

Handbook

Graduate Program
Policies and Procedures

Master of Science
Agricultural and Extension Education



UNIVERSITY OF
ARKANSAS

DALE BUMPERS COLLEGE
OF AGRICULTURAL, FOOD
& LIFE SCIENCES

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A LETTER FROM THE GRADUATE PROGRAM COORDINATOR

Dear Graduate Student,

Congratulations on your acceptance into the Agricultural and Extension Education Master of Science (AEED-MS) Graduate Program and welcome to the Department of Agricultural Education, Communication, and Technology (AECT).

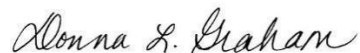
The purpose of this handbook is to provide information about the requirements, policies and procedures for obtaining the Master of Science degree in Agricultural and Extension Education. Please read the handbook carefully and become familiar with its contents.

The AEED-MS program is only one of the graduate degree programs administered by the Graduate School at the University of Arkansas. A comprehensive listing of all graduate degree programs, courses offered for graduate credit, and campus resources are found in the *Graduate School Catalog*. Students will find detailed information on policies and procedures governing graduate studies and degree requirements in the *Graduate Handbook*. The handbook is found online at http://graduate-and-international.uark.edu/_resources/forms/graduate-handbook.pdf

The *Graduate School Catalog* and the *Graduate School Handbook* are meant as references for specific questions or policy, deadlines or other pertinent information. The Graduate School web page <http://graduate-and-international.uark.edu/> is the best source of all policies and procedures and important forms and deadlines. You should become familiar and know how to locate information on the Graduate School website, which may change from one year to the next.

We look forward to your participation in our graduate program. While we have strong expectations of you, please remember the graduate 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 (in terms of 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 be prepared for class 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; 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, or similar meetings.

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 advisor 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 advisors/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! The next two years or more will be different from your undergraduate studies. You will be challenged, in and out of the classroom. There may be times when you feel in over your head. But most of 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.

HANDBOOK OF GRADUATE PROGRAM POLICIES

INTRODUCTION

The Department of Agricultural Education, Communications, and Technology at the University of Arkansas offers graduate programs of study leading to the Master of Science (M.S.) degree in Agricultural and Extension Education (AEED-MS). 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 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 PROGRAMS

The AECT department offers the Master of Science in Agricultural and Extension Education (AEED) degree. 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 and oral examination.

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 per satisfactory scores on a comprehensive examination on core course work.

GENERAL REQUIREMENTS FOR THE MASTER OF SCIENCE DEGREE

General requirements for the degree of Master of Science

- 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.
- A comprehensive examination, either oral examination for thesis option or written examination for non-thesis students.
- 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 from 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 may 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. This 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 advisor 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 course 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 his/her 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 advisor. This academic 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 advisor 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 D-1. It is the student's responsibility to ensure all procedures are followed to ensure satisfactory progress in the program.

<http://graduate-and-international.uark.edu/resources/forms/grad-student-review.pdf>

Petitioning

Invariably situations arise that are not explicitly covered by departmental rules and regulations. Additionally, 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 advisor 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 (for on-campus students)

The Department conducts an orientation meeting for new graduate students prior to 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 assistants 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 graduate assistants 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>

DEPARTMENTAL REQUIREMENTS AND PROCEDURES

Course Requirements

All students must enroll in 9 hours of core courses to include: Research Methods, Interpreting Social Data in Agriculture, and Research Methods Social Science. These courses are listed in the degree program proposal form presented in Appendix A-1.

Electives

Students will have from 12-24 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. In order 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 advisor and Graduate School approval. A grade of "C" or higher must be earned for the course 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, the student may not repeat a course that they have taken as an undergraduate student to count toward the master's degree. Student 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 from <http://graduate-and-international.uark.edu/resources/forms/3000-4000-level.pdf>

Each semester, students are required to discuss a proposed schedule of classes and gain approval by the advisor 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.
- *Audit hours* should be considered equivalent with *credit hours* in applying the six hour deficiency limit, even though the thesis advisor 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 advisor, will determine a satisfactory work agreement for the balance of the student's program. This approval generally means additional enrollment equivalent to the thesis research hours (6 hours).

Advisor

Upon entering the program, a student will be assigned a temporary academic advisor. After the first semester, students should identify a faculty member to serve as their permanent academic advisor. The student may choose to maintain the temporary advisor as the permanent advisor, but the student is equally free to select any other faculty member. If the student is a graduate assistant in research, the thesis advisor 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 advisor 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 advisor or obtain a new faculty advisor. The advisor 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 (Appendix A-1) that will constitute his/her full course of study for the master's degree. The form is developed in consultation with the permanent advisor 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 advisor and Graduate Program Committee.

Selection of Student Examinations Committee

The student and the academic advisor must select at least two additional members to serve on the student's advisory committee. These members may be AECT faculty and a faculty member outside the Department.

(Appendix B-1). 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 names (Appendix B-2) and thesis title (Appendix B-3) is completed at least one semester prior to the comprehensive oral examination. The thesis advisor must be a member of the committee. These forms must be submitted to the Department Head and to the Dean of the Graduate School for approval at least three months prior to 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 <https://graduate-and-international.uark.edu/graduate/current-students/forms.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 advisor(s), requires the consent of the Department Head as well as the Graduate School. Committee members or advisors cannot be changed without the advisor'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 /or 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 advisor 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 advisor and submitted to the thesis committee for approval prior to 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:

Option 1: Publishable Paper(s) – Each chapter must be able to stand on its own as a complete work.

Overall Abstract

Chapter 1 – Introduction – general need for the study, literature, problem statement

Should present the topic and explain the rationale for compiling the two articles into one document.

Chapter 2 – Article 1

Chapter 3 – Article 2

Chapter 4 – Conclusion

Should summarize the articles and provide concluding remarks.

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 or 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://graduate-and-international.uark.edu/_resources/forms/thesis-dissertation-guide.pdf

Option 2: Chapter Manuscript – This is the regular style of a thesis intended to be a whole work that stands together from one chapter to the next.

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



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 advisor in consultation with the thesis committee 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 prior to the date of the comprehensive examination (see Appendix B-3).

Thesis Development

When the thesis advisor 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 advisor 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 prior to 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 advisors 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://graduate-and-international.uark.edu/resources/forms/thesis-dissertation-guide.pdf>

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) - Manuscript track

Non-thesis students with manuscript track 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, investigate 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, investigate related research to solve the problem, develop a plan of action for resolving the problem, test the action plan and then reflect on the process with implications for a future plan of action.

Students with non-thesis research should also search for outlets to publish or present the findings of their work. Some examples are included in manuscripts options 1 and 2.

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** (prior to August; December and May deadline dates established by the Graduate School), in consultation with your advisor. 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, subsequent to the examination. *Nonetheless, it is the responsibility of the student and the advisor to see that the readers' copies are in the acceptable final form prior to 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 prior to 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 or written examination, it is the duty of the academic advisor to verify that the candidate has satisfied all the course requirements for the M.S. degree. The advisor shall calculate the candidate's departmental file containing grade reports to 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 advisor 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 advisor 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 advisor handles reporting the decision of the committee to the Graduate School and submits the Record of Progress form (c-1).*

Completion of Thesis

It is the responsibility of the student and the thesis advisor to assure that the suggestions arising from the oral examination be satisfactorily resolved. Once the thesis advisor is satisfied with the thesis, the advisor will sign the Record of Progress (Appendix C-1). 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://graduate-and-international.uark.edu/resources/forms/thesis-dissertation-guide.pdf>

Apply to graduate, pay all application fees, and notice all deadlines listed on the graduation checklist. Forms and deadlines change from one year to the next so it is important to 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 the advisor and any committee member who wishes to have a copy. All non-thesis students should check their advisor for directions on final non-thesis copies.

Master of Science in Agricultural and Extension Education (AEED) Program Proposal

(Program proposal should be completed and submitted to AEED Graduate Coordinator during first semester for enrollment.)

Student _____ Major Professor _____
 University I.D. Number _____ Date Admitted _____
 Credit Hour Minimum 33 Hours Option: Thesis or Non-Thesis _____

	Course Number	Title	Semester Year	Grade	Units of Credit
Deficiency	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

Required Courses	9 Hours
AGED 5053 Philosophy of Education	3
AGED 5473 Interpreting Social Data	3
AGED 5463 Research Methods Social Sciences	3
<hr/>	
Thesis Option	18 Hours
AGED 5001 Seminar	3
Grant Writing (1)
Proposal Development (1)
Technical Communications (1)
AGED 600V Thesis	6
Electives	15
<hr/>	
Non-Thesis Option	24 Hours
Communication's Elective	3
Electives	21
.....
.....
.....
.....

Alternate Courses.Hours

Final Examination will be: (circle one) ORAL WRITTEN AND ORAL

Committee Approval:

<u>Name</u>	<u>Signature</u>	<u>Date</u>

Student Acceptance:

General minimum requirements for the Master of Science in the Department of Agricultural and Extension Education are:

1. A total minimum of 33 hours (including 6 hours Thesis for "Thesis option").
2. A comprehensive examination.
3. A cumulative grade average of 2.85.
4. A minimum residence of 30 weeks. Six (6) hours of these graduate hours must be in residence on the Fayetteville campus. If the student is unable to enroll for on-campus courses, the other 24 hours must be University of Arkansas- Fayetteville courses taken at approved off-campus locations around the state.
5. Completion of course work in agricultural and extension education, technical agriculture, adult education and/or other areas approved by the student's graduate committee.

**Graduate School
UNIVERSITY OF ARKANSAS
MASTER'S PROGRAM ADVISORY COMMITTEE**

Student's Name: _____ ID Number: _____

Degree Sought: _____ Degree Program: _____

Student's Signature: _____ Date: _____
(signature)

The Master's Program Advisory Committee oversees the student's program of study. The Graduate School requires a minimum of three members with group III or higher graduate faculty status. Department/programs may have additional requirements.

Master's Program Advisory Committee
(Please type or print **FULL NAME**. Example: Jane R. Doe.)
(Please **NOTE** if ex-officio or off campus.*)

CHAIR	
<i>Please PRINT full name</i>	<i>signature*</i>
<i>Please PRINT full name</i>	<i>signature*</i>
<i>Please PRINT full name</i>	<i>signature*</i>
<i>Please PRINT full name</i>	<i>signature*</i>
<i>Please PRINT full name</i>	<i>signature*</i>
<i>Please PRINT full name</i>	<i>signature*</i>

Department Chair/Head
or Program Director: _____ Date: _____
(signature)

Approved: _____ Date: _____
Office of the Graduate Dean

This form is to be submitted to the Graduate School as soon as the committee has been selected. Changes to the committee must be done in accordance with Graduate School rules and require the approval of Graduate School. * Signatures are not required for ex officio or off campus faculty

Original: Graduate School
xc: Department/Degree Program

UNIVERSITY OF ARKANSAS
GRADUATE SCHOOL

Master's Record of Progress
(Submit original to Graduate School)

Name: _____ ID: _____

Department: _____ Degree: _____ Major: _____

Master's Comprehensive Examination

The above named student passed the master's comprehensive examination on: _____
(date)

Committee (minimum of three)		Score*
Chair _____ Type or Print Name	_____ Signature (Chair)	_____
_____ Type or Print Name	_____ Signature	_____
_____ Type or Print Name	_____ Signature	_____
_____ Type or Print Name	_____ Signature	_____
_____ Type or Print Name	_____ Signature	_____

*A score, either pass or fail or a numerical score, **MUST** be indicated by each member of the committee.

Master's Thesis/Non-thesis Option

Non-Thesis Option _____ Date of Final Examination or Project Approval: _____

Thesis Option _____ Date of Defense: _____ Grade (Optional): _____

Degree Requirements

All department requirements for completion of the degree: (check below)

- _____ have been met.
- _____ will be met (check all that apply)
 - _____ when current course work is satisfactorily completed
 - _____ with submission of thesis to the Mullins Library
 - _____ with approved transfer of graduate credit
 - _____ other _____

Signature (Department Head): _____

Graduate School Use Only

Comprehensive Exam Passed: _____

Degree: _____

Thesis Accepted: _____ Grade: _____

Major: _____

Research Committee Approval: _____

Office of the Dean Date

Annual Review of Progress towards Graduation

ANNUAL REVIEW OF GRADUATE STUDENT PROGRESS TOWARD GRADUATION FOR THE MASTERS OF SCIENCE IN AGRICULTURAL and EXTENSION EDUCATION

Review Content

- A. Progress on satisfying deficiencies.
- B. Has formed thesis/advisory committee.
- C. Progress on completing required courses. It is expected that both thesis and non-thesis students will complete their required course work in no more than three semesters and intervening summer session(s). Exceptions are made for part-time students. Grade point average will be discussed. Student will be informed of need for 2.85 GPA to graduate.
- D. Thesis students are expected to select their thesis topics during their second full semester. Topic, including provisional thesis title, should be identified. Justification for not completing thesis by end of second year's enrollment should be given.
- E. Non-thesis students should take written comprehensive exam by end of third full semester. Exceptions are expected for part-time students.

Review Committee

The Chair of the Graduate Committee and the student's academic/thesis adviser will constitute the Review Committee for a given student. The chair and the academic adviser will review the student's progress according to the criteria in **Review Content**.

Student Interview

Reviews shall be conducted, as far as practicable, during the month of May. The academic adviser will meet with the student in a face-to-face interview, if possible, or a telephone interview. During the interview the student will be appraised of his/her progress. If progress is not satisfactory, suggestions will be made to improve performance. If neither a telephone nor face-to-face interview is possible, a letter will be mailed to the student's last known street or post-office box address. Acknowledgment of letter will be requested.

Consequences for Students Who Refuse to Participate

Students failing to participate in a personal interview or not acknowledging receipt of letter will be recommended for removal from the Graduate School.

Form will be provided by the Graduate School. Copies of progress will be supplied to the Graduate Coordinator.

ANNUAL GRADUATE STUDENT ACADEMIC REVIEW

Due dates are determined by the department. Completed evaluations must be submitted to the Graduate School by June 30th of each year by the department or interdisciplinary program.

PLEASE NOTE: A review is NOT necessary if: a. the student graduated. b. the student never enrolled after acceptance into your program. c. the student was never officially admitted to your program.

1. Student's Name: _____

2. Student's Personal Identification Number: _____

3. Student's degree program: _____

4. Semester and year student entered degree program: _____

5. Does student have any out of date course work? (Course work is considered out of date if at the time of graduation it will be more than six years old for masters and more than seven years old for doctorate.)
_____ YES _____NO

6. This student (check one):

_____ is making satisfactory progress toward the degree.

_____ is not making satisfactory progress toward the degree.

Please attach a statement describing the requirements for satisfactory progress that are not being met by this student. Explain how satisfactory progress toward the degree can be regained.

_____ has withdrawn from the program.

_____ has been dismissed from the program because of unsatisfactory progress toward the degree. Please attach a statement explaining why the student was dismissed and a copy of your letter to the student.

7. The results of the review were communicated to the student:

a) by face-to-face interview on _____(date)

_____ (signature of student)

b) by the following procedure because the face-to-face interview was not possible or practical (**include dates of notification**): _____

8. This form accurately summarizes the annual graduate student academic review for this student for _____(Academic Year)

Signature of Review Coordinator

Name of Review Coordinator

Signature of Department Head/Chair

Date

FOR GRADUATE SCHOOL USE ONLY:

Review received (signature of dean): _____

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 financial assistance in 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/or other research assigned by their thesis advisor 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 <https://uark.myahpcare.com/enrollment>
- The stipends for assistantships may be adjusted annually as with all salaries at the University.

Policy on Assistantships

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 advisor, 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 on the basis of 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 Advisor 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 advisor. If your assistantship covers a nine-month period, you are to follow the same schedule of appointment as nine-month faculty, not the academic student

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 advisor. 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 advisor 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 advisor 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 is 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

Graduate students who represent the department at professional meetings can receive financial support for travel expenses. All travel should be approved before the travel takes place so that you are covered by university insurance.

Students who have a paper/poster accepted for presentation at a conference should apply for a travel grant awarded by the Graduate School. The Graduate School helps support travel to present research that has been conducted at and bears the name of the University of Arkansas. Some regulations regarding this travel support include:

- The awards are on a first-come, first serve basis
- A student may only receive one travel grant per year (July 1-June 30)
- Submission does not guarantee an award
- Only travel to professional meetings and conferences will be funded
- If multiple students work on a presentation, only one student will be funded as a presenter
- The applicant must enroll full time in a graduate degree program and in good academic standing at the time the travel occurs
- The completed application (abstract, proof of acceptance, estimated budget) must be submitted 6 weeks prior to the start of the travel.

The complete policy and the forms are on the web site : <http://graduate-recruitment.uark.edu/funding-degree/travel-grants.php>

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 (F-1) to start the process. Requests should be turned in at least two weeks prior to the date of travel for in-state travel and four weeks prior to 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 advisor. 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 prior to 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 (F-2). 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.

Meals

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.

Meals Included in Conference Registration

If a meal was paid for on your registration that is in addition to the cost of the registration, you will not be allowed reimbursement for an additional meal. One employee may not claim expenses of another.

Receipts

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

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.

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 advisor for funded graduate students. The Department Head must approve other requests.

MISCELLANIOUS

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:

Cassandra K. Cox	D04 AFLS Building (479) 575-2040 ccrumle@uark.edu	Leadership Development, computers applications and agricultural communications. Expertise and instrumentation: Technology use and computer skills assessments, qualitative research.
	E111 AFLS Building (479) 575-2037	Expertise and instrumentation:
	E113 AFLS (479) 575-6770	Expertise and instrumentation:
Donna L. Graham	E115 AFLS Building (479) 575-6346 dgraham@uark.edu	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.
Donald M. Johnson	E111B AFLS Building (479) 575-2039 dmjohnso@uark.edu	Agricultural Systems Technology: Expertise and instrumentation. Engine performance and emissions testing, technical education.
Jefferson D. Miller	D06 AFLS Building (479) 575-5650 jdmliller@uark.edu	Agricultural Communications: Expertise and instrumentation: Communication evaluation, agricultural communication

		curriculum development, qualitative research and evaluation, agritourism marketing.
K. Jill Rucker	D05 AFLS Building (479) 575-3506 kathrynr@uark.edu	Agricultural Communications, leadership education and development, and rural development. Expertise and instrumentation: Communication and leadership curriculum development and evaluation, qualitative research, and leadership assessments
Kate W. Shoulders	E111A AFLS Building (479) 575-3799 cshoulde@uark.edu	Agricultural Education Expertise and instrumentation: teaching methods in agricultural education, STEM integration, renewable energy education and adoption
George W. Wardlow	E114 AFLS Building (479) 575-2038 wardlow@uark.edu	Teacher Education, Teaching Effectiveness, Agricultural Systems Technology. Expertise and instrumentation: Cognition, teaching, and learning; assessment of teaching effectiveness, engine and biofuels testing.

Sequence of Formal Procedures

Checklist for completion of Graduate Programs

Student: _____ Degree: _____
 Starting Date: _____ Expected Completion Date: _____

	Procedure	Initiated through or <u>approved by</u>	Time	Date Completed and Advisor's Initials
1	Appointment of temporary academic advisor	Graduate Coordinator	First week of enrollment	
2	Register for coursework	Academic Advisor	Each semester	
3	Selection of program (thesis/non-thesis)	Graduate Coordinator	Before first registration	
4	Selection and appointment of thesis advisor or academic advisor (non-thesis)	Student, Graduate Coordinator, and Department Head	During first regular semester	
5	Submission of proposed list of courses for whole program	Student and Advisor	End of first semester and update as needed	
6	Select thesis/special problem topic	Thesis/Academic Advisor	During second semester	
7	Selection and appointment of the thesis committees and thesis title	Student and Advisor	During second semester	
8	Review of program progress	Academic or Thesis Advisor	Each regular semester and summer	
9	Complete course work	Student	Within deadline	
10	Set date for final oral or written exam	Thesis or Academic Advisor	To be held six weeks before end of program	
11	Complete thesis/special problem	Student	Within deadline when thesis is ready	
12	Submit thesis to committee	Student	Three weeks before final	

			oral examination	
13	The final presentation of thesis/projects requirements.	Student	Final semester	
14	Schedule date for final oral or written examination	Student with Advisor Committee	Four weeks before end of program	
15	Final oral or written examination	Student and Examination Committee	Two weeks before end of program for thesis students; May, August or December for non-thesis students	
16	Final Pass exam, notify Graduate School	Academic/Thesis Advisor	Within deadline	
17	Submit thesis to Graduate School*	Student	At least one week prior to end of semester	
18	Apply for graduation	Student	Within deadline	
19	Complete exit interview	Student	Before departing campus	

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

Master of Science in Agricultural and Extension Education (AEED) Program Proposal

(Program proposal should be completed and submitted to AEED Graduate Coordinator during first semester for enrollment.)

Student _____ Major Professor _____

University I.D. Number _____ Date Admitted _____

Credit Hour Minimum _____ 33 Hours Option: Thesis or Non-Thesis _____

	Course <u>Number</u>	<u>Title</u>	Semester <u>Year</u>	<u>Grade</u>	Units of <u>Credit</u>
Deficiency	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

Required Courses					9 Hours
AGED 5053	Philosophy of Education			3
AGED 5473	Interpreting Social Data			3
AGED 5463	Research Methods Social Sciences			3
Thesis Option					18 Hours
AGED 5001	Seminar			3
	Grant Writing (1)
	Proposal Development (1)
	Technical Communications (1)
AGED 600V	Thesis			6
Electives				15
Non-Thesis Option					24 Hours
	Communication's Elective			3
Electives				21

Alternate Courses.Hours

Final Examination will be: (circle one) ORAL WRITTEN AND ORAL

Committee Approval:

<u>Name</u>	<u>Signature</u>	<u>Date</u>

Student Acceptance:

General minimum requirements for the Master of Science in the Department of Agricultural and Extension Education are:

1. A total minimum of 33 hours (including 6 hours Thesis for "Thesis Option").
2. A Comprehensive Examination.
3. A cumulative grade average of 2.85.
4. A minimum residence of 30 weeks. Six (6) hours of these graduate hours must be in residence on the Fayetteville Campus. If the student is unable to enroll for on-campus courses, the other 24 hours must be University of Arkansas - Fayetteville courses taken at approved off-campus locations around the state.
5. Completion of course work in agricultural and extension, technical agriculture, adult education and/ or other areas approved by the student's graduate committee.

**Graduate School
UNIVERSITY OF ARKANSAS
MASTER'S PROGRAM ADVISORY COMMITTEE**

Student's Name: _____ ID Number: _____

Degree Sought: _____ Degree Program: _____

Student's Signature: _____ Date: _____
(signature)

The Master's Program Advisory Committee oversees the student's program of study. The Graduate School requires a minimum of three members with group III or higher graduate faculty status. Department/programs may have additional requirements.

Master's Program Advisory Committee
(Please type or print **FULL NAME**. Example: Jane R. Doe.)
(Please **NOTE** if ex-officio or off campus.*)

CHAIR	
<i>Please PRINT full name</i>	<i>signature*</i>
<i>Please PRINT full name</i>	<i>signature*</i>
<i>Please PRINT full name</i>	<i>signature*</i>
<i>Please PRINT full name</i>	<i>signature*</i>
<i>Please PRINT full name</i>	<i>signature*</i>
<i>Please PRINT full name</i>	<i>signature*</i>

Department Chair/Head
or Program Director: _____ Date: _____
(signature)

Approved: _____ Date: _____
Office of the Graduate Dean

This form is to be submitted to the Graduate School as soon as the committee has been selected. Changes to the committee must be done in accordance with Graduate School rules and require the approval of Graduate School. * Signatures are not required for ex officio or off campus faculty

Original: Graduate School
xc: Department/Degree Program

Revised: 08/17/2015

Graduate School
UNIVERSITY OF ARKANSAS

MASTER'S THESIS COMMITTEE

Student's Name: _____ ID Number: _____

Degree Sought: _____ Degree Program: _____

Student's Signature: _____ Date: _____
(signature)

The Master's Thesis Committee is responsible for insuring that the thesis presented meets high academic standards and constitutes a significant contribution to the knowledge of the study area. The Graduate School requires a minimum of three members with group III or higher graduate faculty status. Department/programs may have additional requirements.

Master's Thesis Committee

(Please type or print **FULL NAME**. Example: Jane R. Doe.)

(Please **NOTE** if ex-officio or off campus.)

CHAIR

_____	<i>Please PRINT full name</i>	_____	<i>signature*</i>
_____	<i>Please PRINT full name</i>	_____	<i>signature*</i>
_____	<i>Please PRINT full name</i>	_____	<i>signature*</i>
_____	<i>Please PRINT full name</i>	_____	<i>signature*</i>
_____	<i>Please PRINT full name</i>	_____	<i>signature*</i>
_____	<i>Please PRINT full name</i>	_____	<i>signature*</i>

Department Chair/Head: _____ Date: _____

Approved: _____ Date: _____
Office of the Graduate Dean

This form is to be submitted to the Graduate School as soon as the committee has been selected. Changes to the committee must be done in accordance with Graduate School rules and require the approval of Graduate School. * Signatures are not required for ex officio or off campus faculty

Original: Graduate School
xc: Department/Degree Program

Revised: 04/05/13

**Graduate School
UNIVERSITY OF ARKANSAS**

MASTER'S THESIS TITLE

Student's Name: _____ ID Number: _____

Degree Sought: _____ Degree Program: _____

Title of the thesis to be applied toward the requirements of the degree and the degree program listed above:

Will Research Committee Review Be Required?

(This section **must** be completed.) **Approval #**

Biosafety Committee (Recombinant DNA)	Yes* _____	No _____	_____
Animal Care and Use Committee	Yes* _____	No _____	_____
Institutional Review Board (Human Subjects)	Yes* _____	No _____	_____

Please refer to the Office of Research Compliance web site for information about specific research committees:

vpred.uark.edu/199.php

*NOTE TO STUDENT: If **Yes** is checked, approval must be on file with the Office of Research Compliance before the degree will be conferred. If **No** is checked, no data requiring committee approval may be used in the thesis.

Chair of the Committee*: _____ Date: _____
 (*Chair must hold _____ (signature)
 graduate faculty status of I or II.)

Department Chair/Head: _____ Date: _____
 _____ (signature)

Approved: _____ Date: _____
 Office of the Graduate Dean

This form is to be submitted to the Graduate School as soon as the thesis topic has been established. The comprehensive examination may be scheduled as early as three months after the filing and acceptance of the thesis title.

The booklet Guide for Preparing Theses and Dissertations is available on our web site at grad.uark.edu/ and should be adhered to rigorously.

Original: Graduate School
 xc: Department/Degree Program

UNIVERSITY OF ARKANSAS
GRADUATE SCHOOL

Master's Record of Progress
(Submit original to Graduate School)

Name: _____ ID: _____

Department: _____ Degree: _____ Major: _____

Master's Comprehensive Examination

The above named student passed the master's comprehensive examination on: _____ (date)

		Committee (minimum of three)	Score*
Chair	_____	_____	_____
	Type or Print Name	Signature (Chair)	
	_____	_____	_____
	Type or Print Name	Signature	
	_____	_____	_____
	Type or Print Name	Signature	
	_____	_____	_____
	Type or Print Name	Signature	
	_____	_____	_____
	Type or Print Name	Signature	

*A score, either pass or fail or a numerical score, **MUST** be indicated by each member of the committee.

Master's Thesis/Non-thesis Option

Non-Thesis Option _____ Date of Final Examination or Project Approval: _____

Thesis Option _____ Date of Defense: _____ Grade (Optional): _____

Degree Requirements

All department requirements for completion of the degree: (check below)

- _____ have been met.
- _____ will be met (check all that apply)
 - _____ when current course work is satisfactorily completed
 - _____ with submission of thesis to the Mullins Library
 - _____ with approved transfer of graduate credit
 - _____ other _____

Signature (Department Head): _____

Graduate School Use Only

Comprehensive Exam Passed: _____ Degree: _____

Thesis Accepted: _____ Grade: _____ Major: _____

Research Committee Approval: _____

Office of the Dean

Date

revised 10/2016

Annual Review of Progress towards Graduation

ANNUAL REVIEW OF GRADUATE STUDENT PROGRESS TOWARD GRADUATION FOR THE MASTERS OF SCIENCE IN AGRICULTURAL and EXTENSION EDUCATION

Review Content

- F. Progress on satisfying deficiencies.
- G. Has formed thesis/advisory committee.
- H. Progress on completing required courses. It is expected that both thesis and non-thesis students will complete their required course work in no more than three semesters and intervening summer session(s). Exceptions are made for part-time students. Grade point average will be discussed. Student will be informed of need for 2.85 GPA to graduate.
- I. Thesis students are expected to select their thesis topics during their second full semester. Topic, including provisional thesis title, should be identified. Justification for not completing thesis by end of second year's enrollment should be given.
- J. Non-thesis students should take written comprehensive exam by end of third full semester. Exceptions are expected for part-time students.

Review Committee

The Chair of the Graduate Committee and the student's academic/thesis adviser will constitute the Review Committee for a given student. The chair and the academic adviser will review the student's progress according to the criteria in **Review Content**.

Student Interview

Reviews shall be conducted, as far as practicable, during the month of May. The academic adviser will meet with the student in a face-to-face interview, if possible, or a telephone interview. During the interview the student will be appraised of his/her progress. If progress is not satisfactory, suggestions will be made to improve performance. If neither a telephone nor face-to-face interview is possible, a letter will be mailed to the student's last known street or post-office box address. Acknowledgment of letter will be requested.

Consequences for Students Who Refuse to Participate

Students failing to participate in a personal interview or not acknowledging receipt of letter will be recommended for removal from the Graduate School.

Form will be provided by the Graduate School. Copies of progress will be supplied to the Graduate Coordinator.

ANNUAL GRADUATE STUDENT ACADEMIC REVIEW

Due dates are determined by the department. Completed evaluations must be submitted to the Graduate School by June 30th of each year by the department or interdisciplinary program.

PLEASE NOTE: A review is NOT necessary if: a. the student graduated. b. the student never enrolled after acceptance into your program. c. the student was never officially admitted to your program.

9. Student's Name: _____

10. Student's Personal Identification Number: _____

11. Student's degree program: _____

12. Semester and year student entered degree program: _____

13. Does student have any out of date course work? (Course work is considered out of date if at the time of graduation it will be more than six years old for masters and more than seven years old for doctorate.)

_____ YES _____ NO

14. This student (check one):

_____ is making satisfactory progress toward the degree.

_____ is not making satisfactory progress toward the degree.

Please attach a statement describing the requirements for satisfactory progress that are not being met by this student. Explain how satisfactory progress toward the degree can be regained.

_____ has withdrawn from the program.

_____ has been dismissed from the program because of unsatisfactory progress toward the degree. Please attach a statement explaining why the student was dismissed and a copy of your letter to the student.

15. The results of the review were communicated to the student:

a) by face-to-face interview on _____ (date)

_____ (signature of student)

b) by the following procedure because the face-to-face interview was not possible or practical (**include dates of notification**): _____

16. This form accurately summarizes the annual graduate student academic review for this student for _____ (Academic Year)

Signature of Review Coordinator

Name of Review Coordinator

Signature of Department Head/Chair

Date

FOR GRADUATE SCHOOL USE ONLY:

Review received (signature of dean): _____

Revised: 06/07/2017

BUSINESS TRAVEL AUTHORIZATION REQUEST

Traveler: _____ DEPT/UNIT: _____

Destination City: _____

Event Dates: _____ To _____ Dates of Travel: _____ To _____

Purpose of Travel: _____

Charge to Experiment Station Account: _____ or Campus Account: _____ My Project _____

Write in name of Subaccount: _____ Write in name of Subaccount: _____ Write in name of Subaccount: _____

Account Number _____

WILL YOU CHARGE AIRFARE TO A TCARD? If YES, attach itinerary from airline or agency.

ESTIMATED MILEAGE FOR REIMBURSEMENT: _____

WILL A P.O. BE ISSUED FOR REGISTRATION? If YES, attach registration form.

WILL YOU BE REQUESTING REIMBURSEMENT FOR REGISTRATION? How much? _____

HOTEL COST PER DAY: _____

DOES HOTEL COST EXCEED MAXIMUM RATE?

REASON: Conference Hotel Safety Save Trans. Expense Required Facilities

DO YOU REQUIRE MEALS FOR ALL DAYS? Yes No

DO YOU REQUIRE A TRAVEL ADVANCE? Yes No

TYPE OF TRANSPORTATION:

- Airline Transportation
- Private Vehicle
- University Vehicle
- Going with another party
- Number of people going with me _____

ANTICIPATED EXPENSES (Please estimate amounts)

- Registration _____
- Lodging _____
- Meals _____
- Car Rental _____
- Parking _____
- Miscellaneous _____

Employee Signature _____

Date Filled Out _____

Department Head Signature _____

Date Approved _____

TA# _____ TCARD Document _____ **FOR DEPT USE ONLY**
REGISTRATION PO _____ Airfare \$ _____

**UNIVERSITY OF ARKANSAS
STATEMENT OF TRAVEL & EXPENSE**

NAME _____

TA# _____ **TC#** _____

PURPOSE _____

TRAVEL DATES _____ **TO** _____

ACCOMPANIED BY _____

Departure Date & Time	Departure Location	Arrival Date & Time	Destination	Means Air, Private, University, Guest, Other
Trip ended	Date	/ /	Time	

REIMBURSABLE EXPENSES

Official Mileage	mi. @ .42		Airfare	
Vicinity Mileage	mi @ .42		Car Rental	
Lodging			Registration	
Meals Total:			Parking	
Breakfast Total:			Taxi	
Lunch Total:			Taxi	
Dinner Total:			Taxi	
Misc Expenses				
Description	Cost	Description	Cost	
Total Expenses				
Advance				
Difference				

DEPARTMENT HEAD APPROVAL

GRADUATE ASSISTANTSHIP AGREEMENT

AGRICULTURAL EDUCATION, COMMUNICATIONS & TECHNOLOGY

INSTRUCTIONS: This form is to be completed by all graduate students accepting assistantship assignments in the department of Agricultural Education, Communications and Technology. Return form to AGRI 205.

- I understand that I must complete a thesis as part of the Master of Science degree requirements (thesis option) or special project per a mutual agreement between me and my advisory committee chair.
- I understand that retention of my assistantship requires that I enroll in at least six (6) but not more than fifteen (15) credit hours of each fall and spring semester, not to exceed 33 credit hours for two years. On the thesis option, of the 33 total hours, six (6) credit hours must be thesis hours.
- If my assistantship is a 12-month appointment, I must carry a minimum of three (3) credit hours during the summer semester.
- I am required to maintain a 3.0 cumulative GPA for all graduate coursework.
- I will complete my Program of Study plan and committee meeting prior to completing twelve (12) Credit hours of graduate work.
- I will abide by all academic honesty policies in both my academic course work and in the work I complete in my assistantship.
- I will meet work requirements and expectations of my assistantship supervisor.
- I will work twenty (20) hours per week, except when the University is closed for holidays. I am not eligible for paid annual leave (vacation) or sick leave, and any absences from work while the university is open will be made up during the same week, if possible.
- Both my academic performance and my job performance will be evaluated to determine if the assistantship will be renewed.
- I may receive a graduate assistantship for no more than four semesters, excluding summer.

Student's Signature: _____ Date: _____

Academic Advisor's Signature: _____ Date: _____

AECT Department Head Signature: _____ Date: _____

Updated July 24, 2014