



THE OHIO STATE UNIVERSITY

AEE Graduate Program Handbook

Degree Name: Agricultural and Extension Education

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Graduate Program Handbook

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The Office Associate providing support for the AEE graduate program is Greta Wyrick in Room 204 Agricultural Administration Building (wyrick.1@osu.edu); her phone number is: (614) 688-3178. She can answer many procedural questions and provide copies of many of the forms needed for the graduate program.

The Director of Graduate Studies is Scott Scheer (scheer.9@osu.edu); his phone number is: (614) 292-6758. Questions about graduate associate positions should be directed to the ACEL Department Chair who can be contacted at: (614) 292-6909.

I. Introduction

The Agricultural and Extension Education (AEE) graduate program in the Department of Agricultural Communication, Education, and Leadership (ACEL <http://acel.osu.edu/>) offers graduate programs leading to the Master of Science (M.S.), Master of Education (M.Ed.) and Doctor of Philosophy (Ph.D.) degrees conferred by the Graduate School of The Ohio State University (OSU). AEE policies about graduate programs, in addition to those prescribed by the university and the OSU Graduate School, are monitored by the AEE Director of Graduate Studies (DGS) who serves as Chair of the AEE Graduate Studies Committee (GSC).

This handbook describes policies approved by the AEE graduate faculty that further define and expand upon the policies of the OSU Graduate School. This handbook should be used in conjunction with the OSU *Graduate School Handbook* which can be accessed through the link: <http://gradsch.osu.edu/Depo/PDF/Handbook.pdf>

II. Philosophy Statement on Graduate Education

The foundation for graduate study in education and communication includes the behavioral and social sciences and the history and philosophy of education and communication. Education and communication, as branches of knowledge and learning, are complementary as both draw from similar philosophical, theoretical, and empirical foundations and each contributes to the study and practice of the other. Students pursuing graduate study in AEE learn to understand and use knowledge grounded in foundation disciplines for planning, implementing, and evaluating educational and communication programs in food, agricultural, and environmental sciences.

The substance and process of graduate study must ensure that graduates:

- pursue knowledge and understanding as scholars;
- acquire theoretical knowledge and practical skills in one or more areas of specialization in education or communication;
- are appreciative of the role of systematic study and inquiry in the formulation and improvement of policy and programs, are discerning consumers of research, and have demonstrated competence in conducting and reporting research;
- exhibit openness and respect for diverse views and opinions; and
- seek new knowledge and experiences in the pursuit of and commitment to lifelong learning.

III. Graduate Studies Committee (GSC)

Refer to Section XIV of the *OSU Graduate School Handbook* for the Purpose, Membership, Selection, and Responsibilities of the AEE Graduate Studies Committee.

- A. Responsibilities: Perform the responsibilities described in Section I (Role of Graduate Studies Committees) of the *Graduate School Handbook*.
- B. Membership
 - 1. Three faculty members holding graduate faculty status and appointed by the ACEL Department Chair. Each term of membership is for three years on a rotational basis.
 - 2. The Chair of the committee (hereafter referred to as the Director of Graduate Studies, (DGS) is elected for a two-year term by the committee members.
- C. Advisers and Committees
 - 1. The GSC chair will appoint each student a temporary adviser at the start of the graduate program. The student, in consultation with the temporary adviser and/or DGS, will propose a permanent adviser and program committee. The DGS will assign the permanent adviser using the [“Adviser Notification Form: Agricultural and Extension Education.”](#) Faculty members should be consulted in advance and agree to serve as the temporary adviser.
 - 2. A change in adviser may be requested by the adviser or student, in writing, to the DGS on the [“Adviser Notification Form: Agricultural and Extension Education.”](#) The DGS, in consultation with the parties involved, may appoint a new adviser.
 - 3. Changes in membership of the program committee may be made upon approval by the adviser and student. The adviser will notify affected faculty members.

IV. Graduate Faculty Membership

Refer to Section XV of the *Graduate School Handbook* for rules pertaining to graduate faculty membership. Guidelines on how to become a member of the Graduate Faculty and for obtaining Category M status are enumerated there.

Guidelines for Determining Qualifications for Category P in the Graduate School:

- A. Nominees for Category P status must be familiar with Sections I, II, III, IV, and V of the *Graduate School Handbook* as well as this *AEE Graduate Program Handbook* and must accept the responsibilities outlined in those sections if granted Category P status.
- B. All current Category P faculty members in the AEE graduate program will be notified when a candidate has submitted an application for Category P status. Category P faculty members shall review the application and provide comments, should they desire, to the AEE GSC chair. A simple majority vote of all Category P graduate faculty in AEE is required for approval.
- C. Nominees must hold a doctoral degree.

- D. Nominees should be contributors to the graduate program in the department by regularly teaching graduate level courses and/or directing independent study and research.
- E. Nominees must have an active, focused research program, constituted through mutual agreement with the department chair and evaluated by the department chair.
- F. Nominees will have advised master's candidates to completion, some of which must have been Master of Science candidates.
- G. Nominees will have, generally, co-advised at least one doctoral student with an experienced Category P faculty member at OSU or advised doctoral students at another institution. Exceptions will be considered where the special technical expertise of the faculty member is necessary to direct the work of students where other faculty members do not have expertise.
- H. Nominees will have demonstrated a sustained record of dissemination of scholarly work through peer-reviewed papers and journal articles. Normally, the publications and/or presentations would average at least two per year in premier journals and research conferences.

V. Admission

Refer to Section II of the *Graduate School Handbook* for policies regarding admission to the Graduate School.

- A. Department standards for admission of graduate students (in addition to those of the OSU Graduate School) are:

Master's Program

1. Minimum cumulative undergraduate grade point average of 3.0 on a scale of 4.0.
2. Applicants must submit a one page Statement of Intent which describes a career objective consistent with the department's mission.
3. Applicants should have a minimum GRE score at the 40th percentile (Verbal and Quantitative) for domestic and international applicants.
4. Three letters of recommendation that attest to the applicant's academic performance and potential ability to complete the graduate degree requirements.

- B. Departmental standards for admission of students to the doctoral degree program, in addition to those of the OSU Graduate School, are:

Doctoral Program

1. Minimum cumulative undergraduate grade point average of 3.0 on a scale of 4.0.

2. Applicants must submit a one page Statement of Intent which describes a career objective consistent with the department's mission.
 3. Applicants should have a minimum of two years of professional experience in the area of specialization for their graduate program.
 4. Applicants should have a minimum GRE score at the 50th percentile (Verbal and Quantitative) for domestic applicants or 40th percentile (Verbal and Quantitative) for international applicants.
 5. Applicants should have successfully completed foundational courses in their area of specialization or be willing to remediate any deficiencies. Remedial courses will not be used to meet minimum degree requirements.
 6. If a Master's degree was completed in Agricultural and Extension Education at The Ohio State University, or in another department at OSU, applicants should complete the Request to Transfer Graduate Programs" (<http://gradsch.osu.edu/Depo/PDF/TransferGradProgram.pdf>) form (an OSU Graduate School application is not required). Each applicant must submit a Statement of Intent and three letters of recommendation that attest to the applicant's academic performance and potential ability to complete the graduate degree requirements.
- C. A request to transfer to the AEE graduate program from another OSU graduate program (see Request for Transfer of Graduate Programs form) must be initiated by the applicant, a section completed by the student's current department, and submitted to the Graduate School. It is then sent to the AEE Director of Graduate Studies (DGS). In addition, the applicant must submit a Statement of Intent and three current letters of recommendation written specifically for the AEE graduate program. A copy of the original set of Graduate School application materials will be requested from the original department.
- D. If a student has been admitted as a "Special Student," the number of hours taken while in that admission classification that will apply to an advanced degree will need to be endorsed by the student's advisory committee to the DGS.
- E. If a student has been admitted as a "Graduate Non-degree Student," the student's advisory committee may request up to 7 hours of graduate non-degree credit to be counted for the degree program as permitted by the OSU Graduate School.
- F. Students admitted on a "Conditional" status who seek to move to "Regular" status must certify to the DGS and the OSU Graduate School that they have met the specific conditions enumerated at the time of admission. (Note: conditional students are not eligible for Graduate Associate positions.)
- G. Other factors can impact the admission decision, regarding applicants who meet minimum standards, such as the number of graduate faculty with Category P status and the current advisement load of those qualified to advise graduate students. Thus, due to resource limitations, some qualified applicants may be denied admission to the AEE graduate program.

VI. Registration and Scheduling

Refer to Section III of the *Graduate School Handbook* for policies regarding registration and scheduling.

VII. Course Credit, Marks, and Point-Hour Ratios

Refer to Section IV of the *Graduate School Handbook* for policies regarding course credit, marks, and point-hour ratios.

VIII. Academic Standards

Refer to Section V of the *Graduate School Handbook* for policies regarding academic and professional standards. Students in good standing must maintain a graduate cumulative point-hour ratio (CPHR) of 3.0 or better in all graduate courses and maintain reasonable progress toward graduate program requirements.

The following rules pertain to academic standards for graduate students in the AEE graduate program:

A. Academic action: Cumulative point-hour ratio (CPHR)

Graduate students on academic probation may not register for a subsequent term until grades from the most recently-enrolled/current semester are reported.

Students who have been denied permission to register, may petition to the AEE DGS for reinstatement to the AEE graduate program. The petition must include a letter of recommendation from the student's current faculty adviser.

B. Academic action: Reasonable progress

Students who are not making reasonable progress toward completion of a degree objective in the AEE graduate program as judged by the academic adviser and advisory committee may be denied further registration in the AEE graduate program.

IX. Master's Degree Programs

Refer to Section VI of the *Graduate School Handbook* for policies regarding Master's degree programs. The AEE graduate program offers two Master's degree programs: the Master of Science (M.S.) and the Master of Education (M.Ed.). The M.S. degree is also available as a fully on-line degree program. The general requirements for both degrees are described below, followed by the specific requirements for each program.

A. General Requirements for all Master's degrees

1. Candidates must complete a minimum 30 semester hours of graduate credit for the Master of Science (M.S.) degree for thesis option and 35 semester hours for non-thesis option (Note: minimum of 35 hours for the M.Ed. degree). At least 24 semester hours of graduate credit must be completed at OSU over a period of at least two semesters.
2. Master's degree programs are planned by the student, their faculty adviser, and advisory committee and submitted to the DGS before 15 credit hours are completed. The Master's student's advisory committee is comprised of at least two AEE Graduate Faculty members. For committees with more than two members, the majority of the committee must be faculty from the AEE graduate program. The DGS will communicate any concerns about the proposed program to the student's faculty adviser.
3. Master's programs must be completed within six years from the term of the first course counted on the graduate degree program. If the degree program is not completed within six years, then all course work taken more than six years previously must be replaced with new course work (or competence must be documented in the courses by taking an examination or presenting a portfolio demonstrating the student's competence).
4. Prior to applying to graduate, the student must submit: (a) Final Program Plan (as completed), (b) Preliminary Degree Checklist, and (c) Advising Report to the DGS for review before the "Application to Graduate" form will be signed.
5. Attendance during the Master's oral examination is limited to the candidate and members of the student's advisory committee.
6. The adviser of the Master's candidate must notify the DGS of the result of the Master's exam. The advisory committee vote must be unanimous in order to pass.

B. Master of Science (M.S. – Thesis and Non-Thesis)

1. The Master of Science degree will focus on one of five areas of specialization: Agricultural Communication, Agricultural Education, Community & Extension Education, International Development or Leadership. Each M.S. program must have a minimum of 30 semester credit hours. M.S. programs should include a thesis or project that reflects individual scholarship and addresses a topic significant and important to the student's specialization area.

2. A minimum of 20 semester credit hours must be in AEE courses.
3. Each program includes core courses to ensure that the candidate develops an understanding of:
 - historical and philosophical foundations
 - research methods

Students who lack course work or experience in the international arena are also encouraged to include a global/international dimension (e.g. course, seminar, or experience) in their program.

4. AEE Master's degree students are encouraged to complete courses outside of AEE that are related to the candidate's area of professional interest. The student, adviser and the advisory committee are responsible for defining the content and scope of all courses included in the program, both inside and outside of AEE.
5. Each candidate must complete a supervised internship as a part of the Master's degree program if the student has not completed an internship or professional experience in an area related to the specialization.
6. No more than 7 semester credit hours of Individual Studies in AEE (8193) may be applied to the Masters degree, and no more than 10 total hours of Individual Studies (from AEE and other graduate programs combined) can be counted toward the Masters degree.
7. Thesis Proposals
 - a. A thesis proposal, normally consisting of Chapters 1, 2 and 3 of the thesis, should be presented to the advisory committee by the student at a meeting to review and approve the thesis project.
 - b. The thesis proposal must be formally approved by the committee. Signatures of all advisory committee members and the student are required on the approval form (see appendix C) prior to initiating data collection for the thesis research project.
8. Non-Thesis Proposals & Written Exam
 - a. A non-thesis proposal, normally consisting of first three sections should be presented to the advisory committee by the student at a meeting to review and approve the project.
 - b. The non-thesis proposal must be formally approved by the committee. Signatures of all advisory committee members and the student are required on the approval form (see appendix C) prior to initiating data collection for the thesis research project

- c. Students are required to successfully complete a written examination in which they will demonstrate cognitive knowledge and skills of practice in the area of specialization. Advisory committee members may elect to prepare a closed-book examination or an alternative format at their discretion.
9. Students must successfully complete a two-hour final oral exam. A portion of the exam will consist of questioning regarding the core understandings of the program and a portion devoted to defending the thesis. A unanimous vote of the M.S. examination committee is required for successful completion of the M.S. oral examination.
10. Candidates applying for admission to an AEE Master's degree program and do not have a bachelor's degree in a related discipline (or have at least two years of related, professional experience) may be required to complete up to 9 hours of foundational course work in related disciplines (e.g. psychology, sociology, education, youth development, communication, leadership, etc.). The student's advisory committee will identify required foundational and prerequisite courses which build on the student's academic record and professional experience. During this process, the student may be asked to provide documentation of their professional experience.

C. Master of Education (M.Ed.)

1. Each M.Ed. program must have a minimum of 35 semester credit hours. M.Ed. programs must include a Master's project that addresses a specific topic or problem in the specialization area, involving a synthesis of theories and knowledge; culminating in a tangible contribution to the resource base of the specialization. A project proposal will be presented to the committee by the student prior to beginning work on the project. The committee must approve the project. A project summary report shall be available for the examining committee to review prior to the final oral examination.
2. A minimum of 24 semester credit hours must be in AEE courses.
3. AEE Master's degree students are encouraged to complete courses outside of AEE that are related to the candidate's area of professional interest. The student, adviser and the advisory committee are responsible for defining the content and scope of all courses included in the program, both inside and outside of AEE.
4. No more than 6 semester credit hours of Individual Studies in AEE (8193) may be applied to the Masters degree, and no more than 12 total hours of Individual Studies (from AEE and other graduate programs combined) can be counted toward the Masters degree.
5. Students are required to successfully complete a written examination in which they will demonstrate cognitive knowledge and skills of practice in the area of specialization. Advisory committee members may elect to prepare a closed-book examination or an alternative format at their discretion.

6. Students are required to successfully complete a two-hour oral exam, a portion of which will demonstrate knowledge and skills of practice in the area of specialization. In addition, a portion of the oral exam will focus on the student's Master's project. A unanimous vote of the advisory committee is required for successful completion.

X. Doctoral Degree Program

Refer to Section VII of the *Graduate School Handbook* for policies regarding the doctoral degree program.

A. Philosophical Tenets of the Doctoral Program

1. Each Ph.D. degree shall be viewed as an individually tailored program of course work and learning experiences designed to fulfill the needs and interests of each student in developing their academic potential as a scholar in their specialization and research.
2. Each Ph.D. program should provide for depth and breadth of knowledge appropriate for the area of specialization. At least two cognate areas should be included in addition to the major specialization in AEE.
3. A variety of experiences in teaching, research, and service activities should be planned for each student. Appropriate internship and/or field experiences may be incorporated in the program to achieve the student's educational and career goals.
4. Faculty advisers shall assume leadership in working with the student in developing and designing an individual program with the advice and consent of the advisory committee.
5. The graduate student's advisory committee is responsible for assisting in planning a rigorous, balanced program, with depth and breadth of course work and professional experiences.
6. Students should work closely with their faculty adviser to begin planning their dissertation research early in the degree program, prior to the completion of the course work.

B. Student Planning Procedures

Individuals seeking the Ph.D. degree with a major in AEE are expected to have the necessary background and experiences to enhance their success in the specialization area. Ph.D. students in AEE shall also be guided by the following policies and procedures.

1. Upon admission to the program, the DGS will appoint a temporary faculty adviser. Student interests and faculty members' competencies, availability and responsibilities will be important factors in adviser assignments. Students also have the option of selecting another faculty member as their permanent adviser if that person is agreeable.
2. The student (in collaboration with their adviser) will identify at least three additional faculty members to serve with the adviser as a graduate program advisory (program planning) committee. At least three of the committee members (including the adviser) will be faculty in the AEE graduate program and at least one from outside the major.

Major responsibility for planning the Ph.D. program shall rest with the student in consultation with the adviser and graduate program advisory committee.

3. The Ph.D. program for the student should be developed and approved by the graduate student's program planning committee within the first two semesters after initial program enrollment. A copy of the program will be forwarded to the DGS for review and approval.
4. In completing the minimum requirements of 80 semester credit hours (beyond the baccalaureate degree), students should normally plan to complete approximately 74 hours of graduate course work if they do not possess a master's degree. Students with a master's degree accepted for 30 semester credit hours should normally plan to complete approximately 44 hours of course work. Additionally, Ph.D. students are expected to enroll for a minimum of six hours of AEE 8999 - Dissertation Research.
5. Residency requirements involve full-time enrollment (8 hours/semester or 4 hours/summer) for two consecutive terms prior to candidacy and enrollment for a minimum of 6 graduate credit hours over at least two terms (semester or summer) after candidacy.

C. Candidacy Examination

1. Ph.D. students must successfully complete a written examination near the completion of their course work. All required "core" course work for the degree and specialization must be completed prior to the start of the candidacy examination. The candidacy examination is prepared, administered, and evaluated by the student's graduate program advisory committee. Advisory committee members may elect to prepare a closed-book exam or an alternative format at their individual discretion.
2. Closed book examinations are typically administered during a four hour period in which the student answers questions using a computer (or handwritten) in a proctored environment without access to resource materials. Alternative exam formats (e.g. open book) are subject to specifications established by the individual faculty member.
3. Students should propose a schedule for the candidacy exam to be approved by the graduate program advisory committee. The faculty advisor should request examination questions from the advisory committee at least one month in advance of the scheduled examination.
4. The Graduate School is to be notified, via the Application for Candidacy using gradforms.osu.edu concerning the examination and the members of the graduate program advisory committee, at least two weeks prior to the start of the written examination.
5. Students are responsible for completing all paperwork, securing all needed signatures, and delivering paperwork to the Graduate School by deadline dates.

6. Written and oral examinations will be conducted in accordance with Graduate School policies. Only the student, the graduate program advisory committee, and the Graduate School representative (if required) will be in attendance during the oral portion of the examination. A unanimous vote of the candidacy examination committee is required for successful completion.

D. Dissertation Proposals

1. The student and their faculty adviser are responsible for identifying members of the dissertation committee. This dissertation committee may consist of the same or different members than the student's program planning committee.
2. A dissertation proposal, normally consisting of Chapters 1, 2 and 3 of the dissertation, will be presented by the student to the dissertation committee for review and approval.
3. The proposal must be formally approved by all members of the dissertation committee (with signatures on the approval form, see appendix C) prior to initiating the dissertation research project.

E. Final Oral Examination

1. The Graduate School is to be notified via the Application for Final Examination using gradforms.osu.edu and the members of the dissertation committee must approve the dissertation draft as complete and ready for oral defense at least two weeks prior to the scheduled oral examination. It is professional courtesy to allow two weeks for committee to review dissertation which would be four weeks before oral examination.
2. Students are responsible for completing all paperwork, securing all needed signatures, and delivering all documents to the Graduate School and the Graduate School Representative by the deadlines.
3. The final oral examination will be conducted in accordance with current Graduate School policies. Only the student, the dissertation committee, and the Graduate School Representative (if required) may be in attendance. The student is considered to have successfully completed the examination when there is no more than one unsatisfactory vote.

XI. Special Graduate Programs

Refer to Section VIII of the *Graduate School Handbook* for policies regarding special graduate programs.

XII. Graduate Associates

Refer to Section IX of the *Graduate School Handbook* for policies regarding graduate associates.

Guidelines Related to Graduate Associates

A Graduate Associate (GA) is defined by the Graduate School as a graduate student currently enrolled full-time (eight semester hours or more of graduate credit; four semester hours during Summer Session; or three hours post-candidacy) in the Graduate School who also holds an appointment calling for the performance of such responsibilities as (but not limited to) classroom instruction, student advising, supervision, grading papers and examinations, research, development of curriculum materials, and other scholarly or administrative duties. The title Graduate Associate includes the titles Graduate Administrative Associate (GAA), Graduate Research Associate (GRA), and Graduate Teaching Associate (GTA). Once the candidacy exam is passed, the GA may be considered full-time with an enrollment of three semester credits per academic term.

A. Rights and Privileges

All GAs, regardless of position or title, shall be accorded equal rights and privileges by the faculty of the AEE graduate program unless otherwise specified in this document or in the GA's job description.

B. Selection Procedures

The AEE graduate program encourages potential graduate students from various social, economic, and educational backgrounds to seek admission to Graduate School and to seek employment as GAs. The department will indicate the probable number of GA positions available and the roles and responsibilities of each position. Graduate students seeking employment as GAs in the AEE graduate program shall not be discriminated against because of race, color, creed, religion, sex, sexual orientation, national origin, age, handicap, or Vietnam-era veteran status.

AEE faculty supervisors have primary responsibility for the selection of GAs from among those graduate students who have indicated, in writing, a desire for appointment as a GA in the department. Both incoming graduate students and continuing students who have been admitted to the AEE graduate program may apply for a GA appointment. Graduate student applicants are expected to provide all application materials.

C. Deadline for Appointments and Acceptances

The ACEL department chair is expected to provide a written letter of offer for any GA appointment to graduate students at the earliest possible date. This will allow the graduate student ample time to make the necessary arrangements in order to accept the appointment, and it will also enable the department to offer other qualified graduate students appointments should an offer be declined. The graduate student shall indicate in writing, within two weeks after receiving an offer of appointment, his or her decision to accept or decline.

D. Reappointments

Reappointments will be based on satisfactory academic performance, the satisfactory performance of assigned duties, availability of funds, and full-time enrollment as a graduate student in the department. Consistent with the availability of planning information, reappointments will be announced as early as possible, but not later than two weeks before

the end of Spring Semester. If a reappointment for the next academic year is not made, the GA's supervisor shall notify the GA as soon as possible after the second to the last week of Spring Semester. Reasons for non-appointment will be given at that time. During the final two weeks of Spring Semester, the GA has the right to initiate an appeal to the department chair. Exceptions to the above schedule may be made in cases of irregular or emergency appointments.

E. Period of Appointment

Normally, GA appointments may be made for 9 or 12 months, as funding permits and the needs of the department and students can be anticipated. University policy prohibits both committing against anticipated funding and over committing existing funds.

F. Stipends

Stipends offered to GAs shall be consistent with policies adopted by the Graduate School, the AEE graduate program, and the Department of Agricultural Communication, Education, and Leadership. These rates are set annually and are available from the Chair of ACEL.

G. Holidays

Graduate Associates are entitled to all legal holidays as identified on the University Calendar. (Note: GAs do not accrue vacation or sick leave.)

H. Additional Employment Benefits

Additional employment benefits for GAs include eligibility for parking permits, library privileges, health insurance subsidy, and fee authorizations. Office space will be provided to GAs by the ACEL department chair based on availability. Additional benefits may be provided on an annual basis.

I. Early Termination of Appointments

Several reasons exist for why an appointment might be terminated early.

1. Any change in status whereby the student is no longer currently enrolled as a full-time graduate student in the AEE program.
2. Mutual agreement on termination between the department and the GA.
3. Academic and/or job performance consistently below an acceptable level.
4. Lack of funds, early completion of a graduate program, changing to another degree program, or other mutually agreed upon legitimate reasons.
5. If, as a result of a grievance hearing, it is determined that early termination of appointment is justified.

J. Resignation

A GA who voluntarily resigns from the appointment because of unwillingness to perform assigned duties will, in general, not be considered for reappointment. A GA who resigns due to extenuating circumstances, such as health or personal problems, may be considered for reappointment; however, the student will compete at that time with all other applicants for available GA positions.

K. Facilities

The department will attempt to provide its GAs with office space and other facilities necessary to perform assigned duties. These include such items as a desk and chair, file space, a mailbox, access to a computer, and photocopying equipment (to be used in fulfilling their GA roles and responsibilities).

L. General Duties and Work Load

GA duties are determined, in general, by the nature of the specific position (see [Graduate Associate Position Description and Evaluation](#) in appendix C). Normally, a GA, on a 50% FTE appointment, entails service for 20 hours per week. Specific duties shall be detailed in writing to the graduate student by the supervisor. A GA may not accept other gainful employment during his or her tenure without the permission of their GA supervisor.

M. Supervision of and Vacation for Graduate Associates

1. When a GA is requested to complete activities or assignments for faculty members other than the supervising faculty member; the Graduate Associate, the supervising faculty member, and the other faculty member should reach an agreement beforehand on the nature and duration of the activities and assignments. When a GA does volunteer work not related to the appointment or is completing course requirements, such time is not considered a part of the hours the GA should give to the appointment.
2. A GA does not earn vacation. When it is necessary or desirable for individuals filling these appointments to be away from work, they should make-up the time in advance so there will be no deduction from their pay for the period of absence. This policy also applies to time between semesters as well as during semesters. Such arrangements should be discussed and agreed upon between the GA and the GA supervisor in advance.

N. Performance Evaluation

Graduate Associates will be formally evaluated by their faculty supervisor on an annual basis. Faculty supervisors should provide formative feedback to the GA at least once per semester. At the end of the GAs appointment, the faculty supervisor should conduct a summative evaluation of the GAs performance with the student using the [Graduate Associate Position Description and Evaluation](#) form (see appendix C).

Each full time graduate student on an appointment should prepare a [Graduate Student Performance Appraisal](#) (see appendix C) for their adviser to review near the end of each academic year. Appropriate documentation may be attached including (but not limited to): SEI reports, research papers, journal articles, etc. If a graduate student's adviser is not the same as their GA supervisor, the documentation should be provided to both the adviser and the supervisor. In addition, throughout the appointment period, supervisors are expected to meet with their Graduate Associate(s) to discuss performance, opportunities, observations, and collect documentation that can be used in the performance appraisal. The GA supervisor should involve other faculty members for whom the GA has worked during the year of the appointment. The GA supervisor should use the documentation and feedback from other faculty (if appropriate) to make a recommendation regarding re-appointment to the department chair.

- O. **Stipend Increases for Graduate Associates**
Stipend increases for graduate associates are determined annually for each fiscal year.
Stipend increases will be uniform across GA categories as outlined by departmental policy.

- P. **Professional Development**
The GA and GA supervisor should hold regular (at least monthly) conferences to discuss performance and consider how further professional development may be achieved.

Grievance Procedure Guidelines

Grievance procedures work best when both the department faculty and graduate students accept the idea that there is nothing wrong with or mysterious about grievances. The following grievance procedure guidelines represent a means to formally raise questions about the interpretation of policies and procedures regarding graduate students in the AEE graduate program. Neither party named in grievance procedures should be concerned primarily with winning the point raised. Rather, they should be primarily concerned with achieving a satisfactory resolution of the problem.

Should any graduate student, adviser, or supervisor have any complaints regarding the other party, an exhaustive attempt should initially be made to resolve the problem through mutual discussion. If a problem or concern exists after an exhaustive attempt by the graduate student and his or her adviser, supervisor, or department chair to resolve the issue, the following grievance procedures provide a means of achieving a resolution.

Grievance Procedures

A. Purpose--To provide a formal procedure for hearing cases brought by or against graduate students in the AEE graduate program in the following areas:

1. Academic rights and responsibilities
2. Professional rights and responsibilities

B. Structure

1. Departmental Hearing Panel--The panel shall consist of the members of the AEE Graduate Studies Committee and include two AEE graduate students recommended by the ACEL Graduate Student Association and acceptable to the DGS. The DGS shall also serve as chair of the panel.
2. Term of Activity--The departmental hearing panel shall be constituted for service throughout the calendar year.
3. Conflict of Interest--Members of the departmental hearing panel, who are directly involved in a case, shall be disqualified from serving for that specific case. In such instances, the Graduate Studies Committee chair and the president of the Graduate Student Association shall designate alternative AEE members for the panel.

C. Procedure: The following guidelines shall govern a grievance hearing.

1. Any member of the academic community in the AEE graduate program may initiate a case involving the rights and responsibilities of graduate students.
2. A person having an unresolved grievance may submit a statement of the grievance to the chair of the departmental hearing panel. The chair shall set a hearing date within a reasonable period of time, but no longer than two weeks after the grievance statement is received.

3. Once a grievance has been filed with the departmental hearing panel, it shall be the responsibility of the chair of the departmental hearing panel to notify in writing all parties involved within five working days. This notification should include information about the nature of the grievance and the parties involved.
 4. At least two days prior to a scheduled hearing, the chair of the departmental hearing panel shall provide the following to all parties involved:
 - a. A written statement of the particular charges;
 - b. Written notification of the time and place of the hearing; and
 - c. A copy of this document (i.e. grievance procedures policy) and all other relevant documents to the grievance hearing.
 5. Each party shall be required to appear in person to present their case. Each party shall be entitled to representation and may call witnesses on their behalf. Any charged party may elect not to appear before the departmental hearing panel, in which case the hearing shall be held in his or her absence without prejudice to their case.
 6. All parties shall be entitled to an expeditious hearing. In urgent cases in which it is alleged that a regulation, administrative decision, or action threatens immediate and irreparable damage to any of the parties involved, the departmental hearing panel shall conduct the hearing and arrive at a final disposition of the case with all possible expediency.
- D. Departmental Hearing Panel Decisions and Actions--The final disposition of the case by the departmental hearing panel should be made known to the parties involved within two weeks after the hearing.
1. The departmental hearing panel may decide as follows:
 - a. Not proven
 - i. There has been no proven infringement of an aggrieved party's rights.
 - ii. There has been no proven neglect of responsibilities on the part of the charged party.
 - b. Proven
 - i. There has been a violation of an aggrieved party's rights.
 - ii. A charged party has neglected his or her responsibilities.
 3. The departmental hearing panel shall forward its resolution to the chair of ACEL.

3. All parties shall be provided with an explanation of the decision in writing. It shall be the responsibility of the chair of the departmental hearing panel to file a copy of the decision with the graduate student's adviser, and the ACEL department chair.
4. The chair of ACEL shall direct the implementation of the resolution stipulated by the departmental hearing committee.

E. Appeal of Decisions

1. A party wishing to file an appeal should do so within two weeks following the date of the written decision of the departmental hearing panel.
2. The appeal statement should be filed with the chair of the AEE graduate studies committee, the ACEL department chair, and the Dean of the Graduate School.
3. An appeal hearing should then be conducted by the Graduate School in accordance with their rules and procedures.

XIII. Code of Ethics

The AEE graduate program at The Ohio State University is committed to the responsible conduct of scholarly research and to the development of high quality graduate education. Establishing and maintaining acceptable standards and patterns of behavior for research and graduate study are crucial for preserving the integrity of the profession. A code of ethics offers general guidelines for decision making rather than defining a detailed framework of absolute right and wrong. The primary purpose of identifying acceptable standards of conduct is to create a climate that enhances ethical decision making. The AEE graduate program believes that ethics training should be an integral component of graduate education and supports the proper conduct of research and graduate education as outlined in the following statements of ethical behavior:

Faculty members, graduate students, and staff in the AEE graduate program will refrain from:

1. Plagiarism - any act that involves representing another's language, thoughts, or ideas as one's own original work.
2. Misuse of Human Subjects - any act that fails to ensure the safety, privacy, and integrity of human beings in a research study.
3. Fabrication of Data - any act that falsifies research data, misrepresents research findings, or fails to objectively report research results, even when they conflict with personal or sponsor interests or expectations.
4. Sexual Harassment - any act that transgresses appropriate behavior among faculty members, graduate students and staff, including faculty member-student, student-faculty member, faculty member-faculty member, student-student, staff-faculty member, staff-graduate student, and staff-staff relationships.
5. Coercion in Selection of Topic/Methods - any act that places unreasonable force upon a graduate student or faculty member to choose a particular research topic and/or method.
6. Inappropriate Use of University Resources - any act that involves using university resources for personal use.
7. Inadequate Supervision - any act that jeopardizes a student's research or graduate program of study due to a lack of direction and guidance by a faculty member.
8. Misrepresentation of Authors - any act that falsifies the authorship of a research manuscript, including lead author and/or percentage of author contribution.
9. Academic Misconduct - any act that involves cheating, fraud, plagiarism, or other incidents of academic deception.
10. Delay of Program Completion - any act that involves the unreasonable or purposeful delay of completion of a graduate student's program of study by a faculty member.

11. Suppression of Academic Freedom - any act that represses differing opinions and discourages open dialogue of diverse ideologies.
12. Exploitation of Graduate Research/Teaching Associates - any act that involves the inappropriate use of GAs, including excessive loads and responsibilities, unrealistic expectations and demands, and inequity in time commitments.
13. Inaccessibility to Information and Services - any act that intentionally or unintentionally withholds information and/or services from a graduate student or faculty member.
14. Discrimination - any act that intentionally discriminates against a graduate student, faculty member, or staff member based upon gender, sexual orientation, religious preference, origin, disability, or race.
15. Unsatisfactory Progress toward Degree by Graduate Associates - any act that involves the intentional or deliberate postponement of completing a graduate program of study by a student on a paid appointment in the department.
16. Neglect of Responsibilities - any act that involves the deliberate disregard of teaching duties, research activities, and/or service commitments by a faculty member or graduate student.

Any faculty member, graduate student, or staff member who engages in unacceptable behavior or improper conduct as outlined in the departmental code of ethics is subject to the policies and rules established by the university or department. Any faculty member, graduate student, or staff member who observes or is subject to violations of the departmental code of ethics is obligated to report to the department chair or other designated university official.

Appendix A: AEE Master's Degree Programs

Contents:

Introduction

Areas of Specialization

Degree Options

Comparison of M.S. and M.Ed. Programs

Master's Degree Requirements

Master's Degree Program Plan [template]

Master's Degree Planning Checklist

M.S. Program Approval Checklist (Thesis Option)

M.S. Program Approval Checklist (Non-Thesis Option)

M.Ed. Program Approval Checklist

Suggested Thesis Outline

Suggested Master's Project Outline

Master's Degree Graduation Requirements

Application to Graduate – Master's

Introduction

Students pursuing a Master's degree are expected to develop an individualized program in cooperation with their adviser and advisory committee. The adviser and advisory committee is responsible to assure that the student has breadth and depth in core content areas and an area of specialization (i.e. Agricultural Communication, Agricultural Education, Extension Education, International Development or Leadership). The committee is also responsible to ensure the student acquires the competencies necessary to achieve current and future career goals.

Master of Science (M.S.) degree programs will include a minimum of 30 semester hours of graduate credit for the thesis option and 35 semester hours of graduate credit for the non-thesis option. The Master of Education (M.Ed.) degree will include a minimum of 35 semester credit hours of graduate course work including a creative component or project.

Areas of Specialization

AEE Master's degree programs encompass five areas of specialization:

- Agricultural Communication
- Agricultural Education
- Community & Extension Education
- International Development
- Leadership

Degree Options

The Master of Science (M.S.) degree program may or may not include a thesis. The purpose of a thesis is to discover new knowledge. Students will work closely with their adviser and graduate advisory committee to identify an appropriate topic and conduct research to discover new knowledge in a systematic manner. AEE 8850, Research Methods, will provide many of the skills and the knowledge necessary to complete a thesis, so students may wish to enroll in this course early in their program. A student might wish to examine some of the theses completed by former students. They are available in the Agricultural Library located in the south wing of the basement floor of the Agricultural Administration Building (AA).

The Master of Science (M.S.) Non-Thesis option and the Masters of Education (M.Ed.) degree requires a non-thesis project. The purpose of the project is to transform existing knowledge into a more usable form. Adequate resources or a period of time for concentrated study and research may not be readily available for the student to complete a thesis that contributes new knowledge to the field. Therefore, the student may elect the non-thesis option and complete a project that, generally, applies or restructures existing knowledge. A project will be a creative endeavor such as a teaching manual, teaching materials project, field study, student self-study package, evaluation material, or a needs survey. Graduate faculty advisers may have examples of past projects available for current students to examine.

Comparison of M.S. and M.Ed. Programs	M.S. Thesis	M.S. Non-Thesis	M.Ed.
Total semester credit hours (minimum)	30	35	35
Minimum credit hours in AEE	20	24	24
Maximum credit hours of Individual Studies in AEE 8193	7	7	7
Maximum credit hours of Individual Studies overall	10	12	12
Master's Project/Thesis (minimum of 3 hours)	Thesis AEE 8999 (3)	Project AEE 8998 (3)	Project AEE 8998 (3)
Written Final Examination	No	Yes	Yes
Oral Final Examination (half over core content areas and half over thesis or project)	2 hours	2 hours	2 hours

Note: AEE Master's degree students are encouraged to complete courses outside of AEE that are related to the candidate's area of professional interest. The student, adviser and the advisory committee are responsible for defining the content and scope of all courses included in the program, both inside and outside of AEE.

Master's Degree Requirements

A Master's degree indicates that the person earning the degree has gained additional knowledge and the necessary skills in the field in order to engage in research and other scholarly activities, to teach, and to become practitioners. Candidates are expected to have a broad knowledge and specific expertise in an area of specialization. Each student is expected to complete course work (or equivalent) in each of the following areas:

Core Foundations							
AEE 7000 – Graduate Orientation Seminar						1 hours	
AEE 8000 – Leading through Historical Perspectives						3 hours	
AEE 8850 – Research Methods						2 hours	
Specialization or Degree Requirements							
M.Ed.		M.S. (Thesis or Non-Thesis options)					
AEE M.Ed.	Teacher Education*	AEE On-Line M.S.	Agricultural Communication	Agricultural Education	Community & Extension Education	International Development	Leadership
AEE 7230	ASE 5230	AEE 7230 D	AEE 8100	AEE 7230	AEE 7230	AGRCOMM 5150	AEE 7230
AEE 7700	AGRCOMM 5530	AEE 7700 D		AEE 7700	AEE 7700	AGRCOMM 5170	AEE 7700
AEE 8420	ASE 5231	AEE 8420 D			AEE 8420	ASE 5797	AEE 8420
	ASM 5533						
Recommended Electives							
	ASE 5255	AEE 7300 D	AEE 7230	AEE 7889	AEE 7320	AGRCOMM 5190	AEE 7320
	AEE 7230	AEE 7420 D	AEE 7420	AEE 8420	AEE 7420	AEE 7700	AEE 7420
	AEE 7420	AEE 7520 D	AEE 7700		AEE 7520	AEE 7420	AEE 7520
	AEE 7700	AEE 8100 D	AEE 8420		AGRCOMM 5150	AEE 8420	AGRCOMM 5150
		AEE 8870 D	AGRCOMM 5150		COMLDR 5335		
		AEE 8875 D					
Master's Project/Thesis (3 hour minimum)							
AEE 8998	AEE 8998	either AEE 8998 D or 8999 D	either AEE 8998 or 8999	either AEE 8998 or 8999	either AEE 8998 or 8999	either AEE 8998 or 8999	either AEE 8998 or 8999

Students who lack international course work or experience are encouraged to address this dimension in their program through a course, seminar, or study-abroad experience.

Note: A minimum of 3 credit hours of enrollment in AEE 8999 (Research) are required to complete the M.S. thesis. In addition, students may also enroll in AEE 8851 and AEE 8861 (1 credit hour for each) while planning the thesis project (i.e. writing Chapters 1 & 3 of the thesis). M.S. students should plan to enroll in AEE 8999 for at least 3 hours during the term(s) when the research is being conducted, thesis draft is being written, and the final oral exam is completed.

*To meet Ohio professional licensure requirements, additional courses will most likely be required.

The number of total credit hours for a M.S. thesis research is determined by the adviser and advisory committee based upon the scope of the thesis project and the time required for completion.

A minimum of 3 credit hours of enrollment in AEE 8998 (Graduate Research) for the M.S. non-thesis option or the M.Ed. project are required. The total number of credit hours required in AEE 8998 is determined by the adviser and advisory committee based upon the scope of the project.

Master's Degree Program Plan (M.S. thesis, M.S. non-thesis, M.Ed – circle one)

Name:		Specialization:			
Email:		Term of: Admission:	Expected Graduation:		
Course Prefix and Number	Course Title	Credit Hours	Term Planned	Term Completed	Grade
Required Courses:					
AEE 7000	Graduate Orientation Seminar	1			
AEE 8000	Leading Through Historical Perspectives	3			
AEE 8850	Research Methods	2			
Major Total:					
Elective Courses:					
Electives Total					
Program Total:					
Professional Experience or Planned Internship:					
Plans for Meeting Conditions of Admission:					

_____ (student signature & date)

_____ (adviser signature & date)

_____ (committee member signature & date)

This program must be submitted for initial approval to the AEE Director of Graduate Studies before 15 hours are completed. A copy of the final program, degree checklist, and advising report must also be submitted to the AEE DGS for approval prior to the final term of enrollment and the Application to Graduate form is submitted.

_____ (committee member signature & date)

_____ (AEE DGS signature & date)

Copies to: candidate adviser committee members

Master's Degree Planning Checklist	
<input type="checkbox"/>	Select adviser and committee.
<input type="checkbox"/>	Plan Master's program and submit to AEE Director of Graduate Studies (DGS) for approval prior to completing 15 semester hours of graduate credit.
<input type="checkbox"/>	Select thesis or project topic and obtain committee's approval. (see: Thesis/Dissertation Acceptance Form in appendix C)
<input type="checkbox"/>	Final Program Plan (signed by advisory committee) and Advising Report (and/or transcript) submitted to the AEE DGS <u>prior to the beginning</u> of the final term of enrollment? (Can submit Application to Graduate at this time, too.)
<input type="checkbox"/>	Submit Application to Graduate form through the Graduate School website: gradforms.osu.edu by the first Friday of the graduating semester.
<input type="checkbox"/>	Submit a complete draft of the thesis or project to committee at least one week prior to oral exam but not later than three weeks before commencement. Non-Thesis projects must include an abstract.
<input type="checkbox"/>	Master's examinations must be completed and a report filed with Graduate School no later than two weeks before commencement. Non-Thesis option students' exam must include a written examination and a two-hour oral examination.
<input type="checkbox"/>	All final grades must be received in the University Registrar's Office according to the date listed for graduation each term.

M.S. Program Approval Checklist (Thesis option)

Agricultural and Extension Education (AEE)

Student Name:		
	Yes	No
Was Program Plan submitted to DGS by the end of the second semester?		
Was the Program Plan and Program Approval Checklist returned to adviser?		
Requirement		
Does the Program Plan reflect how these requirements are met?		
<ul style="list-style-type: none"> • AEE 7000 – Graduate Orientation Seminar (1) 		
<ul style="list-style-type: none"> • AEE 8000 – Leading Through Historical Perspectives (3) 		
<ul style="list-style-type: none"> • AEE 8850 – Research Methods (2) 		
<ul style="list-style-type: none"> • AEE 8999 – Research (3 minimum) 		
Specialization course requirements		
Minimum of 30 total semester credit hours		
<ul style="list-style-type: none"> • At least 20 semester credit hours in AEE. 		
<ul style="list-style-type: none"> • No more than 10 semester credit hours of Individual Studies (maximum of 7 semester hours within AEE) 		
Prerequisites / Deficiencies / Internship completed (if required)?		
Program completed within a six year time period? Term of admission began:		
Final Program Plan (signed by advisory committee) and Advising Report (and/or transcript) submitted to the AEE DGS <u>prior to the beginning</u> of the final term of enrollment? (Can submit Application to Graduate at this time, too.)		
Submit Application to Graduate form through the Graduate School website: gradforms.osu.edu by the first Friday of the graduating semester.		

COMMENTS:

Initial Approval

Final Approval

AEE DGS Signature

Date

AEE DGS Signature

Date

Copies to: GSC Secretary Advisor Student

M.S. Program Approval Checklist (Non-Thesis option)
Agricultural and Extension Education (AEE)

Student Name:		
	Yes	No
Was Program Plan submitted to DGS by the end of the second semester?		
Was the Program Plan and Program Approval Checklist returned to adviser?		
Requirement		
Does the Program Plan reflect how these requirements are met?		
<ul style="list-style-type: none"> • AEE 7000 – Graduate Orientation Seminar (1) 		
<ul style="list-style-type: none"> • AEE 8000 – Leading Through Historical Perspectives (3) 		
<ul style="list-style-type: none"> • AEE 8850 – Research Methods (2) 		
<ul style="list-style-type: none"> • AEE 8998 – Research (3 minimum) 		
Specialization course requirements		
Minimum of 35 total semester credit hours		
<ul style="list-style-type: none"> • At least 20 semester credit hours in AEE. 		
<ul style="list-style-type: none"> • No more than 12 semester credit hours of Individual Studies (maximum of 7 semester hours within AEE) 		
Written & oral final examination completed?		
Prerequisites / Deficiencies / Internship completed (if required)?		
Program completed within a six year time period? Term of admission began: <insert term of admission>		
Final Program Plan (signed by advisory committee) and Advising Report (and/or transcript) submitted to the AEE DGS prior to the <u>beginning</u> of the final term of enrollment? (Can submit Application to Graduate at this time, too.)		
Submit Application to Graduate form through the Graduate School website: gradforms.osu.edu by the first Friday of the graduating semester.		

COMMENTS:

Initial Approval

Final Approval

AEE DGS Signature

Date

AEE DGS Signature

Date

Copies to: GSC Secretary Advisor Student

M.Ed. Program Approval Checklist

Agricultural and Extension Education (AEE)

Student Name:		
	Yes	No
Was Program Plan submitted to DGS by the end of the second semester?		
Was the Program Plan and Program Approval Checklist returned to adviser?		
Requirement		
Does the Program Plan reflect how these requirements are met?		
<ul style="list-style-type: none"> • AEE 7000 – Graduate Orientation Seminar (1) • AEE 8000 – Leading Through Historical Perspectives (3) • AEE 8850 – Research Methods (2) • program planning course (AEE 7230 recommended) • methods course (ASE 5230 recommended) • evaluation/assessment course (AEE 7700 recommended) 		
Minimum of 35 total semester credit hours.		
<ul style="list-style-type: none"> • At least 24 semester credit hours in AEE. • At least 6 semester credit hours of course work outside AEE (not Individual Studies). • No more than 6 semester credit hours of Individual Studies in AEE 8193. • No more than 6 semester credit hours of Individual Studies from outside AEE. 		
Professional Internship and Portfolio completed? (if required)		
Written & oral final examination completed?		
No on-campus residency requirement? (enrolled in at least one course on Columbus campus during term for residency purposes)		
Prerequisites / Deficiencies completed (if required)? [psychology & sociology]		
Program completed within a six year time period? Term of admission began: <insert term of admission>		
Final Program Plan (signed by advisory committee) and Advising Report (and/or transcript) submitted to the AEE DGS <u>prior to the beginning</u> of the final term of enrollment? (Can submit Application to Graduate at this time, too.)		
Submit Application to Graduate form through the Graduate School website: gradforms.osu.edu by the first Friday of the graduating semester.		

COMMENTS:

Initial Approval

Final Approval

AEE GSC Chair Signature

Date

AEE GSC Chair Signature

Date

Copies to: GSC Secretary Advisor Student

Suggested Thesis Outline

Use the current edition of the APA style manual and the manual from the OSU Graduate School web site (<http://www.gradsch.ohio-state.edu/Depo/PDF/Guidelines.pdf> . Each chapter should begin and end with introductory and summary paragraphs, respectively.

Cover Page
Table of Contents
List of Tables
List of Figures

Chapter 1 Introduction (Context, Need, Justification, and Significance of the Problem)

Problem Statement
Purpose of Study
Objectives, Research Questions, and/or Hypotheses
Definition of Terms (Constitutive and Operational)
Conceptual Model
Limitations (planned limits of the study)
Delimitations (uncontrollable/unanticipated limitations, if any)
Basic Assumptions (related to the study)

Chapter 2 Review of Literature

Sections determined as appropriate to building the theoretical foundation for the study.

Chapter 3 Methods

<u>Experimental</u> or	<u>Non-Experimental</u>
Research Design	Research Design
Subject Selection	Population and Sampling
Outcome Measures	Instrumentation
Conditions of Testing	Data Collection Procedures
Treatments	Data Analysis
Data Analysis	

Chapter 4 Results

Findings (framed by objectives/questions/hypotheses)
Key Findings (bullet listing of major findings)

Chapter 5 Discussion

Discussion (of findings framed by objectives/questions/hypotheses)
Conclusions (drawn from the findings of the study)
Recommendations (for policy and/or practice)
Implications (potential impact on research problem)
Topics for Further Research

References Cited

Suggested Master's Project Outline

Master's Project reports could include the following components:

Cover Page (with title, author, and date)

Table of Contents

List of Tables

List of Figures

Section 1 -- Introduction

1. Need for the Project, Background Information, Importance and Significance
2. Objectives/Procedures

Section 2 -- Procedures to be followed to conduct the project

1. Information Gathering Procedures
 - A. From whom/where gathered
 - B. When gathered
 - C. How gathered
2. Assembly and Analyses Procedures

Section 3 -- Project Content

1. Findings or Results and Conclusions (Project Product)
2. Discussion and Implications

References Cited

Appendices

Master's Degree Graduation Requirements

1. Final **Program Plan** (signed by advisory committee) and **Advising Report** (and/or transcript) submitted to the AEE DGS prior to the beginning of the final term of enrollment? (Can submit Application to Graduate at this time, too.)
2. Submit **Application to Graduate** form through the Graduate School website: gradforms.osu.edu by the first Friday of the graduating semester.
3. Registration for at least three graduate credit hours during the term in which graduation is expected.
4. Completion of a minimum of 30 graduate credit hours for thesis option (at least 24 must be completed at this university), and 35 graduate credits for non-thesis option and the M.Ed. (at least 28 must be completed at this university).
5. Graduate cumulative point-hour ratio of at least 3.0 on a 4.0 scale.
6. Satisfactory completion of the Master's Examination and submission of the Master's Examination Report form to the OSU Graduate School by the published deadline.
7. For students writing a thesis, submission of the electronic [submission of the approved thesis to OhioLink](#), along with payment by the published deadline.
8. Receipt of final grades in the University Registrar's Office by the deadline published in the Master Schedule of Classes.
9. Completion of the master's degree requirements established by the AEE Graduate Studies Committee.

A Ph.D. student may earn a master's degree on the basis of satisfactory completion of the Doctoral Candidacy Examination in the same program. If the student's adviser and the Graduate Student's Committee recommend this plan, they may indicate their recommendation by entering the following information in the Graduation Information section: complete the Academic Unit, Degree Name, and Degree Expected lines; enter only the adviser's name for the Master's Examination Committee Members; mark neither thesis nor non-thesis option, note "Candidacy Exam (date passed)" on the Date of Candidacy Examination line.

1. Refer to Section VI.1 of the *Graduate School Handbook*, for additional information.
2. Graduate Students are responsible for being aware of all current rules.
3. Graduation deadlines are available from the Graduation Services office in the OSU Graduate School or at: <http://gradsch.osu.edu>
The Ohio State University, Graduate School, 247 University Hall, 230 North Oval Mall , Columbus, Ohio 43210-1366

Appendix B: AEE Doctoral Degree Programs

Contents

[Recommendation of Status Beyond the Master's Degree:
Transfer of Excess Master's Hours to the Doctoral Degree](#)

Ph.D. Program Requirements

Ph.D. Program Plan [template]

Ph.D. Program Approval Checklist

General Steps in Ph.D. Advisement

[Notification of Doctoral Candidacy Examination](#)

[Doctoral Draft Approval/Notification of Final Oral Examination](#)

Suggested Dissertation Outline

Doctoral Degree Requirements for Graduation

[Application to Graduate - Doctoral](#)

Ph.D. Program Requirements

Core Foundations (16 hours)		
AEE 7000 – Graduate Orientation Seminar		1 hours
AEE 7230 – Strategic and Program Planning for Visionary Change		3 hours
AEE 8000 – Leading through Historical Perspectives		3 hours
AEE 8100 – Applied Communication Theory and Practice		3 hours
AEE 8310 – Theory of Learning and Cognition		3 hours
AEE 8420 – Leadership and Administration in AEE		3 hours
Research and Data Analysis Cognate Area (15 hours)		
AEE 8850 – Research Methods		2 hours
AEE 8860 – Research Design		2 hours
AEE 8870 – Analysis and Interpretation of Data		2 hours
AEE 8880 – Instrumentation and Procedures for Data Collection		2 hours
AEE 8890 – Applied Regression Analysis		2 hours
AEE 8895 – Applied Data Reduction Techniques		2 hours
Qualitative Research (course work)		3 hours
Specialization Recommended Electives		
Agricultural Education	Community and Extension Education	International Development
AEE 7420 – Emerging Trends & Issues in AEE	AEE 7420 – Emerging Trends & Issues in AEE	AGRCOMM 5150 – Communication Strategies for Change & Development
AEE 7700 – Documenting Change Through Evaluation and Accountability	AEE 7700 – Documenting Change Through Evaluation and Accountability	AGRCOMM 5170 – International Development Theory & Practice
AEE 7520 – Human Development & Program Planning	AEE 7520 – Human Development & Program Planning	AGRCOMM 5190 – Extension Education in Developing Countries
AEE 7889 – Workshop in AEE	AEE 8851 – Research Proposal I	AEE 7700 – Documenting Change Through Evaluation & Accountability
AEE 8851 – Research Proposal I	AEE 8861 – Research Proposal II	ASE 5797 – Study Abroad Experience
AEE 8861 – Research Proposal II	AEE 8875 – Data Analysis and Interpretation Laboratory	
AEE 8875 – Data Analysis and Interpretation Laboratory		
Outside (AEE) Cognate Area (9 hours minimum)		
9 semester credit hours		9 semester credit hours
Dissertation Research (6 hours minimum)		
AEE 8999	AEE 8999	AEE 8999

Ph.D. Program Plan

Name:		Specialization:			
Email:		Expected Graduation:			
Course Prefix and Number	Course Title	Credit Hours	Term Planned	Term Completed	Grade
	Major Courses:				
AEE 7000	Graduate Orientation Seminar	1			
AEE 7230	Strategic and Program Planning for Visionary Change	3			
AEE 8000	Leading through Historical Perspectives	3			
AEE 8100	Applied Communication Theory and Practice	3			
AEE 8310	Theory of Learning and Cognition	3			
AEE 8420	Leadership and Administration in AEE	3			
	Major Total:				
	Research Cognate Courses:				
AEE 8850	Research Methods	2			
AEE 8860	Research Design	2			
AEE 8870	Analysis and Interpretation of Data	2			
AEE 8880	Instrumentation and Procedures for Data Collection	2			
AEE 8890	Applied Regression Analysis	2			
AEE 8895	Applied Data Reduction Techniques	2			
	Qualitative Research (course work)	3			
	Research Cognate Total				

	Outside Cognate Courses:				
	Outside Cognate Total:				
	Elective Courses:				
	Electives Total:				
	Master's Program Courses:				
	Master's Program Total:				
	Graduate Program Total:				

Professional Experience or Planned Internship:

Plans for Meeting Conditions of Admission:

Terms to meet Residency Requirement: Year

Fall Semester _____
 Spring Semester _____
 Summer Term _____

Plan for Ph.D. Candidacy Exam		
Committee Member	Exam Area	Exam Hours

(student signature & date)

(adviser signature & date)

(committee member signature & date)

This program must be submitted for initial approval to the AEE Director of Graduate Studies before 24 hours are completed. A copy of the final program, degree checklist, and advising report must also be submitted to the AEE DGS for approval prior to the final term of enrollment and the Application to Graduate form is submitted.

(committee member signature & date)

(committee member signature & date)

(committee member signature & date)

(AEE DGS signature & date)

Copies to: Student Adviser Committee Members

Ph.D. Program Approval Checklist

Student Name:		Specialization:		
			Yes	No
Program Plan submitted to Director of Graduate Studies before 24 graduate credit hours completed?				
Degree Requirements				
AEE 7000 – Graduate Orientation Seminar (1) (if not taken in Master’s program)				
AEE 7230 – Strategic and Program Planning for Visionary Change (3)				
AEE 8000 – Leading Through Historical Perspectives (3) (if not taken in Master’s program)				
AEE 8100 – Applied Communication Theory and Practice (3)				
AEE 8310 – Theory of Learning and Cognition (3)				
AEE 8420 – Leadership and Administration in Ag. and Extension Education Programs (3)				
AEE 8850 – Research Methods (2) (if not taken in Master’s program)				
AEE 8860 – Research Design (2)				
AEE 8870 – Analysis and Interpretation of Data (2)				
AEE 8880 – Instrumentation and Procedures for Data Collection (2)				
AEE 8890 – Applied Regression Analysis (2)				
AEE 8895 – Applied Data Reduction Techniques (2)				
AEE 8999 – Research (6)				
Qualitative Research (minimum 3 hours) – one course (equivalent of Ed P&L 800)				
Outside AEE Cognate Area (minimum 9 hours)				
Additional Requirements				
Minimum of 80 graduate credit hours beyond the baccalaureate degree				
Minimum of 50 graduate credit hours beyond the master’s degree				
A minimum of 24 credit hours required for the Ph.D. must be completed at Ohio State.				
A minimum of two consecutive pre-candidacy semesters (or one semester and a summer session) with full time enrollment must be completed while in residence at Ohio State.				
A minimum of six graduate credit hours over a period of at least two semesters (or one semester and a summer session) must be completed after admission to candidacy.				
The Ph.D. program must be completed within five years following candidacy. Date passed oral candidacy exam: <i><insert date of oral exam here></i>				
Final Program Plan (signed by advisory committee) and Advising Report (and/or transcript) submitted to the AEE DGS <u>prior to the beginning</u> of the final term of enrollment? (Can submit Application to Graduate at this time, too.)				
Submit Application to Graduate form through the Graduate School website: gradforms.osu.edu by the first Friday of the graduating semester.				

COMMENTS:

Initial Approval

Final Approval

AEE GSC Chair Signature

Date

AEE GSC Chair Signature

Date

Copies to: Student Adviser Graduate Program Secretary

General Steps in Ph.D. Advisement

STEP	WHEN/WHERE	FORM	S	A	CA	C	DGS	GS
Inquiry			X				X	X
Application	Online at www.gradapply.osu.edu Send Letters of Recommendation & Goals & Objectives to DGS	X	X				X	X
Admit/Reactivate							X	X
Appoint Temporary Adviser							X	
Register			X	Temp Adv				
Select Adviser (and Co-Adviser if desired)	Submit Program. Adviser Notification; Form Available from AEE GS Secretary	X	X	Temp Adv			X	
Identify advisory committee members	Consult with adviser and peers		X	X	X			
Plan Program	Consult with advisory committee to select courses		X	X	X	X		
Request Transfer of Graduate Credit	Submit Request for Transfer of Graduate Credit Form to DGS: Form available from AEE GS Secretary	X	X	*	X			
Program Approval by advisory committee	Signatures of all parties required	X	X	X	X	X		
Submit Program Plan for Approval by DGS	Submit to DGS before 24 hours completed		X	X	X			
Program Approval by DGS	After approval returned to student and adviser						X	
Advisement on a Regular Basis	Weekly meetings recommended		X	X	X			
Arrange location time for Written and Oral Candidacy Exam (CE)	Consult department secretary		X					
Request CE Questions	Adviser requests questions from advisory committee members 1 month in advance			X	X			

S = Student A = Adviser CA = Co-Adviser C = Program/Dissertation Committee DGS = Director Graduate Studies GS = Graduate School

STEP	WHEN/WHERE	FORM	S	A	CA	C	DGS	GS
Notification of Application for Candidacy	GS: gradforms.osu.edu	X	X		X			X
Notification of Written and Oral Exam to Committee				X	X			X
Conduct Candidacy exam			X	*	X	X		
Reformulate Reading Committee for Dissertation			X	X	X			
Approval of Dissertation Proposal				X	X	X		
Submit Final Program Plan with Degree Checklist & Advising Report	Prior to the beginning of the final term of enrollment to DGS.	X	X	X	X		X	
Application to Graduate (apply for commencement/degree)	By first Friday of Last Semester through Graduate School website: gradforms.osu.edu	X	X	*	X		X	
Arrange for Time/Location of Oral Defense and Indicate on Draft Approval Form			X					
Draft Approval through Application for Final Examination	4 weeks before defense through Graduate School website: gradforms.osu.edu	X	X	*	X	X		
Notification of Final Oral Examination								X
Conduct Final Oral Examination			X	*	X	X		
Submit final copy of Ph.D. Document	At least 1 week before commencement to GS (electronically)	X	X		X	X		
Submit Needed Information from Graduating Student to DGS	Available from AEE GS Secretary		X					

S = Student A = Adviser CA = Co-Adviser C = Program/Dissertation Committee DGS = Director Graduate Studies GS = Graduate School

Suggested Dissertation Outline

Use the current edition of the APA style manual and the manual from the OSU Graduate School web site (<http://www.gradsch.ohio-state.edu/Depo/PDF/Guidelines.pdf>). Each chapter should begin and end with introductory and summary paragraphs, respectively.

Cover Page
Table of Contents
List of Tables
List of Figures

Chapter 1 Introduction (Context, Need, Justification, and Significance of the Problem)

Problem Statement
Purpose of Study
Objectives, Research Questions, and/or Hypotheses
Definition of Terms (Constitutive and Operational)
Conceptual Model
Limitations (planned limits of the study)
Delimitations (uncontrollable/unanticipated limitations, if any)
Basic Assumptions (related to the study)

Chapter 2 Review of Literature

Sections determined as appropriate to building the theoretical foundation for the study.

Chapter 3 Methods

<u>Experimental</u> or	<u>Non-Experimental</u>
Research Design	Research Design
Subject Selection	Population and Sampling
Outcome Measures	Instrumentation
Conditions of Testing	Data Collection Procedures
Treatments	Data Analysis
Data Analysis	

Chapter 4 Results

Findings (framed by objectives/questions/hypotheses)
Key Findings (bullet listing of major findings)

Chapter 5 Discussion

Discussion (of findings framed by objectives/questions/hypotheses)
Conclusions (drawn from the findings of the study)
Recommendations (for policy and/or practice)
Implications (potential impact on research problem)
Topics for Further Research

References Cited

Doctoral Degree Requirements for Graduation

Listed below are the procedures and the requirements of the Graduate School for earning a doctoral degree from The Ohio State University. For further information see Section VII of the *Graduate School Handbook*. The *Handbook* is available electronically on the World Wide Web at <http://gradsch.osu.edu>

In order to graduate, each student must:

Satisfactorily complete the Candidacy Examination and submit the Candidacy Examination Report form to the Graduate School by the published deadline.

Register and enroll for at least three graduate credit hours during the term in which the Final Oral Examination is taken and in which graduation is expected.

Submit a Final **Program Plan** (signed by advisory committee) and **Advising Report** (and/or transcript) submitted to the AEE DGS prior to the beginning of the final term of enrollment? (Can submit Application to Graduate at this time, too.)

Submit **Application to Graduate** through Graduate School website: gradforms.osu.edu the first Friday of the graduating semester.

Complete a minimum of 80 semester hours of graduate credit, at least 50 of which must be completed beyond the master's degree. For a master's degree earned at another institution to count toward the 80 hours required, the credit hours must be officially transferred to OSU.

Complete the following requirements after the master's degree has been earned or after the first 30 semester hours of graduate credit have been completed (The latter applies to programs where a master's degree will not be transferred).

A minimum of 24 graduate credit hours required for the Ph.D. must be completed at The Ohio State University.

A minimum of two consecutive pre-candidacy semesters (or one semester and one summer session) with full-time enrollment must be completed while in residence at this university.

A minimum of six graduate hours over a period of at least two semesters (or one semester and a summer session) must be completed after admission to candidacy.

Earn a graduate cumulative point-hour ratio of at least 3.0 on a 4.0 scale.

The Graduate School is to be notified via the Application for Final Examination using gradforms.osu.edu and the members of the dissertation committee must approve the dissertation draft as complete and ready for oral defense at least two weeks prior to the scheduled oral examination. It is professional courtesy to allow two weeks for committee to review dissertation which would be four weeks before oral examination.

The dissertation must conform to Graduate School format requirements as described in the [“Guidelines for Formatting Theses, Dissertations, and D.M.A. Documents.”](#)

Satisfactory completion of the final oral examination and submission of the Final Oral Examination Report form to the OSU Graduate School by the published deadline (for specific dates, see the Graduation Deadlines published each term).

Electronic submission of the approved dissertation (through OhioLink <http://www.ohiolink.edu/etd>) and a separate 500-word or less abstract by the published deadline. Students should expect to receive e-mail acceptance of the submitted dissertation document from the Graduate School.

After submission of the electronic copy of the dissertation, students should submit the Final Approval Form and the Survey of Earned Doctorates form by the published deadline and pay for a Doctoral Hood (required if attending the commencement ceremony).

Note: Purchase of the doctoral hood is optional if not attending the ceremony and may be mailed or picked up. Microfilming and processing is required. Information about copyright registration is available in the Graduate School. These fees are payable once your electronic submission has been accepted, when your forms are turned in to the Graduate School. The Graduate School only accepts a personal check or money order.

Complete Ph.D. degree requirements within five years after being admitted to candidacy.

Receipt of final grades in the University Registrar’s Office by the deadline published in the Master Schedule of Classes.

Appendix C: Department and Graduate School Forms and Policies

Contents

Adviser Notification Form

AEE 8193 – Individual Studies Agreement

Policy for Administering Closed Book Examinations

[Request for Transfer of Graduate Program](#)

Graduate Associate Position Description and Evaluation

Graduate Student Performance Appraisal

[Sample Pages for Theses and Dissertations](#)

Thesis, Non-Thesis, Dissertation Proposal Acceptance Form

[Graduate School Examination and Graduation Deadlines](#)

ADVISER NOTIFICATION FORM

Name:	
Date:	
Degree Program (circle one)	M.Ed. M.S. Ph.D.
Specialization (check one)	<input type="checkbox"/> Agricultural Communication <input type="checkbox"/> Agricultural Education <input type="checkbox"/> Community & Extension Education <input type="checkbox"/> Online Master's <input type="checkbox"/> International Development <input type="checkbox"/> Leadership
Temporary Adviser (previous)	
Permanent Adviser (new)	
Student Signature	
Temporary Adviser (signature)	
Permanent Adviser (signature)	
Director of Graduate Studies (signature)	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED _____
Date	

Master's students should select their Committee Chair and committee member(s) in time to have the program planned and submitted to the AEE DGS before 15 credit hours are completed.

Ph.D. students should select their Program Committee Chair and committee members in time to have the program planned and submitted to the AEE DGS before 24 credit hours are completed.

Copies to: Student Temporary Adviser Permanent Adviser DGS

AEE 8193 -- Individual Studies Agreement

Student Name:

Local Address:

Local Phone:

Email:

Course Number

Course Title:

Call Number:

Credit Hours:

Enrollment Term:

Project Title:

Project Objectives:

Documents to be Submitted for Grading:

Target Completion Date:

Approvals*

(Student's Signature & Date)

(Faculty Signature & Date)

(Adviser's Signature & Date)

*Signatures are required prior to the close of registration during the term of enrollment.

Policy for Administering Closed Book Examinations

1. One person, identified by the department chair, will be responsible for the administration of all written candidacy examinations.
2. The written candidacy examinations will be monitored and conducted in an appropriate location such as a conference room or classroom. Individual faculty member's or student's offices are not appropriate locations for completing written candidacy examinations.
3. The department will provide paper or a computer for written candidacy examinations.
4. Exams will be date-stamped at the conclusion of each writing period and a copy made. The original copy will be retained by the adviser who will also be responsible for checking it against the final typed copy.
5. Use of a computer for word processing during a written examination is the responsibility of the graduate student. The student assumes the responsibility for word processing abilities, mechanical problems, software failure, and the possibility of power outages. Students are encouraged to initiate frequent "saves" in two disks or flash drives while writing. If mechanical/electrical problems occur, then the student will immediately switch to handwriting the examination.
6. Security is the responsibility of the student's adviser. The adviser will see that "clean" disks or flash drives are available for the use by the student during the examination. If the adviser is unavailable on the day of the examination, an authorized party will be responsible for issuing the storage devices to the student and in seeing that they are returned in a similar format.
7. Paper copies of the examination(s) must be printed and submitted to the departmental designee at the conclusion of each scheduled examination period as well as a copy of the file on a disk.
8. The student is responsible for the transfer of the file containing the examination for each period to another storage device for editing; e.g., insert questions, check spelling, set margins, into the format for the final hard copy to be distributed to committee members at least one week prior to the oral examination.
9. Printing paper copies and making backup copies of files (documents) will be permitted beyond the time limit of the examination period.
10. Only departmental hardware and software can be used during the examination. The student is responsible for reserving the equipment, moving it to the examination room, and for returning the departmental equipment used to its storage location.

Graduate Associate Position Description and Evaluation

Associateship Position: GTA GRA GAA FTE: .25 .50 other

Student's Name: _____

Associateship Supervisor: _____

Faculty Advisor: _____

Appointment Start Date: _____

Appointment End Date: _____

Brief overview of Graduate Associate (GA) responsibilities:

Specific Duties and Expectations	Performance Rating				
	1	2	3	4	5
	Poor				Excellent
1.					
2.					
3.					
4.					
5.					
6.					
7.					

(Student's signature & date)

(Supervisor's signature & date)

Graduate Student Associateship Performance Appraisal

Name:

Year:

Degree Program:

Specialization:

Advisor:

Advisory Committee Members:

Note: Please complete this section only if you are employed as a Graduate Associate in ACEL.

Associateship Supervisor:

Associateship Assignment: Briefly describe the assignment and expectations for each term of your appointment.

Associateship Accomplishments:

Course Enrollment (list courses, credit hours and grades earned during the past academic year)

Fall _____			Spring _____			Summer _____		
Course	Cr.	Grade	Course	Cr.	Grade	Course	Cr.	Grade

Research & Scholarship Experiences: Briefly describe your experiences and accomplishments related to research and scholarship during the past academic year.

Teaching Experiences: Briefly describe your experiences and accomplishments related to teaching, advisement, and/or supervision of students during the past academic year.

Other Experiences: Briefly describe any other service activities, recognition, and/or accomplishments related to your graduate degree program during the past academic year.

Professional Goals: List specific goals related to your professional development and progress toward degree completion for the upcoming academic year.

Thesis, Non-Thesis, Dissertation Proposal Acceptance Form

Student Name:	
Degree Program:	
Specialization:	
Proposed Title:	
The Graduate Advisory Committee for _____ met in formal session on _____ (candidate's name) _____ and approved the proposed research project. _____ (date)	
Candidate's signature (with date):	
Adviser signature (with date):	
Committee member signature:	
Committee member signature:	
Committee member signature:	
Committee member signature:	

The acceptability of the research study proposal is determined by the candidate's Graduate Committee. The student, adviser, and the members of the committee should engage in timely discussions to maintain progress toward completion of the research project. The adviser and the student should retain a copy of this form in their files.