



School of Human Ecology
UNIVERSITY OF WISCONSIN-MADISON

Master of Science/Doctor of Philosophy Degree Requirements Checklist

Department of Human Development and Family Studies

(For students entering in or after Fall 2020)

Note: This form is to be used by MS/PhD students only. Students pursuing a terminal MS or a PhD exclusively should consult separate checklists.

Name:

Academic Advisor:

Initial Year/Sem. in HDFS graduate program:

MASTER OF SCIENCE

The Master’s degree in Human Ecology: Human Development and Family Studies requires a minimum of 30 course credits. Of these, 21 are in required areas while the remaining are electives. [When graduate credits are transferred from another institution, or courses from another university are substituted for requirements below, at least 16 credits toward the master’s degree must be taken at the UW-Madison.]. All course substitutions require the “Course Substitution Form” to be signed by a 3-person faculty committee and submitted to the HDFS Graduate Program Committee Chair. Only approved course substitutions should be included as fulfilling requirements in this checklist. Course work earned five or more years prior to admission to a master’s degree or course work earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

All HDFS graduate students are required to complete the online CITI (Collaborative Institutional Training Initiative) Human Subjects Protection training course (<http://www.grad.wisc.edu/research/wkshop/index.html#onlinetraining>) by the end of their first semester of graduate studies. Please give a copy of your CITI completion certificate to the SoHE Graduate Program Coordinator.

- Date completed CITI: _____
Date turned into SoHE Graduate Program Coordinator: _____
- All HDFS graduate students must attend the Graduate Assistant Equity Workshop prior to the end of their 3rd semester in the program. Date completed the Graduate Assistant Equity Workshop _____

<i>Area</i>	<i>Course No. & Titles:</i>	<i>Credits</i>	<i>Date Completed</i>	<i>Grade</i>
I. Introductory courses (must be taken during initial year)		3		
Inter-HE 801	Professional Development Seminar	1	_____	___
Inter-HE 792	Human Ecology Theories and Perspectives	2	_____	___
II. Basic courses		9		
HDFS 766	Human Development 1 (Prenatal to Adolescence)	3	_____	___
HDFS 766	Human Development 2 (Late Adolescence to Old Age)	3	_____	___
HDFS 865	Family Theories & Issues	3	_____	___

III. Research Methods & Design	3		
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Inter-HE 793 Research Methods	3	_____	_____
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IV. Statistics	3		
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Note: All entering students are assumed to have already taken statistics courses covering, for example, at least simple linear regression. UW-Madison campus course equivalents include: Statistics 310, Sociology 360, and Ed Psych 760. If you have not taken such a class it is highly recommended that you take such a course prior to taking a required intro graduate course. Course credits taken to fulfill this undergraduate stats requirement do not count toward the 30-credit minimum for the master's degree.

Senior undergraduate level 3-credit course (e.g., Stat 310, Soc 360, Ed Psych 760)

****These credits do not count toward the 30 required credits for the Masters****

<i>Course No. & Titles:</i>	<i>Credits</i>	<i>Date Completed</i>	<i>Grade</i>
Course: _____	_____	_____	_____

Intro Graduate course (e.g., Soc 361, Ed Psych 761); see methods/stats course list for more options.

Course: _____	3	_____	_____
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V. Research & Thesis (To be completed under advisor's supervision)	6		
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HDFS 990 Research & Thesis (6 credits)	—	_____	_____
	—	_____	_____
	—	_____	_____

VI. Elective courses: (Any HDFS course at 700-level or above qualifies)	6		
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- 3 credits **must** be HDFS courses; 3 credits can be taken outside HDFS with approval of advisor.
- Within the 30-credit requirement, a maximum of 6 credits of Independent Study (699 or 999) is permitted; no more than 3 credits with the same professor, and at least one HDFS course must be taken.
- Certain courses below the 700-level may also qualify with permission of advisor.

	<i>Credits</i>	<i>Date Completed</i>	<i>Grade</i>
Course: _____	—	_____	_____
Course: _____	—	_____	_____

Total Credits (At least 16 must be UW-Madison credits) 30

Checklist Completion

The committee certifies that the student has completed all course requirements for the HDFS MS degree, has no outstanding incompletes and has a GPA of at least 3.0

Date approved by student's advisory committee: _____

Signatures of the members of Committee (at least 3):

Chair:

When this form has been completed and signed, give the original to the SoHE Graduate Program Coordinator. It is recommended that the student keep a copy for their own records.

****This form must be in the student's file in order to request a warrant. It will usually be filed at the time of the proposal meeting, but needs to be completed prior to obtaining the warrant****

DOCTOR OF PHILOSOPHY

The PhD degree in Human Ecology: Human Development and Family Studies requires a minimum of 33 credits completed at UW-Madison over and above those completed during the MS program. Typically a single course may not be used to fulfill multiple requirements. All course substitutions require the “Course Substitution Form” to be signed by a 3-person faculty committee and submitted to the HDFS Graduate Program Committee Chair. Only approved course substitutions should be included as fulfilling requirements in this checklist. Course work earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements

All PhD students are expected to attend six session of advanced PDS.

- Date completed Advanced PDS: _____

I. Content Courses

9

Requirement: A minimum of 9 HDFS credits in content courses (not to include methods or statistics courses) at 700-level or above. **Courses used as elective courses to fulfill requirements on the MS checklist may not be used to complete this requirement.** Independent Study credits (e.g. 699, 999) do not count towards content course credits.

Course: _____ ————— —————

Course: _____ ————— —————

Course: _____ ————— —————

II. Research Methods & Design

3

Requirement: In addition to the department's introductory Research Methods course (Inter-HE 793), which was completed as part of your MS, doctoral students are required to take at least one advanced methods course (3 credits). Please consult with your advisor to identify courses that fit with your area of study. Possible examples include:

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|---|---|
| Ed Psy 719: Intro to Qualitative Research | Sociol 750: Methods of Sociol Research |
| Ed Psy 945: Evaluation Research | Sociol 755: Methods of Qualitative Research |

See methods/stats course list for more options.

<i>Course No. & Titles:</i>	<i>Credits</i>	<i>Date Completed</i>	<i>Grade</i>
Course title: _____	_____	_____	_____

III. Statistics

3

Requirement: A minimum of one 3-credit, advanced level statistics course. Please consult with your advisor to identify a statistics course that fits with your area of study. Possible examples include:

- | | |
|---|---|
| Ed Psy 762: Intro to Design of Ed Experiments | Sociol 750: Methods of Sociol Research |
| Ed Psy 763: Regression Models in Education | Sociol 952: Smr in Math & Stat Appl in Sociol |
| Ed Psy 771: Test Construction | Stat 333: Applied Regression Analysis |
| Ed Psy 773: Factor Analysis, Multidim Scaling | Stat 348: Intro to Time Series Analysis |
| Ed Psy 871: Test Theory II | Stat 351: Intro to Nonparametric Statistics |
| Ed Psy 960: Structural Equation Modelling | Stat 421: Applied Categorical Data Analysis |

Ed Psy 964: Hierarchical Linear Modelling
 Psych 710: Design & Analysis of Psychol Exp
 Sociol 362: Statistics for Sociologists III

Stat 760: Multivariate Analysis I
 Stat 849: Theory & Applic of Regr & Analysis

See methods/stats course list for more options.

Course title: _____	<i>Credits</i>	<i>Date Completed</i>	<i>Grade</i>
IV. Research & Thesis	9		

Note: At least 6 credits must be taken after receiving dissertator status.

	<i>Credits</i>	<i>Date Completed</i>	<i>Grade</i>
HDFS 990 Research & Thesis	—	_____	—
	—	_____	—
	—	_____	—

V. Minor Area Requirement	9
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The purpose of the minor is to add breadth to a PhD major. Monitoring the course content and credit requirements for PhD minors is the responsibility of the minor department/program. A list of available minors can be found at: www.grad.wisc.edu/catalog/degrees.htm. Make sure to review UW criteria for minors at: <http://grad.wisc.edu/education/acadpolicy/phdminorchg.htm>. Minor agreement forms are obtained through the minor department/program.

Major dept/programs are responsible for:

- Indicating the expected minor (either Option A or B, see below) at the time of the preliminary warrant request.
- Clearing all grades in minor course work before submitting the preliminary examination warrant.
- Reporting the completion date of the minor upon submission of the preliminary examination warrant.

Students must declare one of the following Minor Options:

- **Option A (external):** Requires a minimum of 9 credits in a single department/major field of study. Selection of this option requires the approval (signed minor agreement form) of the chair of the minor department/program.
- **Option B (distributed):** Requires a minimum of 9 credits in one or more departments and can include course work in the major department. Selection of this option requires the approval (signed minor agreement form) of your advisor and committee members.

The Graduate School's minimum course requirements for the minor include:

- An average GPA of 3.00 on all minor course work.
- Course work must be graduate level (the equivalent of UW-Madison courses 300 level or above; no audits or pass/fail).
- Maximum 3 credits of independent study (e.g., 699, 799, 899, 999).
- Research and thesis cannot be used to satisfy the minor (e.g., 790, 890, 990).
- No more than 5 credits of course work completed more than five years prior to admission to the MS/Ph.D.; course work taken ten years ago or more may not be used.

****Courses taken while in the MS program may be used for minor requirements, unless the courses were used to fulfill MS degree requirements****

Minor course sequence:

<i>Course No. & Titles:</i>	<i>Credits</i>	<i>Date Completed</i>	<i>Grade</i>
Course: _____	—	_____	—
Course: _____	—	_____	—
Course: _____	—	_____	—

Name of the Minor: _____

(Note: if the name chosen reflects an existing UW department, it would be considered an external minor and would require approval by that department).