



**MASTER OF SCIENCE
CHILD DEVELOPMENT AND FAMILY SCIENCE**

GRADUATE STUDENT HANDBOOK

2022-2023

**DEPARTMENT OF FAMILY AND CONSUMER SCIENCES
COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES
CENTRAL WASHINGTON UNIVERSITY**

TABLE OF CONTENTS

Welcome	2
Child Development & Family Science Degree.....	2
Program of Study	3
Course Requirements	3
Child Life Certification.....	4
Family Life Educator Certification	5
Practicum	5
Graduate Thesis/ Project/ Examination	6
Thesis	6
Project	6
Examination	7
Timeline	7
Academic Standing	7
Graduate Support	8
Department Chair	8
Program Coordinator	8
Faculty Advisor.....	8
Graduate Committee	9
School of Graduate Studies and Research	9
Graduate Student Expectations	9
Professionalism	9
Engagement in Learning	9
Research	10
Student Clubs	10
Academic Honesty	10
APA Formatting.....	11
Graduate Assistantships	11
Facilities	12
Office Space.....	12
Keys	12
Printing.....	12
Important Dates: 2022-2023	13

WELCOME

Welcome to the Child Development and Family Science graduate program. You will spend the next 1-2 years working and learning with your cohort in the program. This graduate level education is designed to offer you advanced skills and knowledge to work with a diverse range of families and children throughout the life span. This handbook will provide you with an overview of the program and the expectations of you as a graduate student. We look forward to working with you during your career in the Department of Family and Consumer Sciences.

CHILD DEVELOPMENT AND FAMILY SCIENCE DEGREE

The Child Development and Family Science degree includes an advanced interdisciplinary study of interpersonal and family relationships. The graduate program has a strong emphasis on community involvement, practical application, and research. Graduates are prepared for advanced career opportunities in children's hospitals, family social service agencies, parent education programs, family counseling centers, and other family life education settings or doctoral study in family relations.

Students with a master's degree in Child Development and Family Science will be able to:

- 1) Conceptualize and design a research project to answer a question specific research question related to children or families.
- 2) Demonstrate abstract and critical thinking skills in applying Family Systems concepts to family problems and interventions.
- 3) Critically evaluate contemporary empirical literature in child development and family science.
- 4) Demonstrate effective communication and self-efficacy in professional human service settings.
- 5) Demonstrate proficiency at presenting research related to child development and family science in both visual and oral formats.
- 6) Demonstrate the ability to analyze quantitative data, review, understand, and interpret output from statistical analyses and draw appropriate conclusions related to child development and family science.
- 7) Conduct a predictive developmental assessment taking into account family and community context and demographic, cultural, and structural processes.

All Child Development and Family Science Master's students complete a multi-term practicum or internship experience in an agency suited to their particular professional goals. Students pursuing child life certification can complete this requirement in a child life practicum or internship in a children's hospital.

All students design and conduct a research study specific to their area of interest. Students have the opportunity to present their findings at a University sponsored research symposium as well as a regional professional conference.

Students have the flexibility to choose a capstone project that best meets their professional goals. Students will work with an advisor to decide whether to complete a thesis research project, an alternative research project, or a comprehensive examination.

PROGRAM OF STUDY

Working with their graduate advisor, all students must complete a course of study form (available from [the School of Graduate Studies and Research](#)) listing all courses to be completed in order to receive the degree. The course of study form is to be completed before a student has accumulated twenty-five (25) quarter hours; however, it may be required before that for Financial Aid purposes. Typically this is required prior to the completion of the second quarter.

COURSE REQUIREMENTS

All students complete the Core Child Development and Family Science coursework and choose a specialization.

<i>Child Development and Family Science Core</i>		
Course #	Title	Credits
CDFS 501	Research Methods	5
CDFS 502	Statistics	4
CDFS 532	Family Interaction	4
CDFS 534	Therapeutic Applications of Child Development	4
CDFS 547	Families and Poverty	4
CDFS 592	Practicum	12
CDFS 595	Graduate Research	1
CDFS 700	Master's Thesis, Project Study, and/or Examination	2-6*
	Total Core Credits	36-40

* Examination = 2 credits; Project Study = 4 credits; Thesis = 6 credits

Students choose between two specializations: Child Life or Family Science.

<i>Child Life Specialization</i>		
Course #	Title	Credits
CDFS 514	Coping with Grief and Loss	4
CDFS 515	Therapeutic Play	4
CDFS 516	Child Life I: Scope of Practice	4
CDFS 517	Pediatric Diagnoses and Medical Terminology	4
CDFS 518	Child Life II: Impact of Child Hospitalization	4
	Total Core & Child Life Specialization Credits	56-60

<i>Family Science Specialization</i>		
Course #	Title	Credits
CDFS 533	Family Life Education	4
CDFS 539	Families and Public Policy	4
	CDFS Electives (choose 2)	8
	CDFS 503: Family Communication CDFS 538: Attachment Theory and Practice CDFS 514: Coping with Grief and Loss CDFS 536: Diversity in Families CDFS 582: Curriculum Development IDS 405: Essentials of Project Funding in the Social Sciences	
Total Core & Family Science Specialization Credits		52-56

Students will work with their graduate advisor to develop a program of study appropriate for their individual career goals. Students typically begin the program in summer quarter, and can complete the degree after the following summer or fall (5-6 quarters total). Students seeking certification as Child Life Specialists or Family Life Educators may need to complete additional coursework to qualify for certification.

CHILD LIFE CERTIFICATION

Students seeking child life certification (CCLS) should complete the Child Life Specialization program and are required to complete a child life internship (during or after the program) and the following courses (or their equivalents) in addition to the program requirements:

- CDFS 232 Child Development (3)
- CDFS 339 Adolescence and Emerging Adulthood (4)

Students may enter the program having already fulfilled these requirements or will be able to take these courses as electives for the Master's program. Students should work with their advisor to determine which courses are required in their individual situation.

Practicum requirement for graduate degree is more extensive than the Child Life practicum required for certification. Child Life students may participate in our Seattle Children's Hospital practicum in their second summer in the program to fulfill some of the practicum hours required for graduation. Students may complete additional official Child Life practicums or internships during the graduate program, and those hours will count toward the graduate degree. However, many students complete practicum experiences for the degree in other settings working with children and families to prepare for child life clinical training.

We recommend that students apply for internship during the graduate program and that they apply to many internships across the United States. To apply, students must first complete the eligibility assessment through the [Association of Child Life Professionals](#)

(ACLP). The eligibility assessment requires an \$80 fee and should be completed at least three weeks prior to the internship application deadline.

Most child life internships use the common application and deadlines suggested by the ACLP:

	Winter/Spring	Summer	Fall
Application Deadline	September 5th	January 5th	March 15th
Initial Offer Date	2 nd Tuesday of October	2 nd Tuesday of February	1 st Tuesday of May
Acceptance Date	Following Wednesday	Following Wednesday	Following Wednesday
2nd Offer Date	Following Thursday	Following Thursday	Following Thursday

Many internships require students to be affiliated with a university and that the university establish an affiliation agreement with the hospital. We will work to establish an affiliation agreement with any hospital at which a student is granted an internship. Students are affiliated with CWU while they are in the graduate program. Students can become re-affiliated after they graduate by enrolling in one credit of practicum as a post-baccalaureate student.

Additional resources about the child life internship and certification process are available on the [ACLP website](#).

FAMILY LIFE EDUCATOR CERTIFICATION

Students seeking family life educator certification (CFLE) are required to complete the following courses (or their equivalents) in addition to the program requirements:

- CDFS 232 Child Development (3)
- CDFS 234 Contemporary Families (4)
- CDFS 235 Relationships and Personal Development (3)
- CDFS 236 Parent Education and Guidance (4)
- CDFS 237 Human Sexuality (4)
- CDFS 339 Adolescence and Emerging Adulthood (4)
- CDFS 405 Professional Obligations and Responsibilities (4)
- CDFS 435 Adult Development, Aging, and Family Life (4)
- FCS 371 Real World Finance (4)

Students may enter the program having already fulfilled these requirements or will be able to take these courses as electives for the Master's program. Students should work with their advisor to determine which courses are required in their individual situation. For more information about applying for the CFLE, visit the [NCFR website](#).

PRACTICUM

Students will participate in a practicum experience during their graduate program. Practicum provides students opportunities to work in the community and gain experience working with children and/or families. Students should work with their faculty advisor and the practicum instructor to find a site (or sites) that is related to their career goals.

Graduate students are required to complete 12 credits of CDFS 592 and can complete a maximum of 6 credits in one quarter (unless granted permission to take more). For each credit, students must complete 30 hours of experience at their practicum site, for a total of 360 hours.

GRADUATE THESIS/ PROJECT/ EXAMINATION

Child Development and Family Science graduate students are required to complete a thesis, a master's project, or a comprehensive exam as part of their MS degree. Each of these options are described below. You will work closely with your faculty advisor to decide which of these options best fits with your career objectives. Your advisor will also provide you with more detailed expectations for each of these options. Your graduate committee will guide you in planning and implementing your graduate thesis, project, or examination.

MASTER'S THESIS

A thesis is an empirical paper in which the student (a) identifies a well-defined research problem and justifies its investigation; (b) derives specific, testable hypotheses or research questions; and (c) tests the hypotheses by collecting and analyzing new data or by using an existing data set for secondary analysis. The data may be obtained by experimental, quasi-experimental, observational, or survey methods, or through qualitative analyses of interviews or documents. Students are encouraged to collaborate with their advisor/committee towards publishing their thesis research. For students who may be interested in continuing in their education to earn a Ph.D., completing the thesis option is strongly encouraged as doctoral programs typically view research as a critical skill in their doctoral students. Students who chose this option must complete 6 credits of CDFS 700 and must enroll in at least 2 credits of CDFS 700 during the quarter they successfully defend their thesis.

MASTER'S PROJECT

The master's project involves the application of professional knowledge to a unique problem or task with the potential of contributing to the solution of the problem and producing change. The project report is a scientific report documenting the student's work on the project in which the student (a) identifies a well-defined problem and justifies the project, (b) reviews the literature to determine what is already known about the problem, (c) describes the approach, design, research methods, data collection or appropriate procedures used to investigate the problem and complete the project, (d) reports on the findings, products or outcomes of the project and (e) reflects on how the project contributes to the give field and on the experience of completing the project and its success. The master's project is similar to the thesis, but does not require the formal submission process through the graduate school. Students who chose this option must complete 4 credits of CDFS 700 and must enroll in at least 2 credits of CDFS 700 during the quarter they successfully defend their master's project.

MASTER’S COMPREHENSIVE EXAMINATION

The purpose of the master’s comprehensive exam is to (a) provide the student with an opportunity to demonstrate a synthesis of knowledge gained through the Master's program course work, (b) assess the student's knowledge gained in course work and his/her ability to retain and use this knowledge over a long period of time, and to (c) assess the student's ability to clearly communicate information and ideas related to the profession. The student will receive the exam from their faculty advisor and will have one week to respond to the exam questions (typically three essay questions). The student’s graduate committee will evaluate the responses, assigning scores of “pass,” “pass with revisions,” or “fail.” When students fail one or more questions on the exam, they have the opportunity to re-enroll in CDFS 700 and reattempt the exam the following quarter. Students who “pass with revisions” will have one opportunity to revise and resubmit their exam during the same quarter. If they do not pass after revising, they will have the opportunity to re-enroll in CDFS 700 and reattempt the exam the following quarter. After two failed attempts, students are dismissed from the graduate program. Students who chose this option must complete 2 credits of CDFS 700 during the quarter they successfully complete the examination.

TIMELINE

Students should allow ample time to complete their master’s thesis/project. It typically is a three-quarter endeavor: one quarter to clarify the research question (or problem), review the related literature, and prepare a proposal; one quarter to defend the proposal to the student’s graduate committee, make revisions, and then begin conducting the study (i.e., obtain approval from the CWU Human Subjects Review Committee), collect, code, and analyze data); and one quarter to write the results and discussion sections of the paper, to have the final copies prepared, and to defend the project to the student’s graduate committee.

During the student's first quarter in graduate school, it is important to get to know faculty and to explore ways in which the student can become involved with faculty in their areas of expertise. Informal conversations with faculty often help identify possible directions for research or project development in the student's area of interest. Delaying starting on a master’s thesis or project will create time pressures and unnecessary stress.

Students who chose the comprehensive examination option should plan to complete the exam during their final quarter in the program. Students may complete the examination before their last quarter, but are required to have completed all of the core content courses prior to the quarter they take the examination (i.e., they may take the examination once they only have practicum and/or elective courses left to complete). Exceptions to this rule can be made at the discretion of the student’s graduate committee.

ACADEMIC STANDING

There are academic standards required for graduate students enrolled in the Child Development and Family Science program. Any graduate student whose cumulative grade point average falls below 3.0 at the end of any quarter will be placed on academic

probation for the next academic quarter. If, after one quarter of probation, the student fails to raise her/his cumulative grade point average to 3.0 or above, the student will be dropped from the University. Students may not receive a master's degree from Central if their cumulative grade point average is below 3.0.

The cumulative grade point average is calculated using all courses taken after admission into a graduate program, whether part of the approved Course of Study or not. Grades for all courses included on the Course of Study must average at least 3.0 (B). Credit will not be accepted for courses on the course of study in which a grade lower than "C" is earned.

GRADUATE SUPPORT

DEPARTMENT CHAIR

The department chair oversees the functioning of the entire department. Among other duties, the department chair must give signature approval to various forms graduate students must submit. Because the department chair maintains general supervision over the department, she is a very appropriate individual with whom to discuss department problems or concerns. Dr. Sarah Feeney is the current department chair, and her office is in Michaelsen room 100. She can also be reached at Sarah.Feeney@cwu.edu

PROGRAM COORDINATOR

The program coordinator oversees the program curriculum, student admissions, and advising prior to assignment of faculty advisors. Students should contact the program coordinator with questions about the program sequence, courses, practicum, and other program concerns. Dr. Amy Claridge is the current Child Development and Family Science program coordinator, and her office is Michaelsen 327. She can also be reached at Amy.Claridge@cwu.edu

FACULTY ADVISOR

Dr. Amy Claridge will serve as faculty advisor for all students until they select a permanent faculty advisor. Students should meet with Child Development and Family Science graduate faculty (Drs. Claridge, Dowd, and Feeney) and determine who they would like to work with. Faculty advisors will help students develop a program of study and guide them in completion of their thesis, research project, or comprehensive examination.

The relationship between a student and their advisor is very important during the graduate career. The advisor guides the student in many areas, including graduate committee selection, writing, research, master's project, practicum, academic progress, and future career directions. This individual is the student's advocate with the department, the university and the professional community. Students should take time to choose their advisor carefully, and consider the following:

- How useful will this professor be in helping you research your thesis topic or complete your master's project?

- Do the two of you have mutual interests regarding the topic or area?
- Can you work with this person, in terms of compatible personalities, work style, and so forth?
- Do the two of you share mutual expectations regarding your graduate experience?
- How will your advisor facilitate your career development as a student and as a professional?

The advisor must have a doctorate and graduate faculty status. Generally, the advisor is a faculty member in the student's graduate program. Faculty advisors typically only work with a set number of students completing research projects, so students should be prepared to ask more than one faculty advisor if choosing a research option. Students should select a faculty advisor by the end of their second quarter in the program.

GRADUATE COMMITTEE

Every master's degree candidate must have a graduate committee of at least three members. A student is expected to work with their advisor in forming the graduate committee. The student must submit a Graduate Committee and Option Approval Form to the graduate office. If approved, the committee becomes the student's official advisory committee. The thesis or non-thesis project advisor is the student's graduate committee chair and generally is a faculty member in the department of specialization.

Only a regular member of the graduate faculty (Drs. Claridge, Dowd, and Feeney) may serve as chair of a graduate committee. Associate members (Prof. Tenhulzen) may serve as a committee member. Other faculty members may serve as committee members with the approval of the Dean of Graduate Studies.

SCHOOL OF GRADUATE STUDIES AND RESEARCH

The School of Graduate Studies and Research oversees all graduate students' admission to, progress in, and graduation from graduate programs. The graduate school administers graduate grants and travel awards. Their [website](#) also contains all required graduate student forms, guidelines for thesis preparation, graduation information and deadlines, information about the graduate student association, and other valuable information for graduate students.

GRADUATE STUDENT EXPECTATIONS

Graduate students are expected to behave differently than undergraduate students and demonstrate a higher level of engagement in the learning process. Specific expectations for Child Development and Family Science graduate students are outlined below.

PROFESSIONALISM

Graduate students are expected to represent Central Washington University and the Child Development and Family Science program professionally on campus, at practicum sites, at program events, and at professional conferences. Graduate students will take some courses with undergraduate students, and should model professional and collegial

behavior. Students are expected to be respectful of others' opinions and ideas, communicate in professional manners via e-mail, and take responsibility for their own learning.

ENGAGEMENT IN LEARNING

Graduate students are expected to take an active role in their learning and to critically think about the assigned materials. Students are expected to complete all assigned readings and come to class ready to discuss the readings. Students should take thorough notes and come to class with questions and comments to facilitate discussion. Although attendance is very important, it is not enough to just show up to class.

In graduate school, the courses overlap and relate to each other. As such, it is important that students are actively making connections among courses to develop a holistic and integrated understanding of family systems. Students will also have opportunities in classes to study content areas of their choice, and the expectation is that students will develop a specialization in an area of interest through study of that area throughout the program. Students should be self-directed and intentional about what they choose to specialize in when given opportunities for individual study.

RESEARCH

Regardless of students' decision to complete a thesis, project, or examination, all students will be engaged in consumption and production of research. All graduate students will complete an independent research project in CDFS 501: Research Methods. This is the first opportunity for students to focus in on one area of interest in the field of Child Development and Family Science. Students are highly encouraged to present their study findings at Central Washington's Symposium of University Research and Creative Expression (SOURCE) and also the regional family science conference, the Northwest Council on Family Relations annual conference. Students who are interested in presenting should work closely with their faculty advisor and can seek out university funding for graduate student travel. Information is available on the [Graduate School website](#).

STUDENT CLUBS

Graduate students are encouraged to get involved with the Child Development and Family Science graduate club both in member and officer roles. The club provides opportunities for students to provide service in the community and for conference travel funding.

Graduate students are also encouraged to participate in the Child Development and Family Science undergraduate club.

ACADEMIC HONESTY

Graduate students are expected to be honest and ethical in their academic work. Students should be familiar with the Central Washington University's Student Code of Conduct,

which prohibits academic dishonesty in all forms, including, but not limited to: cheating on tests; copying from another student's paper; collaboration with any other person during a test without authority; substitution for another student or permitting any other person to substitute for oneself to take a test; "plagiarism," which means the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit; "collusion," which means the unauthorized collaboration with any other person in preparing work offered for credit, or assisting others commit academic dishonesty; fabrication of data; or submitting the same work more than once for credit in different courses.

Academic dishonesty will result in severe penalties, including a failing grade on an assignment, a failing grade in a course, or dismissal from the graduate program. Students who engage in academic dishonesty will be reported to the Office of Student Affairs at the instructor's, faculty advisor's, and/or program director's discretion.

Students are expected to take charge of their learning and clarify with their instructors if they are uncertain if something is considered cheating/plagiarizing before submitting an assignment for credit. Students are encouraged to familiarize themselves with [resources regarding plagiarism](#) to ensure they are well equipped to meet the academic integrity standards of this program.

APA FORMATTING

Students will be expected to be proficient in the American Psychological Association (APA) Style Manual seventh edition, and as such, should purchase the manual. All submitted papers should adhere to APA formatting.

American Psychological Association (2019). *Publication manual of the American Psychological Association* (7th ed.). Washington D.C.: Author.

GRADUATE ASSISTANTSHIPS

A limited number of graduate assistantships are available. The graduate assistantship requires that students work for 20 hours per week on department assigned responsibilities. These responsibilities should add to students' educational experiences. The majority of Child Development and Family Science assistantships involve the responsibility to teach, under the supervision of the graduate faculty, courses in the Child Development and Family Science undergraduate program. Generally, a graduate teaching assistant is required to teach 15-16 credit hours of CDFS courses.

The graduate assistantship includes a tuition waiver and a stipend. Students must maintain over a 3.0 GPA every quarter to retain an assistantship.

FACILITIES

OFFICE SPACE

Graduate assistants have a designated office (Michaelsen 328) where they are to discharge their duties as instructors and teaching assistants. All graduate students can use the computers in room 328, but should primarily use the Michaelsen Conference Room (Room 201) and other spaces on campus (e.g., the Michaelsen BreezeThru, the Library) for studying.

KEYS

The program coordinator will provide a key card authorizing students to pick up keys at the CWU lock shop. Graduate students will receive the following keys:

Card access to external Michalsen doors (for evening/weekend access)

RD1- Michaelsen 201

RDA44- Michaelsen 328

RDA21- Michaelsen 207 (*only graduate teaching assistants*)

RDA47- Michaelsen 202 (*only graduate teaching assistants*)

It is graduate students' responsibility to return their keys at the end of their last on-campus quarter in the program. Failure to return keys will result in a fee assigned by the CWU lock shop.

PRINTING

Graduate students can use the printer in Michaelsen 328 to print class assignments for submission. The printer cannot be used to print non-school related or large documents, like journal articles. Personal printing and printing of journal articles and other large documents needs to be completed using a personal printer or at a CWU computer lab.

Graduate teaching assistants will have access to the Xerox printer in the Faculty lounge. The Xerox is only to be used for printing related to teaching assistant or instructor purposes, and not for personal use. The graduate student copy code is 564.

IMPORTANT DATES: 2022-2023

Fall 2022

Sept. 20	CDFS Graduate Program Orientation (11am-1pm)
Sept. 21	Classes begin
Sept. 27	Final folder check application due (if graduating in Fall 2022)
Nov. 7	Register for Winter 2023 classes
Nov. 11	Veterans Day- No classes
Nov. 16-19	NCFR Conference - Minneapolis, MN
Nov. 23-25	Thanksgiving and Native American Heritage Day- No classes
Dec. 2	Classes end
Dec. 6-9	Final exams

Winter 2023

Jan. 4	Classes begin
Jan. 10	Final folder check application due (if graduating in Winter 2023)
Jan. 16	Martin Luther King Jr. holiday- No classes
Feb. 13	Register for Spring 2023 classes
Feb. 20	Presidents Day- No classes
Mar. 10	Classes end
Mar. 14-17	Final exams

Spring 2023

Mar. 28	Classes begin
Apr. 1	SOURCE submission due
Apr. 3	Final folder check application due (if graduating in Spring 2023)
May 1	Register for Summer 2023 classes
May 8	Register for Fall 2023 classes
May 17-18	SOURCE- Ellensburg, WA
May 29	Memorial Day- No classes
June 2	Classes end
June 6-9	Final exams
June 9	Graduate Student Hooding and Commencement Ceremony
June 15-18	ACLP Conference - Grapevine, TX

Summer 2023

June 19	Juneteenth National Independence Day- No classes
June 20	Classes begin
June 24	Final folder check application due (if graduating in Summer 2023)
July 4	Independence Day- No classes
July 17	Last day to begin Master's exam and graduate in Summer 2023
July 28	Six-week session classes end
Aug. 18	Full session classes end