

DEPARTMENT OF EDUCATIONAL PSYCHOLOGY
GRADUATE STUDENT / ADVISOR HANDBOOK
MASTER'S DEGREE PROGRAM

College of Education
University of Arizona

Revised August 2016

MASTER'S PLAN OF STUDY

The master's program (M.A.) in educational psychology provides a foundational understanding of the concepts, methods, and theories related to the discipline of educational psychology. Students hold undergraduate degrees from diverse academic fields. Many are experienced educators who have chosen graduate work in educational psychology to increase their knowledge and skills. The program exposes these students to knowledge emerging from educational psychological research and theory, preparing them for a wide range of professional positions in education, government, and industry.

MASTER'S DEGREE PROGRAMS

The MA degree focuses on research. The total number of graduate hours of coursework is 30. All requirements must be completed within 6 years of beginning the master's degree program. Students may take no more than 16 units per semester.

CURRICULUM

The following courses are required and core to the Master's degree program in Educational Psychology (at least 26 units):

Two of the three: EDP 501 Advanced Child Development or 502 Motivation and Development in the Classroom (3 units) or EDP 514 Psychology of Instruction (3 units)

EDP 505 Seminal Readings in Education and Educational Psychology or EDP 510 Learning Theory in Education (3 units)

EDP 541 Statistical Methods in Education (4 units)

EDP 548 Statistical Packages in Research (3 units) or EDP 641 Selected Applications of Statistical Methods (4 units)

EDP 558 Educational Tests and Measurements (3 units) or EDP 582 Educational Evaluation

EDP 560 Introduction to Educational Research (3 units)

EDP 900 Research (1- 4 units)

EDP 909 Master's Report (3 units) or EDP 910 Thesis (6 units)

Independent Study

Independent study courses (599, 699, and 900) are an important way to provide students useful learning activities in a flexible way. However, clear documentation of the learning process is important and the independent course must be approved by the advisor and the department head before the independent study begins. Independent study applications are available in the

Educational Psychology office (room 602) and at <http://www.coe.arizona.edu/ep/ma>. The student petition should provide the learning goals of the experience and how student progress will be evaluated.

GENERAL INFORMATION

Admissions

Requirements for admission to the program are based upon the successful completion of a baccalaureate degree in education, psychology, or a related field. The Graduate College requires a minimum grade point average of 3.0.

Advisement

Students will be assigned an advisor upon admission to the department. In addition, students will normally request two other members of the graduate faculty to serve on the students' Master's Committee. See the section, "MA Degree" for further information on constituting this committee.

Graduate Events and Deadlines

It is the responsibility of the student and his/her advisor to ensure that necessary forms are submitted to meet Graduate College deadlines. More information about the Graduate College requirements is available through <http://grad.arizona.edu/degrecertpolicies>

Plan of Study

The Plan of Study identifies (1) courses already completed at The University of Arizona which the student intends to apply toward the graduate degree; (2) additional course work to be completed to fulfill degree requirements; and (3) courses the student intends to transfer from other institutions. The Plan of Study must have the approval of the student's advisor and department head (or chair of the Graduate Committee) before it is submitted to the Graduate College. Log on to GradPath through UAccess to complete this form. There is a Plan of Study fee (<http://grad.arizona.edu/financial-resources/costs/degree-audit-processing-fee>).

MASTER OF ARTS (MA) DEGREE

Consistent with Graduate College regulations, the MA program must include a minimum of 30 semester hours of graduate credit.

Obtaining Institutional Review Board (IRB) Approval to Conduct Research Involving Human Subjects: Students pursuing the M.A. Plan A or Plan B (regardless of whether they are conducting an empirical study) must complete the Responsible Conduct of Research Statement on GradPath and the Human Subjects Protection Program CITI training and certification (<https://www.citiprogram.org/>).

EDP IRB proposal review policy

IRB protocols will be reviewed for exempt status within a 2-week time frame as possible. Students must have the proposal approved by their advisor before submitting to IRB. Proposals are due at least 2 weeks prior to needed feedback. The Investigator Manual is available at <http://orcr.arizona.edu/hspp/manual>

Thesis or Outcome Assessment

There are two separate program plans within the MA, the thesis (plan A) and the outcome assessment (plan B). Both plans are designed to emphasize research. Regardless of the student's degree track (determined by the type of written document submitted to the respective committee), the committee should consist of the student's EDP advisor (tenured, tenure eligible, or tenure equivalent) a second member of the EDP department (tenured, tenure eligible, or tenure equivalent), and a third member who may be outside the EDP department (tenured, tenure eligible, or adjunct faculty approved by the Graduate College). With department approval, one substitute member may serve if the original member is not available. In order to successfully complete the MA degree program, students must receive a 2/3 passing vote from their committee for both the written document and the oral exam. If the student does not initially pass the written and/or oral parts of the exam, the student may either prepare a new document ONCE or retake the oral exam ONCE within onesemester of the initial presentation.

Students must submit a Request to Schedule MA Defense form (<http://www.coe.arizona.edu/ep/ma>) to the department's administrative associate AT LEAST TWO WEEKS prior to the scheduled defense date.

When the student's department determines that the student has completed all degree requirements, the administrative associate must be notified to submit the forms through GradPath. For dates by which requirements must be met to graduate in a particular semester, refer to the Deadline Sheets, available in departments, in the Graduate Degree Certification Office, and online at the Graduate College website (<http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation>). Modifications in the Plan of Study may be made through the GradPath system. Modifications may consist of changes in coursework, changes in addresses, or changes in names.

Plan A (THESIS)

For Plan A, a thesis is defined as an original research study conducted by the student and requires 6 hours of 910. The topic must be approved by the committee prior to initiation. Complete the Report on the Proposal Meeting form from the department. Submission of the thesis to the Graduate Degree Certification Office, for publication by University Microfilms, Inc. and inclusion in The University of Arizona Library archives, is optional. There is a fee (<http://grad.arizona.edu/financial-resources/costs/degree-audit-processing-fee>) for microfilming and for copyrighting should a student choose those options. For more information consult the Manual for Theses and Dissertations (<http://grad.arizona.edu/academics/degree-certification/diss-theses/manuals>). The thesis must be written following the publication guidelines of the American Psychological Association.

Plan B (REPORT)

For Plan B, students may either write a review of literature or conduct a secondary data analysis. A review of literature is defined as an in depth examination of a current problem, issue, or critical theme of the Educational Psychology literature. Secondary data analysis is defined as a research study that uses existing data rather than original data. Both the review of literature and secondary data analysis require 3 credit hours of 909 for writing the review and defending. The topic of the master's project must be approved by the committee prior to initiation. Complete the Report on the Proposal Meeting form from the department. The format of the project should be written in a form appropriate for submission to a professional journal following the publication guidelines of the American Psychological Association.

When the student and advisor have agreed upon an outcome assessment OR thesis topic, the student should share a written proposal document (approved by the advisor) with committee members for their review and approval. Once committee approval is obtained, a *Report on the Proposal Meeting* form is filed with the department's administrative assistant.

Forms to Complete for the EdP MA

name	semester	GradPath	Department	done by
Responsible Conduct of Research Statement	1st	X		student
CITI training	1st		notify of pass date	student
Plan of Study	2nd	X		student
Committee Appointment Form	2nd	X		student
Report on the Proposal Meeting	3rd		X	student
Request to Schedule Defense	3 rd /4 th		X	student
Results of Defense	4 th		X	advisor
Archiving of Thesis	4 th	X		admin
Completion of Degree	4 th	X		admin

APPENDIX A

February 12, 2014
Satisfactory Academic Progress
In the
Department of Educational Psychology

In addition to the description of satisfactory progress in the Graduate Catalog, the Department of Educational Psychology holds students to the following:

Students are required to maintain a GPA of 3.0 in major coursework and a 3.0 in minor coursework.

Students who receive financial support from the department and have not completed all of the required coursework in their major must take at least one Educational Psychology course each academic year.

Students must maintain satisfactory progress to be eligible for Teaching or Research Assistantships.

Students are expected to keep their advisors informed of their progress towards their degree, and get permission prior to deviating from their plan of studies.

Part-time students are required to take a minimum of one course towards their degree each semester, with the expectation that 9 units will be earned during any 12-month period. Full-time students are expected to take a minimum of 6 units per semester.

Satisfactory progress includes the submission of a yearly progress report by the student to the advisor.

Each year the faculty reviews each student's progress. The advisor explains each case where progress is in question, and it is the student's responsibility to provide the advisor with sufficient data to support a claim of satisfactory progress.

The scope of student progress considered by faculty includes yearly evaluation of student levels of achievement, both within courses and in other academic and professional tasks undertaken.

Students judged not making satisfactory progress will be recommended for probationary status or removal from the program.

Students have a right to appeal faculty judgments of satisfactory progress. After submitting a written request for an additional review to the department head, students are allowed to present their case directly to the faculty for re-consideration. The meeting is to take place within three weeks of the written request. Subsequent faculty judgment is considered final.