MS in Human Services Program Administration

CERTIFICATION OF COMPREHENSIVE KNOWLEDGE:

POLICY AND PROCEDURE

According to The Graduate School, degree candidates are expected to achieve comprehensive knowledge in the area in which the degree is to be offered. Many programs require formal documentation of this achievement through the Certificate of Comprehensive Knowledge. Upon the candidate's successful completion of academic program requirements, the Graduate Coordinator will electronically document achievement of the Certificate of Comprehensive Knowledge.

Policy and procedure for the Master of Sciences in Human Services Program Administration. Degree candidates will demonstrate comprehensive knowledge by both written and oral means in the format of a Capstone Experience.

**Part I: Written and Oral Capstone Experience Requirements**

A. Satisfactory completion of a written thesis and an oral defense, approved by the student's graduate thesis committee. **OR**B. Satisfactory completion of a written (paper and/or visual presentation) and oral (professional presentation) Capstone Experience completed during the latter part of the graduate program, typically during an Independent Study or Internship.   
  
1. A deadline for the written and oral Capstone Experience will normally be the end of the semester in which the candidate is enrolled in Independent Study or Internship. Instructions for the written and oral components are in the D2L Independent Study and Internship course sites. While general guidelines are provided, each student will have unique experiences in the respective Independent Study or Internship; therefore, the written and oral professional capstone specifications will be individually tailored. Each student will work closely with the professor teaching their Independent Study or Internship about specific applications, timetable and audience.

2. Based on the Capstone Experience and in a written and/or oral format, candidates must demonstrate mastery and comprehension of the following content areas and apply knowledge of the content areas to professional experiences in the Independent Study or Internship. **Each Capstone Experience must include each of the five topics:**

|  |
| --- |
| a. Description and evaluation of how global issues, diverse experiences, equity discrimination, and white  privilege impact or potentially impact the topic/project;  b. Analysis of how two human development theories provide theoretical foundations for the topic/project;  c. Application of research to professional practice in exploration and development of topic/project  d. Analysis of current public policy impact on topic/project  e. Applications of professional ethics including confidentially, safeguarding research subjects, and mandated  reporting obligations related to topic/project. |

3. Requirements for eligibility to complete Capstone Experience:

|  |
| --- |
| - GPA must be 3.0 to be eligible to complete the Capstone Experience;  - The student must have completed more than 24 hours of graduate credit or permission of the  MS in HSPA Graduate Coordinator; and  - Exceptions require approval of the MS in HSPA Graduate Coordinator or designee. |

4. In addition to topics in #2, the written component of the Capstone Experience will be evaluated on the following criteria, as identified in the MS in HSPA Written Certification of Comprehensive Knowledge Rubric: Content, Application to Discipline, Language, and Mechanics and Style. A well organized, well written and legible written product is expected that incorporates technology in appropriate ways that meet professional standards. References/authorities in the field should be cited as appropriate.

The oral component of the Capstone Experience will be evaluated on the following criteria, as identified in the MS in HSPA Oral Certification of Comprehensive Knowledge Rubric: Content, Application to Discipline, Language, Verbal Delivery, Nonverbal and General Delivery, and Use of Technology.

5. The student will submit the written documents/files and oral presentation in a format and timing determined in cooperation with the Capstone Experience Advisor (usually the professor teaching Independent Study or Internship).

6. The candidate’s Capstone Experience Advisor will review, evaluate, and render a Pass/Fail decision on the written and oral capstone submissions. If there is a serious deficiency, the Advisor will coordinate review, evaluation, and decision input from other graduate faculty within the Department. Within 5 business days, beginning on the day after students’ written and oral submissions, students will be notified of the outcome.

Arrangements for a second attempt with remediation requirements and/or revising/resubmitting either the written or oral component will be the responsibility of the Capstone Experience Advisor and, if needed, following consultation other graduate faculty within the Department. Remediation completion must be by the last day of the semester or fall within the timeframe identified by the Capstone Experience Advisor that will allow all graduate requirements to be met for that semester’s graduation certification.

7. In the event that there is an impasse of the Capstone Experience Advisor, MS in HSPA Graduate Coordinator and an additional graduate faculty member regarding decisions about the student’s level of performance on the written or oral component or extenuating circumstances make a committee member unable to participate, the decision may be reached by a majority vote (2 of the 3).

8. If a candidate does not successfully complete the written and/or oral components, a third and final opportunity to meet the requirements for each component will be allowed. The requirements that comprise the additional opportunity are determined by the Capstone Experience Advisor in consultation with MS in HSPA Graduate Coordinator. The Capstone Experience Advisor will communicate to the student the terms under which the deficits will be met and the documentation that is required and will provide guidance through the remediation process. The communication regarding the remediation will be in writing and copied to the student and the MS in HSPA Graduate Coordinator.

The opportunity to successfully complete the requirements must be completed within the two academic terms following the term in which the written and oral components were first attempted, unless stated otherwise by the Capstone Advisor, and must be within the six-year time limit on graduate coursework for the degree. In the event that a student does not pass the written and/or oral component after the third attempt, the student is dismissed from the program and no longer holds candidacy status for the MS in Human Services Program Administration degree.

If a student chooses to appeal the failure of the written and/or oral component, they may submit an appeal in writing to the MS in HSPA Graduate Coordinator and/or the Department of Human Services and Community Leadership Chairperson. The written appeal request must be received no later than the Midterm Day of the following term. After the appeal is received, a time for the remediation hearing will be scheduled by the MS in HSPA Graduate Coordinator and the student will be notified in writing of the remediation date. Two thirds (2/3) of the FCS graduate faculty members present at the remediation hearing will need to agree that the student demonstrated sufficient competency in order to overturn the revocation of the student’s candidacy status. In the event that the student does not pass, the student will not be eligible for degree candidacy status for the MS in Human Services Program Administration degree.

**Part II. CERTIFICATE OF COMPREHENSIVE KNOWLEDGE**

Final certification for graduation depends upon documentation of the completion of all graduation requirements being submitted to the Graduate School by their stipulated deadlines.

Draft: 12/28/2020 JRB