This Student Handbook details information about HDSP program requirements (including the core curriculum, trial research, course outline or guided literature review, and dissertation), arranged chronologically from what students should know before entering the program, through a hypothetical five-year course program, to what happens after students graduate. The appendices expand upon these topics with a list of professional conferences and fellowship opportunities, the annual Student Progress Report, and relevant courses outside of the department. The handbook also details HDSP academic requirements and expectations in line with those of The Graduate School.
# DOCTORAL PROGRAM IN
# HUMAN DEVELOPMENT AND SOCIAL POLICY

## INFORMATION BOOKLET

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Last updated October, 2014
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  Ford Foundation Predoctoral Diversity Fellowship
  Jacob Javits Fellowship
  Multidisciplinary Program in Education Sciences Fellowship
  National Science Foundation Fellowship

FELLOWSHIPS FOR STUDENTS IN THE EARLY STAGES OF DISSERTATION RESEARCH
  Adolescent Literacy Predoctoral Fellowship
  Dissertation Proposal Development Fellowship
  Graduate School Research Fellowship
  National Science Foundation Dissertation Improvement Grant
  President Fellowship
  Spencer Dissertation Fellowship for Education

FELLOWSHIPS SPECIFICALLY FOR DISSERTATION WRITE-UP
  Alumnae Dissertation Fellowship
  American Association of University Women Dissertation Fellowship
  American Education Research Association Dissertation Grants
  Charlotte W. Newcombe Doctoral Dissertation Fellowship
  Dissertation Year Fellowship (DYF)
  Ford Foundation Dissertation Diversity Fellowship
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The Doctoral Program in Human Development and Social Policy

The doctoral program in Human Development and Social Policy (HDSP) focuses on understanding human development from infancy through adulthood, with an emphasis on the role of the contexts, programs, policies, and politics that influence the course of human lives, and how an understanding of human development informs programs and policies.

HDSP is one of two doctoral programs in the School of Education and Social Policy on the Evanston campus of Northwestern University. The office of the HDSP program is Room 115 of Annenberg Hall (2120 Campus Dr., Evanston, IL, 60208). Mark Glenn, Program Assistant, can be reached there at (847) 491-4329 or m-glenn2@northwestern.edu. Prof. Emma Adam is the current Program Coordinator; her office is in room 110 of Annenberg, and she can be reached at (847) 467-2010 or ek-adam@northwestern.edu.

Things to Know Before You Begin

All first-year students will receive office space in Annenberg. Office phones may be used to make local, off-campus calls (Chicago area codes are 847, 773, 312, 630, and 708); dial “9” first. Personal calling card numbers or special codes (which may be obtained from faculty if related to a research project) are necessary to make long-distance calls. In addition, all graduate students have a shared mail bin in the first floor mailroom. To make an on-campus call from an on-campus telephone number, simply dial the last five digits of the ten-digit telephone number.

The Graduate School and HDSP have separate orientation dates. Information regarding the Graduate School’s Orientation can be found in the “Graduate Life” section of the Graduate School’s website: http://www.tgs.northwestern.edu/graduate-life/index.html. Information regarding the HDSP new student orientation will be sent by email. Additionally, information regarding HDSP students’ WildCARD, U-Pass and other graduate student services can be found using the above website.

Upon arriving to campus, students must enroll in the student health plan or provide proof of their own health insurance. More information about dental and health insurance, including start dates and enrollment procedures, can be found on the following Graduate School website: http://www.tgs.northwestern.edu/graduate-life/health-services/health-plan/index.html.

HDSP students and faculty arrange a variety of activities to build intellectual community and to promote better communication and collaboration on Tuesdays at noon. Please plan on being on campus every Tuesday during the regular academic year and regularly attending HDSP colloquia and events.

HDSP students and faculty also attend presentations across campus, including:

- Institute for Policy Research (IPR): www.northwestern.edu/ipr
- Multidisciplinary Program in Education Sciences (MPES): www.sesp.northwestern.edu/mpes
- Brown bags/presentations hosted by Learning Sciences, Psychology, Sociology, Anthropology, Economics, Political Science, etc.

Some of these presentations take place weekly, while others occur only once or twice per quarter. Please contact these departments or visit their websites for more information.
Things to Keep in Mind Throughout the Program

INSTITUTIONAL POLICIES AND RESEARCH INTEGRITY
All HDSP students are expected to adhere to University policies regardless of program standing, and physical presence on/off campus. These policies include, but are not limited Academic Integrity, Civility Safety at Northwestern, and sexual discrimination, sexual harassment and sexual violence under Title IX. Additional information regarding these and other policies can be found at the Office of the Provost: http://www.northwestern.edu/provost/policies/index.html

From TGS Satisfactory Academic Progress page, you will also find links to the TGS Academic Integrity Policy, the Office for Research Integrity, the Office of Equal Opportunity and Access, which will provide you with access to the policies of each office. You can also download the NU Student Handbook, 2013-2014 from that page.

We encourage you to access these pages and familiarize yourself these University offices and their policies.

ADVISING
Every student in HDSP must have an academic advisor(s). All entering students are assigned an initial faculty advisor and this person usually remains the advisor until the student has selected an advisor for the trial research requirement (see below). In assigning initial faculty advisors to students, we in no way expect that this person will end up being a student’s advisor for their entire program of study. Indeed, we anticipate and encourage students to change to advisors that best fit their particular research interests. Thus, a student’s academic advisor may change over the course of a student’s graduate career, but there will always be a professor who is the current advisor. Co-advising arrangements are very acceptable. Students may change advisors at any time if they find a professor more suited to their intellectual interests. Students should discuss these changes with their current and new advisor then report such changes to the Program Coordinator and to the Program Assistant for the departmental records, by using the Change of Advisor Petition in Appendix I. The approval of both the current advisor and new advisor must be given ahead of the student submitting the Change of Advisor Petition to the Program Coordinator and the Program Assistant. Students must have an advisor at all times in order to continue in the program; a new advising relationship must be in place prior to terminating a relationship with a current advisor. Students should meet with their advisor(s) often, especially at the beginning of each quarter, to plan their courses and research and to discuss their progress. Regardless of who the official advisor is at any particular time, all HDSP faculty members are happy to give intellectual and career advice, and graduate students are encouraged to seek this out. A student’s academic advisor must be a tenured or tenure-track member of the HDSP faculty.

ANNUAL REVIEWS
The HDSP faculty meets annually to review the progress of all students who are not in candidacy. One basis for this review is the Student Progress Report (see Appendix II), which students complete and discuss with their advisors near the end of each academic year. Students will be notified in writing about this annual review by the end of spring quarter.

FUNDING
All students receive funding as outlined in their official offer letters; typically, this involves a guarantee of funding for 5 years of doctoral study, through a combination of graduate fellowships, teaching assistantships, and research assistantships. First year students are supported on fellowships. Beyond the first year, students should meet with their advisors in the Winter and/or Spring of each year to determine the nature of their funding (RA, TA, or internal or external fellowship) for the subsequent year. A letter confirming funding for the subsequent academic year will be sent each summer. Students interested in being considered for dissertation year funding should alert the HDSP program assistant by spring quarter of the preceding year. To qualify the student must meet The Graduate School’s prospectus milestone prior to the beginning of the first quarter of dissertation fellowship funding. Please refer to the TGS milestone requirements here: TGS Milestones. Students are encouraged to apply for external funding opportunities; many such opportunities are outlined in Appendix III, Funding & Fellowships. The possibility of funding after the fifth years is determined on a case-by-case basis. (See page 19, Year 6 and Beyond for further information.)
TEACHING REQUIREMENT
The HDSP program requires that students complete two quarters of training as a Teaching Assistant (TA). Many students choose to fulfill this requirement during their second or third years (although they may fulfill it at any time after the first year). Students are encouraged to speak with faculty about the undergraduate courses they teach and decide which one interests them the most although the preferred TA assignment may not always be available. Together, the student and course professor will determine the TA’s responsibilities, which usually require about 5-7 hours per week throughout the quarter. Students who are funded for the quarter on a TGS graduate assistantship will be assigned TA duties in fulfillment of their funding requirements. Other students may be eligible to earn approximately $2,000 per quarter for their work. Upon completion of the TA requirement, students are required to complete the Fulfillment of the Teacher Assistant Requirement form, Appendix IV, and return it to the Program Assistant.

EXTERNAL EMPLOYMENT POLICY
Students who are receiving funding through the University may not be employed externally. Students who are funded and would like to seek external employment must first obtain permission from the program by requesting a waiver. A waiver will only be considered for a few hours per week (less than 10) and only for a short period of time (typically no more than 10 weeks). Further, such a waiver will only be considered if it is central to a student’s program of research, does not conflict with any program or funding-required obligations such as research or teaching assistant duties, and (is) endorsed without reservation by the student’s advisor and the HDSP Program Coordinator. Finally, the work may not impede the progress for completing the degree requirements. Please review the Regulations Governing Recipients of University Assistance (http://www.tgs.northwestern.edu/admission/awards/index.html) or contact the Program Assistant for more information. Students who are not funded through the University may be employed externally, but only with the written permission of the student’s advisor, and written approval of the Program Chair.

SESP CONFERENCE TRAVEL GRANT
HDSP students are eligible to receive up to $300 per academic year (September 1 – August 31) to attend a conference. To apply, students must complete a SESP conference travel funds request form (Appendix V) and have it approved by the Program Coordinator. SESP conference travel funds do not rollover from year to year. Students may apply multiple times per academic year up until the $300 per academic year limit is reached. SESP conference funds will not be awarded retroactively. Students must apply 30 days in advance of the first day of travel.

TGS CONFERENCE TRAVEL GRANT
This internal grant is available on an annual basis to students beyond their first year of study. The grant funds travel to conferences to make presentations; students must have invitations to present in order to receive funding. In addition, funding must be partially covered through other university sources (e.g., departmental support). Maximum grant is $800. Students are eligible for only one Conference Travel Grant award per fiscal year with a maximum of two grants over the entire course of their graduate career. Grants are awarded on a rolling basis. For more information and to apply for a TGS travel grant, visit the following link: http://www.tgs.northwestern.edu/financial-aid/fello-schola-grants/university-fello/travel/
**Requirements for the PhD in Human Development and Social Policy**

**Course Work Requirements**

Course work in the Human Development and Social Policy (HDSP) doctoral program includes a core curriculum and electives. A total of 27 courses are required for students entering without a master’s degree. For those who have obtained a master’s degree prior to entering HDSP, up to 9 courses may be counted toward the HDSP coursework requirement as electives, leaving students with a total of 18 courses to complete. Students seeking to waive elective course requirements must submit their request in writing to the Program Coordinator along with the corresponding course descriptions and transcripts. Refer to the Petition for Elective Course Waivers form, Appendix VI. Student must obtain the written support of their academic advisor before requesting a waiver. Core course requirements may only waived when a student makes a compelling argument in support of such request and has the written support of their academic advisor.

Many HDSP courses are offered only every other year. Students with completed master’s degrees must take this into consideration, if they wish to complete their coursework in two years. Contact the Program Assistant for a rough list of courses to be offered each quarter.

**Grade Point Average and Coursework Completion:**

In keeping with Graduate School requirements, all students enrolled in a doctoral program must maintain a grade point average of “B”, or better for all credit bearing graduate courses not taken on a pass/no credit (P/N) basis. Failure to maintain a “B” average will result in the Graduate School placing the student on Academic Probation. For detailed information regarding the TGS grading system and academic requirements, refer to “TGS Grading Systems” and “Satisfactory Academic Progress” here: [http://www.tgs.northwestern.edu/academics/academic-services/grading-systems/index.html](http://www.tgs.northwestern.edu/academics/academic-services/grading-systems/index.html).

Should a student fail to maintain a “B” average, or does not complete required coursework in a timely manner, the student shall, along with the approval of his/her advisor, submit in writing to the program coordinator a plan of remediation that will detail the steps the student will take in order to restore the student to “good standing”. Failure to comply with the Graduate School’s timeline for resuming satisfactory academic standing after at most two probationary quarters (excluding summers) the student will become ineligible to receive financial aid, and will be excluded (dismissed) from TGS.

(See Appendix VII for Degree Requirement Audit for Students Enrolled Fall 2011 and Prior/Enrolled Fall 2012 and Thereafter. Each student is responsible for staying on-track in accordance with TGS and HDSP Milestone requirements.)

**Core Curriculum:**

**Students who entered the program prior to fall 2012 are required to take the following core curriculum:**

**HDSP Overview:**

HDSP 401: Proseminar in Human Development and Social Policy

**Methods:**

HDSP 410 - Quantitative Methods I: Probability and Statistics  
HDSP 411 - Quantitative Methods II: Regression Analysis  
SOCIOl 404: Designs for Descriptive Causal Research in Field Settings  
HDSP 432: Field Methods

**Development:**

HDSP 413: Theories of Human Development  
*And 2 of the following 3 courses:*

Last updated October, 2014
HDSP 402: Child Development
HDSP 403: Adolescent Development
HDSP 404: Adult Development and Aging

Policy:
HDSP 430: Economics of Social Policy
*And 2 of the following 3 courses:*
HDSP 429: Implementation Process
HDSP 433: Modern Theories of the State and Social Policy
HDSP 440: The Politics of Public Policy

Students who entered the program in the fall of 2012 or after are required to take the following core curriculum:

HDSP Overview:
HDSP 401: Proseminar in Human Development and Social Policy

Foundations in Human Development:
HDSP 413 - Theories of Human Development
*And 3 of the following 4:*
HDSP 402 - Child Development
HDSP 403 - Adolescent Development
HDSP 404 - Adult Development and Aging
HDSP 415 - Nature – Nurture Revisited

Foundations in Empirical Research Methods:
HDSP 410 - Quantitative Methods I: Probability and Statistics
HDSP 411 - Quantitative Methods II: Regression Analysis
SOCIOL 404 - Designs for Descriptive Causal Research in Field Settings
HDSP 432 - Field Methods

Foundations in Social Policy:
*Students must take one course from each of the following groups:*
Group I:
HDSP 430 - Economics of Social Policy
Group II:
HDSP 429 - Social-Community Interventions
HDSP 451 - Organizations, Institutions and Society: Persistence and Change Among Public, Private and Non-Profit Sectors
Group III:
HDSP 428 - Educational Policy: Design, Implementation and Effects
HDSP 427 - Sociology of Education
Group IV
HDSP 433 - Modern Theories of the State and Social Policy
HDSP 440 - The Politics of Social Policy

Beyond the core curriculum, students will then specialize in their area of interest (taking classes both within and outside of HDSP) in order to develop a strong intellectual identity that is recognized by specific aspects of the job market. This should be done in consultation with students’ advisors, other faculty, and more advanced students (see Appendix VIII for additional advice about classes). In addition, students have the option of completing an independent study (HDSP 499) under a HDSP faculty member. A first-year graduate student may take no more than one-half of the total credits in any
one quarter in 499 Independent Study or 499 Projects. No more than one-third of the total units presented for the master’s degree may be 499.

Students do not take coursework during the summer quarters, but must register for TGS 590: Research (for the summers following the 1st and 2nd years of coursework) or TGS 500: Advanced Doctoral Study (all summers after the 3rd year) in order to maintain their full-time student status. Students should work with their advisors and be involved in research over the summer.

After completing coursework, all students must continue to register for TGS 500 every quarter in order to maintain their full-time student status and funding eligibility. Students can continue to take additional courses, but if they are taking less than 3 courses per quarter, they must also register for TGS 500 in order to be considered a full-time student.

**TGS and HDSP MILESTONES**

There are four major program milestones that all students must successfully meet: the trial research, course outline or guided literature review (qualifying exam), dissertation proposal defense (prospectus) and dissertation (final exam).

*While the student may simultaneously work on more than one milestone, submission for milestone approval must follow this order: trial research, course outline or guided literature review, dissertation proposal defense (prospectus), and dissertation (final exam). No student will be allowed to defend their dissertation proposal (prospectus) unless all previous milestone and academic requirements have been successfully met and documented, and verified by the Program Assistant. Students wishing to schedule their dissertation proposal defense (prospectus) must notify both the HDSP Chair and Program Assistant at least 2 weeks in advance of the prospectus defense date. Only after the student receives signed approval by the Program Chair may the prospectus defense take place. (See Appendix IX-a Petition for Submission Approval for HDSP Dissertation Proposal Defense (Prospectus)*

Successful completion of the Trial Research and Course Outline OR Trial Research and Guided Literature Review admits a student to PhD candidacy. As TGS deadlines have been more stringently enforced in recent years, students should rely on the HDSP Handbook and TGS website rather than advanced students for information regarding milestone deadlines. Students should be aware that they might be placed on academic probation if deadlines are missed. Any student placed on academic probation will be given at most two quarters (not including summer quarter) to resume satisfactory academic standing. If the student does not resume satisfactory academic standing, the student will be ineligible to receive financial aid, and will be excluded (dismissed) from TGS. Students who have not met the GPA requirement or exceeded their time to degree deadline, qualifying exam or prospectus milestone deadline, may petition TGS for an extension: **TGS Satisfactory Progress requirements**

While these policies and deadlines are less flexible than in the past, students should meet with the HDSP Coordinator to discuss extenuating circumstances that may delay progress on their milestone projects (i.e. pregnancy, family emergencies, etc.) If an extended leave is needed, students should use the “Petition for Absence” form found under “TGS Forms” in CAESAR to apply for a leave of absence. Both the HDSP Coordinator and The Graduate School will review the request before leave is granted. Refer to the TGS PhD Timeline for definitive TGS Milestone expectations: **PhD Degree Requirements**. Also, see Appendix X, TGS Forms.

**Trial Research**

In the first year of the program, all students are expected to become involved in lab meetings, and at least one research program under the supervision of one or more faculty members. In their second year, students begin work on their trial research, an empirical research project similar in scope to a master’s thesis. The final paper must be approved by both the supervising HDSP faculty member and a second Northwestern faculty member. Many students present their trial research papers at professional conferences, publish their work in academic journals; some have won national awards for their work.

Throughout their second year, students should engage in research related to their particular interests, working closely with their advisor(s) to hone their research interests and skills. Once the student has identified an appropriate research question(s) as well as an empirical dataset (whether primary or secondary) to investigate that question, he or she is
ready to begin the trial research project. The purpose of the trial research requirement is to provide evidence that the student has had adequate training and experience in designing and carrying out a research project, and is now ready to begin planning the doctoral dissertation. The trial research may be on a similar or completely different topic than the dissertation.

Typically the length and format of a journal article (30-60 pages, double-spaced), the trial research paper addresses questions that can be answered through empirical, feasible investigations (please note that neither a critical review of the literature on a topic, nor a speculative essay, is acceptable). The final paper should include the student’s particular (1) research questions, (2) conceptual framework and review of prior literature, (3) methods of data collection, (4) results, and (5) discussion, conclusions, interpretations, and suggestions for further research (6) citations, figures, tables.

A suggested timeline might be:

Spring or summer of first year: Meet with advisor and/or other HDSP faculty to identify potential trial research questions that can be answered using one or more social/behavioral science research methods. If question is identified early, begin work on trial research over the summer.

During second year: In conjunction with advisor, work on and complete the trial research project. In consultation with your advisor, choose a second reader to review the project, and enquire whether the reader would like to be involved in the research design and analysis phase. Otherwise, provide the final draft of the project for their review and approval.

End of second year: Once the advisor has approved the trial research project, provide the paper to your second reader to review. The two readers and HDSP Program Coordinator must sign a form testifying to the satisfactory completion of the requirement; students are responsible for obtaining and remitting the form to the Program Assistant.

Students may petition the Program Coordinator, with the support of their academic advisor, to submit an M.A. thesis completed elsewhere, or another published or unpublished paper, as their trial research. Together with their advisor, they will determine if this previous work (either as is, or with additional revision) is acceptable. The paper is subject to the same requirements as the trial research. The review of this paper will be identical to that of an original trial research.

Students should successfully complete the trial research by the end of their second year of study, which falls on the last date of the 8th quarter. Upon successful completion of the Trial Research, the student will fill out the Completion of the Trial Research form, complete with required signatures, and submit it to the Program Assistant. (see Appendix IX.)

MA Degree. An MA in Human Development and Social Policy may be awarded after completion of the required core courses, and successful submission of the Trial Research paper. An MA may be awarded to students continuing on to completion of the PhD, or to students leaving the program for any reason, provided they have satisfactorily completed the core coursework and Trial Research paper, maintain at least a “B” average, and meet all other TGS and HDSP requirements. (see TGS link to MA Degree Requirements: http://www.tgs.northwestern.edu/academics/academic-programs/degree-programs/human-development/ma/; also, see Appendix IX, TGS PhD Masters Completion form.)

TGS Qualifying Exam: HDSP Course Outline OR HDSP Guided literature Review

Virtually all PhD programs have a qualifying examination, whose purpose is to assure that the student has mastered the broad content of the field and is now ready to proceed to dissertation stage in the program. For some programs, the qualifying examination is an actual in-class or take-home written exam. For other programs, it is a comprehensive review paper that aims to synthesize theory and research in a given area. There are currently two mechanisms by which the qualifying examination may be achieved in HDSP: The Course Outline, and the Guided Literature Review. It is up to the student, in consultation with their advisor, as to which ONE of these two options they choose to complete. Once the coursework and trial research requirements have also been met, passing either the Guided Literature Review or the Course Outline serves as completion of the qualifying exam requirement and allows the student to advance to PhD candidacy. The graduate school deadline for the completion of the qualifying exam (either Guided Literature review or Course Outline) is the beginning of Fall quarter of the students’ 4th year in the HDSP graduate program. Upon
successful completion of the Qualifying Exam, students are required to notify TGS that all requirements for the Qualifying Exam have been met. (see Appendix X: TGS Forms.)

Course Outline
Students are required to design an integrative course they would want to teach and to develop a syllabus complete with topics, rationale and reading list. The course outline is structured as an extended syllabus for an integrative course. The topic of the course should be focused enough so that it might be well-covered in a quarter-long (e.g., approximately 11-week) or semester-long (e.g., approximately 14-week) undergraduate- or graduate-level course, but broad enough to allow the student to integrate perspectives from both the human development and the social policy sides of HDSP. The course outline should provide a week-by-week listing of topics and readings, and it should discuss in some detail how those topics and readings will be discussed and considered along the way. The course outline provides the HDSP student with an opportunity to make an argument about some topic or set of topics in the field, incorporating ideas that come from research, theory, and policy considerations. It should be designed to encourage critical thinking and development of an argument by the hypothetical students in the course.

The course outline should be no more than 30 pages in length and double-spaced. Copies of selected HDSP course outlines from past years can be obtained from the Program Assistant in the HDSP office. Students should work with their advisors as well as with program faculty to develop a course outline. The completed course outline should be submitted to the Program Assistant who will then distribute name-redacted copies to the Program Coordinator and to a committee made up of approximately half of the HDSP faculty. The committee members will read the course outline and submit comments/evaluations to the Program Coordinator. The Program Coordinator will then prepare a letter to the student, synthesizing the comments and providing an overall evaluation, much as an action editor might do in synthesizing the different reviews of a manuscript. Because the first submission of the course outline is often not satisfactory, a student will be asked to either write a letter explaining how they would respond to reviewers’ concerns or revise and resubmit the original course outline to address reviewers’ critiques. The letter or revised course outline will be reviewed by the Program Coordinator and in some cases a subset of the faculty who reviewed the original submission. If the student’s revised course outline does not receive a passing grade or if the letter does not address the reviewers’ concerns adequately, the student will be asked to start over and submit a new course outline. The evaluation of this new course outline will be identical to the evaluation process described above. If the student’s new course outline does not receive a passing grade, the student will not be advanced to candidacy and will be asked to leave the program.

Students must successfully complete the course outline (qualifying exam) by the end of the third year of study, which falls on the last date of the 12th quarter. A student failing to meet this milestone will be considered “not in good standing” and therefore will be placed on probation. Deadlines may only be altered in the case of a medical or family leave, requiring that a petition for deadline extension be submitted to and approved by TGS. (see Appendix X: TGS Forms.)

In the event the review committee determines that the Course Outline (Qualifying Exam) fails to meet standards, the student, along with his/her academic advisor, shall submit in writing to the program coordinator, a detailed plan of remediation, with remediation goals the student must in order to complete the Course Outline requirements. Should the student fail to submit an acceptable Course Outline after remediation, the student is subject to exclusion (dismissal) from the Graduate School.

Guided Literature Review

This assignment serves as an alternative to the “Course Outline” qualifying exam option; currently, it is up to the student to decide, in consultation with their advisor, whether to complete the Guided Literature Review or the Course Outline. Once the coursework and trial research requirements have also been met, passing the Guided Literature Review serves as completion of the qualifying exam requirement and allows the student to advance to PhD candidacy. The graduate school deadline for the completion of the qualifying exam (either Guided Literature review or Course Outline) is the beginning of Fall quarter of the students’ 4th year in the HDSP graduate program.

Guided Literature Review Summary
To pass the Guided Literature Review qualifying exam requirement, students must write a paper that demonstrates: a) a mastery of the literature pertaining to a key research area within human development and social policy; and b) the ability to synthesize and critique a literature; and c) ability to craft an argument; and d) an awareness of multiple (within and across disciplines) approaches to this research area.

The Guided Literature Review may overlap with, but must be distinct from, the Trial Research Project and Dissertation. The Guided Literature Review must reflect on both Human Development and Social Policy in enough depth to demonstrate understanding of each topic.

The Guided Literature Review is open to all HDSP students, and can be completed at any time, including prior to the completion of the Trial Research.

There are six steps to completing the Guided Literature Review:

1. The student will select a topic of relevance to human development and social policy.
2. The student will propose a review panel of four faculty and choose a panel chair;
3. The student will submit a proposed reading/reference list for review panel approval.
4. The student will write the paper, consulting the committee prior to making any major changes in direction or in the reading list.
5. The review panel will read and review the student’s essay, and issue an assessment of the submission, including (if needed) suggestions for revision/remediation.
6. The student will undertake any revisions/remediation suggested by the panel, until such a time the committee determines that: a) the requirement has been met and a passing grade can be issued or b) further remediation is no longer fruitful, and a failing grade should be issued.

Guidelines for the Guided Literature Review Process

1. The student will select a topic of relevance to human development and social policy.
   • Research topics should be narrow enough to synthesize a set of relevant literatures in 30 pages, but broad enough to bring together different methodological and disciplinary perspectives from the study of human development and social policy.
   • Examples:
     a. The role of policy and program interventions in improving the academic outcomes of low-income youth.
     b. Factors contributing to racial/ethnic or socioeconomic health disparities.
     c. Integration of linguistic minority students into education systems.
     d. Relationship between teacher quality and low-income public schools.
     e. Stress in adolescence: Biological sources and consequences for adjustment.
     f. Socio-emotional development in late life and implications for aging societies.

2. The student will propose a panel of four faculty members, including two faculty members who bring diversity in some way to the panel – either being from a different primary discipline than the student, or utilizing very different methodologies or bringing strongly different theoretical perspective. The student will also propose that one of the panel members serve as panel chair. The faculty panel will be comprised of Northwestern University faculty members, and at least 3 out of 4 panel members should be from within HDSP. The faculty panel composition must be approved by the HDSP Coordinator, with input from HDSP faculty if needed.

3. The student will submit her/his literature review topic to the committee for approval, and in consultation with the committee, will develop a reading list that addresses a broad range of literature on their topic, and allows for a critical analysis of the literature on the topic. We anticipate the reading list will contain at least 40 citations, although this figure may be altered depending on the topic and at the discretion of the committee.

4. The student will write the paper independently, but will consult the panel if necessary at critical points in the writing process; for example, if a major directional change or a major change to the reading list occurs. The
essay should be 25-30 pages long (excluding references), double-spaced, with 12 point font and one inch margins. The student and panel will agree on a submission deadline, with a recommended submission date is no later than May 15th of the third year, which will allow enough time for revision as determined by the panel. The final date for passing the Guided Literature Review is August 31st of the third year.

5. The student will submit the final paper to the HDSP Coordinator and Program Assistant, who will submit the paper, scoring rubric, and assessment sheets to the panel. The review panel will read and review the student’s manuscript, and issue an assessment of the submission, including (if needed) suggestions for revision/remediation. The committee chair will convey the committee decision and recommendations to the student and to the HDSP Coordinator, and Program Assistant.

6. The student will undertake any revisions/remediation suggested by the panel, until such a time the committee determines that: a) the requirement has been met and a passing grade can be issued or b) further remediation is no longer fruitful, and a failing grade should be issued.

Guidelines for the Guided Literature Review Assessment Process
Each member of the faculty panel will read and assess the student’s essay based on the rubric listed below, and will submit a set of comments and, if needed, a set of requested revisions. The panel will then communicate and combine their individual impressions into a single combined decision and set of comments and recommendations that will be conveyed to the student. The panel will submit to the HDSP Coordinator an agreed-upon Guided Literature Review revision form with the panel’s recommendation, signed by each panel member.

High pass – Literature review meets all the elements described in these guidelines, and does so with a high degree of sophistication that adds insights to our understanding of the topic.

Pass – Literature review meets all of the elements described in these guidelines. Adequate, but not exceptional; a solid critical review of the literature, but doesn’t necessarily add new insights.

Revise-resubmit-Minor Revision – literature review is approaching a passing level, but several points require additional attention or analysis, or some minor re-writing or reorganization of the literature review is required. Minor revisions may be approved by the committee chair.

Revise-resubmit-Major Revision – student has failed to meet substantial elements of this assignment, and a major revision of the literature review is required. Insufficient interrogation or weak analysis of the literature can be grounds for major revision. Major revisions must be re-evaluated by the committee members.

Fail – after two rounds of revision (or three, if an additional round or revisions is approved by the committee and the HDSP coordinator), the literature review fails to meet the requirements of this assignment.

Remediation Process
In the event the faculty panel determines that the Guided Literature review submission fails to meet a combined grade of Pass, as determined by consensus of the committee, the panel chair will submit a remediation form to the HDSP Coordinator and student, with the remediation goals the student must meet in order to complete the Guided Literature Review requirements. Unless a special appeal is made by the committee, and approved by the HDSP coordinator, allowing a third round of revisions, only two attempts at remediation will be allowed before a final determination of pass vs. fail is made by the committee.

Additional Guidelines for Essay
A. Identify a topic and state a research problem or question (or set of problems and questions) related to this topic and is relevant to human development and social policy.

B. Discuss the broad social and policy importance of the topic. Explain how the basic science of human development has informed your topic.
C. **Synthesize** and **analyze** the important relevant literature on the topic. Where appropriate, draw from a variety of disciplines. Compare and contrast literatures.

- This synthesis should not be a laundry list, nor should it artificially pose literatures as always fitting together or complimentary or telling a seamless story. Rather, it should be a revealing and carefully crafted summary of what we know, how we know it, what we don’t know, and why we don’t know it. This synthesis must discuss and explain how **specific** theories and research address this topic/research problem, and what gaps remain to be addressed.

D. **Interrogate the claims** and quality of the methods.

- Offer critiques regarding the quality of the literature, including suggestions for improvements, and offer specific suggestions for future research that would help to move our understanding of this topic forward.
- Attempt to adjudicate where appropriate and evaluate the validity of conflicting perspectives and claims. Where such competing claims cross, or occur within disciplines, the student should discuss differences that arise from the different approaches.

Make an **argument** that is derived from the analysis of the literature. The argument should take a firm stance on (1) the state of knowledge on the research topic, (2) what questions have not been answered, and (3) how we might be able to credibly answer them.

**Dissertation Proposal (Prospectus): Before proceeding with the Dissertation Proposal Defense (Prospectus, see page 10, TGS & HDSP Milestones, paragraphs 1 and 2, as approval procedures have changed)**

Once the trial research and Course Outline OR Guided Literature Review have been approved, the student is ready to form a committee that is responsible for evaluating the student’s dissertation proposal and defense. The committee must include at least three full-time faculty of Northwestern University, two of whom (including the chairperson) must be *graduate* faculty members. The chairperson of the committee (usually a student’s advisor) must hold a full-time, tenure-line appointment in HDSP. Usually students approach faculty members during their third year to ask them to be “on their committee.” Committee members have differing preferences regarding how involved they like to be in the research design and conceptual process. Some faculty members are highly involved; some read and comment of the written proposal. It is best to discuss these preferences soon after the committee is formed.

Dissertation Proposal Defense: **Once they have obtained written approval from the HDSP Chair**, and have written a formal proposal, students should submit the proposal to their committee members and schedule their dissertation proposal defense (students must submit their written proposal to committee members prior to their oral defense of it). After students pass the dissertation proposal defense, they must complete the “TGS PhD Prospectus” form (available online on CAESAR). The TGS PhD Prospectus form must be signed by each committee member and submitted to the Program Assistant. (see TGS Forms Appendix X.)

Dissertation Year Fellowships are contingent on a successful dissertation proposal defense by the summer quarter of the fourth year. Before working on the dissertation, students must be approved by HDSP faculty and the Graduate School. The steps and forms needed to obtain this approval are described below (see Appendix X for more information).

Students must have a prospectus (dissertation proposal) approved by their committee no later than the end of the fourth year of study, which falls on the last date of the 16th quarter. (see TGS Forms, Appendix X.) Any student not meeting this milestone will be considered “not in good standing” and therefore will be placed on probation. In the event the review committee determines that the Dissertation Proposal (Prospectus) fails to meet standards, the committee chair, and with the input of the remaining committee members, shall provide comments (either oral or written) during the formal dissertation defense outlining the steps the student must take in order to complete the Dissertation Proposal requirements. Should the student fail to submit an acceptable Dissertation Proposal, the student is subject to exclusion (dismissal) from the Graduate School.

A petition for extension of the Dissertation Proposal deadline may be approved by TGS under certain circumstances, such as medical or family leave. (see TGS Forms Appendix X.)
Dissertation (Final Exam)
The most important project of a student's intellectual career is the PhD dissertation. It is an expanded report and discussion of an original and integrative research program, initiated and carried out by the student in consultation with his or her dissertation committee. In HDSP, the dissertation offers the best opportunity to bring together the different strands of inquiry in human development and social policy within an empirical study or series of studies that addresses an important intellectual issue. The dissertation is the capstone of the graduate-school experience and serves as the student's entrée into a professional career.

Dissertation Defense: The final exam must be approved by a graduate faculty committee. Students work closely with their advisor in order to accomplish their dissertation, and select members of the student's dissertation defense committee. It is highly recommended that students meet with committee members as well, after consultation with the advisor. Per TGS requirements, scheduling the final exam is the responsibility of the candidate and the members of the committee. A minimum of three individuals must serve on the final exam committee. At least two members of this committee, including the chair, must be members of the Northwestern University Graduate Faculty. Once the advisor agrees that the dissertation is ready for a formal defense, the student must schedule the defense so that all committee members can be present.

Prior to the dissertation defense, students should allow plenty of time (at least three weeks) for the committee to read the final dissertation draft. The defense itself usually lasts two or three hours and is not open to the public. The student and committee assemble in a designated room, and the student is then asked to leave so that committee members can discuss their reactions to the written dissertation. When the student re-enters, he/she takes about 10-20 minutes to present the dissertation's design and findings, and then committee members ask questions. After this, the student is asked to leave the room again, so that the committee can decide what course of action should take place. Most dissertation committees request some revisions: some are minor; others can require considerable time. (If your defense is to be held in Annenberg Hall, it is advisable to contact the Program Assistant as to the availability of an appropriate room for your defense. It is best to check room availability prior to finalizing a defense date with your committee members.)

Depending upon the views of committee members, either the advisor has full responsibility for signing off on the final dissertation, or individual committee members may request that they read the revisions as well. In any case, the form, “TGS PhD Final Exam” (available online on CAESAR: http://ses.northwestern.edu/), must be signed by each committee member and submitted to the Program Assistant. The form will not be approved until a final version of the student's dissertation is submitted to the Program Assistant. (see TGS Forms Appendix X.)

OVERVIEW OF SUGGESTED FIVE-YEAR PROGRAM:

Year 1
- Get involved in research: All entering students are assigned an academic advisor who is a member of the HDSP core faculty. It is highly recommended that students meet regularly with their advisor to discuss courses and professional interests. They may also choose to work with them on their research projects to gain valuable research experience. Students are also welcome and encouraged to explore the research interests of other HDSP faculty by working on research projects and/or attending lab meetings.

- Attend HDSP Brownbags (Tuesdays at noon)/events

- By the end of the first year, most students will have made substantial progress toward solidifying their research interests (with an eye toward their Trial Research project – see “Year 2”) and may choose a particular research advisor.

- Enroll full-time in classes or TGS 590

- Other:

Last updated October, 2014
○ Apply for external fellowships: While funding (full tuition and stipend) is guaranteed for five years for all HDSP students, students are encouraged to pursue external fellowships and scholarships. Several of these fellowships provide multiyear funding and are extremely competitive and prestigious; students should research and prepare their applications early. See the Graduate School website (http://www.tgs.northwestern.edu/financial-aid/fello-schola-grants/index.html) for a current list of internal and external funding opportunities, and speak with your advisor and other faculty and students for suggestions as well. Appendix III provides an abbreviated list of internal and external fellowships.

○ Identify internal funding opportunities: Funding is guaranteed for five years for all full-time students but the source of that funding may vary from year to year, quarter to quarter, thus the requirements attached to a particular source of funding also vary. After the 1st year in the program, funding is linked to teaching, learning, or research goals. As such, students may receive funding through teaching assistantships, fellowships, TGS interdisciplinary cluster, or research assistantships. During winter or spring quarter of their 1st year, students are encouraged to discuss funding opportunities for the upcoming academic year with their academic advisor.

○ Attend conference(s): During the first year, many students attend one or two conferences to help determine which specialty areas best fit their developing research interests (see Appendix X for a list of professional conferences of interest). All full-time HDSP students can receive up to $300 per academic year for such travel. Prior to traveling, students must apply for approval (see the Program Assistant for form). Afterwards, students need to fill out an Expense Report (also available from the Program Assistant) and return it with all receipts. See Appendix XII for a checklist, forms and more specific information regarding conference travel.

○ Attend workshops/seminars: There are often seminars and workshops (both within and outside Northwestern) for students who would like to strengthen their methodological skills, or who are interested in using particular datasets; speak with your advisor and other faculty and students for suggestions.

### Year 2

- Complete the Trial Research by end of the year

- Enroll full-time in classes or TGS 590

- Attend HDSP Brownbags (Tuesdays at noon)/events

- Other:
  - Apply for external fellowships: While funding (full tuition and stipend) is guaranteed for five years for all HDSP students, students are encouraged to pursue external fellowships and scholarships. Several of these fellowships provide multiyear funding and are extremely competitive and prestigious; students should research and prepare their applications early. See the Graduate School website (http://www.tgs.northwestern.edu/financial-aid/fello-schola-grants/index.html) for a current list of internal and external funding opportunities, and speak with your advisor and other faculty and students for suggestions as well. Appendix III provides an abbreviated list of internal and external fellowships.
  - Identify internal funding opportunities: Funding is guaranteed for five years for all full-time students but the source of that funding may vary from year to year, quarter to quarter, thus the requirements attached to a particular source of funding also vary. After the 1st year in the program, funding is linked to teaching, learning, or research goals. As such, students may receive funding through teaching assistantships, fellowships, TGS interdisciplinary cluster, or research assistantships. During winter or spring quarter, students are encouraged to discuss funding opportunities for the upcoming academic year with their academic advisor.
○ Attend/Present at conference(s): By the second or third year, many graduate students submit proposals to present a poster or paper at national scholarly conferences. In addition to the $300 per academic year available for conference attendance, up to $700 is available for conference expenses in which students (beyond their first year) present papers or posters (totaling a maximum of $1000 per academic year). See page 7 and Appendix XI. Contact the Program Assistant for more information.

○ Fulfill TA requirement

○ Investigate opportunities at Searle Center: The Searle Center for Teaching Excellence provides a number of workshops and opportunities for graduate students and faculty to expand their teaching skills and effectively meet their teaching responsibilities. In addition, the Searle Center offers a Graduate Teaching Certificate Program, as well as a TA Fellows Program, for outstanding graduate TAs. Please see their website (http://teach.northwestern.edu) for additional details.

Year 3

● Complete Course Outline OR Guided Literature Review by the end of the year

● Enroll full-time in classes or TGS 500

○ NOTE: Students who have obtained an M.A. degree prior to coming to HDSP (and who have successfully petitioned for course credit) will have completed their coursework. Rather than registering for/taking classes, these students will instead register for TGS 500 each regular quarter indicating that they are working full-time on their research.

● Other:

○ Identify internal and external funding opportunities: Funding is guaranteed for five years for all full-time students but the source of that funding may vary from year to year, quarter to quarter, thus the requirements attached to a particular source of funding also vary. At this time, it may be appropriate for students to look for funding specific to their dissertation.

○ Choose dissertation committee: Now is the time to start thinking about your dissertation and whom you would like to serve on your committee (see information under “Year 4” for additional details).

○ Apply for M.A. degree (optional): The M.A. credential may be obtained en route to the PhD, if desired. To obtain the M.A., students must complete the core curriculum (as described above), in addition to elective courses, totaling 18 courses. In addition, the student’s trial research project must also be completed. (see TGS Forms Appendix.)

○ Attend/Present at conference(s): Continue to attend/present your work at conferences.

○ Fulfill TA requirement

○ Continue to attend HDSP Brownbags (Tuesdays at noon)/events

Year 4

● Defend dissertation proposal by the end of the 4th year

● Coursework completed: All students should have completed their coursework. Rather than registering for/taking classes, students will register for TGS 500 each regular quarter indicating that they are working full-time on their research. Should a student wish to take any class other than TGS 500 during the 4th year, it is allowable with permission from the HDSP Chair.
● Other:
  ○ Identify internal funding opportunities: Funding is guaranteed for five years for all full-time students but the source of that funding may vary from year to year, quarter to quarter, thus the requirements attached to a particular source of funding also vary. After the 1st year in the program, funding is linked to teaching, learning, or research goals. As such, students may receive funding through teaching assistantships, fellowships, TGS interdisciplinary cluster, or research assistantships. During winter or spring quarter, students are encouraged to discuss funding opportunities for the upcoming academic year with their academic advisor.
  ○ Fulfill TA requirement
  ○ Continue to attend HDSP Brownbags (Tuesdays at noon)/events

Year 5
● Work on and complete dissertation
● Continue to attend HDSP Brownbags (Tuesdays at noon)/events, although less frequent attendance is allowed in year 5 and beyond in order to work on dissertation-writing, providing adequate progress is being made in the program.

Year 6 and beyond
● Work on and complete dissertation
● Funding is no longer guaranteed, and priority is given to students in their first 5 years in the program, but external and internal funding can continue to be sought in consultation with advisor.
● Coursework completed: All students should have completed their coursework. Rather than registering for/taking classes, students will register for TGS 500 if receiving funding or TGS 512 is unfunded each regular quarter indicating that they are working full-time on their research.
● Doctoral students must complete all requirements for the PhD within nine years of initial registration in TGS. Students who do not complete degree requirements by the established deadlines will not be considered in good academic standing and will not be eligible for financial aid.
● Continue to attend HDSP Brownbags (Tuesdays at noon)/events, although less frequent attendance is allowed in order to work on dissertation-writing, providing adequate progress is being made in the program.

Students have 9 years from matriculation to complete the PhD degree. Only rarely under extenuating circumstances will students be granted permission to continue beyond 9 years. You can view The Graduate School’s PhD degree timeline, here: http://www.tgs.northwestern.edu/academics/academic-services/phd/timeline/index.html
LIFE BEYOND HDSP

Where do HDSP students go after graduation? How should one begin the job search? Students should consult with their advisors, faculty, and fellow students for ideas and advice. Below is a brief listing of jobs obtained by recent HDSP graduates:

- **Academic Settings:** Many graduates of the program have assumed post-doctoral placements, teaching and research positions.

  **Examples of Teaching and Research Placements**
  - University of Chicago, Department of Comparative Human Development
  - University of Illinois at Urbana-Champaign, Departments of Sociology and African American Studies
  - Johns Hopkins University, Department of Sociology
  - Duke University, Department of Public Policy Studies
  - Cornell University, Department of Policy Analysis and Management
  - Marquette University, Department of Psychology
  - Oregon State University, Department of Human Development
  - Queen’s University, Belfast, Department of Criminality
  - University of Ghana, Department of Psychology
  - University of Wisconsin-Madison, School of Social Work
  - University of California-Davis, School of Education
  - Arizona State University, Department of Psychology

  **Examples of Post-Doctoral Placements**
  - Robert Wood Johnson Foundation Health and Society Scholars Program
  - University of Chicago
  - University of California-Berkeley
  - University of Michigan

- **Policy Settings:** Many HDSP graduates have assumed a professional position in government agencies or research institutions, where they now serve as policy analysts or research directors. Examples of such organizations include:

  - General Accounting Office or the Congressional Budget Office
  - Urban Institute
  - Manpower Demonstration Research Corporation
  - RAND Corporation
  - Mathematica

- **Private Sector:** Some HDSP graduates are now employed in businesses, corporations, or foundations as directors of programs or as consultants. Examples include:

  - MacArthur Foundation
  - American Academy of Pediatrics
  - Learning Point Associates
  - Retirement Research Foundation
Appendix I: Change of Advisor Petition

CHANGE OF ADVISOR PETITION

Date:

Student Name:  

Student ID:

Current Advisor Name(s): 

Proposed Advisor Name(s): 

I hereby respectfully petition to change my advising situation as follows:

Advisor change description and reason:

Student’s Signature: 

Current Advisor Signature(s): 

Proposed Advisor Signature(s): 

Approved: 

Date 

(Program Coordinator)
Appendix II: HDSP Student Progress Report

Please respond to the following questions, which are designed to provide a comprehensive overview of your progress in the program. The questions were developed by the faculty, in consultation with the Program Coordinator’s student advisory group. You should discuss the report with your advisor and then hand it in to the Program Assistant by the specified date. The report will be duplicated, distributed to all faculty members, and discussed at an upcoming faculty meeting. The Program Coordinator will send you an e-mail concerning this discussion; you should plan to meet with your advisor for more extensive feedback. Please attach a HDSP degree requirement audit form with your progress report.

Begin the report with your name and date. Use the bold, underlined phrases as subheadings to organize your report. The report should not be more than 2 pages or so, single-spaced (it may be slightly longer if you have an extensive list of papers under #3). Whatever your stage in the program, there are probably some questions that can be answered very briefly.

1) What are your current career objectives? For example, if an academic position is your anticipated first choice, indicate the department(s) in which you would like to obtain a position (e.g., human development and family studies, criminology, educational policy, sociology, psychology) and, if appropriate, the subunit within a department (e.g., developmental program in a psychology department). If two choices are equally attractive to you at present, indicate that.

2) Indicate your progress toward completing your trial research or dissertation. If you are working on the dissertation, simply list the title of your trial research, and then discuss current status of dissertation. If you are very far along in your trial research, you should mostly discuss that, but also add a sentence or two indicating progress toward identifying dissertation topic.

3) List any publications (in print or accepted), conference presentations (presented or accepted), and grants. Give full citation, including coauthors (in order of authorship). If you are currently writing a paper to be submitted for publication (or are literally on the verge of doing so), list that as well.

4) Other research/policy experiences. Briefly indicate involvement in research, policy or other relevant activities not reflected above (e.g., summer internship).

5) Indicate your progress toward completing the course outline or guided literature review. If you have already completed this requirement, list the topic of your course.

6) Which required courses, if any, do you still need to take? [Include here required number of elective courses.]

7) List professional meetings or conferences that you attended over the past year.

8) Indicate how you have met the teaching requirement, or how you would like to satisfy it (i.e., courses you might like to TA for).

9) Any additional comments or information you might like to add, such as concerns, resources you could use, etc.

10) How has being a student in HDSP influenced your intellectual identity? Please provide a thoughtful response as the faculty are genuinely interested in understanding program effects in this area.
Appendix III: Funding & Fellowships

While HDSP students receive five years of guaranteed funding, many students pursue competitive fellowships as well. Pursuing and receiving internal and external competitive fellowships is desirable as it begins to establish a record of “grantsmanship”, and some of these competitive stipends may be more generous than internal funding amounts. In the event that an internal or external fellowship offer is LESS generous than the typical graduate student stipend, rather than turning down the award, the Program Coordinator and Graduate School should be contacted; they will help ensure competitive internal and external awards are “topped up” to match or exceed typical funding amounts.

Students are encouraged to discuss funding opportunities with their academic advisors each year during the winter quarter. Many applications for external funding have spring deadlines so students are encouraged to start planning for the next year’s funding in late winter and early spring quarters.

This appendix gives a partial list of fellowships that HDSP students are eligible to apply for. It includes both internal fellowships (those distributed through Northwestern University) and external fellowships (those funded by and distributed through outside sources). Additional information regarding fellowships and research grants can be found on The Graduate School’s website [http://www.tgs.northwestern.edu/financial-aid/fello-schola-grants/index.html] and the Office of Fellowships [http://www.northwestern.edu/fellowships/fellowships/for-graduate-study/index.html]. The Office of Fellowships also provides support services to assist students in identifying and applying for external funding.

Eligibility for fellowships often depends on how far along a student is in the program; therefore, this appendix lists fellowships that students will be eligible for based on the stage they are at in the program.

General information about taxes and how the apply to fellowships and other funding sources can be found here, [http://www.tgs.northwestern.edu/financial-aid/Information/tax-tips/index.html]. For specific information please contact The Graduate Schools’ financial aid office.

**Available to students both prior to candidacy and while in candidacy:**

**Interdisciplinary Clusters:** The Graduate School’s Interdisciplinary clusters provide HDSP students the opportunity to collaborate and take classes with faculty and students from other departments with similar interests. Some of these clusters, such as the Society, Biology, and Health Cluster (SBHC), and the Multidisciplinary Program in Education Sciences (MPES), provide opportunities for funding. Students are expected to take additional cluster classes and may earn an additional certificate that is listed on their transcripts. Additionally, clusters provide an opportunity to participate in cluster seminars, symposia as well as other professional and social events. Please see the interdisciplinary cluster website for more information: [http://www.tgs.northwestern.edu/academics/academic-programs/cluster-certificate/]

**Dolores Zohrab Liebmann Fellowship:** Students in all fields are eligible for the Liebmann fellowship. Although Armenian studies is an interest of the fund, this is not a requirement; Liebmann fellowships were awarded to three Northwestern students in other fields in 2007. Applicants must demonstrate financial need. Fellowships may be renewed for a total tenure of three years maximum, and applications may be submitted at any point in a student’s doctoral career. Fellowships cover the cost of tuition plus an $18,000 annual stipend. [http://www.northwestern.edu/fellowships/fellowships/full-list/dolores-zohrab-liebmann-fellowship.html]

**Pre-dissertation fellowships:**

**Ford Foundation Predoctoral Diversity Fellowship:** This fellowship supports predoctoral students with the aims of: 1) improving diversity among university faculties, 2) maximizing the educational benefits of diversity, and 3) increasing the number of professors who will use diversity as a research to support student education. Students in the social sciences are eligible to be supported, and while membership in a minority racial/ethnic group is a positive factor, it is not required. Three years of support are provided, and applicants must show that they will use all three years.
Fellowships include a $20,000 annual stipend, plus $3,000 to the institution and expenses to attend at least one Conference of Ford Fellows http://sites.nationalacademies.org/pga/fordfellowships/

Jacob Javits Fellowship: The Javits fellowship is a highly competitive national fellowship granted to students in selected fields, including the social sciences. Fellowships are awarded for a term of 48 months, or until students complete their degrees. Awards include a cost of education award, plus a stipend that is determined based on need. Maximum stipend is $30,000. Applicants must not have completed their first year of study; thus, incoming HDSP students should apply the fall that they start the program. http://www.ed.gov/programs/jacobjavits/index.html

Multidisciplinary Program in Education Sciences fellowship: Although funded by the Institute for Education Sciences, MPES fellowships are distributed through Northwestern University. MPES fellowships are open to social science students with an interest in education research. Fellows must fulfill a few extra coursework requirements and attend MPES seminars every other week. Applicants must be in their first year at HDSP. Fellows receive a yearly stipend of $30,000, plus additional travel support. http://www.sesp.northwestern.edu/mpes/

National Science Foundation Fellowship: The NSF is a highly competitive national fellowship open to social science students as well as to students in the physical and life sciences. The fellowships are intended for early career graduate students; students may apply as long as they have less than 1 year and 1 quarter of graduate credits. Therefore, students that have taken graduate classes at any other institution do not qualify for this award. Students are encouraged to apply the fall that they start the program. Financial need is not a requirement. NSF fellowships offer a $30,000 stipend plus a cost-of-education allowance and a one-time $1,000 international research travel allowance. Fellowship terms are three years. https://www.fastlane.nsf.gov/grfp/

FELLOWSHIPS FOR STUDENTS IN THE EARLY STAGES OF DISSERTATION RESEARCH:

Adolescent Literacy Predoctoral Fellowship: This fellowship supports research aimed at improving literacy outcomes for middle and secondary school students. The award aids students in finalizing their dissertation proposals and collecting data. Preference is given to students who complete all coursework and qualifying exams before applying. Fellows receive a $25,000 stipend to be disbursed over a period of up to two years. http://www.naeducation.org/NAED_080200.htm

Dissertation Proposal Development Fellowship: This program, run through the Social Science Research Council, provides fellowships for students to participate in two workshops, the first of which helps them prepare to undertake predissertation research on their topics of interest, and the second of which helps them synthesize their summer research and draft proposals for dissertation funding. However, the workshops are organized around specific sub-fields of the humanities and social sciences; students should check to determine whether the sub-fields being covered align with their research interests. Applicants will generally be second- or third-year students. Fellows may apply for $5,000 to complete research over the summer between workshops. http://www.ssrc.org/fellowships/

Graduate School Research Fellowship: This internal fellowship is intended to provide for field/archive work that must be completed for a student’s dissertation; that is, it covers the period between the end of coursework and the beginning of the dissertation write-up. Students must be nominated by their department; departments may nominate only two candidates per year. Fellowships cover tuition payments and a monthly stipend at the same rate as the University Fellowship. Contact your academic advisor if you’re interested in being nominated for this fellowship. http://www.tgs.northwestern.edu/financial-aid/fello-schola-grants/general-information-about-fellowships,-scholarships-and-grants/index.html
National Science Foundation Dissertation Improvement Grant: This grant provides support for students in social, economic, and behavioral sciences who need extra funds to cover costs involved in dissertation research, such as data collection and sample survey costs, payments to research subjects, and costs of conducting research away from the home university. The proposal must be submitted by your dissertation advisor when you are at the point of initiating, or are already conducting, your dissertation research. Grants are awarded for up to 24 months, and are to be used exclusively for research costs—not as stipends or for tuition. Award varies depending on the field the student applies in (e.g., sociology; economics; methodology, measurement, and statistics). Proposals are due twice yearly; specific due dates depend on the student’s field. See website for more information on deadlines.  

Presidential Fellowship: This internal fellowship is considered the most prestigious fellowship awarded by Northwestern. Fellows participate in twice-quarterly meetings of the Society of Fellows. Students already supported through external fellowships do not receive additional funding; however, they may be awarded honorific fellowships. Fellowships are awarded by nomination only; although departments determine which students to nominate, students must prepare application materials. HDSP can only nominate one student as of 2007. At the time of nomination, nominees must have received approval for their dissertation proposals. Fellowship awards include tuition payments and a monthly stipend. Contact your academic advisor if you’re interested in being nominated for this fellowship.  

Spencer Dissertation Fellowship for Education: The Spencer Fellowship is open to advanced students writing dissertations on education (broadly conceived). Students must certify that they have completed all pre-dissertation requirements, or that all such requirements will be completed before June in the year that their fellowship term will start. They must also present a plan to finish the dissertation within a one- to two-year time frame. Fellowships include a $25,000 stipend to be used over the one to two-year duration of the grant. Spencer Dissertation Fellows are also eligible to apply for the Spencer Foundation’s Exemplary Dissertation Awards when the dissertation is completed; these awards carry prizes ranging from $2,500 to $25,000.  
HTTP://WWW.NORTHWESTERN.EDU/FELLOWSHIPS/FELLOWSHIPS/FULL-LIST/SPENCER-DISSERTATION-FELLOWSHIPS-FOR-EDUCATION.HTML

Fellowships specifically for dissertation write-up

Alumnae Dissertation Fellowship: This internal fellowship is open to women in their final dissertation write-up year; preference is given to women with financial need and women who have had to interrupt their education. Applicants must be admitted to candidacy. While the department must endorse applications, there are no limits to how many applicants a department can endorse. The fellowship provides tuition payment and a stipend for 9 months at the same rate as the University Fellowship.  
http://www.northwestern.edu/fellowships/fellowships/for-graduate-study/graduate-student-applicants.html

American Association of University Women Dissertation Fellowship: Available to women completing their final year of dissertation writing. Applicants must complete all coursework and preliminary examination requirements and receive approval for research proposal by the application due date. Research relating to gender issues is especially encouraged. Eligibility is restricted based on receipt of prior dissertation fellowships; see website for more details. Award is $20,000.  
http://www.aauw.org/fga/fellowships_grants/american.cfm#apply

American Education Research Association Dissertation Grants: These awards are open to students writing dissertations on a broad range of educational topics. Grant recipients must use at least one NSF or NCES database in their dissertation research. Awards range up to $15,000 for one-year projects.  
http://www.aera.net/grantsprogram/res_training/diss_grants/DGFly.html

Charlotte W. Newcombe Doctoral Dissertation Fellowship: This fellowship supports the study of ethical or religious values in all fields of the humanities and social sciences. Eligibility is restricted based on receipt of prior national
dissertation fellowships; see website for more details. Applicants should expect to complete dissertation writing during the tenure of the award, and should complete requirements for candidacy prior to application. The award provides a stipend of $19,000 for 12 months of full-time dissertation writing.

http://www.woodrow.org/newcombe/

Dissertation Year Fellowship (DYF): This internal fellowship is intended to provide funding for the final dissertation write-up year (5th year). Applicants must be admitted to candidacy and have successfully defended their dissertation proposal the quarter before DYF support begins. The fellowship is awarded by quarters. Students must be nominated by their academic advisor. Fellowships cover tuition payments and a monthly stipend at the SESP rate.

Ford Foundation Dissertation Diversity Fellowship: This fellowship holds goals and requirements similar to those of the Ford Foundation Predoctoral Diversity Fellowship, but is intended for students who expect to finish their dissertations after 9-12 months of support. Applicants must have advanced to candidacy at the time of application. Fellowships include a one-year $21,000 stipend, plus expenses to attend one Conference of Ford Fellows.

http://sites.nationalacademies.org/pga/fordfellowships/

Josephine de Kármán Fellowship: Available to students who plan to defend their dissertation by June of the next year (e.g., by June 2008 for those who apply in January 2007). Fellowships are held for one year. Fellows receive a $16,000 stipend. http://www.dekarman.org/Qualifications

Mellon/ACLS Dissertation Completion Fellowship: This grant provides support for students in humanities and related social sciences to finish dissertations. “Related social sciences” means that while students in departments like sociology, political science, psychology, and economics are eligible to apply, “humanistic approaches” must be employed (e.g., economic history, political philosophy, etc.). All requirements except the dissertation must be complete upon application. Awards include a $25,000 stipend, $3,000 for research costs, and $5,000 for university fees.

http://www.acls.org/ecfguide.htm

Woodrow Wilson Doctoral Dissertation Fellowship in Women’s Studies: This fellowship may cover a broad range of women’s studies issues; past topics have included women’s role in African-American adult literacy and the dynamics of employment and child-bearing. Fellowships are intended for applicants who plan to complete their dissertations in the fellowship year. Fellowships are awarded for $3,000 to be used on expenses associated with the dissertation.

http://www.woodrow.org/womens-studies/index.php

2012 SECC Dissertation Research Funding Awards
The Student and Early Career Committee (SECC) of the Society for Research in Child Development is pleased to announce the fourth annual competition for student funding for dissertation research. Up to five non-renewable awards in the amount of $2,000 (maximum) are given for research proposals that merit special recognition and display the strong potential to contribute to the field of child development. Submissions should be in the proposal stage (i.e., not completed), and money is to be used for research costs or professional development related to the proposed dissertation project. http://www.srcd.org/index.php?option=com_content&task=view&id=46&Itemid=454
Appendix IV: Fulfillment of The Teaching Assistant Requirement

FULFILLMENT OF THE TEACHING ASSISTANT REQUIREMENT

The HDSP program requires that students complete two quarters working as a Teaching Assistant (TA). Many students choose to fulfill this requirement during their second or third years (although they may fulfill it at any time). Students are encouraged to speak with faculty about the undergraduate courses they teach and decide which one interests them the most although the preferred TA assignment may not always be available. Together, the student and course professor will determine the TA’s responsibilities, which usually require about 5-7 hours per week throughout the quarter. Teaching Assistants earn approximately $2,000 per quarter for their work. (Note that if students are on external fellowships, are receiving funding through an internal research assistantship, or are in their first year, they will receive this $2,000 to supplement their other support. If students do not fall into one of these categories, this $2,000 will be used to offset the department’s expense in supporting the student, and the student will not receive an addition to their stipend.) Please let the Program Assistant know when you have fulfilled this requirement. Students are not encouraged to TA in their 1st year; permission of the advisor and dean must be sought.

Students are required to fill out this form, acquire proper signatures, and return the signed form to the Program Assistant.

<table>
<thead>
<tr>
<th>QUARTER, Course Number and Title Per The Registrar’s Listing:</th>
<th>Course Instructor Printed Name</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Course Instructor Signature:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>QUARTER, Course Number and Title Per The Registrar’s Listing:</th>
<th>Course Instructor Printed Name</th>
</tr>
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<tr>
<td>Course Instructor Signature:</td>
<td></td>
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</tr>
</tbody>
</table>

Student’s Signature: __________________________________________

Approval recommended: __________________________________________ Date: __________________________

(Academic Advisor)

NOTES:
_______________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Approval - HDSP Coordinator: ___________________________ Date: __________________________
### Appendix V: Conference Travel: Request for Support for Conference Travel

**SCHOOL OF EDUCATION AND SOCIAL POLICY**  
**GRADUATE STUDENT REQUEST FOR SUPPORT FOR CONFERENCE TRAVEL**

<table>
<thead>
<tr>
<th>Date:</th>
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<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Empl/Student ID #:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
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<tbody>
<tr>
<td>Program:</td>
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</table>

<table>
<thead>
<tr>
<th>Amount Requested:</th>
<th>$__________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Name:</td>
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<tr>
<td>Location:</td>
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<table>
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<tr>
<th>Inclusive Dates:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Are you presenting a paper?</th>
<th>yes</th>
<th>no</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, title or subject:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will you receive support from any other source for this travel?</th>
<th>yes</th>
<th>no</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, source/amount:</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by (sign):</th>
<th></th>
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<table>
<thead>
<tr>
<th>Date:</th>
<th></th>
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</table>

<table>
<thead>
<tr>
<th>Amount (up to amount requested or maximum of $300):</th>
<th>$__________</th>
</tr>
</thead>
</table>

**Processing Instructions:**

- **Student:** Submit this form to the coordinator for your program.
- **Coordinator:** After you approve the student’s award, please give this form to the department assistant for your program.
- **Program Asst:** When you receive this form from the coordinator, please keep it until the above student submits original receipts and a T & E form and receipts to the Dean’s Office for approval.
APPENDIX VI: HDSP PETITION FOR ELECTIVE COURSE WAIVERS COURSE WORK
Waiver Request

NAME: ____________________________ STUDENT ID: ____________________________ DATE: __________________

Course work in the Human Development and Social Policy (HDSP) doctoral program includes a core curriculum and electives. A total of 27 courses are required for students entering without a master’s degree. For those who have obtained a master’s degree prior to entering HDSP, up to 9 courses may be counted toward the HDSP coursework requirement as electives, leaving students with a total of 18 courses to complete. Students seeking to waive elective course requirements must submit their request in writing to the Program Coordinator along with the corresponding course descriptions and transcripts. Student must obtain the written support of their academic advisor before requesting a waiver. Core course requirements may only waived when a student makes a compelling argument in support of such request and has the written support of their academic advisor. Many HDSP courses are offered only every other year. Students with completed master’s degrees must take this into consideration, if they wish to complete their coursework in two years. Contact the Program Assistant for a rough list of courses to be offered each quarter. COPIES OF PREVIOUS INSTITUTION COURSE DESCRIPTIONS AND TRANSCRIPTS BEING PETITIONED FOR WAIVER MUST BE ATTACHED TO THIS FORM, OR PETITION CANNOT BE CONSIDERED. BOTH THE WAIVER REQUEST AND SIGNATURE APPROVAL PAGES MUST BE FILLED OUT AND SUBMITTED. IF YOU ARE REQUESTING ANY ONE-TO-ONE COURSE WAIVER(S) FOR A PREVIOUS INSTITUTION COURSE(S) TO A DIRECTLY CORRESPONDING CURRENT HDSP COURSE, INDICATE THAT BELOW.

PETITIONED ELECTIVE COURSE(S) WAIVERS – LIST PREVIOUS INSTITUTION NAME, COURSE NUMBER AND COURSE TITLE

COURSE 1: ____________________________________________________________
COURSE 2: ____________________________________________________________
COURSE 3: ____________________________________________________________
COURSE 4: ____________________________________________________________
COURSE 5: ____________________________________________________________
COURSE 6: ____________________________________________________________
COURSE 7: ____________________________________________________________
COURSE 8: ____________________________________________________________
COURSE 9: ____________________________________________________________

PETITIONED ELECTIVE COURSE(S) WAIVERS – LIST SPECIFIC HDSP, COURSE NUMBER AND COURSE TITLE FOR PETITION. INDICATE IF THERE ARE ANY DIRECTLY CORRESPONDING ONE-TO-ONE WAIVER REQUESTS FOR ANY COURSES LISTED ABOVE.

COURSE 1: ____________________________________________________________
COURSE 2: ____________________________________________________________
COURSE 3: ____________________________________________________________
COURSE 4: ____________________________________________________________
COURSE 5: ____________________________________________________________
COURSE 6: ____________________________________________________________
COURSE 7: ____________________________________________________________
COURSE 8: ____________________________________________________________
COURSE 9: ____________________________________________________________
APPENDIX VI: HDSP PETITION FOR ELECTIVE COURSE WAIVERS COURSE WORK

SIGNATURE APPROVALS

ACADEMIC ADVISOR/CO-ADVISOR APPROVAL

Approval recommended: ___________________________ Date: ___________________________
(Academic Advisor/Co-Advisor)

Approval recommended: ___________________________ Date: ___________________________
(Academic Advisor/Co-Advisor)

REQUIRED TRANSCRIPT(S) SUBMITTED? [ ] Yes [ ] No  COURSE DESCPITIONS SUBMITTED? [ ] Yes [ ] No

(ATTACH BOTH TRANSCRIPTS AND DESCRIPTIONS)

NOTES:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

I hereby petition to receive the above elective course waivers:

Student’s Signature: ___________________________ Date: ___________________________

Approval - HDSP Coordinator: ___________________________ Date: ___________________________
(HDSP Coordinator)
Appendix VII: Degree Requirement Audit

HDSP Degree Requirement Audit for Students Enrolled FALL 2011 AND PRIOR

<table>
<thead>
<tr>
<th>Name:</th>
<th>Academic Advisor:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matriculation Year:</td>
<td>Research Advisor(s):</td>
<td></td>
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</tbody>
</table>

**Required Courses (14 units)**

<table>
<thead>
<tr>
<th>Complete</th>
<th>Course</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Development (4 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HDSP 401 - Proseminar in Human Development and Social Policy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HDSP 413 - Theories of Human Development</td>
<td></td>
</tr>
<tr>
<td>Students must take two of the following courses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HDSP 402 - Child Development</td>
<td></td>
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<tr>
<td></td>
<td>HDSP 403 - Adolescent Development</td>
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</tr>
<tr>
<td></td>
<td>HDSP 404 - Adult Development and Aging</td>
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</tbody>
</table>

**Methods (4 units)**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>STAT 330-1: Basic Statistics 1</td>
<td></td>
</tr>
<tr>
<td>STAT 330-2: Basic Statistics 2</td>
<td></td>
</tr>
<tr>
<td>HDSP 432: Field Methods and Social Policy</td>
<td></td>
</tr>
<tr>
<td>SOCIOL 404 - Designs for Descriptive Causal Research in Field Settings</td>
<td></td>
</tr>
</tbody>
</table>

**Policy (3 units)**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>HDSP 430 - Economics of Social Policy</td>
<td></td>
</tr>
<tr>
<td>Students must take two of the following courses:</td>
<td></td>
</tr>
<tr>
<td>HDSP 429 - Social-Community Interventions</td>
<td></td>
</tr>
<tr>
<td>HDSP 433 - Modern Theories of the State and Social Policy</td>
<td></td>
</tr>
<tr>
<td>HDSP 440 - The Politics of Social Policy</td>
<td></td>
</tr>
</tbody>
</table>

**Electives (up to 14 units)**

1. Course title: 
2. Course title: 
3. Course title: 
4. Course title: 
5. Course title: 
6. Course title: 
7. Course title: 
8. Course title: 
9. Course title: 
10. Course title: 
11. Course title: 
12. Course title: 
13. Course title: 
14. Course title:
Name:

HDSP Degree Requirement Audit for Students Enrolled FALL 2011 AND PRIOR (cont. - 2)

Student entered w/ master’s degree? _____ If yes, did student petition for course requirement waiver? _____

Date of petition: ______________________  Date of petition approval: ______________________

Number of course units waived: _____ Required units completed: _____ Elective units completed: _____

Total course units: _____

Were you granted an approved leave of absence by TGS?: _____  If yes, what Quarter(s)/Yr(s):

Notes:

Teaching Assistant requirement (2 quarters)

_____  
Quarter/year:  
Course title:

_____  
Quarter/year:  
Course title:

Milestones (3)

_____  
Trial Research
Title:  
Projected completion date:  
Required completion date:  
Date successfully completed:

_____  
Course Outline
Title:  
Projected completion date:  
Required completion date:  
Date successfully completed:

_____  
Dissertation Proposal Defense (Prospectus)
Title:  
Projected completion date:  

Name:
HDSP Degree Requirement Audit for Students Enrolled FALL 2011 AND PRIOR (cont. - 3)

Required completion date:

Date successfully completed (defended, edited and submitted

Dissertation

Title:

Projected completion date:

Required completion date:

Date successfully completed (defended, edited and submitted
### Appendix VII: Degree Requirement Audit

**HDSP Degree Requirement Audit for Students Enrolled FALL 2012 AND THEREAFTER**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Academic Advisor:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matriculation Year:</td>
<td>Research Advisor(s):</td>
<td></td>
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</tbody>
</table>

#### Required Courses (14 units)

<table>
<thead>
<tr>
<th>Complete</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>HDSP Proseminar (1 unit)</strong></td>
</tr>
<tr>
<td></td>
<td>HDSP 401 - Proseminar in Human Development and Social Policy</td>
</tr>
</tbody>
</table>

**Foundations of Human Development (4 units)**

|          | HDSP 413 - Theories of Human Development |
| Students must take three of the following courses: |
|          | HDSP 402 - Child Development |
|          | HDSP 403 - Adolescent Development |
|          | HDSP 404 - Adult Development and Aging |
|          | HDSP 451 - Topics: Nature – Nurture Revisited |

**Foundations in Empirical Research Methods (5 units)**

|          | HDSP 451 - Quantitative Methods I: Probability and Statistics |
|          | HDSP 451 - Quantitative Methods II: Regression Analysis |
|          | SOCIOL 404 - Designs for Descriptive Causal Research in Field Settings |
|          | HDSP 432 - Field Methods |

**Foundations of Social Policy (4 units)**

*Students must take one course from each of the following groups:*

**Group I**

|          | HDSP 430 - Economics of Social Policy |

**Group II**

|          | HDSP 429 - Social-Community Interventions |
|          | HDSP 451 - Topics: Organizations, Institutions and Society: Persistence and Change Among Public, Private and Non-Profit Sectors |

**Group III**

|          | HDSP 451 - Topics: Educational Policy: Design, Implementation and Effects |
|          | HDSP 427 - Sociology of Education |

**Group IV**

|          | HDSP 433 - Modern Theories of the State and Social Policy |
|          | HDSP 440 - The Politics of Social Policy |
## Electives (up to 13 units)

1. Course title:  
2. Course title:  
3. Course title:  
4. Course title:  
5. Course title:  
6. Course title:  
7. Course title:  
8. Course title:  
9. Course title:  
10. Course title:  
11. Course title:  
12. Course title:  
13. Course title:  
14. Course title:  

Student entered w/ master’s degree? _____ If yes, did student petition for course requirement waiver? _____

Date of petition: ____________________ Date of petition approval: ____________________

Number of course units waived: _____ Required units completed: _____ Elective units completed: _____

Total course units: _____

Were you granted an approved leave of absence by TGS?: _____ If yes, what Quarter(s)/Yr(s):

Notes:

---

**Teaching Assistant requirement (2 quarters)**

---

Name:

HDSP Degree Requirement Audit for Students Enrolled FALL 2012 AND THEREAFTER (cont. – 3)

Course title:
Milestones (3)

Trial Research

Title:

Projected completion date:

Required completion date:

Date successfully completed:

Course Outline

Title:

Projected completion date:

Required completion date:

Date successfully completed:

Dissertation Proposal Defense (Prospectus)

Title:

Projected completion date:

Required completion date:

Date successfully completed (defended, edited and submitted)

Dissertation

Title:

Projected completion date:

Required completion date:

Date successfully completed (defended, edited and submitted)
Appendix VIII: A Note About Courses Within and Outside HDSP

Students, together with their advisor, should plan a systematic course of study that will help prepare them for preferred post-graduation positions. Many students will seek positions in interdisciplinary academic programs, research institutes, or non-profit organizations. Others may pursue jobs in specific academic disciplines (e.g., sociology) or in an academic unit dominated by a particular discipline. The following are some recommendations for coursework that should provide a stronger set of job-related training credentials. Students should discuss these recommendations with their advisors, other faculty, and fellow students. In addition to searching CAESAR for classes outside of HDSP, other departments frequently list the upcoming year’s course schedule and course syllabi or descriptions on their websites.

Qualitative Methods
The following course is recommended for students who wish to become expert qualitative researchers—i.e., those who wish to thoroughly investigate the processes, or the “how,” of social actions, situations, and contexts.

- HDSP 435: Advanced Qualitative Methods: This course is most appropriate for students who are in the process of analyzing their own qualitative data. Students will explore different theories and epistemologies that inform qualitative work, learning to situate their own work within these traditions.

In addition, a variety of courses that expand upon the ethnographic and observational techniques taught in HDSP include (contact the corresponding departments for more information):

- SOCIOL 410: Comparative Methodology
- SOCIOL 439: Comparative and Historical Sociology
- LRN SCI 428: Observational Techniques and Methods
- ANTHRO 461: Methods of Linguistic Anthropology
- ANTHRO 490: Life History Methods

Quantitative Methods
Following are recommendations for HDSP students who aspire to identify as “quantitative researchers”—as researchers who focus primarily on statistical analyses:

- PSYCH 405: Psychometrics: Described in the bulletin as an “introduction to principles of measurement, reliability, validity and scale construction,” this course is recommended for those working with scale data and covers topics such as factor analysis.
- PSYCH 454: Psychological Measurement Using Latent Variables: This course provides an introduction to the use of latent variables, including structural equation modeling.
- STATS 325: Survey Sampling: This course covers topics such as probability sampling, stratification, and cluster sampling.

Economics
Economics provides a backbone for policy research. Students with backgrounds and strong interests in economics and with the necessary mathematical training are urged to consider taking the graduate-level theory classes offered by the Economics Department, and to take that Department’s theory preliminary exams. These are very rigorous courses; passing them and, especially, the qualifying exam, should provide an impressive set of credentials when looking for jobs in public policy schools and high-level research institutes (e.g., the Urban Institute, MDRC).

Microeconomics (Econ 410-1, 2 & 3) and Econometrics (Econ 480-1, 2 & 3) are each taught as yearlong sequences. Both require strong mathematical preparation including multivariate calculus, real analysis topics, and linear algebra. These topics are covered in the economics department mathematics review course (Econ 401), taught during the three weeks before the beginning of the fall quarter. The economics prelims are given in June following the conclusion of the spring quarter. Registration for the 410 and 480 courses are open to all students; contact the economics department office for details of the 401 course. Contact the Economics Department’s Graduate Student Program Coordinator for permission to take the prelim exams.
Other recommended courses include:

- ECON 339: Labor Economics
- ECON 341: Economics of Education
- ECON 436: Theory and Practice of Public Finance
- ECON 480-1: Introduction to Econometrics
- ECON 481-1: Econometrics

**Learning Sciences**

HDSP students commonly take courses in the Learning Sciences (LS), our sister program in the School of Education and Social Policy. The three pillars of LS that permeate much of its research and theory are: 1) Social context (e.g., classrooms, schools, home environments, neighborhoods), 2) Cognition (e.g., understanding the processes by which learning occurs), and 3) Design (e.g., curriculum, multimedia, artificial intelligence). Recommended courses include:

- LS 401: Cognition and Learning
- LS 451: Analyzing Educational Policy

**Political Science**

An understanding of political science enables one better to examine the problems and issues of modern political life and to comprehend political behavior more fully. Political science provides a framework for thinking about policy questions, for understanding the policy context in which policy decisions get made, and for examining the politics of policy issues. Recommended courses include:

- POLI SCI 401: Introduction to Political Science
- POLI SCI 402: Conducting Political Research
- POLI SCI 412: Political Participation

**Psychology**

Students desiring a greater background in the human development side of HDSP and psychological methods of inquiry should consider additional coursework in psychology, either in the Department of Psychology or in Kellogg (particularly the PhD program in Management and Organizations). The Department of Psychology strongly values the norms of laboratory-based scientific inquiry, with courses emphasizing experimental methodologies, careful measurement of well-designed psychological constructs, and quantitative over qualitative analysis. Recommended courses include:

- PSYCH 462: Cognitive Development
- PSYCH 466: Analogy and Similarity
- PSYCH 467: Culture and Cognition
- PSYCH 481: Theories in Social Psychology
- PSYCH 489: Discrimination, Stereotyping, and Prejudice
- PSYCH 494: Theory and Research in Personality Psychology

**Sociology**

Sociologists study the implementation of policy in institutions, agencies, communities, families, and individual behavior. They also can examine the ways social context influences human development. Students who wish to gain knowledge of sociology are urged to consider taking one or more courses in social theory. In addition, the Department of Sociology (and sociologists in Kellogg) offer courses in a number of relevant substantive areas, including stratification, organizations, labor markets, gender, law and society, and comparative/historical sociology. Recommended courses include:

- SOCIOL 420: Cultural Sociology and the Sociology of Culture
- SOCIOL 439: Comparative and Historical Sociology
- SOCIOL 440: Stratification, Race, and Gender
- SOCIOL 476: Practice Evaluation
- SOCIOL 476: Special Topics: Genetics and Society

Developmental Psychobiology/Health
A recent strength of the HDSP program and of Northwestern University more generally is a multidisciplinary focus on the biological bases of human development, and the biological pathways by which social contexts “get under the skin” to affect health and developmental outcomes. This emphasis has been formalized in several ways: In the Cells to Society Center (C2S) at the Institute for Policy Research, and in the Graduate Cluster Program on Society, Biology and Health. Many faculty and graduate students involved in this research area are also involved in C2S and the Society, Biology and Health graduate cluster. New courses are frequently being added, but existing recommended courses include:

- Integrative Seminar in Society, Biology and Health
- Beyond Nature vs. Nurture: The Impact of Experience on Biology across the Life Course
- Biology and Social Inquiry
Appendix IX: Completion of The Trial Research

School of Education and Social Policy  Graduate Program in Human Development
Development and Social Policy  Northwestern University
Northwestern University  2120 Campus Drive
Annenberg Hall room 115  Evanston, IL 60208

Phone 847-491-4329  Fax 847-491-8999

COMPLETION OF THE TRIAL RESEARCH

Name of student:

Student ID:

Title of trial research paper:

This paper satisfies the program’s trial research requirement.

________________________________________
Faculty (advisor) signature  Date

________________________________________
Faculty (second reader) signature  Date

________________________________________
Program coordinator’s signature  Date

Final copy of trial research paper must be electronically submitted to HDSP Program Assistant via email
Appendix IX-a Petition for Submission Approval: HDSP Dissertation Proposal Defense (Prospectus)

Name of student:

Student ID:

Title of Dissertation Proposal Defense (Prospectus):

Date of Dissertation Proposal Defense:

Prospectus Committee Chair: We recommend the above student’s Petition for Submission Approval: HDSP Dissertation Proposal Defense (Prospectus) be granted:

Committee Chair signature Date

(List committee members – no committee member signatures needed until the proposal defense is successfully completed,)

Committee Member: Committee Member: Committee Member:

________________________________________ ______________

Academic Advisor signature (if different from Chair) Date

This student is eligible to submit for approval their Dissertation Proposal Defense (Prospectus), (signed by Program Assistant):

________________________________________ ______________

Program Assistant signature Date

________________________________________ ______________

Program coordinator’s signature Date

A signed copy of the TGS Prospectus printout must be electronically submitted to HDSP Program Assistant via email before final HDSP approval can be verified with TGS.
Appendix X: TGS Forms

The Graduate School (TGS) Contacts
In addition to your faculty advisor, all graduate students are encouraged to contact the TGS Student Services office where capable persons are available to answer questions regarding enrollment, degree deadline, residency, and paperwork that you need to submit during your time at Northwestern as well as to graduate. You can reach a TGS Student Services staff member, here: mailto:gradservices@northwestern.edu

TGS Forms Available on CAESAR Include:

<table>
<thead>
<tr>
<th>Form</th>
<th>TGS PhD Masters Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>Notifies TGS of student’s successful fulfillment of the trial research requirement.</td>
</tr>
<tr>
<td>Date Due</td>
<td>Immediately after successfully completing the trial research.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form</th>
<th>TGS PhD Qualifying Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>Notifies TGS of student’s successful fulfillment of the Course Outline OR Guided Literature Review requirement.</td>
</tr>
<tr>
<td>Date Due</td>
<td>Immediately after successfully completing the course outline.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form</th>
<th>TGS PhD Prospectus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>Notifies TGS of student’s successful dissertation proposal and defense as well as their dissertation committee members.</td>
</tr>
<tr>
<td>Date Due</td>
<td>Before the start of the student’s fifth year.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form</th>
<th>TGS PhD Final Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>Notifies TGS of student’s successful completion of dissertation and defense.</td>
</tr>
<tr>
<td>Date Due</td>
<td>Immediately before your scheduled dissertation defense.</td>
</tr>
<tr>
<td>Notes</td>
<td>You should print this form, bring it to your dissertation defense, and ask your committee members to sign it. Once the form is signed, give it to the Program Assistant.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form</th>
<th>Application for Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>Information on your diploma is based on this form; verification of intention to graduate.</td>
</tr>
<tr>
<td>Date Due</td>
<td>Usually the second Friday of spring or fall term</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form</th>
<th>TGS Petition for Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>Leave of absence (e.g., family leave, medical leave).</td>
</tr>
<tr>
<td>Date Due</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Notes</td>
<td>TGS usually honors petitions, if you have the support of your advisor and program chair.</td>
</tr>
</tbody>
</table>

TGS PhD Timeline Requirements Available on the TGS Site

Graduate Faculty legislation states that all requirements for the doctoral degree must be met within nine years of initial registration in a doctoral program, which falls on the last day of the 36th quarter. For students on an approved leave of absence, milestones will be extended accordingly.

Link to TGS Milestones: http://www.tgs.northwestern.edu/academics/academic-services/phd/timeline/index.html
### Appendix XI: Professional Associations & Conferences

<table>
<thead>
<tr>
<th>ASSOCIATION</th>
<th>WEBSITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Association for Public Opinion Research (AAPOR)</td>
<td><a href="http://www.aapor.org">www.aapor.org</a></td>
</tr>
<tr>
<td>American Economic Association</td>
<td><a href="http://www.vanderbilt.edu/AEA">www.vanderbilt.edu/AEA</a></td>
</tr>
<tr>
<td>American Educational Research Association (AERA)</td>
<td><a href="http://www.aera.net">www.aera.net</a></td>
</tr>
<tr>
<td>American Political Science Association</td>
<td><a href="http://www.apsanet.org">www.apsanet.org</a></td>
</tr>
<tr>
<td>American Psychological Association (APA)</td>
<td><a href="http://www.apa.org">www.apa.org</a></td>
</tr>
<tr>
<td>American Psychosomatic Society</td>
<td><a href="http://www.psychosomatic.org">www.psychosomatic.org</a></td>
</tr>
<tr>
<td>American Sociological Association (ASA)</td>
<td><a href="http://www.asanet.org">www.asanet.org</a></td>
</tr>
<tr>
<td>Association for Education Finance and Policy</td>
<td><a href="http://www.aefpweb.org">http://www.aefpweb.org</a></td>
</tr>
<tr>
<td>Association for Psychological Science</td>
<td><a href="http://www.psychologicalscience.org">www.psychologicalscience.org</a></td>
</tr>
<tr>
<td>Association for Public Policy Analysis &amp; Management (APPAM)</td>
<td><a href="http://www.appam.org">www.appam.org</a></td>
</tr>
<tr>
<td>Gerontological Society of America</td>
<td><a href="http://www.geron.org">www.geron.org</a></td>
</tr>
<tr>
<td>International Society for the Study of Behavioral Development</td>
<td><a href="http://www.issbd.org">www.issbd.org</a></td>
</tr>
<tr>
<td>International Society of Psychoneuroendocrinology</td>
<td><a href="http://www.ispne.org">www.ispne.org</a></td>
</tr>
<tr>
<td>Midwest Political Science Association (MPSA)</td>
<td><a href="http://www.indiana.edu/~mpsa">www.indiana.edu/~mpsa</a></td>
</tr>
<tr>
<td>Midwest Sociological Society (MSS)</td>
<td><a href="http://www.themss.org">www.themss.org</a></td>
</tr>
<tr>
<td>Midwestern Psychological Association (MPA)</td>
<td><a href="http://www.midwesternpsych.org">www.midwesternpsych.org</a></td>
</tr>
<tr>
<td>National Council on Family Relations</td>
<td><a href="http://www.ncfr.com">www.ncfr.com</a></td>
</tr>
<tr>
<td>Population Association of America (PAA)</td>
<td><a href="http://www.popassoc.org">www.popassoc.org</a></td>
</tr>
<tr>
<td>Society for Community Research &amp; Action</td>
<td><a href="http://www.scra27.org">www.scra27.org</a></td>
</tr>
<tr>
<td>Society for Personality and Social Psychology (SPSP)</td>
<td><a href="http://www.spsp.org">www.spsp.org</a></td>
</tr>
<tr>
<td>Society for Research in Child Development (SRCD)</td>
<td><a href="http://www.srcd.org">www.srcd.org</a></td>
</tr>
<tr>
<td>Society for Research on Adolescence (SRA)</td>
<td><a href="http://www.s-r-a.org">www.s-r-a.org</a></td>
</tr>
<tr>
<td>Society for the Study of Human Development (SSH)</td>
<td><a href="http://www.sshdonline.org">www.sshdonline.org</a></td>
</tr>
<tr>
<td>Society for the Study of Social Problems</td>
<td><a href="http://www.it.utk.edu/sssp">www.it.utk.edu/sssp</a></td>
</tr>
</tbody>
</table>

Last updated October, 2014
Appendix XII: Conference Reimbursement Checklist and Other Travel Information

### Reimbursement Checklist

<table>
<thead>
<tr>
<th>Before the conference:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDSP Support for Conference Form signed by the HDSP Coordinator and submitted to Program Assistant</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>After the conference:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SESP Travel and Expenses Form</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proof of Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the form of a conference flyer, program or name tag</td>
</tr>
</tbody>
</table>

- All expenses must coincide with the start and end dates of conference/meeting
- All documents should be submitted within 30 days from the last date of travel
- Airfare departure and arrival dates and lodging check-in and check-out dates must coincide with conference/meeting start and end dates
- Alcohol is non-reimbursable
- If there are multiple payment sources outlined on a bill, you must provide a bank or credit card statement for your portion of the bill

- **Itemized and payment receipts for expenses such as meals, lodging, and airfare are required**

- Please read the "How to fly" tip sheet located on the SESP website by clicking on the following URL, [http://www.sesp.northwestern.edu/faculty-staff-resources/files/pdfs/business-administration/Travel-T-Sheet-2013.pdf](http://www.sesp.northwestern.edu/faculty-staff-resources/files/pdfs/business-administration/Travel-T-Sheet-2013.pdf)

- Each reimbursement request is different and may require additional documentation