JONATHAN LONDON, CHAIR  
Community Development Graduate Group  

RE: Community Development Degree Requirements  

Enclosed is a copy of the Community Development graduate degree requirements as approved by Graduate Council on October 19, 2018. These degree requirements are now the official requirements for the Community Development Graduate Group and will be posted on the Office of Graduate Studies program webpage:

https://grad.ucdavis.edu/programs/gcmd  

Thank you for your efforts on behalf of graduate education.

Sincerely,

Carlee Arnett, Chair  
Graduate Council  

CC: Amanda Kimball, Graduate Studies Analyst  
Carrie Armstrong-Rupport, Graduate Group Coordinator
Community Development Graduate Group
M.S. DEGREE REQUIREMENTS
Revised: 2010; October 24, 2014; March 6, 2015
Graduate Council Approval: October 19, 2018

MASTER'S PROGRAM

1. Admissions Requirements

Students seeking admission to the Community Development (CD) 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. Students with several years of relevant work experience are favored, and such experience is strongly recommended. The application deadline is December 15.

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 51 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: 51 units required; Plan II55 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 (1 S/U taken 4 quarters)
(See degree requirement table on page6).

1st year: Fall, Winter, & Spring
2nd year: Spring (thesis presentation; MS I only)

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 243 Environmental Justice (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 their thesis (typically elective methods courses will be selected from graduate courses in Education, Sociology, Anthropology, Political Science, Geography).

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

One course must be a methods course appropriate to areas of specialization. Courses should be chosen in consultation with the graduate adviser. Typically, these courses are drawn from Education, Sociology, Anthropology, Political Science, Landscape Architecture and Environmental Design, Chicano/a Studies, African and African American Studies, Asian and Asian American Studies, Women Sexuality and Gender Studies, and American Studies.

c) English Language Requirement

Students who have not obtained an undergraduate or graduate degree at an approved English-medium institution, or who have not demonstrated strong English language proficiency through the TOEFL or IELTS exam are required to take appropriate English language courses, as described in Graduate Student Course Requirements – English as Second Language (GC-2018-02). Courses taken in satisfaction of this requirement do not count towards the units required for graduation (51 units for Plan I and 55 for Plan II as described below.)

d) 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 (see section 4).

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 (see section 4).
Plan I and II students: Courses that fulfill any of the program course requirements may not be taken S/U unless the course is normally graded S/U. At least half of electives 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 44 or 48 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 Executive Committee 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 application is completed, all supporting material, and the application fee have been received, the application will be reviewed by 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 December 15 for entry to the Fall quarter.

d) Course Guidance: Prior to orientation, the student and the graduate staff coordinator meet individually to 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 Fall quarter each year (a copy will be given to the student).
e) **Thesis Committee or Comprehensive Examination Committee:** The student, in consultation with their major professor and graduate adviser, nominates 3 faculty to serve on the Thesis or Exam Committee. Nominations should occur no later than Fall quarter of year 2 but can be made as early as Spring quarter of year 1 in the program. 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.).

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 Dean of Graduate Studies, is a resource for information on academic requirements, policies and procedures, has the authority to sign for official documents (i.e. thesis committee), and is involved in the annual Student Progress Assessment (SPA). 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 https://communitydevelopment.ucdavis.edu/mentoring-guidelines). 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 they have 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 as early as Spring quarter in year 1 and no later than Fall quarter in year 2. 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 professional project is of the same academic standards as a thesis, but undertaken for a client outside the University, with the approval of the Thesis Chair. 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. All materials must be formatted appropriately for submission to the Office of Graduate Studies (https://grad.ucdavis.edu/current-students/academic-services-information/filing-thesis-or-dissertation).

An oral defense of the thesis or professional project is required. This will include a presentation to the Thesis Committee and to the CRD 290 seminar in Spring quarter, year 2.

c) Comprehensive Examination (Plan II)

Every M.S. Plan II student needs to pass a comprehensive exam which includes both a written and oral exam. MS II students use the 5th-6th quarter to complete the readings in coordination with their exam committee and prepare for their exams, and complete any outstanding course requirements. They are enrolled as full-time students carrying a full load of credits during these quarters. 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. Students develop a reading list used in their exam in consultation with their exam committee members. Each member of the committee formulates two questions for the written exam based on these lists. The student chooses one question from each committee member for a total of three questions that the student will address in their responses. Students are expected to write 5-10 typewritten single-spaced pages in response to each question. 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.

   The exam questions are graded by the authorizing faculty member on a pass/fail basis. The criteria for pass are the completeness of addressing the topic and any specific readings in the question and original insights about the topic and readings. If the student fails one or more of the questions, they have the opportunity to write an additional essay or essays on new questions. This retake should occur within two weeks of the original written exam submission.

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.

3. Timing: Students may take the comprehensive examination once they have advanced to candidacy, and after having completed all coursework required for the degree. The timing of the exam must 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.

4. Outcome: The Comprehensive Exam committee must unanimously pass a student on the exam considering both the written and oral components. If a student does not pass the exam, the committee may recommend that the student be reexamined on the portion(s) that they did not pass 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 two years.

10) Typical Time Line and Sequence of Events

Year 1
Fall  
CRD 240* 4  
CRD 290* 1  
Core Depth Course* 4  
Elective 4  
Tot 13  

Winter  
AAS 204 or LDA 202** 4  
CRD 290* 1  
Core Depth Course* 4  
Elective 4  
Tot 26  

Spring  
CRD 250* 4  
CRD 290* 1  
Plan 1 Methods course, 4  
Elective 4  
Thesis Research 0  
Thesis proposal may be submitted  
Tot 39  

Summer  
Internship and/or thesis research **Internship 6 units**

Year 2  
Fall  
Electives 4  
Thesis Research 7  
Internship 1  
Thesis proposal must be submitted  
Tot 44  

Winter  
Electives 4  
Advancement to Candidacy  

Spring  
CRD 290*  
Electives  
Completion of Thesis or Exam (may be completed prior to the end of summer).

Summer (If needed)  
Complete thesis or Exam

*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/
# Master of Science Program in Community Development

## Degree Requirements Planner

(File copy of signed and updated form with Graduate Coordinator)

**Student Name:** ______________________________  **Date:** ______________

**Graduate Adviser:** ______________________________  **Major Professor:** ____________________

### Community Development Core Courses (24 Units)

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Quarter/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRD 240</td>
<td>Community Development Theory (4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fall Qtr of Yr 1</td>
<td></td>
</tr>
<tr>
<td>CRD 250</td>
<td>Professional Skills for Community Development (4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring Qtr of Yr 1</td>
<td></td>
</tr>
<tr>
<td>CRD 290</td>
<td>Community Development Seminar (1 unit each quarter) (S/U)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(4 quarters of enrollment required)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fall, Winter, Spring Qtr of Yr 1; Spring Qtr of Yr 2</td>
<td></td>
</tr>
</tbody>
</table>

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 243 Environmental Justice and Community Development (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)

One course must be a methods course appropriate to areas of specialization. Courses that are S/U graded are acceptable. Courses that are letter-graded must be taken in this format.

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Quarter/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>(methods)1.</td>
<td>____________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>____________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>____________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>____________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>____________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>(exam option) 6.</td>
<td>____________________________________________________________</td>
<td></td>
</tr>
</tbody>
</table>

### 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 or Major Professor: _______________________________ Date: ______
Graduate Group Chair: _______________________________ Date: ______