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# Department of Organizational Leadership, Policy and Development

M.A. Handbook

2013-2014

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**OLPD** | Organizational Leadership,  
Policy, and Development

COLLEGE OF EDUCATION  
+ HUMAN DEVELOPMENT

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UNIVERSITY OF MINNESOTA

*Revised 8/29/2013*

**TO:** New Students Fall 2013

**FROM:** Rebecca Ropers-Huilman, Professor and Chair

**SUBJECT:** Welcome to the Department

On behalf of the Department of Organizational Policy, Leadership, and Development, I am pleased to welcome you to the 2013-2014 academic year and the beginning of your time as a graduate student at the University of Minnesota. Our department has developed nationally and internationally distinguished graduate programs in Comparative and International Development Education, Education Policy and Leadership, Evaluation Studies, Higher Education, and Human Resource Development. During your studies, you will be working with faculty members who are active scholars, authors, professional leaders, practitioners, teachers, and genuinely wonderful people. We are proud of our OLPD community and are glad you are joining us.

Our department focuses our efforts around a common mission:

*The Department of Organizational Leadership, Policy, and Development is a leader in advancing knowledge about educational and organizational change in local, national, and international contexts. Our research, teaching, and outreach reflect a commitment to interdisciplinary and intercultural engagement with educators, scholars, and policy makers seeking to enhance leadership, policy, and development around the globe.*

You can get information about how to enrich your experience, become a part of our community, and help us achieve our mission by asking questions when something is not clear, meeting with your faculty adviser at least once every semester, reading the department electronic newsletter, and familiarizing yourself with this handbook. Handbooks and other key materials for students are available on the web at <http://www.cehd.umn.edu/olpd>. The department electronic newsletter is sent periodically to all students and faculty.

I hope that each of you becomes an engaged member of our community. You can do this by participating in departmental professional and social events, attending lectures and colloquia, and getting involved in collaborative research. You can also do this by bringing your personal experience and professional expertise to bear in discussions of critical issues that occur in classrooms, hallways, and in various locales around campus. OLSA, the Department's student association, welcomes your ideas and participation. One of the joys of graduate school is meeting and learning with your fellow students. As a group, you come from a wide variety of professional and academic backgrounds, cultures, and countries. Please take advantage of the education that is made possible by the people and organizations in OLPD, across the University of Minnesota and throughout the metro area.

Each of the faculty and staff members wants your time at the University of Minnesota to be personally fulfilling and professionally rewarding. Please contact any of us if you have questions or need assistance. Our main office number is 612-624-1006, and my direct email address is [ropers@umn.edu](mailto:ropers@umn.edu).

Again, welcome to OLPD!

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## INTRODUCTION

This handbook is designed to provide M.A. students in the Department of Organizational Leadership, Policy, and Development (OLPD) with a readily available source of information about their programs, procedures, and graduate student resources. The handbook augments and is not a substitute for other sources of information. The University of Minnesota Graduate Education Catalog (provides information about major program regulations) and the Twin Cities Class Schedule (includes regulations and deadlines for that semester). The Graduate School Policies and Governance website at [http://www.grad.umn.edu/deans-office/policies\\_governance/index.html](http://www.grad.umn.edu/deans-office/policies_governance/index.html) is also useful. These resources and many others are available via the web as listed throughout this handbook.

**Students should note that the University-assigned student email account is the University's official means of communication with all students. Students are responsible for all information sent to them via the University-assigned email account.** The University, Graduate School, and OLPD department rely on the University email accounts and not the postal service for important communications, e.g., tuition billing, degree clearances for graduation, department events and position opportunities. Students are responsible for all information including attachments sent to their University email account. If students arrange to have their University email account forwarded to a private account, then the student must remember to change the forwarding destination of the University account if and when the private account is changed. The University account mail can be forwarded at <http://www.umn.edu/dirttools>.

All advising faculty have access to this handbook. Please work with your adviser to make key decisions related to your program.

### How This Handbook Is Organized

This OLPD handbook has been re-organized from those provided in prior years to reflect changes made to Graduate School, College, and Department policy and procedures made in the last year.

- **Chapter 1:** is an Introduction to the Department and its structure.
- **Chapter 2:** focuses on major expectations of OLPD graduate students.
- **Chapter 3:** describes the required coursework and thesis credit requirements for each of the OLPD program track.
- **Chapter 4:** describes the milestone steps that Ph.D. students must take to complete the program in addition to coursework and thesis credits.
- **Chapter 5:** provides an overview of common administrative processes OLPD students sometimes have to negotiate.
- **Chapter 6:** provides information on additional resources available to graduate students in the Department and University that students may find beneficial.

# CHAPTER 1: THE OLPD DEPARTMENT

## Department Mission, Purpose, and Goals

The Department of Organizational Leadership, Policy, and Development is a leader in advancing knowledge about educational and organizational change in local, national, and international contexts. Our research, teaching, and outreach reflect a commitment to interdisciplinary and intercultural engagement with educators, scholars, and policy makers seeking to enhance leadership, policy, and development around the globe.

Three related purposes give direction to departmental activities: research, teaching, and outreach. A priority of the Department is to initiate, sponsor, and support research and development activities that will enhance the body of knowledge and techniques that constitute the five program tracks: comparative and international development education, education policy and leadership, evaluation studies, higher education, and human resource development.

Central to the purpose of the Department is the development and provision of professional preparation programs for persons seeking positions in the five areas. The Department of Organizational Leadership, Policy, and Development is committed to the study of educational policy and to the preparation of leaders who can act effectively and ethically within the structures, processes, and cultural contexts of education and other organizations. The Department prepares administrators, scholars, and analysts for leadership roles in various settings through the five complementary but distinct program tracks. The Department also seeks to provide mission-related service through disciplined study of the needs of educational and other organizations. Further, we collaborate with others to find and implement solutions to leadership problems in many settings. All of the above illustrate the commitment of the Department to bridging the fields of practice and theory.

## Administration and Management of Programs

### Governance

There are several standing governance committees and individuals that support the functioning of OLPD and all graduate programs within it. Additional ad hoc committees are established as issues evolve. In relation to committees and governance, there are four roles that students should be familiar with as they navigate through their program: the department chair, the Director of Graduate Studies (DGS), individual program coordinators, and the Coordinator of Graduate Studies (CGS).

- **Department Chair:** The department chair is responsible for the overall leadership and management of all Department resources. The chair's responsibilities extend to both graduate and undergraduate programs within the Department.
- **DGS:** The DGS, in conjunction with the department chair, represents the Department to both the University's Administration and the Graduate School.
- **Individual Program Coordinators:** Each of the Department's five graduate programs has an individual faculty program coordinator. These coordinators provide leadership to their program and serve as program representatives on various governance committees within the Department. In addition to your adviser, program coordinators serve as a resource for questions about your specific program.

- **CGS:** The CGS supports the chairperson, the DGS, and all program coordinators by developing and implementing policies, as needed, affecting graduate students in the Department's wide array of graduate programs (e.g. examinations, student handbooks, student progress review, graduate assistantships, etc.). The CGS also coordinates the department's graduate student marketing and recruitment efforts.

## Advising

Students are assigned a faculty adviser upon entry into their program. Assignments are based on areas of interest expressed by students in the application materials; the current advising load of faculty is also a consideration. The initial faculty adviser provides information and guidance to the student in course selection, filing of program, and general progress. If retained as the adviser, the faculty member serves as the chair of the final examination committee or chair of the Plan A thesis or Plan B paper committee.

It is important to note that the faculty adviser appointment is not necessarily intended to continue for the duration of the graduate student's program. Students are encouraged to meet and become acquainted with program faculty, and, if a more appropriate adviser match is found, to ask that faculty member to serve as the adviser. The faculty believe that the match of the adviser and student should be mutually acceptable, ultimately resulting in the advisement or co-advisement of the Plan A thesis or the Plan B paper.

Students who elect to add a program minor will have a minor adviser in addition to their major adviser. The minor adviser must be a member of the student committee and must serve on the examining committee.

## Annual Student Progress Review

Each spring the Department reviews the program progress of all students (individual programs may also perform reviews in the fall). This review process is viewed as a way of supporting our students in their professional development and in their progression and completion of the benchmarks towards their degree. This annual review assures that any progress problems are identified early so that students receive timely guidance when appropriate. Individual programs and/or faculty advisers may also conduct reviews of your progress.

When a student's progress is found to be deficient, s/he will be notified in writing of the deficiencies and will be afforded an opportunity to demonstrate improvement. The CGS (on behalf of the DGS) and adviser will identify a timeline by which deficiencies must be remedied, and a written agreement as to what will be considered demonstrated improvement will be made between the CGS and the student. Students are responsible for contacting their advisers to develop plans for making satisfactory progress by the deadlines.

Individual programs and/or advisers may also perform annual or semi-annual reviews of their students.

## Degrees and Program Tracks

The Department of Organizational Leadership, Policy, and Development offers master of arts and doctor of philosophy graduate degrees in five complementary but distinct program tracks: comparative and international development education, education policy and leadership, evaluation studies, higher education, and human resource development. In some areas, OLPD also offers a doctor of education degree and a master's of education degree. The Department offers a graduate minor in program evaluation, and sociocultural studies in education, and collaborates in graduate interdisciplinary minors in international education and integrative leadership. This handbook addresses only the Ph.D. program. As with most graduate programs at the University, the Ph.D. degree is offered in the Department but is awarded to students by the University of Minnesota College of Education and Human Development.

The academic work in OLPD is both discipline-based and flexible in the options for degrees and specializations. All program tracks within the Department incorporate relevant knowledge from the behavioral and social sciences and the humanities. In particular, the Department's program tracks draw on anthropology,

economics, education, management science, political science, public affairs, international relations, sociology, psychology, philosophy, and history.

The following is a brief description of the five program tracks within the OLPD department:

- **Comparative and International Development Education (CIDE)**

**Coordinator: Joan DeJaeghere**

CIDE uses an interdisciplinary approach to the study of education's role in economic, political, and sociocultural development; international educational exchange; and the internationalization of education. The three specializations within CIDE are comparative and international development education and intercultural/international education.

- **Education Policy and Leadership (EPL)**

**Coordinator: Cryss Brunner**

EPL offers coursework and research opportunities for those interested in making a difference in educational systems and settings that involve PreK-12 children and youth. The program is committed to supporting the development of leaders and scholars who work to improve educational quality and effectiveness so that young people graduate from secondary education well prepared to continue their learning and to contribute to their communities. The program promotes understanding of schools as organizations and emphasizes application of knowledge and research to varied contexts of educational practice.

- **Evaluation Studies (ES)**

**Coordinator: Stuart Yeh**

ES examines the techniques and process of program evaluation and policy research in addition to studying the social and political context within which evaluation occurs. Students gain both qualitative and quantitative methods expertise and practical experiences in the conduct of program evaluation and policy studies.

- **Higher Education (HE)**

**Coordinator: David Weerts**

HE focuses on the experiences, practices, and decisions of those involved in post-secondary education, as well as on the sociopolitical contexts in which higher education exists. Areas of concentration include administration and organization, policy, college students, external relations, equity-oriented change, and research integrity.

- **Human Resource Development (HRD)**

**Coordinator: Shari Peterson**

HRD examines the purposes, practices, issues, and problems of organization development and change, training and development, and career development, as well as the social, international, economic, historical, cultural, educational, technological, and psychological contexts within which HRD exists. Problems and issues are explored within various modes of research that contribute to the knowledge base of HRD. The study of HRD is informed by theoretical foundations including those of adult learning and development and workforce education.

## CHAPTER 2: THE ENVIRONMENT OF YOUR EXPERIENCE

This chapter provides general overarching rules and knowledge that you should be aware of throughout your program.

### The Big Three Macro Level Rules You Need to Know

There are many rules and policies at the University of Minnesota. At the macro level, there are three main ones you need to be aware of at all times as a MA student.

#### Rule #1: The Continuous Enrollment Rule

All graduate students must register for something every Fall and Spring semester in order to maintain active student status. Failure to register by the last day of the “Add” period in a given Fall/Spring will result in your automatic discontinuation from the program. You would have to reapply for admission into the program in such a scenario and readmission is never guaranteed.

Just to be clear, if you violate the Continuous Enrollment rule, you will be discontinued on the spot and will no longer be considered active in the program. This is automatically done every Fall and Spring semester after the last registration “Add” day. It does not matter if you have completed all your required coursework or if you have completed your final paper as described in Chapter 3, you must register for something every Fall and Spring semester to remain an active student if you are not ready to graduate. If you are in this situation at some point, see Chapter 5 for special registration alternatives or contact the CGS.

#### Rule #2: Maintaining Good Milestone Progress

Each spring the Department reviews the program progress of all students (individual programs may also perform reviews in the fall). This review process is viewed as a way of supporting our students in their professional development and in their progression and completion of the benchmarks towards their degree. This annual review assures that any progress problems are identified early so that students receive timely guidance. Individual programs and/or faculty advisers may also conduct reviews of your progress.

If your progress is found to be deficient (see expectations in Chapter 4), you will be notified in writing of the deficiencies and will be afforded an opportunity to demonstrate improvement. The CGS and adviser will identify a timeline by which deficiencies must be remedied, and a written agreement as to what will be considered demonstrated improvement will be made between the CGS and the student. Students are responsible for contacting their advisers to develop plans for making satisfactory progress by the deadlines. If this is not done, a registration hold may be placed on your record until the issue is resolved.

#### Rule #3: The 5-year Time Limit

Regardless of whether you are attending the M.A. program on a full- or part-time basis, all requirements for the master’s degree must be completed and the degree awarded within five years after admission and matriculation to the graduate program. Students who are unable to complete the degree within the time limits described above may petition the Department and College for one extension of up to 24 months. More information about time extension petitions can be found in Chapter 5.

## Know Your Bureaucracy

Throughout your time as a graduate student, you will be dealing with six main entities at the University. There may be others depending on your individual circumstance, but all students deal with each of the ones listed below at one time or another. This section provides a brief description of each.

- **The Graduate School:** The Graduate School sets policies and rules that affect all graduate students at the University. They are the final authority in handling major disputes and/or interpretations of policy involving graduate students.
- **The GSSP Office:** The Graduate Student Services & Progress (GSSP) is the final stop for many of the milestone forms described in Chapters 4 and 5. The GSSP office maintains the official Graduate School milestone database used by the University to determine student progress and degree conferral. Many of the online forms on the Graduate School's website are administered by the GSSP office. The GSSP office also performs checks of student records prior to key milestone steps and generates key exam forms not available to students online.
- **The CEHD Dean's Office (aka The College):** OLPD is a department within the College of Education and Human Development (CEHD). The College oversees and develops policies and rules that affect all CEHD graduate students and CEHD departments. The College may have rules that are stricter than those of the Graduate School, but they cannot be more lenient. Many of the forms and processes described in Chapters 4 and 5 must get final approval from the CEHD Dean's Office before they are considered approved/complete. The College also confers all graduate degrees originating from departments under its purview.
- **The Department:** The Department sets policies and rules common to all five program tracks and is governed collectively by the OLPD faculty. The Department may have rules that are stricter than those of the Graduate School and/or College, but they cannot be more lenient. Many of the forms and processes described in Chapters 4 and 5 must be approved at the Department level before they can be approved at higher levels. The DGS and CGS are charged with enforcing the Department's policies and rules as well as approving most forms requiring a departmental approval.
- **Your Individual Program Track:** As was described in Chapter 1, OLPD has five major program tracks (CIDE, EPL, ES, HE, and HRD). Although all tracks adhere to Department rules, they often have their own expectations, rules, and norms concerning their graduate students. Individual program tracks may have rules that are stricter than the Graduate School, College, or Department, but they cannot be more lenient. Each individual program track also determines the curriculum that makes up the program track core (see Chapter 3 for each program track's curriculum).
- **The One Stop Office:** Also known as One Stop Student Services, this office provides assistance to all University students dealing with issues that cut across the University regardless of degree or program. One Stop provides services to students online, by email, on the phone, and in person. They can provide expert advice on questions or concerns about your registration, financial aid, student accounts, billing, payments, and veterans' benefits. As of the time of this writing, One Stop is also the office where Applications to Graduation are sent at the conclusion of your program need to be sent. More information on One Stop can be found at <http://onestop.umn.edu>.
- **International Student & Scholar Services (ISSS) office:** The ISSS office provides many services to the University's international student community. ISSS works with students and scholars holding F, J, H, and O visas with issues that can affect their visa status. ISSS also provides counseling to international students and scholars about academic, personal, and family matters, as well as issues of cross-cultural adjustment and professional integration upon returning home. For international students, many of the processes and special registration options described in Chapters 4 and 5 involve the ISSS office. More information about ISSS and its many services can be found at <http://www.iss.umn.edu>.

## Department Expectations of You

### Scholastic Writing

The Department has high expectations for scholarly written work. Student writing should reflect an appropriate level of basic composition skills, accepted professional writing style, and appropriate attribution.

It is important to note that the standards for scholarly writing are determined by the discipline as well as the cultural context. At the University of Minnesota, you will be expected to follow the standards and conventions of scholarly writing that prevail in the United States.

### Quality of Writing

A high level of writing skill is expected for graduate students. While the program offers courses to assist students to reach an appropriate level of research understanding and skills, students are responsible for attaining an appropriate level of writing skills. To assist in this development, students can take advantage of various courses, services, and manuals. If appropriate, students should use a college level writing handbook for reference when completing written assignments. No specific grammar and composition handbook is recommended; several satisfactory versions are available in the University bookstores. For information about the wide variety of writing resources available to University of Minnesota students, see Chapter 5.

### Manuscript Writing Style

Students will be expected to use the manuscript style of the American Psychological Association (APA) in their writing. Learning and using the APA style early on assists students in reading the professional literature and preparing their final dissertation. Students should note the guidelines in the APA Manual for general guidance about writing as well as for citation of sources including electronic references. APA assistance can also be obtained in an interactive, electronic resource; information is available at <http://www.apastyle.org>.

## Academic Dishonesty

As noted in the websites below, a major purpose of graduate education at the University of Minnesota is to instill in each student an understanding of and capacity for scholarship, independent judgment, academic rigor, and intellectual honesty. To maintain the highest ethical standards of professional conduct and integrity, the University has articulated the complementary responsibilities of faculty and graduate students in support of intellectual honesty.

Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; or altering, forging, or misusing a University academic record; or fabricating or falsifying of data, research procedures, or data analysis.

Students need to be aware of the potential and consequences of plagiarism. Any work taken from another source must be documented, and in no case should another person's work be presented as one's own. The use of exact words of others, and reference to others' research clearly requires citation; citing another's ideas through paraphrasing or restating someone else's analysis or conclusions may be less obvious but is considered plagiarism if presented without attribution. Inadequate citations constitute plagiarism and can result in failing a course and possible dismissal from the University. If in doubt, students should check the APA Manual or consult with their professor or adviser.

Websites of relevant information including University policies and procedures are below.

- Regents' Student Conduct Code:  
[http://regents.umn.edu/sites/default/files/policies/Code\\_of\\_Conduct.pdf](http://regents.umn.edu/sites/default/files/policies/Code_of_Conduct.pdf)
- Office for Student Conduct and Academic Integrity (OSCAI):  
<http://www1.umn.edu/oscai>
- Code of conduct, mutual responsibilities in graduate education, and other resources:  
<http://www.research.umn.edu/ethics>
- Academic misconduct:  
[http://regents.umn.edu/sites/default/files/policies/Academic\\_Misconduct.pdf](http://regents.umn.edu/sites/default/files/policies/Academic_Misconduct.pdf)

## Student Rights and Equal Opportunity

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation. Inquiries about compliance may be directed to the Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall (612-624-9547).

Three websites for reference:

- Board of Regents, Student Conduct Code, revised in 2006:  
[http://regents.umn.edu/sites/default/files/policies/Code\\_of\\_Conduct.pdf](http://regents.umn.edu/sites/default/files/policies/Code_of_Conduct.pdf)
- Board of Regents, Academic Freedom and Responsibility, adopted 9/8/95:  
[http://regents.umn.edu/sites/default/files/policies/Academic\\_Freedom.pdf](http://regents.umn.edu/sites/default/files/policies/Academic_Freedom.pdf)
- Graduate Assistant Employment Services:  
<http://www1.umn.edu/ohr/gae>

## Principles for High Quality Graduate Advising

The goal of graduate advising in OLPD is to help each student fulfill his/her full potential. To achieve this goal, the OLPD faculty strive to meet the following principles for high quality advising. These principles are listed here to inform students what they should expect in the adviser/advisee relationship:

1. **Availability/accessibility via multiple means.** Students should expect a response within a reasonable amount of time, depending on the issue. When advisers know they will be inaccessible for an extended period of time (e.g., international travel, sabbatical, or other leave), they should notify their advisees and make plans for advising support in their absence.
2. **Frequency of contact via multiple means.** Advisers should meet with students taking coursework at least once per semester, either in an individual or group setting. Advisers should meet with students at the thesis or dissertation stage individually at least once per semester. Advisers should meet with their advisees at all milestones and critical points of progress (e.g., written preliminary exam, prospectus, oral preliminary exam, thesis/dissertation chapters as they are written, and final draft).
3. **Students should expect substantive and constructive feedback on their work.** The extent of feedback may vary from one adviser to another, and it is important for students and advisers to discuss expectations for feedback early on in the advising relationship.
4. **Adviser match.** In general, advisers are initially matched with students based on the following criteria: mutual agreement, intellectual alignment, methodological alignment, and topic of interest. M.A. and Ph.D. students will be matched to advisers on as many of these criteria as possible, but students may not

necessarily be assigned to the adviser they prefer because of existing advising demands on faculty or other constraints on faculty time.

5. **Trust and a low-risk relationship and environment.** Students should feel comfortable discussing issues related to their academic progress with their advisers. Advisers must be attuned to students' varying backgrounds and needs and adapt their advising style to those needs. Students and advisers must also work together to create a healthy and mutually respectful environment for learning. This requires both students and advisers using professional language to communicate expectations and following through on the commitments they make to each other.
6. **Mentoring students around professional opportunities.** Students should expect advisers to provide support for ongoing professional development (e.g., mentoring; professional socialization; finding awards, scholarships, and internship opportunities). Advisers should write reference letters in a responsive way, alert students to opportunities, and encourage students to apply for specific professional opportunities.
7. **Students make adequate yearly progress.** Advisers should ensure that students complete benchmarks in a timely manner as specified in the review of annual progress, even after the coursework portion of a program is complete. For example, full-time M.A. students should complete their programs within 2 years; part-time M.A. students should complete their programs within 3-4 years. Full-time Ph.D./Ed.D. students should complete their programs, including their dissertations, in 4-6 years; part-time non-cohort student should complete their programs, including their dissertations, in 5-8 years.
8. **Providing guidance, clarity, and resources on the ethical standards of earning an advanced degree** (e.g., intellectual property rights, plagiarism, and co-authorship).

## Department Communication

The University provides students with an email account upon matriculation to the institution. This account is free of charge and currently is active as long as the student remains active. This University assigned student email account will be the University's official means of communication with all students. Students are responsible for all information sent to them via their University assigned email account. If you choose to forward your University email account, you are responsible for all information, including attachments, sent to any other email account.

All active OLPD doctoral and master's degree graduate students are on a Department listserv that is used to facilitate communication with OLPD graduate students. The listserv is used by the OLPD Graduate Studies staff for the OLPD Graduate Student Newsletter, which provides degree and curricular updates, position openings, and special events. The OLPD Graduate Student Newsletter is sent about every two to four weeks. The listserv is also used to send out important notices affecting OLPD students.

## Your Department Student Organization: OLSA

The Organizational Leadership Student Association (OLSA) supports students in the Department through a variety of activities: communication, mentoring program, seminars, and social gatherings. The mission of OLSA is to enhance the academic and social experience of OLPD students and to foster relationships within the OLPD community. The OLSA Student Newsletter and the bulletin board on 4th floor inform students of OLSA events as well as other items of interest such as availability of assistantships, policy changes, seminars, conferences, etc. Participation in planning and facilitating the activities, particularly in identifying the seminar topics, is encouraged. If interested, please complete and return the interest survey mailed in the summer (to new students) or available on the OLSA bulletin board. See more information at <http://www.cehd.umn.edu/olpd/OLSA>.

## Graduation and Commencement

The term “graduation” is often confused with “commencement”; they are different and have different deadlines and procedures. While the graduate degrees are awarded monthly, commencement is held by the College of Education and Human Development only once a year in May.

### Commencement

The commencement ceremony is held in the late spring only. If you wish to participate in commencement, the online Commencement Attendance Approval Form (which will be made available in late Fall on the CEHD website) must be turned in and approved about three months before the commencement ceremony in early May. The Commencement Attendance Approval Form must be approved by the adviser and DGS. The adviser’s approval indicates that a draft of the thesis has been completed and that the adviser expects the student to complete the final oral exam by August of that year. Students whose degrees have been awarded in the months prior to the March deadline need only submit the form to the CEHD Dean’s office. Attending the ceremony does not imply that you have officially graduated.

### Graduation/Award of Degree

Graduate School degrees are awarded monthly. Graduate School students obtain the Application for Degree form and detailed graduation instructions from 160 Williamson Hall. All Graduate School requirements must be completed by the last working day of the intended month of graduation. To graduate at the end of any given month students must:

- Submit their Graduate School Application for Degree form to the One Stop Student Services Center on or before the first workday of the month.
- Complete all other requirements by the last workday of the month.

Graduating before the end of the term may affect eligibility for student loans, housing, etc. Check with the appropriate office if you have questions on eligibility. The diploma will be mailed three to four months after graduation.

## CHAPTER 3: OLPD M.A. PROGRAM COURSEWORK

This chapter describes OLPD M.A. coursework for all five program tracks. It also discusses policy related to transfer credits and listing OLPD program courses taken prior to the formation of the Department in 2009 and OLPD course designator in 2012.

### The M.A. Program

The Master of Arts program in OLPD is individualized according to student background, academic interests, prior educational experience, and professional goals. Students have two options for the degree: Plan A (with master's thesis) or Plan B (without thesis but with additional courses). The OLPD M.A. programs include the following course work areas: program core, electives, related fields and research methodology. In addition, all students register for Plan A thesis credits or for Plan B credits. A final oral defense of the thesis is required for the Plan A option, while the Plan B option requires a satisfactory review by the three committee members. The total number of credits needed to complete the master's degree is 30 or more semester credits. Six of the total credits for a M.A. must be from courses in other departments. Within the general framework for M.A. requirements, the degree program is developed by the student and his or her adviser, and is subject to approval by the Department's Director of Graduate Studies and the Graduate School.

For students initially enrolling in Fall 2013, the M.A. must be completed within five years from the earliest work included on the official degree program, including any transfer work. The Graduate School requires students to register every fall and spring semester throughout their program to remain active. If students become "inactive" they will automatically be withdrawn from the Graduate School and must reapply for admission. It is important to note that re-admission to the program is not guaranteed.

### Comparative and International Development Education Coursework

#### CIDE Plan A (34 credits)

##### PROGRAM CORE

- OLPD 5087—Seminar: Educational Policy and Administration (1.0-3.0 cr)

##### SPECIALIZATION

Select one specialization area below and choose two of its three core courses.

##### *Comparative and international development education*

- OLPD 5103—Comparative Education (3.0 cr)
- OLPD 5104—Strategies for International Development of Education Systems (3.0 cr)
- OLPD 5121—Educational Reform in International Context (3.0 cr)

##### *Intercultural/international education*

- OLPD 5048—Cross-Cultural Perspectives on Leadership (3.0 cr)
- OLPD 5124—Critical Issues in International Education and Educational Exchange (3.0 cr)
- OLPD 5132—Intercultural Education and Training: Theory and Application (3.0 cr)

##### RESEARCH DESIGN AND METHODS

- 3 credits to be selected in consultation with adviser.

**RELATED FIELDS**

The master's degree requires 6 semester credits taken outside the program track that directly relate to the student's area of study. Courses totaling 6 or more credits should be selected in consultation with the adviser and should constitute a solid coursework foundation for the student's thesis. These courses may include additional methods courses taught outside the department.

**CIDE ELECTIVES**

Take 6 or more credit(s) from the following list with adviser approval:

- OLPD 5044—Introduction to the Economics of Education (3 cr)
- OLPD 5056—Case Studies for Policy Research (3 cr)
- OLPD 5061—Ethnographic Research Methods (3 cr)
- OLPD 5080—Special Topics: Organizational Leadership, Policy, & Development (1-3 cr)
- OLPD 5095—Problems: Educational Policy and Administration (1-3 cr)
- OLPD 5102—Knowledge Constructions and Applications in International Development Contexts (3 cr)
- OLPD 5144—Cultural Models, Simulations, and Games (3 cr)
- OLPD 8087\*—Seminar: Educational Policy and Administration (1-3 cr)
- OLPD 8101\*—International Education and Development (3 cr)
- OLPD 8103\*—Comparative Education (3 cr)
- OLPD 8104\*—Innovative Systems Thinking in Education and Culture (3 cr)

\*8xxx courses should be taken only with the consent of the instructor.

**THESIS CREDITS**

Take 10 or more credit(s) from the following:

- OLPD 8777—Thesis Credits: Master's (1-18 cr)

**CIDE Plan B (30 CREDITS)****PROGRAM CORE**

- OLPD 5095—Problems: Educational Policy and Administration (1-3 cr)

**SPECIALIZATION**

Select one specialization area below and choose two of its three core courses.

*Comparative and international development education*

- OLPD 5103—Comparative Education (3 cr)
- OLPD 5104—Strategies for International Development of Education Systems (3 cr)
- OLPD 5121—Educational Reform in International Context (3 cr)

*Intercultural/international education*

- OLPD 5048—Cross-Cultural Perspectives on Leadership (3 cr)
- OLPD 5124—Critical Issues in International Education and Educational Exchange (3 cr)
- OLPD 5132—Intercultural Education and Training: Theory and Application (3 cr)

**RESEARCH DESIGN AND METHODS**

- 3 credits to be selected in consultation with adviser.

**CIDE ELECTIVES**

Take 12 or more credit(s) from the following:

- OLPD 5044—Introduction to the Economics of Education (3.0 cr)
- OLPD 5056—Case Studies for Policy Research (3.0 cr)

- OLPD 5061—Ethnographic Research Methods (3.0 cr)
- OLPD 5080—Special Topics: Gender, Education, & International Development (3 cr)
- OLPD 5095—Problems: Educational Policy and Administration (1-3 cr)
- OLPD 5102—Knowledge Constructions and Applications in International Development Contexts (3 cr)
- OLPD 5144—Cultural Models, Simulations, and Games (3 cr)
- OLPD 5302—Educational Policy: Context, Inquiry, and Issues (3 cr)
- OLPD 8087\*—Seminar: Educational Policy and Administration (1-3 cr)
- OLPD 8101\*—International Education and Development (3 cr)
- OLPD 8103\*—Comparative Education (3 cr)
- OLPD 8104\*—Innovative Systems Thinking in Education and Culture (3 cr)

\*8xxx courses should be taken only with the consent of the instructor.

**RELATED FIELDS** (6 additional credits outside department)

The master's degree requires 6 semester credits taken outside the program track that directly relate to the student's area of study. These courses should be selected in consultation with the adviser and should constitute a solid coursework foundation for the student's thesis. These courses may include additional methods courses taught outside the department.

## Education Policy and Leadership Coursework

### EPL Plan A (30-36 cr)

**PROGRAM CORE**

6 credits or more selected from the following:

- OLPD 5001—Formal Organizations in Education (3 cr)
- OLPD 5024—History of Ideas in American Education (3 cr)
- OLPD 5041—Sociology of Education (3 cr)
- OLPD 5044—Introduction to Economics of Education (3 cr)
- OLPD 5048—Cross-cultural Perspectives on Leadership (3 cr)
- OLPD 5302—Educational Policy: Context, Inquiry, and Issues (3 cr)
- OLPD 5344—School Law (3 cr)
- OLPD 5364—Context and Practice of Educational Leadership (3 cr)

**RESEARCH DESIGN AND METHODS**

- 6 credits selected in consultation with adviser.

**RELATED FIELDS** (6 additional credits outside OLPD)

The master's degree requires 6 semester credits taken outside the department that directly relate to the student's area of study. These courses should be selected in consultation with the adviser and should constitute a solid coursework foundation for the student's thesis. These courses may include additional methods courses taught outside the department.

**ELECTIVES** (2-8 credits)

Selected in consultation with adviser. Will usually include additional courses from the program core or other OLPD courses.

**THESIS CREDITS** (10 credits)

- OLPD 8777—Thesis Credits: Master's (10 cr)

**RESEARCH PROJECT**

Plan A students will develop and carry out an empirical research project under the supervision of their adviser.

## EPL Plan B (30-32 cr)

### REQUIRED (6 credits)

- OLPD 5001—Formal Organizations in Education (3 cr)
- OLPD 5302—Educational Policy: Context, Inquiry, and Issues (3 cr)

### PROGRAM CORE (6 credits)

One of the following leadership courses:

- OLPD 5048—Cross-cultural Perspectives on Leadership (3 cr)
- OLPD 5364—Context and Practice of Educational Leadership (3 cr)

And one of the following courses:

- OLPD 5024—History of Ideas in American Education (3 cr)
- OLPD 5041—Sociology of Education (3 cr)
- OLPD 5044—Introduction to the Economics of Education (3 cr)
- OLPD 5128—Anthropology of Education (3 cr)
- OLPD 5324—Strategic Financial Planning and Policy for Educational Leaders (3 cr)
- OLPD 5344—School Law (3 cr)
- OLPD 5346—Politics of Education (3 cr)

### RESEARCH DESIGN AND METHODS (3 credits)

- OLPD 5501—Principles and Methods of Evaluation (3 cr)

### RELATED FIELDS (6 additional credits outside OLPD)

The master's degree requires 6 semester credits taken outside the department that directly relate to the student's area of study. These courses should be selected in consultation with the adviser and should constitute a solid coursework foundation for the student's thesis. These courses may include additional methods courses taught outside the department.

### ELECTIVES (6-8 credits)

Selected in consultation with adviser. Will usually include additional courses from the program core or other OLPD courses.

### COLLOQUIUM PAPER (3 credits)

Students will prepare a paper on an issue of relevance in school administration or will revise and expand three course papers. Total of 120 hours of work required.

- OLPD 5095—Problems: Educational Policy and Administration

## Evaluation Studies Coursework

### ES Plan A (31-32 cr)

#### PROGRAM CORE (6 credits)

- OLPD 5501—Principles and Methods of Evaluation (3 cr)
- OLPD 8502—Program Evaluation Theory & Models: Qualitative & Quantitative Alternatives (3 cr)

#### RESEARCH DESIGN AND METHODS (6 credits)

Two qualitative methods courses selected in consultation with adviser.

### **RELATED FIELDS/ELECTIVES (9-10 credits)**

The master's degree requires 6 semester credits taken outside the department that directly relate to the student's area of study. These courses should be selected in consultation with the adviser and should constitute a solid coursework foundation for the student's thesis.

Such as:

- EPsy 5261—Introductory Statistical Methods (3 cr) or comparable stats course required;
- One additional EPsy measurement or methods course.
- One elective course

### **THESIS CREDITS (10 credits)**

- OLPD 8777—Thesis Credits: Master's (10 cr)

### **ES Plan B (31-33 cr)**

#### **PROGRAM CORE (10 credits)**

- OLPD 5501—Principles and Methods of Evaluation (3 cr)
- OLPD 5521—Cost and Economic Analysis in Educational Evaluation (3 cr)
- OLPD 5524—Evaluation Colloquium (1 cr)
- OLPD 8502—Program Evaluation Theory & Models: Qualitative & Quantitative Alternatives (3 cr)

#### **RESEARCH DESIGN AND METHODS (6 credits)**

Two qualitative methods courses selected in consultation with adviser.

### **RELATED FIELDS (6-7 credits)**

The master's degree requires 6 semester credits taken outside the department that directly relate to the student's area of study. These courses should be selected in consultation with the adviser and should constitute a solid coursework foundation for the student's thesis.

Such as:

- EPsy 5261—Introductory Statistical Methods (3 cr) or comparable stats course
- One additional EPsy measurement or methods course.

### **OTHER ELECTIVES (6-7 credits)**

Coursework related to your specialization, selected in consultation with your adviser. May be OLPD or outside courses.

### **COLLOQUIUM PAPER (3 credits)**

Plan B paper is prepared under the guidance of adviser and committee. The final paper must represent no fewer than 120 hours of work.

- OLPD 5095—Problems: Educational Policy and Administration

## **Higher Education Coursework**

### **HE Plan A (34 cr)**

#### **REQUIRED (6 credits)**

- OLPD 5701—U.S. Higher Education (3 cr)
- OLPD 5080—Special Topics: Critical Issues in Higher Education (3 cr)

## **PROGRAM AREA**

9 credits, selected from the following course offerings with adviser consultation and approval:

- OLPD 5001—Formal Organizations in Education (3 cr)
- OLPD 5080—Special Topics: Perspectives on Leadership (3 cr)
- OLPD 5080—Special Topics: Diversity and Equity in Higher Education (3 cr)
- OLPD 5080—Special Topics: Public Engagement in Higher Education (3 cr)
- OLPD 5080—Special Topics: External Relations in Higher Education (3 cr)
- OLPD 5704—College Students Today (3 cr)
- OLPD 5721—Racial and Ethnic Diversity in Higher Education (2-3 cr)
- OLPD 5724—Leadership and Administration of Student Affairs (2-3 cr)
- OLPD 5734—Institutional Research in Postsecondary Education (2-3 cr)
- OLPD 8703—Public Policy in Higher Education (3 cr)
- Other courses as offered by higher education faculty

## **RELATED FIELDS (6 credits)**

The master's degree requires 6 semester credits taken outside the department that directly relate to the student's area of study. These courses should be selected in consultation with the adviser and should constitute a solid coursework foundation for the student's thesis. These courses may include additional methods courses taught outside the department.

## **RESEARCH DESIGN AND METHODS (3 credits)**

Select courses in consultation with your adviser. Courses you may wish to consider are:

- CI 8148—Conducting Qualitative Studies in Educational Contexts (3 cr)
- EPSY 5244—Survey Design, Sampling, and Implementation (3 cr)
- EPSY 5247—Qualitative Methods in Educational Psychology (3 cr)
- EPSY 5261—Introductory Statistical Methods (3 cr)
- EPSY 5262—Intermediate Statistical Methods (3 cr)
- EPSY 8261—Statistical Methods I: Probability and Inference (3 cr)
- OLPD 5056—Case Studies for Policy Research (3 cr)
- OLPD 5061—Ethnographic Research Methods (3 cr)
- OLPD 5501—Principles and Methods of Evaluation (3 cr)

## **ELECTIVES**

To be determined with adviser; used to reach required total of 34 credits.

## **THESIS CREDITS (10 credits)**

- OLPD 8777—Thesis Credits: Master's (10 cr)

## **HE Plan B (30 cr)**

REQUIRED (6 credits)

- OLPD 5701—U.S. Higher Education (3 cr)
- OLPD 5080—Special Topics: Critical Issues in Higher Education (3 cr)

## **PROGRAM AREA (12 credits)**

Selected from the following course offerings with adviser consultation and approval:

- OLPD 5001—Formal Organizations in Education (3 cr)
- OLPD 5080—Special Topics: Perspectives on Leadership (3 cr)
- OLPD 5080—Special Topics: Diversity and Equity in Higher Education (3 cr)
- OLPD 5080—Special Topics: Public Engagement in Higher Education (3 cr)
- OLPD 5080—Special Topics: External Relations in Higher Education (3 cr)

- OLPD 5704—College Students Today (3 cr)
- OLPD 5721—Racial and Ethnic Diversity in Higher Education (2-3 cr)
- OLPD 5724—Leadership and Administration of Student Affairs (2-3 cr)
- OLPD 5734—Institutional Research in Postsecondary Education (2-3 cr)
- OLPD 8703—Public Policy in Higher Education (3 cr)
- Other courses as offered by higher education faculty

**RELATED FIELDS** (6 additional credits outside OLPD)

The master's degree requires 6 semester credits taken outside the department that directly relate to the student's area of study. These courses should be selected in consultation with the adviser and should constitute a solid coursework foundation for the student's thesis. These courses may include additional methods courses taught outside the department.

**METHODS COURSE** (3 credits)

Select courses in consultation with your adviser. Courses you may wish to consider are:

- CI 8148—Conducting Qualitative Studies in Educational Contexts (3 cr)
- EPSY 5244—Survey Design, Sampling, and Implementation (3 cr)
- EPSY 5247—Qualitative Methods in Educational Psychology (3 cr)
- EPSY 5261—Introductory Statistical Methods (3 cr)
- EPSY 5262—Intermediate Statistical Methods (3 cr)
- EPSY 8261—Statistical Methods I: Probability and Inference (3 cr)
- OLPD 5056—Case Studies for Policy Research (3 cr)
- OLPD 5061—Ethnographic Research Methods (3 cr)
- OLPD 5501—Principles and Methods of Evaluation (3 cr)

**ELECTIVES**

To be determined with adviser; used to reach required total of 30 credits.

**COLLOQUIUM PAPER** (3 credits)

Plan B paper is prepared under the guidance of adviser and committee. The final paper must represent no fewer than 120 hours of work.

- OLPD 5795—Plan B Research Design

## Human Resource Development Coursework

### HRD Plan A (34 cr)

**GENERAL ASPECTS** (3 credits)

- OLPD 5801—Survey: Human Resource Development and Adult Education (3 cr)

**RESEARCH** (7 credits)

- OLPD 5819—Using Research in Work and Human Resource Education (3 cr)
- OLPD 8815—Ethics and Responsible Research (1 cr)
- Plus an 8xxx qualitative or quantitative research course (3 cr)

**PROGRAM CORE** (16 credits)

- OLPD 5605—Strategic Planning through Human Resources (3 cr)
- OLPD 5696—Internship: Human Resource Development (4 cr)
- OLPD 5615—Training & Development of Human Resources (3 cr)
- OLPD 5607—Organization Development (3 cr)
- OLPD 5201—Strategies for Teaching Adults (3 cr)

## **ELECTIVES**

Credits to total a minimum of 34 graduate-level coursework credits.

### **THESIS CREDITS (10 credits)**

- OLPD 8777—Thesis Credits: Master's (10 cr)

The master's degree requires 6 semester credits taken outside the department that directly relate to the student's area of study. These courses should be selected in consultation with the adviser and should constitute a solid coursework foundation for the student's thesis.

## **HRD Plan B (34 cr)**

### **GENERAL ASPECTS (3 credits)**

- OLPD 5801—Survey: Human Resource Development and Adult Education (3 cr)

### **RESEARCH (7 credits)**

- OLPD 5819—Using Research in Work and Human Resource Education (3 cr)
- OLPD 8815—Ethics and Responsible Research (1 cr)
- Plus an 8xxx qualitative or quantitative research course (3 cr)

### **PROGRAM CORE (16 credits)**

- OLPD 5605—Strategic Planning through Human Resources (3 cr)
- OLPD 5696—Internship: Human Resource Development (4 cr)
- OLPD 5615—Training and Development of Human Resources (3 cr)
- OLPD 5607—Organization Development (3 cr)
- OLPD 5201—Strategies for Teaching Adults (3 cr)

## **ELECTIVES**

Credits to total a minimum of 34 graduate-level coursework credits.

### **PLAN B PROJECT OR PAPER (3-6 credits)**

Plan B project/paper is prepared under the guidance of adviser and committee - must represent no fewer than 120 hours of work.

- OLPD 5893—Directed Study in WHRE (1-4 cr)

The master's degree requires 6 semester credits taken outside the department that directly relate to the student's area of study. These courses should be selected in consultation with the adviser and should constitute a solid coursework foundation for the student's thesis.

## **Transfer Credits**

With the approval of adviser, DGS, and College, some graduate degree program course work, e.g., from a master's program completed at the University of Minnesota and/or other recognized graduate institutions, may be applied toward the M.A. degree. Students should discuss with their advisers the possible use of these credits in their programs. Policies in both the Department and the Graduate School determine the number and nature of the credits that can be transferred.

**Department Policy:** Under certain conditions, master's students may be allowed to transfer up to 12 credits of previous graduate work. The credits earned must: 1) meet criteria expressed in the Graduate Education Catalog; 2) closely match the planned program emphasis; and 3) be approved by the adviser.

Transfer of credits requires adviser approval in accordance with each student's individualized M.A. program plan. Students who wish to transfer previous graduate coursework to the departmental core or program core requirements may do so only with approval of the adviser and by formal petition to the appropriate program coordinator. Credits are transferred by listing the courses on the proposed Graduate Degree Plan form. Credits not accepted as part of a student's degree plan cannot be transferred to the University of Minnesota graduate transcript.

**Graduate Education Policy:** Some of the general graduate school rules that apply to transfer of credits are below. For specific factors that might be applicable, students should check the details in the Graduate Education Catalog at [www.catalogs.umn.edu/grad](http://www.catalogs.umn.edu/grad).

- Graduate level courses taken before the award of the baccalaureate degree cannot be transferred.
- Graduate level courses taken through the College of Continuing Education or Master's of Liberal Studies program at the University of Minnesota will not be accepted for transfer.
- The Graduate School allows a maximum of 12 semester credits taken in a non-degree status (99PRD and other types of non-degree seeking registrations). These will count as transfer credits. Please refer to the Graduate Education Catalog for details and consult with Graduate Studies staff and adviser before making assumptions about transfer credits.
- Official transcripts of the coursework must be attached to the degree program form if not submitted earlier in the admissions process.

### **Quarter/Semester Credit Conversion**

To convert quarter credits to a semester-based program, multiply the number of quarter credits by .67 to obtain semester credits.

### **Transferring in OLPD Coursework taken prior to Spring 2012**

Prior to Spring 2012, OLPD courses were listed under five course designators (ADED, BIE, EDPA, HRD, and WHRE). Students transferring in courses under these designators need to list them as such in the Graduate Degree Plan form.

### **OLPD Course Designator Conversion**

Conversion tables for ADED, BIE, EDPA, HRD, and WHRE courses to their OLPD course designator equivalents can be found at <http://www.cehd.umn.edu/olpd/designators>.

## CHAPTER 4: THE M.A. JOURNEY STEP BY STEP

During the program, students complete a fixed series of milestones, examinations, and papers in the order listed below. Some milestones have specific time deadlines while others allow for some flexibility. This chapter seeks to explain each milestone step to students regardless of whether they are attending full-time or part-time. Each milestone is explained in greater detail within this chapter, and an overview of the milestones and department expectations can be found in the table below.

Milestone	When should you be doing this?
1. Getting Started	Prior to the first term by reading any recommended core texts and communicating with adviser. Also meet with adviser for long-term program planning.
2. Declare a Minor (optional)	Ideally prior to submitting Graduate Degree Plan form (cannot be added after oral prelim exam)
3. Submit the Graduate Degree Plan form*	Should be submitted when 15 cr have been completed
4. Establish Masters Final Exam Committee*	Within a semester of Graduate Degree Plan form submission
5. Obtain a Graduation Packet	At least one month prior to final paper submission to committee
6. Master's Papers and Examinations	Work with adviser to determine best time table
7. Wrapping Things Up	Work with adviser/committee to make revisions on the final paper as determined by the examination committee and submit all required documents to the Graduate School.  All required materials must be submitted by the end of the 5 <sup>th</sup> year in the program

*\*Students not completing this step within the prescribed time frame risk having a registration hold placed on their record until such time as the milestone is accounted for or alternative arrangements have been made. A hold means that you cannot register for any classes.*

## Milestone #1: Getting Started

Getting started in the program can be a daunting experience, especially if you are new to this University. With this in mind, the following should help in getting you started in the program.

### Meet With Your Faculty Adviser

Upon admission to the program, students are automatically assigned a faculty adviser. Your faculty adviser will play a crucial role throughout your master's experience and possibly beyond, so establishing a good working relationship early will be vital to your success. You are strongly encouraged to make an appointment to meet with your new adviser as well as to attend the OLPD New Graduate Student Orientation that is held just prior to the start of the Fall semester as it will help you start your journey to the M.A. Even if you know you may want to change advisers at a future point, it is a good idea to meet with your assigned adviser to get situated in the program and to learn more about each other.

Possible talking points include:

- Initial coursework to be taken in the first year
- Possible transfer courses (if you have graduate credits from somewhere else)
- Long-term academic plans
- Potential career goals now that you are here (e.g. Do you want to pursue a Ph.D.? Do you want to work in industry?, etc.).
- Your potential timeline to completion if attending part-time, have significant family or work responsibilities, or have any special needs that may affect your ability to meet milestones as expected
- Interests you may have going forward (e.g. Do you want to incorporate practical experience along with coursework? Do you want to be part of a research project?)
- Do I want to be a Plan A or Plan B student?

### Frequently Asked Questions

***I have never attended the University of Minnesota before. How do I register for courses?***

The University's registration system is run by the One Stop office (<http://onestop.umn.edu>). One Stop has an online tutorial on how to register for University classes at <http://onestop.umn.edu/registration/prepare/tutorial/index.html>.

***If I am unable to either contact my adviser or make an appointment in a timely matter, is there someone else I can speak with?***

You are encouraged to meet primarily with your faculty advisor for most matters, but if there is an urgent or pressing matter that cannot wait you may contact the faculty coordinator of your program and/or the CGS.

## Milestone #2: Declare a Minor (Optional)

OLPD Ph.D., Ed.D., and M.A. students are eligible to complete a minor in another OLPD program or outside of the department. **Taking a minor is optional.** If interested in pursuing a minor, students are strongly encouraged to first discuss the possibility with their faculty adviser. Some minors are more complementary to a given major program than others in terms of course requirements and personal goals.

Minor programs housed within OLPD include:

- Integrative Leadership (an interdisciplinary minor)
- International Education (offered through CIDE)
- Program Evaluation (offered through Evaluation Studies)
- Social and Philosophic Studies Education (an interdisciplinary minor) – *This minor is currently under revision*

Students enrolling in a minor will be assigned a minor adviser. The minor adviser must be assigned as an outside member on final examination committees (see Milestones # 4 for information on committees). Your major adviser cannot also be your minor adviser.

Every minor has its own DGS just as there is one for the OLPD major itself. The DGS of the minor is required to sign all paperwork you submit concerning curricular matters.

### Frequently Asked Questions

#### ***Do I have to declare a minor?***

No. Declaring a minor is optional.

#### ***Where can I find a list of all possible minors?***

A current listing of all graduate minors (program related and free standing) can be found in the Graduate Education Catalog at <http://www.catalogs.umn.edu/programs.html>.

#### ***How do I declare a minor if I do want one?***

A minor is officially declared by listing it on the Graduate Degree Plan form (see next milestone step) and having the DGS of the minor approve the form just as the DGS of your major would. Many minor programs require students to apply for admission to the minor prior to declaration. Students should refer to the Graduate Education Catalog or the minor program's website for more information on steps needed to apply.

#### ***When can I declare a minor?***

The minor must be declared when completing the Graduate Degree Plan form.

#### ***My Plan A or B Final paper/project does not involve my minor at all. Do I still need to have my minor adviser on my final committee?***

Yes, if you want to keep the minor. A requirement of having a minor is that the minor adviser must be an outside member of your committee throughout your entire program once declared. If the minor adviser is removed, the minor will be removed from your record, even if you have completed all the required coursework.

#### ***How do I drop a minor?***

If a minor has been declared on the Graduate Degree Plan form, it may be dropped via a general Petition Form (<http://policy.umn.edu/forms/otr/otr190.pdf>) so long as that is the only change being made. If coursework listed on the Graduate Degree Plan form is also being changed, please consult with the department CGS for additional instructions.

***I need to make a change to my Graduate Degree Plan, but the change does not involve credits applying to the minor. Do I still need to obtain the minor DGS signature?***

Yes. Students with a minor are required to obtain signatures from both the major DGS and minor DGS for any forms that involving curriculum.

## Milestone #3: Graduate Degree Plan Form

All M.A., Ed.D., and Ph.D. students are required to complete a Graduate Degree Plan (GDP) form. ***The GDP must be filed no later than when 15 credits have been taken that count towards the program.*** Failure to do so may result in a registration hold being placed on your record until this milestone is achieved.

In all cases, the GDP must be filed before establishing a Final Exam committee.

This GDP form serves several purposes, including:

- Chronicling all coursework that will count towards the degree
- Establishing a minor (if applicable)
- Recognizing courses that will count as transfer credits
- Establishing whether you are a Plan A or Plan B student

This form is available online at [www.policy.umn.edu/forms/otr/otr198.pdf](http://www.policy.umn.edu/forms/otr/otr198.pdf).

Given the importance of this form, you are strongly encouraged to read the instructions that accompany the online GDP form before completing it. You are expected to list chronologically all courses counting towards your program, including transfer credits and those from previous graduate work being applied to this program. This must be approved by the adviser, the OLPD DGS (or CGS), and the DGS of the minor (if applicable) via signature. Once signed, the Department will send it to the CEHD Dean's Office for final approval. If approved, the Graduate School will then record this milestone onto your record. On average, this process takes approximately 4-6 weeks from beginning to end.

### Frequently Asked Questions

***Do I have to decide right now if I am a Plan A or Plan B student?***

Yes, the GDP requires that you declare yourself as a Plan A or Plan B student. If you have questions about which is the best option for you, please consult your adviser. Historically, most OLPD M.A. students have tended to opt for Plan B.

***Can you explain how I fill out the two columns labeled "Major" and "Other"?***

This can be confusing to many, but here is the basic rule:

- Any University of Minnesota graduate-level coursework with the designator OLPD, ADED, BIE, EDPA, HRD, and/or WHRE that are not counting towards a minor should be listed under "Major."
- Everything else should be listed under "Other," even if it is a required course by your program track.

***I do not know which courses I will be taking in the future, so do I need to list them now?***

Yes, students submitting a GDP must list all courses counting towards the degree that they have taken, are currently taking, and/or expect to take in the future. Your adviser can assist you with this. If one or more future course predictions turn out to be incorrect, the form can be updated later.

***I know which courses I plan to take in the future, but I do not know when they will be offered. How do I list them?***

As mentioned in the previous question, students submitting a GDP must list all courses counting towards the degree that they expect to take in the future. If one or more future course predictions turn out to be incorrect, the form can be updated. To minimize this risk, students should consult with their adviser and/or program coordinator about upcoming courses prior to completing the GDP.

**Okay, it is now “later”. I submitted a GDP form with what is now incorrect course information. How do I update my GDP?**

The answer depends on the extent of your update.

If the update only involves 1-2 classes (e.g., you took a given class in Spring 2015 instead of Fall 2014, or you took OLPD 5063 instead of the OLPD 5064 as you had listed), you may try to update it using a general Petition Form (<http://policy.umn.edu/forms/otr/otr190.pdf>) as opposed to completing an entirely new GDP form.

If the update(s) are larger and/or more complex in scope, a new GDP form will need to be submitted.

This is not an exact science, so please consult with the CGS if you have specific questions about which form to go with.

**I have a minor. If I am making a course update/change that does not involve my minor, does the minor DGS still need to sign the revised GDP or general petition form?**

Yes. Students with a minor must obtain signatures from both the OLPD DGS and the Minor program DGS for any form involving curricular updates/changes.

## **Milestone #4: Establish/Updating Your Final Examination Committee**

Once your Graduate Degree Plan (GDP) form is accepted, you will need to establish a Final exam committee. Ideally this should be done within one semester of submitting the GDP form. The Graduate School requires it be established no later than one month prior to your submitting your final paper or thesis for evaluation.

You should work with your adviser to identify individuals who may fit well on the committee. In all instances, the student should get confirmation from any potential committee member that s/he is willing to serve prior to declaring the committee membership online.

### **Who Can Serve?**

A master’s degree committee must meet the following criteria:

- There must be a minimum of three (3) members on the committee.
- One member of your committee must serve the role of committee chair, this can be your adviser.
- At least two (2) members must have faculty role status (see below for an explanation) in a major program in OLPD. These individuals are considered to be your “internal” or “inside” members.
  - Your primary adviser must be an inside committee member regardless of any additional faculty role status s/he may have.
- At least one member (1) must have a faculty role status in a non-OLPD major and/or a graduate minor program. This individual is considered to be your “external” or “outside” member.
  - There are some OLPD faculty and administrators who have faculty role status in the OLPD major as well as in a minor and/or other unit(s) throughout the University. In most instances, these individuals may be assigned on a committee in either an inside member or as the outside member. For example, if Professor Q has a faculty role status in OLPD and in Social Work, s/he can be assigned as one of your inside members or as the outside member of your committee.
  - If you have a minor, your minor adviser must serve as the outside member on your committee regardless of any additional faculty role status s/he may have. If for any reason the minor adviser is dropped from the committee and not replaced with another individual with a faculty role status in that minor, the minor will be dropped from your record.

A complete listing of individuals who have faculty role status at the University, whether they are on the tenure-track, and which committee roles they can serve can be found at [https://apps.asr.umn.edu/faculty\\_roles](https://apps.asr.umn.edu/faculty_roles).

## **Preliminary Exam Committee: Frequently Asked Questions (FAQ)**

### ***How do I get committee members?***

There are many ways to find potential committee members. It is recommended that you consult with your faculty adviser prior to starting this task.

### ***I have my committee members! Now what?***

Once all committee members have agreed to serve the committee (or you need to make a revision), you can petition for the membership be established. This is done online at <http://www.grad.umn.edu/students/assignprelimcommittee/index.html>.

This online form can only be initiated by you, the student, via your university log in account. Once submitted, the request is electronically sent to your primary adviser of record for approval. If the adviser approves, the request is then sent to the DGS (or designee) for approval, and then the CEHD Dean's office for final approval. Once approved, the committee will be officially recorded by the Graduate School.

If the adviser, DGS, or Dean's Office rejects the committee membership request for any reason, you will be notified and will need to resubmit. If a reason is not given for the rejection, please consult the CGS or your faculty adviser.

### ***I established my committee, but one of my members has lost his/her faculty role status. Can this person still serve?***

Yes, provided the individual was on the committee prior to their status expiring, and s/he is willing to remain in the same role. Please note however that if you remove or switch the individual to a different slot on the committee (e.g. from inside to outside member), that individual is no longer allowed to remain on the committee and may not be moved back to his/her original slot.

### ***One of my committee members has left the University (e.g. retired, went somewhere else, etc.). What do I do?***

Consult with your adviser to determine whether it would be in your best interest to keep that person on your committee or whether a switch to a new faculty member is preferable. If you wish for the person to remain, ask her/him about it; if yes, then they will remain on the committee. Do be aware that there are no reimbursements for members who are no longer University faculty, and they can decide to cease serving on a committee at any point.

### ***Can I have more than three committee members?***

Yes, as long as the minimum committee membership requirements described above are met. While having more than three is allowed, be sure it is in your best interest to do so.

### ***Can I have an individual not affiliated with the University on my committee?***

It is possible to petition for such an addition, but it is extreme rare for an MA student to have a non-University committee member. Please consult with the CGS on this matter.

### ***There is someone here at the University who would be perfect for my committee, but does not have a faculty role status. Can an exception be made?***

No. Only individuals working at the University who appear on the Graduate School's faculty role list with status to serve on committees may do so.

### **How do I change a committee member?**

It depends on who the committee member being changed is:

If the committee member being replaced **IS NOT** your adviser, you would simply complete a new online request (<http://www.grad.umn.edu/students/assignprelimcommittee/index.html>) and replace the member. The approval process as previously described would then be initiated again.

If the committee member **IS** your adviser, you will need to complete a Change of Adviser form (<http://www.cehd.umn.edu/olpd/forms/AdviserChange.pdf>) first and return it to the CGS. Only the department can re-assign a student's adviser within the graduate student record system (more information about changing advisers can be found in Chapter 5). Once a new adviser has been entered into the system, you can then fill out a new online request form.

## **Milestone #5: Obtain a Graduation Packet**

Once your committee is established, you will be eligible to request a graduation packet. The packet will contain very important information including the Graduate Application for Degree form and Reviewers' Report form (if Plan A) or the Final Examination Report/Final Report form (if Plan B). Your master's exam or thesis cannot be evaluated without the documents in the packet.

You can request the packet in person at 160 Williamson Hall or online at <https://apps.grad.umn.edu/secure/gradpacket> up to one semester before your master's final exam.

## **Milestone #6: Master's Papers and Examinations**

Depending on whether you declared yourself a Plan A or Plan B student, you will either need to complete a Plan A Master's Thesis or a Plan B Master's Paper as described below. You should meet with your adviser to determine when you should begin working on this milestone as well as the overall timeline for completion as this can vary from student to student depending on one's personal situation (e.g. plan to attend the program part-time vs. full-time).

### **Plan A Master's Thesis**

The master's thesis in OLPD is a demonstration of the student's ability to conduct independent field research using approved scholarly methods of investigation. General guidelines for the master's thesis are given in the Graduate Education Catalog; Plan A students should review these in detail. Specific guidelines for individual thesis work are determined by the student, the M.A. adviser, and committee members (where relevant).

When the thesis is completed, all committee members must certify that the thesis is acceptable and ready for defense by signing the Reviewers Report form in the graduation packet (see previous milestone). **The final examination for the Plan A master's degree is an oral examination.** The oral defense is a closed examination, attended only by the student and the examining committee. Additional details concerning Plan A thesis requirements, examinations, and submission of the approved thesis to the Graduate School can be found in the Graduate Education Catalog.

**It is the student's responsibility to schedule the final examination with the committee members on a suitable date, reserve a room through the Department office, inform the Graduate School at least one week in advance of the examination (student can call GS or fill out the online form) and bring the exam form to the exam. It is also the student's responsibility to provide all committee members with copies of the completed paper at least two weeks prior to scheduled examination.**

Typically, students are asked to give a formal summary of their presentation of their thesis before questioning. If a research inquiry, the presentation might include the purpose, framework, data analysis, major findings, conclusions and implications for practice, policy and research. The presentation is typically 15-20 minutes and can be enhanced by handouts or overheads that outline the presentation and address key findings or conclusions. A short curriculum vitae may also be appropriate. The presentation should be rehearsed to improve timing, organization and ease in presentation.

After the presentation, the faculty pose questions to the student pertaining to any aspect of the paper. The final examination covers the major field and the minor or related fields, and may include any work fundamental to these areas. After questioning is completed, the student is excused and committee members independently vote once by ballot to “pass” or “fail” the student’s defense of the paper. In order to “pass,” two of the three committee members must vote “pass.”

**Filing the Plan A Master’s Thesis:** Effective October 15, 2009, master’s Plan A/professional engineering design project students will be able to submit their thesis to the Graduate School electronically. Master’s students submitting their thesis electronically:

- will submit a PDF of their thesis to a designated email address ([mastetd@umn.edu](mailto:mastetd@umn.edu))
- will not be required to pay the current \$10 binding fee
- will not be required to submit two unbound paper copies of their thesis to the Graduate School
- will have their thesis available in the University’s Digital Conservancy (UDC) at <http://conservancy.umn.edu>.

Students submitting electronically are required to participate in the UDC. Those unable to submit electronically or who elect not to participate in the UDC, should contact the Graduate School office for additional details.

## Plan B Master’s Paper

Students electing the Plan B masters option must demonstrate familiarity with the tools of research or scholarship in their major field, the ability to work independently, and the ability to present the results of their investigation effectively by completing a Plan B paper. The nature of the Plan B paper varies across the OLPD programs; students should check with advisers about acceptable frameworks for their papers. The Plan B paper must reflect a minimum of 120 hours of scholarly work (three full-time weeks). General guidelines for the Plan B paper are given in the Graduate Education Catalog; Plan B students should review these in detail.

The adviser will determine when the Plan B paper is ready to present to the committee; writing is likely to take several iterations. The Plan B paper, when approved by all members of the examining committee, serves as the final written examination for the master’s degree—there is no final oral examination. The Final Examination form for the M.A. should be obtained from the Graduate School and given to the student’s adviser at the time of submission of the final copy for examiners’ review.

Students are requested to submit a final copy of their Plan B paper to the OLPD Graduate Studies staff as a reference resource for future students (an electronic copy is preferred). **Copies are NOT submitted to the Graduate School.**

*Special note for CIDE students: CIDE students must submit two copies to the CIDE coordinator and will not receive a grade for OLPD 5095 until their Plan B paper copies have been submitted. Plan B papers are placed in folders in a file so should not have hard copy covers; a single staple is adequate.*

## Human Subjects Research Approval

Any research that employs the use of human subjects on or off campus must be approved in advance by the Human Subjects Committee prior to the gathering of the data. The University of Minnesota and federal policies require that each project involving humans subjects be reviewed with respect to: (1) the rights and welfare of the individual(s) involved, (2) the appropriateness of the methods used to secure informed consent, and (3) the risks and potential benefits of the investigation.

Information and forms are available at <http://www.research.umn.edu/irb> or the Institutional Review Board (IRB) Office. Questions concerning exemptions or other aspects of human subjects research review should be addressed to the IRB: Human Subjects Committee at 612-626-5654 or 612-626-6061(fax). The website provides detailed information about the process and the conditions for each of the possible levels of review. There are three form/level options: a “full committee review,” an “expedited review” and an “exempted review.” The “full review” requires a full review of the IRB and may take four to six weeks for review and notification of their decision. These forms are appropriate for research designs that may involve a potential threat to the human subjects and thus may involve more deliberation. The “expedited review” involves minimal risk to human subjects but has some risk elements. The “exempted review” applies to those research projects that involve some minimal risk and thus is exempt from further IRB review. Most research in the Department qualifies for the exempted review. Exemption waives only the need for further review and does not negate the need for the consent of subjects where applicable. The exempted review requests an exemption from the full review of the board and takes about two weeks for a review and decision.

Research may not be initiated until written notification of exemption is received. This includes recruitment of subjects, advertising, mailing or distributing consent forms, and data gathering. Any requirements indicated in the response of the Human Subjects Committee must be addressed before commencement of the research project.

## Milestone #7: Wrapping Things Up

Once your final thesis/paper is successfully completed, and any required revisions have been made and approved by the adviser and/or committee, you will need to provide the signed copy of your Final Examination Report/Final Report and other materials in your graduation packet to the GSSP Office and the Onestop office as indicated on the forms.

### Frequently Asked Questions

***I've graduated! When is the Commencement ceremony?***

The CEHD Commencement ceremony is held in May each year.

***Is there a Graduate School Commencement ceremony in addition to the CEHD one?***

No, the Graduate School no longer conducts a separate ceremony.

***How do I sign up for the CEHD Commencement ceremony?***

If you are going to complete your degree in Spring you will need to complete the online Commencement Attendance Approval Form (which is normally made available in late Fall on the CEHD website) must be turned in and approved about three months before the commencement ceremony. The online Commencement Attendance Approval Form must be approved by your adviser and DGS (or designee). The adviser's approval indicates that, at a minimum, a draft of the thesis has been completed and that the adviser expects you to complete the final oral exam by August of that year.

If your degree was awarded in the months prior to the March deadline you need only submit the form to the CEHD Dean's office. Attending the ceremony does not imply that you have officially graduated.

***I turned in my final materials later than the month I listed on my Graduation Application form. What do I do?***

Contact the Graduate School at [gssp@umn.edu](mailto:gssp@umn.edu) to inform them of the situation and learn about options. Depending on your timing, they may automatically forward your existing form so that it is filed during the later month, or they may require you to submit a new form.

## CHAPTER 5: SPECIAL OPTIONS

In Chapters 3 and 4 of this handbook the curriculum of each program track was described and instructions were given on how to complete each required milestone step. While this is extremely useful information to have, not everything always goes according to plan. This chapter focuses on some of those more issues that can potentially disrupt your progress and describes common options for addressing them.

### How Do I Change My Adviser?

You were assigned a faculty adviser by your major program track upon admission. It is not uncommon for an M.A. student to desire a change of adviser for a wide variety of reasons as they advance in the program (e.g. learn they have more in common scholarly with another OLPD faculty member, the adviser is going on sabbatical or retiring during a key time for the student, etc.).

Students can initiate the process by completing the OLPD Change of Adviser form which can be found at <http://www.cehd.umn.edu/olpd/forms/default.html> and obtaining the signatures of both the new and soon-to-be former advisers. The form should then be sent to the CGS for processing.

Once the completed form is submitted, the Department will check the Faculty Role List to verify that the soon-to-be adviser(s) is eligible to serve in that role and, assuming they are, will then re-assign your adviser within the Graduate School's student record system.

### How Do I Apply for a Time Extension?

As mentioned in Chapter 2, all requirements for the M.A. degree must be completed and the degree awarded within five calendar years after initial enrollment to the graduate program. If you are unable to complete the degree within the time limit, you may petition the program and collegiate unit for one extension of up to one year. The Time Extension Request form can be found at <http://policy.umn.edu/prod/groups/president/@pub/@forms/@grad/documents/form/um1777.pdf>.

You must obtain the approval of your adviser(s), the DGS, and the College. This petition must be submitted at least six months prior to the end of the time limit. If a petition is approved, you will be notified in writing of the expectations for progress and of the month/year of degree conferral. If the petition is denied, you will be notified in writing that you will be terminated from doctoral candidacy and from the graduate program upon expiration of the time limit.

Under extraordinary circumstances, students may file a second petition after the year has expired; however, such petitions after the initial extension must be reviewed and approved by the adviser(s), the DGS, the College, and the Vice Provost and Dean of Graduate Education. Students who have been terminated under such circumstances may apply for readmission to the program; however, readmission is not guaranteed.

**Registration exception requests:** The University has specified deadline dates to add and/or drop courses each semester. If you are seeking to request a change to your registration (e.g., add, drop, change your grade basis) after a deadline or wish to register for more than 18 credits, you will need to complete an online registration exception request form. This online form can be found at [http://www.onestop.umn.edu/special\\_for/graduate\\_students.html](http://www.onestop.umn.edu/special_for/graduate_students.html).

Once submitted, the form will be forwarded to the proper individuals for approval, including those at the Department level.

## Special Registration Options

Occasionally master's students may find themselves in a position where they have taken all the courses they need to/can take, but they are not at the next milestone step to advance in the program (e.g. have not taken the oral preliminary exam, but are out of coursework to take; have taken all required thesis credits). As mentioned in Chapter 2, you are still required to register for something every Fall and Spring to maintain active student status regardless of this situation.

To better meet the needs for students in this situation, the Graduate School has developed several special registration categories to help fill the registration gap until a student is back on track. **These are not meant to be long-term place holders.** While these course options will not apply towards a degree, they will maintain a student's active status in the program. Below is a brief summary of three main options available to doctoral students depending on individual circumstances and needs. Full details on all the special registration categories below can be found at <http://www.grad.umn.edu/students/registration/specialcategories/>

### OLPD 8333

OLPD 8333 is a one-credit registration option for eligible doctoral students who must certify full-time status to be in compliance with requirements of the University and/or external agencies (e.g., employment as a graduate assistant; loan deferment, visa requirements, etc.). Regular tuition rates apply, and only students who have successfully completed all required coursework, taken all required thesis credits, and have passed all milestones other than the final defense are eligible to take OLPD 8333. This course is not supposed to be taken with any other courses in a given semester.

An application is required to take OLPD 8333 every semester it is taken. The application form and instructions can be obtained online at <http://policy.umn.edu/forms/otr/otr194.pdf>. Deadlines to apply are listed on the application form.

### GRAD 999

GRAD 999 is a zero-credit, zero-tuition registration option intended for graduate students who have completed all coursework and (if applicable) thesis credit requirements, and who must maintain registration to meet the registration requirement. While students can register for GRAD 999 to maintain their active student status, they cannot use GRAD 999 to meet any other requirements of the University or external agencies. Students who must maintain full-time status to hold an assistantship, defer loans, and/or receive financial aid cannot use GRAD 999 to meet registration requirements.

International students wanting to take GRAD 999 must consult with the ISSS office prior to doing so as there may be consequences related to visa status. There are also forms that international students may need to complete for ISSS prior to enrolling to maintain visa status.

Although this course option is tuition free to students, the College is charged a fee for every student enrolled in GRAD 999 each semester to pay for services you will have access to during the semester (currently about \$2000 per student per time). Because of this, **the Department only allows doctoral students to take GRAD 999 twice and M.A. students once during their degree program.**

### Leave of Absence

The University of Minnesota leave of absence (LOA) policy for graduate students allows graduate students to interrupt their enrollment for up to a maximum of two years for reasons they cannot control (e.g., military service, medical issues, etc.) and return under the rules and policies in effect when they left without having to re-apply or negatively affecting their time to degree. **This should be used as a last resort, not a first.**

The Department will only grant an LOA for periods of up to one year at a time. Per the policy described above, you may apply for a second year if necessary, but it must be a separate application.

Please note the following points:

- Students should consult with their adviser prior to requesting a LOA. Being approved for an LOA does not guarantee the preservation of any financial aid or assistantship appointment the student may be currently holding.
- The submission of an LOA request does not guarantee that it will be approved by the Department or College nor does it automatically cancel any active registrations (this is the student's responsibility).
- LOA requests should be submitted prior to the beginning of the term in which the leave will begin, if at all possible.
- Students on a LOA will not have access to any University resources exclusive to students during the leave (e.g., library privileges, access to faculty, etc.). The only exception to this is use of University email.
- Students returning from a leave must fill out a LOA re-entry form before the semester they wish to re-enter.
- Students may return early so long as the LOA re-entry form is submitted before the semester they wish to re-enter.
- Failure to return by the semester indicated on the LOA application will result in the student being discontinued from the program.
- International students should consult with ISSS prior to requesting a LOA as such action could affect visa status.

Full information regarding the University's LOA can be accessed via the web at the following link

<http://policy.umn.edu/Policies/Education/Education/GRADSTUDENTLEAVE.html>.

## Resolving Incompletes

Individual course instructors are not obligated to assign incomplete ("I") grades but some do. It is always in your best interest to resolve all incomplete grades as soon as possible.

The Department allows OLPD graduate students to carry a maximum of 8 "I" credits in the program at any given time. Students with more than 8 "I" credits risk having a registration hold being placed on their student record until they are under the limit.

Many instructors will establish terms that a student must meet prior to assigning an "I" grade. Some OLPD instructors require a written agreement with the student so there is no misunderstanding about expectations in resolving the "I" grade (see <http://www.cehd.umn.edu/olpd/forms/lform.pdf> for an example agreement template). Although such formal agreements are not required, both you and the instructor may find such a contract useful in case there are any future misunderstandings over outstanding requirements.

Only an assigned instructor of a given course can assign grade for that course. If the course instructor leaves the University or too much time passes, it may not be possible to update the course grade or the instructor may decide to assign a grade based on the coursework they do have.

If a given course does not have a specific assigned instructor, please contact the CGS or DGS for instructions.

## Applying for Readmission

As mentioned in Chapter 2, the Graduate School requires all graduate students to register each fall and spring to remain active. If students become "inactive," they will automatically be withdrawn from the program and must apply for readmission if they wish to regain active student status. ***Readmission of a discontinued student is never guaranteed.***

Students applying for readmission to an OLPD M.A., Ed.D., or Ph.D. program must complete a Department readmission application and the Graduate School's online readmission application. Specific instructions on reapplying and the needed applications can be found at <http://www.cehd.umn.edu/olpd/future-students/graduate/readmitGS.html>.

Please note that OLPD will only consider Express Readmission Graduate School applications (an option listed on the Graduate School website) in cases where a student does not register in a given semester but wishes to regain active status during that same semester. All other readmission applications will go through the regular review process.

## CHAPTER 6: ADDITIONAL RESOURCES

### The Graduate Education Catalog

The University of Minnesota Graduate Education Catalog contains detailed information about various opportunities and resources available to assist graduate students during their career at the University. The Graduate Education Catalog is available on the web at <http://www.catalogs.umn.edu/grad/index.html>.

Please read the catalog—it is a superb source of information on the University of Minnesota Graduate School experience. Every student is responsible for meeting the regulations and requirements for graduate degrees as specified in this catalog.

### OLPD Professional Activity Support

Financial assistance is made available by the Department to defray expenses for students who are making qualifying presentations at professional conferences. Qualifying requests will be considered as long as the allocated funds are available. Priority will be given to research papers and presentations delivered at national or international conferences. Currently the funding limit is \$500 each fiscal year (July 1-June 30) to be apportioned among one or more trips. If co-authors are presenting, the maximum travel award will be divided equally among them. In no case will a travel award exceed \$500 for a single presentation.

The Travel Grant application is available at <http://www.cehd.umn.edu/olpd/current-students/travel-grant> and must be submitted to the administrative director at least 45 days in advance of planned travel. The application should include a copy of the acceptance confirmation along with a copy of the proposed paper. Conference registration or travel expenses will be reimbursed upon return, and after receipt of report.

Students whose research is grant-funded should seek funding from the Principal Investigator of the grant for travel. Other sources of funding and ways to reduce costs (e.g., sharing rooms at conference) should be investigated.

The Community of Scholars Program (COSP) has travel grants available for underrepresented domestic graduate and professional students. Up to \$1,000 per student is budgeted by COSP for students to present a paper at a national or international conference. Priority is given to first-time applications. A second award may be funded at 75% of an initial grant award; a third award may be funded at 50% of initial award. Requests must be submitted at least one month prior to travel. Underrepresented domestic students should call COSP at 612-626-4546 or go to <https://diversity.umn.edu/gradeducation/cosp> for more information.

### Writing Support for Graduate Students

Academic writing is a skill that one refines over the course of doctoral studies. Students may have extensive experience with the conventions of grant writing, report writing, or writing academic papers in one's home country, but the expectations for academic writing at the University of Minnesota and in OLPD may be unfamiliar to new doctoral students. Therefore, the Department strongly encourages students to take advantage of the resources listed below.

#### Workshops, Consultation, and Counseling

The Learning and Academic Skills Center (LASC) in 340 Appleby Hall offers students individual assistance and general workshops in several areas including the improvement of writing. Part of the University Counseling and Consulting Services, LASC offers a wide variety of support services, including dissertation and thesis support

groups; graduate student seminars on topics such as time management, communicating with advisers, and overcoming procrastination; and individual academic and personal counseling on such subjects as coping with graduate school stress, making the academic and personal transition to graduate school and developing graduate level study skills. Details are available at <http://www.uccs.umn.edu> or call 612-624-3323. For information about the types of academic assistance, click on "Learning and Academic Skills." After students have completed a registration form in 340 Appleby Hall, they can sign up for an appointment to receive services.

## Online Tutoring

Free writing tutoring is available for graduate students at Online Writing. Students submit electronic copies of their writing via the website (no more than 12 pages) and receive comments and feedback from experienced writing instructors within 72 hours. The tutors do NOT proofread. Comments are focused on substantive issues with the intent to improve writing skills, not just the particular paper at hand. See the website for more information at <http://writing.umn.edu/sws>.

## Face-to-Face Tutoring

The Center for Writing provides face-to-face writing support by appointment. Staff can help you get started on papers or other writing projects, provide reader commentary on drafts, assist in learning and understanding the writing process, teach how to revise, edit, and proofread your own work. Student Writing Support is not a proofreading service; instead, writing consultants provide instruction and guidance to help students learn how to improve their own work by providing constructive feedback and using writing resources. Students can call or make an appointment online.

## Proofing and Editing

The Department of English maintains a listserv of their graduate students and alumni who do proofing and editing as independent contractors. Email Karen Frederickson at [frede005@umn.edu](mailto:frede005@umn.edu) with a description of the editing job and your contact information. Your posting will be sent via the listserv; anyone interested in applying for your job will contact you directly. Note that this is essentially an informal job posting service.

## University Workshops

Each fall as part of the new student orientation, the University provides writing workshops - one is designed for native speakers of English and the second for non-native English speakers. Occasionally the workshops are repeated during the academic year. Information can be obtained at <http://www.ofyp.umn.edu> or <https://diversity.umn.edu/gradededucation/cosp>.

## WRIT 5051: Graduate Research Writing Practice for Non-Native Speakers of English

WRIT 5051 is a course available to international students, and designed to provide assistance with the types of writing and presentations expected in graduate level programs. While the course will not count towards a graduate program, international students in OLPD have found it very helpful in developing their writing skills their first semester of course work.

# Statistics/Research Support for Graduate Students

## Statistics Assistance

The Statistical Consulting Service provides statistical consulting on experimental design, data analysis and interpretation of results to researchers (students and faculty) at the University of Minnesota. The clinic is staffed by graduate students and supervised by faculty from the School of Statistics. The consultants provide help on a wide range of quantitative research questions, e.g., design of experiments and surveys, selection and completion

of appropriate analysis, and interpretation of results. The clinic operates on the Minneapolis campus (390 Ford Hall, 612-624-7859) and the St. Paul campus (48 McNeal Hall, 612-625-3121). While appointments are advisable, walk-in clients are accepted if time is available. Details can be found at <http://www.stat.umn.edu/consulting>.

## OLPD Computers for Graduate Student Use

The computers in 310 Wulling are available for student research, but ONLY student research. The machines have the full Microsoft Office suite, including Word, Excel, Access, PowerPoint, and they also run SPSS v19.

These systems can be logged through the UMN AD account by using your UM x500 name and password. A list of first time users will be given to the Department technical coordinator to initialize their accounts.

Both machines have DVD/CD-RW drives and students should be sure to back up any information. Once logged off, any data residing on these machines is at risk and may be gone upon your return.

These machines can be used only for research –not for writing papers, using email, or web surfing. Use is also limited to OLPD students; other students are not allowed to use these resources.

If there are any problems, please report them to the technical coordinator online via the COCONUT at <http://coconut.umn.edu/education> – ask the support staff in 330 Wulling to assist you with this task if needed.

## Dictator/Transcriber Machines for OLPD Student Use

The Department has two dictator/transcriber machines that are available for student research use. One uses a standard cassette and the other a microcassette. Both can record from a phone. Contact the support staff in 330 Wulling Hall to check out equipment.

## Office of Research Consultation and Services

The Office of Research Consultation and Services (ORCS) strives to maximize the potential contributions of College researchers to their fields and to the community. It is supported by the Dean of CEHD and faculty from the program in Quantitative Methods in Education. The office provides professional consultation to advanced students in the following areas:

- developing testable research hypotheses
- matching research design with appropriate research questions, and vice versa
- selecting appropriate analyses
- planning data collection strategies
- selecting and developing tests, questionnaires and other assessment instruments
- using computing packages and statistical software
- interpreting analysis results

Please be aware that ORCS does not conduct statistical analysis for students nor provide consultation on course-related projects. They will refer you to your adviser for such things. ORCS also offers a referral service for advanced students who are available to provide tutoring in research methodology. More information about ORCS can be found at <http://www.tc.umn.edu/~orcs> or by calling 612-624-4045.

## Online Survey Access

The University of Minnesota has an online survey tool which will allow students and faculty to create surveys and questionnaires for research purposes. More information is available at <http://surveys.umn.edu>.

## Campus Events

Information about current campus events can be obtained at <https://events.umn.edu>.

## Virtual Communications

### Department Listserv

All Ph.D., Ed.D., M.A., and M.Ed. graduate students are on a Department listserv that is used to facilitate communication with the OLPD graduate students. The listserv is used by the OLPD Graduate Studies staff for the OLPD Graduate Student Newsletter, which provides degree and curricular updates, position openings, and special events. The OLPD Graduate Student Newsletter is sent about every two to four weeks. The listserv is also used to send out important notices affecting OLPD students.

### Social Media

The Department (and units throughout the University) maintains a social media presence on various platforms (e.g. Facebook, Twitter, Google Groups, etc.) to inform and interact with individuals both inside and outside of the University community as is deemed appropriate. Given the dynamic nature of social media, OLPD may expand or contract its social media presence during your time here as a student. Email [olpd@umn.edu](mailto:olpd@umn.edu) if you wish to know more about social media platforms the Department currently utilizes.

### Web

A copy of this handbook (<http://www.cehd.umn.edu/olpd/handbooks>) and more detailed information about faculty, curriculum and courses are available on the OLPD website <http://www.cehd.umn.edu/olpd>.

## Physical Communications

### How to Update Your Address

When you change your mailing address, you must make the changes directly via the University's OneStop web portal at <http://onestop.umn.edu>, click on "Personal Information". Department personnel cannot access the web to make these changes.

### Student Mailboxes

Students are invited to use the office address (330 Wulling Hall, 86 Pleasant Street SE, MN 55455) for mail, provided such mail is only for professional purposes. Only students who are assigned assistantships by the Department directly are assigned individual mailboxes. Other graduate student mail received will be sorted into the alphabetically grouped graduate student boxes in the mail box area (currently in 330 Wulling Hall).

Students are responsible for checking the boxes—mail is not forwarded.

## Resources for New Mothers

The University attempts to be a family-friendly institution. One of the resources it offers is a lactation room for nursing students. The lactation room closest to Wulling is in Appleby Hall 220. A full list of resources can be found at <http://www1.umn.edu/ohr/wellness/plcc/lactation/index.html>.

## Safety/Escort Services

The University provides a free safety/“escort service” for students walking or biking to and from campus locations and nearby neighborhoods. To request an escort, students should call a student security monitor at 624-WALK shortly before your desired departure time. For more information, see <http://www1.umn.edu/police/escort.html>. Students are encouraged to feel free to use the service. For information about other safety issues or resources (blue emergency phones, bicycle theft, pedestrian and vehicle safety) see <http://www1.umn.edu/police/prevention.html>.

## Web Resources

Below are some resources for various professional activities of graduate students.

### Requesting Transcripts

Instructions for requesting official and unofficial transcripts is available at [http://onestop.umn.edu/grades\\_and\\_transcripts/index.html](http://onestop.umn.edu/grades_and_transcripts/index.html).

### Searching for Academic Positions

- The Chronicle of Higher Education Career Network – contains several years of the Chronicle Career Network articles. with a search function for resources on interviews, search committees, conferences, cover letters, curriculum vitae, and negotiation at <http://chronicle.com/section/Jobs/61>
- Higher Education Jobs–<http://higheredjobs.com>
- Graduate School of Library and Information Science (UT GSLIS)–<http://academic360.com>

### Health Insurance

If registering for 6 or more credits, students must demonstrate that they have hospitalization insurance or they are automatically billed for the student insurance. If you have your own insurance, you must indicate the insurance company and policy number on the paper registration form or on the computer registration screen. International students must purchase the University sponsored health plan while studying at the University.

If you have an assistantship, you may or may not have insurance benefits. For details, please check the website at <http://www.bhs.umn.edu/insurance/graduate>.

### College of Education and Human Development Website

The CEHD website (<http://www.cehd.umn.edu>) contains a number of informational links to locations in the Department, the College, the Graduate School, and the University.

Please consult this site for resources in the following categories:

- Academics and Academic Support
- Financial and Career Support
- Forms
- Graduation and Commencement information
- Graduate Student Organizations: college, university, national
- News and events

## Department Personnel

A list of links to individual profile pages with information about the academic background and areas of scholarly work of our faculty is available at <http://www.cehd.umn.edu/olpd/people>.

### Faculty and Instructional Staff

Name	Role	Email	Phone
<b>Nicola Alexander</b>	Associate Professor	nalexand@umn.edu	612-624-1507
<b>Melissa Anderson</b>	Professor	mand@umn.edu	612-624-5717
<b>Alexandre Ardichvili</b>	Professor	ardic001@umn.edu	612-626-4529
<b>Kenneth Bartlett</b>	Professor	bartlett@umn.edu	612-624-4935
<b>James Brown</b>	Professor	brown014@umn.edu	612-624-7754
<b>C. Cryss Brunner</b>	Professor; Education Policy and Leadership Program Coordinator	brunner@umn.edu	612-624-8527
<b>Carol Carrier</b>	Professor	carrier@umn.edu	612-624-4515
<b>David Chapman</b>	Professor	chapm026@umn.edu	612-626-8728
<b>David Christesen</b>	Lecturer	chri1614@umn.edu	612-625-2213
<b>Joan Dejaeghere</b>	Associate Professor; Comparative and International Development Education Program Coordinator	deja0003@umn.edu	612-626-8258
<b>Peter Demerath</b>	Associate Professor	pwd@umn.edu	612-626-0768
<b>Kenneth Dragseth</b>	Director, Administrative Licensure Program	drags002@umn.edu	612-626-8647
<b>Heidi Eschenbacher</b>	Coordinator, International Research Initiatives	hje@umn.edu	612-626-3818
<b>Gerald Fry</b>	Professor	gwf@umn.edu	612-624-0294
<b>Andrew Furco</b>	Associate Professor; Associate Vice President for Public Engagement	afurco@umn.edu	612-624-1562
<b>Roy Gaddey</b>	Teaching Specialist	ragaddey@umn.edu	612-624-0494
<b>Michael Goh</b>	Associate Professor	gohxx001@umn.edu	612-624-2590
<b>Jarrett Gupton</b>	Assistant Professor	gupton@umn.edu	612-625-1896
<b>Arthur Harkins</b>	Associate Professor	harki001@umn.edu	612-624-5244
<b>Darwin Hendel</b>	Associate Professor	hende001@umn.edu	612-625-0129
<b>Jeremy Hernandez</b>	Coordinator of Graduate Studies	herna220@umn.edu	612-626-9377
<b>David Johnson</b>	Professor; Senior Associate Dean for Research and Policy	johns006@umn.edu	612-624-1062
<b>Jean King</b>	Professor	kingx004@umn.edu	612-626-1614
<b>Judy Lambrecht</b>	Professor Emeritus	jlambrec@umn.edu	

<b>Name</b>	<b>Role</b>	<b>Email</b>	<b>Phone</b>
<b>Deanne Magnusson</b>	Lecturer; Coordinator of International Initiatives	magnu002@umn.edu	612-626-9647
<b>Gary McLean</b>	Professor Emeritus	mclea002@umn.edu	
<b>Josef Mestenhauser</b>	Professor Emeritus	j-mest@umn.edu	
<b>Orkideh Mohajeri</b>	Coordinator of Undergraduate Studies	orkideh@umn.edu	612-625-3150
<b>Neal Nickerson</b>	Professor Emeritus	nicke001@umn.edu	612-624-0815
<b>June Nobbe</b>	Undergraduate Leadership Minor	nobbe001@umn.edu	612-625-6531
<b>R. Michael Paige</b>	Professor Emeritus	r-paig@umn.edu	612-624-0815
<b>Rosemarie Park</b>	Associate Professor	parkx002@umn.edu	612-625-6267
<b>Katie Pikel</b>	Principal in Residence, Principals Academy	kpekel@umn.edu	612-625-7002
<b>Nancy Pellowski Wiger</b>	Deputy Director, UMN Partnership with The MasterCard Foundation Learn, Earn, and Save Initiative	pell0097@umn.edu	612-626-5118
<b>Constance Pepin</b>	Instructional Designer	cpepin@umn.edu	612-625-3517
<b>Shari Peterson</b>	Associate Professor; Human Resource Development Program Coordinator	peter007@umn.edu	612-624-4980
<b>Frank Plachecki</b>	Lecturer	plac0012@umn.edu	612-625-0060
<b>Louis Quast</b>	Lecturer; Associate Department Chair	louquast@umn.edu	612-626-4849
<b>Rebecca Ropers-Huilman</b>	Professor; Department Chair	ropers@umn.edu	612-626-5996
<b>Lynn Searcy</b>	Lecturer	scear007@umn.edu	612-626-7456
<b>Byron Schneider</b>	Professor Emeritus	schne003@umn.edu	
<b>Karen Seashore</b>	Regents Professor; Director of Undergraduate Studies	klouis@umn.edu	612-626-8971
<b>Roosbeh Shirazi</b>	Assistant Professor	shir0035@umn.edu	612-624-2367
<b>Lyle Taipale</b>	Coordinator, Administrative Licensure	taip0002@umn.edu	612-625-8300
<b>Catherine Twohig</b>	Lecturer	twoh0001@umn.edu	612-624-7463
<b>Frances Vavrus</b>	Associate Professor; Director of Graduate Studies	vavru003@umn.edu	612-625-5663
<b>Kyla Wahlstrom</b>	Director, Center for Applied Research and Educational Improvement (CAREI)	wahls001@umn.edu	612-624-1890
<b>Inger Wegener</b>	Coordinator, Career and Technical Education	wegen007@umn.edu	612-626-3968
<b>David Weerts</b>	Associate Professor; Director, J-Center for Innovative Higher Education; Higher Education Program Coordinator	dweerts@umn.edu	612-625-2289

<b>Name</b>	<b>Role</b>	<b>Email</b>	<b>Phone</b>
<b>Linnette Werner</b>	Undergraduate Leadership Minor	wern0065@umn.edu	612-624-8140
<b>Stuart Yeh</b>	Associate Professor; Evaluation Studies Program Coordinator	yehxx008@umn.edu	612-624-0285
<b>Jennifer York-Barr</b>	Professor	yorkx001@umn.edu	612-625-6387

### **Administrative Support Staff**

<b>Name</b>	<b>Role</b>	<b>Email</b>	<b>Phone</b>
<b>Julie Bishop-Hogan</b>	Registration and Scheduling, Undergraduate Studies	bisho025@umn.edu	612-624-7574
<b>Diane Boatman</b>	Administration, Front Desk, Events Coordinator	koski005@umn.edu	612-624-1006
<b>Linda Elrich</b>	Administrative Director	elric001@umn.edu	612-624-3472
<b>Ahmed Essa</b>	Technical Coordinator	essa@umn.edu	612-625-5017
<b>Daniel Grafton</b>	Graduate Studies	graft003@umn.edu	612-624-8054
<b>Jodie Gustafson</b>	Web and Communications Specialist	gusta042@umn.edu	612-624-6798
<b>Karen Potter</b>	Administrative Licensure Project Specialist	kppotter@umn.edu	612-625-9087
<b>Linda Schintz</b>	Undergraduate Studies	schin003@umn.edu	612-624-3004