

# PROGRAM HANDBOOK

Online Master of Education  
for physicians and healthcare professionals  
&  
Online Certificate in Medical Education

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This program handbook contains information specific to the Online Masters Degree in Education for physicians and healthcare professionals and Online Certificate in Medical Education offered by the University of Cincinnati and Cincinnati Children's Hospital Medical Center and covers topics from application through graduation. It is a supplement to the University of Cincinnati (UC) Graduate Handbook, which contains general information related to all graduate programs. The UC Graduate Handbook can be accessed from [www.grad.uc.edu](http://www.grad.uc.edu).

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# Key Contacts

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**Program Website**

[www.cincinnatichildrens.org/masters](http://www.cincinnatichildrens.org/masters)

**UC Websites**

[www.uc.edu](http://www.uc.edu) (general)

[www.grad.uc.edu](http://www.grad.uc.edu) (Graduate school)

[www.cech.uc.edu](http://www.cech.uc.edu) (College of Education, Criminal Justice and Human Services)

[www.onestop.uc.edu](http://www.onestop.uc.edu) (OneStop Student Services)

[www.blackboard.uc.edu](http://www.blackboard.uc.edu) (Blackboard)

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**Abbreviations**

UC University of Cincinnati

CECH College of Education, Criminal Justice and Human Services

# Application Information

## Application Deadlines

UC operates on a quarter schedule through Summer 2012, and the masters program may be started in any quarter. We accept applications at any time, but please keep the following deadlines in mind if you want to begin in a particular quarter:

### **To Start in This Quarter:**

Fall  
Winter  
Spring  
Summer

### **Complete Application Must Be Received By:**

August 1  
November 1  
February 1  
May 1

Beginning Fall 2012, the University will change to a semester-based schedule. Application deadlines will be updated at that time.

## Masters Degree in Medical Education

### **Degree Designation**

The degree earned will be a **Master of Education (MEd) in Curriculum and Instruction**. The designation on the transcript will be:

```
***** UNIVERSITY OF CINCINNATI AWARD *****  
COL: EDUCATION, CRIMINAL JUSTICE, & HUMAN SERVICES  
DEG: MASTER OF EDUCATION  
DATE :  
PROGRAM: CURRICULUM AND INSTRUCTION  
*****
```

### **Graduate School Application**

Application is made to the University of Cincinnati Graduate School via the UC Graduate Application Online at [www.grad.uc.edu/apply](http://www.grad.uc.edu/apply). There is an application fee.

Please be careful when selecting the Academic Program, as there are several Curriculum & Instruction programs. The correct program name is:

Curriculum & Instruction – Medical Educator – Distance Learning: MEd

When selecting your start quarter, please select the earliest quarter you would like to start. You will not be able to start in an earlier quarter than you specify, but you may defer your start up to 3 quarters later.

The GRE is required within the past 5 years for all applicants other than those with an MD, PhD, or similar post-graduate degree who were required to take the MCAT, GMAT, or GRE prior to admission to the advanced degree program. The GRE test must be the general test; a subject test is not acceptable

in place of the general test. Minimum expected GRE scores are 450 (Verbal) and 520 (Quantitative) with a combined total of over 1000, as well as an Analytic Writing score of at least 4.0. Lower scores may be acceptable in certain situations if other academic indicators, such as GPA, are strong.

Additional requirements that must be uploaded to the application system include your curriculum vitae, a one-page goal statement/essay summarizing the purpose and goals for entering the MEd program, and two letters of recommendation (one of which is preferably from your department chairman and/or division director). You will be required to provide name and contact information for your referral providers, and the system will email them an access code so that they may login and upload their recommendation letters. Official transcripts of undergraduate school and graduate/medical school must be sent to the program office (undergraduate GPA of 2.8 or higher is required).

### **International Applicants (Non-native English Speakers)**

The TOEFL or equivalent English proficiency test is required for all international applicants whose native language is not English. A list of countries exempted from this requirement is below. The University's **minimum** acceptable scores for the TOEFL are 520 for the paper test, 190 for the electronic test, and 68 for the internet-based test; the minimum band score for the IELTS is 6.5.

Please note that particular emphasis for our program is placed on proficiency in written English (reading and writing) – since the program is conducted entirely online, almost all assignments and communications are conducted in written form and via an online discussion board and email. A few assignments will require vocal recordings or live web conferencing presentation. Written English proficiency will be judged from TOEFL scores as well as all other communications with the program office, including Email communication.

University-identified TOEFL-exempted countries: Antigua & Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Canada\*, Caymen Islands, Dominica, Fiji, Grenada, Ireland, Jamaica, Liberia, Malawi, New Zealand, Singapore, South Africa, St. Kitts & Nevis, St. Lucia, St. Vincent & The Grenadines, United Kingdom.

*\*the University does not waive the requirement for applicants from Quebec; however, since physicians in Quebec are generally fluent in English, even if educated in a French-speaking institution, we waive the testing requirement for our program unless English fluency is not satisfactorily demonstrated through other communications and written application materials.*

A waiver of the English proficiency testing requirement can be made for an applicant if substantial English fluency can be demonstrated or is otherwise obvious.

We reserve the right to request an English proficiency test be taken, even if otherwise waived, if we have any concerns or questions about an applicant's English language skills.

### **What to Expect During the Application Process**

You will receive automatic emails from the application system when items are added to your application. Additionally, if at any time you would like to know the status of your application, feel free to contact the program coordinator. Once a complete application package is uploaded and received, including transcripts, GRE scores, and recommendation letters, the program directors will review the

application. If approved, you will be sent an acceptance package. You must complete and return any forms included in the package to finish the admission process.

The entire process, after receipt of a complete application package through the completion of the admission process takes several weeks. It is important to be sure all application materials are uploaded and transcripts are received by the program coordinator by the application deadline.

## Graduate Certificate in Medical Education

### **Important Note**

The Graduate Certificate in Medical Education may be obtained prior to or concurrent with matriculation into the Master's program, and all 15 credit hours taken to complete the Certificate are applicable to the Master's. Upon completion of the Certificate, the student's transcript will indicate that a Certificate in Medical Education was earned:

```
***** UNIVERSITY OF CINCINNATI AWARD *****  
COL: EDUCATION, CRIMINAL JUSTICE, & HUMAN SERVICES  
DEG: POST-BACCALAUREATE CERTIFICATE  
DATE:  
PROGRAM: MEDICAL EDUCATION (CURR & INSTRUCTION)  
*****
```

To obtain the Graduate Certificate in Medical Education, a student must apply and be accepted into the Certificate program prior to taking any classes that would apply toward the certificate. The UC Graduate School will not grant a certificate based on coursework taken prior to application, even if the student had been matriculated into the Master's program or has taken courses that are part of the Certificate program.

### **Graduate School Application**

The University of Cincinnati Graduate School certificate application must be completed online. This application can be accessed at [www.grad.uc.edu](http://www.grad.uc.edu). There is an application fee.

Select "Teachers Education/Cincinnati Children's Hospital" for the program. It is a part-time program.

Additional requirements that must be uploaded to the application system include your curriculum vitae and a one-page goal statement/essay summarizing the purpose and goals for entering the Certificate program. Official transcripts of undergraduate school and graduate/medical school must be sent to the program office.

### **What to Expect During the Application Process**

You will receive automatic emails from the application system when items are added to your application. Additionally, if at any time you would like to know the status of your application, feel free to contact the program coordinator. Once a complete application package is uploaded and received, including transcripts, the program directors will review the application. If approved, you will be sent an acceptance package. You must complete and return any forms included in the package to finish the admission process.

The entire process, after receipt of a complete application package through the completion of the admission process takes several weeks. It is important to be sure all application materials are uploaded and transcripts are received by the program coordinator by the application deadline.

## **Individual Courses in Medical Education**

With permission, individual courses may be taken by anyone with an undergraduate degree who does not wish to matriculate into either the Master's Degree program or the Certificate program, or is considering matriculation but wants to first try an online class. Up to 9 credits taken as individual courses may be transferred into the Masters Degree program. Approval is required by the program to take any class individually without matriculating.

### **Graduate School Application**

The UC Basic Data Form is required to register with UC as a non-matriculated student and have a student account created. It can be downloaded from [http://www.admissions.uc.edu/transfer/transfer\\_non-matric.html](http://www.admissions.uc.edu/transfer/transfer_non-matric.html). This form is submitted directly to UC. Please include a copy with the program application that you send to the program coordinator.

### **Program Application**

The most recent program application form and instructions can be obtained from the program coordinator. There is no fee for the program application. The only supporting materials required are a copy of the UC Basic Data Form. The form can be faxed, mailed, or emailed to the program.

### **Important Note Regarding Out-of-State Tuition for Individual Courses**

In-State (Ohio) students pay the same rate for an individual course as our Masters Degree and Certificate students; however, out-of-state students taking an individual course are not eligible for the distance learning out-of-state rate available only to matriculated students and must pay the substantially-higher FULL out-of-state rate plus our Cincinnati Children's Hospital fee. Please see the program website or contact the program coordinator for current rates. If you are an out-of-state student and you wish to "try" a course or two before committing to either program, we strongly suggest matriculation into the Certificate program to qualify for the lower fee.

## Transferring from the Certificate Program to the Masters Degree Program

Certificate program students may transfer up to 15 credits, graded B or higher, earned in the Certificate program, into the Masters Degree program. You must complete the online UC Graduate School application (see above) and pay the application fee. UC does not allow a credit for the certificate application fee toward the master's application fee. You must also meet all requirements for entrance into the Master's program, including the minimum undergraduate GPA requirement.

### **No Transfer from the Masters Degree Program to the Certificate Program**

UC Graduate School does not allow transfers from a Masters Degree program into a Certificate program. An application for the Certificate program must be completed prior to taking any courses that apply toward the certificate.

## Transferring Credits / Advanced Standing

Up to nine graduate-level credits may be transferred into the Masters Degree program. The credits may be from another institution, another UC master's program in which you were matriculated, or courses taken at UC without matriculation into the program. The credits must be from a graduate-level program within the past five years, the coursework must be comparable to a course in the program or applicable to the individual study, and the grade must be a B or higher. To have a course considered for transfer, provide both a detailed course description or syllabus AND the transcript. The program advisor, in consultation with the course instructor, will determine whether the course is comparable and transferable. Please note that these 9 credits are included in the allowed 15 credits from the Certificate, not in addition to the Certificate credits.

# Advisors

## Faculty Advisor

When you matriculate into the Masters Degree program, you will be assigned a faculty advisor by the program office. The program coordinator provides advising for Certificate students. If you already have an advisor at UC because of previous coursework and wish to keep that advisor, please let us know.

Your advisor will be able to meet with you regularly via telephone, web conferencing, email, or in person (if appropriate), and is responsible for the following:

- Providing advice, guidance, and resource direction regarding your individual study project and the culminating masters project
- Approving your project and contract for an individual study and for your masters project proposal
- Serving on your masters committee and attending your final masters project presentation/defense; if your advisor is a member of the University's full-time graduate faculty, he or she will also chair your committee.
- If you are in a fellowship, serving as a member of the your Scholarship Oversight Committee (SOC) including attending meetings as required. (The SOC is a requirement of clinical fellows in subspecialty fellowships which have specialty boards; at least one member must be from the fellow's clinical division. In most circumstances, the master's committee comprises the SOC with this inclusion.)

## Program Coordinator and Program Advisor

The program coordinator can provide all other advising needs, including assisting you with course progression, administrative requirements, and general program questions and issues. If you have questions or concerns about any particular class, administrative issues, or the overall program (or if your faculty advisor is unavailable), please do not hesitate to contact the program coordinator or the program advisor.

# Registration, Withdrawals and Billing

All registration and billing is done by the program office. Please direct any questions or concerns to the program coordinator.

## Registration Process

Approximately two months before the quarter starts, the program coordinator will email you regarding the courses being offered and a deadline by which to reply. Please reply even if you do not plan to take any courses in that particular quarter.

If you wish the program coordinator to order your book(s) for the quarter course(s), it is imperative that you reply by the deadline given as books are ordered shortly after that date (there is a \$15 per course handling fee for the book service).

The program coordinator will send the registration list to the UC registrar who enters you into the course(s).

Late registration, if necessary, is accepted before the first day of class without penalty. Registration for a class on or after the first day and within the first week carries a late registration fee of \$25 (subject to change). Registration is not accepted by the program office after the first week of class.

## Drops and Withdrawals

A course may be dropped prior to the beginning of class, or within the first week of class, with no penalty. The UC refund schedule is as follows:

Drop within 1 <sup>st</sup> week of the quarter	100% refund
Drop within 2 <sup>nd</sup> week	50% refund
Drops or withdrawals beginning the third week	0% refund

The actual dates for each quarter are posted on the UC calendar at [www.onestop.uc.edu/calendars.html](http://www.onestop.uc.edu/calendars.html). If you think you might drop a class, please consult the calendar or check with the program coordinator to be sure you understand what, if any, tuition you will be required to pay.

You may drop or withdraw from a class through [onestop.uc.edu](http://onestop.uc.edu), or by requesting the program coordinator to drop you from the course. If you drop or withdraw yourself via One Stop, you must inform the program coordinator. In either event, also inform the course instructor so he or she can remove you from the Blackboard course and the email list. Please note that you are still responsible for payment of any books or course materials ordered through the program office, unless you return them promptly and in new condition. The book handling charge is non-refundable even if books are returned.

It is not acceptable to simply stop attending or participating in class without an official drop or withdrawal. Failure to participate in a class while enrolled will result in a grade of F or X (unofficial withdrawal-no participation). An X grade is weighted the same as an F.

## **Effect on Transcript**

A “Drop” (up to day 15) will remove the course from your academic record; a “Withdrawal” (day 16 through day 58) will remain on your academic record and transcript with a letter grade of W. No official withdrawal is permitted after the 58<sup>th</sup> day of class. If you have not officially withdrawn from a class, fail to complete coursework and post to the course, or stop completing coursework and posting to the course, you will receive a grade of F or UW (unofficial withdrawal which is weighted the same as an F in computing GPA). **The course will need to be repeated.**

If you find it difficult to complete a course within the quarter, please discuss the situation with the instructor. There may be other options available, such as receiving an Incomplete (I) and taking an extended period to finish the course. Refer to the Grades section for information regarding I grades.

## **Billing**

Bills will be prepared and sent each quarter by the program coordinator. **DO NOT** pay tuition directly to UC for courses in this program; UC bills Cincinnati Children’s Hospital for the tuition. If you are also taking a course with UC outside of this program, please pay the tuition for that course only to UC.

The bill will include the full program tuition (UC tuition plus Cincinnati Children’s Hospital tuition) for the applicable number of credits as well as any requested charges for book and book handling fees.

## **Form of Payment**

Payments may be made by check, credit card or money order. Credit card payments may be mailed, faxed or phoned in. For your own safety, please do not email credit card information. If you choose to fax your credit card information, please alert the program coordinator to confirm its receipt.

## **Due Date**

Bills are due by the first day of class. If your bill is being paid by your company or another payor on your behalf, and the payment will not be made by the due date, please inform the program coordinator, and provide a good faith estimate of when the bill is expected to be paid.

## **Late Payment Policy**

Successful course completion includes payment in full for the course. If payment is not received by the “class end” date for the quarter (approx. one week before the quarter-end date), you will be given an Incomplete grade (I), and will not be registered for additional classes until the account is paid in full.

## **Payment Plan**

A payment plan is available. The payment plan allows you to divide the quarterly tuition into 3 payments made throughout the quarter. The first payment is due by the first day of class, and the third payment is due by the last day of class. Failure to make full payments by the last day of class will result in a grade of Incomplete (I) and a registration hold until the account is paid in full.

If you are interested in a payment plan, please contact the program coordinator for a Payment Plan Agreement.

## **Advance Payment**

You may pay any amount of tuition in advance. The advance payment will remain on the account as a credit, and diminish as charges occur each quarter. Prepayment of tuition does not insulate you against tuition increases. Prepayment will be for all charges, including any books ordered through the program office, unless the program coordinator receives other instructions.

## **Financial Aid**

At this time, there are no scholarships, assistantships, or grants available through the program. Student loans may be available to students taking 6 credit hours in a quarter. Please visit the UC Graduate Student Aid website at [www.financialaid.uc.edu/gradstudent.html](http://www.financialaid.uc.edu/gradstudent.html) for more information. Other financial assistance may be available through the student's home institution.

## **Veteran's Benefits**

Tuition assistance is available for US military service personnel and veterans. Contact the UC Veteran's Certification office at (513) 556-6811 or [www.uc.edu/registrar/va\\_newsletter.html](http://www.uc.edu/registrar/va_newsletter.html).

## **UC Tuition Remission**

UC faculty and staff and their families are eligible for tuition remission. The forms and additional information are available online at [http://www.uc.edu/hr/benefits/tuition\\_remission.html](http://www.uc.edu/hr/benefits/tuition_remission.html). Please contact the UC Human Resources/Tuition Remission at [TRQuestions@uc.edu](mailto:TRQuestions@uc.edu) or (513) 556-6381 with questions or to confirm level of eligibility. The program office cannot answer questions about this benefit.

If you are full-time affiliated faculty through Cincinnati Children's Research Foundation, the Tuition Remission form must be processed through John Maybury's office (VP, CCRF, MLC 3016). Mr. Maybury must sign the form, and his office will forward it to UC HR. Please be sure to follow up with UC HR to ensure receipt and processing of the form.

Tuition Remission only covers the UC in-state part of the program tuition to your eligibility level. It will NOT cover the following items, which will be billed through the program office:

- Cincinnati Children's Hospital fee
- out-of-state surcharge (if you do not live in Ohio)
- any UC tuition above your tuition remission eligibility level (if applicable)
- books/materials and the handling fee (ONLY if ordered through the program)

If Tuition Remission fails to be applied against your UC bill, you will be responsible for paying the amount due directly to UC unless you instruct the program coordinator to pay UC on your behalf and bill you for the tuition with the administrative fee. Any late fees accrued on your account due to Tuition Remission not being applied are your responsibility and will not be paid by the program.

PLEASE be aware that the tuition remission benefit will be suspended by UC if satisfactory progress is not maintained. Satisfactory progress includes maintaining a minimum 2.0 GPA after the first three quarters of attendance, and having no more than 6 credits of non-satisfactory grades.

# Grading

## Satisfactory Grades

The following grades indicate satisfactory progress:

<u>Letter</u>	<u>Percentage</u>	<u>Description</u>	<u>Quality Points</u>
A	96-100%	Excellent	4.0000 points
A-	91-95%		3.6667 points
B+	87-90%		3.3333 points
B	82-86%	Good	3.0000 points
B-	78-81%		2.6667 points
C+	74-77%		2.3333 points
C	70-73%	Satisfactory (Min. acceptable grade)	2.0000 points
P	Pass, only applicable in courses graded as pass/fail		
SP	Satisfactory Progress; applicable in certain pre-approved courses, at instructor discretion, for work that may take more than 1 year to complete (i.e., the masters project). This is not a final grade. Work must be completed within 5 years, or by graduation, whichever comes first.		

## Non-satisfactory Grades

- I Incomplete; work must be completed within one calendar year (“I” from the fall quarter of one year must be completed and a change of grade form submitted at least one week prior to the start of the grading period for the fall quarter of the following year)
- UP Unsatisfactory Progress; similar to SP but denotes that progress made has not met expectations. This is not a final grade. Work must be completed within 5 years, or by graduation, whichever comes first.
- I/F Incomplete Failure, same as “F”; if work is not completed within one calendar year, an “I” automatically becomes an “I/F”. Cannot be changed or removed; course must be retaken.
- F Failure; remains on academic record and is used in calculation of GPA even if course is retaken. Cannot be changed or removed; course must be retaken.
- NG No Grade was reported by the instructor; contact instructor if grade should have been given. Otherwise, course must be retaken.
- W Official Withdrawal; if student withdraws during the 16<sup>th</sup> through 58<sup>th</sup> day of the quarter. Course must be retaken. Please note the instructor may change the W to an F if an F is warranted (i.e., if the student withdraws in order to avoid an F grade due to poor performance in the class).
- X Unofficial Withdrawal with no participation; given for students who fail to participate in class but do not officially withdraw. Same as an F; course must be retaken.
- UW Unofficial Withdrawal with some participation; given for students who do not officially withdraw but had some participation in class at a level below what the instructor considers active or sustained participation. Same as an F; course must be retaken.

## Grade Changes

Grades of I, SP, UP and NG may be changed by the instructor. Grades of F, I/F, W and UW may not be changed. Other grades may only be changed if the instructor made an error. Grade changes are submitted to the registrar by the instructor online within one year or by using an official Change of Grade form if after one year.

An I grade must be changed within one calendar year, or it will automatically become an I/F, which is treated the same as an F and cannot be changed. Grades of SP, UP, NG or letter grades can be changed within 5 years; after 5 years, you may petition for a change.

## Program Progress and Grades Documentation

You may obtain an unofficial transcript online at any time for no cost from [www.onestop.uc.edu](http://www.onestop.uc.edu). On the left, choose “get my degree audit”. Alternatively, you may ask the program coordinator for your program progress. Please allow several days for the program coordinator to obtain this from UC.

# Maintaining Graduate Status

## Address on File with UC

You must maintain a valid address on file with UC. Your address was first submitted when you completed the online application to either the Master's program or the Certificate program. If you move during the course of your studies, please update your address at [www.onestop.uc.edu](http://www.onestop.uc.edu). On the left, click on "change my address." Please also be sure to update your email in Blackboard if it changes.

If any of your contact information changes, also please inform the program office.

## Minimum Credit Hour Requirement

To maintain graduate status in the Master's program, you must register for at least one credit hour of program coursework each academic year. The academic year is Fall through Summer. Program coursework is coursework that meets the program degree requirements. This requirement does not apply to students in a Certificate program.

If you have not registered for any courses Fall through Spring, you will be notified by the program coordinator that you must register for a course in the summer. If you have already taken the courses offered in the summer, you must complete an Individual Study Agreement and submit an Individual Study project proposal for at least 1 credit hour to your advisor. This **MUST** be done before the end of the registration period so that you can be registered into the Individual Study course. If an Individual Study is already In Progress (SP or UP grade), and your advisor agrees that the project is involved enough to warrant an additional credit hour, no additional project proposal and Agreement are required.

If you have completed all coursework and are working on your Master's Project, you will be registered for one credit hour of the Master's Project. We normally do this in the fall quarter unless you prefer another quarter. You must be registered for the one credit hour during or prior to the quarter in which you plan to graduate.

If you do not register for one credit hour during the academic year, you will be automatically withdrawn from the program by UC, and will need to seek reinstatement or readmission (see below).

## Minimum GPA Requirement

You must maintain a 3.0 GPA or higher to obtain a Masters degree from UC.

## Minimum Credit and Coursework Requirement

The Masters degree program consists of 45 credit hours. No less than 45 credit hours will be accepted for graduation, and all required courses must be completed through coursework or advanced standing (credit transfer).

## Time to Degree and Petition for Extension

The Masters degree must be completed within 5 years (7 years for students matriculated prior to Fall 2007). Under extenuating circumstances, you may petition the Senior Assistant University Dean of the Graduate School, through the program office, for an extension to complete the degree. This petition must be submitted prior to the 5-year deadline. The Graduate Petition for Reinstatement and/or Extension form may be downloaded from [www.grad.uc.edu/forms.aspx](http://www.grad.uc.edu/forms.aspx). It must include a description of the progress you have made toward the degree, what has been completed to date, a plan for completion, and a reason for the delay.

The Certificate program must be completed within 5 years of taking the first course. There is no extension or reinstatement process for Certificate students.

## Petition for Reinstatement

If you have become inactive, and have been inactive for 3 years or less, you may petition for reinstatement by the Senior Assistant University Dean of the Graduate School, through the program office, for an extension to complete the degree. The Graduate Petition for Reinstatement and/or Extension form may be downloaded from [www.grad.uc.edu/forms.aspx](http://www.grad.uc.edu/forms.aspx). It must include a projected timeline for program completion and a reason for the delay/inactive status.

If accepted, you will be charged a reinstatement fee equal to one credit at the current rate for each year you have been inactive, up to 3 credits (3 years).

## Petition for Readmission

If you have been inactive for more than 3 years, you are not eligible for reinstatement and must apply for readmission. You must complete the Application for Readmission form and pay a processing fee. The form may be downloaded from [www.grad.uc.edu/forms.aspx](http://www.grad.uc.edu/forms.aspx).

The program will determine reapplication requirements and conditions and request approval from the Senior Assistant University Dean of the Graduate School. Your petition may be denied, accepted with conditions, or accepted.

If accepted with or without conditions, you must pay a readmission fee equal to three graduate credits of in-state-tuition at the rate in effect at the time of readmission, less the processing fee. Your original date of program entry is not changed, and the 5-year time-to-degree limit is still calculated from the original matriculation date. Please note that a Petition for Extension may need to be filed concurrently if completing the program will take time beyond the 5-year limit. Additionally, any prior grades of F, IF or NG must be rectified (courses retaken without credit) prior to earning additional credits or meeting further requirements.

# General Program Guidelines

## for Program Staff, Students and Instructors

The following are general guidelines for program staff, students and instructors. This is meant to set a certain level of expectation and assist with identifying areas of satisfaction and areas that need improvement. If you have any questions about these guidelines or expectations, please contact Lea Alae, program coordinator, at [lea.alae@cchmc.org](mailto:lea.alae@cchmc.org) or 513-636-4183.

### Program staff will

- treat applicants, instructors and students respectfully, professionally and courteously
- provide timely information about the program and course offerings
- maintain an “open door” policy with students and instructors
- respond to applicant, student and instructor general questions, concerns and other inquiries within 24 hours Monday-Friday, excluding holidays
- advocate as appropriate for students and the program with the University of Cincinnati
- consult and advise as appropriate on matters between students and instructors but will not interfere with instructor grading decisions
- process accurate and timely registrations, billings and payments
- provide ongoing academic support and advising to students
- provide ongoing professional support and advising to instructors
- conduct various evaluations to ensure continued high quality of program and identify areas needing improvement

### Students will

- treat program staff, instructors, and other students respectfully, professionally and courteously
- read the course syllabi within the first three days of each quarter to understand what is expected for each course and consult the instructor if anything is not clear or well understood
- adequately schedule time to meet course needs on a weekly and quarterly basis – a 3 credit hour course will generally require 9-12 hours of work each week
- actively participate in each course, posting to Blackboard weekly, or as often as required by the instructor and indicated in the course syllabus
- complete assignments on time
- actively participate in group work if required by the course
- communicate with instructors if travel or other time away from the class of a week or longer is anticipated and arrange to complete assignments in advance or to make up the required work upon return
- communicate with instructors and program staff as soon as possible if a significant barrier in work or course completion arises so that an appropriate course of action can be worked out
- complete an evaluation of each course at the end of each quarter

- bring any significant problems with a course or instructor to the attention of the program staff as soon as possible (i.e. absence of instructor from course, repeated delays in posting assignments, discourteous behavior, etc.)
- bring any significant problems with a program staff member or advisor to the attention of another program staff member as soon as possible (i.e. discourteous behavior, failure to respond to communications, etc.)

### Instructors will

- treat program staff, students, and other instructors respectfully, professionally and courteously
- provide a clear and thorough course syllabus
- post assignments and discussion board questions and responses in a timely manner each week
- grade assignments, provide feedback and post grades through the Blackboard Grade book in a timely manner so that students know their standing in the course
- respond to student questions or inquiries within 24 hours Monday-Friday, or 48 hours on weekends or holidays
- provide students with an emergency contact method in case a matter cannot wait 24 hours
- submit grades to the registrar at the end of the quarter by the grading deadline, and send a copy of the grades to the program coordinator
- inform program staff of any significant problems with students (i.e. discourteous behavior, unexplained absence from class more than 1 week, unexplained failure to check into class during first week, unexplained significant or repeated inability to complete work or participate in class in a timely manner, quality of work not at level expected of a graduate student, failing course, etc.)
- bring any significant problems with a program staff member to the attention of another program staff member as soon as possible (i.e. discourteous behavior, failure to respond to communications, etc.)

# Coursework

*Important Note: Beginning Fall 2012, the University of Cincinnati will change from a quarter-based system to a semester-based system. At that time, the curriculum will be modified to accommodate the required changes. The information that follows is applicable through Summer 2012.*

The Masters Degree program includes 45 credits of required coursework divided into 18 credits of core courses, 6 credits of content area, 3 credits of elective, 3 credits of Practicum, and 3 credits of the culminating Masters Project.

The Certificate consists of any 15 credits taken from the Master's coursework, except the Individual Study, Practicum, Master's Research Seminar or Master's Project courses.

## Online Orientation

It is important as a new student to participate in the orientation prior to your first class, as it will provide a thorough introduction to the Blackboard learning environment in which most of your coursework will be conducted, help you gain a better understanding of the administrative aspects of the program, and ease your transition into the first class.

## Core Coursework

All courses must be completed.

### 18 CI 701 Masters Research Seminar (3)

This course provides students with exposure to research concepts and methodologies in various types of educational research including alternative modes of research and their application in resolving problems of educational practice. Ethical and other issues related to conducting educational research will be examined. Integral to this course is the completion of the student's masters project proposal.

The Masters Research Seminar course should be completed during the second half of coursework and requires completion of both Introduction to Statistical Methods and Introduction to Field Methods in Educational Research, or equivalent quantitative and qualitative statistics courses.

### 18 CI 702 Inquiry Into Teaching and Learning (3)

This course focuses on study of teacher behaviors that influence the academic achievement of students. Emphasis will be placed on the current trends in educational research related to effective instructional design / development practices and technological advancements which impact the teaching-learning experience.

### 18 CI 704 Forces Shaping the Curriculum (3)

This course provides an overview of evolving concepts, factors, principles and elements of curriculum development for medical and other healthcare professionals. The course focuses on the history, philosophy and theory of curriculum design and development, including direct and

indirect influences. Special emphasis will be placed on analysis of curriculum and application of principles for resolution of curriculum problems and improvement. Each course participant will develop and share a curriculum document that supports a program within their discipline.

#### 18 CI 705 Addressing Diversity in Education (3)

This course focuses on analysis of the changing demographics in American society and study of each of the cultural groups in the community; their significant contributions, problems, and issues; review of research and instructional materials for multicultural education; and implications of diversity issues to medical educators.

#### 18 CI 776 Applying Technology for Effective Learning (3)

This course provides instruction to professionals on how computer technology tools can enhance their communication and instructional techniques for medical education. Course participants will explore and evaluate how, when, and why technology should be infused into education. Not only does this course focus on a variety of medical technology tools and technology teaching related theories, but also it introduces how to create collaborative teaching environment, eLearning courses and media-enhanced presentations using a specific software and/or Web 2.0 tools (e.g., Blogs, wikis, feeds, tags and social networking sites).

#### 18 EDST 675 Human Learning (3)

This course introduces the major themes in the field of Cognitive Psychology and current theories of human learning and memory. A comprehensive overview of the field is provided, including perception, attention, learning, memory, mental imagery, general knowledge, concept formation, problem solving and creativity, reasoning and decision making, intelligence, and cognitive development.

### **Content Area Courses**

All courses must be completed.

#### 18 CI 850 Program Development in Higher Education (aka Adult Learning in the Health Professions) (3)

This course explores adult learning theory and how the principles of adult learning theory are applied in teaching and learning settings within the health profession environment.

#### 18 CI 885 Attitude Formation and Change (3)

This course focuses on attitude formation and change theories in terms of the goals and objectives in educational settings. Theoretically sound ideas for influencing student attitudes, and the value decisions which teachers must make when deciding to influence attitudes, will be introduced and studied.

Reactive and unobtrusive measures for assessing student attitudes will be examined.

#### 18 EDST 710 Introductory Statistical Methods (3)

This course provides a basic introduction to quantitative methods and techniques of data analysis using the SPSS statistical package. The aim is for students to develop skills and confidence in using a computer for social science data analysis. Topics include research design and control, survey construction, measurement and other general research issues and descriptive statistics.

#### 18 EDST 721 Measurement and Assessment (3)

This course is an introduction to basic measurement concepts and techniques for evaluating measurement data to make educational decisions. It also deals with the theory and practice of program evaluation and student assessment. It explores theories and problems of measurement and learning assessment. Contemporary and classical approaches to measuring achievement in the educational setting are examined.

18 EDST 802 Introduction to Field Methods in Educational Research (3)

Introduction and practice of qualitative methods for studies of learning. This course aims to explore what is distinctive about "qualitative" and "ethnographic" methods of research in relation to various kinds of research problems and the development of theory or sociological explanation.

18 EDLD 814 Program Evaluation (3)

This course focuses on the process of seeking, analyzing and interpreting information for use in directing the development, implementation and improvement of educational / curriculum programs.

## Electives

Students must take one of two electives currently offered:

18 CI 871 Individual Study (3)

The Individual Study may be taken in any quarter. The student will determine an appropriate and applicable Individual Study with their advisor and submit an Agreement for Individual Study form (available from the program coordinator). Completed work must be turned in before the end of the quarter with enough time for review, normally at least two weeks prior to the end of the quarter.

The Individual Study may be taken as a 1 credit course if required to maintain status in the program (see the section on "Maintaining Graduate Status" for additional information).

Additional information, and the Individual Study Agreement form, can be found at [www.cincinnatichildrens.org/masters](http://www.cincinnatichildrens.org/masters).

18 CI 801 Topical Seminar (Medical Informatics) (3)

This course is an introduction to the fundamental principles of medical informatics, the science dealing with information management and computer-based tools in health care. It includes an introduction to computer applications in medicine, medical data, standards, electronic health records, public health informatics, bioinformatics, consumer informatics, patient care systems, decision support systems, medical imaging, current issues, capabilities and limitations of medical informatics, ethical and moral issues, privacy and HIPAA.

The Medical Informatics course may be taken in lieu of an Independent Study. It is offered approximately once each year. This elective course is also available to Certificate students.

## Field Experiences Practicum

This course should be taken close to the end of the program.

The following courses are strongly recommended, but not required, prerequisites: Improving Teaching Effectiveness, Human Learning, Attitude Formation and Change, Measurement & Assessment, Principles of Curriculum Organization & Design, and Program Evaluation.

### 18 CI 523 Field Experiences Practicum (3)

The master's program includes a practicum that provides supervised teaching experience and evaluation and documentation of that experience. Experience and skills in teaching can be gained in several ways including practice experience in the field and teaching experience at the home institution.

Through the practicum, the master candidate is able to undertake various teaching projects which may involve actual co-teaching; preparation of teaching modules, lectures, conferences, and other presentations; attending rounds; and leading discussion groups as part of resident / student medical education.

The practicum will help master candidates learn key strategies for teaching in their fields and help them learn different perspectives in their teaching environment. The content of the practicum includes the competencies related to the functions of planning, implementing and evaluating teaching / learning experiences within the candidate's / student's specialist field. It may also include other developmental activities, which are identified as important elements of the teaching role, especially as these relate to the particular professional, institutional and system context.

During the course, the student will be preparing an educational portfolio that is a collection of various teaching projects and evaluations of teaching.

## Masters Research Project

For complete information regarding the final project, please consult the Masters Research Project Handbook.

The Masters Research Project is the final course taken by the student, and provides credit for working on the final project. Note this is not an actual “class” and does not include a Blackboard component. The student's advisor and masters committee is particularly important in helping to complete the masters project by providing advice on the project's requirements, helping to define the topic and develop a research plan, approving the project proposal, reading drafts of the project paper to provide advice on revisions, and administering processes for approval of the project. Your masters committee will consist of your faculty advisor and at least one one of the program directors; if your faculty advisor is one of the directors, another graduate faculty member will be identified to participate on your committee. If you would like someone specific or additional on your committee, please let your advisor know.

### 18 CI 874 C&I Individual Master Project (3)

The masters research project will provide master candidates with an opportunity to explore in-depth a subject in education of their own choice. It is expected that the masters research project

will be a publishable original contribution to knowledge resulting from the systematic study of a significant educational problem or issue.

To begin the masters project, complete the Masters Research Seminar class and submit a final project proposal to your faculty advisor and masters committee. This proposal must be accepted in order to initiate the master's project.

# Graduation

## Masters Degree Graduation Information

Once you have completed most of your coursework, the program coordinator will begin emailing you a quarterly Graduation Information update. This update includes most of the following information and instructions, including specific due dates.

When you are preparing to graduate, please carefully review the quarterly Graduation Information emailed to you, as well as the Graduation information on the Graduate School website ([www.grad.uc.edu/graduation.aspx](http://www.grad.uc.edu/graduation.aspx)). Contact the program coordinator so that she can advise you and request official records from UC to begin the process of clearing you for graduation. Graduation application deadlines are firm. Please plan accordingly.

### **Pre-Requisites for Graduation Clearance**

- You must have satisfactorily completed, or transferred in, all 15 courses and a minimum of 45 total credit hours. Any courses being transferred in will not appear on your degree audit and must be accounted for separately.
- You must have a minimum 3.0 GPA in the program coursework; a grade of B or higher must have been attained in at least 30 of the 45 credits. Minimum allowable grade for any course is a C.
- Any NG (no grade) grades must be cleared. If the NG was a mistake by the instructor (you completed the class but a grade was not provided), contact the instructor to have it changed. If it was not a mistake, you must have retaken the class and we must petition to have the NG changed.
- Any F, I/F, or otherwise unacceptable grades must be cleared - you must have retaken the class and we must petition to have the F changed to what you earned when you retook the class or request a waiver of the previous course from degree requirements.
- All Incompletes (I, IP/SP/UP) must be cleared and a grade change submitted. For the Master's Project credits, this will be completed after your presentation.
- Grade changes for I, IP/SP/UP and NG grades must be submitted approx. 1-2 weeks prior to the end of the quarter in which the grade expires or in which you want to graduate, whichever is earlier. Please check the Academic Deadlines for the date for each quarter.
- Your accounts with CCHMC and with UC must be paid in full.

### **Masters Project Presentation**

Your defense should be scheduled in the quarter you intend to graduate, although it can be scheduled earlier. Schedule your presentation no less than three weeks prior to the end of the quarter to allow for any final requested changes to your project paper after your presentation and for a grade change and final project acceptance paperwork to be submitted in a timely manner.

If you are local to the Cincinnati area, you may defend your project in person if you prefer and your committee agrees and can attend; otherwise, your defense will be via web conferencing.

Be sure to work with your advisor and/or your master's committee on the completion of your project and paper – anticipate a lot of feedback. They should receive a draft version of your paper for review at least one quarter in advance of graduation. The written materials should be well-organized and comprehensive. Copies of the final version must be provided to each committee member via email or regular mail at least one week prior to your presentation. After your presentation, email the final version (including any changes requested during your presentation) to the program coordinator for our files and for submission to UC with your graduation clearance.

### **Graduation Application Deadlines**

The Graduation Guidelines and Procedures are updated each quarter with pertinent dates and information relevant to graduation for the following quarter. Be sure to pay particular attention to the application deadline date for the quarter in which you wish to graduate.

If you wish to graduate in Spring (June), please note that it is the busiest graduation quarter, and therefore the deadline for application is much earlier than for other quarters – usually in February.

- Fall: application deadline is usually in September
- Winter: application deadline is usually in January
- Spring: application deadline is usually in early February
- Summer: application deadline is usually in June

Remember that you must register for at least one credit hour each academic year, and the quarter in which you do this must be during or prior to the quarter in which you want to graduate (i.e. if you want to graduate in fall, you must be registered in fall; if you want to graduate in winter, you can register in fall or winter ; etc.). If you registered for the masters project in a previous academic year, we will register you for one additional hour of the masters project. You will be charged the per-credit-hour fee in effect at the time of registration.

### **Graduation Application**

To submit the online graduation application:

- Go to [www.grad.uc.edu](http://www.grad.uc.edu)
- Click on the “Graduation Information” button on the left
- Click on the link for “A Roadmap for a Successful Graduation”.
- Follow the instructions for **Graduate Students Without Thesis/Dissertation Follow I-74**. This includes two steps: “Apply for Graduation” and “Check Graduation Status”. Click on the first link along the highway to “Apply for Graduation.” You can then click on the “sign” to Apply for Graduation.
- On the application, if you have multiple programs listed from which you may graduate, be sure to select the Master of Education, Curriculum & Instruction.

- You may disregard all instructions relative to a thesis or dissertation (ETD Requirements).

## **Commencement**

Commencement is held for Autumn and Spring quarters (December and June graduation). If you graduate in Winter or Summer, you may elect to walk during the next commencement.

## **Certificate Graduation Information**

There is no specific graduation for Certificate students. When you have completed the required five courses, we will complete the necessary forms and forward them to UC for processing. We will send you a certificate document, and the certificate designation will be added to your transcript. Please allow several weeks for this process.

UC requires application for the certificate program prior to beginning coursework in the program – UC does not consider any courses taken prior to enrollment in the certificate program as acceptable toward the certificate program.

# Communication

Almost all communication for our program is via email. Books and other course materials, if ordered through the program office, are mailed. We mail to your home address unless you specifically request mailings be sent to your work address. If you move, please be sure to provide us with your new address and phone number, as well as new work information if that has changed as well. (Also be sure to change your address with UC.)

If we need to reach you regarding an important or urgent matter, we will try to call you at whatever daytime/work phone number you have provided, or if you have not provided a daytime/work number, at the phone number we have on file.

UC assigns all students a UConnect email account (username@email.uc.edu), however, we do not use this account to communicate with you unless you request us to do so. We will use the email you provided with your application, or that you provide at any other time. It is advised that, if you do not plan to use the UC email address, you login to your account and provide a forwarding email so that you do not miss important communications from UC.

Please feel free to email or call us with any questions or concerns you have.

# Blackboard

Blackboard is a web-based course management application used by UC for online courses and for online components to traditional classes. You will use Blackboard to access your courses, participate in class discussions, and submit assignments. An introduction to the Blackboard course environment is provided in the program orientation.

## **Blackboard Assistance:**

UC continues to expand the [Blackboard help and training section](#), found by clicking on the Help tab within Blackboard. Some assistance may be able to be provided by the program coordinator or by your instructor, but for certain problems, you will need to contact UC Blackboard support or UCit support.

If you experience any Blackboard-related problems and must call UC Blackboard support, please be sure to indicate you are a “distance learning student.” Otherwise, they may tell you that you need to come to the campus to fix the problem.

# OneStop

UC's One Stop Student Services website ([www.onestop.uc.edu](http://www.onestop.uc.edu)) allows you to easily access your account information regarding course schedule, grades, and degree audit (unofficial transcript). You can also access the academic calendars, change your address or email, and see important announcements from student services.

Certain functions available from this site, including course registration and bill payment, should not be used by students in this program except under situations noted in previous sections.

UC does not use social security numbers for many functions, and has created a UCID (M#) for each student. If you need to obtain your UCID, go to [onestop.uc.edu](http://onestop.uc.edu) and click "get my UCID" in the "My Information" menu. Enter the requested information and click "submit".

The screenshot shows the One Stop Student Service Center website in a Microsoft Internet Explorer browser window. The browser's address bar shows the URL <https://www.onestop.uc.edu/>. The website has a red header with the "One Stop student services" logo and the University of Cincinnati logo. Below the header, there is a navigation menu with links for "UC Home", "Maps", "A-Z Index", "Web Search", "People Search", and "UC Tools". The main content area is divided into several sections:

- MY CLASSES**: Includes links for "view class offerings", "register for classes", "view my schedule", "check my grades", "get my degree audit", and "request my transcript".
- MY BILL**: Includes links for "view/pay my bill", "create parent/payer login", "direct deposit my refunds", "sign up for payment plan", and "waive my health insurance".
- MY FINANCIAL AID**: Includes links for "apply for aid", "check my aid", "sign my loan note", "get loan counseling", and "complete exit interview".
- MY INFORMATION**: Includes links for "get my UCID", "get my Username", "change my address", and "change my privacy info".
- OTHER RESOURCES**: A section for additional resources.

In the center of the page, there is a "Ask our Virtual Advisor" search box with the text "Type your question here" and an "ask" button. Below this is a section titled "Announcements and Reminders" with several notices:

- Welcome to the new One Stop Student Services Website!**: A notice about the website redesign and the Virtual Advisor.
- Important! One Stop Login and PIN has changed.**: A notice about the new login process using a username and PIN instead of a Student ID.
- Important Autumn Quarter Billing Information:**: A notice about the due date for autumn quarter bills (September 11) and the issuance of overages/refunds (September 10).
- Grade availability for summer quarter 2006:** A notice about the availability of grades for the summer quarter.

On the right side of the page, there is a "take a survey" button and a "CALENDAR" section with the following events:

- September 7**: Summer Quarter Third Term, Summer Second Half Quarter, and Summer Full Quarter Grades Available (approximate date).
- September 11**: Billing Notice: Autumn Quarter Bills are Due.
- September 20**: Autumn Quarter Classes Begin.
- September 20 to October 4**: \$25 Late Registration Fee.

# Hardware & software discounts

To take advantage of UC discounts on computer and software products, you must be enrolled in a course in the quarter in which you would like to make the purchase. We may be required to submit documentation verifying your current enrollment. Please be sure to specify that you are a “distance learning student” when contacting anyone regarding software or hardware purchases.

If you require a UC ID card, one may be obtained by contacting [UC Public Safety](#).

- UC has special pricing on Dell computers available to students paying with personal funds. Please visit [this page](#) for additional information.
- Certain Microsoft software is available through the UC license agreement. Please visit [http://www.uc.edu/ucit/mscontract/student\\_license\\_agreement.html](http://www.uc.edu/ucit/mscontract/student_license_agreement.html) for more information.

For current pricing for software, contact UC Business on Main store at (513) 556-2697.

If you have other questions, contact Stéphane Lardinois, Store Manager, at (513) 556-1290.

Print the student contract, include the following on the form or on a separate piece of paper, and fax it to Business on Main at (513) 556-7785:

- Platform/OS you are using
  - What software you want to purchase
  - Where they should ship the software
  - Payment information – you can indicate “call for credit card information”
  - Your Student ID # is your UCID (M#)
- Additional software is also available at student pricing through UC’s contract with JourneyEd ([www.journeyed.com](http://www.journeyed.com)).

# Institutional Rules, Policies & Provisions

Full UC Institutional Rules, Policies & Provisions can be found in the graduate student handbook, available from [www.grad.uc.edu](http://www.grad.uc.edu). The following information relevant to our program and/or the online learning environment is excerpted here from that handbook (those items pertaining to on-campus activities are omitted):

## ***Discrimination***

The University of Cincinnati reaffirms its policy that discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, disability, status as a disabled veteran or veteran of the Vietnam era, or age shall not be practiced in any of its activities. Furthermore, where past or present discrimination continues to have an adverse impact upon protected class members such as minority groups, women, Vietnam era veterans, or disabled veterans, the University will take affirmative action in carrying out its policy of nondiscrimination and equal opportunity for all.

Complaints involving violations of the University of Cincinnati's nondiscrimination policy are addressed by the Office of Equal Opportunity.

## ***Academic Dishonesty***

Academic dishonesty in any form is a serious offense that cannot be tolerated in an academic community. Dishonesty – including cheating, plagiarism, deception of effort, and/or unauthorized assistance – may result in a failing grade in a course and/or suspension or dismissal from the University. Each graduate program or college must adopt and publish procedures for investigating charges of academic dishonesty. These procedures must take into account due process and rules of evidence, and they must conform to the University Student Code of Conduct.

## ***Student Code of Conduct***

The Student Code of Conduct defines behavior expected of all University of Cincinnati students. It is each student's responsibility to know and comply with the University's Student Code of Conduct. The code defines behavior expected of all University of Cincinnati students, and sanctions or penalties are outlined. (Law and medical students are subject to their respective honor codes. However, these students are covered by the appeal process of the University's Student Code of Conduct.) Academic behavior considered to be misconduct is defined. The code also addresses nonacademic misconduct (such as disturbing the peace, destruction of property, and theft). Disciplinary procedures are explained in a step-by-step manner, and the procedures for appeal of decisions are stated. The code is available at [www.uc.edu/ucinfo/conduct.html](http://www.uc.edu/ucinfo/conduct.html). In addition to this code, students must adhere to their college's professional code of conduct and honor codes where applicable. Students may obtain copies of college honor codes from their college offices.

## **Academic Misconduct**

Academic misconduct includes, but is not limited to, the following:

*Aiding or abetting academic misconduct:* Knowingly helping, procuring, or encouraging another person to engage in academic misconduct.

*Cheating:* Any dishonesty or deception in fulfilling an academic requirement such as:

1. use and/or possession of unauthorized material or technology during an examination (any written or oral work submitted for evaluation and/or grade), such as tape cassettes, notes, tests, calculators, or computer programs;
2. obtaining assistance with, or answers to, examination questions from another person with or without that person's knowledge;

3. furnishing assistance with, or answers to, examination questions to another person;
4. possessing, using, distributing, or selling unauthorized copies of an examination or computer program;
5. representing as one's own an examination taken by another person;
6. taking an examination in place of another person;
7. obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.

*Fabrication:* The falsification of any information or citation in an academic exercise.

*Plagiarism* includes:

1. submitting another's published or unpublished work, in whole, in part, or in paraphrase, as one's own without fully and properly crediting the author with footnotes, citations, or bibliographical reference;
2. submitting material obtained from an individual or agency as one's own original work without reference to the person or agency as the source of the material;
3. submitting material that has been produced through unacknowledged collaboration with others as one's own original work without release in writing from collaborators.

### **Nonacademic Misconduct**

Nonacademic misconduct includes, but is not limited to, the following:

*Aiding and abetting misconduct:* Knowingly helping, procuring, or encouraging another person to engage in nonacademic misconduct.

*Dishonesty and misrepresentation:* Knowingly or recklessly furnishing false written or oral information including false identification to University officials, faculty, and/or staff; forgery, alteration, or misuse of University documents or records.

*Disruption/obstruction:* Knowingly or recklessly disrupting, obstructing, or interfering with University functions or activities or the pursuit of the University mission, including but not limited to teaching, research, administration, disciplinary proceedings, or other University activities

*False charges / statements:* Knowingly making false charges or allegations including testimony at University judicial hearings.

*Harassment:* Conduct that has the purpose or foreseeable effect of unreasonably interfering with an identifiable individual's work or academic performance or of creating an intimidating, hostile or offensive work or learning environment for that individual.

*Identification, misuse of:* Unauthorized transferring, lending, presenting someone else's, borrowing or altering University identification or any other record or instrument of identification

*Information technology, misuse of:* Theft or abuse of information technology, e.g. computer, electronic mail, voice mail, telephone, fax, including but not limited to:

1. unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
2. unauthorized transfer or distribution of a file;
3. unauthorized use of another individual's identification and password;
4. use of information technology to interfere with the work of another student, faculty member, or University official;
5. use of information technology to send obscene or threatening messages.
6. use of information technology to interfere with normal operations of the University's systems. (See the University of Cincinnati Information Technologies UCit) Office website for more information: [www.ucit.uc.edu](http://www.ucit.uc.edu).)

*Menacing:* Knowingly causing another person to believe that the offender will cause serious physical harm to another, a member of their immediate family, or their property.

*Probation, violation of:* Violating the Student Code of Conduct while on University disciplinary probation or violating the specific terms of that probation will be cause for additional sanctions.

*University policies or rules, violation of:* Any violation of published University of Cincinnati policies or rules is a violation of the Student Code of Conduct.

### **Sanctions for Student Misconduct**

Students found to be in violation of the Student Code of Conduct based on a preponderance of evidence will be subject to University sanctions. Sanctions shall be imposed according to the severity of the misconduct. In all cases, the University shall reserve the right to require counseling and/or testing of students as deemed appropriate. The University may proceed through the disciplinary process as outlined below in the section on Procedures, regardless of any action by other authorities (such as city or state police, under the laws of any jurisdiction).

#### **Definitions of Sanctions**

The following are definitions of disciplinary sanctions that may be imposed as a consequence of misconduct. Each sanction may be separately or cumulatively applied should the behavior call for the imposition of a more severe penalty.

1. University Disciplinary Reprimand is written notification to the student that his/her behavior is unacceptable and that any other violation may warrant further sanctions.
2. University Disciplinary Probation entails specific restrictions and/or extra requirements placed on the student for a specified period. These may vary with each case and may include restriction from participating in intercollegiate athletics and/or extracurricular and residence life activities, or may involve other requirements not academically restrictive in nature which are consistent with the philosophy of providing constructive learning experiences as a part of the probation. A student may be required to meet periodically with designated persons. Any further misconduct on the student's part during the period of probation may result in disciplinary suspension or disciplinary dismissal from the University.
3. University Disciplinary Suspension prohibits the student from attending the University of Cincinnati and from being present without permission of the sanctioning officer or his or her designate on any University of Cincinnati campus or property for a specified period of time. The appropriate hearing authority shall determine the effective beginning and ending dates of the suspension. Students placed on University disciplinary suspension are required to apply for readmission to the University and/or academic program.
4. University Disciplinary Dismissal permanently prohibits the student from attending the University of Cincinnati and from being present without permission on any University of Cincinnati campus or property.
5. Other Disciplinary Sanction(s) may be imposed by Hearing Authorities with or without disciplinary probation including, but not limited to, service to the University and/or University community, restrictions on the right of access to campus facilities, monetary payments for restitution because of damage to or misappropriation of University or a University community member's property, and/or referral for psychological /psychiatric evaluation.
6. Interim Suspension: Interim suspension begins immediately upon written notice by the President, college or University dean or the Vice President for Student Affairs and Services and restricts a student's physical access to campus if deemed necessary, in order to:
  - a. maintain order on University property and campuses;
  - b. preserve the orderly functioning of the University and the pursuit of its mission;
  - c. stop interference in any manner with the rights of citizens while on University owned or controlled property, while on professional practice assignment, and/or while representing the University;
  - d. stop actions that threaten the health or safety of any person;
  - e. stop actions that destroy or damage property of the University or of any member of its community.

This is a temporary suspension which may be imposed pending the application of the disciplinary process. A hearing shall be scheduled by the suspending official within 10 days of the interim suspension notice. The purpose of this hearing is to determine if the interim suspension will remain in effect, be modified, or be revoked pending a disciplinary hearing.

#### **Procedures**

The University may proceed through the disciplinary process outlined below regardless of any action by other authorities (e.g. city/state police) under the laws of any jurisdiction. All written notices to students are considered received upon delivery to a student's current address on record with the University, by U.S. or campus mail, or to

the student in person. Such notice is deemed adequate unless the student shows just cause why the receipt of notice substantially impaired his/her ability to prepare for any hearing. It is the responsibility of the student to have his or her current local address on record with the University. All time limits in these procedures refer to business days.

If a student leaves the University and/or is not registered as a student when charged, a bar to future registration is implemented and the disciplinary procedure followed before the bar to registration is removed. In such cases, available evidence is maintained by the University Student Conduct Office.

### **Reporting Misconduct**

All instances of alleged misconduct must be reported to the University Student Conduct Officer in the University Judicial Affairs Office of Student Life and the college or the University Dean without unnecessary delay from the date of the discovery of the alleged offense. If the category of the misconduct (Academic or Nonacademic) is not self-evident, the dean or designee and the Vice President for Student Affairs and Services or designee determine whether the matter shall be handled within the college (Academic Dishonesty) or within the Division of Student Affairs and Services (Nonacademic Misconduct) and notify the appropriate administrator and all parties.

### **Resolution of Academic Misconduct**

#### *First-Level Resolution*

The original jurisdiction of any case involving academic misconduct is with the faculty member in whose course the alleged misconduct occurred. If a faculty member suspects a student of academic misconduct, he/she must inform the student without unnecessary delay of the alleged misconduct and provide the student the opportunity to respond before taking any action. Students suspected of academic misconduct, whether acknowledging involvement or not, shall be allowed to continue in the course without prejudice pending disciplinary action. If the faculty member takes no action generally within 10 days after informing the student, the allegations shall be considered dismissed.

The faculty member may take one or more of the following actions: alter a grade or assign a failing grade in the assignment, examination, or the course and/or recommend an additional sanction(s) to the dean or dean's designee. If any action is to be taken, it is the faculty member's responsibility to notify the student in writing of the action taken with a copy to the dean of the college in which the misconduct occurred and the student's "home" college generally within 10 days after informing the student.

Generally within 10 days of receipt of this notice, the dean or dean's designee of the student's home college shall determine whether the matter was resolved and inform the student and faculty member as follows:

1. If the matter was resolved with an action/penalty by the faculty member which the student and dean accept, the resolution shall be recorded with a copy to the University Student Conduct Officer, and the matter closed.
2. If the matter was not resolved, any party may request that it go before the College Hearing Committee. Any such request shall be made to the dean or dean's designee within 10 days of receipt of this notice.

#### *Second Level Resolution*

When first-level resolution is not possible, a College Hearing Committee shall be convened without unnecessary delay from the date of notification to the dean. The charge to this committee shall be to investigate alleged violations and to recommend appropriate sanction(s).

Jurisdiction shall reside in the "home" college of the student against whom a charge has been brought, and that college shall conduct the hearing. The committee shall consist of the Hearing Officer, two representatives selected by the college faculty, and two representatives selected by the college tribunal. The Hearing Officer shall be the college dean or dean's designee. A quorum is present when the Hearing Officer and at least one faculty representative and one student representative are present. The Hearing Officer shall vote only in the event of a tie.

Either party may challenge for cause a specific member's presence on the committee by notifying the Hearing Officer of the challenge. The Hearing Officer shall decide whether the member is unbiased. If the challenge is granted, a substitute will be appointed and the same option to challenge will exist.

The Hearing Officer shall send the committee's final recommendation to the college dean and to the student, generally within 10 days after the hearing. When students from more than one college are involved in an academic misconduct case, the University Student Conduct Officer will chair the hearing as Hearing Officer. The committee shall consist of the Hearing Officer, a representative from each college, and two students selected by student government. A quorum is present when the Hearing Officer, a representative from each college and one student are present. The Hearing Officer will only vote in the case of a tie by the committee. Any party may challenge for cause a specific member's presence on the committee by notifying the Hearing Officer of the challenge. The Hearing Officer shall decide whether the member is unbiased. If the challenge is granted, a substitute will be appointed and the same option to challenge shall exist. The Hearing Officer shall send the committee's final recommendation to each student's home college dean or University dean or their designees and to each student within 10 days after the hearing.

Generally within 10 days after receipt of the committee's recommendations, the dean shall take one of the following three actions and notify all parties in writing: 1) concur, 2) modify sanction, 3) send back to the Hearing Committee for further review and recommendation. The student shall be notified in writing of the dean's decision and of the appeal process. If the student does not appeal the dean's decision within 10 days, the sanction(s) approved by the dean shall be in effect, except that the dean shall submit recommendations for University suspension or dismissal to the appropriate academic vice president who can 1) concur, 2) modify sanction, 3) send back to the Hearing Committee for further review and recommendation.

### **Resolution of Nonacademic Misconduct**

#### *First-Level Administrative Resolution*

First-level administrative resolution shall be attempted. University faculty and staff (e.g., University Ombudsmen) may act as facilitator, mediator, and/or observer as requested. Without unnecessary delay from the date of receipt of a misconduct report, the University Student Conduct Officer or designate shall inform the student in writing of the alleged misconduct.

1. If the allegation is resolved by the University Student Conduct Officer and student with no penalty to the student, the matter is closed.
2. If the allegation is resolved by the University Student Conduct Officer and the student with penalty, a record of the resolution shall be maintained by the University Student Conduct Officer, the college dean or dean's designee notified, and the matter closed.
3. If not resolved, a Second-Level Administrative Review Committee shall be convened.

#### *Second-Level Resolution*

When first-level administrative resolution is not possible due to the nature or severity of the misconduct as determined by the University Student Conduct Officer or the dean or dean's designee, an Administrative Review Committee shall be convened without unnecessary delay. The committee is charged with hearing reported allegations, submitting a report, and recommending appropriate sanction(s) to the Vice President for Student Affairs and Services.

### ***Administrative Review Committee***

The committee shall consist of the Hearing Officer, a representative of the charged student's college (designated by the college or dean's designee), and two student representatives. When more than one college is involved, a nonvoting representative of the college in which the incident occurred should participate fully in the hearing. The Hearing Officer shall be the University Student Conduct Officer. A quorum is present when the Hearing Officer, the home college representative, and at least one student representative are present. The Hearing Officer will only vote in the case of a tie by the committee. Any party may challenge for cause a specific member's presence on the committee by notifying the Hearing Officer of the challenge. The Hearing Officer shall decide whether the member is unbiased. If the challenge is granted, a substitute will be appointed and the same option to challenge shall exist. The Hearing Officer shall send the committee's final recommendation to the Vice President for Student Affairs and Services, the college or University dean or designee, and to the student generally within 10 days after the hearing.

Action by the Vice President for Student Affairs and Services on Administrative Review Committee recommendations: Generally within 10 days after receipt of the committee's recommendations, the Vice President shall take one of the following actions and notify all parties in writing: 1) concur, 2) modify sanction, 3) send back to Administrative Review Committee for further review and recommendation. The student shall be notified in

writing of the Vice President's decision and of the appeal process (see below). If the student does not appeal the Vice President's decision within 10 days, the sanction(s) approved by the Vice President shall be in effect.

### ***Academic and Nonacademic Misconduct Committee Procedures***

1. Presence at hearings shall be restricted to those individuals involved except as otherwise noted.
2. The student and faculty member may elect to have an advisor present who may counsel but not actively participate as a spokesperson or vocal advocate in the hearing.
3. The University Ombudsman may be present as an observer.
4. Witnesses are strongly encouraged to be present for hearings. However, if they are unable to attend, notarized statements may be submitted.
5. If the student, faculty, or staff member chooses not to attend the hearing, his or her written statement shall be reviewed at that time and judged on the basis of the information available.
6. When more than one student is involved in an allegation of misconduct and they are in different colleges, designees from each college dean shall be present at the hearing.
7. When more than one student is involved in an allegation of misconduct, any involved student may request a separate hearing.

### ***Academic and Nonacademic Misconduct Appeal Process***

A student found to have violated the Student Code of Conduct shall have the right to appeal. All appeals shall be filed in writing to the Chair of the University Student Appeals Committee and the University Student Conduct Officer within 10 days of receipt of the sanction(s) decision letter from the dean or Vice President for Student Affairs and Services and shall set forth the specific grounds for the appeal.

The grounds for appeal to the University Student Appeals Committee:

1. Discovery of new information not available at the time of the hearing.
2. Procedural error: a substantial error was made in the Student Code of Conduct procedures as outlined in this document which resulted in a fundamental change in the outcome.
3. Harshness of sanction: the sanction(s) imposed are not commensurate with the violation.

Appeals will be granted and heard solely on the basis of the written statements of the individual(s) involved in the action taken by the dean or Vice President except for appeals based on the discovery of new information. In such cases, limited hearings will be held to present new information.

The University Student Appeals Committee shall be composed of a University Appeals Hearing Officer appointed by the President, one faculty member and one student from the University Student Appeals Committee pool, and one college representative appointed by the dean of the college in which the student is matriculated or registered. The University Student Appeals Committee pool shall consist of eight faculty members elected annually by the Faculty Senate, four undergraduate students named annually by the Student Senate, and four graduate or professional students named annually by the Graduate Student Association in consultation with the Student Bar Association and Medical Student Association.

The University Appeals Hearing Officer shall be responsible for selecting one faculty and one graduate student for a graduate student appeal from the University Student Appeals Committee pool. The University Student Appeals Committee may not review the factual findings of the disciplinary committees, including any finding that the student violated the Student Code of Conduct, except as related to the provision of new information, fair process, or harshness of sanction. The appealing student bears the burden of persuasion before the University Student Appeals Committee. The University Appeals Hearing Officer shall chair the committee and vote only in the case of a tie vote by the committee.

1. A student may waive his or her right to appeal to the University Student Appeals Committee and instead submit to an expedited appeal before the University appeals Hearing Officer alone.
2. The tape recording of second-level disciplinary hearings will be available to the appealing student and the University Student Appeals Committee. When an appeal is filed, the entire file will be sent to the University Appeals Hearing Officer and will be available to the student.

3. If the student fails to file a written statement within the time specified by the University Appeals Hearing Officer, the appeal will be dismissed. After the student files a written statement, the chair of the committee that heard the matter may file a written statement.
4. Tape-recorded records and notes pertaining to the appeal shall be separate from a student's academic record and maintained by the University Student Conduct Officer.

Generally within 10 days after the appeal hearing, the University Appeals Hearing Officer shall report the University Student Appeals Committee recommendations to the appropriate Vice President or Provost and notify all parties in writing. The University Student Appeals Committee may:

1. determine that there is no merit to the appeal and recommend dismissal of the appeal to the Vice President for Student Affairs and Services or the Provost, in which case the original sanctions stand;
2. determine that the appeal has merit and recommend to the Vice President for Student Affairs and Services or the Provost reconsideration with recommendations for sanctions in light of the findings of the University Student Appeals Committee.

Generally within 10 days of receipt of the University Student Appeals Committee's decision, the Vice President for Student Affairs and Services or the Provost may take one of the following actions and shall notify all parties in writing:

1. They may concur with the University Student Appeals Committee.
2. They may modify the sanction(s).

Decisions by the Vice President for Student Affairs and Services or the Provost are final. Law and medical students are subject to their respective honor codes. Law and Medical students are covered by the appeal process of this code.

### ***Research Conduct***

The furthering of research is a major institutional goal of the University of Cincinnati. Research includes not only intellectual activity and exploration designed to expand knowledge and understanding, but also activities in the creative and performing arts designed to interpret and create. The University is unequivocally committed to the ethical conduct of research. Individuals charged with supervision of research, as well as all individuals directly engaged in research, and collaborators of investigators outside their own units are responsible for the quality of the data generated in their own laboratories as well as the laboratories of their collaborators.

### ***Research Misconduct***

Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, or performing research, reviewing research proposals, or reporting research results (No. 10-17-05, *Rules of the University*).

Official University policy governing research misconduct is available in its entirety in Rules of the University; Conduct and ethics: Policy for investigation of research misconduct at [www.uc.edu/trustees/rules](http://www.uc.edu/trustees/rules), *Administration*, 10-17-05.

Misconduct that has been established may constitute grounds for administrative action including termination of the individual's appointment at the University. Accusations of falsifying or misrepresenting data or authorship shall be among the most serious charges that may be lodged against an investigator. A person contemplating such accusations must fully consider the gravity of the accusation and its consequences. He or she must make every effort to avoid lodging charges that prove to be baseless. Frivolous or false accusations may also constitute grounds for administrative action. Likewise, it is the policy of the University of Cincinnati that no individual who, in good faith, has reported apparent scientific misconduct of research shall be subject to retaliation by the University or any member of the University community. Impermissible retaliation is subject to University discipline.

When misconduct is alleged, it is imperative that due process be followed and protection be afforded to the rights and reputation of both accuser and accused, collaborators of the accused, those investigating the allegations, any sponsoring agency, any publisher, and the University. Thus, University legal counsel shall provide advice and counsel throughout the proceedings. During the inquiry into and investigation of allegations, confidentiality shall

be observed in the interests of all parties except that the appropriate college dean (herein after referred to as the dean) shall inform and keep apprised of the investigation the University Dean of the Graduate School and the Senior Vice President and Provost for Baccalaureate and Graduate Education or Senior Vice President and Provost for Health Affairs. The dean may delegate any authority described herein. Appropriate administrative action may be taken as necessary to protect sponsoring agency funds and assure that the purposes of the financial assistance are met. All reporting requirements of sponsoring agencies must be observed.

### **Proceedings to Investigate Alleged Research Misconduct**

All proceedings must be in accordance with applicable rules and contractual obligations of the University of Cincinnati. A representative may accompany all individuals meeting with an investigating committee. Each committee may establish its own rules of conduct within these guidelines.

*Allegations:* Charges of misconduct shall be brought to the director or head of the program in which such conduct allegedly occurred. The director or head shall immediately inform the dean of the college and the dean shall inform the University Dean of the Graduate School. If the person being accused is a department, program, or unit director or head, the charge shall be brought directly to the dean.

*Initial Inquiry:* The dean advises the accused of the allegations and appoints an inquiry committee of no more than three individuals to conduct an inquiry into the allegations. Appointments will avoid any real or apparent conflict of interest. University legal counsel advises the inquiry committee. The object of the initial inquiry is to determine whether or not there is sufficient substance to the allegations to warrant an investigation.

1. Private, separate sessions are conducted to hear the accuser, the accused, and others as determined by the inquiry committee. All relevant evidence produced is reviewed and secured.
2. The inquiry makes a written report and recommendation to the dean within 15 working days after the dean has been informed of the charge. The dean may extend this under exceptional circumstances. The written report includes what evidence was reviewed, the information from relevant interviews, the reason for any delays, and the recommendation of the inquiry committee.
3. As a result of this initial inquiry, a recommendation is either made that the allegations are without merit or that the allegations have sufficient evidence to warrant further investigation. In either case, subsequent action may be recommended.
4. The dean reviews the recommendation of the inquiry committee and decides whether or not to request a complete investigation (see below) or to take any other appropriate action pursuant to University rules or contractual agreements. This decision is delivered in writing with the inquiry committee report and recommendations to the accused, accuser, the inquiry committee, the University Dean of the Graduate School, the Senior Vice President and Provost for Baccalaureate and Graduate Education, or the Provost for Health Affairs who in turn notifies the President of the University without delay. Any comments submitted by the accused may be added to the record. Records and reports of each inquiry not warranting investigation shall be maintained by the dean at least three years after the termination of the inquiry.

*Investigation (if further investigation is warranted):*

1. The dean of the college determines whether sponsored research is involved and informs the University Dean of the Graduate School, who determines if the sponsoring agency should be notified that an investigation is under way. Any necessary notification must clearly state that the investigation will determine the propriety of the conduct or reporting of the research and that the agency shall be apprised of the results.
2. The dean of the college appoints an investigating committee to conduct a complete investigation of the allegations to determine if misconduct has occurred. Appointments must avoid any real or apparent conflict of interest. The investigating committee, while not being excessive in size, is to contain individuals with sufficient expertise and dedication to conduct a thorough and equitable investigation. University legal counsel advises the investigating committee.
3. The thorough and timely investigation provides both notice of all allegations to the accused and an opportunity for the individual(s) to fully respond to all allegations and findings. The investigation must begin within 30 days of the completion of the initial inquiry and must be completed within 120 days of its initiation. Extensions are only approved by the University Dean of the Graduate School, the Senior Vice President and Provost for Baccalaureate and Graduate Education, or the Senior Vice President and Provost for Health Affairs who first secure any necessary approvals from sponsoring agencies.

4. Necessary support (e.g. clerical, information gathering, witnesses, organizational, security, record keeping and confidentiality) is arranged by the office of the dean. Private and separate sessions are conducted to hear the accuser, the accused, and others determined necessary by the investigating committee. All relevant evidence produced (including but not limited to research data, publications, correspondence and telephone memoranda) is reviewed and secured. Interviews with any individuals are recorded by tape recorder or a court reporter unless the investigating committee is otherwise advised by legal counsel.
5. The investigating committee provides a written report of its findings, conclusions, and recommendations together with all pertinent documents and evidence to the dean. Each member of the investigating committee signs the report or submits a signed dissenting report.

*External Review:* The dean may appoint an external committee of faculty members and/or administrators from another institution or institutions to review and provide written comment on the findings, conclusions and recommendations of the investigating committee.

*Administrative Action:*

1. The dean reviews the report of the investigating committee and the comments of the external committee, if any, and recommends further action to the University Dean of the Graduate School and the Senior Vice President and Provost for Baccalaureate and Graduate Education or the Senior Vice President and Provost for Health Affairs. This recommendation is delivered in writing together with the committee report and any comments from the external committee to the accused, the accuser, and the investigating committee. Any comments submitted by the accused are also part of the record. The University Dean of the Graduate School and the Senior Vice President and Provost for Baccalaureate and Graduate Education or the Provost for Health Affairs then inform the President of the University without delay.
2. With the advice of University Legal Counsel, the University Dean of the Graduate School and the Senior Vice President and Provost for Baccalaureate and Graduate Education or the Senior Vice President and Provost for Health Affairs decide how to proceed under applicable University rules and contractual agreements. They then deliver the decision in writing to the accused, the accuser, both committees, the dean, and the President without delay. Collaborators of the accused are advised of any substantiated misconduct or questions related to their research. The President advises the Board of Trustees as necessary.
3. At any time that misconduct or significant errors are substantiated in any sponsored or reported research, the University Dean of the Graduate School and the Senior Vice President and Provost for Baccalaureate and Graduate Education notify the sponsoring agency or publisher in writing without delay.

### ***Restricted Research***

The right to open exchange of information and opinion in faculty relations with students carries the obligation to avoid comments or violations of confidentiality that would reduce free expression or inquiry by students. Student involvement in industrial proprietary projects should be permitted only when these projects in no way restrict the student's ability to fulfill his or her degree requirements, which includes the obligation to publish dissertation results.

Faculty members have the right to publish their research findings and the right to protection against retaliation because of displeasure over their conclusions by the public, administration, government, or others. They have the concomitant responsibility to refrain from conducting secret, non-publishable research as part of their University duties

### ***Student Grievance Procedures***

The University of Cincinnati provides an opportunity for the resolution of disputes involving graduate students in a fair and collegial manner. The Graduate Student Grievance Procedures establish a formal process for graduate students to request review and redress of certain grievances arising out of their academic relationships with their programs, their colleges, or the University. Procedures for filing a Graduate Student Grievance can be found at the end of [the Graduate Student Handbook]. Each grievance begins with a mediation process and may proceed, if necessary, through the more formal fact-finding and decision or appeal processes. In general, however, it is expected that grievances will be resolved by the parties within their programs.

The procedures are applicable to the following types of grievances:

- grievances alleging improper dismissal or suspension from a graduate program;
- grievances alleging the improper withholding or termination of financial support of any kind;
- grievances alleging any other improper treatment of a graduate student by a faculty member or University agency except:
  1. allegations of discriminatory treatment arising from the student complainant's age, race, gender, sexual preference, disability, national origin, or religion;\*
  2. allegations of improper evaluation of the quality and quantity of academic work;
  3. allegations of unfair recommendation for employment or further graduate study.

Note: Allegations of discrimination will be handled according to the University Discrimination Procedure administered by the Equal Opportunity Office. Allegations of sexual harassment will be handled according to the University Institutional Policy on Sexual Harassment administered by the Equal Opportunity Office (556-5503), (see *Discrimination, Chapter 8*).

# Appendix A

# MASTER'S PROJECT HANDBOOK

Online Medical Education Programs  
M.Ed. in Curriculum & Instruction

Raymond Baker, MD, MEd  
Kadriye O. Lewis, EdD  
Lea Alae



# IMPORTANT NOTE

This handbook contains information specific to students enrolled in the **Online Master's Degree in Education for physicians and other healthcare providers** program. If a conflict of guidelines occurs between this and any guidelines provided by the University of Cincinnati; UC Graduate School; College of Education, Criminal Justice and Human Services; School of Education; or the Curriculum & Instruction program, the program office should be consulted to determine the correct course of action.

Please let us know if you have any questions or comments about this handbook or the information contained herein.

**Program Website**    [www.cincinnatichildrens.org/masters](http://www.cincinnatichildrens.org/masters)

**UC Websites**        [www.uc.edu](http://www.uc.edu) (general)  
                              [www.grad.uc.edu](http://www.grad.uc.edu) (Graduate school)  
                              [www.cech.uc.edu](http://www.cech.uc.edu) (College of Education, Criminal Justice and Human Services)  
                              [www.onestop.uc.edu](http://www.onestop.uc.edu) (OneStop Student Services)

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## Abbreviations

UC	University of Cincinnati
CECH	College of Education, Criminal Justice and Human Services
C&I	Curriculum & Instruction program within CECH

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# Overview of Requirements

Master's students must complete a final master's project. The final master's project is a culminating educational research activity in which the student should draw upon what he or she has learned in the Master's program and apply it to a real-world project. The final product is a paper that is submitted to the student's Master's committee and presented and defended via web conference with the committee members. Many students also seek publication for their paper with appropriate journals and/or presentation at national conferences.

Projects must be based on empirical research which involves gathering data from human participants or actual settings. The purpose of the research project, which can be quantitative, qualitative, or combined, is to create knowledge driven by research questions and unique settings, such as action research, case study research, replication studies, and survey-based research.

The objectives of the final Master's Project are as follows:

- utilize research methods including study design, data collection and analysis, and discussion of results
- write a paper describing the research project
- demonstrate reflective practice
- demonstrate pedagogical content knowledge derived from the program coursework
- understand the educational context of the research project

This is the “short story” or “nuts and bolts” of what you need to do. Further information regarding some of these steps can be found in following sections.

## Steps Required

1. Register for Research Seminar class: The final project is a culminating experience and should draw upon what you have learned in the program; therefore, the Research Seminar class should be taken toward the end of your program. This course may not be taken before completing at least half of the coursework. It is currently offered each Spring quarter.
2. Project Proposal: Every final project begins with a project proposal. Most students will complete their proposal in the Research Seminar class\*. This proposal must be in APA style, approved by the student's advisor/committee, and forwarded to the program office to retain in the student's file. Once the proposal is accepted by the advisor/committee, the student may begin working on the project.
3. Register for Final Master's Project credits: A minimum of 3 credit hours must be accumulated toward the final project. They may be taken 1 credit at a time as you are working on your project. Your approved proposal must be on file before the program coordinator will register you for any credits.

4. IRB approval, if required: If your project involves human subjects, you must obtain IRB approval prior to starting your project. This should be done in conjunction with your advisor, who may need to be a co-PI on your project, depending on the IRB's requirements.
5. Register for final project credits: Students must accumulate a minimum of 3 credit hours toward their final project. These credits are for the time you spend on your final project, and are separate from the Masters Research Seminar credits.
6. Conduct research and analyze data: Be sure to contact your advisor on a regular basis to appraise him or her of your progress, or to discuss any difficulties encountered. Your advisor and other committee members may be able to provide guidance and valuable input into your project as you progress.
7. Write up your results: You must decide whether you will be submitting your final paper for publication in a journal. Examples of medical education journals include *Academic Medicine*, *Teaching and Learning in Medicine*, *Medical Education*, and *Medical Teacher*. If so, you should format your paper and use the style required by the journal to which you will be submitting your paper. Please provide the name of the journal and the formatting requirements (Author Information) to your committee so they can review your paper with these requirements in mind. If you do not plan to submit for publication, the APA style is required. If you use APA style, you will basically add your results and conclusion to your proposal to complete your paper. Regardless of what format you use, and whether you seek publication, your paper must be of publishable quality, both in content and writing.
8. Submit your draft paper to your committee: Your master's committee will provide input and request corrections or changes as appropriate. Ideally, this should occur in the quarter prior to when you want to graduate (i.e. if you want to graduate in spring/June, your committee should receive your draft paper in winter quarter). The minimal time is four weeks. If there are other products created from your project (curriculum, web training, etc.), please provide those materials to your committee also for review prior to your presentation.
9. Inform the program coordinator of your intention to graduate and in what quarter: The program coordinator will have your transcript pulled and confirm if you are ready to graduate with respect to program requirements. You may also pull your degree audit from [onestop.uc.edu](http://onestop.uc.edu).
10. Apply for Graduation: If your committee and the program coordinator agree that you are ready to graduate, complete the UC Graduate School Graduation Application and pay the required fee. Be sure to pay close attention to the applicable graduation application deadline as the Graduate School is very firm regarding these each quarter. If you miss the application deadline by even one day, you must wait until the next quarter to graduate. More detailed information is emailed to applicable students each quarter by the program coordinator.
11. Schedule presentation/defense: Contact the program coordinator to schedule your final presentation. For most students, this will be conducted via web conferencing (i.e. iLinc). If you are local to Cincinnati, and your committee members can attend, you may present in person.
12. Prepare presentation: Create a PowerPoint presentation that summarizes your project. The length should not exceed 30 minutes of actual speaking time.

13. Present/Defend your project: Present your project to your committee. The presentation usually lasts 45-60 minutes in length including question and answer time. If your advisor and committee have been involved throughout the process, and have been reviewing your final paper, this is primarily an opportunity to further discuss your project and obtain feedback and insight that could be valuable for future projects and/or research.
14. Email final approved paper to program coordinator: This must be submitted by the program to UC with graduation certification documents, but is not formally published by the University as a dissertation would be.
15. Wait: It will take several weeks to a couple of months (depending on the quarter) for UC to process graduation certifications and print and mail diplomas. Spring and Autumn graduations tend to take longer because of the volume of graduations and holidays.

\* The exception to this timeline is for students in fellowship programs who meet the following criteria: a) the fellowship program accepts an educational research project as the required scholarly activity, b) the membership of the Scholarship Oversight Committee (SOC), with the addition of the student's advisor from the master's degree program, can function as the Master's Committee, and c) the research project (including formal approval of the research proposal by the Master's/Scholarship Oversight Committee) is already in progress due to time constraints of the fellowship program when the master's research seminar is available to the student. In this situation, the student may complete the ongoing research project as the final master's project, but must develop a new research project for the purpose of developing a research proposal for the master's research seminar. However, completion of the new proposal (collecting and analyzing the data) is not required.

# Advisor and Master's Committee

## Faculty Advisor

Your advisor is primarily responsible for taking the lead on guiding your Individual Study (if you choose to do an Individual Study for your elective) and your master's project. Unlike in other programs, your advisor is not responsible for charting your academic plan or progress; if they feel comfortable doing so, they may provide this guidance, but it is not necessary. The program coordinator handles this responsibility for all students.

Advisors are expected to:

1. Provide students with the necessary guidance and assistance concerning the individual study and masters' project, including IRB application, if necessary.
2. Approve students' individual study agreement and master's project proposals.
3. Help students identify problems and possible solutions for improving academic performance.
4. Refer students to appropriate resources relative to master's project.
5. Identify special needs for academic, professional, and personal development.
6. Meet with students when needed or on a regular basis at a mutually agreeable time to discuss personal progress on projects. These meetings can be held:
  - a. in person, during office hours (local participants)
  - b. via telephone
  - c. via chat or instant messaging services
  - d. via web conferencing
8. Serve on student's master's committee (chair, if applicable) and attend the final master's project presentation, either in person or via web conference.
9. If the student is a fellow, the advisor and other master's committee members will also serve as members of the fellow's Scholarship Oversight Committee (SOC). (The Scholarship Oversight Committee is a requirement of clinical fellows in subspecialty fellowships which have specialty boards)..

## Master's Project Committee

The master's committee consists of a minimum of two faculty members, one of which must be a graduate faculty member. Additional committee members may be added at the student's discretion, but are not required for the program's purpose. Some students have chosen to include their department head or another manager from their home institution. For Fellows, the SOC will normally comprise the master's committee, provided at least one member is a UC graduate faculty member.

Only full-time UC faculty are considered “faculty members,” and only those faculty members who are with a graduate program are considered “graduate faculty members.”

If the student’s advisor is a faculty member, he or she will be the chair of the committee, and one additional faculty member will complete the committee. If the advisor is not a faculty member (i.e. adjunct faculty, visiting professor, emeritus faculty, or non-faculty), two faculty members will be added to complete the committee, at least one of which is a graduate faculty member; one of these two will assume the role of official committee chair. Additionally, at least one graduate faculty member must be one of the program directors (Raymond C Baker, MD, MEd or Kadriye O. Lewis, EdD).

Current advisors in our program who are graduate faculty members (and may also serve as committee chairs) include: Ray Baker, Tom DeWitt, Mike FitzGerald, Kadriye Lewis, Steve Pelikan, Lisa Vaughn, Leigh Wang. Other instructors may be advisors, but are not graduate faculty members and may not chair a committee.

It is expected that the advisor (whether or not he or she is the committee chair) will assume most of the responsibility for guiding the student in the project, including any required IRB applications, and reviewing early drafts of the manuscript, with the other committee member(s) taking a more active role once the manuscript is nearing completion. However, there are times when the student may need more assistance or input from the committee member(s), such as if the other committee member has expert knowledge that is needed earlier in the process.

While the program assigns the advisor when the student matriculates into the program, the student may request a different advisor. The other committee member(s) will not be selected until the student is beginning work on his or her final project – the advisor and the student should consider together what expert knowledge will be needed, and who might best round out the committee.

## **Student Progress and Graduation Guidance**

The program coordinator will advise students as to progress throughout their program. The program coordinator will also guide students through the graduation process, schedule their final presentation, and submit the appropriate paperwork to UC. This will free the student’s advisor to focus on the student’s final project and presentation.

# Project Proposal

## Research Topic

For most students, the project proposal is officially begun in the Master's Research Seminar class\*. Students are discouraged from entering the program with a final project idea in mind, as many ideas will be formed as the student progresses through the courses and undertakes a number of class projects that could potentially lead into a final project. Ultimately, students are urged to select and develop a project that meets the needs of their institution.

\* The exception to this timeline is for students in fellowship programs who meet the following criteria: a) the fellowship program accepts an educational research project as the required scholarly activity, b) the membership of the Scholarship Oversight Committee (SOC), with the addition of the student's advisor from the master's degree program, can function as the Master's Committee, and c) the research project (including formal approval of the research proposal by the Master's/Scholarship Oversight Committee) is already in progress due to time constraints of the fellowship program when the master's research seminar is available to the student. In this situation, the student may complete the ongoing research project as the final master's project, but must develop a new research project for the purpose of developing a research proposal for the master's research seminar. However, completion of the new proposal (collecting and analyzing the data) is not required.

## Required Proposal Format

The proposal must be completed using the American Psychological Association (APA) writing style. The proposal consists of the first sections of the APA manuscript - title page through methodology/study design. See the "Sample Format for the Research Paper" below for additional information.

There are numerous APA style guides available in libraries and bookstores. There are also numerous online resources, including the definitive [www.apastyle.org](http://www.apastyle.org).

## Proposal Approval

A copy of the project proposal must be given to the advisor (and the master's committee, if the additional member(s) have been selected at this time). This proposal must be accepted in order to initiate the master's project. The Project Proposal Approval form is included in the following pages and can be obtained from the program coordinator or downloaded from [www.cincinnatichildrens.org/masters](http://www.cincinnatichildrens.org/masters) - on the left, click on "current students", then "final master's project."

The approved project proposal form and a copy of the proposal must be forwarded to the coordinator and will be kept in the student's file.

COLLEGE OF EDUCATION, CRIMINAL JUSTICE, AND HUMAN SERVICES  
SCHOOL OF EDUCATION  
CURRICULUM & INSTRUCTION / MEDICAL EDUCATION PROGRAM

**RESULTS OF MASTER'S PROJECT PROPOSAL HEARING**

NAME \_\_\_\_\_ M NUMBER \_\_\_\_\_

PROPOSED TITLE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPOSAL ACCEPTED \_\_\_\_\_ DATE \_\_\_\_\_

UNCONDITIONALLY \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONDITIONALLY WITH THE FOLLOWING SUGGESTIONS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPOSAL NOT ACCEPTED \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MASTER'S COMMITTEE:**

NAME

DEPARTMENT/AREA

(1) \_\_\_\_\_  
Chairperson

(2) \_\_\_\_\_  
Area of Concentration

(3) \_\_\_\_\_  
Area of Concentration

(4) \_\_\_\_\_  
Area of Concentration

Two of three committee members must approve for the project proposal to be acceptable; larger committees must approve the project proposal with no more than one dissenting vote. Acceptance of the proposal implies acceptance of both the concept of the study and the method of conducting it.

PLEASE RETURN COMPLETED AND SIGNED FORM TO: LEA ALAEE – fax (513) 636-7247 or  
CINCINNATI CHILDREN'S HOSPITAL MEDICAL CENTER, 3333 BURNET AVENUE, MLC 2011,  
CINCINNATI OH 45229.

# IRB Approval

## Human Subjects Research

All research involving human subjects requires approval by an Institutional Review Board (IRB). Since educational research almost always involves humans, your research will most likely require IRB approval or official exemption. Any University or organization, including hospitals, that conduct significant amounts of research will most likely have their own IRB. Other organizations who conduct occasional or contracted research may affiliate with an independent IRB. If you work for an organization that does not have an affiliation with an IRB, you will be able to apply through the University of Cincinnati's IRB, or possibly the Cincinnati Children's IRB, depending on who is the chair of your committee.

Be aware that almost all IRBs have training requirements that will have to be met before the application can be approved. Sometimes this research may take several hours to complete.

Since each IRB has its own application procedures and rules, you will have to contact the IRB you plan to use to determine how to submit an application and what will be required. Your advisor and/or committee chair will be able to assist with this process also.

## Publication Requirements for IRB Approval, Exemption or Waiver

Publishers are increasingly requiring proof of IRB approval before accepting manuscripts. If your research would be exempt from IRB oversight (see below), they are likely to request proof of IRB exemption.

If your research does not involve human subjects and would otherwise not require IRB approval, but you plan to publish your results in the future, it would be prudent to obtain an official statement of waiver from your IRB, as that may be required by the publisher also.

## Exempt Human Subjects Research

If your project involves human subjects but falls within certain federally-approved exemption categories, you must apply to your IRB for an exemption. An exemption acknowledges that the research involves human subjects but is of a nature that does not require IRB oversight. There are only a few very specific categories that the federal government allows to fall within the exemption allowance:

### **Exemption Categories specified by Federal Regulations [45CFR46.101\(b\)](#)**

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (i) information obtained is

recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (b)(2) of this section, if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
5. Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine:  
(i) Public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.
6. Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

## **General Overview of Application Requirements**

While specifics about any particular IRB's requirements cannot be included here, in general, you will likely need to provide information/forms such as the following for your application:

- Research plan or protocol
- Affirmation / confirmation of adequate resources to conduct the research protocol
- Completion of all required training
- Conflict of interest forms for anyone involved with the research (other than subjects)
- Informed Consent/Assent forms for subjects, if required
- Data collection forms
- Number of expected subjects
- Materials used to market/promote the study

## **Research Outside of the United States**

Most countries have regulations protecting human subjects involved in research similar to the regulations of the United States. If your research will be conducted in a country other than the United States, you must follow all such regulations, policies and procedures. If the hospital, health system, or university you are affiliated with has a Research Ethics Board or similar, you should apply for approval, exemption, or waiver (as appropriate) through them.

# Master's Project Credits

Students must accumulate a minimum total of 3 credit hours of the C&I Individual Project. These credits represent the time spent working on your final project. They may be taken all at once or split between two or three quarters.

If you are working on your project, and expect to go into another academic year before graduating, it would be prudent to “save” one or more of your credits to meet the University requirement that students register for at least 1 credit hour each academic year to remain active and graduate.

If your project will take some time to complete, or you put off completing your project, you may accumulate more than 3 credit of the final project. Continued active status will be maintained by registering and billing you for 1 credit hour of the final project each academic year.

# Project and Paper

## Project Guideline

A guideline for the final project was adopted by the C&I faculty in 2009 and adapted for our particular program. The guideline is included in the following pages. It outlines the type of project that is permitted and the grading rubric to be used.

## Project Paper

Regardless of the type of project undertaken and other materials produced, you are expected to create a publishable paper as an end project. Actual submission to an appropriate journal is at your discretion. This paper is submitted to your committee (along with appropriate other materials).

You may elect to finish the paper in APA style or to prepare the paper in a publication-required format. You must make this determination early in the process and provide the publication name and style guideline (from the Author Information or Guidelines) to the committee so that they can provide appropriate guidance regarding the publishability of the paper and assurance that the correct format is used. If you do not provide alternate format information, then APA style will be required.

## **Master's Degree in Curriculum and Instruction with Medical Focus University of Cincinnati and Cincinnati Children's Hospital Medical Center**

### **Culminating Experience: The Master's Project**

The Master's Project is an option for graduate students/practitioners who view the M.Ed. as a terminal degree. Projects should produce a tangible product such as a curriculum, literature review, CD/DVD, or action research study. The candidate should be able to explain how their project applied ideas or skills learned in the program to the problem being addressed and why this approach is appropriate. The results of a project should be useful to the candidate **and to others in the field**. The objectives of the final Master's Project are as follows:

- utilize research
- demonstrate reflective practice
- demonstrate pedagogical content knowledge
- understand role of educational context
- understand the influence of persistent issues or theoretical framework

**Step 1:** During the Master's Research Seminar class (18 CI 701), you will start your master's project proposal. This proposal must be in APA format and approved by your committee before you can begin work. In most cases, your faculty advisor will chair your Master's Committee, which will consist of at least one other person. One of the two people on your committee must be either Dr. Ray Baker, program director, or Dr. Kadriye Lewis, associate program director.

**Step 2:** Register for 18 CI 874, C&I Individual Master Project. You need a minimum total of 3 credit hours of work on your master project, and you may register for 1 credit at a time as you progress. Consult with your advisor and/or committee as necessary and appropriate throughout your work on the project and keep them informed of your progress.

**Step 3:** After completing your final project as described in your proposal, write a project paper detailing your project and findings. You must decide early on whether you will submit your paper for publication. If so, the paper should be written in the format required by the publication you will submit to, and you must provide this information to your committee. If you will not be submitting the paper for publication, then it must be completed in APA style. Inform the program coordinator of your intent to graduate and apply for graduation.

**Step 4:** When your committee has approved your paper, contact the program coordinator to schedule your project presentation to your committee. If you are local to the Cincinnati area, you may present in person at the program offices if all of your committee members agree and can be present; otherwise your presentation will be via web conferencing.

**Type of Final Master's Project:** Our program only accepts empirical-based research projects. This type of project involves the gathering of data from human participants or actual settings. The purpose of empirical research is to create knowledge driven by research questions and unique settings, such as action research, case study research, replication studies, survey research, etc.

The Final Master's Project will be assessed as follows:

<b>Criteria</b>	<b>0-1</b>	<b>2-3</b>	<b>4-5</b>
Utilizes research literature	<ul style="list-style-type: none"> <li>* has limited literature sources</li> <li>* simply summarizes literature</li> <li>* does not apply the literature appropriately</li> </ul>	<ul style="list-style-type: none"> <li>* includes sources from a single perspective</li> <li>* analyzes and applies research to the goals of the project (e.g. annotated bibliography)</li> </ul>	<ul style="list-style-type: none"> <li>* includes a range of types and perspectives of sources</li> <li>* synthesizes and critiques research appropriately to the goals of the project</li> </ul>
Demonstrates reflection	<ul style="list-style-type: none"> <li>* written text is purely descriptive and does not demonstrate learning from experience</li> <li>* no connections made to program goals, research, or coursework</li> </ul>	<ul style="list-style-type: none"> <li>* written text describes and discusses impact of experiences on professional learning</li> <li>* connections are made to program goals, research, and course work</li> </ul>	<ul style="list-style-type: none"> <li>* written text describes and analyzes impact of experiences on professional learning and projects future actions</li> <li>* connections synthesize and critique learning from program goals, research, and course work</li> </ul>
Demonstrates pedagogical content knowledge	<ul style="list-style-type: none"> <li>* lack of an attempt to identify pedagogy and its connection to content knowledge</li> <li>* pedagogy is inappropriate to the content/instructional situation</li> </ul>	<ul style="list-style-type: none"> <li>* connections made between pedagogy and content knowledge</li> <li>* pedagogy is appropriate to content/instructional situation</li> </ul>	<ul style="list-style-type: none"> <li>* synthesizes and critiques pedagogical content knowledge</li> <li>* pedagogy enhances learning for the content/instructional situation</li> </ul>
Understands role of context	<ul style="list-style-type: none"> <li>* context is not identified</li> </ul>	<ul style="list-style-type: none"> <li>* context is described and shows relevance to learning</li> </ul>	<ul style="list-style-type: none"> <li>* critique the impact and relevance of context on learning</li> </ul>
Understands knowledge of persistent issue(s) or theoretical framework	<ul style="list-style-type: none"> <li>* topic selected is not grounded in knowledge of persistent issue(s) or theoretical framework</li> <li>* summary of issues, ideas, or theories</li> </ul>	<ul style="list-style-type: none"> <li>* topic is grounded in knowledge of persistent issue(s) or theoretical framework</li> <li>* discussion of issues, ideas, or theories as it relates to learning</li> </ul>	<ul style="list-style-type: none"> <li>* topic is grounded in knowledge of persistent issue(s) or theoretical framework</li> <li>* discussion synthesizes and critiques issues, ideas, and theories as it relates to learning</li> </ul>
Project Presentation	<ul style="list-style-type: none"> <li>* significant organization and design issues</li> <li>* lack of consistent format</li> <li>* presentation is distracting</li> </ul>	<ul style="list-style-type: none"> <li>* organization and design are sufficient</li> <li>* format is consistent and correct</li> </ul>	<ul style="list-style-type: none"> <li>* organization and design enhances presentation</li> <li>* format is ready for public presentation</li> </ul>

## Sample Format APA Style for the Research Paper

### Cover Page

#### **Title of Your Paper**

A project submitted to the

Division of Graduate Studies and Research  
of the University of Cincinnati

in partial fulfillment of the  
requirements for the degree of

MASTER OF EDUCATION (M.Ed)

in the Department of Curriculum and Instruction  
of the College of Education Criminal Justice and Human Services (CECH)

**by**

Name of the Student

**Date**

**Committee**

Committee Chair (Your Advisor)  
Raymond C. Baker, M.D, M.Ed  
(or) Kadriye O Lewis, Ed.D

### Next Page

#### **Abstract**

An abstract is a summary of a body of information in a paragraph—100-350 words for a descriptive abstract, 100-250 words an informative abstract. An abstract expresses the main claim and argument of a paper. It never includes bibliographic citations. An abstract concisely highlights or reviews the major points covered along with the content and scope of the writing.

Essential elements of the abstract are:

- Background: A simple opening sentence or two placing the work in context.
- Aims: One or two sentences giving the purpose of the work.
- Method(s): One or two sentences explaining what was done. (Described at length only if it is unusual)
- Results: One or two sentences indicating the main findings. (Absolutely essential)
- Conclusions: One sentence giving the most important consequence of the work. (Telling what the results mean).

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(This must include page numbers)

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C. Significance of the Problem ..... 3  
    *Definition of important terms*..... 4  
    *Assumptions and limitations* ..... 4

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**LIST OF TABLES** (If you have any)

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**CHAPTER 1: INTRODUCTION**

- A. Statement of the Problem
- B. Purpose/Research Questions/Hypothesis
- C. Significance of the Problem
  - Definition of important terms
  - Assumptions and limitations

## **CHAPTER 2: REVIEW OF RELATED LITERATURE**

- Summarize the main findings reported on your chosen topic by others.
- Make sure you list these readings in *References* at the end of the project paper (APA style)

## **CHAPTER 3: METHODOLOGY/DESIGN OF THE STUDY**

- A. Subjects and Setting/Sample or study population
- B. Data sources and measures
- C. Data collection procedures
- D. Data analysis

## **CHAPTER 4: RESULTS OF THE STUDY**

- Description of the Analysis
- Findings
- Summary of Results

## **CHAPTER 5: CONCLUSIONS AND IMPLICATIONS**

- Summary of the Project (Summarize purpose, procedures, etc.)
- Discussion (Assumptions and Limitations of the Study)
- Conclusions and Implications (What does this research mean?)
- Recommendations for Future Research

### **REFERENCES**

(Provide a list of references in APA style)

### **APPENDICES**

(If applicable)

# Presentation

Students must present/defend their project to their committee. This presentation should be considered an opportunity to discuss your project in further detail with your committee and consider its application and opportunities for future research.

The presentation will be scheduled by the program coordinator and will be conducted via web conferencing (currently iLinc) for non-local students. Students local to Cincinnati have the option of presenting in person if the committee agrees and can be present.

## Timing for Presentation

Plan on approximately one hour for your presentation, including Q&A time. If your committee is very informed of your work and you have kept in contact with them, the presentation may be shorter as they will likely have fewer questions. If there has been less contact with your committee, the presentation may be longer as they may have more questions and further requests for changes to your paper.

## PowerPoint

You are expected to prepare a PowerPoint (or similar) document to guide your presentation. This can be as simple or as involved as you would like, but should cover the main aspects of your research including why you chose the topic, how you conducted your research, unexpected “bumps in the road” and how you dealt with them, your results and how you analyzed and interpreted your data, implications for future research, and applicability to the field in general.

## Final Approval by Committee

Upon conclusion of your presentation, your committee may request some final changes to your paper. These should be completed quickly and the final paper turned into your committee members and the program coordinator.

Your advisor will complete and sign the The Project Defense Form (sample follows) and we will obtain the signature of at least one other committee member. This form must be turned into the University with a copy of your final paper and any required grade changes in order to finalize your confirmation for graduation.

OUTCOME AND EVALUATION OF THESIS/PROJECT DEFENSE  
MASTERS PROGRAM  
Division of Teacher Education

NAME \_\_\_\_\_ DATE \_\_\_\_\_

M Number \_\_\_\_\_

Thesis/Project Title \_\_\_\_\_

Accepted  
Comments: \_\_\_\_\_

Accepted conditionally  
Conditions to be met: \_\_\_\_\_

MASTERS COMMITTEE

Chair \_\_\_\_\_ Chair signature \_\_\_\_\_ Chair area of concentration \_\_\_\_\_

Member \_\_\_\_\_ Member signature \_\_\_\_\_ Member area of concentration \_\_\_\_\_

Member \_\_\_\_\_ Member signature \_\_\_\_\_ Member area of concentration \_\_\_\_\_

Member \_\_\_\_\_ Member signature \_\_\_\_\_ Member area of concentration \_\_\_\_\_

Two of three committee members must approve for the thesis/project proposal to be acceptable; larger committees must approve the thesis/project proposal with no more than one dissenting vote.

All acceptable theses must be delivered to the committee and a satisfactory defense thereof must be made.

A copy of the thesis must be provided to each committee member two (2) weeks prior to the scheduling of the oral defense. The signature of a committee member indicates acceptance of the thesis and commitment to attend the defense.

A copy of the abstract of the thesis must accompany this form.

**THIS COMPLETED FORM MUST BE RETURNED TO THE GRADUATE OFFICE OF TEACHER EDUCATION WITH SIGNATURES OF ALL COMMITTEE MEMBERS.**

# Grading and Transcript

## Interim Grading

The master's project credits are approved for extended progress, meaning that you do not have to (and are not expected to) complete the work in the quarter in which you are registered for the credit. One of the following grades will be given for the credits:

- SP Satisfactory Progress; for work that may take more than 1 year to complete. Work must be completed within 5 years, or by graduation, whichever comes first.
- UP Unsatisfactory Progress; similar to SP but denotes that progress made has not met expectations. Work must be completed within 5 years, or by graduation, whichever comes first.

## Final Grading

The Final Project will be graded Pass/Fail. For any credit earned in the prior year, the grade will be changed online and reflected immediately in your online course record available through One Stop ([www.onestop.uc.edu](http://www.onestop.uc.edu)). Credits earned more than one year prior must be changed with a paper form that will be turned into the Student Records Administrator at the School of Education with your final paper and defense approval form. Paper copies will take additional time to process as they must be submitted to the registrar's office and entered by hand.

## Degree Designation on Transcript

Once your graduation has been confirmed by the University, your official transcript will be updated to show the following:

```
***** UNIVERSITY OF CINCINNATI AWARD *****
COL: EDUCATION, CRIMINAL JUSTICE, & HUMAN SERVICES
DEG: MASTER OF EDUCATION
DATE:
PROGRAM: CURRICULUM AND INSTRUCTION
*****
```