrollment

Warning: If you complete your required coursework prior to taking the exam, you need to enroll in CD 6990 (Continuous Enrollment) all subsequent semesters without other units taken until you have completed the comp exam to maintain your current status within the program. Failure to maintain continuous enrollment will result in dismissal from the university. If you need to take a leave of absence, forms must be approved by the program coordinator and the Dean of Graduate Studies.

Project

Completing the project option may be of interest to students currently working in classrooms or other applied settings. The goal of a project is that you will leave the graduate program with something useful and practical that is derived from relevant research/literature that could be implemented in a related work setting in the future.

For a project you will:

- (1) Create a Written Project Proposal
- (2) Complete an Oral Proposal of the Project Meeting with committee members
- (3) Create Project materials (e.g., curriculum, handbook, podcast) and update written project document to include these materials and conclusion/discussion
- (4) Complete an Oral Project Defense.

A completed project is an applied activity that is developed from your knowledge of child development and literature in the field. It should be a minimum of 35-50 pages in length (including text and references); it should follow the writing/format style outlined in the APA Publication Manual. In addition, it should include all of the “materials”, curriculum, etc. that you would if you were going to implement the project.

A completed Project typically includes 5 sections: Introduction, extensive literature review, summary and purpose of the project, methods (intended audience and detailed layout and materials for the project), and conclusion (summary of project)

Written and Oral Project Proposal

CD-6952-6954 (for a total of 4 units) should be taken or completed during the semester in which you plan to propose your project. The last course number in the title (bolded) reflects the number of units so you can choose how many units you take in a given semester.

This course is the time dedicated to writing your project proposal and scheduling your Oral Project Proposal Meeting. Failure to complete your written project proposal will result in a C or failing grade in the course. In which case you will be required to re-take the course to replace the failing grade.

This course will be supervised by your project advisor, who will provide guidance throughout the writing process as well as consult with you on the selection of two additional faculty members to serve on your project committee. This three- person committee is responsible for approving your project proposal prior to you moving forward with the rest of your project creation.

When writing the project proposal be sure to follow the format instructions provided by the office of Graduate Studies. That office has specific format instructions to which you must adhere. Detailed information is provided in the Thesis/Project Handbook, which is available for download at the following website: <http://gradstudies.csusb.edu/>

A project proposal will include the following sections:

1. Introduction (1-2 pages)

Project Cont'd

2. Literature Review
3. Methods containing:
 - A. General Outline of the program/project being proposed
 - B. how it would to assess or evaluate the quality of the proposed program/project.
- No additional materials/content will be created for the proposal meeting

Once the written project proposal is complete you will schedule an Oral Project Proposal with your committee members to review and assess your project proposal. You will need to prepare a brief summary presentation of the project; this presentation should be NO LONGER than 10-15 minutes as your committee has already read your proposal.

The Oral Project Proposal will be an opportunity for your committee members to ask questions and request revisions. Committee members will review and provide feedback about what is proposed prior to students creating actual materials. They will also decide whether your Project Proposal is approved.

Contact the department office at least two weeks in advance of your anticipated proposal date, so that a Project Proposal form can be prepared and a conference room reserved. (Note: The full title of your project and the members of your committee must be established by this time in order for your paperwork to be generated.)

***Please keep in mind that you must successfully propose your project before enrolling in CD-6964.**

After Project Proposal Approval

Once you have successfully orally proposed your project, your next step is to enroll in CD 6964. This course is designed to help you finalize the project, such as creating materials/curriculum and writing up your conclusion for your project and preparing for your Final Oral Defense. CD 6964 also includes preparation for Graduate Studies review process. If you do not finish by the end of the term, a grade of RP (Report in Progress) will be posted until you are finished (1- year time limit). Please register for CD 6964 only once.

NOTE: Students will NOT implement project

- Project Conclusion may discuss:
 - What could be expanded or changed based on your reflection of what you created
 - Based on committee feedback changes that could be made to the program/project (implementation, content, etc.)
 - Considerations for what the project could look like if implemented with a related demographic (e.g. created for teachers, but then consider how it might look if the focus was parents)
 - Future considerations; what could be done after this project was implemented? Follow-up content?

Final Oral Defense

After your project is complete, you must schedule your final project oral defense. In

Project Cont'd

preparation of the Final Oral Defense you need to (1) finalize all edits, revisions, and additions to the written project (be sure to adjust language from “the proposed project” to “the current project”) and (2) Create an oral presentation (10-15 min max) that includes a brief summary of your project and then details of materials created and conclusion, strengths and weaknesses of the project, and what you would do differently in the future.

Contact the department office at least two weeks in advance of your anticipated defense date, so that an Oral Defense form can be prepared and a conference room reserved. If you made any changes to the title of your project and/or the members of your committee from the time that you proposed, please inform the department so that your information can be updated.

You must have completed your oral defense by the date stipulated by department policy in order to participate in Spring commencement exercises.

Continuous Enrollment

Warning: If you have completed all other course requirements for your degree and are not taking additional courses, you should enroll in CD-6990 (Continuous Enrollment) all subsequent semesters until you have finished your project to maintain your current status within the program.

Failure to maintain continuous enrollment will result in dismissal from the university. If you need to take a leave of absence, you must obtain approval from the program coordinator and the Dean of Graduate Studies.

Thesis

A thesis is a research study that is conducted by the student under the supervision of a faculty thesis advisor. A thesis has four main parts and follows the APA (American Psychological Association) guidelines for format: introduction, method, results, and discussion. The purpose of a thesis is to walk you through the entire research process from start to finish. The study does not have to be original research (although we encourage you to do this!); it can be a replication of another study. You should do a thesis if you plan to go on to a doctoral program. A thesis typically ranges in length from about 35-50 pages and is published in the library. (Please visit the library to get an idea of what they are like.)

Example of these studies might be, “The Impact of Early Attachment Security on Adult Sibling Relationships”; “The Purpose of Treasured Possessions in Early Life”; or “The Relationship Between Children’s Play and Cognitive Development”.

Thesis Proposal

CD 6952-6954 (for a total of 4 units) should be completed or taken during the semester in which you plan to propose your thesis. The last course number in the title (bolded) reflects the number of units so you can choose how many units you take in a given semester. This course will be supervised by your thesis advisor, who will provide guidance throughout the writing process as well as consult with you on the selection of two additional faculty members to serve on your thesis committee. This three-person committee is responsible for approving your thesis proposal.

Once the written thesis proposal is complete you will schedule an Oral Thesis Proposal meeting with your committee members to review and assess your thesis. The Oral Thesis Proposal will be an opportunity for your committee members to ask questions and request revisions; they will also decide whether your Thesis Proposal is approved for implementation. You will need to prepare a brief summary presentation of the proposed thesis.

When writing the thesis proposal be sure to follow the format instructions provided by the office of Graduate Studies. That office has specific thesis format instructions to which you must adhere. Detailed information is provided in the Thesis/Project Handbook, which is available for download at the following website: <http://gradstudies.csusb.edu/>

Contact the department office at least two weeks in advance of your anticipated proposal date, so that a Thesis Proposal form can be prepared and a conference room reserved. (Note: The full title of your thesis and the members of your committee must be established by this time in order for your paperwork to be generated.)

*Please keep in mind that you must successfully propose your thesis before enrolling in CD-697

Thesis Cont.

After Thesis Proposal Approval

Your next step is to get IRB approval prior to implementing your research study. Please be sure to complete the CITI training for human subjects as it is required for the IRB application. Upon approval by the IRB you may implement your thesis research.

We recommend enrolling in CD-6974 the semester you plan to graduate. This course is designed to help you finalize your thesis, which includes preparation for the oral defense and Graduate Studies review process. If you do not finish by the end of the semester, a grade of RP (Report in Progress) will be posted until you are finished (Limit 1 year). Please register for CD-6974 only once.

Oral Defense

After your thesis is complete (with the exception of typing the final copy), you must schedule your oral defense. Contact the department office at least two weeks in advance of your anticipated defense date, so that an Oral Defense form can be prepared and a conference room reserved. If you made any changes to the title of your thesis and/or the members of your committee from the time that you proposed, please inform the department so that your information can be updated.

You must have completed your oral defense by the date stipulated by department policy in order to participate in Spring commencement exercises.

Continuous Enrollment

Warning: If you have completed all other course requirements for your degree and are not taking additional courses, you should enroll in CD-6990 (Continuous Enrollment) all subsequent semesters until you have finished your thesis to maintain your current status within the program.

*Failure to maintain continuous enrollment will result in dismissal from the university. If you need to take a leave of absence, you must obtain approval from the program coordinator and the Dean of Graduate Studies.

MACD Proposal and Advanced Independent Study Guidelines and Expectations

Below are additional guidelines and expectations:

The guidelines and information 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)).

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

MACD Proposal and Advanced Independent Study Guidelines and Expectations Cont.

- 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

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

- CD 6952-6954 Advanced Independent Study is limited to 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.
 - 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.

MACD Proposal and Advanced Independent Study Guidelines and Expectations Cont.

- 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.

Graduate Studies Review Process

All graduate theses, projects and dissertations must be submitted to the Office of Graduate Studies for format review. Thesis content is determined by the faculty committee chair. Theses, projects and dissertations are published on CSUSB ScholarWorks, the university's electronic repository. Publishing on ScholarWorks has several advantages; as a student, your scholarly achievements can be accessed by a broader audience, and you no longer need to print multiple copies to deliver to the Graduate Studies office for review, a time consuming and costly process.

Review Process

Consultations (Weeks 1-6)

Students can make an appointment with a thesis reviewer to ask questions about formatting and citations. Meeting with a reviewer before you submit your manuscript saves you time and makes the process go smoother, since formatting errors can be identified and explained more quickly in one-on-one sessions. We have found that students who meet for consultations usually get through the review process much faster. (Questions about content should be directed to your committee chair.)

Please call (909) 537-5058 to schedule an appointment and print out the pages you would like checked for errors. Keep in mind that consultations do not constitute a full review of the manuscript and reviewers may not be able to catch all errors. You may make up to two appointments; additional appointments will be scheduled if time permits. Appointments will be limited to 20-minute sessions. There will be no appointments after the 6th week of the quarter.

Committee Certification Form: The committee certification form certifies that your committee has read your manuscript, the content is complete and it is ready to be reviewed for formatting. The Office of Graduate Studies requires a hard copy of the form, with all original signatures, by the submission deadline. All committee members listed on the committee page of your manuscript must sign the form. Proxy signatures, phone calls, and emails from faculty will not be accepted in place of signatures. There are no exceptions. Your manuscript will not be reviewed until the Office of Graduate Studies receives the committee certification form.

Manuscript Submission Deadline (Week 7)

Your first submission includes three steps:

1. Pay the \$30 Digital Archive and Review Fee online through MyCoyote or at the Bursar's Office. You will receive two receipts.
2. Turn in your signed committee certification form at Graduate Studies (CH 123) with

Graduate Studies Review Process Cont.

one receipt attached.

3. Submit an electronic copy of your manuscript on CSUSB ScholarWorks. Please note that manuscripts must be submitted as a single file. (See Instructions for Submitting to ScholarWorks.)

Manuscripts will not be reviewed until all three steps are completed. These steps apply to first submissions only.

Please check with the The Office of Graduate Studies for their deadlines in submitting projects and theses for review. Here is the link: <https://www.csusb.edu/graduate-studies/current-students/thesis-project-dissertation/deadlines>

Students are encouraged to submit early; the Office of Graduate Studies goes through about 300+ reviews, so the turn-around time may take up to 10 business days.

CSUSB ScholarWorks offers two options for access to your work: open access and restricted access.

- Open Access: Your document can be accessed by anyone via the internet.
- Restricted Access: Only current CSUSB students, staff and faculty can access your manuscript.

Your manuscript will be checked for plagiarism via Turnitin.com and reviewed for formatting by a thesis reviewer. If there are no corrections, the manuscript will immediately be posted on the ScholarWorks repository. Once uploaded, they cannot be removed. Therefore, it is important that manuscripts be complete and final before they are submitted. Oral defense of your thesis and any content changes associated with it should be made prior to submitting on ScholarWorks.

If corrections are required, you will receive an email with a memo attached listing the corrections. Please make the changes and resubmit the corrected manuscript to CSUSB ScholarWorks as soon as possible. Do not wait until the publication deadline – you should be approved for publication by the deadline, not under review. Manuscripts typically go through two to three reviews before they are accepted for publication.

Publication Deadline

All manuscripts must be approved for electronic publication in the electronic depository by the publication deadline. Deadlines can be found for each semester in the link provided above.

Students whose manuscripts are not accepted for publication by the deadline, as well as those

Graduate Studies Review Process Cont.

whose manuscripts are rejected, must postpone their graduation and resubmit the following quarter. Contact the Office of Graduate Studies to determine the specific formatting review deadlines for the quarter in which you wish to graduate.

Annual Review

The primary purpose of the 1st Year Evaluation of graduate students in the MACD program is to provide students with systematic, officially sanctioned, feedback on their intellectual and professional growth. Areas of notable strength and progress are recognized, and specific recommendations for continued growth are made. The review enables the faculty to acknowledge student accomplishments and to identify potential problems before they become serious. In this review, faculty share with students the benchmarks of satisfactory progress, and give them the opportunity to reflect on the degree to which they are meeting these benchmarks.

The process is very similar to, though somewhat less involved, than the process faculty members themselves must go through each year and thus provides graduate students with professional feedback regarding performance. Thus, faculty are not asking anything of students that they themselves do not do.

It is important to understand that the vast majority of students are judged to be making satisfactory progress and that a rating of “concerns” or unsatisfactory progress is rare. There is also neither an arbitrary system nor a secret formula for determining these ratings -- they are explained in the supporting materials that follow. Students should ordinarily be able to predict their own rating - especially those having progress difficulties. It is important to remember though, that students who receive an unsatisfactory rating are eligible for dismissal from the program.

Eligibility

The review process involves all 1st-year graduate students in the MA Child Development Program.

If a student does not submit their Evaluation Report within 12 months of starting the program will automatically be given an unsatisfactory progress rating and will be subject to dismissal from the program.

Review Process

Students

The Annual Report Form and an updated vita, are to be submitted to the Graduate Program Director by the designated initial submission date via Qualtrics Survey Link.

Faculty Review Committee

The review committee consists of all faculty affiliated with the MA in Child Development Program. Each student's materials are reviewed by the entire committee. Part-time students'

Annual Review Cont.

progress is evaluated in light of their part-time status. Students' progress ratings will take three forms: satisfactory progress, concerns about progress, and unsatisfactory progress.

Feedback to the student regarding the outcome of the Review Process comes in the form of a letter from the Graduate Program Director. The letter includes specific comments regarding accomplishments, progress, and suggestions, the committee rating (satisfactory, concerns, unsatisfactory, or exemplary).

Criteria for Annual Review of Graduate Students

The Satisfactory Progress designation is likely to be given to students who meet most of the following criteria (as appropriate for years in the program):

Critical Criteria:

- Tangible evidence of progress toward (some evidence of progress for 1st-year students):
 - establishing a permanent advisor.
 - established a committee (i.e., signed plan of study for the second year and beyond).
 - identification of a thesis/project topic; timely proposal approval, data collection, data analysis, defense.
- Passing courses with a grade of at least a B.
- Completion of coursework on a reasonable timetable.

Important Criteria:

- Some involvement in at least one research or applied project as appropriate for degree option.
- At least one membership in an appropriate professional organization and conference attendance.
- Reliable, prepared, ethical in assistantship.

The Concerns About Progress or Unsatisfactory designations may be given to students to whom some or all of the following criteria apply:

- No progress towards completing thesis or project (e.g., no consideration of the topic, no advisor identified, no progress on forming committee).
- Lack of progress in completing coursework.
- Serious difficulty with coursework as indicated by grades and professor reports.
- No involvement in research or applied activities/projects.
- Being unreliable, unprepared, or unethical.
- Lack of professional involvement (such as membership, attendance, presentation at conferences).

Graduation Requirement Check

You must file a graduate requirement check prior to completing your academic work. Please check the deadline date (in the current catalog of courses) for the semester you anticipate you will be graduating. (Note: the office of Records, Registration, and Evaluation cannot process a graduation check until they have your *Advancement to Candidacy* form).

To participate in the May commencement ceremony, you must have completed all coursework, including completion of the Project/Thesis oral defense, by the second week of March of the year in which you expect to graduate.

Other Important Information

2-Year Limit: graduate students must complete their project/thesis within two years of enrolling in CD 6964/6974.

7-Year Limit: Classified graduate students must complete their degree requirements within seven years of admission to the program.

Changes in Program of Study: If you make any changes to your program of study after you have advanced to candidacy (e.g., change your thesis advisor, change an elective course), then you must complete a Request for Change in Study Plan for Master's Degree form. The form is available at <http://csusb.edu/child-development>.

Communication With the Department: Please keep the Department of Child Development updated with your contact information (e.g., address and phone number). We keep this information on file to use when we need to reach you. Additionally, please ensure that the email address used for the graduate student list serve "cdgrads" is easily accessible since this is the primary way departmental news and updates are relayed.

Leave of Absence: Master's students must be continuously enrolled until all requirements for the degree are completed, including the project/thesis. Students who plan to be absent for one semester or more must submit a leave of absence form. The form and policy are available at <http://gradstudies.csusb.edu/>.

Semester Registration: Graduate students who fail to register in at least one course in the MACD program each semester will automatically be declassified. PSYC-6990 (Continuous Enrollment) may be taken if another course is not taken during a given semester. This course can be taken through the College Global and Extended Learning for a reduced fee \$320. More information on this can be found at: <https://www.csusb.edu/pace/courses-programs/education/continuous-enrollment-graduate-candidacy-standing>

Other Important Information Cont.

Repeat of Courses: Classified and conditionally classified graduate students may be permitted to repeat a course at CSUSB that was taken for graduate credit only once and only by petition. The form and policy are available at <http://gradstudies.csusb.edu/>.

Transfer Units: Program plans may not include more than 9 semester units of work taken in unclassified status or before classified status was attained. If coursework was taken at another university or in extension, no more than 30% of the total program units may be transferred (pending director approval). Furthermore, transfer coursework will only be considered if the university at which it was taken will accept it in its own advanced degree program.

Two Masters Degrees: Students who wish to secure two different master's degrees may do so if the program allows it. At the discretion of the program, credits from one master's degree may be applicable to a second master's degree up to the maximum number of transfer units allowed within each program. In no case shall a student be awarded a given master's degree more than once. Students interested in obtaining two master's degrees should contact Graduate Studies.

Leave of Absence

Master's students must be continuously enrolled until all requirements for the degree are completed, including the comprehensive exam and the thesis/project.

Students who plan to be absent for one semester or more must file a leave of absence form with the Office of Graduate Studies. The form and policy are available at <http://gradstudies.csusb.edu/>

Listed below are the four types of leaves and the acceptable duration of the absence. Please note: no matter the type of leave taken, all students returning from an approved leave of absence of more than two (2) semesters must apply for readmission to the university and the master's program.

Medical Leave: There is no limit on the number of semesters. When the leave is requested, students, must provide documentation from a medical doctor explaining why enrollment must be interrupted and specifying the length of the absence.

Military Leave: A maximum of 8 semesters is allowed. The student must provide military orders.

Planned Educational Leave: A maximum of 4 semesters is allowed. Upon their return, student must submit transcripts showing the course(s) taken.

Personal Leave: The maximum duration for any leave is two calendar years. Students who do not return to CSU, San Bernardino at the conclusion of their planned leaves and those who enroll elsewhere without permission of the Office of the Registrar will be considered to have withdrawn for the university at the end of their last term of regular enrollment (Also, courses expire after 5 years.)

Returning from an Approved Leave of Absence: Students who plan to return from their leave must submit a readmission form within the filing period for the semester of return through the Office of Records, Registration and Evaluations, UH-171, (909) 537-5200.

Responsibilities of Faculty Members

Since education is a cooperative effort, especially at the graduate level, between faculty and students, both parties must fulfill obligations if the integrity and efficacy of the instructional process are to be preserved.

1. Contribute to and remain abreast of the latest developments in their field.
2. Pursue teaching excellence continually.
3. Treat all students with respect and fairness without regard to age, ancestry, handicap, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, or other factors unrelated to the learning process.
4. Encourage differing viewpoints and demonstrate integrity in evaluating their merit.
5. Attend class regularly and punctually, adhere to the scheduled class and final examination times, and arrange for notification of absence and coverage of classes.
6. Establish and maintain appropriate office hours.
7. Present, early in the term, the following course information:
 - a. Course objectives and general outline.
 - b. Classroom procedures to be followed, and expectations concerning class attendance, and proposed dates of major evaluations
8. Provide and adhere, within reasonable limits, to the written syllabus of the course.
9. Know course matter thoroughly and prepare and present material conscientiously.
10. Be informed of University services and recommend their use to students when advisable.
11. Follow these policies concerning written work and grades:
 - a. Grade and return written work promptly.
 - b. Submit final grades by the scheduled time.
 - c. Allow students to examine written materials not returned within the term (e.g., final exam, major term papers) and retain such materials for one academic year.
12. Implement procedures for student evaluation of faculty teaching with attention to preserving student anonymity.
13. Behave appropriately when interacting with students so as to maintain a scholarly atmosphere.

Responsibilities of Students

1. Prepare for and participate in all class and program activities to the fullest of your abilities.
2. Attend classes regularly and punctually.
3. Maintain a scholarly, courteous demeanor in class.
4. Uphold academic honesty in all activities.
5. Notify the instructor as early as possible if prevented from keeping an appointment or carrying out an assignment.
6. Discuss with the instructor any class related problem and follow established procedures in the resolutions of these problems.
7. Adhere to instructor's and general university policies on attendance, withdrawal, or other special procedures.
8. Maintain self-accountability to make consistent progress to complete the MACD program. For example: finding and completing required paper work, referring to the manual for information prior to consulting your faculty advisor, communicating with committee members in a timely manner, reviewing the graduate studies website, following through on your timeline for coursework completion and culminating experiences.
9. Abide by the COVID-19 protocol set by CSUSB

It is expected that faculty and students will fulfill their obligations to the instructional process. If, however, a complaint does arise, the parties should meet in an effort to resolve the matter. When such a discussion fails to resolve the problem or is inappropriate given the circumstances, the chairperson of the Department should be contacted. If this contact fails to satisfy the complaint, the college's published procedures should be followed (see current bulletin).

Professional Memberships

Graduate students are encouraged to become involved in professional activities. This means, first of all, becoming a student member of the regional and national organizations. The cost is usually much less for a student member. Some important organizations are the Society for Research in Child Development (SRCD), National Association for the Education of Young Children (NAEYC), The American Educational Research Association (AERA), The Council for Exceptional Children (CEC), and The National Council for Family Relations (NCFR).

A second part of being a professional is presenting your research or project ideas at conventions. CAEYC (the state affiliate of NAEYC) holds its annual conference every spring. In addition, the organizations mentioned above hold conferences that students can also submit to present at. Attending, as well as presenting, is both informative and fun.

Each year there are 2-4 or more colloquia hosted by the Child Development department or by the College of Social and Behavioral Sciences. In addition, prospective new faculty members who are on the final list of applicants present colloquia as part of their application process. It is extremely important for you to attend these when scheduled. The presentations may include refreshments before or after the talk. We may also take the speaker out to dinner afterwards. Graduate students are welcome and encouraged to come along. All graduate students are encouraged to attend all of these colloquia. The presentation itself allows the student to hear about a specialized area of research with which he/she might not otherwise come in contact. These colloquia also give the student a chance to see how actual research projects develop. Besides the specific content of the colloquia, the meetings present an opportunity for students to interact with psychologists from other schools and with the psychology faculty in a professional social setting. This may in fact allow you to make contacts for doctoral programs, jobs or may be a way to generate ideas for your required research projects. Finally, besides the educational aspects of the colloquia, students are expected to attend as representatives of the department. Speakers are often not paid, and their only reward is the presence of an attentive audience.

To encourage attendance and involvement the faculty may call on you to act in the role of "student host" for each of the colloquia. Duties may include:

- Being present at each of the colloquium functions to interact with the guest and see to it that he or she has a relatively pleasant visit. This includes being present at the beginning of the informal gathering before the presentation (usually about a half hour long), and attending the social hour and dinner (if you can afford it) afterward.
- Helping with some of the incidental details that tend to crop up with some of the visits (such as driving the guest to the airport or to dinner).
- Encouraging the other graduate students (or professors who are teaching a class at that time) to attend the colloquia and associated events. It is expected that graduate students will attend the colloquia anyway. However, in the past there have been a few students who have been less than diligent in this. We are not impressed by this lack of participation.

Ethical Requirements

Students must exhibit behavior consistent with ethical requirements of the American Psychological Association. The APA considers these ethical requirements to be appropriate for both professionals and graduate students in the field. The following have been identified as the specific areas of concern:

1. Students should only provide services, teach, and conduct research within the boundaries of their qualifications based on their education & training.
2. Students should not engage in sexual harassment. This is defined as repeated, unwelcome sexual advances or other verbal or physical conduct of a sexual nature, occurring in connection with work or school. Sexual relationships with undergraduates that they are teaching are so likely to be exploitative that they are always unethical.
3. Students should not knowingly engage in harassment that is demeaning to another individual contacted through work or school that is based on the other individual's age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, or socioeconomic status.
4. Graduate students should avoid dual professional and personal relationships with clients, undergraduate students in the classes they teach, and research subjects who are participating in their projects. In particular, graduate students are expected to avoid dual relationships in which they are in an evaluative position of another student's academic success or may exploit another student for the graduate student's personal gain.
5. All students must avoid plagiarism. Citations of all works that influence the student should be documented. Further, data and records should be maintained in a confidential manner. However, data should be maintained in such a way that it can be made available to competent and trained professionals.
6. Assessments should be used and administered only by qualified individuals. When using assessment techniques for training or class assignments, the student must accurately describe the nature and usefulness of the assessments.
7. All graduate students, like all researchers, should adequately employ informed consent, debriefing, and confidentiality while conducting psychological research. The decisions of the departmental and university institutional review boards regarding human and animal research subjects must be followed.
8. When engaged in teaching, graduate students should make every effort to present information fairly and accurately. Every effort should also be made to avoid demeaning students or colleagues who hold different viewpoints.

Failure to follow these principles may result in being dismissed from the MACD program. The Ethical Principles of Psychologists and Code of Conduct is also available in PDF format at <http://www.apa.org/ethics/code2002.html>.

Graduate students, as future professionals, are expected to uphold all the standards of ethical behavior. One important issue is that of plagiarism. The following description from Nancy Cotton in the English Department of Wake Forest University may help.

“To put your name on a piece of work is to say that it is yours, that the praise or criticism due to it is due to you. To put your name on a piece of work any part of which is not yours is plagiarism, unless that part is clearly marked, and the work from which you have borrowed fully identified.

Plagiarism is a form of theft. Taking words, phrasing, sentence structure, or any other element of the expression of another person's ideas, and using them as if they were yours, is like taking from that person a material possession, something he or she has worked for and earned. Even worse is the appropriation of someone else's ideas. By “ideas” is meant everything from the definition or interpretation of a single word, to the overall approach of an argument. If you paraphrase, you merely translate from his or her language to yours; another person's ideas in your language are still not your ideas. Paraphrase, therefore, without a footnote, is theft, perhaps theft of the worst kind. Here a person loses not a material possession, but something of what characterizes him or her as an individual. Plagiarism is a serious violation of another's rights whether the amount of material stolen is great or small; it is not a matter of degree. You know how much you would have had to say without someone else's help; and you know how much you have added on your own. Your responsibility, when you put your name on a piece of work, is simply to distinguish between what is yours and what is not, and to credit those who in any way have contributed.”

Research Involving Human Subjects

Please see the IRB website for the most up to date information:

<https://www.csusb.edu/institutional-review-board>

When people are involved as subjects in research or related activities conducted under University auspices, both the Institution and individual researchers are responsible for assuring that the rights and welfare of participants are adequately protected. In compliance with Federal regulations, California State University at San Bernardino has established an Institutional Review Board (IRB) to oversee its obligations with respect to human subjects. The statements listed below explain the research review procedure for the IRB.

- a. All research studies conducted by faculty and students at CSUSB that involve human subjects will be subject to IRB approval. No subjects may be run in any study, including research conducted for course assignments, until this approval has been received.
- b. The investigator must prepare a research proposal using the *Application to Use Human Subjects in Research* form. To appropriately answer some of the questions listed in the application form, one may follow the guidelines stated in "Policies and Procedures for Review of Research Involving Human Subjects." Both the application form and the policy guidelines may be obtained from the IRB website <http://irb.csusb.edu/>.
- c. The University requires that all researchers using human subjects complete a course in the protection of Human Subjects. The online Collaborative IRB Training Initiative (CITI) course requires about 2 hours to complete. The course is available at <https://www.citiprogram.org>
- d. In many cases, the investigator shall not involve a human subject in a research study without first having obtained the legally effective informed consent of the subject or the subject's legally authorized representative. Unless a waiver has been approved by the IRB, this informed consent must be obtained and documented in writing. The researcher should retain a copy of the signed consent form. Legally effective informed consent must include information listed on page 4 of "Policies and Procedures for Review of Research Involving Human Subjects." A sample consent form is given on page 5 of the same document.
- e. It is also important to include a debriefing statement. A debriefing statement includes at least the following:

Research Involving Human Subjects Cont.

- ◆ The reason for conducting the research.
- ◆ The way to obtain general results of the study.
- ◆ The person to contact if the subject has any questions or concerns related to the research.

Basically, the same rules go for debriefing as for the informed consent.

- f. Once a proposal has been submitted to the IRB, the investigator can expect to hear the IRB decision within two weeks. There are also three possible outcomes:

- ◆ the proposal is approved,
- ◆ the proposal will be approved if the unclear points are clarified and/or the missing materials are submitted, and
- ◆ the proposal is not approved.

In all cases, the IRB chair will write a memo stating the decision concerning the submitted proposal. In addition to the review decision, the investigator may receive a list of suggestions and comments.

Basically, the suggestions and comments are related to issues concerning human subjects. Occasionally, some suggestions and comments related to the research methodology will be given. It will be clearly stated in the memo what things are purely suggestions to the investigator and what things require further clarification before the proposal can be approved.

- g. After receiving the memo from the IRB chair, if the proposal is approved, the investigator may start collecting data. If the proposal is not approved, the investigator may make appropriate changes in the proposal and submit a rebuttal of the proposal. If the investigator does not agree with the decision made by the IRB, he or she may write a statement including clear justifications. The IRB chair may schedule a meeting with the investigator to discuss the points.

- h. There are some further points to be noted:

- If the study lasts longer than one year, the investigator must reapply for approval at the end of each year.
- If any substantive changes are made in the research prospectus, the IRB must be notified immediately, and a new review may be necessary.
- If any unanticipated risks to subjects arise, the investigator must immediately notify the IRB.
- The investigator is required to keep copies of the informed consent forms and data for at least three years.

Graduate Student Teaching Positions

*Prerequisites may be updated in the coming year please check with the Child Development Office for updates prior to applying to teaching positions

Child Development, 2244, 2245, 2246, 2247: Observation and Methods in Child Development

Prerequisite Coursework

CD 6630: Teaching of Child Development

CD-2240: Introduction to Child Development along with specialized coursework/experience in the age period to be taught

Child Development 2281/2291: Interactions Laboratory

Prerequisite Coursework

CD 6630: Teaching of Child Development

CD-2240: Introduction to Child Development along with specialized coursework/experience in the age period to be taught

Child Development 2282/2292: Curriculum and Programs Laboratory

Prerequisite Coursework

CD 6630: Teaching of Child Development

CD-2240: Introduction to Child Development along with specialized coursework/experience in the age period to be taught

Child Development 2210: Psychological Statistics (SAIL Pre-MARC Adjunct Support Class)

Prerequisite Coursework

CD 6630: Teaching of Child Development

CD 6640: Advanced Methods in Psychological

CD 6641: Data Analysis in Quantitative Methods

CD 6642: Advanced Data Analysis in Qualitative Methods

Child Development 4406: Interactions School age and adolescents

Prerequisite Coursework

CD 6630: Teaching of Child Development

Coursework/Experience related to middle childhood and adolescents

Child Development 4407: Activities Lab School age and adolescents

Prerequisite Coursework

CD 6630: Teaching of Child Development

Coursework/Experience related to middle childhood and adolescents

Application to Teach

- Graduate students are strongly encouraged to apply for teaching associate positions within the department.
- Graduate teaching applications are available during the Spring semester.
- Preference will be given to second year students and financial need will be one consideration in the selection process.
- To be considered for teaching, students will also need to submit a one-page personal statement and three letters of recommendation from faculty members.

If you believe you will not be able to pay for all your educational costs, you are encouraged to apply for financial aid. Please contact the Financial Aid Office if you need assistance applying for any of these programs. Students eligible for financial aid typically receive a “package” of aid from two or more of the programs described below.

State University Grants: State-funded awards that cover a portion of fees for eligible graduate students who are California residents and who are required to pay the State University Fee.

Graduate Equity Fellowships: State-funded awards to students with demonstrated financial needs that are admitted to graduate degree programs. Eligible students are from ethnically underrepresented groups, students with disabilities, and women in academic disciplines where they are underrepresented.

Fellowships and Scholarships: Awarded on the basis of merit and financial need, in addition to other criteria as specified by the donors of each fund. Number, types and application procedures vary from campus to campus. Contact the financial aid office for information.

Federal Work-Study Program: Work-study jobs enable eligible students to earn money to help pay for their educational expenses through part-time and summer employment on campus or with an approved off-campus agency.

Federal Student Loans: Various long-term, low-interest student loans are available to eligible applicants. Student loans must be repaid with interest. Federal Perkins Loans may be included in the financial aid “package.” The amount of the loan will vary according to the total amount of financial aid a student is eligible to receive.

Federal William D. Ford Direct Student Loan/Federal Stafford Loan: These loans are “subsidized” if the student has financial need, meaning the federal government pays interest on the loan until the borrower begins repayment, or “unsubsidized” meaning the borrower will be charged interest on the loan from the time it is disbursed until it is paid in full. Additional information is available from the financial aid office.

Except for graduate assistantships, where application to the Psychology Department is made, students should apply directly to the University’s Financial Aid Office.

Applications received by the University’s Financial Aid Office prior to March 1 receive primary consideration. Applications are generally accepted on year-round basis and aid awards are made on a “funds available” basis.

Research and Travel Funding

ASI provides funding to support research and travel related to academic growth and development. Specific examples include research supplies for an independent study, academic course, or honor's project; presenting at a conference; attending a conference; and travel related to research. Applications are evaluated competitively by the ASI Grant Review Committee and funds are awarded up to \$1,000 per submission. Requests are accepted each semester. For more information on the review process, submission deadlines and to download the application, please visit the Graduate Studies website: [http:// gradstudies.csusb.edu](http://gradstudies.csusb.edu)

OSR Student Grants are awarded to cover costs associated with student research or other creative activity outside the classroom. Applications are evaluated competitively based on the quality of the proposed research/creative activity. To be eligible, students need to be in good academic standing (Cumulative GPA of 3.0 or above) and registered as a full-time student. Students are allowed one grant (up to \$500) per degree. For more information on the review process, submission deadlines and to download the application, please visit the Office of Student Research website: [http://osr.csusb.edu/students/ studentGrants.html](http://osr.csusb.edu/students/studentGrants.html)

Applying to Doctoral Programs

The process for applying to doctoral programs is basically the same as applying for master's programs. In addition, however, you must take the GRE's. The recommended time to take these would be in your 2nd year. The experience of many graduate students who have taken the GRE's both prior to, and during, our program is that there is some change in the Aptitude scores (Verbal, Quantitative, and Writing) and substantial change in the Psychology score after completing the coursework in our program. Some schools also require the MAT (Miller Analogies Test). Preparation for these exams is recommended and will likely improve your scores. Check with the office of Graduate Studies for any on-campus resources that might be available. Self-help guides and professional prep courses are also an option.

A second step is to decide what type of specialized doctoral program you wish to attend. To get a clear idea it is best to talk with your advisor and faculty working in that area. The primary advantage that we offer students is the opportunity to do research. Having scholarly presentations and publications will dramatically enhance your ability to advance to a quality doctoral program. Letters of recommendation are also important. The usual timing is to ask three professors early in the Fall if they will write recommendations for you. When you give the professor the recommendation forms, make sure that you include: a list of when each application is due, stamped envelopes that include the full address, and be sure to fill out those portions of the recommendation form that you are responsible for.

The next step is to select a list of graduate schools. There are many different types of programs that you can have programs that specialize in different areas of Child Development so be sure to research different programs available such as: Human Development and Family Studies, Psychology, Child Development, Early Childhood Education, Special Education, Education and Social Justice, Social Sciences. To help you do this, there is an APA guide to graduate programs in the US and Canada. You can also google search for PhD programs in Child Development. Select a list of ten or more schools to apply to. These schools should be ones with a good reputation for the program you are interested in (not just a good reputation overall). Your primary concern is to choose a university where you connect with and can identify faculty you'd want to work with. For these reasons, if possible, it is best to visit the laboratory where you are going to be working prior to accepting a position at that university.

Child Development Faculty Research Interests

- Keting Chen, 2022 (Ph.D., University of Nebraska-Lincoln) engages in research related to early STEM (science, technology, engineering, and math) literacy, involving children, parents, and teachers. Research conducted in Chen's Lab centers on understanding best practices for supporting caregivers (both teachers and parents) in enhancing children's STEM skills.
- Manpreet Dhillon Brar, 2020 (Ph.D., University of California, Los Angeles) intergroup relations during childhood, adolescence, and emerging adulthood; experiences of marginalization across young people who hold multiple social identities with unique challenges such as discrimination and what these young people can do in response (i.e., civic engagement)
- Lisa Looney, 2003 (Ph.D., University of Maryland, College Park) Adolescents' achievement motivation and process by which teachers' beliefs and emotional support facilitate students' interest in class, prosocial behavior, and academic achievement, Teachers' self-processes, Beliefs of in-service teachers, motivational constructs as they relate to parenting.
- Stacy Morris, 2018 (Ph.D., Boston College) adolescents, and young adults; 1) civic engagement (positive contributions to one's communities and society); 2) critical consciousness (cognitive awareness of social inequities and active work to dismantle them); and 3) socialization (support, encouragement, mentorship) of critical civic engagement by teachers, mentors, and programs.
- Kevin Rosales, 2023 (Ph.D., Claremont Graduate University) my research draws on both basic and applied research to address questions related to working memory and other cognitive abilities. Examining the nature of cognitive abilities, working memory, executive function, and cognitive control.
- Amy A. van Schagen, 2016 (Ph.D., University of North Carolina at Greensboro) Early childhood education (ECE) specifically teacher development and work environments, improving learning environments for young children, access to high-quality ECE for marginalized groups, and racial equity.
- Amanda Wilcox-Herzog, 1999 (Ph.D. Purdue University) Interests include contextual factors that contribute to quality in early childhood programs, teacher development, and the relationship between teachers' beliefs and actions.
- Eugene H. Wong, 1991 (Ph.D., University of California, Riverside) Social and personality development during childhood. Specifically, the development of achievement motivation in the academic and sports setting. Self-concept and academic achievement.

Additional information and Forms can be
downloaded at:

<https://csusb.edu/child-development>

(Student Resources → Graduate Student Resources)

or

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

(Graduate Studies forms)

*The forms below are used as an example of what they may look like. Forms are updated as needed so be sure to use the links to get the most up-to-date version.