

Survey Research and
Methodology Program
and
Gallup Research Center

College of Arts and Sciences
College of Business Administration

Student Handbook

August 2008

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Useful UNL Websites

University of Nebraska-Lincoln

<http://www.unl.edu/>

Survey Research and Methodology Program

<http://sram.unl.edu/index.asp>

Graduate Studies

<http://www.unl.edu/gradstudies/>

Resources for Current Graduate Students

(includes health insurance information, forms and deadlines, etc.)

<http://www.unl.edu/gradstudies/current/>

Office of International Student Affairs

<http://www.unl.edu/iaffairs/>

Student Affairs

Includes information on Housing, Financial Aid, Campus Recreation, Nebraska Unions, University Health Center, Student Involvement, etc. as well as the Student Code of Conduct, including Academic Dishonesty discussed in "University Policy" section of this handbook.

<http://stuafs.unl.edu/>

Student Ombud Services

The office of the UNL Student Ombudsperson is located within the Office of the Vice Chancellor for Student Affairs, 106 Canfield Administration Building, and is designated by the university to assist student members of the campus community:

- A. To resolve issues of concern or dissatisfaction regarding their rights;
- B. To understand and follow the policies and procedures of the university; and
- C. To function effectively within the university system.

<http://stuafs.unl.edu/ombuds/>

University Policy

0.1 Student Code of Conduct: Academic Dishonesty

Source: (<http://stuafs.unl.edu/ja/code/index.shtml>)

4. Misconduct The following acts constitute misconduct under this Student Code of Conduct and the University Disciplinary Procedures.

4.2 Academic Dishonesty.

a. The maintenance of academic honesty and integrity is a vital concern of the University community. Any student found guilty of academic dishonesty shall be subject to both academic and disciplinary sanctions. Academic dishonesty includes, but is not limited to, the following:

1. Cheating. Copying or attempting to copy from an academic test or examination of another student; using or attempting to use unauthorized materials, information, notes, study aids or other devices for an academic test, examination or exercise; engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a student; or communicating information in an unauthorized manner to another person for an academic test, examination or exercise.

2. Fabrication or Falsification. Falsifying or fabricating any information or citation in any academic exercise, work, speech, test or examination. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information.

3. Plagiarism. Presenting the work of another as one's own (i.e., without proper acknowledgment of the source) and submitting examinations, theses, reports, speeches, drawings, laboratory notes or other academic work in whole or in part as one's own when such work has been prepared by another person or copied from another person.

4. Abuse of Academic Materials. Destroying, defacing, stealing, or making inaccessible library or other academic resource material.

5. Complicity in Academic Dishonesty. Helping or attempting to help another student to commit an act of academic dishonesty.

6. Falsifying Grade Reports. Changing or destroying grades, scores or markings on an examination or in an instructor's records.

7. Misrepresentation to Avoid Academic Work. Misrepresentation by fabricating an otherwise justifiable excuse such as illness, injury, accident, etc., in order to avoid or delay timely submission of academic work or to avoid or delay the taking of a test or examination.

8. Other. Academic units and members of the faculty may prescribe and give students prior notice of additional standards of conduct for academic honesty in a particular course, and violation of any such standard of conduct shall constitute misconduct under this Code of Conduct and the University Disciplinary Procedures.

b. In cases where an instructor finds that a student has committed any act of academic dishonesty, the instructor may in the exercise of his or her professional judgment impose an academic sanction as severe as giving the student a failing grade in the course. Before imposing an academic sanction the instructor shall first attempt to discuss the matter with the student. If deemed necessary by either the instructor or the student, the matter may be brought to the attention of the student's major advisor, the instructor's department chairperson or head, or the dean of the college in which the student is enrolled. When academic sanction is imposed which causes a student to receive a lowered course grade, the instructor shall make a report in writing of the facts of the case and the academic sanction imposed against the student to the instructor's department chairperson or head and to the Judicial Officer. The student shall be provided with a copy of this report. Further, the instructor may recommend the institution of disciplinary proceedings against the student for violation of this Code, if the instructor in the exercise of his or her professional judgment believes that such action is warranted.

c. In cases where an instructor's finding of academic dishonesty is admitted by the student and an academic sanction is imposed by the instructor which the student believes to be too severe, the student shall have the right to appeal the severity of the academic sanction through the applicable grade appeal procedure.

d. In cases where an instructor's finding of academic dishonesty is disputed by the student, the matter shall be referred to the Judicial Officer for disposition in accordance with the University Disciplinary Procedures. Any academic sanction imposed by the instructor shall be held in abeyance pending a final decision of guilt or innocence under the University Disciplinary Procedures. If it is determined through these procedures that the student is not guilty of academic dishonesty, the instructor's academic sanction shall be set aside. If it is determined that the student is guilty of academic dishonesty, the instructor's academic sanction shall be imposed in addition to any disciplinary sanction which may be imposed under the University Disciplinary Procedures, subject to the student's right to appeal the severity of the academic sanction through the applicable grade appeal procedure.

e. The provision of Section 4.2 of this Code relating to academic dishonesty and the procedures applicable thereto do not apply to law students in the College of Law who are governed by the Honor Code of the College of Law.

0.2 Guidelines for Good Practice in Graduate Education

Source: (<http://www.unl.edu/gradstudies/current/downloads/goodpractice.pdf>)

Faculty and Graduate Students

A primary purpose of graduate education at the University of Nebraska is to instill in each student an understanding of and capacity for scholarship, independent judgment, academic rigor, and intellectual honesty. It is the joint responsibility of faculty and graduate students to work together to foster these ends through relationships which encourage freedom of inquiry, demonstrate personal and professional integrity, and foster mutual respect.

Graduate student progress toward educational goals at the University of Nebraska is directed and evaluated by an advisor, the relevant graduate committee, and the student's supervisory committee. The advisor and the individuals on the committee provide intellectual guidance in support of the scholarly/creative activities of graduate students. The advisor, the supervisory committee, and the graduate committee also are charged with the responsibility of evaluating a graduate student's performance in scholarly/creative activities. The graduate student, the advisor, the supervisory committee, and the graduate committee comprise the basic unit of graduate education at an institution. It is the quality, breadth, and depth of interaction within this unit that largely determines the outcome of the graduate experience.

High quality graduate education depends upon the professional and ethical conduct of the participants. Faculty members and graduate students have complementary responsibilities in the maintenance of academic standards and the creation of high quality graduate programs. Excellence in graduate education is achieved when both faculty and students are highly motivated, possess the academic and professional backgrounds necessary to perform at the highest level, and are sincere in their desire to see each other succeed.

Graduate students must be viewed as early-stage professionals, not as students whose interest is guided by the desire to complete the degree. Graduate students have made a career choice and must be viewed and treated as the next generation of professionals.

To accomplish this, it is essential that graduate students:

- Conduct themselves in a mature, professional, ethical, and civil manner in all interactions with faculty and staff in accordance with the accepted standards of the discipline and University of Nebraska policies governing discrimination and harassment.
- Recognize that the faculty advisor provides the intellectual and instructional environment in which the student conducts research, and may, through access to teaching and research funds, also provide the student with financial support.
- Expect that their research results, with appropriate recognition, may be incorporated into progress reports, summary documents, applications for continuation of funding, and similar documents authored by the faculty advisor, to the extent that the student's research is related to the faculty advisor's research program and the grants which support that research.
- Recognize that faculty have broad discretion to allocate their own time and other resources in ways which are academically productive.

- Recognize that the faculty advisor is responsible for monitoring the accuracy, validity, and integrity of the student's research. Careful, well conceived research reflects favorably on the student, the faculty advisor, and the University of Nebraska.
- Exercise the highest integrity in taking examinations and in collecting, analyzing, and presenting research data.
- Acknowledge the contributions of the faculty advisor and other members of the research team to the student's work in all publications and conference presentations; acknowledgment may mean co-authorship when that is appropriate.
- Recognize that the faculty advisor, in nearly every case, will determine when a body of work is ready for publication and an acceptable venue, since the faculty advisor bears responsibility for overseeing the performance of the students and ensuring the validity of the research.
- Maintain the confidentiality of the faculty advisor's professional activities and research prior to presentation or publication, in accordance with existing practices and policies of the discipline.
- Take primary responsibility to inform themselves of regulations and policies governing their graduate studies and the University of Nebraska.
- Recognize that faculty and staff have many professional responsibilities in addition to graduate education.

Correspondingly, it is imperative that faculty:

- Interact with students in a professional and civil manner in accordance with the accepted standards of the discipline and the University of Nebraska policies governing discrimination and harassment.
- Impartially evaluate student performance regardless of religion, race, gender, sexual orientation, nationality, or other criteria that are not germane to academic evaluation.
- Serve on graduate student committees without regard to the religion, race, gender, sexual orientation, or nationality of the graduate student candidate.
- Prevent personal rivalries with colleagues from interfering with their duties as graduate advisors, committee members, or colleagues.
- Excuse themselves from serving as advisors, on graduate committees or supervising assistantship work when there is a familial or other relationship between the faculty member and the student that could result in a conflict of interest.
- Acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyrights and patents.
- Not impede a graduate student's progress and completion of his/her degree in order to benefit from the student's proficiency as a teaching or research assistant.
- Create in the classroom, lab, or studio, supervisory relations with students that stimulate and encourage students to learn creatively and independently.
- Have a clear understanding with graduate students about their specific research responsibilities, including time lines for completion of research and the thesis or dissertation.
- Provide oral or written comments and evaluation of students' work in a timely manner.
- Discuss laboratory and/or departmental authorship policy with graduate students in advance of entering into collaborative projects.
- Ensure an absence of coercion with regard to the participation of graduate students as human research subjects in their faculty advisor's research.
- Refrain from requesting students to do personal work (mowing lawns, babysitting, typing papers, etc.) with or without appropriate compensation.
- Familiarize themselves with policies that affect their graduate students.

- Provide oversight and guidance to graduate students on environmental, safety and other regulatory issues.

Graduate education is structured around the transmission of knowledge at the highest level. In many cases, graduate students depend on faculty advisors to assist them in identifying and gaining access to financial and/or intellectual resources which support their graduate programs. In addition, faculty advisors, program chairs, etc. must apprise students of the “job market” so that students can develop realistic expectations for the outcomes of their studies.

In some academic units, the student’s specific advisor may change during the course of the student’s program, either because of faculty or student wishes. The role of advising may also change and become a mentoring relationship.

The reward of finding a faculty advisor implies that the student has achieved a level of excellence and sophistication in the field, or exhibits sufficient promise to merit the more intensive interest, instruction, and counsel of faculty.

To this end, it is important that graduate students:

- Devote an appropriate amount of time and energy toward achieving academic excellence and earning the advanced degree.
- Be aware of time constraints and other demands imposed on faculty members and program staff.
- Take the initiative in asking questions that promote understanding of the academic subjects and advances in the field.
- Communicate regularly with faculty advisors, especially in matters related to research and progress within the graduate program.

Correspondingly, faculty advisors should:

- Provide clear maps of the requirements each student must meet, including course work, languages, research tools, examinations, and thesis or dissertation, and delineating the amount of time expected to complete each step.
- Evaluate student progress and performance in regular and informative ways consistent with the practice of the field.
- Help students develop interpretive, writing, oral, and quantitative skills, in accordance with the expectations of the discipline.
- Assist graduate students in the development of grant writing skills, where appropriate.
- Take reasonable measures to ensure that graduate students who initiate thesis or dissertation research/creative activity do so in a timely fashion, regardless of the overall demands of the laboratory/studio.
- When appropriate, encourage graduate students to participate in professional meetings or display their work in public forums and exhibitions.
- Stimulate in each graduate student an appreciation of teaching, and promote the acquisition of teaching skills where appropriate.
- Create an ethos of collegiality so that learning takes place within a community of scholars.
- Prepare students to be competitive for employment which includes portraying a realistic view of the field and the job market and making use of professional contacts for the benefit of their students, as appropriate.
- Create an environment of the highest ethical standards and insist that the student behave ethically in all their professional activities.

In academic units, faculty advisors support the academic promise of graduate students in their program. In some cases, academic advisors are assigned to entering graduate students to assist them in academic advising and other matters. In other cases, students select faculty advisors in accordance with the disciplinary interest or research expertise. Advising is variant in its scope and breadth and may be accomplished in many ways.

A student's academic performance and a faculty member's scholarly interest may coincide during the course of instruction and research/creative activity/ performance. As the faculty-graduate student relationship matures and intensifies, direct collaborations may involve the sharing of authorship or rights to intellectual property developed in research or other creative activity. Such collaborations are encouraged and are a desired outcome of the mentoring process.

This document was approved for distribution on September 16, 1997 by the University of Nebraska-Lincoln Graduate Council. It was revised from the document entitled "University of Nebraska Medical Center Guidelines for Good Practice in Graduate Education" which was approved by their Graduate Council on July 18, 1996. Materials are used by permission

January 1999

1 Introduction

1.1 Orientation

At the beginning of each semester, the SRAM program will hold an orientation in order to introduce all of the new and returning students, as well as faculty and staff, and to go over program/center policies and procedures. Details on the orientation will be given no later than the first week of classes each semester.

1.2 Advising

All students are assigned a major adviser. Coordinated advising with the student's minor program is also critical in helping the student choose courses that will contribute to specific career goals. MS students will select a minor adviser to assist with their decisions in their minor. Overall supervision of the internship program, which is part of the MS program, rests with the faculty internship coordinator, assisted by an on-site supervisor where the internship takes place.

1.3 Registration Information

eNRoll is the University of Nebraska-Lincoln's web-based registration system for students. Students register for classes using WAM, found at <https://wam.unl.edu/wam/login.jsp>. Your initial PIN will be issued to you from the office of Graduate Studies. Full-time graduate students are expected to register for at least nine credit hours per semester.

Students who feel that their background may be particularly weak in a subject should consult their advisor. Similarly, new students who are particularly strong in an area should likewise consult with their advisor or with the Graduate Chair before registration.

1.4 Administrative Staff Information

Renae Reis rreis2@unl.edu tel: 402-472-7758

- o Coordinates the exchange program with the Catholic University of Brussels
- o Gallup Research Center coordinator
- o Executive Coordinator for WAPOR (World Association for Public Opinion Research)

Barb Rolfes brolfes3@unl.edu tel: 402-472-7758

- o SRAM Program coordinator
- o Payroll questions
- o SPSS & SAS Software License

1.5 Graduate Committee

The Graduate Committee consists of all core SRAM faculty. The Graduate Chair heads this committee, and hence any inquiries to the committee should be addressed to the Graduate Chair. Below is the committee for 2008-2009:

Prof. Robert Belli	Graduate Chair
Prof. Janet Harkness	
Prof. Allan McCutcheon	
Prof. Kristen Olson	
Prof. Jolene Smyth	

1.6 SRAM Program Deadlines

Deadline for Fall Admission	February 1, 2009 (for fall 2009 admission)
Deadline for Financial Assistance*	February 1, 2009 (for fall 2009 assistance)

*Please note: Students who are currently funded in the form of a Graduate Research Assistantship must submit a letter requesting continuation of funding by the February 1 financial assistance deadline date in 2009. More information on this can be found in section 4.1 of this handbook.

1.7 Employment Regulations for Graduate Students

Page 10 of the Graduate Student Bulletin reads: "Although students on graduate assistantships may not have employment exceeding 20 hours per week (.49 FTE) from all sources both on and off campus during the period of the assistantship, there is no limit to time spent on studies and research relating to the advanced degree. Recipients of graduate assistantships may qualify for additional funding through competitive fellowship awards. No additional service or work requirement is associated with fellowship awards." More information on this can be found in section 4.1 of this handbook.

1.8 Recommended Maximum Class Enrollment

Graduate students who are not employed and graduate research assistants who are performing duties that are 100 percent thesis related may register for a maximum of 15 credit hours *during an academic year semester*, 6 credit hours during one five-week summer session, 9 credit hour during one eight-week summer session, or 3 credit hours during the pre-session.

Note: SRAM strongly recommends that GRA's do not exceed 9 credit hours per semester.

1.9 Academic Year Calendar

Please see page 35 of this handbook.

1.10 Records Access

Students may examine their files in the main SRAM office by appointment, except for items to which they have waived their right of access.

2 Degree Requirements

2.1 Effective Date of Requirements

These degree requirements are effective for students entering the program starting Fall 2008. MS students who entered the program before Fall 2008 have the option of completing the degree requirements that were in place at the time of their entry into the program, or the following degree requirements. Ph.D. students who entered the program before Fall 2008 are obligated to fulfill the requirements in their approved program of studies. The standards for the comprehensive examinations contained in this handbook apply to all students, regardless of their date of entry.

2.2 SRAM Minimum Requirements & Academic Standards

a) Master of Science Degree Requirements

Major Requirements (36 hours)

- 27 hours in the Core Areas, including 3 credits of Research Electives
- 6 hours of Internship credits
- 3 hours of Practicum credits

Minor Requirements (9 hours)

- 9 hours in a Minor area

Please check with your chosen Minor program regarding their required Minor requirements.

Grade requirements for MS SRAM students are as follows:

- 1) In Major requirements, **no course may be taken Pass/No Pass**. If a course that you would like to take is offered as P/N only, you must receive written permission from the SRAM Graduate Chair to enroll in the course.
- 2) In Major requirements, **all grades must be a B or above** in order to graduate. Neither your memorandum of courses nor your final exam form will be signed if a grade of B- or lower appears on your transcript. If you receive below a B, you will be required to retake the course until you receive a grade of B or above in order to graduate. If you hold a graduate research assistantship, you will be personally required to pay for any course you must retake as a result of the receipt of B- or lower.
- 3) Your Minor requirements are determined by the program in which you are pursuing your Minor. Your Minor adviser will set the minimum standards and you should be aware of such standards before you enroll in any Minor courses.

b) Doctoral Degree Requirements (min 90 hours)

- Master's Degree
- Language and Research Tool Requirement (see page 17)
- Core requirements (min 15 hours)
- Comprehensive Examination (see pages 18 and/or 22)

- Statistical or Social Science Track (min 15 hours)
- Dissertation Research (min 12 hours)

Grade requirements for SRAM PhD students are as follows:

- 1) **No course may be taken Pass/No Pass.**
- 2) PhD students seeking candidacy are **required to maintain a cumulative grade point average of 3.5 or higher.**

2.3 Master of Science Degree Requirements

The SRAM MS is an Option II MS program. More information on Degree Options can be found on page 12 of the 2005-2007 Graduate Studies Bulletin.

Requirements:

- o 45 credit hours:
 - Core Areas including Research Elective (27 credits)
 - Internship (6 credits)
 - Practicum (3 credits)
 - Minor Area (9-12 credits)*
- o Prerequisite: Introductory Stats (Stat 218)**
- o No thesis required

*Some Minor specializations require 12 credit hours. In such cases, students may elect to use one course as both a research elective and as a Minor requirement.

**An introductory (undergraduate) statistics course is a program prerequisite. New students lacking the statistics prerequisite will be expected to fulfill this requirement *without program credit* in their first semester of study at their expense.

Major Course Requirements

Core Areas:

One course (or equivalent) from each of the 8 areas listed below (24 credits) and one elective (3 credits) is required.

1. Data Collection Methods: Face-to-face, telephone, mail, and internet data collection methods; impact of data collection methods on survey errors; mode effects
SRAM 818 – Data Collection Methods

2. Research Design: Experimental design; quasi-experimental design; panel designs; and quantitative v. qualitative data collection and analysis.
SRAM 922 – Randomized/Nonrandomized design
STAT 802 – Experimental Design

3. Survey Error and Measurement: Reliability, validity, bias; measurement models; and scale analysis.
SRAM 921 – Total Survey Error
EDPS 870 – Introduction to Educational and Psychological Measurement
PSYCH 948 – Latent Trait Measurement Models

4. Sampling: Sampling design; variance estimation and adjustment; and response rates and bias.

SRAM 815 – Applied Sampling

SRAM 915 – Advanced Sampling

STAT 804 – Survey Sampling

5. Instrument Design and Evaluation: Questionnaire design; cognitive and communicative processes in answering survey questions; question- and response- order effects; attitude measurement; measurement of facts and behaviors.

SRAM/PSYC 946 – Psychology of Survey Response

SRAM/PSYC 947 – Questionnaire Design

SRAM xxx – Questionnaire Pretesting and Evaluation

SRAM xxx – Discourse Analysis of Question and Answer Interaction

6. Cross Cultural Survey Research: Study design; study specifications; study management; instrument design; instrument adaptation and translation; instrument testing; data collection.

SRAM 817 – Cross-cultural and Multi-population Survey Methodology

SRAM 920 – Instrument Design and Development for Cross-Cultural Surveys

7. Intermediate Statistics: Multivariate analysis; ordinary least squares and logit regression; and analysis of interaction effects.

SRAM 816 – Principles of Survey Analysis

EDPS 969 – Nonparametric Statistical Methods

SRAM/SOCI 863 – Advanced Methods of Social Research II

SRAM/EDPS 941 – Intermediate Statistics: Experimental Methods

SRAM/EDPS 942 – Intermediate Statistics: Correlational Methods

STAT 870 – Multiple Regression Analysis

8. Advanced Statistics: Structural equation modeling; modeling categorical data; discriminant analysis; general linear models; and conjoint analysis.

PSYCH 944 – Multilevel Models for Longitudinal Data

PSYCH 945 – Advanced Multilevel Models

SRAM/MRKT 824 – Advanced Quantitative Analysis in Marketing

SRAM 898 – Categorical Data Analysis (Special Topics)

SRAM/SOCI 902 – Seminar in Research Methods

SRAM/EDPS/PSYCH 971 – Structural Equation Modeling

SRAM/EDPS 972 – Multivariate Analysis

STAT 873 – Applied Multivariate Statistical Analysis

STAT 875 – Categorical Data Analysis

STAT 880 – Introduction to Mathematical Statistics

STAT 882 – Mathematical Statistics I – Distribution Theory

STAT 883 – Mathematical Statistics II – Statistical Inference

STAT 885 – Applied Statistics I

STAT 970 – Linear Models

Please Note: One course each (or equivalent) from the intermediate and advanced statistics areas, or two courses from the advanced statistics area (6 credits), are required.

Courses in the Core Areas may NOT be taken as Pass/No Pass. SRAM students are required to earn a grade of B or better in each Core Area course.

Research Electives (3 credits)

With the Major adviser's approval, students choose one additional course to broaden their training in survey research and methodology. A course used to fill one of the required content areas may not also be used as an elective. However, with the adviser's approval, a student can take a *second* course from a required topic area and have this count as an elective. Electives may include courses in research methods, analysis, the theory of public opinion, program evaluation, qualitative methods, philosophy of science, market research, consulting, data reporting or other areas, at the adviser's discretion.

Minor Requirements (9-12 credit hours)

Students in Survey Research and Methodology choose a Minor area of emphasis from a wide variety of fields such as: sociology, political science, psychology, educational psychology, marketing, statistics, journalism, public administration, or education. This allows students to hone their skills and knowledge for particular future career environments. Students will select a Minor area adviser in their selected area of specialization who will assist in the selection of courses in this area. Some Minor specializations require 12 credit hours. In such cases, students may elect to use one course as both a research elective and as a Minor requirement.

Internship and Practicum (9 credit hours total)

Students in the Survey Research and Methodology MS program are required to complete an internship (6 credits) and practicum (3 credits). Internship opportunities will be arranged with one of several commercial survey and market firms, media groups, governmental agencies, academic research establishments and nonprofit associations. These internships normally take place between the students' first and second years of residence.

Internship (6 credits)

The internship is a crucial component of student training in the SRAM program and reflects our philosophy of combining survey theory with practice. During their internships students may be required to attend seminars, contribute to grant writing, and work with statistical packages (e.g., SPSS, SAS, LIMDEP, GAUSS, S-PLUS, Stata) or data collection systems (e.g., CAPI, CASI, CATI). The range of possible activities is wide.

Practicum (3 credits)

Students complete a written practicum that is based on elements of their internship.

More information on the internship/practicum can be found at:
<http://sram.unl.edu/prospectiveandcurrentstudents/intern.asp>

Advising

All students are assigned a Major adviser. M.S. students are expected to select a Minor area adviser by the end of their first year of studies.

Comprehensive Final Examination

M.S. student must pass a written comprehensive examination covering the core areas of survey research and methodology at the M.S. level. See page 22 of this handbook for more information.

2.4 Doctoral Degree Requirements

The Ph.D. program builds on the kind of skills and knowledge acquired in the SRAM M.S. program in Survey Research and Methodology. To be admitted into the Ph.D. program, applicants must usually have completed a Master's degree or its equivalent in Survey Research and Methodology, or a related field accepted by the Graduate Committee. Anyone accepted into the program may be required to complete courses that demonstrate that their credentials match the skills and knowledge that students acquire from earning an M.S. in Survey Research and Methodology. These required courses must be completed in order to become eligible to have a Supervisory Committee appointed. Decisions about which courses are required will rest with the Graduate Committee.

The Ph.D. program consists of a minimum of 90 credit hours. These may include transfer credits for students who have earned degrees outside of the University of Nebraska-Lincoln; 45 credit hours must be earned after the appointment of the Ph.D. student's Supervisory Committee. No courses may be taken on a Pass / No Pass basis and all Ph.D. students are required to maintain a cumulative grade point average of 3.5 or higher.

The Ph.D. program is designed to train students both in the issues that govern sound survey research practice and in the theoretical frameworks of those disciplines that contribute to Survey Research and Methodology. Students will opt for either statistical or design and implementation tracks, each of which have their own sets of requirements. The Ph.D. dissertation must consist of an original research contribution that advances knowledge in the field of Survey Research and Methodology and demonstrates the candidate's expertise in both practice and theory.

Doctor of Philosophy Curriculum

Language and Research Tool Requirement

Prior to admission to candidacy students must demonstrate proficiency in technical and scientific writing. The student's supervisory committee may require course work as part of the language and research tool requirement.

Core Requirements (min 15 credit hours)

Core courses are designed to ensure that students acquire the methodological and theoretical skills necessary to design sound Survey Research and Methodological studies. Ph.D. students must satisfy the core course requirements of the SRAM MS program. In addition, the following courses (or equivalents) are required:

SRAM 915 – Advanced Sampling

SRAM 921 – Total Survey Error

SRAM 947 – Questionnaire Design

SRAM 998 – Advanced Topics in Survey Analysis (Special Topics)

SRAM 998 – Survey Management (Special Topics)

Statistical or Design and Implementation Tracks (minimum of 15 credit hours)

Each student's supervisory committee will tailor a program of study that best matches the student's interests and strengths. Students will decide either to follow a statistical track or to follow a design and implementation track in their course of studies. Within

either track, their studies will concentrate on essential aspects that contribute to Survey Research and Methodology.

Within the statistical track, students will be required to complete course work and seminars dealing with statistical, probability and sampling theory. For example, courses on the general linear model, mixed and hierarchical linear models, issues in advanced sampling, finite mixture models, analysis of data from complex sample designs, missing data imputation and related topics will be included in this track.

Within the design and implementation track, students complete course work in their areas of interest such as cognitive and social psychology, health and educational research, cross-cultural comparative research, or in any social science discipline that is dependent on survey data to draw scientific inferences.

Comprehensive Examination

In order to advance to candidacy (to be able to submit a dissertation), the student must pass a written comprehensive examination demonstrating mastery of the core areas of Survey Research and Methodology and in the student's specialty area chosen from the statistical or the design and implementation tracks. In general, students are strongly encouraged to pass the comprehensive examination before submitting a dissertation proposal. See section 3.3 of this handbook for more information on the Ph.D. comprehensive examination.

Dissertation Research (minimum of 12 credit hours). As an original contribution to the knowledge base of Survey Research and Methodology, the dissertation must consist of an empirical study that includes analysis of primary or secondary data sources, or both. For completion of degree requirements, in addition to a written dissertation, students must pass an oral dissertation defense as required by Graduate Studies.

2.5 SRAM Courses of Instruction

815. Applied Sampling

(3 cr) Lec 3.

Design of probability samples, sampling populations of humans and unique challenges posed by such populations, restricted by cost and available sampling frames. Simple random sampling, stratification, cluster sampling, systematic sampling, multistage sampling, and probability proportional to size sampling, area probability sampling, and telephone samples.

816. Principles of Survey Analysis

(3 cr) Lec 3.

Introduction to the basic principles of causality and inductive logic in contemporary social and behavioral science. One, two, and multi-way layouts in analysis of variance, fixed effects models, and linear regression in several variables; the Gauss-Markov-Theorem; multiple regression analysis; and basic principles of experimental and quasi-experimental designs.

817. Cross-cultural and Multi-population Survey Methodology

(3 cr) Lec 3.

Multi-national research projects and the methodological challenges. Key aspects of cross-national, cross-cultural survey research, study design and organization; survey

error and bias; question design; harmonization; adaptation and translation; survey process quality monitoring and control; and process and output documentation.

818. Data Collection Methods

(3 cr) Lec 3.

Effects of various data collection methods on survey errors. The strengths, weaknesses, and challenges of data collection modes and mixed-mode methods. Processes underlying data collection and practical challenges that arise with each mode; coverage error; nonresponse error; interviewer effects and training; timing; and mode effects.

824. Advanced Quantitative Analysis in Marketing

MRKT 824) (3 cr)

Prereq: GRBA 813 or equivalent, or permission

Review, evaluation, and design of advanced marketing research investigations. State-of-the-art methodological issues relevant to marketing to provide an understanding of multivariate data analysis pertinent to the marketing literature. Analysis of linkage, structure, and causality/change for marketing phenomena.

863. Advanced Methods of Social Research II

(SOCL 863) (3 cr)

Intensive analysis of the logic and techniques of sociological analysis: techniques of scaling and index construction; contingency table analysis; measures of association; parametric and nonparametric statistical inference; and generalizations from systematic findings.

865. Survey Design and Analysis

(SOCL 865) (3 cr)

Basic issues related to the design and analysis of sample surveys. Basics of questionnaire construction, sampling, data collection, analysis and data presentation.

895. Internship

(3-6 cr)

Prereq: Permission

Experience applying concepts and methods of survey research in preparation for a professional career.

896. Practicum in Survey Research and Methodology

(3 cr)

Prereq: Permission

Application of theory and research gained during internship.

898. Special Topics

(3 cr, max 24)

Topic varies.

899. Masters Thesis

(6-10 cr)

Prereq: Admission to masters degree program and permission of Major adviser

902. Seminar in Research Methods

(SOCL 902) (3 cr, max 9)

Prereq: Permission

915. Advanced Sampling

(3 cr) Lec 3.

Advanced topics related to sampling error in surveys. Complex sample designs used to measure populations of humans, effect of nonresponse on sampling error and data analysis; methods available to "repair" the missing information; the implications of complex sample designs for analyses; and variance estimation.

920. Instrument Design and Development for Cross-cultural Surveys

(3 cr) Lec 3.

Major approaches and strategies used in cross-national and cross-cultural research to design, test, adapt, and translate instruments for multilingual studies

921. Total Survey Error

(3 cr) Lec 3.

Common language of survey errors across social science disciplines. Causes of survey coverage, nonresponse, measurement, and processing errors; techniques used to reduce the error in practice; and statistical models and designs that exist to measure the error. Implications of cost and trade-offs between error sources.

922. Randomized and Nonrandomized Research Design

(3 cr) Lec 3.

Logic of causal inference in research design. Obstacles to causal inference, faulty measurement, un-representativeness, spuriousness, specification errors, and confounds, Experimental and quasi-experimental designs, with inferential pitfalls peculiar to each design. Statistical procedures to illustrate the logic behind various data analytic approaches and the different problems that can limit conclusions derived from these tools.

941. Intermediate Statistics: Experimental Methods

(EDPS 941) (3 cr)

Prereq: EDPS 859

Computation, interpretation, and application of analysis of variance techniques, including factorial and mixed model designs. Computer and microcomputer software accessed.

942. Intermediate Statistics: Correlational Methods

(EDPS 942) (3 cr)

Prereq: EDPS 859 or equivalent

Various correlational-based statistical procedures presented, including linear and nonlinear regression, multiple regression, statistical control, analysis of interactions, the general linear model, factor analysis, and discriminant analysis.

946. Psychology of Survey Response

(PSYC 946) (3 cr)

Cognitive and communicative processes affect on dynamics of survey interviewing and relationships to principles of survey design. Effects of question wording on comprehension; question order and context on attitude; communicative and retrieval

processes on validity of retrospective behavioral reports; and impact of response alternatives on answers.

947. Questionnaire Design

(PSYC 947) (3 cr)

Design of questionnaires for survey research and the theoretical and practical issues arising from them. Selection of appropriate measurement techniques for assessing opinions, past behaviors and events, and factual material.

970. Theory and Methods of Educational Measurement

(EDPS 970) (3 cr)

Prereq: EDPS 859 and 870; EDPS/SRAM 941; or equivalent

Presentation of various measurement theories and concepts, including classical true-score theory, reliability and validity, test construction, item response theory, test equating, test bias, and criterion-referenced tests.

971. Structural Equation Modeling

(EDPS 971) (3 cr)

Prereq: EDPS/SRAM 942 and 970; or equivalent

Introduction to the techniques of path analysis, confirmatory factor analysis, and structural equation modeling with emphasis on the set-up and interpretation of different models using the LISREL program. Model testing and evaluation, goodness-of-fit indices, violations of assumptions, specification searches, and power analyses.

972. Multivariate Analysis

(EDPS 972) (3 cr)

Prereq: EDPS/SRAM 941 and 942

Techniques of multivariate analyses, including multivariate analysis of variance and covariance, multivariate multiple regression, multigroup discriminant analysis, canonical analysis, repeated measures (Multivariate model), and time series. Mathematical models presented and analyzed. Instruction complemented by appropriate statistical software packages.

998D. Seminar in Special Topics

(MRKT 998D) (3 cr)

Prereq: Permission

999. Doctoral Dissertation

(1-24 cr, max 55)

Prereq: Admission to doctoral degree program and permission of supervisory committee chair

3 Exams

3.1 Semester Exams

The Final Examination Schedule can be found in the printed Schedule of Classes. You can obtain the publication at the Admissions office in Canfield Administration 107. You can also find information on the "Fifteenth Week Policy" regarding final examinations in the Schedule of Classes.

3.2 Masters Degree Comprehensive Final Exams

A Final Examination Report (found at: www.unl.edu/gradstudies/current/masters.shtml) must be submitted to the office of Graduate Studies four weeks prior to the administration of the final exam. This report will be accepted after all course work on the Memorandum of Courses has been completed, or is in process, and any incompletes have been removed. The comprehensive final exam will be administered during the semester in which the student intends to graduate with the exception of summer graduates. Students intending to graduate in August must take the final exam in the spring semester. The date of the final exam will be agreed upon with students taking the exam that semester. Exceptions can be made with regard to the semester of administration, with agreement between the student and their adviser and/or the SRAM chair. Section 5 of this handbook discusses graduation requirements, including the comprehensive final exam, in further detail. Please see the SRAM office if you have questions.

3.3 Doctoral Degree Comprehensive Final Exams

The general purpose of the SRAM Ph.D. comprehensive examination is to demonstrate mastery in both core and specialty areas of Survey Research and Methodology. The goal of the exam on core areas of survey methodology is to demonstrate each student's breadth of knowledge across the fundamental areas of survey methodology. The goal of the exam on a student's specialty area is to demonstrate depth of knowledge in a particular area in which the student wants to be considered an expert after completion of the Program.

Ph.D. students will be provided with a reading list with regard to the *core areas of survey methodology*. In addition, students will be required to develop their own reading list for their *specialty area*. This needs to be submitted in a timely fashion for approval by the student's supervisory committee.

The examination will consist of two four-hour sessions, the first in the morning, the second in the afternoon of the same day. The examination will be closed book, that is, no books, notes, or electronic files of any kind are to be used. Students will be presented with four questions for each session, and will be required to answer three of these in each session, thus answering six questions in total. The morning session will cover core areas, and the afternoon session will cover the student's specialty area.

Students have the choice to write their answers by hand or to type in their answers electronically on a computer. Examinations will be proctored. The scheduling of the examination, and who will serve as graders of the examination, requires approval by the student's supervisory committee and the majority consent of the core SRAM faculty.

3.4 Steps for Doctoral Comprehensive Final Exams

1. The supervisory committee works with the student to a) create a proposed reading list for the specialty section of the examination, b) determine who will be the proposed question writers and graders for the specialty section (who must be either supervisory committee members or SRAM core faculty), and c) determine a proposed date in which the examination is to take place.
2. The supervisory committee chair notifies all of SRAM core faculty with a) the proposed specialty section reading list, b) the proposed question writers and graders for the specialty section, and c) the proposed examination date. The provision of these materials must be submitted to the SRAM core faculty (including the graduate chair) at least one month before the proposed examination date. SRAM core faculty are defined as Graduate Faculty who have at least a .5 FTE in SRAM.
3. The graduate chair determines whether there is majority approval from the SRAM core faculty on the examination provisions that are proposed by the supervisory committee (via the supervisory committee chair). The graduate chair notifies the supervisory committee chair of any necessary revisions to the proposed plan within two weeks following the provision of materials. If any revisions are to be made, the supervisory committee must a) resubmit the revised plan to each of the SRAM core faculty, and b) allow for an additional week to receive majority approval from the SRAM core faculty on revisions to the plan. If the revisions are deemed to be inadequate, the process continues to cycle until majority approval is obtained. The date of the examination will be postponed as needed to accommodate majority approval.
4. Under the auspices of the Graduate Chair, the graduate committee seeks agreement among the SRAM core faculty who will serve as the question writers and graders for the core section of the examination to meet any agreed upon examination date.
5. As needed, approved examination question writers and graders will be informed that they are to determine a grade (a letter grade, letter grade range, or a judgment as to failure, pass, or high pass) and to provide comments on how the grade was determined for each question to which they are responsible, and which the student has answered.
6. Following the administration of the examination, the Graduate Chair collects the grades and comments from each of the graders of the core section of the examination, and the Supervisory Committee Chair collects the grades and comments from each of the graders of the specialty section of the examination. The Graduate Chair submits the core section grades and comments to the Supervisory Committee Chair. On the basis of these grades and comments, the Supervisory Committee makes a determination on whether the student has passed the examination.

7. If the Supervisory Committee Chair is the Graduate Chair, the Director serves in the capacity of the Graduate Chair for the purposes of these proceedings.

4 Graduate Research Assistantships

Some students in the SRAM program are financially supported by means of Graduate Research Assistantships. This section discusses appointment and reappointment procedures, the official UNL Graduate Studies classification of Graduate Research Assistantships and the terms and duties of this type of support, specifically in the Gallup Research Center. Students holding a research assistantship will henceforth be called GRA's (Graduate Research Assistants).

4.1 Appointment and Reappointment

Graduate Research Assistants must be admitted to the Survey Research and Methodology Program. Assistantships are awarded at the discretion of the faculty in the SRAM program. The decisions are based largely on grades and exam scores, as well as the three letters of recommendation and the personal statement submitted with the application materials. The number of assistantships awarded each year is determined by different factors including, but not limited to, funding availability and space constraints.

Following the first semester of residency, the grades of all GRA's will be verified to ensure that they meet Minimum Academic Standards (see page 14 for Course Requirements). If a GRA does not meet the Minimum Academic Standards in one or more courses in any given semester, that GRA may be subject to probation within the program. All students wishing to continue their assistantship the following academic year must submit a letter requesting continuation of funding submitted to the SRAM office by February 1.

According to the Graduate Studies Bulletin, "Although students on graduate assistantships may not have employment exceeding 20 hours per week (49 FTE) from all sources both on and off campus during the period of the assistantship, there is no limit to time spent on studies and research relating to the advanced degree. Recipients of graduate assistantships may qualify for additional funding through competitive fellowship awards. No additional service or work requirement is associated with fellowship awards."

4.2 UNL Graduate Research Assistantship Classification

Below is the information found on the website of Graduate Studies regarding the specifics of the classification of a Graduate Research Assistantship.

Tuition

Tuition remission of up to 12 hours per semester is provided as a benefit of eligible assistantship employment with the presumption that the benefit will remit tuition on courses which will prepare the student for successful completion of the degree program. Upon review, use of the benefit for frivolous or ancillary courses which do not meet this guideline could result in loss of the tuition benefit for such courses.

Health Insurance

Students holding eligible assistantships are provided basic individual student health insurance coverage at reduced cost to the student. The student health insurance plan covers accidents and illnesses as provided by the University policy.

Eligibility

Eligible assistantship employment meets all of the following criteria: 1) the appointment is continuous and for 4 full months within the semester dates; 2) the stipend is equal to at least 9 hours of nonresident tuition and fees per semester; and 3) the assistantship or combination of assistantships in one or more departments/programs/centers totals at least 13.33 hours per week employment. All SRAM GRA's are required to work 20 hours per week, unless otherwise arranged.

If a student resigns or terminates the assistantship during the semester before four (4) full months of service have been completed, all tuition benefits will be lost. The student is then responsible for paying the total tuition cost and health insurance premium.

Please consult the current Graduate Bulletin for a detailed explanation of benefits and requirements.

For more specific information, contact Eva Bachman, Doctoral Programs and Assistantships Specialist, at (402) 472-8669.

4.3 Graduate Research Assistant Duties and Responsibilities

Hours/Schedule

At the beginning of the semester you will be asked to post your working hours outside of your cubicle. The hours you may post for work are between the office hours of 8:00 am to 5:00 pm, Monday through Friday. Weekly meetings of GRC faculty and students will count toward your work hours but may not necessarily be during your preferred scheduled working hours. If you will be absent during your normal working hours, please inform the administrative staff at the SRAM office, in advance if possible. Please remember that these working hours are required as per your acceptance of the terms of your assistantship. Students are not required to work office hours during the fall break, spring break, the Thanksgiving holiday or over the holiday shutdown in December and January. Please see the administrative staff if you have questions.es

In some cases your duties may involve tutoring or assisting a unit that is cooperating with SRAM. In such cases your presence at the SRAM premises will be negotiated individually.

Responsibilities

As a GRA, your duties to the program include, but are not limited to, fulfilling your scheduled office hours, doing library research for faculty members, serving as support for the office staff (i.e., making copies, delivery/pick up of materials on campus, assisting in WAPOR mailings, accompanying guests to meetings on campus, etc.) and other duties at the discretion of faculty/staff.

All GRA's will be asked to provide their bio sketch to us. This will be listed on the SRAM website. Please contact Barb Rolfes or Renae Reis for the template you should follow. Photos are optional, though we would like to post them online as well. All items should be given to the student webmaster or Renae as soon as possible. After events (conferences, etc.), you will be asked to update your online profile.

Weekly Meetings

All GRA's are expected to attend the weekly meetings scheduled for the semester which often focus on professional development. GRA's are expected to be on time and ready to proceed with the meeting promptly at the starting time. GRA's are expected to excuse themselves for any absence. If a course or other reasonable commitment prevents the GRA from arriving at the meeting in good time, the GRA should inform the administrative staff, ahead of time, if possible.

Group Projects

GRA's are often assigned to group projects with core faculty. It is your duty as a GRA to be at any/all meetings that group has arranged. Meetings should be arranged so that all members can be present. If you are unable to attend a meeting, you will be expected to contact a member of the group and get assigned work due to the group for that day's meeting. It will also be your responsibility to get notes, handouts, and assignments from someone in the group following the missed meeting. Any lack of participation can be reported to the group's faculty adviser and could result in termination of funding.

Conduct at SRAM and the Gallup Research Center

The SRAM program and UNL Gallup Research Center share a building with Center Associates. Conduct at the SRAM offices must be professional at all times. This means that you are expected to keep noise to a minimum, exercise decorum and civility and respect the property and people in the building at all times. Once SRAM GRA'S have a key to the building, they are asked to use the side entrance. GRA's should remember to turn off lights and, importantly, to arm the security system if last to leave the building. More information will be given to you in the first week of semester on security procedures.

Details of cubicle maintenance will also be provided to you in September.

4.4 Pay

GRA compensation is based upon the minimum amounts determined by the office of Graduate Studies in order to receive tuition remission. Amounts may differ at the discretion of the SRAM program. The total amount awarded will be noted in your letter of offer. The compensation will be dispersed in 10 monthly payments, August through May, on the last business day of the month. Payments are automatically deposited into the student's bank accounts. Federal and state taxes are withheld, but as long as the student is carrying enough credit hours of courses, no FICA (Social Security) is withheld. Please see Barb Rolfes or Renae Reis if you have questions regarding this policy.

5 Preparing for Graduation

5.1 Master's Degree Required Forms and Deadlines

Please see the Masters Degree Deadline Dates sheet for exact deadline dates for graduation: <http://www.unl.edu/gradstudies/current/masters.shtml>

Memorandum of Courses

All Master's students must submit a Memorandum of Courses form after completion of any provisional standing requirements (including any determined deficiency courses) and prior to completion of one-half of their program. This generally means the second semester of residency, or prior to beginning the internship. After approval of the Memorandum of Courses, a student officially becomes a Candidate for the Masters Degree. Courses listed on the Memorandum may be changed following the filing of the form with the approval of the major or minor advisor. Please see Barb or Renae to change the form.

- Download this form from the Graduate Studies website in writable PDF format. **The form must be typed.**
- Obtain the required signatures and return the form to Terri Eastin in Graduate Studies.
- Once a Memorandum is submitted, it may or may not be possible to change the Option. See the Graduate Bulletin for more information.

Final Examination Report Form

The Final Examination Report Form should be filed at least four weeks prior to the date specified on the calendar of deadlines. Any incomplete grades and/or revalidation of courses listed on the Memorandum of Courses must be cleared with a satisfactory grade before submitting this form. The final exam must be completed, and the results reported, before the last week of classes. If the Candidate fails the examination, the Chair will determine the course of action (e.g., scheduling a second exam).

- Download this form from the Graduate Studies website in writable PDF format. **The form must be typed.**
- Parts 1 through 4 (and 5 if thesis option) must be completed prior to submission to Graduate Studies.
- Obtain the required signatures and return the form to Terri Eastin in Graduate Studies (this can be done through Barb or Renae as well).

Application for Degree

- Download this form from the Graduate Studies website in writable PDF format. **The form must be typed.**

The completed form and \$25 payment should be filed with Graduation Services, 109 Canfield Administration Building, before the deadline date for the expected graduation term.

5.2 Doctoral Degree Required Forms and Deadlines

Please see the Doctoral Degree Deadline Dates sheet for exact deadline dates for graduation: <http://www.unl.edu/gradstudies/current/doctoral.shtml>

Appointment of the Supervisory Committee

The Appointment of Supervisory Committee form should be filed by the student **prior to the completion of 45 credit hours**, exclusive of research tools or language requirements.

- Download this form from the Graduate Studies website in writable PDF format. **The form must be typed.**
- The Graduate Chair of the department/program must sign the form.
- The committee must include four graduate faculty. In addition, the composition of a supervisory committee for a SRAM Ph.D. will require that: 1) the supervisor must be a core SRAM faculty member, and 2) that at least one additional member of the supervisory committee must be a core SRAM faculty member. Non SRAM core faculty members must be NU graduate faculty from outside SRAM, at least one non SRAM core faculty member must be on the committee.
- If any changes to the committee are made after this form is submitted to Graduate Studies, the student's advisor must notify the Doctoral Specialist in writing. We recommend using the Change of Committee form, especially when changing supervisors. Any replacement of a core SRAM faculty member must also be a core SRAM faculty member if such a replacement is needed to meet the requirements of at least two core SRAM faculty members being on the committee, with one of these members being the supervisor. Any needed co-supervisor must be a core SRAM faculty member.
- For more information, see page 14 in the Graduate Bulletin.

Program of Studies for the Doctoral Degree

The Program of Studies form must be completed and submitted to the Graduate Studies office **within three weeks** of approval of the Supervisory Committee by Graduate Studies.

- Download this form from the Graduate Studies website in writable PDF format. **The form must be typed.**
- The form must be signed by the Supervisory Committee Chair.
- The doctorate degree requires a minimum of 90 total credit hours, including a minimum of 12 hours (maximum 55) of dissertation. At the time of the filing of the Program of Studies, there should be at least 45 hours remaining to be taken, exclusive of research tools, language requirements, or collateral courses.
- After the Program of Studies has been filed with Graduate Studies, any changes should be submitted in writing. A "Request for Change of Program" form is available from Graduate Studies, or a memo/email may be submitted by the student's advisor to the Doctoral Specialist outlining the additions, deletions, or substitutions.
- For more information, see the Graduate Bulletin.

Application for Admission to Candidacy

Once the student has completed a substantial number of the credits on his or her Program of Studies and passed the comprehensive exams administered by the department in the major and minor (if applicable) fields, the student is eligible to apply for doctoral candidacy.

- Download this form from the Graduates Studies website in writable PDF format. **The form must be typed.**
- The form must be filed **seven months prior** to the student's final oral examination. All language and research tools must be satisfied.
- Prior to submission to the Graduate Studies office, signatures must be obtained from all committee members.
- Once candidacy is achieved, registration is required each academic semester (Fall and Spring) until the student graduates. This requirement stands even if all credit hours, including dissertation, have already been taken. Failure to register will result in a termination of candidacy.
- For more information, see the Graduate Bulletin

Application for Degree

Download this form from the Graduate Studies website in PDF format.

The completed form and \$25 payment should be filed with Graduation Services, 109 Canfield Administration Building, before the deadline date for the expected graduation term.

Application for Final Oral Examination or Waiver

Once the dissertation is written, approved by the student's committee chair and the two designated readers, the student is eligible to apply for the final oral examination.

- Download this form in PDF or Word format. **The form must be typed.**
- The form must be filed at least **three weeks** prior to the scheduled final oral exam (dissertation defense).
- Before the form is submitted to Graduate Studies, the two designated readers must read the dissertation and sign the form. The chair or co-chairs must also sign prior to submission of the form.
- The final oral should be scheduled at a time when a majority of the committee, including the chair/co-chairs, can attend.
- The final oral may be waived if there is unanimous consent of all members of the supervisory committee. If the examination is to be waived, all members of the committee must sign the form and a reason for the waiver must be included on the form.
- For more information, see the Graduate Bulletin.

Final Packet for Doctoral Students

Upon receipt of the Application for Final Oral Exam, final instructions will be provided. The instructions include a web address for a page that houses all the forms and paperwork needed from the time of defense through the depositing of the dissertation.

To ensure that these final steps go smoothly, the final instructions should be read with care.

5.3 Professional Development at UNL

Whether your academic goals are to obtain your masters or PhD, the university will assist you in your development. The Graduate College and the office of Graduate Studies offer many programs to help graduate students. The Graduate Student Academic and Professional Development program offered by Graduate Studies can help graduate students explore the various academic and nonacademic career paths available to them. They work with UNL Career Services and UNL faculty to provide resources and materials in

- Basics of an effective cover letter
- Cover letter do's and don'ts
- CV's (Curriculum Vitae)
- Effective interview strategies
- Job search strategies

Their website is: <http://www.unl.edu/gradstudies/gsapd/>

The weekly meetings between SRAM faculty and students also play an important role in support of SRAM students. The faculty and staff in the SRAM program are committed to aiding you as you prepare for your professional career. Please feel free to make an appointment to discuss questions you may have.

5.4 Professional Organizations

The SRAM faculty are members of professional organizations in their respective fields of expertise. Membership in such organizations aids in your professional development with the opportunities to present papers, meet leaders in the field and network for employment following graduation. Below is a list of various organizations dedicated to survey methodology and public opinion research. Most of the organizations have student memberships which can be purchased at a greatly reduced price.

AAPOR (American Association for Public Opinion Research)

<http://www.aapor.org/>

ASA (American Sociological Association)

<http://www.asanet.org/index.wv>

American Statistical Association

<http://www.amstat.org/index.cfm?fuseaction=main>

MAPOR (Midwest Association for Public Opinion Research)

<http://www.mapor.org/>

MSS (Midwest Sociological Society)

<http://www.themss.org/>

SARMAC (Society for Applied Research in Memory and Cognition)
<http://www.sarmac.org/>

WAPOR (World Association for Public Opinion Research)
<http://www.unl.edu/wapor/>

5.5 Joint Program in Survey Methodology

UNL shares courses with the Joint Program in Survey Methodology (JPSM). The two major partners in the JPSM are the University of Maryland and the University of Michigan.

Joint Program in Survey Methodology (JPSM)
<http://www.jpsm.umd.edu>

6 General SRAM Information

6.1 Keys

Keys and security information for the building will be assigned to Graduate Research Assistants only. The building will be open to all SRAM students from 8am to 5pm on weekdays. If you are an SRAM student but are not a GRA and are involved in study groups or projects after hours, you should make arrangements with someone to enter **and** leave the building.

6.2 Computers

Computers are provided for the Graduate Research Assistants. They have been provided to us by Gallup. These computers will have the latest versions of SAS, SPSS and other various software programs. If there are other programs you need for a course, please contact Barb Rolfes or Renae Reis. Anti virus software is installed on each computer but it is your responsibility to do everything you can to ensure that the computers remain as protected as possible. This means taking steps to prevent the infection of viruses by saving files prior to opening them as well as keeping your anti virus software updated. Please contact Barb Rolfes or Renae Reis if you have questions.

6.3 SRAMnet

We have a listserv available to all current and former SRAM students. SRAMnet is a listserv available only to SRAM students, faculty and staff. SRAMnet is a major way for us to communicate with one another, making certain that all of us have the chance to hear about up-coming events, opportunities, deadlines, and so forth. We will also post job openings and other opportunities that may be of use to current students or SRAM graduates. The instructions for subscribing are as follows:

HOW TO SUBSCRIBE

Send an e-mail message to: LISTSERV@UNL.EDU
In the Message Field (NOT Subject): SUBSCRIBE SRAMNET

HOW TO UNSUBSCRIBE

Send an e-mail message to: LISTSERV@UNL.EDU
In the Message Field (NOT Subject): UNSUBSCRIBE SRAMNET

NOTE: Do not include signature block, as Listserv will try to interpret each line as a command.

HOW TO SEND AN EMAIL TO SRAMNET:

Send an e-mail message to: SRAMNET@UNL.EDU

6.4 Photo Copies

Photo copies are to be made only with regard to work being done for your assistantship or at the request of faculty/staff. All personal copies should be made at the copying facilities at Fed Ex Office (12th & Q) or on campus.

6.5 Office Supplies

Office supplies used in conjunction with assistantship work can be obtained from Barb Rolfes or Renae Reis. Personal supplies for your study or recreational needs should be purchased by the individual.

Please note: Beginning this semester we are trying a new accountability policy in order to save trees and reduce expenditures on paper. We will discuss a monthly allotment in this regard in the first SRAM faculty and student meeting and review the policy in due course.

6.6 SRAM Website

The SRAM website is: <http://sram.unl.edu>

All students in the SRAM program will be asked to provide their bio sketch to us. After events (conferences, etc.), you will be asked to update your online profile.

Academic Year 2008-2009:

First Semester (Term = 091)

Date	Event
March 31 - April 15, 2008	Priority Registration for First Semester 2008-2009
April 16 - August 24, 2008	Open Registration for First Semester 2008-2009
May 1, 2008 (Thurs.)	Last day to apply for undergraduate admission
August 25 (Mon.)	Late Registration begins (\$25.00 late registration fee assessed)
August 25 (Mon.)	First Semester begins
September 1 (Mon.)	Labor Day (Student and Staff Holiday)
September 2 (Tues.)	Last day for late registrations and adds including adds of thesis or dissertation credits (Census Date)
September 2 (Tues.)	Last day to drop a full semester course and receive 100% refund
September 5 (Fri.)	Last day to drop a full semester course and receive 75% refund
September 5 (Fri.)	Last day to file a drop to remove course from student's record
September 6 - November 14 (Fri.)	All course withdrawals noted with a "W" on academic record
September 10 (Wed.)	Tuition and fee payment deadline
September 12 (Fri.)	Last day to apply for residence for First Semester
September 12 (Fri.)	Last day to withdraw from a full semester course and receive 50% refund
September 19 (Fri.)	Last day to withdraw from a full semester course and receive 25% refund
October 3 (Fri.)	Final day to apply for a degree in December (\$25.00 fee due with application)
October 17 (Fri.)	Last day to change a course registration to or from "Pass/No Pass"
October 20 - 21 (Mon. - Tues.)	Fall Semester Break (Student Holiday - UNL offices are open)
October 27 - November 11	Priority Registration for Second Semester, 2008-2009
November 12 - January 11, 2009	Open Registration for Second Semester 2008-2009
November 14 (Fri.)	Last day to withdraw from one or more courses for the term
November 26 (Wed.)	Student Holiday (UNL offices are open)
November 27 - 30 (Thur. through Sun.)	Thanksgiving Vacation (UNL offices are closed)
December 8 - 13 (Mon. through Sat.)	Last week of classes (See Final Examination and Fifteenth Week Policy)
December 13 (Sat.)	Last day of classes
December 15 - 19 (Mon. - Fri.)	First Semester Final Exams
December 19 (Fri.)	Doctoral Hooding and Commencement Ceremony
December 20 (Sat.)	First Semester General University Commencement
December 24 (Wed.) - January 4, 2009 (Sun.)	Holiday Closedown (UNL offices are closed)

Second Semester (Term = 092)

Date	Event
October 27 - November 11, 2008	Priority Registration for Second Semester 2008-2009
November 12, 2008 - January 11, 2009	Open Registration for Second Semester 2008-2009
December 1, 2008 (Mon.)	Last day to apply for undergraduate admission
January 5, 2009 (Mon.)	First day UNL offices are open in 2009
January 12 (Mon.)	Second Semester begins
January 12 (Mon.)	Late Registration begins (\$25.00 late registration fee assessed)
January 19 (Mon.)	Martin Luther King Day (Student and Staff Holiday)
January 20 (Tues.)	Last day to drop a full semester course and receive 100% refund
January 20 (Tues.)	Last day for late registrations and adds including adds of thesis or dissertation credits (census date)
January 23 (Fri.)	Last day to drop a full semester course and receive 75% refund
January 23 (Fri.)	Last day to file a drop to remove course from student's record
January 24 (Sat.)- April 10 (Fri.)	All course withdrawals noted with a "W" on academic record
January 30 (Fri.)	Last day to withdraw from a full semester course and receive 50% refund
January 30 (Fri.)	Last day to apply for residence for Second Semester
January 30 (Fri.)	Final day to apply for a degree in May (\$25.00 fee due with application)
February 6 (Fri.)	Last day to withdraw from a full semester course and receive 25% refund
February 11 (Wed.)	Tuition and fee payment deadline
March 6 (Fri.)	Last day to change a course registration to or from "Pass/No Pass"
March 9 (Mon.)	Early Registration for Summer Sessions, 2009, begins
March 15 - 22 (Sun. - Sun.)	Spring Vacation (Student Holiday - UNL offices are open)
March 30 - April 14	Priority Registration for First Semester, 2009-2010
April 10 (Fri.)	Last day to withdraw from one or more courses for the term
April 26 (Sun.)	Honor's Convocation
April 27 - May 2 (Mon. thru Sat.)	Last week of classes (See Final Examination and Fifteenth Week Policy)
May 2 (Sat.)	Last day of classes
May 4 - May 8 (Mon. thru Fri.)	Second Semester Final Exams
May 8 (Fri.)	Doctoral Hooding and Commencement Ceremony
May 9 (Sat.)	Second Semester General University Commencement