

Template for Graduate Degree Catalog Pages

Overview

A small work group consisting of staff from the Graduate School, Office of the University Registrar (OUR), and several graduate academic areas worked out a plan for improving the content of the catalog pages for the graduate degree programs. In the 2013-14 catalog, it was mostly a reprint of the admissions related information that had been in the prior printed catalog. However, based on feedback from a number of graduate programs, and from the University administration, our goal for 2014-15 is to provide new and improved content for your pages, specifically to include degree requirements, much like had been done with the undergraduate degree program pages.

So our workgroup spent time reviewing what kinds of data was common among the programs, and came up with the following template. As you read through this, we encourage you to go online and browse several of the degree program pages where we have already begun the work necessary to transform them using the new templates. Those sample programs are:

- Agricultural Education (MS, PhD)

- Business Administration (Crosby MBA, execMBA, PhD)

- Information Science and Learning Technology (MA, MEd, EdSp, PhD)

Please keep in mind that while we have the templates, we recognize that each program can be a little different. And thus there is definitely room for flexibility built into the templates. You may have even noticed some of this flexibility as it was worked into the pages mentioned above. For example, for the MS in Agricultural Education, their student population is incredibly varied on pace in the program, and so they felt it best not to use the Sample Plan of Study. Or for the execMBA program that doesn't have a thesis option, but instead has a required international residency, we added a different heading and section for this. Or for ISLT, they have a course rotation schedule that is important to their students, so we are working on a table structure to display that information.

Over the course of the next months during the editing window, the catalog staff in the OUR is ready to help you redesign your pages using the new templates. At a minimum, we can help you set up your headings and sections. Just contact us at muregistrarcatalog@missouri.edu.

Templates

Depending on the type of degree (master's, educational specialist, doctoral), different headings and sections have been identified that closely align the common information in these degree types. Those are listed below.

Headings for Master's pages:

- Degree Requirements

- Sample Plan of Study

- Thesis/Non-Thesis Requirements

- Admissions

Headings for Educational Specialist pages:

- Degree Requirements
- Sample Plan of Study
- Qualifying Process
- Comprehensive Examination Process
- Admissions

Headings for Doctoral pages:

- Degree Requirements
- Sample Plan of Study
- Qualifying Process
- Comprehensive Examination Process
- Dissertation Requirements
- Admissions

For each degree page, at the very top of the page will be a bulleted list of the headings. These bullets are actually anchors that take you down the page to the location of that content. And at the end of each section of content is a “Back to Top” link that if clicked takes the user back to the bulleted list at the top of the page. These anchors and links help the user with navigating long pages. It also acts like a table of contents for the page, assisting the user early on to know what information to expect.

Some degree pages actually start with an “About” section, and then the “Degree Requirements” section. Typically whichever section is first is not in the bulleted list of anchors, as the heading is usually in view when the page is opened. But it can certainly be added to the bulleted list of anchors if you choose.

Description of Sections

About

This section could be a general introduction to this degree program.

Degree Requirements

This section most often includes a course list table listing all of the required courses for the degree. It can list courses individually, or grouped (for example, if a student is to choose a specific number of courses from a set), or generic (for example, to list Electives and the number of credits to earn as electives).

Sample Plan of Study

This section offers the opportunity to lay out the required courses and activities on a semester by semester basis as an example for students to follow, but very clearly stating that a student’s own plan of study will vary depending on their pace in the program and individual choices when options are available.

Thesis/Non-Thesis Requirements

This section allows for a description of what are commonly options at the master’s level between completing a thesis or some other academic activity.

Qualifying Process

This section describes the process a student must follow to qualify for the program. Many programs admit students as eligible to take courses and pursue a degree, but to be fully engaged in the degree program, additional steps are needed. In some cases, this might include an exam following completion of foundation courses, or successful completion of a set of courses, or an application and paper outlining prior graduate-level work.

Comprehensive Examination Process

This section allows you to describe any specific instructions for the exams in your area. It might confirm if there is a written and/or oral section, and indicate the time frame when students are expected to take the exam.

Dissertation Requirements

This section offers space to describe expectations, timelines and guidelines for the dissertation process in your degree program.

Admissions

It is recommended that this section include two pieces of information. First, it should include a standard paragraph of text (see below) with two links: (1) link to the minimum admissions requirements specific to your program as outlined on the graduate school's website, and (2) link to the minimum admissions requirements of the Graduate School as outlined on their website. Second, it should include contact information for those wanting to inquire about your program. It is highly recommended that since this information is static inside the catalog for an entire year and not changeable as individuals may come and go, that this contact information should not include the name of an individual person, but instead include the general address, phone, email and url for the office or department.

Editing Instructions for Headings

If you want to try setting up the bulleted list of anchors on your degree pages, below are some basic instructions. If you prefer for the OUR catalog staff to do this, just let us know. Note that on most of the emphasis pages, these have been done for you already.

Part 1. Bulleted List of Anchors

- Type in the list of headings.
- Highlight the list. Click on the bulleted list tool.

Part 2. Section Headings

- For any heading that not is part of the bulleted list of anchors (often your first section's heading), simply type the heading on the page. Highlight the text. In the toolbar, click on the dropdown for Format and choose Header 2 (or smaller).
- For any heading that IS part of the bulleted list of anchors, you will need to create them inside of a Text Header box in order for the anchor process to work. Once your cursor is in the right place on your page, then in the toolbar click on the Insert/Edit Formatted Table tool. In the dropdown select

Text Header. Click OK. Choose Header 2 (or smaller). In the Header field, type the name of your header. In the Hash Tag field, type a short name for the header (for instance, for Sample Plan of Study, simply type in "Sample"). Note that each header on this page needs a unique hash tag, but the same hash tag can be used on other pages. Click OK.

- Type in any text you want in this section.

- At the end of the section, on the next line down, type in "Back to Top". Highlight it. In the toolbar, click on the dropdown for Styles and choose Back To Top. Highlight it again (if it isn't still highlighted) and in the toolbar, click on Link. In the "Link to a URL" section, in the URL box type "#top". Click OK.

Part 3. Link the Anchors to Text Headers

- Highlight an anchor in the bulleted list at the top of the page. In the toolbar, click on the Link tool. In the "Link to an Anchor" section, use the dropdown to find the hashtag you set up for the corresponding Text Header and choose it. Click OK. Repeat the process for the other anchors in the bulleted list.

Editing Instructions for Sections

Each program will decide what text goes into the sections. And remember that even the sections themselves are flexible, and the OUR catalog staff can assist with making these changes. Only the Admissions section has recommended text, as is shown below.

Admissions

Below is the generic text (as used for the MS in Agricultural Education) for the Admissions section. The first link should be customized to the name of the degree program, and should link to the Graduate School's web page containing admission information specific to that program. The example below is linked to <http://gradschool.missouri.edu/academics/programs/agricultural-education/masters.php>. The second link should be to the Graduate School's web page containing minimum requirement information at the url <http://gradschool.missouri.edu/admissions/eligibility-process/minimum-requirements.php>. On both links, remember to make these open a new page, since they are outside the catalog.

"Applicants are required to meet two sets of minimum qualifications for admission: the requirements of the MS in Agricultural Education program and the minimum requirements of the Graduate School. Because requirements vary, you *must* refer to a degree program's graduate admission page to learn about specific admission criteria, application deadlines, eligibility and application process. Before official admissions to the University of Missouri, your application materials will be reviewed by both the Graduate School and the degree program to which you've applied."