

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

**College of Education**

**University of Arizona**

**Revised August 2019**

## **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. Consistent with Graduate College regulations, the MA program must include a minimum of 30 semester hours of graduate credit. All requirements must be completed within 6 years of beginning the master's degree program. Students may take no more than 16 credits per semester. The standard time to completion of the MA varies, but most students finish within 2 years.

## **CURRICULUM**

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

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

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

EDP 541 Statistical Methods in Education (4 credits)

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

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

EDP 560 Introduction to Educational Research (3 credits)

EDP 900 Research (2-4 credits)

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

## **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). The student petition should provide the learning goals of the experience and how student progress will be evaluated.

## **SATISFACTORY PROGRESS**

In addition to the description of satisfactory progress in the Graduate Catalog, the Department of Educational Psychology requires that students also meet the criteria outlined in the Satisfactory Academic Progress in the Department of Educational Psychology (see Appendix A).

Students may not have more than 3 outstanding incomplete "I" at any time and no more than 6 incomplete grades total during their program. The department uses the linked form for incomplete grades: <http://registrar.arizona.edu/grades/grading-policy-manual-university-academic-grading-policies-incomplete-i-grade>

## **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.

Students who earn Master's degrees in our program may apply to our doctoral program through GradApp and pay the application fees.

### **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/academics/degree-certification/deadlines-for-graduation>

### **Plan of Study**

In conjunction with the major professor or advisor, each student is responsible for developing a Plan of Study (POS) to be filed with the Graduate College no later than the student's second semester in residence if the student is attending the University of Arizona full-time. The POS

identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at the University of Arizona which the student intends to apply toward the graduate degree; and (3) additional course work to be completed in order to fulfill degree requirements. Since EDP faculty is expanding (and core courses may not be available in a timely fashion) accommodations can be granted by the advisor and department head. The POS is submitted in GradPath through UACCESS and is automatically sent to the student's advisor and department head for approval. The Graduate College recommends that the POS be filed as soon as the student and advisor agree on the course sequencing for the student. The POS must be filed prior to the meeting of the Outcome Assessment committee. Any deviations from the filed Plan of Study must be approved by the student's advisor and notification sent by the advisor to the Graduate College. There is a Plan of Study processing fee: <https://grad.arizona.edu/gsas/degree-requirements/candidacy-fees>

The Plan of Study shall contain courses that will:

- Prepare the student for research or scholarly investigation
- Satisfy the semester-hour and residence requirement of the Graduate College
- Satisfy the requirements imposed by the program faculty

## **MASTER OF ARTS (MA) RESEARCH REQUIREMENTS**

### **Responsible Conduct of Research Statement**

The first step in filing paperwork is to complete the Responsible Conduct of Research Statement in GradPath through UACCESS. Responsible research guidelines:

<http://www.orcr.arizona.edu/>

### ***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://rgw.arizona.edu/compliance/IACUC/iacuc-training/citi-training>).

### ***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. More information about IRB and forms: <https://rgw.arizona.edu/compliance/human-subjects-protection-program>

### **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 required. There is a fee (<http://grad.arizona.edu/financial-resources/costs/degree-audit-processing-fee>) for candidacy. 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. There is a fee (<http://grad.arizona.edu/financial-resources/costs/degree-audit-processing-fee>) for candidacy.

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.

## STUDENT RESPONSIBILITIES

Students are required to keep current on policies that affect their program and progress. Students should regularly meet with their advisor and check relevant websites for updates. Students need to maintain professional conduct on campus and in university communications. If there are any circumstances or events that will hinder student progress, it is the student's responsibility to alert all relevant parties.

## DEPARTMENTAL ORGANIZATION AND CONTACTS

There are several full- and part-time faculty who advise students and teach and conduct research. Please see the department website for a list of faculty and their interests:  
<https://www.coe.arizona.edu/ep>

Students are encouraged to contact faculty when interested in teaching, research, and departmental governance opportunities, such as new hire committees and student committees.

Please contact Educational Psychology at [edp@email.arizona.edu](mailto:edp@email.arizona.edu)

## LINKS TO RESOURCES AND POLICIES

- General catalog: <http://catalog.arizona.edu/>
- University's code of academic integrity: <http://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity>
- Grievances and complaints: <https://grad.arizona.edu/policies/academic-policies/summary-grievance-types-and-responsible-parties>
- Resources for graduate students related to parents, professional development, health and wellness, etc.: <http://grad.arizona.edu/new-and-current-students>

## Forms to Complete for the EdP MA

name	semester	Where reported	done by
Responsible Conduct of Research Statement	1st	GradPath	student
CITI training	1st	notify dept of pass date	student
Plan of Study	2nd	GradPath	student
Committee Appointment Form	2nd	GradPath	student
Report on the Proposal Meeting	3rd	dept	student
Request to Schedule Defense	3 <sup>rd</sup> /4 <sup>th</sup>	dept	student
Results of Defense	4 <sup>th</sup>	dept	advisor
Archiving of Thesis	4 <sup>th</sup>	GradPath	student

## 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 credits will be earned during any 12-month period. Full-time students are expected to take a minimum of 6 credits 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.