

DEPARTMENT OF COMPARATIVE HUMAN DEVELOPMENT GRADUATE STUDENT MANUAL

Chair

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I. General Information

The Department of Comparative Human Development was originally founded by Carl Rogers (psychologist), Lloyd Warner (anthropologist), Robert Havighurst (sociologist), and Ralph Tyler (educator). 1990 was the 50th Anniversary of the Committee as a Ph.D. training program and interdisciplinary research undertaking, making it (perhaps) the oldest (or most stubborn) unit of its type.

The Department offers a program of research and graduate study in life-span development, mental health and clinical ethnographic research, comparative behavioral biology, cross-cultural studies (including psychological anthropology and cultural psychology), and the relationships between language, communication, and cognition. Members of the faculty represent various disciplines within the social/behavioral sciences. The primary objectives of the Department are to provide education for innovative careers in research and teaching, and to contribute to the interdisciplinary understanding of human behavior. The program stresses the integration of theoretical interpretations and empirical findings bearing upon human development: The elaboration of the biological potential of the individual during growth, maturity and aging; socialization and adjustment to temporal and environmental changes; personality development and psychological functioning in various cultural settings; the significance of language and linguistic diversity for conceptual development; and reflective considerations of assumptions in social science theory and research. Emphasis is on normal rather than pathological processes, and upon the interrelations of biological, psychological, and socio-cultural forces at different points in the life cycle.

The Ph.D. program in Comparative Human Development prepares students for careers in research and teaching. (A student may take the MA degree as an optional step in the doctoral program, but no student is accepted only for an MA degree.)

The program of study is in many respects unique for each student. In addition to a basic program of courses, it includes other courses and seminars offered by the HD faculty, courses offered in related programs and departments in the University, and the resources of nearby institutions. Although considerable flexibility is permitted, students usually specialize within one or another of four broad areas: comparative behavioral biology; clinical ethnography and mental health research; cultural psychology and psychological anthropology; language,

communication and cognition; and comparative life course studies (including, for instance, the study of child development, adolescent development, and adult development and aging). These four broad areas often overlap in terms of course offerings and intellectual emphases, yet are distinct enough to allow for specialization within a single field of study and the creative inter-fertilization of ideas and methods.

Each student is given faculty assistance in (1) planning a program of courses and training; (2) fulfilling the Divisional and Departmental steps leading to the Ph.D. degree; (3) obtaining a professional position after graduation. Each entering student is assigned to a faculty advisor who will serve until the student chooses a research advisor. The student should also consult with the Student Affairs Administrator for information regarding procedures. In addition, the following sources of information are important, and should be consulted in designing a program of study.

- a. The official University Handbook for Students
- b. The University's Announcements of Graduate Programs
- c. The Quarterly Time Schedule of Courses (with calendar of dates for language examinations, divisional examinations, and deadlines for each quarter)
- d. The bulletin boards in the Human Development building, 5730 South Woodlawn, for special announcements.
- e. The student's email account. All students are assigned an email account immediately upon entering the University of Chicago. It is the student's responsibility to access this account on a regular basis.

II. Financial Aid

Information regarding scholarships, fellowships, and traineeships may be obtained from the Student Affairs Secretary. Since financial aid must be applied for each year, even when renewal is expected, in-residence students are expected to file an application for financial aid with the Dean of Students' office by January 15 for the following academic year. Applications may be obtained from the Dean of Students' office, Foster 107. (New students apply for financial aid at the time they apply for admission).

A student interested in part-time work (clerical, statistical, research assistantship, course assistantship, etc.) should consult the Student Affairs Secretary, the faculty advisor, and the University Student Employment office.

III. Program Counseling

Every student must have an advisor. The CHD Chair will assign an advisor to entering students. As students progress through the program and define their interests, they may wish to change advisors in line with their research activities. The Students Affairs Secretary should be informed in writing of such changes. The faculty advisor should be actively consulted in connection with registration and other academic matters.

IV. Registration

The Quarterly Time Schedule contains the official calendar of courses and information about registration and fees, web site address is <http://www-regsis.uchicago.edu>. (Consult your email account and the bulletin board in HD for notices of last minute changes in course offerings). In general, course registration consists of four steps:

- a. Obtain registration forms from Student Affairs Secretary (HD 102);
- b. Have the complete forms checked by the Student Affairs Secretary;
- c. Proceed to Dean of Students office, Foster 107, to complete course registration.
- d. By the fifth week of each the quarter, check at the Registrar that your registration is correct.

At time of registration, students should inform CHD Student Affairs Secretary if the student intends to receive an MA or Ph.D. degree during that quarter.

Late Registration. Registration after the last announced date for registration is permitted, but a \$50.00 fee is assessed after the stated deadline.

Change of Registration. A \$25.00 per week fee is assessed during the quarter by the Registrar for each change of registration initiated by the student after the deadline (end of the fifth week) stated in the Official Calendar. See the official calendar for additional information.

V. Divisional Requirements

A. Divisional regulations dealing with residence requirements, leaves of absence, and course requirements are set out in a memo from the Dean of Students.

VI. Human Development Requirements

A Courses

Every student is required to take the following courses for a quality grade:

1. CHD Core Concepts
2. 5 CHD Core Area Courses
 - Students must take one course from each of the five areas:
 - A. comparative behavioral biology
 - B. comparative life course studies
 - C. cultural psychology and psychological anthropology
 - D. clinical ethnography and mental health
 - E. language, communication, and cognition

Though a course may be listed in more than one area, it may be used to fill only one area requirement.
3. 2 Trial Research Seminars
4. Intermediate Statistics
5. 1 Additional methods course (not introductory statistics)

In addition, students will participate in elective courses and workshops in the Department, and the University in consultation with their advisors.

The DHD Concepts course (CHDV 40000) will introduce students to the history, theoretical bases, and concepts of the field of human development, and to the major areas of inquiry in the Department of Comparative Human Development. This course is taken during the fall quarter of the first year.

The CHD core area courses will be taken from a designated list of courses in each of the five major areas of faculty scholarship.

The Trial Research Seminars will launch students into their research projects and will guide them from the beginning to the completion of those projects. The Trial Research Seminar is taken in the Spring quarter of the first year and the fall quarter of the second year. Trial research papers are due by Spring quarter of the second year.

The two-course requirement on methods is meant to provide the students with the basic skills necessary to conduct research and should be taken within the first two years, the same as the other courses. Some available methods courses include urban Field Work, Ethnographic Interviewing, Behavior Observations, Language Analysis in the Social Sciences, and others.

A typical student's coursework occurs on the following schedule:

Requirements

Introduction to Human Development
 5 CHD core area courses
 Intermediate Statistics
 1 additional methods course
 (not introductory statistics)
 2 Trial Research Seminars

Timing

Fall quarter of Year 1
 Complete by end of Year 2
 Complete by end of Year 2
 Complete by end of Year 2
 Spring, Year 1; Fall, Year 2

A quality grade of B or better is required to satisfy the requirements of these courses. Students are expected to maintain an average of B+ or better. A student who can demonstrate basic competence in the core curricular areas may petition the faculty through the Chair's office to place into an advanced course in the same area. A well qualified student may place out of intermediate statistics by examination provided by the instructor of the statistics course.

Though students are not required to complete their course requirements by the end of their second year, a student must have received five quality grades by the spring of the first year, and ten quality grades by the end of the second year. On average a graduate student should take at least two courses for quality grades in each quarter of their first two years.

B. Trial Research Requirement

The Trial Research project is conceived to be the student's first research project, and thus should be relatively short term and small scale. The project can be one part of a larger project being conducted by a faculty member, or it can be a small, independent project. Whatever the case, the project is always conducted under the close supervision of a faculty member whose interests are appropriate to the subject.

See Appendix for "TRIAL RESEARCH GUIDELINES"

The project is developed through regular meetings with the faculty advisor and within the context of the Trial Research Seminar. The Trial Research Seminar is led by one of two faculty members and includes all students in Human Development currently working on Trial Research. Students are required to participate in the Trial Research Seminar for two quarters: Spring of their first year and fall of their second year. The Seminar provides a context for group feedback and group support during all phases of the Trial Research project. The Seminar does not, however, substitute for a faculty advisor. During Winter quarter of the second year, students finalize their projects and papers by taking an independent Research Course (CHDV 49900) with their faculty advisors.

The Trial Research project is due the first day of Spring quarter of the second year. The report of the trial research should be written in a research report format, following the conventions of the primary discipline in which it falls. The length of the manuscript should be appropriate for the kind of research project reported.

Three copies of the written report of the Trial Research Project should be distributed by the student to his or her two readers and one additional copy should be handed in to the department office.

The student is responsible for arranging a suitable time for the trial research hearing, which must be held **before May first**. At the hearing, students will make brief presentations on their research projects and findings and receive detailed comments on their work. The faculty members at the hearing will determine whether the student has fulfilled the trial research requirement. The faculty who conduct the hearing are the student's advisor, and two additional faculty members selected by the student.

If the Trial Research is not completed at the beginning of Spring quarter, the student is required to submit a full written report of his or her progress up to that point. The student's second year evaluation will be based on this written report and will not be deferred until the completion of the Trial Research.

C. Evaluations

All students are evaluated each year in the program. To be considered in good standing and for continuation of financial aid, first and second year students must have earned at minimum five quality grades (B or better) over autumn and winter quarters by the time of the spring review, with satisfactory spring grades expected to follow.

Second Year Evaluations

Each student will be formally evaluated early in the Spring quarter of their second year. The purpose of the evaluation will be to determine if the student is to be allowed to continue studies leading to the Ph.D. degree or is instead to be awarded a terminal M.A. degree. Financial aid recommendations will also be based on this review.

Three sets of data will be used to evaluate each student: course grades, faculty evaluations, and a trial research paper.

(1) Course grades received by each student will be a part of the evaluation process. Given their special relevance, the CHD core courses must be taken for letter grades. Three of the five required core courses must be completed by the end of the Winter quarter of the second year. All 5 must be completed by the end of the Spring quarter of that year.

(2) Faculty members who have worked with the student will be asked for their evaluation of the student. Students who have worked with non-CHD faculty may request the faculty member to submit a letter about them to HD Evaluation Committee.

(3) The CHD Evaluation Committee will be responsible for collecting the evaluation data, conducting a preliminary review, and then presenting the data and their review for the consideration of the entire faculty. During the Spring quarter of each year, the faculty, after reviewing the materials on each second year student, will vote to award the student a terminal M.A. degree or to advance the student to further Ph.D. study.

D. Dissertation Proposal

Dissertation Committee. After completing the trial research paper, the student takes the initiative in choosing the members of his or her dissertation committee and in obtaining their consent to serve. The Chair and at least one other of the three committee members must be members of the HD faculty. The chair of the dissertation committee is thereafter regarded as the student's advisor, and it becomes the advisor's responsibility to formalize, with the Chair of HD, the appointment of the dissertation committee members.

Proposal. After consultation with the members of his or her dissertation committee, the student prepares a written dissertation proposal. The proposal should not exceed ten single-spaced pages. When committee members agree that a proposal hearing is appropriate, the student should prepare an abstract of the proposal limited to 150 words. This abstract should be submitted to the CHD office in electronic form. The CHD office will distribute the abstract to all CHD faculty along with invitations to attend the Evaluation Meeting. The student is responsible for submitting a full copy of his or her proposal to each member of the dissertation committee and the CHD office ten working days before the hearing. No proposal hearing will be scheduled by the CHD office without receipt of the student's proposal

See Appendix for "PROCEDURE FOR SETTING UP A PROPOSAL HEARING."

Proposal Hearing. Two other members of the faculty, along with the student's dissertation committee, hold an evaluation meeting. This group meets with the student to offer suggestions for improving or modifying the plan of research, and to decide if the proposal is formally accepted. The chair of the dissertation committee takes the responsibility for implementing the suggestions that emerge from the evaluation meeting. Upon formal acceptance of the proposal in an evaluation meeting, no further action is required on the part of the two outside faculty members.

Because Evaluation Meetings provide important learning experiences, other CHD students are invited to attend as observers, with the candidate's permission.

Students must complete the proposal and have it formally evaluated by the end of the fourth year in Human Development, or two years beyond successful completion of the trial research paper, whichever is longer. This regulation applies regardless of whether or not the student has been registered for course work.

Research Funding Opportunities. The University maintains an Office of Research Administration which should be consulted for funding opportunities.

E. Admission to Candidacy

Admission to candidacy must take place at least eight months before the conferring of the Ph.D. degree. Formal admission to candidacy is handled by the office of the Divisional Dean of Students and by the Human Development office. After receiving the signed Recommendation to Candidacy form from the student or from the student's advisor, the Human Development Administrator will file this form with the Social Science Division and, at that point, the student will have been admitted to candidacy. Admission to candidacy is noted on the student's transcript.

A student is admitted to candidacy after meeting residence requirements, course requirements, foreign language requirements, and successfully completing trial research, and dissertation proposal.

Use of Human Subjects

All research involving human subjects must conform to University policy and procedures related to the ethical use of humans in research. Construction of the research design should anticipate issues of informed consent to be obtained from subjects. The student should consult with his or her advisor and obtain guidelines from the

Social Sciences Division, Committee on Human Subjects Use in order to conform to these requirements. The guidelines apply to all research projects including Trial Research and Dissertation research.

F. Approval of the Dissertation and Final Oral Examination

The candidate proceeds to carry out his or her research plan and to write up the dissertation under the supervision of the dissertation committee. After the dissertation is approved by this committee, the student deposits a copy of the dissertation in the CHD office (CHD 102).

See Appendix for "STEPS TOWARD THE FINAL DISSERTATION HEARING"

The Student and his/her committee sets up a time for the final oral examination. The student submits six copies of the summary of the dissertation to the CHD secretary at least three weeks before the examination. The summary should not exceed ten pages single-spaced or 20 pages double spaced and must be approved by the student's dissertation committee. (Samples are available in the CHD office).

The student also submits an abstract of the dissertation limited to 150 words and typed on a single page. This abstract is distributed to all CHD faculty along with invitations to attend the final oral examination.

The chair of CHD appoints two outside faculty members to read the dissertation and to participate in the final oral examination of the student (these outside readers may be the same faculty members who served as outside readers for the student's proposal hearing). These two persons are selected for their expertise in the general area of the dissertation, and may be CHD faculty or faculty from other units of the University.

The final examination is conducted by the chair of the dissertation committee. Responsibility for examining the student is shared by the members of the committee, the two outside readers, and other CHD faculty. The examinations may be attended also by CHD students. Notices of the Ph.D. oral examinations are posted on the CHD bulletin board.

The examining committee may vote to accept the dissertation, to accept the dissertation conditionally and recommend revision, or not to accept the dissertation. In the latter case, involving extensive revisions of the dissertation, another oral examination may be required in order for the student to complete the requirements for the Ph.D.

Final dissertation form. After the oral examination, the dissertation is submitted by the student to the Office of Academic Publications in the Administration Building. The Office of Academic Publications requests that students who plan to submit an approved dissertation contact their office by the middle of the quarter to discuss in detail the University-wide minimum requirements for publishing and formatting Ph.D. dissertations. This office also offers advice on how to meet those requirements efficiently (Consult the Official Calendar in the Quarterly Time Schedule for the final date to submit an approved dissertation in a given quarter).

The Dissertation, accompanied by an approval slip signed by the Chair of Comparative Human Development, must be submitted to the Dissertation Office in final, approved form three weeks before convocation. (The approval slip must carry the same title as that on the title page of the dissertation.) The dissertation is then microfilmed and turned over to the University Library.

Convocation

The student must submit a Degree Card to the Student Affairs Administrator by the first day of the quarter in which the degree is to be conferred, and also confirms that he/she has completed all of the requirements for the degree. Arrangements for the convocation exercises are initiated by the Office of the Dean of Students.

10 Year Rule

Students must complete the Ph.D. degree within ten years from the date of entrance into Human Development, including any leave of absence periods.

Note on Deadlines

Failure to meet the deadlines for trial research, proposal and dissertation (unless waived by petition (i.e. request and explanation for the delay) submitted to the Evaluation Committee well in advance) may be used in a discussion to terminate a student's enrollment in Human Development.

Requirements for the MA Degree

To obtain an M.A. Degree in Comparative Human Development the student must pass 5 CHD core courses, intermediate statistics, 1 methods course, and the CHD concepts course. In addition, the student must participate in two trial research seminars and write a satisfactory trial research paper.

Employment

There are a number of sources of help in finding positions after graduation. The student's dissertation sponsor is often the most useful aide in locating the most appropriate position.

Appendix

TRIAL RESEARCH GUIDELINES

SPRING QUARTER OF THE FIRST YEAR

- All students will take a two course sequence CHDV 42400 Trial Research Seminar beginning in the spring of the first year and concluding in the fall of the second year. The Trial Research Seminars will launch students into their research projects and will guide them from the beginning to the completion of those projects.
- After the beginning of the first quarter of Trial Research the student defines a research project, which may be short term or small scale, or part of a larger project being conducted by a faculty member. The student is strongly encouraged to choose an advisor whose interests are appropriate for the student's project.

FALL QUARTER OF THE SECOND YEAR

- Students will enroll in the second part of the Trial Research Seminar.

WINTER QUARTER OF THE SECOND YEAR

- During this quarter, the student should continue working with the faculty advisor to complete the Trial Research Project and to consider selection of an additional faculty member as a second reader. Ideally, this individual should be available to attend the May faculty meeting. The second reader may or may not be a member of CHD.

FIRST DAY OF SPRING QUARTER OF THE SECOND YEAR

- Two copies of the written report of the Trial Research Project should be distributed by the student to his or her readers, and one additional report should be handed in to the department office.

APRIL 10 THROUGH APRIL 30

- The student should arrange a suitable time for the trial research hearing, which must be held **before May first**. At the hearing, the student will make a brief presentation on the project and findings and receive detailed comments on his or her work.

AFTER THE HEARING

- The faculty will meet in May to formally evaluate each student. This evaluation will determine whether the student is to be allowed to continue studies leading to the Ph.D. Financial Aid recommendations will also be made based on this review.

PROCEDURE FOR SETTING UP A DISSERTATION PROPOSAL HEARING IN THE DEPARTMENT OF COMPARATIVE HUMAN DEVELOPMENT

Before reaching this stage, you must have completed a draft of your dissertation proposal and received approval from your advisor and the other two members of your committee to schedule a proposal hearing. You should also have a definite date in mind for your proposal hearing.

THREE WEEKS BEFORE THE HEARING

- Contact the CHD office to request an official clearance form. This form, signed by the Student Affairs, Administrator, confirms that you have met all requirements for admission to candidacy except approval of the proposal by the faculty.
- Discuss with your committee chair possible outside readers. One outside reader is necessary for the hearing. The outside reader may or may not be a member of the Department of Comparative Human Development for your final hearing. Two of the four people present at your hearing must be from HD. The chair must be a member of the CHD faculty.

TEN WORKING DAYS BEFORE THE HEARING

- Inform the CHD office of the proposed date and time of the hearing. The CHD office must have a copy of the student's proposal at this stage or the hearing will not be scheduled. Upon receipt of the proposal, the office will assign a room for your hearing. Hearings last approximately 90 minutes.
- Submit one abstract and one full copy of your proposal to the HD office. The proposal must be double-spaced and duplicated on 8 1/2 x 11 paper. The abstract must be single-spaced, no longer than one page, and also duplicated on 8 1/2 x 11 paper.
- Submit electronically the **abstract** to CHD office along with a list of your hearing committee members (including the outside reader). The CHD office will then distribute electronically the abstract to all CHD faculty members and students, along with an official notice of the time and date of your proposal hearing.
- The student is responsible for the submitting of **full copies** of their proposal to all members of their committee.
- If any member of the committee does not receive a copy of the student's proposal within 10 working days before the hearing, the committee has the option of canceling the hearing.

AFTER THE HEARING

- Following a successful hearing, the chair of your committee will submit an approval form to the Chairman of the Department, stating that you have passed the proposal hearing and are ready for your proposal to be presented to the faculty. If you have met all requirements, you will then be admitted to candidacy

STEPS TOWARD THE FINAL DISSERTATION HEARING IN THE DEPARTMENT OF COMPARATIVE HUMAN DEVELOPMENT

AT THE TIME YOU BEGIN WRITING

- Contact the Office of Academic Publications (702-7404) to begin discussing the format of your dissertation. Clarifying format issues with Academic Publications at this stage will prevent you from having to make significant changes once the dissertation has been completed. You will find guidelines, forms and helpful hints at <http://phd.uchicago.edu>
- You must be registered in the quarter you intend to graduate.

PREPARING FOR THE FINAL HEARING

- Your committee chair must submit a memo to the CHD office stating that the final draft of your dissertation has been approved and that you are ready to defend.
- You and your committee chair must select one outside examiner. The outside examiner may or may not be a member of the department and may or may not be the same outside examiner present at your proposal hearing. The CHD Chair must approve the selection of Outside Reader. Two of the four people present at your hearing must be from CHD. The chair must be a member of the CHD faculty.
- Arrange the date and time of the final examination with your three committee members and outside reader.

NO LATER THAN 10 WORKING DAYS BEFORE THE FINAL HEARING

- Schedule the examination with the CHD Office. At this time a room for your hearing will be assigned.
- Submit one full dissertation and one abstract to the CHD office. The **full dissertation** should be double-spaced on 8 1/2 x 11 paper and include a title page with your name and the date of the exam. The **abstract** should be submitted electronically and be single-spaced on 8 1/2 x 11 paper and approximately 10 pages in length.
- Students have the responsibility to distribute the **full dissertation** to all committee members.

AFTER THE FINAL HEARING

- Your committee chair must report the result of the hearing to the Department Chair
- Once any necessary revisions have been made, your committee chair must review the final copy of your dissertation to ensure that the content conforms to the expectations of the examining committee and report the result of the review in a memo to the Department Chair.
- Upon receiving the committee chair's memo, the CHD office prepares an approval form for you to take to the Office of Academic Publications with the two copies of the dissertation. The Office of Academic Publications will then determine if your dissertation meets University requirements. The final copies must be submitted no later than three weeks before Convocation.