

**M.S. IN FAMILY STUDIES  
AND HUMAN SERVICES;  
SPECIALIZATION IN FAMILY  
FINANCIAL PLANNING**

**KANSAS STATE UNIVERSITY**

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## PROGRAM INFORMATION

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This inter-institutional M.S. program in Family Financial Planning draws on the expertise of graduate faculty and graduate courses from six universities. The program is taught entirely via the Internet, and upon completion of the curriculum students are eligible to sit for the CFP® certification examination. This program consists of 42 semester credit hours. Students typically complete the program in three years while employed full time. Students who participate in full time study can shorten the time from matriculation to degree completion.

Effective January 2007, students have the option of beginning their M.S. degree with the graduate certificate program in Personal Financial Planning. This 14-month program of study consists of six eight week courses with a two week break in between. These six courses meet the educational requirements necessary for individuals to sit for the CFP® certification examination more quickly. After successful completion of the certificate program, students will then transition into the Great Plains IDEA for the remainder of their courses. Beginning the M.S. degree with the certificate program will not interfere with the ability to obtain financial aid. Please contact Program Coordinator, Kim Misenhelter at [ipfp@ksu.edu](mailto:ipfp@ksu.edu) about details regarding this option.

The Inter-Institutional M.S. degree in Family Financial Planning consists of the following:

- **9 credit hours in Core Courses** (Family Studies, Family Economics, and Financial Counseling)
- **21 credit hours in Financial Planning** (Fundamentals of Financial Planning, Insurance, Investment, Retirement Planning and Employee Benefits, Estate Planning, Housing/Real Estate, and Personal Income Taxation)
- **12 credit hours in Financial Planning Applied Scholarly Courses** (Professional Practices, Practicum, and Case Studies)

### **42 Total credit hours**

Requirements: 42 hours of graduate course work, including:

#### **1. Required Courses**

FSHS 624 Fundamentals of Family Financial Planning	(3)
FSHS 675 Field Study in Family Economics	(6 total)
FSHS 709 Family Economics	(3)
FSHS 756 Financial Counseling	(3)
FSHS 758 Housing/Real Estate	(3)
FSHS 760 Retirement Planning and Employee Benefits	(3)
FSHS 762 Investing for the Family's Future	(3)
FSHS 764 Estate Planning for Families	(3)
FSHS 766 Insurance Planning for Families	(3)

FSHS 772 Personal Income Taxation	(3)
FSHS 835 Professional Practices in Family Financial Planning	(3)
FSHS 836 Case Studies	(3)
FSHS 850 Family Systems	(3)

## 2. **Comprehensive Examination**

Each student's major advisor will administer a written comprehensive examination. Topic areas of the exam will be based on a combination of core course material and student interests.

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## Application Procedures

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All materials should be sent to Kim Misenhelter, Program Coordinator, Institute of Personal Financial Planning, 312 Justin Hall, Kansas State University, Manhattan, Kansas 66506.

### **Submit the following**

- K.S.U. Graduate School Application completed in full and signed at the bottom of the front page. If you submit your application online, you must print, sign and send in, the confirmation receipt. Be sure to go back and click on 'Send Online Form' to complete the process.
- \$30.00 application fee for domestic graduate students. The application fee for international students is \$55. Your application will not be considered without this fee.
- Two Official copies of your transcript(s) from each college or university which you have attended. The Graduate School cannot accept copies of transcripts furnished directly to you. Please have your schools send your transcripts directly to our office.
- A brief resume and Statement of Objectives: why you are interested in graduate study in our school; how it can fit in with your previous education/experience and/or your future career plans; as well as what you hope to achieve while a graduate student.
- Three letters of recommendation from former/current teachers, employers, or other professionals in a position to evaluate your potential for graduate study. Please use the enclosed forms. Make sure you check one of the statements concerning The Family Educational Rights and Privacy Act of 1974 and sign your name. If you fail to indicate your preference under the Act, your references will automatically be considered confidential.

Admission and reference forms can be obtained online at: <http://www.ipfp.k-state.edu/programs/masters/admissions.php> or by e-mailing ipfp@ksu.edu. KSU does not require GRE scores for admission to the Family Financial Planning program.

When all the materials are on file, the graduate committee will act on your request for admission to the FFP program and will contact you about their decision. You may receive one of four decisions. 1) full admission, 2) full admission, but you are on a waiting list, 3) conditional admission subject to resolving deficiencies, or 4) admission denied.

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## INTERNATIONAL APPLICANTS

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In addition to the required materials previously listed, you must also submit the following.

Required:

- Official TOEFL Score (NOTE): The FSHS Graduate Programs require a TOEFL of at least 600 (250 on the computer-based test) to consider international applicants for admission. This requirement exceeds the 550 TOEFL minimum required by the KSU Graduate School.
- Affidavit of Financial Support. This form is on the back of the International Application for Admission. See specific instructions on this form.
- A 55 U.S. dollar application fee in the form of a money order or cashier's check made payable to: Kansas State University Graduate School. **(Personal checks are not accepted.)**

See detailed application instructions on the Graduate School International Application and Information document.

According to policies of the Bureau of Citizen & Immigration Services within the Department of Homeland Security, international students living in the U.S. cannot enroll in more than 3 hours of online courses per semester. At the same time, these students are required to be enrolled full time to remain in the U.S. Thus, no international students residing within the United States are eligible to enroll in the Great Plains IDEA online graduate programs at any of the Great Plains IDEA institutions unless concurrently working on another graduate degree that is on-campus.

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## DEADLINES

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It is advisable to get your application in as soon as possible for early consideration. If you are not admitted because the spaces are filled, you may renew your application for the following semester.

<b>Date</b>	<b>Entrance Semester</b>
October 01	Spring Semester (January start date)
May 01	Fall Semester (August start date)

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## ADMISSION CRITERIA

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The unit faculty in its' review of your application takes into consideration your undergraduate grade point average (especially during the last two years of study), whether your undergraduate institution is accredited, the extent to which our programs match your academic objectives, and your potential for graduate study as reflected by your transcripts and your letters of recommendation. In general, your grade point average must be 3.0 ("B") or better, although in exceptional cases we may consider recommending probational admission if your grade point average is at least 2.75.

Admission is not contingent upon having a specific type of undergraduate degree (many of our graduate students come from areas outside family studies and human services). Prospective graduate students will include, but not be limited to, Family & Consumer Science graduates with a consumer economics / financial management background, and business majors employed in financial services. It is anticipated that the majority of applicants to the program will have macro and micro-economics, ethics, and computer science applications.

The program incorporates macro and micro-economics, finance, financial planning ethics, computer applications of financial data and counseling skills, and thus competency related to these concepts are required for graduation.

Once you have had all the necessary materials sent to the school, the faculty of the unit to which you are applying will review your credentials. Upon approval and assignment of a temporary advisor, your file will be forwarded to the Graduate School, which checks the completeness of your application, official transcripts, and verifies that you have or will soon have a valid degree from an accredited\* institution.

\* KSU Graduate School recognizes the following Institutional Accrediting Bodies:

MSA – Middle States Association of Colleges and Schools  
NASC – The Northwest Association of Schools and Colleges  
NCA – North Central Association of Colleges and Schools  
NEASC-CIHE – New England Association of Schools and Colleges, Inc./Commission on Institutions of Higher Education  
SACS-CC – Southern Association of Colleges and Schools/Commission on Colleges

## AFTER YOUR ADMISSION

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Dr. Esther Maddux will be assigned as your initial advisor. Program Coordinators, Kim Misenhelter, or Jessica Stemmer will help you select your first courses and assist you in enrollment, depending on which option you choose. Please feel free to contact either Dr. Maddux, Kim or Jessica with any questions you may have about our program. For questions regarding the Certificate Program in Personal Financial Planning, or about the application process itself, please contact Kim Misenhelter.

**Dr. Esther Maddux, CFP®**  
**Professor**  
School of Family Studies and Human Services  
313 Justin Hall  
Kansas State University  
Manhattan, KS 66506-1403  
Tel: 785-532-1490  
e-mail: emaddux@ksu.edu

**Kim Misenhelter, IPFP Certificate**  
**Program Coordinator**  
312 Justin Hall  
785-532-1480  
ipfp@k-state.edu  
**Jessica Stemmer, GPIDEA**  
**Program**  
**Coordinator** 785-532-3965  
214 Justin Hall  
Manhattan, KS 66506-1403  
e-mail: gpideacc@k-state.edu

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## PRACTICAL INFORMATION

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For further information on the M.S. in Family Financial Planning, visit our website at:  
<http://www.ksu.edu/ipfp>

For information regarding the School of Family Studies and Human Services, visit our website at: <http://www.ksu.edu/humec/fshs/fshs.htm>

For information regarding the Graduate School, visit their website at:  
<http://www.ksu.edu/grad/>

For information regarding Kansas State University, visit the website at:  
<http://www.ksu.edu>

For information regarding financial assistance, you may contact:

Director  
Office of Student Financial Assistance  
Fairchild Hall  
Kansas State University  
Manhattan, Kansas 66506  
(785) 532-6420  
Or students may apply on the Internet at: <http://www.ksu.edu/sfa>

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## SCHEDULE OF CLASSES

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Courses are listed by semester they are offered, as of June 2005. Each course is taught once per year. Course schedule is subject to change. The schedule of classes, descriptions and dates for the certificate program may be found online at:

<http://www.ipfp.k-state.edu/programs/graduate-certificate/program-requirements.php>

### **Fall**

- FSHS 850: Family Studies, 3 cr.
- FSHS 624: Fundamentals of Financial Planning, 3 cr.
- FSHS 762: Investing for the Family's Future, 3 cr.
- FSHS 772: Personal Income Taxation, 3 cr.
- FSHS 675: Practicum, 3 cr.; 6 cr. total [Arranged with your advisor]
- FSHS 836: Financial Planning - Case Studies, 3 cr. Capstone class: enrollment is limited to those who have completed all course work.

### **Spring**

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- FSHS 756: Financial Counseling, 3 cr.
- FSHS 766: Insurance Planning for Families, 3 cr.
- FSHS 764: Estate Planning for Families, 3 cr.
- FSHS 835: Professional Practices in Family Financial Planning, 3 cr.
- FSHS 675: Practicum, 3 cr; 6 cr total [Arranged with your advisor]

### **Summer**

- FSHS 709: Family Economics, 3 cr.
- FSHS 758: Housing/Real Estate, 3 cr.
- FSHS 760: Retirement Planning Employee Benefits, and the Family, 3 cr.
- FSHS 675: Practicum, 3 cr.; 6 cr. total [Arranged with your advisor]
- FSHS 836: Financial Planning - Case Studies, 3 cr. Capstone class: enrollment is limited to those who have completed all course work.

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## COURSE DESCRIPTIONS

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### Fall

**Family Systems**, 3 credits [FSHS 850]

Research and theory relative to family functioning throughout the life cycle will be studied, especially financial decision making during crisis and conflict. Emphasis will be given to factors that shape family values, attitudes, and behaviors from a multi-cultural perspective. New and emerging issues critical to family functioning will be addressed. [Taught alternately by Sanders, North Dakota State University, and Fournier, Oklahoma State University]

**Fundamentals of Financial Planning**, 3 credits [FSHS 624]

Issues and concepts related to the overall financial planning process, and establishing client-planner relationships. Services provided, documentation required and client and CFP licensee responsibilities are explored. Competencies related to gathering of client data, determining goals and expectations, and assessing the client's financial status by analyzing and evaluating data are developed. Emerging issues and the role of ethics in financial planning are an integral part of the course. [Joyce Cantrell, Kansas State University]

**Investing for the Family's Future**, 3 credits [FSHS 762]

An in-depth study of investment options for families, this course will include common stocks, fixed income securities, convertible securities, and related choices. Relationship between investment options and employee/employer benefit plan choices will be studied. Current and emerging issues, and ethics will be an integral part of the course. [Hatcher, Iowa State University]

**Personal Income Taxation**, 3 credits [FSHS 772]

In-depth information of income tax practices and procedures including tax regulations, tax return preparation, the tax audit process, the appeals process, preparation for an administrative or judicial forum, and ethical considerations of taxation. New and emerging issues related to taxation will be covered. Family / individual case studies provide practice in applying and analyzing tax information and recommending appropriate tax strategies. [G. Haynes, Montana State University]

**Practicum**, 3 credits -- 6 credits required [FSHS 675]

Practicum requirements are worked out on an individual basis between the student and his/her major professor. Possibilities include an internship, research/ writing a paper for publication, or program/project development approved by the degree granting institution. [Instructor Approval/ Field Study in Family Economics]

**Financial Planning - Case Studies**, 3 credits [FSHS 836]

All courses in the program must be completed as a prerequisite for enrolling in this course. Integration of both theoretical and applied concepts, including research findings from two comprehensive cases illustrating a students' understanding of a wide range of financial planning concepts and techniques as well as an awareness of ethical issues. A panel of faculty and Certified Financial Planners will review the two case studies. [Grable, Kansas State University]

## Spring

**Financial Counseling**, 3 credits [FSHS 756]

Theory and research regarding the interactive process between the clients and the practitioner, including communication techniques, motivation and esteem building, the counseling environment, ethics and methods of data intake, verification and analysis. Other topics include legal issues, compensation, uses of technology to identify resources, information management, and current or emerging issues. [Fitzgerald, North Dakota State University]

**Estate Planning for Families**, 3 credits [FSHS 764]

Fundamentals of the estate planning process, including estate settlement, estate and gift taxes, property ownership and transfer, and powers of appointment will be studied. Tools and techniques used in implementing an effective estate plan, ethical considerations in providing estate planning services, and new and emerging issues in the field will be explored. Case studies will provide experience in developing estate plans suitable for varied family forms. [D. Haynes, Montana State University]

**Insurance Planning for Families**, 3 credits [FSHS 766]

An in-depth study of risk management concepts, tools, and strategies for individuals and families, including: life insurance; property and casualty insurance; liability insurance; accident, disability, health, and long-term care insurance; and government-subsidized programs. Current and emerging issues, as well as ethical consideration, relative to risk management will be discussed. Case studies will provide experience in selecting insurance products suitable for individuals and families. [Cramer, University of Nebraska]

**Professional Practices in Financial Planning**, 3 credits [FSHS 835]

Challenges of managing financial planning practices including, but not limited to: business valuation, personnel, marketing, client services, ethics and technological applications. Relying both on a theoretical as well as an applied approach, students will analyze case studies that provide relevant, practical exposure to practice management issues, with a strong emphasis on current research findings. [Grable, Kansas State University]

**Practicum**, 3 credits -- 6 credits required [FSHS 675 Field Study in Family Economics]

## Summer

### **Family Economics**, 3 credits [FSHS 709]

Major issues relative to the economics of families including household production, and human capital development and the economics of crises, public policy and family life cycle spending, saving and borrowing. A theoretical and research perspective will be used to illuminate the concepts in the course. New and emerging issues and the role of ethics in the field of family economics will be emphasized throughout the course. [Enevoldsen, South Dakota State University]

### **Housing/Real Estate**, 3 credits [FSHS 758]

An overview of the role of housing and real estate in the financial planning process from a theoretical perspective. Taxation, legal aspects, mortgages, and financial calculations related to home ownership and real estate investments are included. New and emerging issues in the context of housing and real estate will be emphasized. The role of ethics in financial planning with housing and real estate will also be included. [Team taught by Crull, Iowa State University and Muske, Oklahoma State University]

### **Families, Employee Benefits, and Retirement Planning**, 3 credits [FSHS 760]

Micro and macro considerations in retirement planning for individuals and families will be covered. Included is a survey of various types of retirement plans, ethical consideration in providing retirement planning services, assessing and forecasting financial needs in retirement, integration of retirement plans with government benefits, and current research and theory in the field. Case studies will provide experience in retirement planning needs analysis. [Cramer, University of Nebraska]

### **Practicum**, 3 credits -- 6 credits required [FSHS 675 Field Study in Family Economics]

### **Financial Planning - Case Studies**, 3 credits [FSHS 836]

All courses in the program must be completed as a prerequisite for enrolling in this course. Integration of both theoretical and applied concepts, including research findings from two comprehensive cases illustrating a students' understanding of a wide range of financial planning concepts and techniques as well as an awareness of ethical issues. A panel of faculty and Certified Financial Planners will review the two case studies. [Grable, Kansas State University]

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## GRADUATE FACULTY

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Dr. Sheran L. Cramer, Associate Professor  
Family & Consumer Sciences, University of Nebraska-Lincoln  
Ph.D. 1980, University of Nebraska-Lincoln, Human and Community Resources  
M.S. 1967, Iowa State University, Home Management and Family Economics  
B.S. 1963, South Dakota State University, Home Economics Education

Dr. Bernadine L. Enevoldsen, Associate Professor  
Department of Consumer Affairs, South Dakota State University  
Ph.D. 1993, University of Minnesota Twin Cities Campus  
M.S. 1986, South Dakota State University  
B.S. 1964, South Dakota State University

Dr. Margaret Fitzgerald, Assistant Professor  
Department of Child Development and Family Science, North Dakota State University  
Ph.D. 1997, Iowa State University, Human Development and Family Studies (Family Resource Management Emphasis)  
M.S. 1987, Arizona State University, Family Resources and Human Development  
B.S. 1983, North Dakota State University, Child Development and Family Relations major with minors in Home Management/Family Economics and Sociology

Dr. David G. Fournier, Professor  
Human Development and Family Science, Oklahoma State University  
Ph.D., University of Minnesota  
M.A., University of Missouri – Kansas City  
B.A. , University of Missouri – Kansas City

Dr. John Grable, CFP®, Assistant Professor and CFP Program Director  
School of Family Studies, Kansas State University  
Ph.D. 1997, Virginia Polytechnic Institute and State University,  
MBA 1988, Clarkson University, Business Administration  
B.S. 1987, University of Nevada, Reno, Business/Economics

Dr. Deborah Cunningham Haynes, Assistant Professor  
Family and Consumer Economics, Unit of Family Studies, Consumer Science and Counseling, Montana State University  
Ph.D. 1996, Cornell University, Consumer Economics  
M.S. 1976, University of Nebraska-Lincoln, Family Resource Management  
B.A. 1974, University of Montana, Home Economics Education, Music Education  
Minor

**Dr. George W. Haynes, Assistant Professor**  
Department of Health & Human Development, Montana State University  
Ph.D. 1993, Cornell University, Consumer Economics and Housing, Minors in  
Agricultural Economics and Statistics  
M.S. 1980, Montana State University, Agricultural Economics  
B.S. 1975, University of Montana, Economics

**Dr. Esther Maddux, CFP® Professor**  
School of Family Studies, Kansas State University  
Ph.D. 1979, Purdue University, Family Resource Management  
M.S. 1973, The University of Tennessee Home Management, Equipment, and Family Economics  
B.S. 1972, The University of Georgia, Housing and Home Management

**Dr. Glenn Muske, Professor**  
Family Resource Management , Oklahoma Cooperative Extension Service  
Ph.D., Iowa State University  
M.S., North Dakota State University  
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**Dr. Gregory Sanders, Professor**  
Child Development and Family Science, North Dakota State University  
Ph.D. 1983, University of Georgia, Child & Family Development  
M.S. 1979, University of Nebraska, Human Development of the Family  
B.S. 1978, Indiana University, Psychology/Human Development

**Dr. Pat Swanson, Adjunct Assistant Professor & Extension Family Specialist**  
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**Dr. Rui Yao, Assistant Professor**  
Department of Human Development, South Dakota State University  
Ph.D. 2003, Ohio State University, Family Resource Management  
M.S. 2001, Ohio State University, Family Resource Management  
LL.B. 1996, Qingdao University, China, International Relations