Community Development Graduate Group
M.S. DEGREE REQUIREMENTS
Revised: 2010 and October 24, 2014
Graduate Council Approval: March 6, 2015

MASTER'S PROGRAM

1. Admissions Requirements

Students seeking admission to the Community Development Graduate program must complete the online Graduate Studies application, have a Bachelors Degree, submit three letters of recommendation, and have at least an overall GPA of 3.0 (B grade average) in relevant course work. Graduate Record Examination scores are also required, and will be evaluated as part of the overall admissions package. Students with several years of relevant work experience are favored, and such experience is strongly recommended. The application deadline is January 15. Late applications may be considered but will not be eligible for some grants and fellowships.

a) Prerequisites: none
b) Deficiencies: not applicable

2. M.S. Plans of Study Plan I (Thesis) and Plan II (Comprehensive Examination)

Plan I. This plan requires 51 units of graduate and upper division courses (the 100 and 200 series only) and a thesis. At least 16 of the 47 units must be graduate work in the major field. This plan requires more units than the UC Davis minimum, which are: 30 units of graduate and upper division courses (the 100 and 200 series only), at least 12 of which must be graduate work in the major field.

Plan II. This plan requires 55 units of graduate and upper division courses (the 100 and 200 series only) and a comprehensive final examination. At least 18 units must be graduate courses in the major field. No thesis is required.

3) Course Requirements - Core and Electives (Plan I: 40 units required; Plan II 44 units required)

a) Core Courses (24 units total):

CRD 240 Community Development Theory (4)
CRD 250 Professional Skills for Community Development (4)
CRD 290 Community Development Seminar (4 P/NP)
1st year: Fall, Winter, & Spring
2nd year: Spring

Students must choose 1 course from the following:
AAS 204 Methodologies in African American and African Studies (4)
LDA 202 – Methods in Design & Landscape Research (4)
Students must choose 2 courses from the following depth courses:

- CRD 241  Economics of Community Development (4)
- CRD 242  Community Change Organizations (4)
- CRD 244  Political Ecology of Community Development (4)
- CRD 245  Political Economy of Urban & Regional Development (4)
- CRD 246  Transnational Migration (4)
- CRD 247  Transformation of Work (4)
- CRD 248  Social Policy, Welfare Theories and Communities (4)
- CRD 249: Media Innovation and Community Development (4)
- GEO 220: Topics in Human Geography (4)*
- LDA 201  Theory and Philosophy of the Designed Environment (4)
- LDA 205  Physical Planning and Urban Design (4)
- LDA 215: Ecologies of Infrastructure (4)

In addition, Plan I students are required to take an additional methods course related to thesis

*Pending Approval

b) Electives (Plan I (thesis): 20 units; Plan II (exam): 24 units)

Courses must be LETTER GRADED and at least HALF of electives must be 200 LEVEL OR HIGHER. One course must be a methods course appropriate to areas of specialization. Courses should be chosen in consultation with the graduate adviser.

c) Summary:

Plan I (thesis), 51 units: Students must take 24 units of core courses, all of which are at the graduate level (200 series). They must take an additional 20 elective units selected in consultation with the graduate adviser and 7 internship units.

Plan II (exam), 55 units: Students must take 24 units of core courses, all of which are at the graduate level (200 series). They must take an additional 24 elective units selected in consultation with the graduate adviser and 7 internship units.

Plan I and II students: All elective units must be letter graded, and at least half must be 200 level or higher. One course must be a methods course appropriate to areas of specialization. Please note that a minimum course load is 12 units each academic quarter.

4) Special Requirement: Internship (A requirement for both Plan I and Plan II students)

This is the “practicum” portion of our program. Students complete 200 hours of internship and receive 7 (seven) units for this requirement. According to UCD policies, 30 hours of internship work are required for one unit. Thus, the remaining 10 hours to complete this requirement will be satisfied when students submit a written account and analysis of their internship experience and the skills learned under the supervision of their faculty internship sponsor. These units are not counted towards the 36 or 40 course-based units required for the degree. Students must arrange for a faculty internship sponsor BEFORE they start their
internship and complete a departmental contract. At the completion of the 200-hour internship, CD students complete a report on this internship that becomes part of their file. The format of the report should be negotiated with the student’s faculty internship sponsor. **Committees:**

a) **Executive Committee:** Makes decisions about program requirements and nominates new faculty members to be voted upon by the CD Grad Group. This consists of at least 4 graduate group faculty members, and 2 graduate student representatives.

b) **Curriculum Committee:** Reviews the classes and course curriculum, and makes recommendations to Grad Studies regarding class content, seminars and colloquium. It consists of at least 4 graduate group members and 2 graduate student representatives.

c) **Admissions & Fellowship Committee:** Once the completed application, all supporting material, and the application fee have been received, the application will be submitted to the Admissions & Fellowship Committee. The Admissions & Fellowship Committee consists of four graduate group faculty. Based on a review of the entire application, a recommendation is made to accept or decline an applicant’s request for admission. That recommendation is forwarded to the Dean of Graduate Studies for final approval of admission. Notification of admissions decisions will be sent by Graduate Studies. The application deadline is January 15 for entry to the Fall quarter. Late applications may be considered but will not be eligible for some grants and fellowships.

d) **Course Guidance:** Prior to orientation, the student and the graduate staff coordinator discuss the program requirements, required courses and 299 research units. The minimum 12 unit requirement per quarter rule for full time students is discussed. The student is given the name of the faculty adviser who was assigned by the Admissions Committee or the Grad Group Chair upon acceptance. A Plan of Study - Degree Planner is given to each student with instructions to seek an appointment with the adviser for discussion and review. The signed Degree Planner is returned to the Coordinator for placement in the Student’s file at the end of each quarter.

e) **Thesis Committee or Comprehensive Examination Committee:** The student, in consultation with his/her major professor and graduate adviser, nominates 3 faculty to serve on the Thesis or Exam Committee. Thesis nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy (DDB 80, Graduate Council B.1.). The major professor should not serve as Chair of the Comprehensive Exam committee. The Chair of the Comprehensive Exam committee will be one of the other faculty members on the Comprehensive Exam Committee, chosen by the student in consultation with his/her graduate advisor.

6) **Advising Structure and Mentoring**

The **Major Professor** is the faculty member who supervises the student’s research and thesis; this person serves as the Chair of the Thesis Committee. The **Graduate Adviser**, who is appointed by the Chair of the program, is a resource for information on academic requirements, policies and procedures, and registration information until the Course Guidance Committee is formed. The **Graduate Program Coordinator (staff)** assists students with
identifying a major professor, identifying appointments, and general university policies. The Mentoring Guidelines can be found in the graduate student handbook (http://communitydevelopment.ucdavis.edu/program/overview_history.php). The Faculty Internship Sponsor supervises the students’ internship, and may be the same as the Major Professor or Graduate Adviser, or a different Faculty member of the students’ choice.

7) Advancement to Candidacy

Every student must file an official application for Candidacy for the Degree of Master of Science in Community Development after completing one-half of their course requirements and at least one quarter before completing all degree requirements. It is expected that students will Advance to Candidacy in the 5th quarter. The Candidacy for the Degree of Master form can be found online at: http://www.gradstudies.ucdavis.edu/forms/. Plan II students do not need to list their exam committee members.

A completed form includes a list of courses the student will take to complete degree requirements. If changes must be made to the student’s course plan after s/he has advanced to candidacy, the Graduate Adviser must recommend these changes to Graduate Studies. Students must have their Graduate Adviser and thesis committee Chair sign the candidacy form before it can be submitted to Graduate Studies. If the candidacy is approved, the Office of Graduate Studies will send a copy to: the Thesis Committee Chair, the appropriate graduate staff person, and the student. If the Office of Graduate Studies determines that a student is not eligible for advancement, the department and the student will be told the reasons for the application’s deferral. Some reasons for deferring an application include: grade point average below 3.0, outstanding “I” grades in required courses, or insufficient units.

8) Comprehensive Examination and Thesis Requirements

a) Thesis Requirements (Plan I)

A written outline of the research project shall be submitted to the thesis committee, normally in the 3rd quarter. This outline will include critical evaluation of the methods and their limitations plus a full description of experimental design, protocols, and data analysis. Consultations should occur at reasonable time intervals between the candidate and the thesis committee meeting as a group. A draft of the thesis should be submitted by the 6th quarter. Faculty are expected to read the draft within three weeks, and may ask for further revisions, to be completed by a date specified by the committee. The final thesis must be approved unanimously by all three members of the thesis committee in order for it to be accepted. Student’s whose thesis is rejected by their thesis committee may still pursue the option of completing a comprehensive examination (Plan II) instead. The M.S. thesis should be:

- A scholarly piece of research.
- Rigorous in approach (design, methodology, and analysis), but not as extensive as a Ph.D. dissertation.

A student may complete a professional project as a thesis; a research project is of the same standards as a thesis, but undertaken for a client outside the University, with the approval of the Graduate Adviser. The project option has somewhat less emphasis on
theory than the thesis, and more emphasis on professional application and recommendations. But it still situates the work in the context of the field and existing literature. Projects may be expected to utilize a broader variety of formats and media than theses. Review of the professional project is conducted by a thesis committee, and follows the same procedure as for a thesis, as described above. A letter of agreement between the student and client is required at the beginning of the project, detailing expected products and the expected working relationship. A second letter is requested from the client at the conclusion of the project, confirming successful delivery of the agreed-upon materials.

The thesis option is particularly desirable for students who may be contemplating a Ph.D.; the professional project option is often preferable for students planning to enter practice.

An oral defense of the thesis or professional project is required, which includes the student presenting his or her work to an audience including fellow students and community members and answering questions concerning the research and analysis.

b) Comprehensive Examination (Plan II)

Every M.S. Plan II student needs to pass a comprehensive exam which includes both a written and oral exam. Students are expected to take the exam in the 6th quarter at the completion of all coursework. The student selects a three-person faculty committee, which must be approved by the chair of the Graduate Program. The committee will be responsible for preparing, administering and grading the examination. The committee will give literature suggestions, prepare written questions, score the exam, and sit on the orals committee. The student and the committee Chair set the deadlines that apply to the exam option:

1) The written exam. Each member of the committee formulates two questions for the written exam based upon the entire coursework the student has completed. The student chooses one question from each committee member for a total of three questions that the student will address. Students initiate preparations for the reading list used in their exam, and the areas to be covered and any particular emphasis they want to develop. The list is then submitted for review and approval by the committee. The time to take the exam is 72 hours and it is an open book exam they can do at home. They are expected to work alone on it.

Normally, students get the questions by email on Friday morning and return their responses on Monday morning. Students are expected to write 5-10 typewritten single-spaced pages in response to each question.

2) The oral exam is a rigorous defense of the written examination questions. It can also extend beyond the specific questions to test the student’s ability to integrate other literature on the reading list to demonstrate analytical capacity in the student’s three chosen areas. Oral examinations normally last 2 hours.


i) Timing: Students may take the comprehensive examination once they have advanced to candidacy, and after having completed all course work required for the degree. It is important to note that the timing of the exam satisfy the regulations as noted in the Coordination Committee on Graduate Affairs (CCGA) handbook, which indicates that the capstone requirement be completed at or near the end of the coursework for the Master’s degree. The Graduate Council provides several examples of options for 2-year Master’s degree programs that meet the capstone requirement for a Master’s Plan II degree (http://gradstudies.ucdavis.edu/gradcouncil/uc-davis-graduate-council-policy-capstones-gc2012-02.pdf).

ii) Outcome: The Comprehensive Exam committee must unanimously pass a student on the exam. If a student does not pass the exam, the committee may recommend that the student be reexamined one more time, with a date for examination to be specified by the committee, but only if the Graduate Adviser concurs with the committee. The results of the examination must be reported to Graduate Studies using the Master’s Report Form found at http://www.gradstudies.ucdavis.edu/forms/. The examination may be repeated just once. Failure to pass either the written or the oral exam on the second try will result in a recommendation to the Dean of Graduate Studies for disqualification of the student from the graduate program.

9) Normative Time to Degree

The Normative Time to Degree for the M.S. program is six quarters (two years).

10) Typical Time Line and Sequence of Events

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<tr>
<th>Year 1</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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<tbody>
<tr>
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<td>CRD 240*</td>
<td>AAS 204 or LDA 202**</td>
<td>CRD 250*</td>
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<td>CRD 290*</td>
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<td>Thesis Research</td>
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<td>Thesis proposal due</td>
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**Summer**

*Internship and/or thesis research*

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<th>Year 2</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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<tr>
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<td>Electives or Internship</td>
<td>Electives or Internship</td>
<td>CRD 290*</td>
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<tr>
<td>Thesis Research</td>
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<td><em>Advancement to Candidacy</em></td>
<td>Electives</td>
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<td>Completion of Thesis or Exam</td>
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*Required Core Courses

**Required Methods courses alternate every other year

11) Sources of funding.

Students’ educational costs are supported by the CDGG in three different ways. First, the graduate group has a certain amount of Graduate Fellowship Allocation available from Graduate Studies and CAES. These grants are awarded to students by the Admissions and Fellowship Committee. Second, the Community Development Department has a number of teaching assistant and reader positions. The final decision for TA and Reader assignments is made by the Head of Department, in consultation with the admissions committee and appropriate faculty members. Third, students are funded through graduate student research assistant positions that are available through the Center for Regional Change, the Public Service Research Program, and individual faculty research grants. Final decisions about GSR hiring are made by individual faculty members and principal investigators of external grants.

12) PELP, In Absentia and Filing Fee status.

Information about PELP (Planned Educational Leave), In Absentia (reduced fees when researching out of state), and Filing Fee status can be found in the Graduate Student Guide: http://www.gradstudies.ucdavis.edu/publications/
## Community Development Core Courses (24 Units)

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<th>Course</th>
<th>Title</th>
<th>Quarter/Year</th>
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<tbody>
<tr>
<td>CRD 240</td>
<td>Community Development Theory (4)</td>
<td>Fall Qtr of Yr 1</td>
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<td>CRD 250</td>
<td>Professional Skills for Community Development (4)</td>
<td>Spring Qtr of Yr 1</td>
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<tr>
<td>CRD 290</td>
<td>Community Development Seminar (4) (p/np)</td>
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Choose 1 course from the following to complete the research design requirement:

- AAS 204 Methodologies in African American and African Studies (4)
- LDA 202 Methods in Design & Landscape Research (4)

Choose 2 courses from the following to complete the core course requirement:

- CRD 241 Economics of Community Development (4)
- CRD 242 Community Change Organizations (4)
- CRD 244 Political Ecology of Community Development (4)
- CRD 245 Political Economy of Urban & Regional Development (4)
- CRD 246 Transnational Migration (4)
- CRD 247 Transformation of Work (4)
- CRD 248 Social Policy, Welfare Theories and Communities (4)
- CRD 249 Media Innovation and Community Development (4)
- GEOG 220 Topics in Human Geography
- LDA 201 Theory and Philosophy of the Designed Environment (4)
- LDA 204 Case Studies in Landscape Design and Research (4)
- LDA 205 Physical Planning and Urban Design (4)
- LDA 215 Ecologies of Infrastructure (4)

### Electives (20 elective units plus thesis, or 24 elective units plus exam)

Courses must be LETTER GRADED and at least HALF of electives must be 200 LEVEL OR HIGHER.

One course must be a methods course appropriate to areas of specialization.

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### Internship (Required--200 Hrs or 7 units)

IMPORTANT NOTE: Internship units DO NOT count toward core unit requirements. Meet with Carrie Armstrong-Ruport, Program Coordinator before pursuing any internship.
Copy of completed Report on Internship must be filed with Carrie Armstrong-Ruport.

**Faculty internship sponsor:** __________________________________________________________
**Agency:** ________________________________________________________________
**Dates of Internship:** ______________________________________________________

**Required Signatures:**

**Faculty Advisor:** ____________________________  **Date:** ______
**Grad Chair:** ________________________________  **Date:** ______