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A LETTER FROM THE GRADUATE PROGRAM COORDINATOR

Dear Graduate Student,

Congratulations on your acceptance into the Graduate Program of Agricultural and Extension Education and welcome to the Department of Agricultural Education, Communication and Technology at the University of Arkansas.

The next two years or more will be different from your undergraduate studies. You will be challenged, both in and out of the classroom. There may be times when you feel overwhelmed and may think you are in over your head, but you will survive and thrive. You will be pleasantly surprised by the skills you master and the professional interests you develop. You will make some lifelong friends among your peers and the faculty. You will leave with a great sense of accomplishment and prepared for your next challenge.

The purpose of this handbook is to provide the information you will need to understand the requirements, policies and procedures for obtaining the Master of Science degree in Agricultural and Extension Education. Please read the handbook carefully and become familiar with its contents.

This handbook is not the only source of information about the graduate programs at the University of Arkansas, Fayetteville. The Graduate School publishes the Graduate School Catalog annually to provide additional information about policies and procedures governing graduate student studies and degree requirements on this campus. It also lists all courses that have been approved for graduate credit as well as the requirements of all campus graduate programs. The Graduate School Handbook is available at http://grad.uark.edu/dean/governance/gradstudenthandbook.php. The Graduate School web page covers much of the same information, important forms and deadlines, which may change from one year to the next. You should become familiar with and know how to locate information on the Graduate School website.

We look forward to your participation in one of our graduate concentrations. While we have strong expectations of you, please remember your graduate program faculty and support staff are here to assist along the way. We hope you will find this a very rewarding experience!

Sincerely,

Donna L. Graham, PhD
Coordinator of Graduate Programs
EXPECTATIONS OF GRADUATE STUDENTS

As one of our graduate students, you may be a participant in the traditional thesis program or the non-thesis program. Students on an assistantship must select the thesis option. Regardless of the program track, the expectations of all graduate students will be:

ACADEMICALLY FOCUSED

As an undergraduate, you were exposed to a variety of courses covering the arts, sciences, humanities, education, and business disciplines. In graduate school, your academic efforts will be much more focused on your discipline of choice. Most graduate students will pursue smaller semester course loads than those taken at the undergraduate level. You will apply greater effort (regarding class attendance, assignments, participation, and out-of-class study) than at the undergraduate level also. Faculty will facilitate the art of learning, but students should not expect to be spoon-fed. Students are expected to take charge of their academic experience. You are expected to come to class prepared and be timely in your preparation of online assignments.

INTELLECTUALLY CURIOUS

Graduate study, across all disciplines, places great importance on independent learning. Therefore, graduate students will be expected to pursue opportunities for learning outside of the classroom. These opportunities will include: 1) attendance at some department/university non-credit seminars in addition to those available for seminar credit; 2) development of research papers (associated with classes or special projects; 3) presentation of your own or faculty research at department/university and professional association meetings, among other things.

ENGAGED IN THE AECT COMMUNITY

Intellectual and personal growth can arise from many sources. Students will be expected to collaborate (as deemed appropriate by faculty) with one another in and out of the classroom on graduate program projects. Additionally, all graduate students will be invited to participate in social gatherings throughout the year both on and off campus. Building relationships with fellow students and faculty can prove to be rewarding both personally and professionally.

BE IN CHARGE OF DEGREE PROGRESS

All students are assigned an academic adviser and have access to the graduate program coordinator and administrative assistants, who can provide clarity to “the rules” of graduate school and the AEED program. All of these individuals are excellent resources as you make progress towards your M.S. degree. However, final responsibility for the completion of the degree lies in your hands. Students are expected to read and follow the guidelines provided in the AEED Handbook. Furthermore, students are expected to be proactive in the selection of their courses and the completion of thesis topic or non-thesis technical paper. Students should remain in close contact with their advisers/thesis mentors to ensure all departmental and university paperwork is completed as needed. Finally, all students should feel free to speak with the graduate program coordinator about any concerns (academic or otherwise) that arise during the degree program.

Welcome to graduate school! You will leave with a great sense of accomplishment and prepared for your next challenge.
HANDBOOK OF GRADUATE PROGRAM POLICIES

INTRODUCTION

The Department of Agricultural Education, Communications and Technology at the University of Arkansas offers a graduate program of study leading to the Master of Science (M.S.) degree in Agricultural and Extension Education (AEED-MS). The advanced study in the Agricultural Education, Communications and Technology (AECT) Department provides students with state of the art knowledge of theory, methods and application in the field.

Graduate study provides broad but coordinated, training in either thesis or non-thesis concentrations of study. Such study affords opportunities for bringing together technical information from subject matter areas both within and outside agriculture, education or community organizations.

Graduate study meets a variety of needs, but the main objective of the graduate study is the advancement and utilization of knowledge. One of the important prerequisites for graduate work is intellectual maturity. This intellectual growth enables the student to assume the initiative and responsibility necessary for the development of independent and objective thinking, and to comprehend more effectively basic issues and principles as they relate to the student’s program of advanced study.

DEGREE PROGRAM

The Master of Science in Agricultural and Extension Education (AEED). Students may select the thesis option or the non-thesis option.

The thesis concentration is designed to provide students strong quantitative and analytical skills. Typically the thesis program takes two years for the well-prepared student. The thesis concentration is excellent preparation for students desiring additional study leading to the Ph.D. degree. The thesis option requires a manuscript suitable for publication or peer-reviewed presentation at a scholarly meeting for degree completion.

The non-thesis concentration is designed for students with no deficiency courses which are place-bound and may complete the requirements for the degree online. Students selecting the non-thesis option receive excellent preparation for positions in agricultural education, agricultural business, communicators, and as extension or community educators. The non-thesis option requires a special problem manuscript for degree completion.
GENERAL REQUIREMENTS FOR THE MASTER OF SCIENCE DEGREE

- A total of 33-semester hours for the thesis and non-thesis option. In the thesis option, 6 hours of the 33-semester hours are for thesis credit. In the non-thesis option, three hours are for special problem credit.
- An oral comprehensive examination
- A cumulative grade point average of 2.85 or higher.
- Minimum UA residence of 24 weeks. Online courses from UA count as residency.
- A grade of “D” or “F” in a course means that the course does not count toward the 33-hour requirement, although the grade point does count in determining your grade point average.
- All requirements for the master’s degree must be satisfied within six consecutive calendar years for the first semester of enrollment in the program.
- All graduate students are reviewed annually for satisfactory progress in May.

Enrollment

Students on graduate assistantships ordinarily enroll for 6-9 hours during a regular semester. A student on a 12-month assistantship may enroll for up to 6 hours in the summer and these hours may consist of thesis hours. A student not on assistantship may enroll for up to 6 hours per session in the summer and up to 18 hours per semester during the academic year. Students who are part-time or taking courses online can enroll in as few as one to three hours per semester.

Continuous Enrollment

It is recommended the student be continuously enrolled each fall and spring semester once admitted to the program. If there is a break in enrollment, the student will need to re-apply with the Graduate School. All requirements for a master’s degree must be satisfied within six consecutive calendar years from the date studies begin. A student does not need to be enrolled the semester of the thesis/paper defense.

Thesis/Non-Thesis Limitations

A student who writes a master’s thesis must register for this work, and the total registration for thesis credit must be equivalent to at least six-semester hours of course work. Students in the non-thesis concentration must enroll in special problems course to develop the non-technical paper.

Residency Requirements

The candidate must be in residence a minimum of 24 weeks. A total of 12 weeks of residence or 12-semester hours of approved study may be accepted for residence credit from the University of Arkansas off-campus graduate Resident Centers. Any form of distance education course delivered by the U of A is considered in residence. Acceptance of transferred credit does not reduce the minimum residence requirement of 24 weeks.

Transfer Credits

The University of Arkansas will permit students to transfer up to 6 hours of graduate credit from another recognized graduate school in the United States as part of their master’s program. This transfer credit is approved provided that the grades on the courses are “B” or better and the subjects are acceptable to the Department. The approved transfer credit does not, however, reduce the minimum requirement of 24 weeks residence for the master’s degree as set by state law.
Comprehensive Examinations

The candidate for graduation must take a comprehensive examination. The examination is conducted by the major academic adviser and the graduate committee that was approved by the Dean of the Graduate School. The thesis student will have an oral exam consisting of questions from the core courses and other related courses as well as from the research conducted by the student. Non-thesis students will be examined over their coursework and special problem paper. At the discretion of the committee, a written exam may be administered. If a written examination is given, each student will be required to answer a minimum of four questions over the content of the core courses with each question carrying equal weighting.

The student will be given a grade of (1) pass, (2) marginal pass, or (3) fail. Students who receive a marginal pass or fail will have to schedule another testing period with the graduate committee within three weeks of the original examination. Students who fail the next exam may be asked to repeat course work or complete supplemental work.

The comprehensive exam should be taken midway in the semester (such as spring break) to complete the degree requirements by University deadlines for graduation.

Grade Point Average

To receive a master’s degree, a student must present a minimum cumulative grade point average of 2.85/4.00 on all graduate courses required for the degree. If a student fails to earn such an average on the minimum number of hours, the student is permitted to present up to six additional hours of graduate credit to accumulate a grade point average of 2.85. In the computation of grade point, all courses pursued at this institution for graduate credit that are part of the degree program (including any repeated courses) and the thesis (if offered) shall be considered. Students who repeat a course in an endeavor to raise their grade must count the repetition toward the maximum of six additional hours.

WARNING: A student may be dropped from further study in the Graduate School if their performance is considered unsatisfactory. The typical indicator of unsatisfactory performance is a cumulative grade point average of less than 2.85 for 15 graduate course hours after having been placed on academic warning in a previous semester.

Progress

Each graduate student’s progress is reviewed at the end of each semester and the end of the summer by his or her academic adviser. This review of progress in research as well as a review of academic progress is an integral part of maintaining an effective graduate program. The academic adviser shall inform the Graduate Program Coordinator (GPC) of any serious problems. The GPC may refer the matter to the Department Head for advice. Also, an annual review as prescribed by the Graduate School is performed each April/May following the guidelines presented in Appendix. It is the student’s responsibility to ensure all procedures are followed to ensure satisfactory progress in the program.

http://grad.uark.edu/forms/student/reviewformfinal.pdf
http://grad.uark.edu/dean/governance/gradacademicreview.php

Petitioning

Invariably situations arise that are not explicitly covered by departmental rules and regulations or a student may request a variance to a given rule. To receive consideration for such requests, the student should prepare a petition stating his/her case. The student’s academic adviser will indicate concurrence or non-concurrence on the petition. The petition is reviewed by the Coordinator of the graduate program and a recommendation by the Coordinator is made to the Department Head. The Department Head’s decision is binding.
Orientation

The Department conducts an orientation meeting for new graduate students before the first full week of classes in the fall and spring semesters. The departmental orientation program acquaints the student with the many professional and social facets of graduate student life. **All new graduate students are required to attend orientation.** One of the important features of the orientation meeting is that many of the questions that you will likely have as a first-semester graduate student will be addressed. The Graduate School conducts an orientation the week before instruction in the fall. **AECT students are required to attend all of these events.**

Academic Honesty

Each student is responsible for understanding and adhering to the values of academic integrity, including being familiar with and complying with the policies. The academic policy is found at [http://honesty.uark.edu/policy/index.php](http://honesty.uark.edu/policy/index.php)

DEPARTMENTAL REQUIREMENTS AND PROCEDURES

Course Requirements

All students must enroll in 12 hours of core courses to include: Research Methods, Interpreting Social Data in Agriculture, Technical Communications, and History and Philosophy of Agricultural and Extension Education. Students in the thesis option will have one additional course, Thesis Proposal Development, for a total of 15 hours required. These courses are listed in the degree program proposal form presented in the Appendix.

Electives

Students will have from 12-18 hours of electives in addition to the core requirements. A wide variety of courses are available to enrich your learning, depending on the career interests of the student. Some students have taken courses from adult and lifelong learning, curriculum and instruction, educational foundations, journalism, communications, public relations, biological sciences, and agricultural sciences just to name a few. For a course to be credited as an elective that satisfies a degree requirement, it must be listed in the *Graduate School Catalog* along with the written consent of the instructor and the student’s academic adviser and Graduate School approval. A grade of “C” or higher for the course must be earned to count in the student’s program. This written consent should be approved at the beginning of class; not after the course is completed.

Students can enroll in 4000 level courses, but only those listed in the *Graduate School Catalog* are acceptable. Students are discouraged from taking numerous 4000 level courses as electives. **Additionally, students may not repeat a course that they have taken as an undergraduate student to count toward the master’s degree.** Students may transfer graduate credit from other institutions for courses taken at other institutions while the student had graduate status. The form used to request graduate credit for 3000 or 4000 level courses can be downloaded at [http://grad.uark.edu/forms/student/3&4level.pdf](http://grad.uark.edu/forms/student/3&4level.pdf)

Each semester, students are required to discuss a proposed schedule of classes and gain approval by the adviser during the scheduled advising period. The Department Head must approve any deviation of the above required courses to the Departmental requirements.
Special Situations

- No more than six hours of graduate credit may be earned in special problems courses for all students.
- Courses taken as deficiencies count against the six hours of special problem hours.
- Audit hours should be considered equivalent with credit hours in applying the six hour deficiency limit, even though the thesis adviser may approve a student to audit any class directly applicable to the research areas.
- In those rare occasions when a student changes from thesis to non-thesis concentration after enrollment in thesis research hours, the Department Head, in consultation with the student and the thesis adviser, will determine a satisfactory work agreement for the balance of the student’s program. Generally, this approval means additional enrollment equivalent to the thesis research hours (6 hours).

Adviser

Upon entering the program, a student will be assigned a temporary academic adviser. After the first semester, students should identify a faculty member to serve as their permanent academic adviser. The student may choose to maintain the temporary adviser as the permanent adviser, but the student is equally free to select any other faculty member. If the student is a graduate assistant assigned to a research project or grant, the thesis adviser will also direct the research for the assistantship. In most instances, this research will coincide with the research being performed for the thesis. If the student has a graduate teaching assistantship, then the thesis and faculty member directing the academic courses need not necessarily be the same person. It is possible for the academic and thesis adviser to be different persons, but this is usually not the most efficient arrangement.

Students have one semester to determine if they wish to maintain the same adviser or obtain a new faculty adviser. The adviser will assure that funded students are involved in work for the department commensurate with their level of funding.

Selection of thesis/non-thesis concentration

All graduate students must commit to a thesis or non-thesis concentration by the beginning of the second regular semester of the master’s program. A thesis topic should also be selected by the end of the second semester if the student elects a thesis concentration. In practice, this means graduate students who enroll during the summer or at the beginning of the fall semester are required to “commit” to either concentration by the beginning of the following spring semester. Graduate students who enroll for the first time at the beginning of the spring semester need to “commit” by the beginning of the following fall semester.

Timetable

At the end of the first semester, the student must submit the Degree Program Proposal form (see Appendix) that will constitute his/her full course of study for the master’s degree. The form is developed in consultation with the permanent adviser and approved by the student’s committee. Because of changes in course scheduling, this study list may be altered but careful consideration should be given when submitting the original list. Alterations of courses selected for enrollment in the program can be approved by the adviser and Graduate Program Committee. The general timeline or checklist is found in the Appendix.

Selection of Student Examinations Committee

The student and the academic adviser must select at least two members of the AECT faculty and one faculty member outside the Department to serve on the student’s advisery committee. This committee oversees the student’s program of study. The master’s committee membership can be the same for non-thesis and thesis concentrations, provided the faculty members have group III or higher graduate faculty status. If the student selects the thesis concentration, the
thesis committee membership and thesis title forms are completed at least one semester before the oral comprehensive examination. The thesis adviser must be a member of the committee. These forms must be submitted to the Department Head and the Dean of the Graduate School for approval at least three months before the comprehensive exam. Careful consideration should be given to the thesis title. It is difficult to change the title once it is submitted to the Graduate School. Electronic copies of these forms can be found under “Forms” on the Graduate School website at http://grad.uark.edu/forms/degreeforms.php.

Upon approval, the Department Head then recommends the committee to the Graduate School for approval. The Graduate School must approve all subsequent changes in the committee composition.

A student should exercise care in selecting a committee. In general, it is wise to select faculty members whose areas of expertise complement the other faculty members’ areas of specialization about the thesis topic or area of the student’s disciplinary emphasis. Moreover, changing a committee once it is formed, or the student’s adviser(s), requires the consent of the Department Head as well as the Graduate School. Committee members or advisers cannot be changed without the adviser’s or member’s written consent or request. In general such changes are approved so long as they serve to enhance the expertise of the committee for a given area, and acknowledge the efforts of faculty members’ contribution to the student’s program of study and research.
THE THESIS CONCENTRATION

Thesis Problem Selection

Although work on the thesis is the student’s responsibility, he/she can expect guidance from his/her thesis adviser in selecting a topic. The formulation of objectives and procedures and the writing of a formal project proposal are important parts of the student’s training. It is recommended that a project proposal be developed by the student under the direction of his/her thesis adviser and submitted to the thesis committee for approval before execution of the study.

There are two methods of reporting thesis research. One method is a formal document that outlines the nature of the original research undertaken, the methodology utilized, literature consulted, results obtained, and their implications. An alternative is to write the thesis in a form more readily suitable for submission to two refereed academic journals supported by theoretical research. In writing the publication oriented thesis, the student should have a particular publication outlet in mind and write the thesis so that preparation of the thesis for publication is completed expeditiously.

The format for these methods includes two options:

<table>
<thead>
<tr>
<th>Option 1: Manuscript Article</th>
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</thead>
<tbody>
<tr>
<td>Overall Abstract</td>
</tr>
<tr>
<td>Chapter 1 – Introduction – general need for the study, literature, problem statement</td>
</tr>
<tr>
<td>Should present the topic and explain the rationale for compiling the two articles into one document.</td>
</tr>
<tr>
<td>Chapter 2 – Article 1</td>
</tr>
<tr>
<td>Chapter 3 – Article 2</td>
</tr>
<tr>
<td>Chapter 3 – Article 2</td>
</tr>
<tr>
<td>Chapter 4 – Conclusion</td>
</tr>
<tr>
<td>Should summarize the articles and provide concluding remarks.</td>
</tr>
</tbody>
</table>

Other Guidelines –Title page for each chapter must contain the full title of the chapter and if the article is co-authored, list all co-authors

A list of original articles must be included after the table of contents, but before the first article. The list should contain the entire article citation, note which chapter the article is in, and the status of the article.

References and Appendices must be placed after each chapter or article. If the same references and appendices are used in multiple chapters they must be relisted.

Documentation must be given by the student’s major professor stating that the student is the first author of the article and completed at least 50% of the work. Documentation must be on departmental letterhead. An unsigned copy of the letter must be included after the article and a signed version must be submitted with the other graduate school forms.

Note: The Graduate School will accept two article option theses with more chapters, but this represents what they require. Students should always consult the Guide to Preparing Thesis/Dissertation for up to date information

http://grad.uark.edu/dean/commencent/GT and DD_Guide.pdf
### Option 2: Manuscript Chapter

The thesis should follow these general chapter guidelines

#### Chapter 1
- General need for the study (brief, use the literature and/or cite a problem in the field)
- Statement of the problem

#### Chapter 2
- Overview of the literature
- Theoretical/Conceptual framework
- Purpose of the study
- Research questions/objective/hypotheses (specific to each manuscript)

#### Chapter 3
- Methodology (specific to each manuscript)
  - Research questions/objective/hypotheses
  - Design of the study
  - Subjects (subject selection, population/sample, sampling procedure)
  - Instrumentation
  - Procedures for data collection (may be after treatments if experimental design)
  - Conditions of testing (may be after treatments if experimental design)
  - Treatments (if experimental or quasi-experimental design)
  - Analysis plan

#### Chapter 4
- Findings/Conclusions

#### Chapter 5
- Recommendations

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The reporting of the thesis research will not be considered complete until the student has produced either:
- A manuscript worthy of submission for presentation to a regional or national group of scholars at academic meetings. For example, the annual meetings of the American Association of Agricultural Education would be acceptable scholarly meetings, or,
- A manuscript summarizing either the major findings of the study or some aspect of the study so that the manuscript is suitable for publication in a peer reviewed outlet.

The thesis adviser shall determine when such a manuscript is satisfactory.

### Thesis Title

The title of the thesis must be filed in the Graduate School office one semester before the date of the comprehensive examination.

### Thesis Development

When the thesis adviser believes that the thesis is in a form suitable for defense, copies shall be circulated to all members of the thesis examination committee. A cover letter or email from the adviser will designate this copy as the official reader’s copy and will state the time and location of the final oral exam. Copies of this letter must be simultaneously sent to the Coordinator of
Graduate Committee and Department Head. No committee member will be expected to accept the readers' copy of the thesis later than two weeks before the scheduled examination date unless agreed upon by all committee members. This committee must receive the thesis in time for the student to defend the thesis, revise the manuscript if necessary, and submit it by the deadlines established by the Graduate School. Students and advisers should be aware of the end of the semester deadlines for the Graduate School as these are subject to change each year.

Preliminary Copies

Thesis manuscripts follow the “Guide for Preparing Theses and Dissertations” available at the Graduate School website [http://grad.uark.edu/dean/thesisguide.php](http://grad.uark.edu/dean/thesisguide.php)

Final Copies

When the committee approves the thesis, an electronic copy with the appropriate forms must be submitted to the Graduate School no later than TWO WEEKS before the degree is to be conferred. Always check the Graduate School website for current deadlines.

The Non-Thesis Concentration (3 credits)

Non-thesis students must have a written culminating project. The non-thesis project is a demonstration of the student’s writing ability and synthesis of the research process. There is not one best fit for all students. Here are some project guidelines to consider:

A. Research Inquiry: The student who selects this option will conduct a small-scale research project using standard research protocols. This research could be a replication of a study conducted previously focusing on areas of concern in the profession.

B. Program Development: The student identifies a need of an audience or community or school program, investigates what others have done to solve the need, develops a plan of action for resolving the need/problem, tests the educational intervention, and reflects on the process and plan.

C. Exhaustive Literature Review: The student selects a topic/problem related to his/her career interest and prepares a 2-3 page justification for the problem, followed by a 12-15 page review of the literature related to the problem. The literature review must also include synthesis/conclusions/implications based on the review of related research.

D. Action Research: The student identifies a problem, investigates related research to solve the problem, develops a plan of action for resolving the problem, tests the action plan and then reflects on the process with implications for a plan of action.
Non-Thesis Concentration Manuscript Option 1

A manuscript summarizing the research and findings appropriate for a research inquiry, literature review, or action research project. This should be suitable for educational/scholarly outlets such as meetings, poster, curriculum, fact sheets, educational workshop presentation, or journal article.

Non-Thesis Concentration Manuscript Option 2

A manuscript outlining a problem statement, plan of action and the results from the implementation of the plan. This could be suitable for educational/scholarly outlets such as meetings, poster, curriculum, fact sheets, educational workshop presentation, or journal article.

Master’s Examination

The master’s comprehensive examination should be scheduled at least six weeks BEFORE GRADUATION (before August; December and May deadline dates established by the Graduate School), in consultation with your adviser. This time allows for the thesis or technical paper to be submitted to the committee for review and feedback. It is expected that major suggestions of committee members will be incorporated into the thesis or technical paper, after the examination. Nonetheless, it is the responsibility of the student and the adviser to see that the readers’ copies are in the acceptable final form before distribution to the examination committee. The student’s examination committee will decide on the acceptability of the completed thesis/paper concerning the content and style after guidelines and requirements by the Graduate School have been met.

The final examination should be scheduled at least one month before a planned departure from the campus. This time allows the student to have an opportunity to incorporate any final comments from the examination committee into the thesis/paper and to submit the final copy of the thesis to the Graduate School for review.

At the time of the oral examination, it is the duty of the academic adviser to verify that the candidate has satisfied all the course requirements for the M.S. degree. Also, the thesis adviser shall bring the candidate’s departmental file containing grade reports, undergraduate transcripts, and letters of admission to the oral examination. This file is circulated among the members of the examination committee. At the end of the exam, a vote is taken by the committee.

The committee can reach three verdicts: pass, recess, and fail. A pass can be conditional of the student making suggested changes in the thesis that is verified by the thesis adviser and the examination committee. The recess verdict requires the student to revise the thesis and review and study relevant material for a continuation of the examination at a later date. The fail verdict means that the student is dismissed from the program immediately and not awarded a degree. A simple majority determines a verdict. In the event of a tie, the recommendation of the thesis adviser shall be the verdict. In the event of no majority or a tie, the Department Head shall meet with the examination committee and then determine either a verdict or an alternative course of action such as reconstitution of the committee and a consequent re-examination of the candidate. The academic adviser handles reporting the decision of the committee to the Graduate School.

Completion of Thesis

It is the responsibility of the student and the thesis adviser to assure that the suggestions arising from the oral examination be satisfactorily resolved. Once the thesis adviser is satisfied with the thesis, the adviser will sign the Record of Progress. One copy of the thesis in final, completed
form shall be submitted to the Graduate School, who will submit it to Mullins Library. The online electronic submission process is mandatory. This option waives the UMI ProQuest fees previously assessed when a student turned in the final copies of the thesis or dissertation.

The completed forms listed below should accompany the library copy of the thesis.

- Thesis Duplication Release
- Submission Form, approval sheet for Master’s Thesis in the Guide to Theses
- An Intellectual Property Disclosure
- An Abstract

Finally, if the student’s research involved human subjects, students must complete the Verification of Research Compliance Form. All of these Forms are available in the “Guide for Preparing Theses and Dissertations” available for downloading at http://grad.uark.edu/dean/thesisguide.php

There is a $55.00 graduation application fee. Forms are changed from one year to the next so it is important that you should check the Graduate School web page.

All thesis students shall present one copy of the final, completed thesis for the department files. This thesis should be printed on 25% cotton bond paper. Students should check with the Departmental Administrative Manager for specific details. Fees for binding thesis copies are the student’s responsibility. It is the duty of the student to transfer copies of relevant computer files and documentation to the Graduate Program Coordinator. The student should furnish bound copies of the thesis to their adviser and any committee member who wishes to have a copy. All non-thesis students should check with their adviser for directions on final non-thesis copies.

ADDITIONAL INFORMATION FOR ON-CAMPUS GRADUATE STUDENTS

Financial Support

A limited number of graduate assistantships are available in the Department and awarded on a competitive basis to qualified graduate students. Financial assistance in the form of part-time hourly employment may also be available to selected graduate students depending on the availability of funds. Students receiving an assistantship accept a responsibility to participate in the research/teaching program of the Department by carrying out supervised research on their thesis project and other research assigned by their thesis adviser and/or assistantship supervisor.

- Assistantships and hourly employment are awarded on a half-time basis and require that students devote themselves to these research/teaching efforts for 20 hours per week.

- Graduate assistantships in teaching, research or grant-funded positions are granted for a specific period depending on the funding available and are awarded on an annual basis. Graduate assistants will receive a written statement of the expected duties of their position. Each student should read the responsibilities/expectations carefully. The form must be signed and returned to the department head at the beginning of the semester.

- Graduate students who are awarded half-time graduate assistantships receive a monthly stipend for the duration of their appointment, which may be either a 9-month or 12-month appointment, contingent on available funding, awarded on an annual basis.

- A student receiving an assistantship must enroll in the thesis concentration and write a thesis unless otherwise permitted by the Department Head.
Graduate assistants on half-time (or greater) appointment are granted waivers of in-state or out-of-state tuition in addition to the stipend paid for the appointment. All other fees, (e.g., the health fee, activity fee and HPER recreational facility fee), are the student's responsibility.

Graduate assistants are also eligible for University sponsored health insurance (optional). Students who are assigned a 50% assistantship (20 hrs. a week) are eligible to receive a 60% discount on the insurance premium. The health insurance application form is available at http://health.uark.edu/insurance.php

The stipends for assistantships may be adjusted annually as with all salaries at the University.

Note: Assistantships are normally not granted to students with a cumulative grade point average of less than 3.0 on a 4.0 scale for their undergraduate program. Moreover, such appointments are not normally made to students initially entering the program with course deficiencies.

Some salient points of policy/procedures regarding assistantships:

- Typically the Department will pay for no more than 33 hours of tuition for a graduate assistantship except where necessary to fulfill visa requirements for international students on assistantship. The Department Head must approve any exceptions to this policy.
- Students on assistantship must receive prior approval from their academic adviser before enrolling in courses. If the student has completed all course requirements including thesis hours before finishing the thesis, their assistantship funding will end unless an exception is granted.
- Students who enroll in a course and then drop it after the tenth day of the semester (or equivalent deadline for a summer course) will be deemed to have taken this course for the purpose of the maximum number of hours the Department will support. The Department must pay the tuition after the drop deadline.
- Assistantships are normally funded for two academic years.
- Teaching assistants receive no financial support during the summer (9-month appointment).
- Research assistants (12-month appointment) who elect not to be paid during a summer cannot extend the 24-month support limit by the months not paid without permission by the Department Head.
- If graduate research assistantships provide support during the summer months, the support will not exceed 24 months or until the completion of the program requirements, whichever comes first.
- All graduate students on an assistantship must maintain a 2.85 or higher grade point average on all graduate work attempted and display satisfactory progress in their research program or teaching duties to remain on appointment.
- Students hired on an hourly basis are reviewed periodically by their academic and work performance. Hourly financial assistance received by students is in return for work on departmental research projects or other assigned duties, not necessarily work on the student’s research.

If you have an assistantship, you are considered a member of the department and have access and rights as would any other staff member in the conduct of work. This responsibility allows you to have access to office equipment and resources, including office spaces. The following procedures are to be followed:
• You are not to loan equipment or keys to non-employed personnel, non-departmental personnel or allow access to faculty offices, Xerox machine, or equipment without the approval of the Department Head.
• Always use the check-out procedure for cameras, laptops or other equipment with the support staff.
• Office security is maintained at all times. Do not lend departmental keys or computer passwords to any other person or allow access for unauthorized persons.
• Supplies are for office use. The use of USB drives, paper, notebooks, etc. are for authorized use.
• Professional files are not to be accessed. Check with the Adviser and Office Manager.
• Please note that at no time should privileged information be discussed or shared with anyone else. Be cautious in discussions regarding student work or behavior in the proximity to others.
• If you work in the evening, make sure all doors are securely locked before leaving.

**Office Hours for Graduate Assistants**

Graduate students on assistantship appointment are expected to work approximately 20 hours a week for the Department. Over the months of your appointment, most of this time will be spent on your research under the direction of your major professor. However, for periods of time, particularly during your first year, time devoted to your thesis may be minimal. During those times, you will be expected to be available to assist faculty and staff with other tasks around the department. These tasks may include but are not limited to 1) helping with special events, 2) proctoring tests 3) attending meetings, 4) conducting literature searches for faculty, or 5) assisting classes or labs.

If you are receiving financial assistance, you are expected to maintain regular office hours as established with your adviser. If your assistantship covers a nine-month period, you are to follow the same schedule of appointment as nine-month faculty, not the student academic calendar. If there is a need to request leave different from this academic calendar, this must be approved by the Department Head. Funded students are expected to file a class schedule with the department office manager and adviser. The office manager will consolidate the schedules from all graduate students and provide a copy for all faculty and staff.

**Absences:** If duties or other matters require an extended absence from the office during regular working hours, you should notify your adviser and office manager of such absence, the nature of the absence and how you can be reached in case such should be necessary.

**Assignment of Office Space, Equipment Use, and Security**

The Department Head, in consultation with the Graduate Coordinator, handles the assignment of office space to graduate students. Funded Assistantship students have priority; seniority in the graduate program receives second priority in assignment of office space. Students interested in moving from their presently assigned space to an office vacancy should consult the Office Manager.

Furniture is not assigned to the graduate student, but to the space in which it is located. Each student will have access to a University issued computer for your research and graduate program duties. Graduate students should be familiar with the University Code of computing conduct and use the computer accordingly.

There is a small kitchen area for warming up lunches, getting coffee or storing food in the refrigerator. Because we have limited space, everyone should be diligent to clean up your dishes and clean out the food you have left in the refrigerator. Do not leave dirty dishes in the sink.
Professionalism and Office Courtesy

As a student and staff member of the department, you serve as a personal ambassador and representative of the department to other students in the College and University. Your daily conversations, personal mannerisms, dress, work ethic and integrity are a reflection on the department at all times. A certain demeanor of courtesy and professionalism is expected to be observed.

- Address the faculty and staff by their title, (e.g. Dr. Smith or Mrs. Wesson) unless you have been given permission to address them by their first name.
- Do not lounge in office work areas or in faculty offices. Keep your work to your assigned space.
- Answer the telephone in a professional yet friendly manner. “Agricultural Education, Communications and Technology, how can I help you?” Take telephone messages accurately and take responsibility for the transmittal and notification to the person requested.
- Be courteous to other students who want to speak to the faculty. If it appears to be of a confidential matter, please excuse yourself from the office.
- Do not walk into an office without permission.
- Respond to students in a professional and timely manner if you are the TA for a class. Keep all emails related to the course such as grading, assignments, etc. until the end of the semester. Provide these files to your adviser or the office manager at the end of the semester. Keep all files in a confidential location. Do not leave grades displayed in public areas or on personal workstations when you are not present.
- Use caution with social media communication.
- Keep your office space organized and clean. Do not leave papers on the floor, food open or student work sitting out. Maintain confidentiality with student assignments.
- Personal grooming is important.
- Dress to reflect the professional atmosphere of the department when school is in session. Low-cut skimpy tops, sweatpants or gym shorts are not professional attire.

Travel

BEFORE TRAVEL – All requests for permission to travel are given to the Administrative Specialist for entry into the University travel system. You will fill out the (gold) BUSINESS TRAVEL AUTHORIZATION REQUEST form to start the process. Requests should be turned in at least two weeks before the date of travel for in-state travel and four weeks before travel for out-of-state travel. Failure to completely fill out the form will result in delayed approval signatures. If you are not sure of answers to questions on the form, please ask your adviser. If you wish to have a travel advance, please indicate so on your request for travel. Be sure your faculty supervisor approves the request by signing in the appropriate space on the form. The Department Head must approve all off campus travel for official business.

All attempts should be made to plan the official travel carefully, especially trips involving air carriers. If you are using a commercial airline carrier, your ticket will be paid directly to the carrier by the Administrative Specialist when submitting your travel request. Changes to flights are costly and should be avoided if at all possible. If you change your flight due to your personal plan changes, you are responsible for the charges. Once you have turned in your request, you may not change your dates. Please carefully consider these dates when you are filling out this form.

For travel related to a presentation or poster at a scholarly meeting, students should make sure you have applied for the Graduate School travel funds before the trip. Only one trip per academic year is approved by the Graduate School for travel funds.
AFTER TRAVEL – You will fill out a (pink) STATEMENT OF TRAVEL & EXPENSE form. Travel reimbursement forms should be completed within five days upon return from the travel and given to the administrative specialist for review.

You must keep all receipts for your business travel – food, hotel, parking, taxi, bus, and train and baggage fees. Failure to submit receipts will result in no reimbursement. Alcohol and personal expenses are not reimbursable.

When sharing a room, each person must request a receipt in their name. Ask the hotel to split the bill so that each person can pay for his/her share of the lodging cost. Parking, telephone, or wireless fees should be listed separately on the travel expense form.

Students should be familiar with the state policies on travel reimbursements as there are individual meal and daily reimbursement limitations, depending upon the location of your travel. Allowable meal expense should not exceed the limit set by the Department Head. Meals for day trips are not reimbursable. Claims for travel reimbursement will be allowed only for actual expenses incurred within the limits and restrictions of the regulations. These guidelines are found at http://travel.uark.edu/691.php

**Purchasing Card (P-Card)**

The Departmental purchasing card is available for eligible purchases. The card is obtained by request from Departmental Support Staff. Non-allowable charges include alcohol, food, travel expenses, printing, cash advances, gift certificates, fuel and personal purchases. If you have a question about what is allowed, please ask.

**Receipts**

Personal reimbursements are allowed in case of emergency only. Always save all receipts and turn in your receipts for reimbursement.

**Support Staff Assistance**

The support staff in the department will (on a time available basis) type official letters and other materials as requested by the major adviser for funded graduate students. The Department Head must approve other requests.

**MISCELLANEOUS**

**Supplies**

All supplies are in the supply cabinets, closet or vault. If you need additional supplies, please submit your request to the administrative specialist. When replacing ink/toner cartridges, please give empty to the administrative specialist so a replacement can be ordered.

**Technology**

Technology is available for checkout through the administrative specialist. If you have a technical problem with your computer, please notify the department support staff, and then go to http://agritechhelp.uark.edu/ and submit a request. If your computer requires a purchase for repair, please submit for approval from the office manager. If your computer/printer is beyond repair, please notify the office manager for disposal procedures.
## APPENDICES

### Primary Areas of Faculty Research:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Location</th>
<th>Contact Information</th>
<th>Specialization and Expertise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casandra K. Cox</td>
<td>205 Agriculture Building</td>
<td>(479) 575-2040 <a href="mailto:ccrumle@uark.edu">ccrumle@uark.edu</a></td>
<td>Leadership Development, computers applications and agricultural communications. Expertise and Instrumentation: Technology use and computer skills assessments, qualitative research.</td>
</tr>
<tr>
<td>Don W. Edgar</td>
<td>205 Agriculture Building</td>
<td>(479) 575-2037 <a href="mailto:dedgar@uark.edu">dedgar@uark.edu</a></td>
<td>Teacher Education, Effective Teaching Methods, Curriculum and Instructional Design, and Statistical Analyses. Expertise and instrumentaton: Assessment of teaching effectiveness, engine performance and evaluation, technical educational techniques.</td>
</tr>
<tr>
<td>Leslie D. Edgar</td>
<td>205 Agriculture Building</td>
<td>(479) 575-6770 <a href="mailto:ledgar@uark.edu">ledgar@uark.edu</a></td>
<td>Agricultural Communications, electronic media, curriculum and instructional design. Expertise and Instrumentation: Curriculum development and evaluation, electronic media integration, mixed methods research.</td>
</tr>
<tr>
<td>Donna L. Graham</td>
<td>205 Agriculture Building</td>
<td>(479) 575-6346 <a href="mailto:dgraham@uark.edu">dgraham@uark.edu</a></td>
<td>Extension Education, human resource development in community organizations, student retention. Expertise and Instrumentation: Identification of professional development needs, assessment of instructional delivery systems, perceptions of client groups, change process.</td>
</tr>
<tr>
<td>Donald M. Johnson</td>
<td>205 Agriculture Building</td>
<td>(479) 575-2039 <a href="mailto:dmjohnso@uark.edu">dmjohnso@uark.edu</a></td>
<td>Agricultural Systems Technology: Expertise and Instrumentation. Engine performance and emissions testing, technical education.</td>
</tr>
<tr>
<td>Name</td>
<td>Address</td>
<td>Telephone</td>
<td>Email</td>
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<tr>
<td><strong>Jefferson D. Miller</strong></td>
<td>205 Agriculture Building (479) 575-5650 <a href="mailto:jdmiller@uark.edu">jdmiller@uark.edu</a></td>
<td></td>
<td>Agricultural Communications: Communication evaluation, agricultural communication curriculum development, qualitative research and evaluation, agritourism marketing.</td>
</tr>
<tr>
<td><strong>K. Jill Rucker</strong></td>
<td>205 Agriculture Building (479) 575-3506 <a href="mailto:kathrynr@uark.edu">kathrynr@uark.edu</a></td>
<td></td>
<td>Agricultural Communications, leadership education and development, and rural development.</td>
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<tr>
<td><strong>Kate W. Shoulders</strong></td>
<td>205 Agriculture Building (479) 575-3799 <a href="mailto:cshoulde@uark.edu">cshoulde@uark.edu</a></td>
<td></td>
<td>Agricultural Education</td>
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<tr>
<td><strong>George W. Wardlow</strong></td>
<td>205 Agriculture Building (479) 575-2038 <a href="mailto:wardlow@uark.edu">wardlow@uark.edu</a></td>
<td></td>
<td>Teacher Education, Teaching Effectiveness, Agricultural Systems Technology.</td>
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</tbody>
</table>
# Sequence of Formal Procedures

## Checklist for completion of Graduate Programs

<table>
<thead>
<tr>
<th>Student: __________________________</th>
<th>Degree: ______________________________</th>
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</thead>
<tbody>
<tr>
<td>Starting Date: __________________</td>
<td>Expected Completion Date: ______________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Initiated through or approved by</th>
<th>Time</th>
<th>Date Completed and Adviser’s Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Appointment of temporary academic adviser</td>
<td>Graduate Coordinator</td>
<td>First week of enrollment</td>
</tr>
<tr>
<td>2</td>
<td>Register for coursework</td>
<td>Academic Adviser</td>
<td>Each semester</td>
</tr>
<tr>
<td>3</td>
<td>Selection of program (thesis/non-thesis)</td>
<td>Graduate Coordinator</td>
<td>Before first registration</td>
</tr>
<tr>
<td>4</td>
<td>Selection and appointment of thesis adviser or academic adviser (non-thesis)</td>
<td>Student, Graduate Coordinator, and Department Head</td>
<td>During first regular semester</td>
</tr>
<tr>
<td>5</td>
<td>Submission of proposed list of courses for whole program</td>
<td>Student and Adviser</td>
<td>End of first semester and update as needed</td>
</tr>
<tr>
<td>6</td>
<td>Select thesis/special problem topic</td>
<td>Thesis/Academic Adviser</td>
<td>During second semester</td>
</tr>
<tr>
<td>7</td>
<td>Selection and appointment of the thesis committees and thesis title</td>
<td>Student and Adviser</td>
<td>During second semester</td>
</tr>
<tr>
<td>8</td>
<td>Review of program progress</td>
<td>Academic or Thesis Adviser</td>
<td>Each regular semester and summer</td>
</tr>
<tr>
<td>9</td>
<td>Complete course work</td>
<td>Student</td>
<td>Within deadline</td>
</tr>
<tr>
<td>10</td>
<td>Set date for final oral or written exam</td>
<td>Thesis or Academic Adviser</td>
<td>To be held six weeks before end of program</td>
</tr>
<tr>
<td>11</td>
<td>Complete thesis/special problem</td>
<td>Student</td>
<td>Within deadline when thesis is ready</td>
</tr>
<tr>
<td>12</td>
<td>Submit thesis to committee</td>
<td>Student</td>
<td>Three weeks before final</td>
</tr>
<tr>
<td>13</td>
<td>The final presentation of thesis/projects requirements.</td>
<td>Student</td>
<td>Final semester</td>
</tr>
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<tr>
<td>14</td>
<td>Schedule date for final oral or written examination</td>
<td>Student with Adviser Committee</td>
<td>Four weeks before end of program</td>
</tr>
<tr>
<td>15</td>
<td>Final oral or written examination</td>
<td>Student and Examination Committee</td>
<td>Two weeks before end of program for thesis students; May, August or December for non-thesis students</td>
</tr>
<tr>
<td>16</td>
<td>Final Pass exam, notify Graduate School</td>
<td>Academic/Thesis Adviser</td>
<td>Within deadline</td>
</tr>
<tr>
<td>17</td>
<td>Submit thesis to Graduate School*</td>
<td>Student</td>
<td>At least one week prior to end of semester</td>
</tr>
<tr>
<td>18</td>
<td>Apply for graduation</td>
<td>Student</td>
<td>Within deadline</td>
</tr>
<tr>
<td>19</td>
<td>Complete exit interview</td>
<td>Student</td>
<td>Before departing campus</td>
</tr>
</tbody>
</table>

*Student should always consult the academic calendar on the Graduate School web page for deadlines.