



Youth Development Student Handbook

Iowa State University Version 2016-2017

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Welcome

You have been admitted to a unique online program that focuses on the positive aspects of human development in the second decade of life.

These programs are part of a multi-state, multi-institution consortium offering fully online graduate programs in the human sciences. The Great Plains Interactive Distance Education Alliance or GP IDEA offers degrees in Human Sciences and Agriculture and Natural Resources. Each program is supervised by the Board of Directors of the Alliance and each member institution has a representative on the Board.

Programs are facilitated and supported by eleven public research universities, each of which brings unique strengths to the academic programs. Several universities share knowledge through a body of faculty with expertise in youth development. It allows each campus to contribute course offerings to the degree, while allowing students to learn from the best scholars in the field without applying to several different universities.

In the Youth Development Program, participating institutions include: Michigan State University, Kansas State University, University of Nebraska-Lincoln, North Dakota State University, Iowa State University, Texas Tech University, and the University of Missouri. All institutions have a history of success in distance education.

The Great Plains Interactive Distance Education Alliance (GP IDEA) was founded in 1994 capitalizing on the institutional resources of 11 major research universities to sponsor graduate education programs through distributed learning technologies. The Alliance offers fully-online graduate coursework and program options in high-demand professional fields. Academic programs are the core of the Alliance. Each member institution awards academic credit and degrees for programs in which they participate. Curricula are developed by inter-institutional faculty teams. Every program meets the requirements of these accredited institutions of higher learning.

You have been admitted to and are considered a graduate student at Iowa State University, with the same rights, privileges and responsibilities as students who take classes on campus. As a new graduate student, it is your responsibility to be familiar with the information in this handbook and with the applicable rules, regulations and procedures it contains. We hope this handbook will assist you in completing your program by providing a guide for your enrollment and program progress.

Glossary of Terms

Because of the unique nature of these programs, the following terms will be helpful to understand as you read through this document and as you move through your chosen degree program.

Home Institution—the institution that you applied to and were admitted to for the Youth Development program and from which you will receive your degree or certificate. Your home institution is Iowa State University.

Teaching Institution—the institution that is teaching the class in a particular semester. You are typically a guest student or visiting scholar at this institution.

Course Management System—The online software program being used for access to course materials at a university. Examples of what you would find there could include: class e-mails; documents posted here for access 24 hours a day, 7 days a week; discussion boards and announcements. The course management system used for ISU courses is Blackboard and can be found at: bb.its.iastate.edu. Other institutions may use Blackboard, WebCT, or another online management system. It is your responsibility to learn how to use each management system from each institution in which you enroll for coursework.

Campus Coordinator—person at your home institution who coordinates your registration with the teaching institution. There is a campus coordinator at each institution. Your campus coordinator at Iowa State University is Karen Smidt. She can be reached at ksmidt@iastate.edu. She can answer many administrative questions and will enroll you in your classes. You must keep in close contact with her and respond to her emails in a timely fashion!

Academic Advisor or Major Professor — the primary faculty member who guides you through the process and advises you regarding classes, the creative component, any issues you may be having, etc. This is Dr. Meghan Gillette (meghang@iastate.edu).

Program of Study (POS) Committee—the committee, which consists of 3 faculty members (your advisor and 2 other faculty) who evaluate your Proposal Paper and Presentation as well as your Final Paper and Final Oral Examination (Final Defense). They also approve any courses transferred in from other universities. Students should work with their advisor to create their committee. For more information regarding how to form the committee and the paperwork required, see page 12.

Proposal Paper and Proposal Presentation — the preliminary products of your master's degree, used to showcase your ideas and background knowledge for your creative component. These are presented to your POS Committee for evaluation prior to the creative component.

Final Paper and Final Oral Examination (also known as the Final Oral Defense)-the final products of your master's degree, used to showcase the culmination of your learning during this program and your ability to apply concepts to real-world applications. These will be presented to your POS Committee for evaluation for completion of the degree.

Admission Criteria

Admission to the Master of Family and Consumer Sciences-Youth Development degree and graduate certificate programs are based on an applicant's undergraduate grade point average (GPA) on the last 60 hours of credit earned, the extent to which our programs match the applicant's academic objectives, and the applicant's potential for graduate study as reflected by transcripts, a personal statement, and letters of recommendation. In general, the applicant's undergraduate GPA on the last 60 hours of credit earned must be 3.0 ("B") or better, although in exceptional cases we might admit, on restricted status, a professional who has practiced in the field for years, if her or his GPA is less than 3.0. Admission is not contingent upon having a specific type of undergraduate degree. Applicants who hold a graduate degree must have earned a 3.0 GPA in that degree program to be admitted.

Program Requirements

Master of Family and Consumer Sciences (MFCS) in Youth Development (36 credits)

The 36 credit master's degree program (MFCS) consists of 9 required core courses (25 credits), a Research Project or Internship experience consisting of at least 5 credits, and 5-9 credits of electives. Core courses offered within the program include eight 3-credit courses and a 1-credit Foundations of Youth Development seminar. Be sure to double-check the catalog regarding when classes are offered; not all of the classes are offered every semester. The program is designed so that students can finish the MFCS degree in approximately 2 years. The *general* format for this MFCS program is as follows:

In the first year, students:

1. Take core/elective classes
2. Create their POS Committee
 - a. Complete appropriate paperwork
3. Prepare for Research Project or Internship experience

In the second year, students:

1. Continue to take core/elective classes
2. Complete Research Project or Internship experience
3. Double check all appropriate paperwork is completed

In the last semester, students:

1. Complete the Final Paper and prepare a presentation for the Final Oral Examination
2. Successfully pass final paper and final oral examination with the POS Committee
3. Complete all appropriate paperwork

Courses are selected from (36 hours minimum):

Required:

These courses are generally only offered during the fall and spring semesters (except for YTH 501), so do not count on these being offered during summer semesters.

YTH 501: Foundations of Youth Development (1 credit)

Required to be completed in the first semester of enrollment. Must be successfully completed to enroll in classes in subsequent semesters.

YTH 510: Adolescents and their Families (3)

YTH 520: Community Youth Development (3)

YTH 530: Youth in Cultural Contexts (3)

YTH 540: Youth Professionals as Consumers of Research (3)

Required to be completed within the first 12 credits OR first two semesters. Completion of this course will assist students in successfully comprehending course material in other courses.

YTH 550: Youth Policy (3) *Recommended within the final 12-13 credit hours of core courses*

YTH 580: Administration and Program Management (3)

YTH 585: Program Design, Evaluation, and Implementation (3)

- YTH 634: Youth Development (3) *Required within first 12-13 credit hours (typically within first and/or second semesters). Completion of this course will assist students in successfully comprehending course material in other courses.*

YTH 599: Research Project (5 or more)

—OR—

YTH 691: Internship (5 or more)

Suggested Electives* (5 - 9 credits):

In general, electives should be taken after you have completed 12 credits of the Required courses. Many electives are offered during the summer semesters as well as the fall and spring semesters. Therefore, students who desire to take classes in the summer may wish to take Required courses during the school year and electives during the summer.

HDFS 510: Theories of Human Development (3)

HDFS 538: Developmental Disabilities (3)

HDFS 567: Family Stress, Abuse, and Illness (3)

YTH 570: Topics in Contemporary Youth Issues (3). There are several topics. Check the schedule of classes each semester.

HDFS 575: Cross-Cultural Perspectives about Families and Children (3)

YTH 590: Grant Development and Management (3)

HDFS 634: Adolescence and Emerging Adulthood (3)

*Or Any Advisor-Approved Course

NOTE: Up to 6 credits can be transferred from other graduate programs if the courses are deemed relevant by your advisor and the POSC committee.

YTH 691 Internship

Students who plan to complete their master's degree with the YTH 691 internship must work with their POS Committee.

Internships consist of a supervised field experience and a related project. The project must be planned in collaboration between the graduate student, the student's committee, and the internship supervisor. Students should note that because the proposal must be approved prior to starting the internship, **students should contact their advisor 6 months or more in advance to begin planning and writing the proposal.** Internship placement must be approved by the student's committee **before** beginning the internship. Students are responsible for securing their own internship placements - the HDFS/FCS department does not provide an internship matching service. Before embarking on the internship, the student should provide the following items to the committee for approval:

- Internship Agreement form, which includes:
 - Description of measurable internship objectives as well as activities that will meet those objectives
- Internship project proposal paper that includes the following components:

- Brief literature review
 - Methods section (description of how the project will be developed)
 - An outline of how the project will be evaluated
 - Submitted to POS Committee 2 weeks prior to oral presentation
- Internship project proposal oral presentation

There are no page minimum or maximum requirements for the internship project proposal paper. In general, however, prepare for this paper to be at least 10 pages (and often more). The internship project shall consist of a tangible contribution to the internship site that draws on the student's expertise and fits a program need. Unlike YTH 599 Research Projects (see below), the project for the internship is not the overriding goal of the internship but fits within the context of the internship site. Projects can include, among others, such things as the development of a newsletter, brochure, training session, and/or a workshop. The project proposal must be approved by the student's POS Committee as well as the internship site supervisor. The student will provide the POS Committee with his/her internship project proposal paper 2 weeks prior to his/her oral proposal presentation date. The student will "propose" his/her project in an oral presentation to the POS Committee in the semester *before* the internship commences. The internship site supervisor may wish to attend this oral presentation, either face-to-face or in person.

Twice during the semester, the internship supervisor will submit a written evaluation regarding the student's work and progress at the internship site. Reassignment of the student may be required.

Along with the internship agreement and project proposal, the additional written work the student will submit to the committee can be divided into two components. Throughout the tenure of the internship, a bi-weekly journal (1-2 pages) and time diary should be submitted to the student's advisor. The journal should report on the tasks being performed, and activities participated in, at the internship site. The student should discuss his or her experiences interacting with staff and clients and his or her progress toward meeting internship objectives and completing his or her project.

Final Paper and Final Oral Examination (Final Oral Defense). The final written work requires that the student will submit a final paper discussing and evaluating the internship experience within the scope of the Youth Development curriculum. There are no page minimum or maximum requirements for this paper, as it varies by student and topic. In general, however, prepare for this paper to be at least 20 pages (and often more). This final paper, along with a sample or copy of the finished internship project, will be submitted to the student's committee for review 2 weeks prior to the oral defense of the internship experience. This oral defense must occur in the semester you plan to graduate. The student is responsible for coordinating a time and securing a location for the defense. The student's defense of his or her internship and project may be conducted via video conferencing (e.g., Skype) when face-to-face meetings are not practical.

Once the student has *successfully* defended the project and final paper to his or her committee, the Report of Final Oral Examination form must be completed and submitted to the ISU Graduate College in order for the student to graduate. The Report of Final Oral Examination form will be given to your Major Professor by your Campus Coordinator prior to your Final Oral Examination. Other paperwork may need to be completed in order to graduate (see the website in red below).

Note of caution: The majority of ISU faculty do not have faculty appointments in the summer, so many do not conduct university business from mid-May to mid-August. Therefore, do not plan on proposing or defending (or graduating) during the summer unless the committee expressly states their availability during a summer semester.

YTH 599 Research Project

Students who plan to complete their master's degree with the YTH 599 Research Project must consult with their POS Committee.

The YTH 599 Project can take many forms (e.g., course development, training manual for a social services agency, instructional video, professional workshop or training, integrated review of literature, curriculum development, journal manuscript, and so forth). Before embarking on the Project, students should note that the Project proposal must be approved by the POS Committee. Therefore, **students should contact their advisor 6 months or more in advance to begin planning and writing the Project proposal.** The student should provide the following items to the committee for approval before beginning the Project:

- Project proposal paper that includes the following components:
 - Brief literature review
 - Methods section (description of how the project will be developed)
 - An outline of how the project will be analyzed or evaluated
- Project proposal oral presentation

There are no page minimum or maximum requirements for the research project proposal paper. In general, however, prepare for this paper to be at least 10 pages (and often more). The student will provide the POS Committee with his/her internship project proposal paper 2 weeks prior to his/her oral proposal presentation date. The student will “propose” his/her project in an oral presentation to the POS Committee in the semester *before* the internship commences.

Final Paper and Final Oral Examination (Final Oral Defense). The final written work the student will submit to the committee shall involve a final paper that shall include:

- A comprehensive literature review, similar to what is done for a thesis, although it might include more clinical work.
- A methods section, describing the steps taken in developing and implementing the project. For example, if the student was developing a course, we would want to know how she or he went about it, how she or he selected textbooks, how she or he made

selections of topics and readings, and what theories drove her or his thinking. The methods section must include a theoretical framework for the project.

- An evaluation or results, and discussion component (as applicable).

There are no page minimum or maximum requirements for this paper, as it varies by student and topic. In general, however, prepare for this paper to be at least 20 pages (and often more). This final paper, along with a sample or copy of the Project (if applicable), will be submitted to the student's committee for review 2 weeks prior to the oral defense (oral examination) of the Project. The student is responsible for coordinating a time and securing a location for the defense. The student's defense of his or her Project may be conducted via video conferencing (e.g., Skype) when face-to-face meetings are not practical.

Once the student has *successfully* defended the project and final paper to his or her committee, the Report of Final Oral Examination form must be completed and submitted to the ISU Graduate College in order for the student to graduate. The Report of Final Oral Examination form will be given to your Major Professor by your Campus Coordinator prior to your Final Oral Examination. Other paperwork may need to be completed in order to graduate (see the website in red below).

Completion of the MFCS degree requires the following:

1. All coursework completed satisfactorily
2. Approval of all appropriate paperwork
3. Final paper and final oral examination/defense passed satisfactorily

Note of caution: The majority of ISU faculty do not have faculty appointments in the summer, so many do not conduct university business from mid-May to mid-August. Therefore, do not plan on proposing or defending (or graduating) during the summer unless the committee expressly states their availability during a summer semester.

The forms for this MFCS degree can be found here:
<http://www.online.hs.iastate.edu/graduate-programs/current-students/forms/>

An example course sequence for the MFCS degree is at the end of this handbook.

Graduate Certificates in Youth Development (13 credits)

Two 13-credit graduate certificates programs are available: the Youth Development Specialist Certificate and Youth Program Management and Evaluation Certificate. The certificate programs only require coursework, not a final project, as in the Master's degree above. In general, the only class below that will be offered in the summer semester will likely be the YTH 570 class, so keep that in mind as you plan your course schedule. Be sure to double-check the catalog regarding when classes are offered, as not all of the classes are offered every semester.

OPTION 1 - Youth Development Specialist (13 credits)

Required:

YTH 501: Foundations of Youth Development (1)

And any four of the following courses (12 credits):

YTH 510: Adolescents and their Families (3)

YTH 550: Youth Policy (3)

YTH 530: Youth Cultural Contexts (3)

YTH 520: Community Youth Development (3)

YTH 634: Youth Development (3)

YTH 570: Topics in Contemporary Youth Issues (3)

OPTION 2 – Youth Program Management and Evaluation (13 credits)

Required:

YTH 501: Foundations of Youth Development (1)

And any four of the following courses (12 credits):

YTH 580: Administration and Program Management (3)

YTH 540: Youth Professionals as Consumers of Research (3)

YTH 585: Program Design, Evaluation, and Implementation (3)

YTH 550: Youth Policy (3)

YTH 570: Topics in Contemporary Youth Issues (3)

Completion of the Graduate Certificate(s) requires the following:

1. Completion of appropriate paperwork
2. All classes are completed satisfactorily
3. If the student is completing the certificate concurrently with a Bachelor's or Graduate Degree, the appropriate paperwork must be completed. Please contact Dr. Gillette in this situation.

**The forms for the Graduate Certificates can be found here:
<http://www.grad-college.iastate.edu/common/forms/index.php>
Under "Graduate Certificate Forms"**

Academic Advisor (Major Professor)

When you are admitted to the program, you will be assigned a faculty advisor. All Iowa State University MFCS and certificate-seeking graduate students are currently advised by Dr. Meghan Gillette. She can be reached at meghang@iastate.edu. Dr. Gillette can assist you with:

- course planning
- transfer credit questions
- approve electives and course substitutions
- plan your creative component/internship/research work
- help with research interests
- keep you up-to-date with program and university policies, procedures and requirements

The Program of Study (POS) Committee and the POSC Form

Approximately one year before you plan to graduate (or 3 to 4 semesters before you plan to graduate), you must form a POS Committee. In order to form your POS Committee, you must first contact your advisor, Dr. Meghan Gillette (meghang@iastate.edu) with information regarding:

1. Your status/progress in the program
2. Which classes you have taken and plan to take (this is in the POSC Form)
3. An idea about what you would like to do for your final project/creative component (Research Project or Internship)
4. Any ideas for who you might like to serve on your committee (only if you know other ISU HDFS faculty)

Dr. Gillette will serve as the advisor for your POS committee. The other two faculty who will comprise your POS committee will be assigned to your committee unless you know HDFS faculty (i.e. you work with them) who would be willing to serve on your committee. If needed, you will email faculty (with the guidance and approval of Dr. Gillette) to see if they would be willing to serve on your committee. Once you have accumulated 3 committee members (including Dr. Gillette) you will hold a POSC meeting (in person or at a distance) to touch base with all committee members. This occurs *before* the proposal. After the POSC meeting, you will complete and submit your POSC Form on Access Plus.

**The POS Committee Form can be found in the
Graduate Student Status section in Access Plus.**

Campus Coordinator

At Iowa State University, the Campus Coordinator for the Youth Development program is Karen Smidt. She can be reached at ksmidt@iastate.edu. Ms. Smidt has the following responsibilities:

- manage the program application process
- help students navigate through a distance education program

- inform students of upcoming course schedules to assist them in completing their degree program
- process enrollments and course drops
- keep on file the Student Acknowledgement Form allowing the university to share student information with the other Great Plains IDEA institutions
- inform students when it is time to register for courses according to the Great Plains IDEA calendar
- assist students with referrals to technical help desks; answer basic questions
- enter student admissions and enrollment data into the Alliance database

Registration

When students are accepted to the Youth Development MFCS or certificate-seeking programs they will receive:

- a welcome letter from the Director of Graduate Studies in the College of Human Sciences
- a welcome letter from the Iowa State University Graduate School including:
 - a student ID or student number from the Graduate School
 - approval to enroll in coursework from the Graduate School

You will use your student ID to set up an e-mail address (netID). Please save this important information to avoid future problems.

Students register for all courses through their home (admitting) institution. If the course is also taught by your home institution, you will also access the class through your home institution's Course Management System. At Iowa State University, students can use AccessPlus (<https://accessplus.iastate.edu/frontdoor/login.jsp>) to access their records **but all enrollments and drops must be submitted through the Campus Coordinator, Karen Smidt (ksmidt@iastate.edu)**. Keep in mind that just because a course may look like it has open seats on Access Plus, it may not have open seats, since these courses are enrolled across universities and Access Plus is only linked to Iowa State University.

If the class is taught at another institution, you will be assigned guest or visiting scholar status at the teaching institution and receive another student number, computer login id and e-mail address through the teaching institution. You will also access the course through the teaching institution. Please remember you will have a student number, computer login and password for more than one institution. Important links to other institutions are listed later in this handbook.

Please note that courses are listed with different course numbers at different institutions. The course number you enroll in at your home institution will be different than at the teaching institution.

You must complete and return the *Student Acknowledgement Form* (received from Karen Smidt with your acceptance letter) for your campus coordinator to enroll you in classes at another institution.

Physical or Learning Accommodations

Please inform your campus coordinator after admission into the graduate program if you require any accommodations because of a physical or learning disability. All institutions have offices to ensure compliance with ADA guidelines. You must register to receive services.

ISU's Resource Center for Persons with Disabilities can be reached at:
<http://www.dso.iastate.edu/dr/>
(515) 294-7220 Voice or email at disabilityresources@iastate.edu

E-mail

E-mail is the official mode of communication in the Youth Development programs. Use of electronic mail and network connections at the participating institutions is a privilege and not a right. It is the student's responsibility to ensure that use of his or her account does not violate the computer and network use policies of any of the participating institutions. Please review your home institution policies on acceptable uses of technology.

ISU's Acceptable Use Policy:
<http://policy.iastate.edu/ITacceptableuse>

Each teaching institution has its own e-mail system. **Institutions will send e-mail messages using the primary email address you have provided to your campus coordinator.** If students use AOL, Hotmail, or g-mail account, or change their e-mail account, it is their responsibility to ensure they are receiving messages.

It is the responsibility of each Youth Development student to establish and regularly check their individual university e-mail account(s) **at least once per day**, especially during an enrolled semester. Students should also check their spam or junk mail folders and white list any email address going into these folders from participating universities.

ISU's e-mail system is located at: <http://cymail.iastate.edu/>
Please activate your e-mail as soon as possible.

E-Mail Etiquette

It is expected that all messages to other students, Youth Development faculty and Great Plains IDEA Youth Development Campus Coordinators will be sent with a relevant subject line, full name and program. Do not send advertising, junk mail, chain letters, mass mailings, or harassing or intimidating messages.

Virus Software

Because of the nature of the program and the extent to which materials are shared between and among students and institutions, students are strongly advised to install anti-virus software on each of the computers they use. It is also advised to keep their anti-virus definitions up-to-date. Any file detected to have been forwarded with a virus is subject to penalties as identified by the course instructor in their syllabus. It is the student's responsibility to scan all materials to be submitted for course work.

At ISU, all students can download an anti-virus package to their computers, **free of charge**. For more information go to:

<http://www.it.iastate.edu/howtos/antivirus>

Problems with technology and internet access happen. However, having technical difficulties, losing documents or missing deadlines due to connection problems, viruses or other malfunctions are not acceptable reasons in an online program for missing deadlines.

Plan ahead and backup your work!

Enrollment

You will enroll in all courses (regardless of teaching institution) through your home institution. Due to popular demand, please be aware that enrolling for the course through your home institution will not guarantee you a spot in the class at the teaching institution. We encourage you to enroll as early as possible to avoid problems. Know your home institution's enrollment dates. As aforementioned, **all enrollments and drops must be submitted through the Campus Coordinator, Karen Smidt (ksmidt@iastate.edu)**. Keep in mind that just because a course may look like it has open seats on Access Plus, it may not have open seats, since these courses are enrolled across universities and Access Plus is only linked to Iowa State University.

ISU's academic calendar can be accessed at:

<http://www.registrar.iastate.edu/calendar/>

All participating GP IDEA institutions have common start/end dates across universities, which may differ from your home institution. As aforementioned, the Youth Development program offers all core classes in the Spring and Fall semesters. Contemporary Youth Issues are typically

offered in the Summer semester. Remember, the program is designed so that students can finish the MFCS-YTH degree in approximately 2 years.

Before the Semester Begins

Prior to the beginning of each semester (about two weeks) students will receive a course information sheet for the course(s) in which they are enrolled. The course information sheet will include:

- Required text or materials for the course
- Instructor contact information
- Campus Coordinator contact information *for the teaching institution*
- Textbook information

Most students choose to purchase texts from non-university vendors (Amazon, Barnes and Noble, half.com, etc.). However, be attentive to the edition of the textbook being used when ordering. Many professors only use online resources such as academic journals through Google Scholar or the teaching institutions libraries collection. Professors try to be considerate of cost, whenever possible.

The Iowa State University Bookstore (<http://www.isubookstore.com/SelectTermDept.aspx>) has a great compare feature where it will tell you their price as well as online retailers prices so you can make the best choice when it comes to where you want to purchase your textbooks.

Course Management Systems

Each institution has a course management system, which is an online, internet-based repository for course materials. The sites are available 24 hours per day, 7 days per week.

- MU: bblearn.missouri.edu
- MSU: <https://angel.msu.edu/default.asp>
- KSU: <https://signin.k-state.edu/WebISO/login>
- NDSU: <https://bb.ndsu.nodak.edu/webapps/portal/frameset.jsp>
- UNL: <http://my.unl.edu>
- TTU: <https://eraider.ttu.edu/>
- ISU: <https://bb.its.iastate.edu/webapps/portal/frameset.jsp>

It is a good idea for new students to set up their computer login id's as soon as possible, and access the Course Management System. Most have tutorials or demos to familiarize you with the layout.

Library Access

Students are granted access to library materials according to the teaching institution's policies.

MU: Students currently enrolled in online courses from MU are eligible to use all the services through MU Libraries at <http://libraryguides.missouri.edu/distancelearners>. To gain access, students must use their pawprint and password when prompted.

Students may place articles or book requests at this site, chat with a librarian or connect to the extensive online resource network. Students can view abstracts of articles and books, or full-text articles, in most cases.

MSU: Students currently enrolled in online courses from MSU are eligible to use all the services through the Library Distance Learning Services at www.lib.msu.edu/ldls/. The first part of your e-mail address will act as your netid and allow you to sign in (e.g. sparty@msu.edu is the MSU e-mail address, [sparty](#) is the MSU netid).

Students may place articles or book requests at this site, chat with a librarian or connect to the extensive online resource network. Students can view abstracts of articles and books, or full-text articles, in some cases. Questions or problems using MSU library's e-resources may call the help desk at 800-500-1554. The helpline is available 24/7 in the US (except University holidays).

UNL: Students currently enrolled in distance courses from UNL are eligible for distance library services. These services include remote access to databases, e-books, and e-journals; liaison librarian consultation; reference assistance; and delivery of materials from the UNL Libraries collections. The Libraries' Distance Education Coordinator sends an email message to UNL distance students the first week of the semester. The message to each distance student includes a unique library user number; UNL students use their NUID number. The Libraries' Distance Education Coordinator may be reached at: kadams1@unl.edu or 402-472-2560.

KSU: All non-KSU students will create an electronic ID (e-ID) that will act as their email account, K-State Online access (Course Management System) and K-State Library access user ID. About one week in to the course this e-ID will be manually authenticated which will allow library access.

NDSU: The North Dakota State University Libraries provide services to NDSU's distance learning community equivalent to those available on the physical campuses via this website: <http://library.ndsu.edu/research-help/distance-education/>. Students can access online databases, book, journals, and so forth, similar to on-campus students.

ISU: Students currently enrolled in online courses from ISU are eligible to use all the services through the ISU Library at <http://www.lib.iastate.edu/info/6219>. To gain access, students must use their ISUCard number and password when prompted.

Academic Standards

Students are expected to maintain a minimum overall grade point average in their program according to their home institution's policies (3.0 at Iowa State University) and to make adequate yearly progress toward their degree or certificate. Students who require interruptions in their programs are urged to discuss this with their advisor (Dr. Gillette) as soon as possible.

Every year the student will be evaluated jointly by his or her academic advisor and the Director of Graduate Studies. The student is considered to be making satisfactory progress when:

1. At the start of your FINAL semester of coursework your application for graduation has been filed.

• *NOTE: All forms can be found at <http://www.hs.iastate.edu/online-grad/current-students/forms/>*

2. An overall GPA of 3.0 or better is maintained.

3. Continuous enrollment is maintained and the student is actively engaged in course work.

An incomplete grade in any course will result in probationary status if the Incomplete has not been resolved by the end of the following semester. If the student has not resolved the incomplete grade by the end of the third semester, the student will be dismissed. Dismissal may also result from maintaining a GPA below a 3.0 for more than two consecutive semesters. The student must reconcile these issues both with the GPIDEA program and ISU's Graduate College.

Policy on Appealing a Dismissal

Students who have been dismissed from any Youth Development graduate program may appeal to the College of Human Sciences after the student has been notified of their dismissal. The student may submit a letter appealing the dismissal to the Director of Graduate Studies who will present it to the POS Committee. The student has the option of also providing other supporting documentation (i.e., a letter of support from their advisor or a professor). The POS Committee will vote to:

1. Continue the student on probation with the conditions of the probation defined

OR

2. Deny appeal.

Graduate Student Responsibilities and Expectations

- Learn and adhere to the academic rules, procedures and policies, of your home institution and those outlined in this Great Plains IDEA Youth Development Student Handbook
- Meet the requirements of your home institution for degree or certificate completion pertaining to your Youth Development degree program in a timely manner
- Follow scholarly codes of ethics in course work, research, and professional activities
- Exhibit high standards of professionalism in program course work
- Understand and use the most recent American Psychological Association (APA) Publication Manual for formatting and style

**Review the Iowa State University Graduate College Handbook, which lists the rights and responsibilities of graduate students. This document can be found at:
<http://www.grad-college.iastate.edu/common/handbook/>**

Academic Integrity

The Great Plains IDEA Board of Directors Academic Integrity policy is appended at the end of this handbook. In addition, students should note the following:

- Students will be responsible for assessing the validity and fidelity of online sources. When possible, students should utilize primary academic resources over web sources.
- Although students may find common volumes between courses, recycling of materials for assignments is not permitted.

Wikipedia is not considered an academic source. Do not use!

Student Grievance Procedures

Students who have a grievance in a course must contact the course instructor in writing and discuss the issues in an open, positive, factual and reflective manner. If the concern needs further resolution, the Department Chair at the teaching institution may be contacted and subsequently the Dean at that teaching institution.

Students may also discuss their concerns with their assigned academic advisor or campus coordinator. The advisor or campus coordinator will inform the student of the appropriate procedures in the grievance process. Students who contact the department chair first will also be informed of the grievance procedures.

Grades

You will be taking courses from institutions with different grading systems. The teaching university will provide your grade to your home university according to the matrix. Your university will then translate the grade according to the matrix and your home institution's standards. The following chart represents the Youth Development programs only; the complete matrix is available in Appendix E.11 at: <http://www.gpidea.org/policy-procedure/>

	Iowa State	Kansas State	Michigan State	U of Missouri	U of Nebraska	North Dakota State
A+	4.0	A - 4	4.0	4.0	4.00	A
A	4.0	A - 4	4.0	4.0	4.00	A
A-	3.67	A - 4	3.5	3.7	3.67	A
B+	3.33	B - 3	3.5	3.3	3.33	B
B	3.00	B - 3	3.0	3.0	3.00	B

B-	2.67	B - 3	2.5	2.7	2.67	B
C+	2.33	C - 2	2.5	2.3	2.33	C
C	2.00	C - 2	2.0	2.0	2.00	C
C-	1.67	C - 2	1.5	1.7	1.67	C
D+	1.33	D - 1	1.5	1.3	1.33	D
D	1.00	D - 1	1.0	1.0	1.00	D
D-	.67	D - 1	0.0	.7	0.67	D

At the end of the semester, grades are reported on the transcript at the home institution. There is no need to request a transcript from the teaching institution. Grades will be posted within 10 days to 2 weeks after the end of the semester.

At ISU, students can view their grades by accessing their AccessPlus account:
<https://accessplus.iastate.edu>

Graduation Procedures

Early in the semester that a student plans to complete all of their coursework, they are to file the necessary application for graduation or other paperwork with their home institution. Students are responsible for knowing, following and meeting the deadlines and procedures of their home institution when filing for graduation (graduation deadlines can be found at the link below). Students will receive a diploma from their home institution, with no distinct difference noted regarding the online format with this degree program. Students are encouraged, but not required, to participate in any commencement activities.

The application for graduation from ISU is found at:
http://www.grad-college.iastate.edu/common/forms/student_forms.php

Financial Aid

This program, as any other graduate program, is considered eligible for financial aid. You may be eligible for university, college or department level scholarships, fellowships or awards. Keep in mind that your home institution and your status will determine your aid package. The number of credits you must take in order to be eligible for financial aid are different in the summer than in the fall/spring semesters. Check with the ISU Financial Aid office with questions!

Always fill out the Free Application for Federal Student Aid!
<http://fafsa.gov>

Tuition and Billing

Students pay a negotiated common price/credit hour to the institution at which they matriculate. There are no out-of-state versus in-state tuition fee scales. To inquire about tuition and fees contact ISU's Tuition and Fees office at <http://www.registrar.iastate.edu/fees/> or 515-294-1889.

**ISU will post financial aid awards, scholarships and bills in AccessPlus at:
<https://accessplus.iastate.edu>**

Course Drops/Withdrawals and Tuition Refunds

A Great Plains IDEA student requesting to drop a course, with or without a refund, or withdrawal for the semester is subject to the student's home institution's policies and procedures.

To drop or withdraw from a course, you must contact your campus coordinator (Karen Smidt at ksmidt@iastate.edu) to assist you in filing the appropriate paperwork. Note that there is a difference between dropping a course and withdrawing from a course. Please review schedule change details here: <http://catalog.iastate.edu/registration/#schedulechangestext>

Please note: Dropping your last class, or all classes, is considered a complete withdrawal from the University and must be completed before the last day the class meets or the last day of the term for regularly scheduled classes. Finals are not included as part of the term for this purpose.

**A pattern of dropping credits after classes have begun will reduce financial aid for
yourself and future generations.
Be a good citizen; only enroll for the classes you intend to finish.**

Transfer Credits

Contact your advisor to see if you are eligible to transfer credits into your graduate degree program. You will be subject to the policies and procedures of your home institution.

At ISU, up to 6 credits can be transferred from other graduate programs if the courses are deemed relevant by your advisor and POS committee.

Resources

Center for Communication Excellence: <http://cce.grad-college.iastate.edu>

Writing and Media Center: <http://www.wmc.dso.iastate.edu>

- For help with all aspects of writing

Enrolling or Dropping Classes: First, contact the Campus Coordinator at your home institution for assistance and information about course availability.

- ISU Campus Coordinator: Karen Smidt at ksmidt@iastate.edu

Tuition and Fees (tuition, fees and billing):

- Online: <http://www.registrar.iastate.edu/fees/>
- Phone: 515-294-1889

Financial Aid:

- Online: <http://www.financialaid.iastate.edu/>
- Phone: 515-294-2223

Help with Technology/E-mail:

- MU: Helpdesk: 573-882-5000
- KSU: Helpdesk , 800-865-6143
- UNL: Help Desk, 866-472-3970
- MSU: Helpdesk: 800-500-1554
- NDSU: Helpdesk: 701-231-8685, Option 1
- ISU: Help Desk: 515-294-4000

Course Management System:

- MU: bblearn.missouri.edu
- KSU: <http://public.online.ksu.edu/>
- MSU ANGEL: <https://angel.msu.edu/default.asp>
- UNL: <http://my.unl.edu>
- NDSU: <https://bb.ndsu.nodak.edu/webapps/portal/frameset.jsp>
- TTU: <https://eraider.ttu.edu/>
- ISU: <https://bb.its.iastate.edu/webapps/portal/frameset.jsp>

Academic Integrity Policy Appendix E.4

Academic Integrity Statement for Great Plains Interactive Distance Education Alliance (Great Plains IDEA)

(Modified with Permission: General Catalog 2001-2, Colorado State University, pp.33-34)

The foundation of higher education is truth and knowledge, each of which relies in a fundamental manner upon academic integrity and is diminished significantly by academic dishonesty. Academic integrity is conceptualized as doing and taking credit for one's own work. A pervasive attitude promoting academic integrity enhances the sense of community and adds value to the educational process. All within the Great Plains IDEA are responsible for and affected by the cooperative commitment to academic integrity.

Academic dishonesty (see examples below) undermines the educational experience offered through the Great Plains IDEA, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and instructors.

Instructors are expected to use reasonably practical means of preventing and detecting academic dishonesty. Any student found responsible for having engaged in academic dishonesty will be subject to academic penalty and/or disciplinary action.

Students are encouraged to share the responsibility for the academic integrity of the Great Plains IDEA by reporting incidents of academic dishonesty. Examples of academic dishonesty include (but are not limited to):

1. Cheating

Providing or receiving unauthorized assistance on any form of academic work. Examples include copying the work of another student; taking an exam or completing homework for another student; possessing unauthorized answer codes; and falsifying exams or other graded activities.

2. Plagiarism

Plagiarism includes the copying of language, structure, ideas, or thoughts of another, and representing them as one's own without proper acknowledgment. Examples include a submission of purchased research papers as one's own work; paraphrasing and/or quoting material without properly documenting the source.

3. Unauthorized Possession or Disposition of Academic Materials

Unauthorized possession or disposition of academic materials includes the unauthorized selling or purchasing of examinations or other academic work; stealing another student's work; unauthorized entry to or use of material in a computer file; theft or mutilation of library materials; and using information from or possessing exams that an instructor did not authorize for release to students.

4. Falsification

Falsification encompasses any untruth, either verbal or written, in one's academic work. Examples include receiving unauthorized assistance on an exam, inaccurate reflection of an individual's participation in a group activity, or lying to avoid taking an exam or turning in other academic work.

5. Facilitation of Cases of Academic Dishonesty

Facilitation of any act of academic dishonesty including cheating, plagiarism, and/or falsification of documents also constitutes violation of the Great Plains IDEA's academic integrity. Examples include knowingly discussing specifics of the content of a test or examination you have taken with another student who has not yet taken that test or examination or facilitating, by sharing one's own work, a student's efforts to cheat on an exam or other academic work.

If an instructor has evidence that a student has engaged in an act of academic dishonesty, the instructor will notify the student of the concern. The student will be given the opportunity to give his/her position on the matter. If the student admits to engaging in academic dishonesty or if the instructor judges that the preponderance of evidence supports the allegation of academic dishonesty, the instructor may then assign an academic penalty consistent with their institutional policy. Examples of academic penalties include receiving a reduced grade for the work, a failing grade in the course, or other lesser penalty as the instructor deems appropriate. If, after making reasonable efforts, the instructor is unable to contact the student or collect relevant evidence before final course grades are assigned, he/she shall assign an interim grade of incomplete and notify the student of the reason such grade was given.

If the student disputes the allegation of academic dishonesty he/she should inform the instructor of their intent to appeal. The appeal is made through the Great Plains IDEA university representative at the student's home institution, using instructional policies and procedures at that institution.

The Great Plains IDEA university representative at the student's home institution shall be responsible for facilitating communication between the student and the instructor and guiding the appeal process with due diligence.

All work submitted by the student is to be their original products. When quoting other sources standard citations, using APA standards, are expected.

Students submitting the work of others or in any other way plagiarizing materials will be subject to the academic integrity policies of their home institution.

Grade Appeal Process:

- a. Students wishing to appeal a grade will follow all procedures at the teaching institution.
- b. The teaching institution will contact the Great Plains IDEA representative at the student's home institution to inform them that a grade appeal has been initiated.

Note: When students sign the "Student Acknowledgment Form," the form will state that they "agree to substitute the grade appeal process at the "teaching institution" for my "home institution's" process.

Approved by Great Plains IDEA Graduate Dean Team, 02/23/06; Approved by Great Plains IDEA Board of Directors, 03/02/06

Sample Course Sequence for Master's of Family and Consumer Sciences (MFCS)

The Youth Development program does not have a designated course sequence, however, below is a recommended plan of study for you to consider as you plan your courses in the program. For the majority of students, these recommendations will help to maximize success in this applied master's degree program. Please consult your advisor with questions.

Course #	Core Required Courses	Crd	Recommendation
YTH 501	Foundations of Youth Development	1	Must be taken in the first semester of enrollment. Must be successfully completed to continue in the program.
YTH 540	Youth Professionals as Consumers of Research	3	Required in your first or second semester (first 12-13 credit hours), as content will be important to later courses.
YTH 634	Youth Development	3	Required in your first or second semester (first 12-13 credit hours), as content will be important to later courses.
YTH 510	Adolescents and their Families	3	Any time as offered.
YTH 520	Community Youth Development	3	Any time as offered.
YTH 530	Youth in Cultural Contexts	3	Any time as offered.
YTH 550	Youth Policy	3	Recommended in the final 12-13 credit hours of core courses
YTH 580	Administration and Program Management	3	Any time as offered.
YTH 585	Program Design, Evaluation, and Implementation	3	Any time as offered.
	Elective Courses		
	HDFS 510; HDFS 538; HDFS 567; YTH 570; HDFS 575; YTH 590; HDFS 634 and/or other advisor-approved courses and/or approved graduate transfer credits	5 - 9	Recommended after at least 12 credits completed of the required courses (though exceptions can occur – discuss with Dr. Gillette)
	Research or Internship		
YTH 599	Creative Component (Research Project)	5 - 6	This should be taken in your final semester or final two semesters. Create your POS committee one year prior. Begin the proposal process for the creative component at least 6 months prior to registering for these credits.
YTH 691	Internship	5 - 6	
	Program Total	36	