

**Oklahoma State University  
Design, Housing and Merchandising (DHM)  
Graduate Handbook**

**Table of Contents**

<b>Section</b>	<b>Title</b>
I	Introduction
II	Admission requirements and program overview
III	Program components
IV	Degree requirements
V	Selection of thesis/dissertation research advisor
VI	The advisory committee
VII	Program milestones
VIII	Thesis/dissertation defense
IX	Program policies: Academic performance
X	Program policies: Integrity and safety in research and creative activities
XI	Student conduct and conflict resolution
XII	Appeals processes
XIII	Assistantship and fellowship policies
XIV	Critical skills acquisition
XV	Department/college/university resources

## I. INTRODUCTION

All graduate students receive a copy of the Design, Housing and Merchandising (DHM) Graduate Handbook upon entrance to the program. DHM reviews and updates the Handbook annually to ensure the accuracy of information provided to students entering the program.

### Important links:

- College of Human Sciences  
<http://humansciences.okstate.edu/>
- Design, Housing and Merchandising  
<http://humansciences.okstate.edu/dhm/>
- Graduate Degree/Certificate Programs  
<http://gradcollege.okstate.edu/degree>
- OSU Guidelines for Best Practices in Graduate Education  
<http://gradcollege.okstate.edu/bestpractices>
  - Graduate Education Environment
  - Graduate Students
  - Graduate Faculty and Advisory Committees
  - Graduate Programs
  - Graduate College

## II. ADMISSION REQUIREMENTS AND PROGRAM OVERVIEW

### How the DHM Program Aligns with the Discipline's Norms, Goals, and Practices

DHM offers resident graduate work leading to a Master of Science in Design, Housing and Merchandising and a Doctor of Philosophy in Human Sciences (with a specialization in DHM). The M.S. degree is designed to prepare individuals for careers in business, industry, extension, and post-secondary or college teaching. The Ph.D. degree prepares individuals for research, administrative, management, or teaching positions in universities, business, and industry. Resident graduate education within DHM encompasses three areas of study: 1) apparel design and production, 2) interior design and 3) merchandising. Students may also choose a 36-hour online retail merchandising leadership degree through the Great Plains Interactive Distance Education Alliance.

### How the DHM Program Aligns with the College of Human Sciences Mission

“The College of Human Sciences will be a world leader in the discovery and application of knowledge, preparing the next and upcoming generations of professionals who advance the quality of life.” DHM enhances this mission through Teaching, Research, and Extension. The College of Human Sciences tagline “Solving human problems ... enhancing human lives” is also a summation of the department philosophy. **DHM provides research and design-based education to solve human problems and enhance human lives.** The faculty and staff bring this philosophy to life.

### The DHM Program Today

The DHM graduate program focuses on the integration of theory, research, and design in the fields of Apparel Design, Interior Design, and Merchandising. For example, the United States Department of Agriculture, Oklahoma Center for Advancement of Science and Technology, and the Oklahoma Agricultural Experiment Station have funded research projects and opportunities for graduate research assistantships.

Doctoral students have received recent awards from ASTM International, the OSU Foundation Distinguished Graduate Fellowship and the Marguerite Scruggs Research Enrichment Fellowship. Master’s students come with diverse undergraduate degrees including Psychology, Graphic Design, Art, Theatre, Marketing, Management, Textile Science, Landscape Architecture, Interior Design, and Apparel Design.

DHM offers three options for graduate study: (1) Apparel, design and production; (2) Interior design; and (3) Merchandising. Each provides industry-based curricula taught by nationally recognized faculty in fully equipped design studios and classrooms. Additionally, the Interior Design option is accredited by the Council for Interior Design and Accreditation (CIDA). “The Council for Interior Design Accreditation (CIDA) advances the interior design profession as the definitive source for quality standards and accreditation in higher education.”

Both the master and Ph.D. programs allow students to specialize in an area of academic interest. Students successfully increase their skill set through applied coursework, research, and design, allowing them to be in a more competitive in the job marketplace. Furthermore, the Ph.D. program allows students to advance the body of knowledge and contribute to the profession.

#### The DHM Program: General Expectations

##### *Time to Degree*

Resident master’s students are responsible for successfully completing 30 credits hours. Master’s students enrolled in the online retail merchandising leadership degree through the Great Plains Interactive Distance Education Alliance are responsible for successfully completing 36 credits hours. Ph.D. students are responsible for successfully completing 60 credits hours.

##### *Participation in DHM Program Activities*

Master’s and Ph.D. students are expected to participate in department and college activities, including seminars. Thesis and dissertation proposals presentations are required of all students. As emerging professionals, students are expected to conduct themselves with high levels of integrity.

##### *Standards for Thesis and Dissertation Proposal and Defense Presentations*

Master’s students are required to write and successfully defend a thesis proposal and thesis. Ph.D. students are required to write and successfully defend a dissertation proposal and dissertation.

### *Apparel Design, Interior Design, and Merchandising: Research Thesis or Dissertation*

A research thesis or dissertation is based upon theory and the testing of theory. The proposal should explain the theory or theories relevant to the study, the methodology whereby theory will be tested or lead to experimentation, and the implications of the anticipated results to theory and the knowledge base.

### *Apparel Design and Interior Design Master's Students Only: Design Thesis*

A design thesis is based upon the creation of original work that represents processes of experimental design, and that may be an extension of the previous works of artists and designers within the chosen field. The design thesis is limited to master's students in apparel design and production or interior design.

### *Key Differences Between the Design and Research Thesis*

Design thesis students must successfully defend the written portion of the project followed by a one-week physical exhibit of the work, to be held at a time and place approved by the advisory committee. If the advisory committee requires revision of the work, scheduling of the exhibit must be delayed until the committee is satisfied with the quality of the design results. The exhibit opens with an oral presentation by the student, delineating the problem, process, outcomes, and implications of the design work. Note that the requirements for the written portion of the project differ from those of the research thesis.

### *Ph.D. Dissertation*

Ph.D. students may choose between a traditional or manuscript format for their dissertation. Students may modify the traditional organization of the thesis or dissertation into an alternative manuscript format. Under the manuscript format, one or more finished manuscripts replace sections of a traditional dissertation. The manuscripts must be appropriate for immediate submission to a scholarly journal. Master's and Ph.D. students may choose the manuscript format. The Graduate College provides dissertation templates.

### Standards for Professionalism in the Discipline

DHM students are encouraged to continue to strengthen their professional credentials by publishing, presenting and/or exhibiting the results of their research or design within juried outlets. Professional

dissemination of results must carry the names of all persons who made significant contributions to the research or dissemination efforts. It is not necessary to include the names of all members of an advisory committee, but only the names of those individuals who may have contributed assistance during the research or design process above and beyond the usual expectations for advisory committee membership.

#### Demonstration of Mastery of the Subject Matter and Milestones

- Master's students are required to successfully complete coursework and thesis requirements.
- PhD students are required to successfully complete coursework. In addition, PhD students are required to pass a comprehensive exam consisting of the following four stages. Stage 1 is a directed take-home exam, Stage 2 is a production of a publishable full-length manuscript, Stage 3 is a written dissertation proposal and oral defense, and Stage 4 is a written dissertation and oral defense.

#### **Important links:**

- Thesis and Dissertation Templates  
<https://gradcollege.okstate.edu/content/thesis-and-dissertation-templates>

### III. PROGRAM COMPONENTS

**Purpose:** This section of the Handbook explains the major elements of the degree program. Admission requirements and an overview of the program components, including required coursework, thesis, non-thesis, minors, degree options, and benchmarks (e.g., exams, doctoral candidacy, internships and practicums) are included.

#### Qualifying Academic Background

Master and Doctoral program applicants typically have a degree or equivalent in apparel design, interior design, housing, merchandising, or in a closely related academic area, from a college or university of recognized standing.

#### *Master's Program*

- Interior Design master degree applicants must have an undergraduate degree in interior design, interior architecture, architecture, landscape architecture, facility management or industrial/product design.
- Apparel Design and Production and Merchandising will accept prospective students from varied academic backgrounds, with the understanding that undergraduate prerequisite course work may have to be completed.

#### *Doctoral Program*

- Ph.D. degree applicants concentrating in interior design must have at least one degree in interior design, interior architecture, architecture, landscape architecture, facility management or industrial/product design.

The department graduate faculty members consider a variety of factors when making admission recommendations. Academic background and test scores will be considered along with the statement of goals and other application materials.

Applicants may be asked to participate in a video interview with the graduate faculty in order to determine admission decisions. Applicants whose credentials are congruent with the expectations of the OSU Graduate College and DHM will be recommended for admission.

### *Grade Point Average (GPA)*

Applicants must provide evidence of academic ability, in the form of above average Grade Point Average (GPA) performance in previous university coursework. A minimum undergraduate GPA of 3.0 on a 4.0 scale or equivalent is recommended for persons applying for admission into the master's program, while a minimum graduate GPA of 3.5 on a 4.0 scale or equivalent is recommended for doctoral applicants.

### *Official GRE Scores or GMAT Scores*

Students are required to submit scores from either the Graduate Records Examination (GRE) or the Graduate Management Aptitude Test (GMAT). There are no exceptions to this requirement, and applications will not be considered for admission if an official GRE or GMAT score is not submitted. Test scores are valid for five years from the date of the original test. If the GRE/GMAT was taken more than five years ago, it must be retaken and the new score must be submitted with the application. If an applicant has taken the test more than once, the latest score will be used in applicant evaluation.

Earning an analytical writing score below 3.5 for Ph.D. applicants or below 3.0 for master's applicants will result in required enrollment in one or more English writing courses. ENGL 4893 is recommended. Scores on the Verbal and Quantitative portions will also be taken into consideration. GRE/GMAT scores must be competitive with the current applicant pool to be considered for admission. Scores may be used when awarding graduate assistantships.

### *English Proficiency Requirements*

#### *for Students for whom English is not their Native Language*

As a condition of admission to graduate study at OSU, all persons for whom English is a second language are required to present proof of English competency regardless of the number of semesters or terms completed at OSU or in other institutions of higher education.

### *TOEFL and IELTS*

Proof of English competency can be in the form of an official TOEFL or IELTS academic stream score. Either examination must have been taken within the last two years. Applicants who present evidence of undue hardship or other extremely extenuating circumstances may be admitted without a TOEFL or IELTS score; however, such students will be required to take the Test of English Language Proficiency (TELP) immediately upon arrival at OSU, and to comply with the provisions associated with that test.



### *TOEFL Requirement*

The TOEFL is required for international applicants who have not earned a degree in an English speaking country for a BS or MS degree. A waiver of this requirement can be obtained for students who have completed a four-year baccalaureate or graduate degree from an accredited institution of higher learning at which English is the primary language of instruction, located in a country in which English is a recognized primary language. Note that proof of specific English proficiency through the submission of test scores such as iBT (Internet based TOEFL) scores, or additional testing may still be necessary if employment as a graduate teaching assistant or associate is desired.

Students who score at or above the minimum (79 iBT/550 PBT) on the reading and listening portion of the TOEFL, but less than 22 on the writing portion, are required to successfully complete ENGL 4893\* at some point in their studies. ENGL 4893\* carries graduate credit and may be used toward minimum degree requirements; a grade of C or better in this course is required, and should be listed on the Plan of Study.

### *Paper-Based TOEFL Requirement*

Students who submit a PBT (paper-based test) version of the TOEFL, or who take the IELTS, must take the Test of English Language Proficiency (TELP) upon arrival at OSU and comply with provisions associated with that test. The TELP is administered on the Stillwater and Tulsa campuses before each regular semester through University Testing and Assessment.

### *Spoken English Language Proficiency for Student Employment*

Any new international teaching assistant (ITA) is required to have a qualifying score of 26 or greater on the speaking portion of the iBT or to take the ITA test prior to being approved for instructional assignments. All new TAs are also required to participate in the international teaching assistant orientation. See Office of the Registrar University Catalog - Graduate College Section 4.4.3 Spoken English Proficiency for Employment.

OSU policy requires all persons for whom English is a second language to demonstrate an acceptable level of spoken English before being employed in an instructionally related capacity, including laboratory teaching assistants. Graduate students who serve only as laboratory assistants (e.g., setting up and/or maintaining equipment) are not required to comply with these provisions.

### Native English Speaking Graduate Students

Graduate students who completed their primary education (i.e., graduated from high school) from the some countries are considered to be native English speaking and are exempted from this policy. The Graduate College maintains a list.

### Types of Admission to the DHM Program

When a graduate applicant's file is complete, the application is released by the OSU Graduate College for review by the DHM graduate faculty. Based on the department's recommendations, prior academic performance of the applicant, and availability of space, facilities, and faculty advisors in the program, the final decision for admission to the graduate program is determined by the Graduate College dean. The official decision is conveyed to the applicant by means of a letter from the OSU Graduate College. One of the following evaluations will be made concerning each application for admission into either the master's or doctoral program:

- Admission Without Qualification
- Provisional Admission
- Probation
- Not Admissible

#### *Admission Without Qualification*

A student can be admitted without qualification upon recommendation of the department and concurrence by the dean of the OSU Graduate College. Admission without qualification is granted to an applicant who meets the program's admission requirements and has necessary academic background.

#### *Provisional Admission*

A student can be admitted provisionally upon recommendation of the department and concurrence by the dean of the OSU Graduate College. Admission with provisional status is granted to an applicant who does not meet one or more of the program's admission requirements or when the applicant does not have the necessary academic background including an earned MS degree in which a thesis was not required. In this case, the graduate program requires specific provisions be met for admission in good standing. The department can require additional courses, higher test scores, or other criteria to be met prior to the student's full admission into the program. The first obligation of a student admitted

provisionally is to fulfill all of the requirements indicated at the time of admission within the specified time frame. Failure to meet these conditions could result in the dismissal from the program.

#### *Probation*

A student can be admitted with probationary status upon recommendation of the department and concurrence by the Dean of the OSU Graduate College. Admission with probation status is granted to an applicant who has deficiencies in previous academic coursework.

#### *Not Admissible*

A student can fail to be admitted upon recommendation of the department and concurrence by the dean of the OSU Graduate College. Not admissible status is granted to an applicant who does not meet the program's admission requirements and does not have the necessary academic background.

#### Requirements and Deadlines for Completing Remedial Work or Other Stipulations Specified at the Time of Admission

#### *Probation*

A student admitted in probation status must make at least a 3.0 grade point average through the semester in which s/he completes 9 hours of courses eligible for graduate credit. Upon successful fulfillment of these requirements the student will be granted good academic standing. Failure to meet the required level of academic performance while in a probationary status will result in dismissal from the program. A student may be placed on probation if his or her cumulative GPA for courses eligible for graduate credit taken at OSU falls below 3.0, or if the Dean of the Graduate College judges the student's overall academic performance warrants probation status.

Please see the Office of the Registrar University Catalog - Graduate College Section 11.8 for definitions of Academic Progress. See Section 3.6 Graduate Assistant General Benefits for information regarding probation status and impact on tuition waiver benefits.

### *Prerequisite Courses Required for Master/PhD without Adequate Academic Background*

Students who enter the DHM graduate program without adequate academic experience in a chosen emphasis area will be required to complete undergraduate coursework as a part of their graduate program, in addition to required graduate courses.

The number of required undergraduate courses depends upon the student's prior coursework and experience. Undergraduate prerequisite courses are not counted toward completion of the graduate degree. For these identified courses, students will be required to provide either evidence of credit earned (either from OSU or from another institution) and demonstrated on a transcript, or proof of competency (through a proficiency exam for Apparel Design and Production or a portfolio for Interior Design).

If a doctoral student's Master's degree did not require a thesis, the student will be required to enroll in up to 6 credits of DHM 5010 and complete a thesis equivalent before beginning doctoral research. These credits will not be counted toward completion of the doctoral degree.

### Major DHM Program Requirements

#### *Required Course Work*

Resident master's students are responsible for successfully completing 30 credits hours. Master's students enrolled in the online retail merchandising leadership degree through Great Plains Interactive Distance Education Alliance are responsible for successfully completing 36 credits hours. Ph.D. students are responsible for completing 60 credits hours.

#### *Thesis or Dissertation Proposal*

Students in the master and Ph.D. program are responsible for a completing and defending a proposal.

- Master's students: The proposal occurs during the third semester, allowing for one full semester following the proposal to complete the Plan of Work
- Ph.D. students: The proposal occurs during Stage 3: Written Proposal and Oral Defense

#### *Thesis/Dissertation*

If a student's advisor or advisory committee deems it necessary, demonstration of proficiency in written English (beyond the provision of GRE/GMAT test scores and/or ENGL course grades) may also be

required from a student before that student will be permitted to begin a thesis or dissertation, since completion of a thesis or dissertation is a language intensive activity. It is the responsibility of the graduate student to create a clear, comprehensible and grammatically correct thesis or dissertation. If prior written coursework raises questions concerning a student's ability to successfully undertake that responsibility, beginning the thesis or dissertation will be postponed until such time that the student shows evidence to the contrary. The student's advisory committee may require the Test of English Language Proficiency (TELP) to diagnose written language problems and thereafter complete remedial English and/or composition and/or technical writing courses until the deficiency has been rectified.

#### *Ph.D. Comprehensive Exam*

Ph.D. students are required to successfully complete a comprehensive exam. Stages 1, 2, and 3 must be completed before student can achieve doctoral candidate status.

#### The Plan of Study

Master's and Doctoral students must complete their online Plan of Study in consultation with the student's advisor prior to the completion of the first semester. The Plan of Study is followed throughout the degree program. The Plan of Study is a list of courses that support the individualized research or design interests and/or career goals of the student. The Plan of Study is submitted online through the OSU Graduate College. A Plan of Study advising checklist is also available from the OSU Graduate College. Doctoral students: The major subject on Plan of Study form is Human Sciences; the option or specialization is Design, Housing and Merchandising.

The Plan of Study is reviewed and approved online by the student's graduate advisor and members of his/her thesis/dissertation advisory committee, and is submitted for approval to the department graduate coordinator and finally the Graduate College. The Plan of Study will not be approved without verification of completion of the Responsible Conduct of Research (RCR) training. Students who have not filed a Plan of Study with the Graduate College by the respective deadlines will not be allowed further enrollment until their Plan of Study is completed and approved by the committee.

At any time during a student's program, either the student's thesis/dissertation advisory committee or the student can request amendment of the Plan of Study. The purpose is to support the student's research/design and educational activities, or to rectify academic, knowledge and/or language deficiencies.

#### *Common Plan of Study Problems*

- Not submitting a Plan of Study to the Graduate College prior to the end of the first semester, placing a hold on the student's future enrollment
- Course prefix and/or number submitted on the plan does not correspond with the transcript (of vital importance at Graduation time when the Registrar performs degree checks on students)
- Listing a faculty member who is not a member of the Graduate Faculty; please use Graduate Faculty database to check status of all faculty members before completing the plan. This can be found at [http://graduatefaculty.okstate.edu/public/search\\_dept.aspx](http://graduatefaculty.okstate.edu/public/search_dept.aspx)
- Using the Plan of Study to change committee members; use only the Committee Change Request form available at the website or as a handout at the reception area of the Graduate College
- Not completing all sections of the plan (especially the University Research Compliance section – all students must check the box regardless of the option they are pursuing)
- Not obtaining all signatures before submitting plan to the Graduate College for approval (must have student, all committee members, and department head/graduate coordinator approval)
- Adding additional research hours to a revised plan (5000/master's, 6000/doctoral) just because student needs to enroll in additional hours to maintain student status; list only the minimum credit hours needed to earn degree

#### **Important links:**

- Office of the Registrar University Catalog - Graduate College  
<https://registrar.okstate.edu/University-Catalog-Graduate-College>
- English Language Proficiency for Admission  
<http://gradcollege.okstate.edu/content/application-process-0>
- Graduate College Round-Up: Plan of Study  
<http://gradcollege.okstate.edu/planofstudy>

## IV. DEGREE REQUIREMENTS

### List of Requirements for Degree Options

#### *Master's*

The Department of Design, Housing and Merchandising offers three master's degree plans.

- 30 hour on campus research thesis (available in apparel design and production, interior design and merchandising)
- 30 hour on campus design thesis (available only in interior design and apparel design and production)
- 36 hour online retail merchandising leadership degree through Great Plains Interactive Distance Education Alliance

#### *Ph.D.*

The Department of Design, Housing and Merchandising offers graduate work leading to a Doctorate of Philosophy in Human Sciences with a specialization in Design, Housing and Merchandising.

### Credit Hour Requirements

#### *Full Time Status*

Please see the Office of the Registrar University Catalog - Graduate College Section 6.0 Enrollment Policies.

#### *Assistantships*

##### *Fall & Spring*

Graduate assistantships are 50 percent appointments (.50 FTE). Persons with 0.50 FTE appointments work 20 hours per week. Graduate assistant employment follows the academic calendar schedule of the university. Graduate assistants begin their employment the first day of the semester and end their appointment the last day of the semester. The performance of graduate teaching and research assistants are evaluated by supervising faculty at the end of the semester. Continuation of assistantships is contingent upon this evaluation, academic performance, and available funding.

An OSU graduate student holding a 0.50 FTE assistantship appointment must enroll in at least 6 credits hours each fall and spring semester but are encouraged to enroll in 9 credit hours to finish coursework in a timely fashion.

Employment as a GTA and/or GRA in the summer requires enrollment in at least two credit hours during the summer session. International students who hold graduate assistantships must meet visa requirements. Visit the Office of International Students and Scholars (ISS) for more information.

#### *Continuous Enrollment*

Any student who interrupts enrollment for one year (i.e., a consecutive period of one fall semester plus one spring semester plus one summer term) must re-apply for admission, and will be subject to the regulations in effect at the time of reapplication.

#### *Transfer of Credit*

A maximum of nine credit hours may be transferred from another accredited institution, or taken under Special Student status at OSU, with approval from the student's graduate advisor and advisory committee. PhD students may transfer some credits, but must complete a minimum of thirty credit hours at OSU.

#### Internship Opportunities

##### *The Career Internship: DHM 5440*

Internships are a three-way partnership between the university, the student, and the host organization. An internship combines practical work experience with a structured learning experience. The work should be substantive and support the student's academic and career goals. The internship includes supervised activity that promotes critical thinking, observation, and reflection in order to foster the student's intellectual, personal, and professional growth.



### *DHM 5440 Internship Policies and Procedures*

- The graduate internship is not required. It is designed for students who do not have previous professional experience related to their graduate specialization. In general, students with previous work experience in their field of study should earn graduate credits by completing other courses, not by completing an internship.
- The internship should be directly related to the specialization of the student's graduate Plan of Study.
- The graduate internship may be paid or unpaid, depending upon the student's agreement with the internship employer/host.
- In general, a student is not allowed to complete an internship at a site where they are currently or have been previously employed.
- The graduate internship course (DHM 5440) is only offered during the summer session.
- The student must complete an Internship Learning Contract based upon guidance from his/her thesis/dissertation committee, specifying pre-determined criteria, learning objectives, duration, credit hours to be earned, and host site. The student's thesis/dissertation committee members must approve and sign the contract before the graduate student registers for DHM 5440. Without submission of an approved Internship Learning Contract during the spring semester prior to the internship, the student will not receive credit for the internship.
- The student's graduate advisor must approve the internship site during the spring semester prior to the summer internship, before the graduate student registers for DHM 5440.
- A graduate internship is done in 3 credit-hour increments (240 work hours). A student may complete a maximum of two three-credit hour internships, when the student's thesis/dissertation advisory committee indicates a need for extended professional experience within the student's Plan of Study.
- Graduate students who desire/need assistance in seeking an internship or who want to enhance their job-searching skills, should enroll in DHM 3991 (merchandising or apparel- design students) or DHM 3881 (interior design students) during the spring semester prior to the summer graduate internship. One-on-one tutoring by faculty members in relation to researching internships, developing resumes, interviewing, and other job-searching activities is not offered.
- The overall goal of the internship program is that the student completes a well-rounded professional experience during which time he/she is involved in professional-level functions at

the internship site. It is the student's responsibility, during the interview process, to communicate the requirements of the internship course to prospective internship employers.

- A Memo of Agreement for OSU (DHM) Graduate Career Internship (see Appendix A) must be completed and signed by the intern and the intern's employer/host prior to the internship experience. The Memo of Agreement outlines the responsibilities of the student and the internship employer/host during the internship period.
- The student is required to submit evidence of hours worked (as verified by employer/host) and all required assignments to the student's advisor by designated due dates.
- Hours worked at times other than the summer are not counted toward earning graduate internship credit.

#### *Examples of Past DHM 5440 Internships*

- Apparel design and production student with an apparel production firm, focused on product testing and quality assurance
- Apparel design and production student with a sportswear company, focused on design and production of apparel
- Apparel design and production student with a university research center, conducted research related to body scanning technology in relation to fit of apparel
- Apparel design and production student with an historical pattern company, focused on historical research and subsequent development of historically accurate apparel patterns
- Interior design student with a lighting design firm, assisted with lighting projects
- Interior design student with an entity dealing with historic preservation and restoration of historic properties
- Merchandising student in a department store, focused on retail management and merchandising functions

This listing is not intended to be exhaustive; it simply provides representative examples of appropriate internships.

## Synopsis of the DHM Degree Program

### *Typical Year-by-Year Synopsis*

#### Master's Student

The first year is comprised of required core courses. The second year consists of required core courses and thesis hours. Master's students that successfully follow the format will complete the program in four semesters as denoted in Appendix B.

Master's students enrolled in the 36 hours online retail merchandising leadership degree through Great Plains Interactive Distance Education Alliance may visit the website for more information. See <http://gpidea.okstate.edu/content/merchandising>.

### *Due Dates and Time Limits*

Students are expected to complete the requirements for a master's degree within seven years from first enrollment to the graduate program; Ph.D. students are expected to complete the requirements for the degree within nine years from first enrollment to the graduate program.

#### Doctor of Philosophy

The courses selected for the doctoral student's Plan of Study must be approved by the student's dissertation advisory committee, and support the student's dissertation research and career goals.

### *Typical Year-by-Year Synopsis*

See Appendix B for a typical year-by-year synopsis for Ph.D. students. At a minimum, the doctoral student must successfully complete:

- Human Sciences 6993
- Coursework in research methods and statistics
- Coursework in DHM and related areas
- DHM 6000: 15-30 credit hours of dissertation research

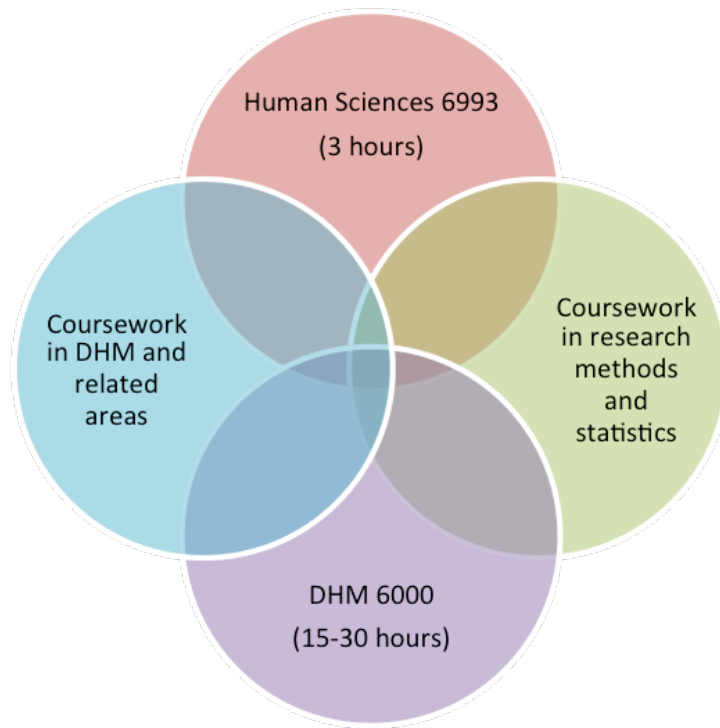


Figure 1. 60-hour doctoral program.

Also note that DHM 5010 (up to 6 credit hours) of thesis equivalency may be required if the Master's degree did not include a thesis. These hours do not count toward the minimum required 60 credit hours.

#### Defining Doctoral Candidacy

To be admitted to candidacy, a doctoral student must have (1) an approved Plan of Study on file with the Graduate College, (2) a dissertation proposal approved by the student's graduate advisory committee and, (3) successful completion of comprehensive or qualifying examinations. In other words, students must pass Stages 1, 2, and 3 in order to move the student into doctoral candidacy status.

#### *Number of Hours Required for Continuous Enrollment*

Continuous enrollment post-candidacy is required of all students. Enrollment of a minimum of at least two credits per semester is required for every semester of a student's candidacy (summer session excluded) until graduation.

### *Time Limits*

Time limits for degree completion: Doctoral students have nine years from first admission to complete their degree.

#### **Important links:**

- Graduate College Academic Calendar  
<http://gradcollege.okstate.edu/graduate-college-academic-calendar>
- Forms  
<http://gradcollege.okstate.edu/FormsPage>
- Online Retail Merchandising Leadership Degree via Great Plains Interactive Distance Education Alliance  
<http://gpidea.okstate.edu/content/merchandising>

### Checklist of College and Department Forms

Form	Title	Completed by	DHM file
A-1	Graduate Advisor and Committee Membership	Student & committee	Yes
A-2	Thesis Equivalency Evaluation Form	Student & committee	Maybe
A-3	Rubric for Assessment in Written Communication in College of Human Sciences Graduate Programs	Committee	Yes
A-4	DHM Doctoral Qualifying Exam Synthesis Rubric	Committee	Yes
A-5	DHM Doctoral Qualifying Exam Analysis Rubric	Committee	Yes
A-6	Stage 1 Doctoral Qualifying Examination Initiation Declaration	Student & committee	Yes
A-7	Stage 1 Rubric Results	Committee	Yes
A-8	Stage 2 Doctoral Qualifying Examination Initiation Declaration	Student & committee	Yes
A-9	Stage 2 Rubric Results	Committee	Yes
A-10	Stage 3 Printed copy of PPT slide advertising proposal meeting (students must notify all faculty and staff)	Student	Yes
A-11	Stage 4 Printed copy of PPT slide advertising defense meeting (students must notify all faculty and staff)	Student	Yes
A-12	Internship Learning Contract	Student & committee	Maybe
A-13	Memo of Agreement Graduate Career Internship	Student & committee	Maybe
A-14	Professional Scholarship Agreement for Graduate Students and Faculty Members	Student and committee	Yes
A-15	Evaluation of Graduate Assistant	Faculty	Yes
A-16	Graduate Assistant Request for Leave	Student & committee	Yes
A-17	Graduate Assistantship Policies	None; informational	No
A-18	Graduate Student Travel Request Application	Student & committee	Yes
A-19	Graduate Student Travel Budget Worksheet	Student & committee	Yes
A-20	Responsibilities Expected of Graduate Faculty Serving on Graduate Student Advisory Committees	None; informational	No
A-21	Master's Design Thesis Template	Student	No

**Important links:**

- Office of the Registrar University Catalog - Graduate College  
<https://registrar.okstate.edu/University-Catalog-Graduate-College>
- Declaring Doctoral Candidacy Form  
<https://gradcollege.okstate.edu/sites/default/files/AdmDocCandidacy2013.pdf>
- Graduate College Academic Calendar <https://gradcollege.okstate.edu/graduate-college-academic-calendar>
- Graduate College Forms  
<https://gradcollege.okstate.edu/FormsPage>
- Office of International Students and Scholars  
<http://iss.okstate.edu/>

## V. SELECTION OF THESIS/DISSERTATION RESEARCH ADVISOR

**Purpose:** Graduate student success is largely dependent on a positive mentoring experience with the Advisor working in conjunction with the Advisory Committee. It is important for graduate programs to develop policies and procedures to ensure that every student has a faculty Advisor early and that the mentoring relationship is conducive to a successful graduate education experience. Programs should describe the roles and responsibilities in the advisor-advisee relationship that are consistent with best practices in graduate education (See Oklahoma State University Guidelines for Best Practices in Graduate Education).

### Temporary Advisor

When admitted into DHM graduate program, students are assigned the graduate coordinator as their temporary advisor. The temporary advisor provides assistance with the selection of courses and study plans until the thesis/dissertation graduate advisor is decided. Students define personal research/design interests and possible thesis or dissertation topics during the first semester.

### Roles and Responsibilities of the Advisor

The Advisor's primary responsibility is as a mentor. As a result, it is expected that the Advisor will establish the closest working relationship with the student. The Advisor must hold an appropriate OSU Graduate Faculty appointment [*defined by the program*], but need not hold an OSU faculty appointment if not serving as Chair. The Advisor guides and counsels the student in the research or scholarly effort, ensuring compliance with applicable research regulations. The Advisor serves as the primary resource for the graduate student in identifying potential committee members for the student's Advisory Committee. The Advisor is responsible for reporting to the Advisory Committee on the student's progress. It is the Advisor's responsibility to mentor the student toward a research, scholarly or creative project that is original and worthy of the degree sought. The Advisor is typically involved in the preparation of scientific or creative presentations, manuscripts for publication, etc. which may be a degree requirement in some graduate programs. The Advisor shall be available for consultation with the student year round.



### Roles and Responsibilities of the Advisee

“As a graduate student, your fate is in your own hands, and every decision you make—including whether to go to graduate school at all, which program to go to, which advisor to choose, and how to conduct yourself while there—can and should be made with an eye to the job you wish to have at the end.” Source: <http://chronicle.com/article/Graduate-School-Is-a-Means-to/131316/>

### What if Student’s Research Advisor Leaves the Institution

Should a student’s Research Advisor leave OSU before the student completes his/her degree, the following steps may be taken after consultation with the Research Advisor and Graduate Program Coordinator

- For a master’s student or doctoral candidate who need only complete their research project to finish the degree, the student may complete the research project under the direction of the original Research Advisor. If the Advisor is also the chair of the student’s Advisory Committee, a new Chair would be appointed. The original Research Advisor will continue as a member of OSU’s Graduate Faculty, participate in the student’s thesis/dissertation defense, and fulfill his/her obligations to the student.
- For a master’s or doctoral student (defined as not having met the requirements for doctoral candidacy) who is in the early stages of their program and research project, he/she may choose a new Advisor and start a new research project.
- A student may also choose to transfer to the Advisor’s new educational institution.

If a student is unable to secure a new advisor in 30 calendar days, there is no legal obligation on the part of the program, Graduate College for Oklahoma State University to provide a new one.

### How to Change Advisors

If there is a change in graduate advisor or membership of the thesis/dissertation committee, these actions must be recorded on the Graduate Advisor and Committee Membership form. The student should obtain signatures of the new and former faculty member and provide a reason for the change. The Graduate Advisor and Committee Membership form will be retained in the DHM office within the student’s file. This form will be copied to student, graduate advisor, and the DHM office.

## Student Advisor Relationship

When it is determined that a graduate student and Advisor can no longer work together, and all efforts for conflict resolution within the program have been exhausted, it is the responsibility of the student to advise a new Advisor or change another degree option or program. The Graduate Program Coordinator can assist with this process, but Oklahoma State University is under no legal obligation to provide the student a new Advisor. If this new Advisor cannot be identified within 30 calendar days, the student will have to leave the program.

### **Important links:**

- Graduate faculty database  
<https://gradcollege.okstate.edu/content/faculty-staff-resources>
- Oklahoma State University Guidelines for Best Practices in Graduate Education  
<https://gradcollege.okstate.edu/best-practices>
- Best Practices: Advisory Committees and Defenses  
<https://gradcollege.okstate.edu/best-practices>

## VI. THE ADVISORY COMMITTEE

The Advisory Committee actively participates in the education and training of graduate students. This includes sharing responsibility for reviewing the student's progress and guiding the student toward completion of their program requirements.

### Master's Advisory Committee

Upon recommendation of the graduate program and approval of the dean of the Graduate College, an Advisory Committee of no fewer than three voting members of the Graduate Faculty will be appointed. The roles of the Advisory Committee members are Chair, Advisor and Expert Member(s).

### Doctoral Advisory Committee

Upon recommendation of the graduate program and approval of the dean of the Graduate College, an Advisory Committee of no fewer than four voting members of the Graduate Faculty will be appointed. The roles of the Advisory Committee members are Chair, Advisor, Expert Member(s) and Outside Member.

#### *Chair (Master's and Doctoral Committees)*

The primary responsibility of the Chair of a graduate student's Advisory Committee is to monitor and guide the progress of the student toward degree completion. The Chair is commonly the research Advisor, but this is not a requirement. The Chair must have strong familiarity with the academic requirements appropriate to the degree sought. The Chair must hold an appropriate OSU Graduate Faculty appointment, typically a tenure-track appointment in the academic unit in which the graduate degree is housed. The Chair's duties include convening meetings of the Advisory Committee, as appropriate; ensuring compliance with University and Graduate College policies, procedures and requirements; overseeing the Plan of Study and thesis/dissertation submission processes; and ensuring that the research topic undertaken is appropriate to satisfy degree requirements with the results openly accessible. If the Chair is not also the Advisor, the Chair should serve as a liaison with the Advisor with regard to progress of research fulfillment in of degree requirements.

#### *Advisor (Master's and Doctoral Committees)*

The Advisor's primary responsibility is as a research mentor. As a result, it is expected that the Advisor establish the closest working relationship with the student. The Advisor may also serve as the Chair of

the Advisory Committee. The Advisor must hold an appropriate OSU Graduate Faculty appointment, but need not hold an OSU faculty appointment. The Advisor guides and counsels the student in the research effort, ensuring compliance with applicable research regulations, such as Responsible Conduct of Research training and Institutional Review Board (IRB) requirements for research involving human subjects. The Advisor is responsible for reporting to the Advisory Committee on the student's research progress and hooding the student at commencement. It is the Advisor's responsibility to mentor the student toward a research project that is original and worthy of the degree sought. The research Advisor is typically involved in the preparation of presentations and manuscripts for publication.

*Expert Member(s) (Master's and Doctoral Committees)*

The Advisory Committee must contain at least one Expert Member whose expertise and counsel serve the graduate student in attaining the research, scholarly, creative or professional preparation goal that is worthy of the degree sought. Expert Members must hold an appropriate OSU graduate faculty appointment. Typically, such individuals are faculty members in the student's graduate program. An Expert Members responsibilities include guiding the research, scholarly or creative activities throughout the process, approving the Plan of Study, reviewing draft documents, attending regular meetings of the Advisory Committee, and interacting regularly with the Advisory Committee members to facilitate and monitor degree completion process.

*Outside Member (Doctoral Committees)*

The Advisory Committee must also include one Outside Member who serves as the representative of the Graduate College and ensures a high level of integrity in the processes that the Advisory Committee utilizes to review and evaluate the student throughout the graduate program. The Outside Member must be a member of the OSU faculty and Graduate Faculty. The Outside Member must not be a faculty member from the academic unit or graduate program of either the graduate student, Advisor or the Chair of the Advisory Committee. The Outside Member ensures that appropriate academic standards are applied in evaluating the student, and that the student is dealt with in a fair manner consistent with OSU policies. The Outside Member also provides expert advice when appropriate to the student in the conduct of research and writing of the dissertation.

### Selection of Advisory Committee Members

Recommendation of the Advisory Committee members should be a collaborative activity between graduate student and their Advisor and/or Committee Chair. Although the student has the ultimate responsibility for recommending his/her Advisory Committee membership, his/her Advisor is a valued resource that can provide insight that will help the student make informed decisions. This student should meet with potential Advisory Committee members prior to recommending them to better understand their experience, availability, mentoring style, and willingness to serve as an Advisory Committee member.

	Master	PhD
Chair	x	x
Advisor	x	x
Expert member(s)	x	x
Outside member	N/A	x

#### Important links:

- Best Practices: Advisory Committees and Defenses  
<https://gradcollege.okstate.edu/best-practices>
- Plan of Study Workshops  
<https://gradcollege.okstate.edu/pos-workshops>
- Plan of Study Portal  
<https://gradcollege.okstate.edu/planofstudy>
- Graduate Faculty Database  
<https://gradcollege.okstate.edu/content/faculty-staff-resources>

## VII. PROGRAM MILESTONES

### Required Examinations

#### Expectations Related to the Research Proposal and Successful Defense

All students must develop a research proposal. A research proposal delineates the aims and procedures of the intended work, for evaluation by the student's thesis/dissertation advisory committee. The proposal must be approved by the advisory committee before research or design work can proceed.

Graduate students must conform to guidelines expected by the graduate college. The goal is to enable students to professionally publish or exhibit their results. Therefore, students should write or otherwise present their research in a style that is compatible with the probable scholarly outlets for their manuscripts or designs.

#### *Proposal*

It is the graduate student's responsibility to:

- Set up a 2-hour meeting that is compatible with the schedules of the student and all advisory committee members
- Reserve a Human Sciences conference room
- Provide each committee member with a full copy of the proposal at least **10 business days prior to the scheduled meeting date, excluding holidays**

It is the graduate advisor's responsibility to:

- Invite DHM faculty and graduate students to the proposal meeting as guests
- Serve as the chair of all advisory committee meetings

During the proposal review meeting, the graduate student will be asked to provide a 30-minute maximum professional overview of:

- His/her educational and professional background and aspirations
- The rationale, theoretical basis, and method for the proposed research or design
- The relationship of the proposed activity and anticipated results to the knowledge base and to the student's career goals

After the initial presentation, the graduate advisor will excuse the guests and then will open a committee discussion of the proposal. Advisory committee members will ask the student questions, point out strengths and weaknesses in the proposed study, and provide constructive recommendations.

It is the student's responsibility to note these comments and recommendations, and to make the requested changes in the proposal. It is the responsibility of the graduate advisor to ensure that all recommendations and changes have been satisfactorily completed by the graduate student. Members of the advisory committee may request a second proposal meeting, if the initial proposal requires substantial revision.

Ultimately, the graduate advisor will ask for committee consensus. The advisory committee will indicate one of the following responses:

- Accept the proposed research or design, without changes
- Conditionally accept the proposed research or design, with requested minor changes
- Conditionally accept the proposed research or design, with requested major changes
- Reject the proposed research or design

Acceptance will be designated on the approval page along with signature of committee members.

**Important links:**

- Thesis/Dissertation Templates  
<https://gradcollege.okstate.edu/content/thesis-and-dissertation-templates>

## The Doctoral Qualifying Exam

### *Four Stage Process*

The DHM doctoral qualifying exam is conducted in four stages.

- Stage 1: Directed take-home exam
- Stage 2: Production of a publishable full-length manuscript
- Stage 3: Written proposal and oral defense
- State 4: Written dissertation and oral defense

Stage	When conducted	Time limits
Stage 1	Declared after completing 12 hours but before completing 18 hours.	4 weeks from signing Form A-6. Students will receive feedback on submitted work within 15 business days of receipt of student submission.
Stage 2	Declared at the end of 3rd semester.	3 months from date of signing Form A-8. Students will receive feedback on submitted work within 15 business days of receipt of student submission.
Stage 3	Set proposal meeting no later than end of the fifth semester.	Must be set to allow for one full semester following successful completion of stage 3 to complete dissertation. Complete form A-10.
Stage 4	Set dissertation defense meeting to meet Graduate College guidelines for the semester of graduation.	See Graduate College for more information. Complete form A-11.



### *Stage 1: Directed Take-Home Exam*

The intent of Stage 1 is to measure the student's writing, analysis, and synthesis capabilities in conjunction with assessment of student learning outcomes. Analysis is an ability to identify and understand the relationships of component ideas. Synthesis is the ability to use one's knowledge, comprehension, and analysis of a subject to create new thoughts and ideas. The take-home exam is based on articles (three are recommended) selected by the graduate advisor and the two DHM faculty members on the student's graduate advisory committee. The Stage 1 advisory committee will submit questions that give direction to the student's thoughts and writing.

Four weeks are allowed for Stage 1. The take-home exam will be evaluated using three evaluation rubrics: Writing, analysis, and synthesis. (See Appendix A-3 through A-5 for rubrics.)

The Stage 1 advisory committee will independently review and score the exam. The scores from the DHM advisory committee members are then averaged for a final score in each of the three areas. If any evaluation score includes a two-point difference among committee members, the committee will meet and discuss the student's work. The committee will provide a final score in each rubric category, which serves as the final student score in each category. The scoring system is as follows:

Score	Outcomes	Notes
75%-100%	Pass	Students are eligible for Stage 2.
65%-74%	Borderline	Students may have 10 business days to revise. Only one revision is allowed, and the same scoring process is used on the revised manuscript. If committee determines that the student's work is not a clear pass the student is deemed to have failed Stage 1 and no further opportunity will be given. The student will not continue in the program.
Below 64%	Fail	No further opportunity will be given.

### *Stage 2: Production of a Publishable Full-Length Manuscript*

The intent of Stage 2 is to produce a publishable full-length manuscript, targeted to an identified academic (refereed) journal. Publishing one's Master's thesis or equivalent work will not be counted as a publishable manuscript for Stage 2. Manuscript format/style should follow requirements of the identified journal. Author guidelines of the targeted journal are to be attached to the full-length manuscript.

The intent of Stage 2 of the qualifying exam is for the doctoral student to produce substantial independent work evidencing critical thinking with a focus on writing, analysis, and synthesis. This work must be original and completed by the student. In exceptional circumstances, a student may identify a brief assignment completed in a graduate course that stimulated ideas towards an expanded project. When approved by the graduate advisory committee, the student may be allowed to produce a substantially different or expanded manuscript based upon a previous assignment from a course. The student must submit the original assignment with instructor's original grade and feedback on the original document so that the committee may validate that the Stage 2 manuscript qualifies as being substantially different or expanded from the original assignment.

To begin the Stage 2 process, the doctoral student and advisory committee chair sign a "Declaration Form" (See Appendix A-8). Once this declaration form has been signed by the student and the advisory committee chair, Stage 2 begins and shall not exceed three months from the date of signing. If extraordinary circumstances necessitate an extension beyond the three months deadline, evidence of substantial progress must be provided to the committee before any extension will be granted. The doctoral student's graduate advisor and DHM graduate faculty members will review the student's manuscript based on three rubrics (writing, analysis and synthesis) and the author guidelines from the targeted journal provided by student (see Appendices A-3 through A-5 for evaluation rubrics).

The DHM graduate advisory committee members independently review and score the exam. The scores from the three members are then averaged for a final score in each of the three areas. If any evaluation score includes a two-point difference among committee members, the committee will meet and discuss the student's work. The committee will provide a final score in each rubric category, which will serve as the final student score in each category. The advisory committee chair will give results to the student within 15 business days of receiving the manuscript. Feedback is given to the student, using the writing,

analysis, and synthesis rubrics only, informing the student which areas he/she received low rating(s), in order to advise where improvement is needed.

When the manuscript is scored borderline, the student has 10 business days to submit a revised manuscript (see table below). Only one revision is allowed, and the same scoring process is used on the revised manuscript. If the advisory committee determines that the student failed Stage 2, the student has one opportunity to retake (i.e., second attempt) the Stage 2 exam.

First attempt		Second attempt			
Pass 75%-100%				Students are eligible for Stage 3.	
Borderline 65%-74%	Students can have 10 business days to revise.	Pass		Students are eligible for Stage 3.	
		Borderline	Students can retake Stage 2 exam with new topic.	Pass	Students are eligible for Stage 3.
			Fail		Borderline
	Fail				
Fail Below 64%			Students can retake Stage 2 exam with new topic.	Pass	Students are eligible for Stage 3.
				Borderline	No further opportunity will be given.
				Fail	

The second attempt (i.e., new topic and new manuscript) must be completed within four years of the initial Ph.D. matriculation date of Oklahoma State University.

### *Stage 3: Written Proposal and Oral Defense*

The intent of Stage 3 is to measure the student's writing, analysis, and synthesis capabilities, in addition to oral capabilities. When the graduate advisor and student feel the written proposal, including the introduction, the literature review, and the methodology planned for data collection and analysis is complete and ready for presenting, the student will invite all departmental faculty and college faculty to the presentation. Two hours should be allowed, the public presentation must be limited to 30 minutes. Only advisory committee members remain following the presentation to ask the candidate questions and to offer written comments on modifications to the proposal. The advisory committee members must bring written comments on the proposal to share with the committee chair and the student. Following questioning the student will leave the room and the advisory committee will have a private discussion on the quality of the student's proposal work. If the student passes their proposal meeting the committee chair will have the paperwork for all advisory committee members to sign, and the student will submit the required forms to the Graduate College.

### *Doctoral Candidacy*

Passage of Stage 3 moves the student into doctoral candidacy status, after which enrollment in ten hours of dissertation credits prior to graduation is required. The student will work with their graduate advisor to complete the research and may ask advisory committee members to read and give constructive help for the student to use to complete the dissertation. The Graduate College provides thesis/dissertation templates.

### *Stage 4: Written Dissertation and Oral Defense*

When the dissertation is complete, the student will, in concert with each committee member, select a day and time for the two-hour defense meeting. The complete dissertation will be provided to each graduate advisory committee member either electronically or in hard copy form, as the committee members prefer, no fewer than ten working days prior to the scheduled defense date. The student should publicize the defense to the college faculty. The public presentation must be limited to 30 minutes.

The graduate advisory committee members must bring written comments on the dissertation to share with the committee chair and the student. Following questioning, the student will leave the room and the advisory committee will have a private discussion on the quality of the student's dissertation work. If

the student passes their dissertation defense the committee chair will have the paperwork for all graduate advisory committee members to sign, will gather the signatures and the student will submit the needed forms to the Graduate College.

**Important links:**

- Thesis/Dissertation Templates  
<https://gradcollege.okstate.edu/content/thesis-and-dissertation-templates>
- Checklist for Doctoral Students  
<http://gradcollege.okstate.edu/doctoral-checklist>
- Checklist for Master's Students  
<http://gradcollege.okstate.edu/masters-checklist>

## VIII. THESIS/DISSERTATION DEFENSE

### Nature and Scope of the Thesis/Dissertation

Students are expected to identify an area of interest, conduct a thorough literature review, choose appropriate methods, analyze findings, and conclude the study.

### Guidelines About the DHM Program Style Requirements

Students shall use the American Psychological Association style.

### Time Lines

#### Providing Draft to the Committee

The draft thesis or dissertation should be provided to all Advisory Committee members at least two full weeks prior to the defense day. Holidays and breaks when the University is closed should not be counted in this two-week minimum requirement. Advisory Committee members should inform the Advisory Committee Chair at least 48 hours in advance of the scheduled defense time if they find the document indefensible in its current state. An explanation should be provided about the concerns so that a substantive discussion can occur and appropriate measures can be taken.

#### Scheduling the Defense

The thesis defense should be publicized within the graduate program at least one week prior to the event, and the Graduate College strongly encourages advance notification for our posting on the College website. The defense should only take place during the standard semesters and sessions (fall, spring and summer). Given Advisory Committee members' extensive obligations, the defense should be scheduled well in advance to ensure all members will be available and present. The student should bring official copies of the signature pages to the defense for the Advisory Committee Chair. See additional information about Advisory Committee member signatures below.

#### Format for the Defense

The defense begins with a public presentation. The Advisory Committee Chair should advise the student on what is expected for the presentation. The presentation is open to the public and should be held in a space that allows others, beyond the Advisory Committee, to attend. Questions from the audience at

the public presentation are welcomed and encouraged. Members of the public are dismissed then for the closed examination portion of the defense.

The defense next has a closed session attended only by the student and the Advisory Committee. In addition to the Advisory Committee, only members of the Graduate Faculty may attend the closed examination portion of the defense without permission of the Graduate Dean. The exam is generally a series of questions by the Advisory Committee members that are orally answered with communication aids, such as white boards and an occasional PowerPoint slide.

#### Requirements and Expectations Concerning the Publication of the Thesis/Dissertation

Specific responsibilities of the student and faculty, in regards to the publication, presentation, and/or exhibition of results, are delineated on the Professional Scholarship Agreement form. This form is signed when a graduate advisor was selected. If a student does not submit the results of his/her scholarly work for juried dissemination within the 6 months following the advisory committee's signature of the thesis or dissertation title page, the student's graduate advisor gains the right to submit the material as desired. If the student indicates no interest in personally developing material for dissemination when contacted after 6 months, or if the student cannot be located, the graduate advisor will be identified as the primary author when the results are published or presented, and the student becomes the secondary author.

**The Graduate College provides thesis and dissertation templates.**

**Master students choosing the design thesis option will follow the template in Appendix A-21.**

**Appendix A-22 and A-23 are examples of research and manuscript formats.**

#### **Important links:**

- Thesis/Dissertation Templates  
<https://gradcollege.okstate.edu/content/thesis-and-dissertation-templates>
- Thesis/Dissertation Forms  
<https://gradcollege.okstate.edu/forms>
- Best Practices Advisory Committee and Defenses  
<https://gradcollege.okstate.edu/best-practices>

## IX. PROGRAM POLICIES: ACADEMIC PERFORMANCE

**Purpose:** This section makes explicit program expectations regarding academic performance. A description of academic performance expectations is provided along with a definition of what constitutes satisfactory progress. Policies regarding satisfactory progress and the annual review of graduate students should be specified. This section will also specify the program's policies regarding probation, extensions, dismissals, and appeals.

The DHM Department Definition of What is Considered Satisfactory Progress  
Students are evaluated using an annual review process. The purpose/function of the annual review is to ensure that students are successfully progressing towards goals. The information is typically collected using the Evaluation of Graduate Assistant (A-15) form. The department head and other committee members may review the information. Students receive written and oral feedback from the advisor.

### Criteria Used for Probation or Dismissal from the Program

#### *Low Grades in a Single Semester*

The quality of a student's performance in all classes is indicated by the following letter grades:

A = Excellent

B = Good

C = Average

D = Below Average

F = Failure

I = Incomplete

Grades of A, B, and C are acceptable for graduate-level work; however, a grade of C is considered reason for concern. Grades of D and F reflect levels of comprehension unacceptable for graduate study. Receipt of either of these grades will prompt consideration of the student's qualifications for graduate work, and at the very least, will necessitate reenrollment in the course for which a D or F was received.

After the Plan of Study has been approved, a course on that plan for which a grade below a "B" was received cannot be replaced by another course without approval from the dean of the Graduate College.



### *Low Cumulative GPA*

In order to receive a degree, a student must have a minimum 3.00 GPA in the course work listed on the Plan of Study. No course with a grade below "C" can be used as part of the minimum number of semester credit hours required for the degree. All courses taken while enrolled as a graduate student (excluding thesis or dissertation research hours) are figured into an ongoing cumulative GPA, including any prerequisite undergraduate coursework. At the point of graduation, a student must have a minimum of 3.00 GPA in all coursework (excluding research hours).

Each semester, the dean of the Graduate College reviews the academic progress of any graduate student who receives a grade of "C" or lower in a class. Departments are notified which of their students have received a "C" or lower and of the dean's academic progress decision. The dean recommends one of four actions based on the student's current semester performance and past academic history.

1. Departmental Notice.
  - a. The department is notified and is encouraged to review the student's performance to determine if any departmental intervention is needed.
2. Academic Probation.
  - a. If a student's overall GPA drops below a 3.0, or if the Dean of the Graduate College judges the student's overall academic performance so warrants, the student is subject to being placed on academic probation. Probation will be removed only after the student brings his/her cumulative GPA for courses eligible for graduate credit taken at OSU to 3.0 or greater, or completes all degree requirements, whichever comes first.
3. No Further Enrollment without Departmental Consent (NFEWDC).
  - a. If the student was admitted on academic probation and did not meet the requirements of this admission, or
  - b. If the student was on academic probation the previous semester, or
  - c. If the dean believes the student's overall academic performance warrants departmental intervention, then the student is not permitted to enroll further without the consent of the department. To continue in the program, the student must submit a written petition to the Graduate College requesting reinstatement and outlining a plan to remedy the academic situation. This petition must be accompanied by a letter of support from the department head or graduate coordinator. Failure to submit such a reinstatement petition could result in the canceling of any pre-enrollment for the upcoming semester.

4. No Further Enrollment (NFE). The student has consistently performed below the acceptable standards for graduate students. The student is not permitted to continue graduate study at OSU.

#### "I" and "R" Grades

Grade of I - Incomplete: This grade is given to a student who satisfactorily completes the majority of course work (i.e., material amounting to more than 50% of the course grade as outlined in the course syllabus) and whose work averaged "D" or better, but who has been unavoidably prevented from completing the remaining work of the course. This grade is considered temporary. An instructor specifies the conditions the student must fulfill in order to complete the course, and also specifies the grade the student would receive based on total course requirements and evaluation of completed work at the time the incomplete grade is assigned. This temporary grade ("IB," "IC," "ID," or "IF") will be the projected grade if the student receives a zero for the remaining course work, with the "I" representing the incomplete status of the course. Neither a grade of "IA," nor a condition that the student must repeat the course, is permitted.

The "composite incomplete" grade ("IB," "IC," "ID" or "IF") will be recorded and appear on the unofficial transcript until the final grade is assigned. The official academic transcript will reflect an "I" grade for the course until the final grade is assigned.

The maximum time allowed for a student to complete the course is one calendar year after the end of the semester for which the incomplete grade was awarded. The dean of the Graduate College may recommend to the Office of the Registrar an adjustment of this period in exceptional circumstances, which must be clearly documented with supporting evidence. Instructors have the prerogative to require a shorter period of time to complete the remaining requirements.

It is the responsibility of the student to satisfy the requirements stipulated by the instructor at the time the incomplete grade is assigned; it is the responsibility of the instructor to initiate action to have any new permanent grade entered as soon as possible after the student completes the coursework or, after one year, partially fulfills the remaining requirements.

Upon completion of any or all of the remaining requirements, or at the end of the one-year period (whichever occurs first), the temporary grade on the transcript is changed to reflect the final grade for the course (e.g., "IC" is changed to "B" on the unofficial transcript, and "I" is changed to "B" on the official transcript). Any course in which none of the remaining requirements are fulfilled will, after one year, have the incomplete grade changed to the default grade (e.g., "IC" or "I" is changed to "C"). If the student opts to graduate prior to the end of the one-year period, the remaining course requirements must be completed and the final grade assigned by the deadline for course work completion for his or her final graduating semester.

#### Grade of R - Research

The grade of "SR," indicating satisfactory research progress, or "UR," indicating unsatisfactory research progress will be assigned to thesis (5000) and dissertation (6000) courses at the end of the semester in which the course is taken. These grades are permanent and have no impact on a student's grade point average. Only courses in which a grade of "SR" is earned may be used toward minimum degree requirements.

#### Grading Comprehensive/Qualifying Exams

- Stage 1 is a directed take-home exam. The exam is graded by committee members using the Assessment Rubrics (A-3 through A-5) found in the Appendix.
- Stage 2 is a production of a publishable full-length manuscript. Committee members evaluate the manuscript.
- Stage 3 is a written proposal and oral defense. Committee members evaluate the proposal and oral defense.
- Stage 4 is a written dissertation and oral defense. Committee members evaluate the dissertation and oral defense.

DHM requires doctoral students to complete the dissertation and all other degree requirements within four years of passing the Stage 3 qualifying exam.

**Right to Appeal and Due Process if Dismissed Due to Failure to Maintain Academic Standards**  
Graduate students may be dismissed from the program for failure to meet academic standards. In such instances, the student will be notified of the intent to dismiss and informed of their rights for due

process and appeal. If a student appeals the decision to dismiss, they will maintain enrollment in the program and continue working on degree requirements during the appeals process. Once the decision of the appropriate appeals panel is made, it will be final.

#### Notice of Graduate College Leave of Absence Policy

Graduate students are expected to maintain active status through continuous enrollment from the time they matriculate until they graduate. Students who are not able to maintain active status are strongly encouraged to consult with their program, advisor, and Graduate College to determine whether requesting a leave of absence (LOA) is the most appropriate course of action. International students must consult with the International Students and Scholars (ISS) office to ensure compliance with Federal immigration policy. See Office of the Registrar University Catalog - Graduate College Section 7.1 Leave of Absence for additional information.

#### Requesting an Extension and the Requirements of an Extension

A student may request an extension. Graduate College matriculation starts when a student first enrolls as an admitted degree seeking graduate student. That date will be used in calculating time limits for degree completion.

In accordance with the Oklahoma State Regents for Higher Education policy, students are expected to complete the requirements for a graduate certificate, master's, or specialist degree within seven years from first enrollment after admission to the graduate program. Students are expected to complete the requirements for a doctoral degree within nine years from first enrollment after admission to the graduate program. After that time, a student must submit a written petition to the Graduate College requesting an extension of time-to-degree limits. Credit for all courses on a graduate Plan of Study must have been awarded within ten years of completion of all degree requirements. Any exception to these time limits must be approved by the dean of the Graduate College.

The DHM Program will only grant extensions when extenuating circumstances prevent sufficient progress toward degree completion.

**Important links:**

- Academic Calendar  
<https://gradcollege.okstate.edu/graduate-college-academic-calendar>
- Graduate Student Appeals  
<https://gradcollege.okstate.edu/content/appeals-policy>
- Leave of Absence Policy  
<https://gradcollege.okstate.edu/content/leave-absence-policy>
- Office of the Registrar University Catalog - Graduate College  
<https://registrar.okstate.edu/University-Catalog-Graduate-College>

## X. PROGRAM POLICIES: INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES

**Purpose:** Integrity in research and creative activities is founded on sound disciplinary practices and a commitment to basic values, including honesty, fairness, and respect. Students learn to value professional integrity and standards of ethical behavior through interactions with faculty who are modeling this behavior. This section should state the program's expectations for responsible conduct of research and creative activities of graduate students and present explicit criteria for dismissal when there are documented cases of research misconduct, dishonesty, and violation of professional standards.

How to Obtain Approval: Institutional Review Board (IRB)

- Visit the IRB webpage for more information, including documents, handbooks, and guides.

How to Obtain Approval: Laser Safety Program

- Visit the Laser Safety webpage for more information.

### Required Trainings

Graduate students at Oklahoma State University are required to complete several online trainings. All DHM graduate students must complete online training for the Responsible Conduct of Research (RCR) and Human Subjects Research Training.

In addition, Teaching Assistants and Associates working in labs with chemicals must complete Hazardous Communication Training online at <http://ehs.okstate.edu/modules/index.htm>. Teaching Assistants and Associates must also complete the FERPA online tutorial (Family Education Rights and Privacy Act) before they can assist with grading. Access to the tutorial is at <https://registrar.okstate.edu/FERPA-Tutorial>.

All Oklahoma State University Students must complete Title VII and Title IX (Gender Discrimination and Harassment). If training is not done within the first semester of enrollment, a hold on student enrollment for subsequent semesters will prevent the student from enrolling in courses. Access the training at <https://v9.alcoholedu.com/login/default.aspx?id=okstatestill>.

## Violation of Professional Standards

### *Dismissal From the Graduate Program*

Graduate students may be dismissed from their program for academic integrity violations, misconduct, or behavior that is deemed an egregious violation of professional behavior. In such instances, the student will be informed by the program of the intent to dismiss and their right for due process and to appeal. If a student appeals the decision to dismiss, s/he must be allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other graduate student in the program during the appeals process. Continued enrollment is not required to appeal. Once the decision of the appropriate appeals panel is made, it will be final.

### Important links:

- Responsible Conduct of Research Overview  
<http://compliance.okstate.edu/rcr/rcr-index>
- RCR Core Subject Areas  
<http://compliance.okstate.edu/rcr/core-subject-areas>
- RCR Training  
<http://compliance.okstate.edu/rcr/training>
- RCR Policy  
<https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Requirements%20for%20Training%20in%20the%20Responsible%20Conduct%20of%20Research.pdf>
- Appropriate Use of Human Subjects in Research  
<http://compliance.okstate.edu/irb/irb-index>
- Laser Safety  
<http://compliance.okstate.edu/lso/lso-index>
- Professional Society Links Related to Professional Conduct
  - Apparel Design and Production: International Textile and Apparel Association (ITAA)  
<http://itaaonline.org/>
  - Interior Design: Interior Design Educators Council (IDEC)  
<http://www.idec.org>  
Interior Design: International Facility Management Association (IFMA)  
<https://www.ifma.org/asid/>
  - Interior Design: American Society of Interior Designers (ASID)  
<https://www.asid.org/>
  - Merchandising: American Collegiate Retailing Association (ACRA)  
<http://www.acraretail.org/>



## XI. STUDENT CONDUCT AND CONFLICT RESOLUTION

### Expectations for Graduate Students' Professional Behavior

The DHM Program expects that graduate students conduct themselves in line with the OSU Student Code of Conduct.

### Personnel Structure for Conflicts that Escalate

Students are encouraged to first work conflicts out with the other part(ies) involved. If this is not possible, then students are encouraged to make an appointment and consult the Graduate Program Coordinator. The Graduate Program Coordinator may choose to consult the Head. As a measure of last resort, the team may approach the Graduate Dean. For more information, visit the Office of the Registrar University Catalog.

#### **Important links:**

- Student Code of Conduct  
<https://studentconduct.okstate.edu/code>
- Graduate Student Appeals  
[http://gradcollege.okstate.edu/sites/default/files/appeals\\_policy.pdf](http://gradcollege.okstate.edu/sites/default/files/appeals_policy.pdf)
- Office of the Registrar University Catalog - Graduate College  
<https://registrar.okstate.edu/University-Catalog-Graduate-College>

## XII. APPEALS PROCESSES

**Purpose:** All students shall receive proper notification, have the right to be heard, the right to appeal and the right to due process.

It is important to distinguish the difference between the academic integrity appeals process, grade appeals in non-research-related courses, student conduct, and other appeals of education-related issues. For example, grade appeals, and academic integrity appeals are governed by university policies and procedures that apply to all students, undergraduate and graduate. While appeals processes are in place at the University and Graduate College level, these are intended to be used as a last resort.

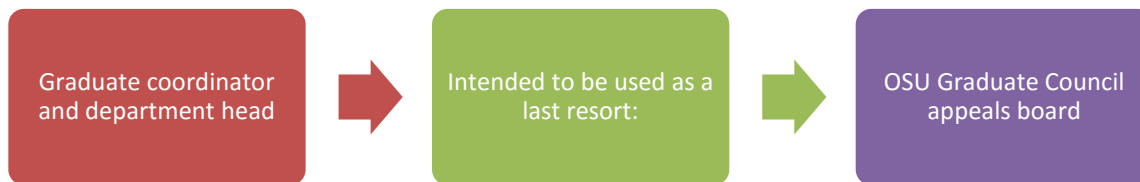
An appeal may be initiated by an impending graduate program action or by the student. In the case of a potential program action, the program must provide proper notification to the student about the impending action and inform the student about the process for the appeal. This is usually in the form of a printed letter and/or email. While email is an official communication of the University, it is also recommended that a printed letter be provided. For final dismissals, sending a letter with a “signature upon receipt” may be desirable. The appeals process should include the time frame (typically 10 calendar days), content, and information about who will hear the appeal. Most graduate program appeals processes will include two levels of appeal (e.g., graduate program committee and unit head) within the academic program prior to an appeal to the Graduate College under the *OSU Graduate Student Appeals Policy*.

### Statement of Student Rights

Students have a right to appeal issues related to the following

- Grades in research-related courses (Grade Appeals Board)
- Satisfactory academic progress (Graduate Coordinator/Department Head)
- Dismissal within their own program (Graduate Coordinator/Department Head)

Appeals begin with the graduate coordinator and the Department head, prior to the *OSU Graduate Council Appeals* process being entered.



### **SAMPLE GRADUATE PROGRAM APPEALS PROCESS**

*Process:* The student is required to provide written notification of appeal to the graduate program coordinator within 14 calendar days of the precipitating event that is the subject of the appeal. If the Graduate Program Coordinator is an involved party, the student should seek advice from the unit head or associate dean of graduate studies in their academic college. Notification should include information on the circumstances of the appeal, issues involved, and the remediation action sought. The document should be no more than two pages. Within 7 calendar days of receipt of the notification, any involved parties within the program (e.g., faculty or staff) will be notified and provided a copy of the appeal.

The graduate coordinator and department head will convene to hear the appeal within a reasonable amount of time, usually 30 days. At the hearing, the student will have the opportunity to present their case and the same time would be allowed for counterargument, if warranted. At the end of this hearing, the graduate coordinator and department head will deliberate, and their decision will be considered final at the program level. The student will be notified in writing of the decision and their right to appeal to the Dean of the Graduate College, if they so choose. See the Graduate Student Appeals Policy website for more information.

*Enrollment:* Throughout the appeal process the student is allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other matriculated graduate student in the program. Continued enrollment is not required to appeal within the allowed timeframes.

*Deadlines:* Unless stated otherwise, all deadlines are by 5:00 pm central time on the day of the deadline or the next regular business day (Monday–Friday) when the deadline falls on a weekend (Saturday–Sunday) or OSU official holiday, such as Labor Day. Time frames and deadlines that extend beyond the end of the academic terms (fall and spring semesters and summer sessions) are handled at the discretion of the Graduate Program Coordinator.

**Important links:**

- Guidelines for Best Practices in Graduate Education  
<https://gradcollege.okstate.edu/best-practices>
- Graduate Student Appeals Policy  
<http://gradcollege.okstate.edu/content/appeals-policy>
- Grade Appeals Policy  
<https://academicaffairs.okstate.edu/content/grade-appeals-board-policies-procedures>
- Academic Integrity Policy  
<http://academicintegrity.okstate.edu/>
- Student Conduct  
<https://studentconduct.okstate.edu/code>

### **XIII. ASSISTANTSHIP AND FELLOWSHIP POLICIES**

#### Awarding Assistantships

DHM offers graduate assistantship employment to select graduate students, following receipt of applications to the DHM department head.

- Teaching Assistants work under the supervision of the department head or other DHM faculty members, helping with the instruction of one or more courses or taking primary responsibility for an entire course. Teaching Assistants may give lectures or supervise laboratory sessions, prepare examinations or class materials, grade papers, and other duties associated with the teaching assistantship.
- Research Assistants work under supervision of a DHM faculty member, performing specialized tasks to assist the faculty investigator to whom they have been assigned. These tasks include collecting data, conducting experiments, analyzing literature and performing statistical analyses, and other duties, as needed by the investigator.

An offer of an assistantship is a commitment by a department or school to provide financial support to admitted graduate students. Assistantships are an investment made by a school or department and are granted primarily to enable the student to pursue an advanced degree. Accepting an assistantship brings with it a professional obligation to fulfill all of the responsibilities associated with the assistantship assignment. Included in this professional obligation is the expectation that students who have accepted an assistantship will diligently pursue their degree to completion in the department or school providing the assistantship. Students must complete a tuition waiver form each semester.

#### Stipend Information

The term “assistant” applies to master’s-level and “associate” to doctoral-level Graduate Teaching and Graduate Research appointments.

In recognition of this commitment, and to provide adequate study time for students holding assistantships, employment as a graduate assistant is limited to .50 FTE (fall/spring), from all University sources (including external grants and contracts):

#### Fall and Spring Semesters

- Non-Resident Tuition Waivers, available to non-Oklahoma students with a .50 FTE (full time equivalent—20 hours per week) Graduate Teaching and/or Graduate Research assistantship, which waive the out-of-state portion of graduate tuition for all qualified credit hours on the student's plan of study. Fees are not waived.
- Resident Tuition Support, available to GTAs and GRAs. Students with a .50 FTE (full time equivalent—20 hours per week) appointment qualify for resident tuition waiver for all qualified credit hours on the student's plan of study. Fees are not waived.
- Spouse Tuition Waivers remove the out-of-state portion of tuition for the spouses of persons holding graduate assistantships. Fees are not waived.

#### Maximum employment (FTE) for graduate students:

- International graduate students: Maximum FTE for ALL semesters (all time) is .50 FTE
- Domestic graduate students: Maximum FTE for fall and spring semesters is .50 FTE. And, between the final day of spring semester and the first day of fall semester, domestic graduate students can be a maximum .75 FTE

#### Renewing Assistantships

DHM graduate assistantship appointments are usually limited to a maximum of two years for master's students and three years for doctoral students.

#### Terminating Assistantships

Reappointment depends upon department need, the availability of funding, and evaluation of performance.

#### English Language Proficiency Requirements for International Students with Assistantships

International students may be either a teaching assistant or a research assistant. Any new international teaching assistant (ITA) is required to have a qualifying score of 26 or greater on the speaking portion of

the iBT or successfully complete the ITA test prior to being approved for instructional assignments. All new TAs are also required to participate in the international teaching assistant orientation. See Office of the Registrar University Catalog Section 4.4.3 Spoken English Proficiency for Employment for more information.

International students who are dependent upon an assistantship for their financial guarantee must remember that forfeiture of that assistantship may require the re-submission of a newly revised financial guarantee to the Office of International Students and Scholars. In addition, students who forfeit their graduate assistantships risk rescission of tuition waivers, as well as any health insurance coverage for graduate assistants provided by the University.

#### Graduate Assistant Leave, Vacations, and Attending Professional Meetings

Graduate assistants who desire leave during fall or spring breaks must complete a revision of their work schedule by completing a Graduate Assistant Request for Leave form. Graduate assistants must have permission from their faculty supervision and department head to schedule a leave. See Appendix for leave form and other graduate assistantship policies.

#### Using Departmental Resources

##### Graduate Students and General Resources

- Office space: Students will have access to desk or office space; students are expected to maintain their space in a neat and orderly fashion
- Computers: Students will have access to computer labs in the building and elsewhere on campus
- Copy machine: Students will have access to printers and copy machines in the Human Sciences computer labs and other labs on campus for assistantship purposes.
- Keys: Students will have keys to rooms as needed (see Delaina Goforth: DHM Main Office 431 Human Sciences); keys must be returned at the end of each semester.
- Labs: Students will have keys to labs as needed (see Delaina Goforth: DHM Main Office 431 Human Sciences); keys must be returned at the end of each semester
- Office supplies: Students will have access to office supplies as needed for assistantship purposes
- Mailboxes: Students will have a mailbox in the DHM Main Office (431 Human Sciences)
- Graduate Student Travel Funds

- Graduate students who will be traveling for professional purposes (e.g., to present a paper or poster at a conference) may apply to the DHM Department Head and to the college Associate Dean of Research and Graduate Studies for partial travel support. (See Appendix A-18 and A-19). Funding is also available from the university's Graduate and Professional Student Government Association. Funding from all three sources may be used for attending professional conferences, presenting a paper, poster, or design at a professional meeting, and other similar activities. In addition, the *Arthur and Mary Lea Hahn Graduate Scholarship* is available to assist apparel design graduate students who present their refereed research and/or designs at professional meetings.

#### Expectations about Participation in Workshops and ITLE Professional Development

Students with graduate teaching assistantships must attend the annual Graduate Teaching Assistant Conference on Teaching. Students with a research assistantship should also attend. This event is targeted specifically to help Graduate Teaching Assistants improve their teaching skills. Visit the Institute for Teaching and Learning Excellence (ITLE) website for more information.

#### Important links:

- Office of the Registrar University Catalog - Graduate College  
<https://registrar.okstate.edu/University-Catalog-Graduate-College>
- Graduate Assistantships  
<https://gradcollege.okstate.edu/assistantship>
- International Teaching Assistant (ITA) Test  
<https://gradcollege.okstate.edu/ita>
- Fall/Spring/Summer Enrollment Guidelines  
<https://gradcollege.okstate.edu/enrollment>
- Student Health Insurance  
<https://uhs.okstate.edu/student-health-insurance-plan>
- Tuition Waiver Forms  
<https://gradcollege.okstate.edu/formspage>
- Institute for Teaching and Learning Excellence (ITLE)  
<http://itle.okstate.edu/>



## XIV. CRITICAL SKILLS ACQUISITION

### Level of Mastery of Analytical or Lab Based Skills

Research and creative activities will often take place in one of the DHM Department labs. Students are expected to acquire the skills necessary to maximize their time in the lab, contributing to learning outcomes and degree progression.

### Command of Existing Literature and Ability to Develop Focused Research Questions

Students are required to complete a thesis or dissertation. As such, students are expected to have an understanding of the body of knowledge related to their topic. From the body of knowledge, students will develop an answerable research question.

### Expectations Regarding Presentation Skills

Students will be evaluated based on their oral presentation skills. In addition to presentation during coursework, students will be evaluated during their thesis/dissertation proposal and final defense. Students will have opportunities to develop and refine presentation skills, including presentations to professionals in the field, the public, and elevator '3 min speech' known as the Three-Minute Thesis (3MT).

### Expectations Regarding Grants Writing Skills

Students are encouraged to explore grants and scholarships to help fund dissertation research. Opportunities to develop and refine grants writing skills may be at the department, college, or university level. The Graduate College maintains a webpage dedicated to financing a graduate degree.

#### **Important links:**

- 3-Minute Thesis  
<https://gradcollege.okstate.edu/3mt>
- Grant Writing Courses, Seminars, and Workshops  
<http://ucpd.okstate.edu/resources/writing>
- Graduate College  
<http://gradcollege.okstate.edu/> (see financing graduate degree)

## XV. DEPARTMENT/COLLEGE/UNIVERSITY RESOURCES

**Purpose:** This section is intended to provide students with a comprehensive list of resources that are available to them through their program, the Graduate College, as well as the University.

### Option Specific Professional Organizations:

- Apparel Design and Production: International Textile and Apparel Association (ITAA): <http://itaaonline.org/>
- Interior Design: Interior Design Educators Council (IDEC): <http://www.idec.org>
- Merchandising: American Collegiate Retailing Association (ACRA): <http://www.acraretail.org/>

### Graduate College:

- Graduate College: <http://gradcollege.okstate.edu/>
- Office of the Registrar University Catalog - Graduate College  
<https://registrar.okstate.edu/University-Catalog-Graduate-College>
- Academic Calendar: <https://gradcollege.okstate.edu/graduate-college-academic-calendar>
- Fall/Spring/Summer Enrollment Guidelines: <https://gradcollege.okstate.edu/enrollment>
- Graduate Assistantships: <http://gradcollege.okstate.edu/assistantship>
- Graduate College Academic Calendar: <http://gradcollege.okstate.edu/graduate-college-academic-calendar>
- Graduate Degree/Certificate Programs: <http://gradcollege.okstate.edu/degree>
- Graduate Faculty Database: <https://gradcollege.okstate.edu/faculty-and-staff-resources>
- Graduate Student Appeals Policy: <http://gradcollege.okstate.edu/content/appeals-policy>
- Graduate and Professional Student Government Association (GPSGA): <http://temp-gpsga.okstate.edu/content/resources>
- Graduate College Forms: <http://gradcollege.okstate.edu/FormsPage>
- Graduate Student Appeals: <https://gradcollege.okstate.edu/content/appeals-policy>
- Graduation Checklist (Doctoral Degree): <http://gradcollege.okstate.edu/doctoral-checklist>
- Graduation Checklist (Master's Degree): <http://gradcollege.okstate.edu/masters-checklist>
- International Teaching Assistant Test: <https://gradcollege.okstate.edu/ita>
- Leave of Absence Policy: <https://gradcollege.okstate.edu/leave-of-absence-policy>

- OSU Guidelines for Best Practices in Graduate Education:  
<http://gradcollege.okstate.edu/bestpractices>
- OSU Best Practices: Advisory Committees and Defenses: <https://gradcollege.okstate.edu/best-practices>
- Test of English Language Proficiency: <http://gradcollege.okstate.edu/telp>

University:

- Career Services: <http://www.hireosugrads.com/StudentsAlumni/>
- Edmon Low Library: <http://www.library.okstate.edu/>
- Family Resource Center: <http://www.reslife.okstate.edu/frc/>
- Health Insurance (Student): <http://uhs.okstate.edu/student-health-insurance-plan>
- Information Technology: <http://www.it.okstate.edu/>
- Institute for Teaching and Learning Excellence: <http://itle.okstate.edu/>
- International Student and Scholars Office: <http://iss.okstate.edu/>
- International Students Arrival and Orientation: <http://iss.okstate.edu/arrival-orientation>
- Office of Multicultural Affairs: <http://icae.okstate.edu/>
- OSU High Performance Computing Center: <http://hpc.it.okstate.edu/>
- OSU Writing Center: <http://osuwritingcenter.okstate.edu/>
- Residential Life: <http://www.reslife.okstate.edu/>
- Responsible Conduct Research Training: <http://compliance.okstate.edu/rcr/training>
- OSU Research Compliance:
  - Appropriate Use of Human Subjects in Research:  
<http://compliance.okstate.edu/irb/irb-index>
  - Appropriate Use of Animals in Research:  
<http://compliance.okstate.edu/iacuc/iacuc-index>
  - Biosafety Program:  
<http://compliance.okstate.edu/ibc/ibc-index>
  - Radiation Safety Program:  
<http://compliance.okstate.edu/rso/rso-index>
  - Laser Safety Program:  
<http://compliance.okstate.edu/lso/lso-index>
- Seretean Wellness Center: <http://wellness.okstate.edu/>

- Services for Students with Disabilities: <http://sds.okstate.edu/>
- Student Affairs: <https://studentaffairs.okstate.edu/>
- Student Code of Conduct: <https://studentconduct.okstate.edu/code>
- The OSU Student Union: <http://union.okstate.edu/>
- University Counseling Services: <http://ucs.okstate.edu/>
- University Health Services: <http://uhs.okstate.edu/>
- University Parking Services: <http://www.parking.okstate.edu/>