

Survey Research and
Methodology Program
and
Gallup Research Center

College of Arts and Sciences
College of Business Administration

Student Handbook

2015-2016

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SRAM Program/Gallup Research Center Information

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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 Engagement

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

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://stuaafs.unl.edu/>

Office of Student Assistance

The office of the UNL Office of Student Assistance 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://stuaafs.unl.edu/osa/>

1 Introduction

1.1 Orientation

For all new students, welcome to the SRAM program! And for all returning students, welcome back! We hope that this handbook will facilitate each of you having a very positive experience in SRAM.

At the beginning of each semester, the SRAM program holds 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.

1.2 Advising

All students are assigned a major advisor. 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 advisor to assist with their decisions in their minor. We expect students to identify an advisor for their minor by the end of the first year (see page 12). 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

MyRED is the University of Nebraska-Lincoln's web-based registration system for students. Students register for classes using MyRED, found at <http://myred.nebraska.edu>. 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

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

- o Coordinates the exchange program with KU Leuven
- o Website maintenance
- o Executive Coordinator for WAPOR (World Association for Public Opinion Research)

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

- o Program Administrator
- o Payroll questions
- o SPSS & SAS and other software Licenses

1.5 Graduate Admissions Committee

The Graduate Admissions Committee consists of the current Director, Graduate Chair and various faculty members from the SRAM program and other disciplines on campus.

1.6 SRAM Program Deadlines

Deadline for Fall Admission	January 15, 2016 (for fall 2016 admission)
Deadline for Financial Assistance*	January 15, 2016 (for fall 2016 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 January 15 financial assistance deadline date in 2016. More information on this can be found in section 4.1 of this handbook.

1.7 Employment Regulations for Graduate Students

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 hours 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

You can find information on the Academic Calendar here:

<http://registrar.unl.edu/academic-calendar>

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 2009 or later. MS students who entered the program before Fall 2009 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 2009 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 (38 hours)

- 29 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) With the exception of the Professional Development Proseminar, which is offered only as a Pass/No Pass course, in Major requirements no other 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, for courses receiving letter grades, all grades must be a B or above in order to graduate. For courses that are taken as P/N, that is, the Professional Development Seminar, and any course approved to be taken as P/N by the SRAM Graduate Chair, you must earn a P. You are permitted to retake classes for which you have earned a grade that do not meet these minimum requirements. 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, or as an N.
- 3) Your Minor requirements are determined by the program in which you are pursuing your Minor. Your Minor advisor 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 13)
- Core requirements (min 15 hours)
- Comprehensive Examination (see pages 13 and/or 20)
- Statistical or Social Science Track (min 15 hours)
- Dissertation Research (min 12 hours)

Grade requirements for SRAM PhD students are as follows:

- 1) With the exception of the Professional Development Proseminar, no course may be taken Pass/No Pass.
- 2) PhD students 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 at http://bulletin.unl.edu/graduate/Masters_Degree_Requirements.

Requirements:

- 47 credit hours:
 - Core Areas including Research Elective (29 credits)
 - Internship (6 credits)
 - Practicum (3 credits)
 - Minor Area (9-12 credits)*
- Prerequisite: Introductory Stats (Stat 218)**
- 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.

To assist the graduate committee, and advisors, in evaluating academic progress and career development, the program requires the submission to the SRAM office of a Student Activity Report (SAR) by the first Monday of the second week of each semester (with the exception of the first semester of enrollment). Please see the SRAM [website](#) under "student resources" for this form.

Major Course Requirements

Core Areas:

One course (or equivalent) from each of the 9 areas listed below (26 credits) and one elective (3 credits) is required.

1. Professional Development:

SRAM 894 – Professional Development in Survey Research

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

3. 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

4. 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

5. Sampling: Sampling design; variance estimation and adjustment; and response rates and bias.
SRAM/SOCI 819 – Applied Sampling
SRAM 915 – Advanced Sampling
STAT 804 – Survey Sampling

6. 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/SOCI 947 – Questionnaire Design

7. 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

8. 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

9. 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 917 – Principles of Survey Analysis II
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 (see page 16), 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. Students who fail to make adequate progress toward the M.S. degree will be placed on probation and may be terminated from the program at the discretion of the Graduate Committee.

Research Electives (3 credits)

With the major advisor'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 advisor'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 advisor'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 advisor 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/internship>

Advising

All students are assigned a Major advisor. M.S. students are expected to select a Minor area advisor 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 20 of this handbook for more information.

Survey Research and Methodology Master's Minor

Students from other disciplines who have chosen to make Survey Research and Methodology their minor are required to take 12 credits from the SRAM MS core curriculum as approved by a minor advisor who must be a member of the SRAM core faculty*. The minor would likely include courses in Instrument Design and Evaluation, Data Collection Methods, and Sampling. SRAM core faculty* consist of Graduate Faculty with at least a .5 FTE in the SRAM program. Students are required to earn a grade of B or better to earn credit towards the SRAM minor. A "Declaration of SRAM as a Minor" form must be filled out. Please contact the SRAM office for this form.

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. Failure to maintain a 3.5 GPA is grounds for termination from the program.

To assist the graduate committee, and advisors, in evaluating academic progress and career development, the program requires the submission to the SRAM office of a Student Activity Report (SAR) by the first Monday of the second week of each semester (with the exception of the first semester of enrollment). Please see the SRAM website and choose the appropriate student activity report.

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/PSYC/SOCI 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.

Survey Research and Methodology PhD Minor

Ph.D. minors must take at least one course from at least four SRAM core areas (excluding Intermediate Statistics) and at least one Advanced Statistics class. Students are required to earn a grade of B or better to earn credit towards the SRAM minor. The minor includes the courses as listed below:

Course Requirements

1. SRAM/SOCI 819 – Applied Sampling
2. SRAM/PSYC/SOCI 947 – Questionnaire Design
3. SRAM 921 – Total Survey Error
4. SRAM/SOCI 818 – Data Collection Methods
5. An Intermediate or Advanced Statistics course from SRAM MS core curriculum
6. One elective from SRAM MS core curriculum with the exception of an Intermediate Statistics course

2.5 SRAM Certificate Program

The Certificate program is an 18-credit, six-course program for people who want to acquire a firm grounding in survey research methods in a limited amount of time. It is designed to meet the needs of people possibly already active in the business world who recognize the advantages to be gained through a solid understanding of survey methods and data analysis. It should suit anyone who wants to add this important area of expertise to their qualifications without engaging in an MS-length course of study. At the same time, all Certificate courses can count towards an MS in Survey Methodology. Courses include the survey design & analysis, principles of survey analysis, applied sampling, questionnaire design, and data collection methods. Students choose a sixth elective course from among a range of core course options in the SRAM MS program. Students are required to earn a grade of B or better to earn credit towards the SRAM certificate.

Course Requirements

1. SRAM/SOCI 865 – Survey Design & Analysis
2. SRAM 816 – Principles of Survey Analysis
3. SRAM/SOCI 819 – Applied Sampling
4. SRAM/PSYC/SOCI 947 – Questionnaire Design
5. SRAM/PSYC/SOCI 818 – Data Collection Methods
6. One elective from SRAM MS core curriculum
(not an Intermediate Statistics course)

Interested students should contact the SRAM office for approval of chosen electives. Any modifications to the above requirements must be approved by the SRAM director.

2.6 SRAM Courses of Instruction

800. Research Methods

(POLS *800) (3 cr)

Basic techniques used in quantitative political science research. The general linear model. Basic probability theory, ordinary least squares regression, and how to solve problems often encountered when conducting quantitative analyses in political science.

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

(SOCL/PSYC 818) (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.

819. Applied Sampling

(SOCL 819) (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.

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.

894. Professional Development in Survey Research

(3 cr)

Basic principles of practice including ethical requirements and procedures, IRB and CIDI, personal conduct, plagiarism. Introduction to relevant databases, data archives, key surveys. Practice in critical discussion, report and abstract writing, creating and presenting conference papers.

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 advisor

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.

917. Principles of Survey Analysis II

(3 cr) Lec 3.

Prereq: SRAM 816

Key components of analytic models used in analysis of survey data. Analysis of variance (anova), linear regression (ols) and generalized linear model (glm) to include estimation of coefficients for a specified set of "structural equations" designated by a hypothesized causal structure (i.e., SEMs). Main statistical models for estimating

nonlinear regression coefficients. Introduction to principles of maximum likelihood estimation (mle) and alternative estimation approaches. Focus on development of the ability to conduct independent quantitative research.

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/SOCI 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

2.7 SRAM Required Events

Throughout the academic year, the Graduate Chair of the Survey Research and Methodology Program, on the advice of the Graduate Committee, may occasionally stipulate events to which the attendance of all PhD and MS students receiving Graduate Assistantships is required. In the judgment of the Graduate Committee, these required events will be of considerable value in the professional development of those seeking an advanced degree in survey methodology. By being required, Graduate Assistants must attend these events unless there is a conflict with another event of importance to the student, such as a class. Because these events are required, Graduate Assistants will be permitted to use assistantship time to attend. Other students in the SRAM program who are not Graduate Assistants are strongly encouraged to attend these events.

3 Exams

3.1 Semester Exams

The University has a policy regarding final examinations for regular classes. The Final Exam Schedule can be found at: <http://www.unl.edu/regrec/>. According to University policy, exams for classes may be scheduled at other times during Final Exam Week upon mutual agreement of all concerned. The Instructor is responsible for finding an alternate location for the Final Examination.

3.2 Master's Degree Comprehensive Final Exams

A Final Examination Report (found at: <http://www.unl.edu/gradstudies/current/degrees/masters>) must be completed. The completed form should be turned in to the SRAM office with signatures so that it can be submitted to the office of Graduate Studies prior to the administration of the final exam. The final exam report will be accepted after all course work on the Memorandum of Courses has been completed, or is in process. Typically 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. Exceptions can be made with regard to the semester of administration with agreement between the student and their advisor and/or the SRAM graduate chair.

The final exam will be held during the third week of the semester and will be administered as a take-home exam over a four day period, during which students are expected to devote at least two days to the exam, allowing for other conflicts with work, family or religious obligations. The format of the exam is open book and open note. Section 5 of this handbook discusses graduation requirements, including the comprehensive final exam, in further detail. Please contact 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.

With regard to the core section of the comprehensive exam, Ph.D. students will be provided with a reading list with regard to the core areas of survey methodology. The core examination will consist of one five hour session on a single 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, and will be required to answer three of them. Students have the choice to write their answers by hand or to type in their answers electronically on a computer. Examinations will be proctored.

In addition to the core examination, and at the discretion of each student's supervisory committee, students will need to complete one of three options to satisfy the specialty section of the examination. All of these options will require that students develop their own reading list for their specialty area. The first option will be to take an examination which has the same format as the core section examination, which is based on the student's specialty reading list. A second option will be to write a paper, based on the student's reading list, of approximately 6500 words of text that will be submitted for potential publication. Finally, the third option will be to write a proposal for external funding that will heavily exploit the student's reading list.

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 January 15.

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. The hours you may post for work are between the office hours of 8:00 am to 5:00 pm, Monday through Friday. Any meetings of SRAM faculty and/or 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.

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, accompanying guests to meetings on campus, etc.) and other duties at the discretion of faculty/staff.

All GRAs 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.

Group Projects

GRAs 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 advisor and could result in termination of funding.

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 Master's Degree Deadline Dates sheet for exact deadline dates for graduation: <http://www.unl.edu/gradstudies/current/degrees/masters>. **You should refer to this website to determine all of the deadlines for requirements according to the semester of the conferral of your master's degree; for example, the deadline for submitting an application for degree, which is required, occurs early in your final semester.**

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 the memorandum from the Graduate Studies website in writable PDF format.
<http://www.unl.edu/gradstudies/current/Masters-Memorandum.pdf>
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 of the oral exam or by the date specified on the [calendar of deadlines](#). Expect the deadline date to be early in the semester of intended graduation. 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 the final exam form from the Graduate Studies website in writable PDF format. <http://www.unl.edu/gradstudies/current/Masters-FinalExam.pdf>
- **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 the application from the Graduate Studies website in writable PDF format.

<http://registrar.unl.edu/resources/forms/DEGRAPPNEW.pdf>

The form must be typed.

The completed form and \$25 payment should be filed with Graduation Services, 109 Canfield Administration Building, **early in the semester** of 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/degrees#doctoral>

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 doctoral committee form from the Graduate Studies website in writable PDF format.
<http://www.unl.edu/gradstudies/current/degrees/Doctoral-SupCommittee.pdf>
The form must be typed.
- The Graduate Chair of the department/program must sign the form.
- The committee must consist of at least four graduate faculty, including a NU graduate faculty member from outside the department or area in which the doctorate is to be granted. If a minor is sought, the committee should include a representative from the minor department.
- 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 chairs.
- For more information, see 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 the program of studies form from the Graduate Studies website in writable PDF format.
<http://www.unl.edu/gradstudies/current/Doctoral-Program.pdf>
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 the candidacy form from the Graduates Studies website in writable PDF format.
<http://www.unl.edu/gradstudies/current/Doctoral-Candidacy.pdf>
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 the application form from the Graduate Studies website in PDF format.
<http://www.unl.edu/regrec/resources/forms/DEGRAPPNEW.pdf>

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.

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 the final oral examination form in PDF or Word format.
<http://www.unl.edu/gradstudies/current/Doctoral-FinalOral.pdf>
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

You can find out more at: <http://www.unl.edu/gradstudies/current>

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://asanet.org/>

American Statistical Association
<http://www.amstat.org/>

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://wapor.org>

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.

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.

University Policies

7.1 Student Code of Conduct: Academic Dishonesty

See: <http://stuafs.unl.edu/ja/code> for the entire Code of Conduct

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.

7.2 Guidelines for Good Practice in Graduate Education

See: <http://www.unl.edu/gradstudies/current/GuidelinesForGoodPracticeInGradEducation.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.

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7.3 University Services for Students with Disabilities

See: http://www.unl.edu/ssd/resource/faculty.shtml#SSD_Rights

Mission Statement

The University of Nebraska-Lincoln is committed to providing individuals with disabilities an equal access to a higher education. We believe that every member of society has the right to an education commensurate with his or her ability and interests. Services for Students with Disabilities is designated with the responsibility of providing accommodation to any individual with a documented disability that requires accommodation. Resources have been committed to create an enabling environment including, but not limited to, accessible housing, telecommunication, parking, library services, recreational facilities and academic programs. These services are offered to facilitate the integration of students with disabilities into the main stream of University life.

A formal accommodation planning procedure has been established to ensure that students with disabilities are reasonably and appropriately accommodated in all aspects of college life.

Please see the link above for more information on accommodations for students with disabilities.