

**Dept. of**

**EAHR**

**Masters Student  
Handbook**

Congratulations on continuing your education. You are to be commended and the faculty and staff of the Department of Educational Administration and Human Resource Development are looking forward to working with you in the program.

This handbook was developed to help answer questions and/or concerns that may arise during your graduate program. We realize that each student's program is unique, but it is hoped that this handbook will help guide you in your endeavors. This handbook, along with your graduate catalog, and the Office of Graduate Studies handbook can assist you throughout your program. Please know that you are welcome to visit with faculty or staff at any time. While it is your responsibility to see that all requirements are met, faculty and staff will be glad to assist you and to answer any questions you may have.

Again, welcome to the Department of Educational Administration and Human Resource Development. It is our sincere wish that we provide you with a vigorous and challenging program as you prepare for significant positions in your chosen specialization.

Joyce Nelson  
Director, Academic Advising

Noelle Barnes  
Academic Advisor II

Avery Pavliska  
Academic Advisor II

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## **Overview**

The Department of Educational Administration and Human Resource Development offers degrees at the master's and doctoral levels. Students may specialize in one of several areas within the department. The areas include adult education; higher education administration; human resource development; public school administration; and student affairs administration in higher education.

## **Mission Statement**

We are committed to developing educational leaders and to inform and improve practice through the scholarships of teaching, discovery, application and integration across disciplines.

## Faculty Members

There are 26 professors in the Department of Educational Administration and Human Resource Development and 4 adjunct professors who can serve on committees.

<b>Faculty Member</b>	<b>Emphasis/Area of Interest</b>	<b>Phone/E-mail</b>
Mary Alfred Associate Professor	Adult Education	(979) 845-2788 malfred@tamu.edu
Fred Bonner Associate Professor	Higher Education Administration Student Affairs Administration	(979) 845-7273 fbonner@tamu.edu
Jamie Callahan Associate Professor	Educational Human Resource Development	(979) 458-3584 jcallahan@coe.tamu.edu
Terah Venzant Chambers Assistant Professor	Public School Administration	(979) 862-7972 tvenzant@tamu.edu
Dominique Chlup Assistant Professor	Adult Education	(979) 845-4331 dchlup@coe.tamu.edu
Carolyn Clark Associate Professor	Adult Education	(979) 845-4086 cclark@tamu.edu
Bryan Cole Professor	Higher Education Administration Continuous Quality Improvement	(979) 845-5356 b-cole@tamu.edu
Virginia Collier Clinical Associate Professor	Public School Administration	(979) 862-1336 vcollier@tamu.edu
Larry Dooley Associate Professor	Educational Human Resource Development	(979) 845-5300 l-dooley@tamu.edu
Toby Egan Assistant Professor	Educational Human Resource Development	(979) 458-3585 tegan@coe.tamu.edu
Guadalupe Guerrero Clinical Asst. Professor	Public School Administration	(979) 862-8021 gguerrero@tamu.edu
John Hoyle Professor	Public School Administration Future Studies	(979) 845-2748 jhoyle@tamu.edu

<b>Faculty Member</b>	<b>Emphasis/Area of Interest</b>	<b>Phone/E-mail</b>
Vicente Lechuga Assistant Professor	Higher Education Administration	(979) 845-7257 vlechuga@tamu.edu
Yvonna Lincoln Professor	Higher Education Administration Qualitative/Natural Research	(979) 845-2701 ysl@tamu.edu
Jean Madsen Associate Professor	Public School Administration	(979) 862-2421 jmadsen@coe.tamu.edu
Kathryn McKenzie Assistant Professor	Public School Administration	(979) 458-3017 k-mckenzie@neo.tamu.edu
Gary McLean Senior Professor	Educational Human Resource Development	(979) 458-0508 gmclean@tamu.edu
Fred Nafukho Associate Professor	Educational Human Resource Development	(979) 862-3395 fnafukho@tamu.edu
Kelli Peck-Parrott Clinical Asst. Professor	Higher Education Administration Student Affairs Administration	(979) 845-6556 kparrott@coe.tamu.edu
Anthony Rolle Associate Professor	Public School Administration	(979) 862-3519 arolle@tamu.edu
Jim Scheurich Professor & Head	Public School Administration	(979) 845-2716 jscheurich@tamu.edu
Linda Skrla Professor & Associate Dean	Public School Administration	(979) 862-4198 lskrla@tamu.edu
Christine Stanley Professor & Exec. Assoc. Dean	Higher Education Administration	(979) 845-2718 cstanley@tamu.edu
Homer Tolson Visiting Professor	Educational Human Resource Development	(979) 458-1120 htolson@tamu.edu
Mario Torres Assistant Professor	Public School Administration	(979) 458-3016 mstorres@neo.tamu.edu
Jia Wang Assistant Professor	Educational Human Resource Development	(979) 862-7808 jiawang@tamu.edu

<b>Faculty Member</b>	<b>Emphasis/Area of Interest</b>	<b>Phone/E-mail</b>
Gwen Webb-Johnson Associate Professor	Public School Administration	(979) 458-3973 gwebbj@coe.tamu.edu
Luana Zellner Clinical Associate Professor	Public School Administration	(979) 862-1296 l-zellner@tamu.edu
<b><i>Adjunct Professors:</i></b>		
Eddie Joe Davis President, TAMU Development Foundation	Higher Education Administration	(979) 845-2217 <a href="mailto:edavis@tamu.edu">edavis@tamu.edu</a>
Tito Guerrero Vice President & Assoc. Provost	Higher Education Administration	(979) 458-2905 tguerrero@tamu.edu
David Parrott Assoc. Vice President for Student Affairs	Higher Education Administration	(979) 845-4728 davep@tamu.edu
Robert Walker Sr. Executive for Development, TAMU Development Foundation	Higher Education Administration	(979) 845-8161 rwalker@tamu.edu

### **Temporary Faculty Advisor**

Upon admission into our graduate program, each student is assigned a temporary faculty advisor. The role of the temporary faculty advisor is to assist students in interpreting university, departmental, and program regulations and requirements. It is usually in the best interest of the student to contact his/her temporary chair prior to registering for the first semester.

As a student, you will be required to select a faculty member of our department to serve as your permanent committee chair. Your chair can be the temporary chair that has been assigned to you; but you should not feel obligated to your temporary chair beyond the temporary appointment.

The selection of your committee chair will be one of the most crucial decisions you will make in your graduate career. For this reason, you are encouraged to meet as many faculty members early as

possible in your program. The final designation of this chairperson should represent a mutually satisfactory choice made by the student and faculty member. Together with your chairperson, you will select the remaining members of your advisory committee and organize a degree plan. Please note that students in the educational human resource development specialization only have a committee chair and are not required to have additional committee members. Further discussion regarding committee members is described under *Committee Members*.

### **Registration and Tuition Payment**

Being fully admitted enables you to preregister. It is to your advantage to register early as many classes fill up quickly. Class schedules are available on the TAMU web site (<http://courses.tamu.edu>). Students register through the internet (<https://register.tamu.edu>). If a class in which you wish to enroll is full, please contact the instructor for that class. The instructor must provide the individual permission before the academic advisor can assist a student in enrolling in the class.

It is the student's responsibility to pay his/her tuition on time. Students will be notified through their neo e-mail account regarding fees and when tuition is due. You may also review your fee statement through the class registration web site. Fee statements are not mailed to students, so it is imperative that you pay close attention to the date that tuition and fees are due. Failure to submit by the required date will result in at least a \$100 late fee. Payments can be made on-line through <http://aggie-pay.tamu.edu>

## **Degree Plans**

All graduate students must have on file with the Office of Graduate Studies (OGS) his/her degree plan showing the coursework that the student will complete for his/her degree. Degree plans are completed in conjunction with your committee chairperson and the other committee members. **Master students have seven (7) years to complete the graduate program.**

Master's students must have their degree plan on file with the Office of Graduate Studies **prior to completing fifteen semester credit hours (15 sch)**. Failure to comply with this requirement will result in you being blocked from registration until a degree plan is on file with the Office of Graduate Studies.

To complete a degree plan, students must submit it on-line through the Office of Graduate Studies (OGS) web site (<http://ogs.tamu.edu/forms>). When submitting the degree plan on-line, it will be sent to all committee members and department representatives for electronic approval. Students will be notified when his/her degree plan has been approved and on file with OGS.

## **Grade Point Averages**

To be in good standing with the Office of Graduate Studies and the Department of Educational Administration and Human Resource Development, all graduate students must maintain at least a 3.0 grade point average (GPA) during his/her degree program. Two GPA calculations are considered in this requirement: (1) coursework applied towards the degree plan, and (2) coursework taken.

If you are a graduate assistant with this department, please be aware that your continuing assistantship is contingent upon your GPA and work ethics. Any student falling below the 3.0 GPA requirement will receive notification of such from the department head. In addition, because graduate assistants are state employees, they are evaluated at the end of each semester on their work

performance. If the professor overseeing the assistantship does not feel that satisfactory work ethics are being held, the graduate assistant will be released of his/her assistantship duties. A probationary period may be provided for the student to return to good standing with the Department and OGS. Failure to do so will result in absolving his/her assistantship and the possibility of being dropped from graduate studies.

If you are a graduate assistant in another department on campus, it is recommended that you find out their requirements for maintaining your assistantship.

### **Petitions**

There may come a time during your program that you may need to substitute a class or professor on your committee, or to change your major. To make any changes in your program, you must complete a petition, obtain appropriate signatures, and submit the petition to one of the academic advisors for department head signature. The academic advisor will ensure that the petition is submitted to the Office of Graduate Studies. All members from your committee must sign the petition. The petition form is available on the OGS web site (<http://ogs.tamu.edu/forms>). All petitions must be filled out and printed from the OGS web site as handwritten forms will not be accepted.

If you are removing and/or adding committee members, all members (past and present) must sign. Should you desire to change your program to another department and do not have a degree plan on file with OGS, the only signature required (besides yours) is that of the department head.

### **Department Citation Standard**

All coursework requiring citations during graduate studies in the Department of Educational Administration and Human Resource Development will use the American Psychological Association

(APA) 5<sup>th</sup> edition for style and format. Citations for thesis will follow the journal mutually agreed upon by student and his/her committee chair.

### **Scholastic Dishonesty**

Students in the Department of Educational Administration and Human Resource Development are expected to maintain the highest degree of integrity and ethics during their academic program. Plagiarism, fabrication of information, acquiring information regarding exams, etc., will not be tolerated. Students should become familiar with the TAMU Student Rules regarding his/her rights and responsibilities (<http://student-rules.tamu.edu/>).

## **MASTER'S DEGREES**

The Department of Educational Administration and Human Resource Development offers the Master of Education and the Master of Science degrees. Specializations available within these degrees include adult education; higher education administration, human resource development; public school administration, and student affairs administration in higher education. Depending upon the emphasis in which a student wishes to specialize, the master's program consists of at least 36 hours and no more than 48 hours. The Master of Education has a non-thesis option while the Master of Science offers both the thesis option and non-thesis options.

### **Residency**

All master's students must satisfy residency requirements at the College Station campus. Students enrolled in the Master of Education must complete 12 hours in residency. These hours do not need to be in one semester. Master of Science students must register as a full-time student (at least 9 sch) at least one semester. The residency hours for the Master of Science must be completed in one

semester or one 10-week session. If a student is a full-time employee of Texas A&M University-College Station, the residency requirement is waived. A letter from the student's supervisor indicating the length of employment of the student and requesting the residency requirement be waived for the student and a Petition for Waiver or Exception to University Rules must be on file with the Office of Graduate Studies and the Department. The petition is found on the OGS web site.

### **Committee Members**

As stated earlier, all master's students must have their degree plan on file with the Office of Graduate Studies (OGS) within the timeframe noted. Master's students, except human resource development (HRD) students, must have at least three committee members. Students specializing in the HRD masters program are required to have only a chairperson. All other master students must have his/her chair or co-chair must be from the Department of Educational Administration and Human Resource Development and one member must be a faculty member outside this department.

### **Thesis Option**

A student wishing to write a thesis must prepare and have it approved by his/her committee and department head. Students are required to hold a proposal hearing. If human subjects will be involved, the student must have an approved Institutional Review Board (IRB) form approved prior to submitting his/her thesis to the Office of Graduate Studies. The proposal must be submitted to the Office of Graduate Studies at least 15 days prior to the student's final defense exam. You should bring to your proposal hearing the Office of Graduate Studies Proposal Title Page for Thesis, Dissertation or Record of Study form, which is located on the Office of Graduate Studies web site. This should be signed at your proposal hearing so that all required paperwork can be forwarded to OGS. It is the student's

responsibility to submit the proposal as well as the signed title page to Bill Ashworth, administrator coordinator in the Department of EAHR, for filing to OGS.

Students with this option are also required to have a final exam (written or oral). The final exam will entail the discussion of the student's thesis as well as all courses completed towards his/her master's degree. Thesis option students may petition for a waiver of the final exam if their GPR is 3.5 or higher, and have approval from their committee members, department head and Office of Graduate Studies.

### **Non-Thesis Option**

As the name implies, students are not required to write a thesis as part of their master's program. However, all students, except students specializing in HRD, with a non-thesis option are required to take a final comprehensive exam (written, oral or both). In lieu of a final exam for students specializing in HRD, you will be required to register for a one credit hour under your committee chair's section, EHRD 681, Seminar, and submit a professional portfolio. This is explained more thoroughly in the section for Human Resource Development specialization as well as in the appendix.

### **Final Exam**

The Department of Educational Administration and Human Resource Development conducts final exams (written, oral or both), with the exception of students in the human resource development specialization. The final exam may not be conducted prior to the mid-point of the semester or summer session the student will complete his/her remaining required coursework.

To be eligible to take the final exam, a student must have a GPR of at least 3.0 for all courses on his/her degree plan and all courses completed (or enrolled in the last six hours) at TAMU. There cannot be any unabsolved grades of D, F, or U listed on the degree plan. It is the student's

responsibility to secure a date and time for his/her master's final oral exam. The student must contact one of the academic advisors with this information at least three weeks prior to the final exam date to ensure that the required deadlines set by the Office of Graduate Studies is met. A letter of announcement will be sent to all committee members and must be received by OGS at least 10 working days prior to the scheduled date.

### **Continuing Education**

Master's students who wish to continue their education into a doctoral program at Texas A&M University may express this desire by letter of intent. Students have one-year after graduation date to submit this letter. The letter of intent form is available on-line (<http://ogs.tamu.edu/OGS/currentOtherStudentForms.htm>). If the student has any hours that were not used for the master's degree, these courses may be counted towards the doctorate with the permission of the student's doctoral committee. A student wishing to continue his/her education after one year must go through the regular admissions process through the Office of Graduate Admissions and the department of his/her choosing.

All students wishing to pursue a doctorate in our department must go through the Department admissions process. Students will have an interview with faculty members, give a short presentation, and take a writing exercise. The Department of Educational Administration and Human Resource Development conducts the admission process in the fall and spring semesters. If you are considering continuing your education in the spring semester, the academic advisor must receive your letter of intent/application by August 15. For summer or fall admission, your letter of intent/application must be received by December 1.

## **Specialization Areas**

### **Adult Education**

The adult education specialization is a 36-hour program where students will address several aspects of the needs of adult learning in different types of organizations (i.e., colleges, health organizations, businesses, and community organizations). This specialization offers a flexible program, enabling students to tailor it to their specific needs and interests while working to improve learning opportunities for adults. Within this specialization, a student has an option to earn a certificate in college teaching.

### **Higher Education Administration**

The higher education specialization is a 42-hour master's program. This program is for individuals who are serving or plan to serve in mid-level management positions in higher education outside of student affairs. Those individuals interested in the student affairs administration should apply to the master's program in Student Affairs Administration in Higher Education (SAAHE). In the higher education master's program, students work with their advisor in designing coursework into a specific program based on their particular needs and aspirations.

### **Human Resource Development**

This 37-hour specialization allows students to have an opportunity to focus on several areas of interest. Individuals may focus on training and development; organizational development; or distance learning. Students with this specialization are interested in entering the college/university setting, businesses and industry, or government agencies.

Students in the human resource development specialization may receive their degree by attending classes at Texas A&M University or at a distance through ttvn or web. Interested students

wishing to pursue their master's degree in human resource development through web capabilities must make their wishes known to the academic advisor's office prior to registering for his/her first semester of courses.

The selection of courses for registration differ depending on whether the student is pursuing his/her degree on campus or through distance education. Students wishing to enroll in classes through ttvn capabilities and/or at the College Station campus are required to successfully complete seven required courses and five electives.

Within the last semester of the student's program, in lieu of a final oral exam, **all human resource development masters students** are required to develop a professional portfolio. For appropriate submission deadlines of the portfolio, students must make arrangements to meet with their committee chair the semester prior to the semester he/she anticipates on graduating. Portfolio guidelines are located elsewhere on this CD. A pre-selected committee will review the portfolio for final grade approval.

### **Public School Administration**

Students in this specialization will work on both a master's degree and principal certification. The curriculum is designed around the State Board of Educator Certification standards for the principalship. This 39-semester credit hour degree will enhance the student's leadership skills so that he/she can manage complex educational settings. After completing the required coursework for certification and passing the TExES, students will be eligible to apply for principal certification. Students wishing to obtain principal certification must contact the advising office to obtain proper documentation.

### **Student Affairs Administration in Higher Education (SAAHE)**

This area of specialization consists of a 48-semester credit hour curriculum that conforms to national standards for the field. Students will enroll in 12 hours in the student affairs core, nine hours with higher education emphasis, six hours of student affairs practicum, six hours in counseling, three hours each of cultural foundations, statistics and environmental assessment and interventions. In addition, students will have 6 hours of electives.

## **CERTIFICATION**

### **Principal Certification**

Students who wish to obtain principal certification and do not have a master's degree must be fully admitted into our master's program. Individuals who have a master's degree may complete the required coursework as a non-degree student. Principal certification consists of 39 semester credit hours and can be applied to a graduate degree. As noted above, individuals must contact the advising office to complete required documents.

### **Certificate in College Teaching**

Students that are considering entering the teaching field at the college/university level may wish to receive a certificate in college teaching. The required coursework for certification will enhance a student's knowledge and preparation for the academia field. To receive this certification, a student must successfully complete EDAD 601, College Teaching and EDAD 684, Professional Internship. Students must also successfully complete two of the following courses: EDAD 650, Professional Development in Higher Education; EDAD 669, The College Student; EHRD 630, Adult Learning; or EHRD 616, Methods of Teaching. These courses can be incorporated into any doctoral program. To obtain the certificate, you should contact the academic advising office after completing the course

requirements and fill out the request form which can be found on our web site ([http://eahr.tamu.edu/articles/graduate\\_forms](http://eahr.tamu.edu/articles/graduate_forms)).

### **Training and Development Certification**

Individuals who wish to master the competencies that HRD positions require may want to participate in the training and development certification program. This 40-hour competency-based training is based on the ADDIE (Analyze, Design, Develop, Implement, and Evaluate) model. Each phase represents a series of tasks that ensure development efforts stay on target, representing a complete instructional design workflow. For more information and registration guidelines, please go to <http://eahr.tamu.edu/articles/training>, or contact the director, Dr. Larry Dooley ([l-dooley@tamu.edu](mailto:l-dooley@tamu.edu)).

## **FACILITIES AND SERVICES**

### **Departmental Facilities**

The academic advising office is located in room 112, Heaton Hall. Other department staff and all of the faculty are located on the 5th floor of Harrington Tower. A computer lab is available to EAHR students in room 508, Harrington Tower. Students must obtain a department log-on password in order to use the computers located in the lab. To obtain a log-on password, students must go to <http://db.coe.tamu.edu/cs/accounts.epl>.

### **Graduate Representative Advisory Board (GRAB)**

The mission of GRAB is to represent the interests of graduate students in the Department of Educational Administration and Human Resource Development and serve as a liaison between the students, faculty and staff of the department. The goals of GRAB are 1) to help provide opportunities

for professional development; 2) to disseminate information; 3) to promote scholarly exchange; 4) to provide for social interactions between students, faculty and staff; 5) to offer student services; and 6) to develop community partnerships. All Department of EAHR students are members of GRAB. Monthly meetings are held and social events are held approximately two times a semester.

### **Educational Research and Evaluation Lab (EREL)**

This facility is designed to assist faculty and students in research design, statistics and computer operations. In addition to expert consultation, computer terminals and word processing capabilities are readily available. This lab is open to all students in the College of Education and Human Development. The lab is in room 718, Harrington Tower.

### **Office of Graduate Studies Calendars**

The Office of Graduate Studies publishes a calendar for each semester outlining suspense dates relating to various graduate degree requirements and graduation. Students should secure a copy of this calendar and use it in planning to meet your various degree requirements. OGS provides these calendars at least one semester ahead on their web site (<http://ogs.tamu.edu/calendar>).

### **Financial Assistance**

Approximately twenty non-teaching graduate assistantships are available through the department to qualified students on a competitive basis. They require service up to 20 hours per week and full-time registration status. Students interested in an assistantship should fill out a graduate application and return it to the department. The application is located on the department web site (<http://eahr.tamu.edu>) under “student employment”. Assistantships are guaranteed from September through May. Summer employment is based on the availability of departmental funds.

Texas A&M University Student Financial Aid Office administers numerous federal and state loan programs. To obtain current information regarding financial aid, please visit <http://financialaid.tamu.edu>.

## **TAMU Facilities**

### **Sterling Evans Library**

The University's principal research collections are housed in a centrally located facility on the main campus. There are closed studies for use by faculty members and doctoral students engaged in research requiring extensive and constant use of library materials as well as over 50 group study areas for students, faculty and staff. If you wish to obtain a study carrel, you must be admitted to candidacy and a letter from the department must be submitted to the library on your behalf.

Centralized reference service is available in the main library. The Documents Division, located in the library annex, offers assistance in using the large collection of government documents and technical reports. The Reference Division offers a "do-it-yourself" computerized searching service that students, faculty and staff can access national and international bibliographic databases. A small fee is charged for these services. Audiovisual materials and equipment are available in the library annex.

Information regarding any of the library facilities and services can be found on their web site (<http://library.tamu.edu>).

### **Computing Services**

The Computing Services Center (CSC) is a service facility dedicated to providing the best possible computation support promptly and at the lowest cost within the available resources. The Center provides a centralized data processing facility for the academic, research and administrative efforts of the University.

Students are assessed a fee for computer service each semester. Computers are available at various sites on campus (Blocker Building, Read Building, Wisenbaker Building, West Campus Library, and the Student Computing Center). Assistance is available at each center. To have access to computer facilities, students must activate their account with the Computer Services Center.

Students may contact the help desk for any computer-related questions they may have. The help desk is staffed 24-hours a day, seven days a week. Individuals may contact the help desk either by phone (979-845-8300) or by e-mail (helpdesk@tamu.edu).

Students may access grades, transcripts, degree audits, etc. through [www.myrecord.tamu.edu](http://www.myrecord.tamu.edu). Grades are not mailed to students, so it is to your advantage to become familiar with this web site as it will be beneficial to you during your graduate program. Students are also encouraged to make any contact information corrections through this web site as well as contacting the advising office to update their file in the Department.

### **Career Center**

The Career Center is available to all graduate students. Located in room 209 of the Koldus Building, advisors are available to assist students in preparing resumes, job opportunities, interview skills, salary negotiations and other important aspects of securing a career. Students may participate in mock interviews and use the career resources library to seek information regarding potential employers. Students must attend one orientation (conducted routinely throughout the year) before utilizing the services offered.

### **A. P. Beutel Health Center**

This health center provides medical services, preventive care, and health education. Students who have paid the Student Health Center fee are entitled to use these services. The health center is open from 8 am – 5 pm, Monday through Friday and is closed during official university holidays.

Students may have routine physical exams, basic lab tests completed, physical therapy and consultation with medical specialists. A variety of health care services are available (medical clinic, women's clinic, specialty clinic, pharmacy, radiology, etc.).

### **Recreational Sports**

There is a wide variety of opportunities in the Department of Recreational Sports for students. The Student Recreation Center features four pools, an indoor rock climbing facility, a quarter-mile walking/jogging track, basketball, badminton, racquetball/handball and squash courts, indoor wood floor and outdoor sand volleyball courts, indoor soccer courts and a 14,000 square foot weight and fitness center. All full-time students are automatically members of the recreation center.

Fitness classes, intramural sports, outdoor clinics and adventure trips are also available to students. For more information regarding any of these programs, please call the Department of Recreational Sports at 845-7826.

### **Services for Students with Disabilities**

Students at Texas A&M University are not to be discriminated. The University provides a number of services and resources through Services for Students with Disabilities in the Department of Student Life, room 118B, Cain Hall (979-845-1637). A student with documented disability is eligible for services. Please contact the Services for Students with Disabilities to coordinate registration, class and testing accommodations. In case of an emergency evacuation from Harrington Tower and you feel accommodations will be needed, you will be required to complete a department form and submit it with your class schedule each semester. Please contact the advising office regarding obtaining the form.

### **Department of Multicultural Services**

This department provides retention programs and services for ethnic minority students and includes several recognized student organizations. Resources include video, audio and printed material, scholarship/fellowship guides, extracurricular and academic advising services, and a monthly newsletter promoting multicultural issues, programs and events. All of the department's programs and services are available to the campus community. For information, please call 845-4551.

### **Memorial Student Center (MSC)**

The Memorial Student Center is dedicated to students and former students who lost their lives for our freedom. Out of respect for these individuals, everyone must remove their hats upon entering the building. The MSC houses a bookstore, hotel, several meeting rooms, art galleries, food services, bowling, billiards and video games for recreational purposes as well as a beautiful flag room where everyone can relax and enjoy the atmosphere.

### **Parking**

Everyone planning to park a vehicle on campus while attending school must display a valid TAMU parking permit. You may purchase your parking permit by going to <http://transport.tamu.edu/> and selecting "purchase permit".

## APPENDIX

### Educational Human Resource Development Masters Program Portfolio Guidelines

Master's students in Human Resource Development have two degree options: Master of Science Thesis Option and Master of Science Non-Thesis Option. For those students who choose the Master of Science Non-Thesis Option, in lieu of a thesis and final exam, you will demonstrate your knowledge of HRD through the "Master's Professional Portfolio." Students will be required to register for one credit hour under their chair's section, EHRD 681, Seminar, to receive credit for this portfolio. The Master's Portfolio will be due **two weeks prior** to the "all requirements completed" date for the semester in which you choose to graduate. Because the portfolio assessment process occurs only in the fall and spring semesters, students planning to graduate in the summer must meet the requirements for the portfolio in the spring semester.

The "all requirements completed" date is usually on or near November 14 for the fall semester and April 14 for the spring semester. This means your projects would be due on or **near** November 1 for fall and April 1 for spring. Please note that these dates are subject to change every semester. It is recommended that you refer to the Office of Graduate Studies calendar (<http://ogs.tamu.edu/calendar>) for oral examination deadlines for the fall or spring semester in which you intend to submit your portfolio.

To meet the non-thesis requirement, you will compile a portfolio that documents your progress through the master's program. You will include a brief reflective paper introducing your portfolio that highlights topics such as your goals, beliefs, and desires when you began the program; specifically what you have learned and how you developed during the program; your goals, beliefs, and desires as you near completion of the program.

Attachments within your portfolio should include, as a minimum, papers or projects from coursework that represent important milestones in your learning process. This should include some, or even all, of the courses you took during your degree program. You should also feel free to include evidence of other types of learning that occurred as a result of your experiences during the master's program but that might have not been specifically related to the actual courses in the degree program (e.g., activities in the graduate student association or employment networks through fellow students). Each attachment should be prefaced with a brief explanation of why that particular selection was chosen and how it contributed to your growth as a professional in HRD.

**The Master's Portfolio, complete with all attachments, are burned on CD's; three (3) copies of the CD must be mailed to the academic advisor and one (1) copy your chair in enough time to arrive by the dates discussed above.**

Each November and each April, three HRD faculty members will meet for review of the final submission of the professional portfolio for grading purposes. A grade will be assigned as follows:

**S – all or at least two members agree that the student has met the criteria, demonstrated knowledge of the field of HRD, and made clear connections to research, theory, and practice as outlined for them through required coursework for the degree.**

**U – at least two members agree that the student did not meet the criteria as outlined above.**

If you are assigned a grade of "U" for the portfolio, you will be contacted immediately. You will be given two weeks from the date of the committee decision to make appropriate corrections and re-submit the portfolio for a final review.