

**Design and Merchandising (DM)**

*Graduate Student Handbook*

**Oklahoma State University**

**2024-2025**

## TABLE OF CONTENTS

<b>Section</b>	<b>Title</b>	<b>Page#</b>
I	Introduction	1
II	Admission requirements and program overview	3
III	Program components	13
IV	Degree requirements	21
V	Selection of thesis/dissertation research advisor	35
VI	The advisory committee	41
VII	Program milestones	45
VIII	Thesis & dissertation defense	47
IX	Program policies: Academic performance	50
X	Program policies: Integrity and safety in research and creative activities	56
XI	Student conduct and conflict resolution	59
XII	Appeals processes	60
XIII	Assistantship and fellowship policies	63
XIV	Critical skills acquisition	68
XV	Department/college/university resources	70

Appendix A1 – MS in Apparel Design & Production Plan of Study	73
Appendix A2 – MS in Merchandising Plan of Study	74
Appendix A3 – MS in Interior Design Plan of Study	75
Appendix A4 – MS in Digital Design Plan of Study	77
Appendix A5 – PhD in Human Sciences Plan of Study	78
Appendix B – Graduate Advisor and Committee Membership	80
Appendix C - Thesis Equivalency Exam	85
Appendix D1 - Internship Learning Contract	86
Appendix D2 – Internship Memo of Agreement	87
Appendix E- Professional Scholarship Agreement for Graduate Students and Faculty	88
Appendix F – Graduate Assistantship Policies	91
Appendix G – MS Students Checklist	92
Appendix H – PhD Students Checklist	93
Appendix I – Thesis/Dissertation Proposal Approval Form	95
Appendix J – Thesis/Dissertation Oral Defense Form	96
Appendix K – Thesis/Dissertation Approval Form	98
Appendix L – Evaluation of Graduate Assistant	99

Appendix M – Graduate Student Annual Review Form	100
Appendix N - Graduate Assistant Request for Leave	105

## **Message from the Department Head**

Welcome to the graduate school at Oklahoma State University (OSU) and the Department of Design and Merchandising (DM) in the College of Education and Human Sciences (CEHS). We are glad that you chose OSU, and we are excited to work with you. Graduate school offers the opportunity to plan a focused and specialized program of study, develop a philosophy about your chosen profession, and acquire additional professional competencies.

The purpose of this handbook is to provide guidance for students choosing the Master's or PhD program in DM. This document includes some of the major resources available to graduate students at OSU, as well as information about the current requirements for the Master's or PhD program, along with the prescribed steps and procedures to secure a Master of Science (MS) or Doctor of Philosophy (PhD) degree.

Throughout your program, this handbook will be a useful and time-saving reference. It will be to your advantage to familiarize yourself with its content. While your Graduate Coordinator will serve as your temporary advisor, the earlier you identify a major professor and form your MS or PhD committee, the more assured you will be of the timely completion of your graduate program. The quality of your graduate experience will depend largely on the extent of your academic commitment and involvement in the university community.

We wish you well in your academic endeavors!

Lynn M. Boorady Department Head | Professor  
Design & Merchandising Department

## **I. INTRODUCTION**

The Department of Design and Merchandising (DM) at Oklahoma State University (OSU) has a renowned faculty and a strong support staff committed to the success of our graduate students. Our graduate program focuses on the integration of theory and research in the fields of apparel design (including functional), interior design, merchandising, and digital design.

The department offers resident graduate work leading to a Master of Science in Design and Merchandising, and a Doctor of Philosophy in Human Sciences (with a specialization in Design and Merchandising). DM offers four areas for graduate study: (1) apparel design and production, (2) interior design, (3) merchandising, and (4) digital design.

The MS degree is designed to prepare students for careers in business, industry, extension, and teaching in higher education. The PhD program prepares individuals for research, administrative, management, or teaching positions in universities, business, and industry. Research and technology conducted at OSU ranges from technology-related applications on garments, comfort and protection in textiles, consumer behavior, and interior design. The boundaries for exploration, discovery, and application are limited only by your imagination.

### **Mission**

The mission of DM is to prepare a future workforce, produce research, and perform service in the areas of fashion/apparel design, merchandising, and interior design to enhance societal health, safety, and well-being.

The key factors contributing to our success in DM include:

1. State-of-the-art facilities
2. Well-respected, innovative programming
3. Professional development
4. Diverse and interdisciplinary faculty
5. A culture of strong, trusting relationships

To help you achieve your graduate education goals, DM offers:

1. A state-of-the-art curriculum
2. A strong support network of faculty, staff, and students
3. A focus on technology

**Important links:**

- [OSU Graduate College](#)
- [College of Education and Human Sciences](#)
- [Department of Design & Merchandising](#)
- [DM Faculty](#)
- [Graduate Programs in DM](#)
  - [\*MS in Interior Design\*](#)
  - [\*MS in Apparel Design and Production\*](#)
  - [\*MS in Merchandising\*](#)
  - [\*MS in Digital Design\*](#)
  - [\*PhD in Human Sciences with an Option in DM\*](#)

## II. ADMISSION REQUIREMENTS AND PROGRAM OVERVIEW

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

DM offers a 30-hour resident and/or online graduate work leading to a Master of Science in Design and Merchandising. The M.S. degree is designed to prepare individuals for careers in business, industry, extension, and post-secondary or college teaching. DM also offers a 60-hr PhD in Human Sciences with an option in Design and Merchandising. The PhD program prepares individuals for research, administrative, management or teaching positions in universities, business and industry. DM encompasses four areas of study: 1) apparel design and production, 2) interior design, 3) merchandising and 4) digital design.

### **How the DM Program Aligns with the College of Education and Human Sciences Mission & Vision**

#### *College of Education and Human Sciences Identity/Mission*

The College of Education and Human Sciences is a group of service-minded faculty, staff, students and partners who enhance lives through innovative research, teaching and engagement. We develop leaders who improve diverse lives, communities and industries.

#### *College of Education and Human Sciences Vision*

With a commitment to diversity and inclusion, we *advance* the land-grant mission by developing socially responsible lifelong learners and scholars who serve others to enhance the education, health, and well-being of individuals, families and communities.

DM enhances this mission through Teaching, Research, and Extension / Service.

#### *DM Mission*

Preparing a future workforce, producing research, and performing service in the areas of fashion/apparel design, merchandising, and interior design to enhance societal health, safety and well-being.

Our apparel design and production program focus on functional design to improve the health, safety and well-being of people who work or play in hazardous endeavors, for example, as firefighters or in the oil and gas industries. Interior design is concerned about how the built environment contributes to human well-being and health including issues involved in lighting, occupant-building interaction, facility management and aging in place. Merchandising is



concerned about a broad range of issues including corporate social responsibility, consumer behavior and digital communication design. Digital Design is an emerging area of study that focuses on designing spaces using virtual and augmented reality.

DM performs service to the community through our service-learning activities in the classroom and research which focuses on human issues.

### **The DM Program Today**

The DM graduate program focuses on the integration of theory, research, and design in the fields of Apparel Design, Interior Design, and Merchandising. DM offers four options for graduate study: (1) Apparel, Design and Production (with an emphasis in functional apparel and textile science); (2) Interior Design; and (3) Merchandising (4) Digital Design (with an emphasis in Apparel Design Technology or Interior Design). Students have the option to take a thesis or non-thesis option for their MS degree, depending on the chosen area of study, for a total of ten 3-credit classes, totaling 30 credits. Students who do not wish to pursue a traditional MS program have the option to pursue a graduate certificate where they take four 3-credit classes for a total of 12 credits. The different options for the graduate certificate and MS programs are summarized in *Figure 1*. The graduate certificates and MS programs allow students to specialize in their chosen area of academic interest. Students successfully increase their skill set through applied coursework, research, and design, allowing them to be more competitive in the job marketplace. The PhD program follows a similar structure to the MS program in that students can choose one of the option areas of Apparel Design and Production, Merchandising or Interior Design. The different offerings for the PhD program are summarized in *Figure 2*.

#### *Participation in DM Program Activities*

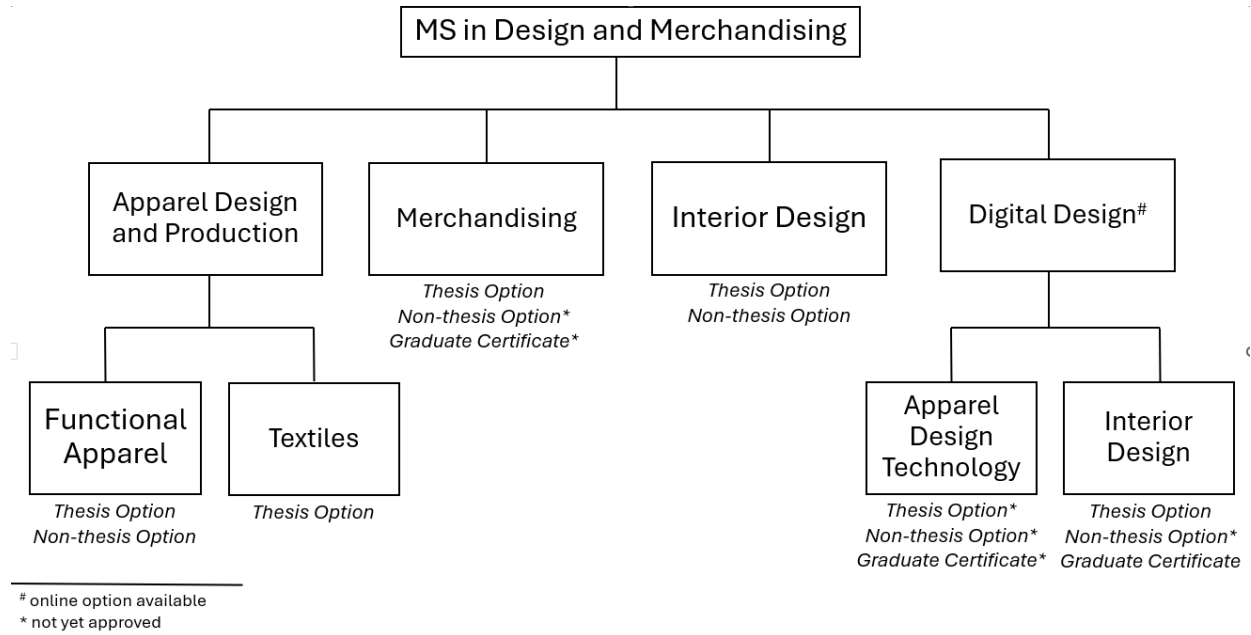
Master's and PhD students are expected to participate in department and college activities, including seminars. Thesis proposals presentations are required of all students. Activities include, but are not limited to, participating in the "3-minute thesis" competition on an annual basis. Top students from the College of Education and Human Sciences will have the opportunity to compete in the University level "3-minute thesis" competition.

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

Master's students are required to write and successfully defend a thesis proposal and thesis. As emerging professionals, students are expected to conduct themselves with high levels of

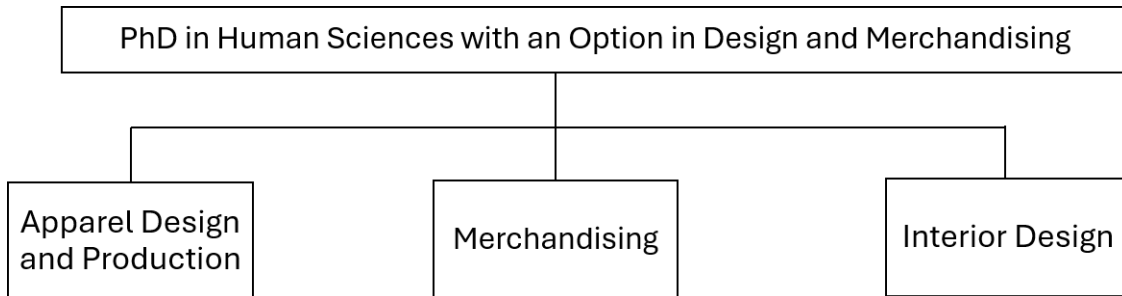
**Figure 1.**

*Graduate Certificates and MS programs in the Design and Merchandising Department*



**Figure 2.**

*PhD programs in the Design and Merchandising Department*



integrity. Please familiarize yourself with the [OSU Academic Integrity Policies](#).

Academic integrity standards will be strictly enforced throughout your program of study. If you have any questions about academic integrity standards please contact your temporary advisor, advisor or the Department Head.

*Apparel Design, Interior Design, Merchandising and Digital Design: Research Thesis*

A research thesis is based upon theory and the testing of theory. The proposal should explain the theory or theories relevant to the study along with a detailed literature review on the topic being

researched, the methodology whereby theory will be tested or lead to experimentation, data analysis, results and interpretation, discussion of the results including limitations and discussions for future research, and a conclusion section with implications of the anticipated results to theory and the knowledge base. A research thesis follows a structured format to ensure a systematic approach to investigating and presenting findings. Here is a more detailed breakdown of each section:

### 1. Introduction

**Purpose:** Sets the stage for the research.

**Components:**

Background information: Provides context for the study.

Problem statement: Clearly defines the research problem.

Objectives: Outlines the goals of the study.

Research questions or hypotheses: Specifies what the study aims to answer or test.

Significance of the study: Explains the importance and potential impact of the research.

### 2. Literature Review

**Purpose:** Reviews existing research and theoretical frameworks relevant to the study.

**Components:**

Theoretical background: Discusses the theories that underpin the study.

Previous research: Summarizes key studies related to the topic.

Gaps in the literature: Identifies what has not been studied or needs further exploration.

Conceptual framework: Presents the structure that guides the research.

### 3. Methodology

**Purpose:** Describes how the research will be conducted.

**Components:**

Research design: Explains the overall approach (e.g., qualitative, quantitative, mixed methods).

Participants: Details of who will be involved in the study.

Data collection methods: Describes how data will be gathered (e.g., surveys, experiments, interviews).

Data analysis: Outlines how the data will be analyzed.

Ethical considerations: Addresses how ethical issues will be managed.

#### 4. Results & Discussion

**Purpose:** Presents and interprets the findings of the research.

**Components:**

Results: Summarizes the data collected, often with tables and figures.

Discussion: Interprets the results, explaining what they mean in the context of the research questions and existing literature.

Limitations: Acknowledges any constraints or biases in the study.

Directions for future research: Discuss opportunities to take the study forward.

Implications: Discusses the significance of the findings for theory, practice, and future research.

#### 5. Conclusion

**Purpose:** Summarizes the study and its findings.

**Components:**

Summary of key findings: Recaps the main results.

Implications for theory and practice: Explains how the findings contribute to the field.

Recommendations for future research: Suggests areas for further investigation.

Final thoughts: Provides a closing statement on the study's overall contribution.

By adhering to this structure, a research thesis provides a clear and comprehensive examination of the topic, demonstrating how the study advances knowledge and understanding in the field.

#### *Apparel Design, Interior Design and Digital Design Master's Students Only: Creative Component (Non-thesis Option)*

A creative component (non-thesis option) 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, interior design or digital design. A design thesis (creative component, non-thesis option) is an opportunity for master's students in apparel design and production, interior design, or digital design to create an original work that showcases their design skills and creativity. The creative component focuses on the practical application of design theories and techniques, often extending or reinterpreting the works of previous artists

and designers in the chosen field. 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 advisory 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. Below is a detailed breakdown of what this process typically involves:

### 1. **Introduction**

**Purpose:** Introduces the creative project and its significance.

**Components:**

Background information: Provides context for the design project.

Problem statement or design challenge: Clearly defines the creative problem or challenge being addressed.

Objectives: Outlines the goals of the project.

Significance: Explains the importance of the project within the field of design.

### 2. **Literature Review and Precedent Studies**

**Purpose:** Reviews existing works and theories relevant to the design project.

**Components:**

Theoretical background: Discusses the design theories and principles that underpin the project.

Previous works: Summarizes key projects and designs related to the topic.

Gaps or opportunities: Identifies areas where new design solutions or interpretations are needed.

Conceptual framework: Presents the structure that guides the design process.

### 3. **Methodology and Design Process**

**Purpose:** Describes the approach and methods used in the creation of the design work.

**Components:**

Research and inspiration: Explains the research and sources of inspiration for the design.

Design development: Details the process of developing the design, including sketches, prototypes, and iterations.

Materials and techniques: Describes the materials and techniques used in the project.  
Experimentation: Discusses any experimental approaches or innovative techniques employed.

#### 4. **Creative Work**

**Purpose:** Presents the final design work.

**Components:**

Description of the work: Provides a detailed description of the final design.

Visual presentation: Includes images, renderings, or models of the design.

Functionality and aesthetics: Discusses the functional and aesthetic aspects of the design.

Contextualization: Places the work within the broader context of the field and related works.

#### 5. **Evaluation and Reflection**

**Purpose:** Evaluates the success of the design work and reflects on the design process.

**Components:**

Evaluation criteria: Outlines the criteria used to evaluate the design.

Successes and challenges: Discusses what worked well and any challenges encountered.

Impact and contribution: Reflects on the impact of work on the field and its contribution to design knowledge.

Lessons learned: Summarizes key lessons learned from the design process.

#### 6. **Conclusion**

**Purpose:** Summarizes the project and its outcomes.

**Components:**

Summary of the project: Recaps the main points of the design project.

Implications for future work: Suggests how the project could influence future designs or research.

Final thoughts: Provides a closing statement on the project's overall significance and contribution to the field.

By following this structure, master's students can effectively demonstrate their design capabilities and contribute to the ongoing dialogue within their chosen field of design.

*Key Differences Between the Research Thesis and Creative Component*

The key difference between the research thesis and creative component are summarized below:

## 1. Purpose and Focus

### Research Thesis:

- Focuses on the theoretical and empirical investigation of a research problem.
- Aims to contribute new knowledge to the field through rigorous research, analysis, and testing of theories.

### Creative Component (Non-Thesis):

- Centers on the creation of original work that showcases practical skills and creativity.
- Aims to represent processes of experimental design and may extend previous works of artists and designers within the chosen field.

## 2. Structure

### Research Thesis:

- Typically follows a structured format: Introduction, Literature Review, Methodology, Results & Discussion, and Conclusion.
- Emphasizes a detailed literature review, theoretical background, and methodological rigor.

### Creative Component (Non-Thesis):

- Includes sections such as Introduction, Literature Review and Precedent Studies, Methodology and Design Process, Creative Work, Evaluation and Reflection, and Conclusion.
- Places more emphasis on the design process and the presentation of the final creative work.

## 3. Literature Review

### Research Thesis:

- Comprehensive literature review identifying gaps in existing research.
- Integrates theoretical frameworks and existing studies to build a foundation for the research.

### Creative Component (Non-Thesis):

- Reviews existing works and theories relevant to the design project.

- Focuses on precedent studies and design inspirations, identifying opportunities for new interpretations or innovations.

#### 4. **Methodology**

##### Research Thesis:

- Detailed explanation of research design, data collection methods, and data analysis techniques.
- Includes ethical considerations and validation of findings.

##### Creative Component (Non-Thesis):

- Describes the design development process, including sketches, prototypes, and materials used.
- Emphasizes experimentation and innovative techniques in the design process.

#### 5. **Outcome**

##### Research Thesis:

- Results in a written document presenting research findings, analysis, and theoretical contributions.
- Includes data, charts, and statistical analysis.

##### Creative Component (Non-Thesis):

- Results in tangible design work (e.g., apparel, interior design, digital design).
- Includes visual presentations such as images, renderings, or models.

#### 6. **Evaluation and Reflection**

##### Research Thesis:

- Focuses on discussing research results, limitations, and implications for theory and practice.
- Reflects on the significance of findings and future research directions.

##### Creative Component (Non-Thesis):

- Evaluates the design work based on criteria such as functionality, aesthetics, and innovation.
- Reflects on the design process, challenges, and lessons learned.

#### 7. **Conclusion**

##### Research Thesis:

- Summarizes research findings and their contributions to the field.



- Discusses implications for theory, practice, and future research.

Creative Component (Non-Thesis):

- Summarizes the design project and its outcomes.
- Discusses implications for future design work and contributions to the field of design.

These differences highlight how a research thesis emphasizes theoretical and empirical research to contribute new knowledge to the field, while a creative component focuses on the practical application of design skills and the creation of an original work that showcases creativity and innovation.

**Standards for Professionalism in the Discipline**

DM 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. It is advised to discuss this with your committee as you prepare abstracts, design work and your research for publication.

*Demonstration of Mastery of the Subject Matter and Milestones*

Master's and doctoral students are required to successfully complete necessary coursework and/or thesis requirements. If your grade point average falls below a 3.0 GPA you will be placed on academic probation by the Graduate College until your GPA meets the minimum expectation. Grades of 'D' or 'F' in a course will require you to retake the course since no courses with a 'D' or 'F' may be included in your plan of study.

### 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, and degree options are included.

#### **Qualifying Academic Background**

Master's program applicants typically have an undergraduate degree or equivalent in apparel design, interior design, merchandising, or in a closely related academic area, from a college or university of recognized standing.

- Interior Design master's 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, Merchandising and Digital Design will accept prospective students from varied academic backgrounds, with the understanding that undergraduate prerequisite coursework may have to be completed.

For the doctoral program, applicants are required to have a MS degree in apparel design, interior design, merchandising or a closely related field.

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 an online interview with the graduate faculty to determine admission decisions. Applicants whose credentials are congruent with the expectations of the OSU Graduate College and DM 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 at the Baccalaureate or Graduate

level as appropriate. 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.

#### *Official GRE Scores or GMAT Scores*

Students are encouraged to submit scores from the Graduate Records Examination (GRE) for admission to the doctoral program. Test scores are valid for five years from the date of the original test. If the GRE was taken more than five years ago, it must be retaken, and the new score must be submitted with the application. A GRE score submission is encouraged for admission to the master's program also. If an applicant has taken the test more than once, the latest score will be used in applicant evaluation. Scores on the Analytical, Verbal and Quantitative portions will also be taken into consideration. GRE scores must be competitive with the current applicant pool to be considered for admission. Scores may be used when awarding graduate assistantships. A GRE waiver will be considered for admission to both the doctoral and master's programs.

#### *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 student 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 Baccalaureate degree in an English-speaking country. 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 some countries are native English speakers and are exempted from this policy. The Graduate College maintains a list of these countries.

### **Types of Admission to the DM Program**

When a graduate applicant's file is complete, the application is released by the OSU Graduate College for review by the DM 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 the master's 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 a 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 to 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. See “*Probation*” under “Requirements and Deadlines for Completing Remedial Work” to understand how to be removed from probationary status.

### *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. Students deemed not admissible have the option of reapplying to the program after deficiencies have been addressed.

## **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 their first semester in which they complete 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 on 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's without Adequate Academic Background*

Students who enter the DM 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).

## **Major DM Program Requirements**

### *Required Course Work*

Master's students are responsible for successfully completing 30 credits hours and doctoral students are required to complete 60 credit hours. The required coursework is determined by the student and their advisor. The coursework will consist of a combination of required courses and electives supporting the student's research interests. See the appendix for potential plans of study examples from each DM option area.

### *Thesis Proposal*

Students in the master's program are responsible for completing and defending a proposal. A proposal provides a complete outline of the student's proposed area of research and is conducted after the first three chapters of the thesis have been written including the introduction, comprehensive literature review, and methods for collecting data. This is done under the supervision and approval of the thesis committee and advisor. The proposal occurs during the second semester, allowing for one full year following the proposal to complete the thesis.

### *Thesis*

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 written communication skills 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 communication problems and thereafter complete remedial English and/or composition and/or technical writing courses until the deficiency has been rectified.

### **The Plan of Study**

Master's 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.

The Plan of Study is reviewed and approved online by the student's graduate advisor and members of their thesis 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 the Graduate Faculty database to check the status of all faculty members before completing the plan.
- Using the Plan of Study to change committee members; use only the Committee Change Request form available on 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).
- Adding additional research hours to a revised plan (5000/master's) just because a student needs to enroll in additional hours to maintain student status; list only the minimum credit hours needed to earn a degree.

**Important links:**

- [Office of the Registrar University Catalog - Graduate College](#)
- [English Language Proficiency for Admission](#)
- [Graduate College Round-Up: Plan of Study](#)

## IV. DEGREE REQUIREMENTS

### List of Requirements for Degree Options

#### *Master's*

The Department of Design and Merchandising offers four master's degree plans:

- 30-hour **on campus** research thesis for the MS programs in Apparel Design & Production, Interior Design and Merchandising)
- 30-hour **on campus** creative component (non-thesis option) for the MS programs in Apparel Design & Production, and Interior Design.
- 30-hour **on campus or online** research thesis for the MS in Digital Design program.
- 30-hour **on campus or online** creative component (non-thesis option) for the MS in Digital Design program.

#### *PhD*

The Department of Design and Merchandising offers one PhD degree plan.

- 60-hour on campus doctoral dissertation (available in apparel design and production, interior design and merchandising)

### Credit Hour Requirements

#### *Full Time Status*

Please see the Office of the Registrar University Catalog - Graduate College Section 6.0 Enrollment Policies. Students with a fall (spring/summer) graduating semester who have research courses (i.e., courses numbered 5000, 6000) on their approved Plan of Study must satisfactorily complete no fewer than six hours of courses eligible for graduate credit during the calendar (academic) year which includes the graduating semester. As an example, a student wishing to graduate in a fall semester must be enrolled in a total of at least six hours for that fall semester plus the preceding spring semester and summer session.

### Assistantships

### *Fall & Spring*

Graduate assistantships are 50% appointments (.50 FTE). Students with 0.50 FTE appointments are expected to work 20 hours per week. Graduate assistant employment follows the academic calendar schedule of the university. Graduate assistants begin their employment one week before the first day of the semester and end their appointment one week after the last day of the semester. The performance of graduate teaching and research assistants is evaluated by supervising faculty at the end of the semester (See Appendix). 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*

Up to nine credit hours of transfer credit may be used toward any OSU graduate degree. A doctoral student may transfer more than nine hours if the courses in question were housed in a department or program that offers a Ph.D. (or equivalent) degree. The transfer of courses will be reviewed and approved by a student's thesis or doctoral committee and approved on a case-to-case basis. Master's students must include a minimum of 15 hours of OSU credit on their Plan of Study, and doctoral students must include a minimum of 30 hours of OSU credit on their Plan of Study.

## **Internship Opportunities**

### *The Career Internship: DM 5440*

Internships are a three-way partnership between the university, the student, and the host organization. An internship combines practical work experience with 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 to foster the student's intellectual, personal, and professional growth.

### *DM 5440 Internship Policies and Procedures*

- A 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 (DM 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 advisory committee members must approve and sign the contract before the graduate student registers for DM 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 thesis advisor must approve the internship site during the spring semester prior to the summer internship, before the graduate student registers for DM 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.

- 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 (DM) Graduate Career Internship 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 DM 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 a 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 DM Degree Program**

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

#### Master's Student

The first year is comprised of required core courses and electives. Typically, 9 credit hours of coursework is taken during each semester in the first year. The second year consists of 6 credit hours of elective courses and thesis hours each semester. Master's students that successfully follow the format will complete the program in four semesters as shown in the Appendix.

### *Time Limits*

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

## **Doctor of Philosophy Requirements**

The College of Education and Human Sciences offers a Ph.D. in Human Sciences with a specialization in DM. The doctoral program requires completion of a minimum of 60 graduate credit hours beyond the master's degree, which includes a minimum of 15 and a maximum of 30 credits hours of dissertation research. The doctoral program requires students to have or obtain experiences in **1) knowledge sharing, 2) generating knowledge, 3) community engagement** and **4) resource generation** through their graduate coursework in DM and related areas as well as their research methods and statistics coursework culminating with their dissertation.

The courses selected for the doctoral student's Plan of Study (POS) must be approved by the student's dissertation advisory committee and support the student's dissertation research and career goals. More specifically, in DM the doctoral student program must include:

- Graduate courses in specialization (DM plus support courses)
- Graduate courses in support of research (generating knowledge and resource generation) and possibly courses related to sharing knowledge and community engagement, including:

- DM 5013: Research Development in Design and Merchandising
- DM 5003: Theoretical Perspectives for Design and Merchandising
- DM 5093: Proposal Writing
- DM 6133: Research Methods in DM
- Intermediate and advanced statistics (STAT or REMS prefixed courses recommended)
- DM 6000: 15-30 credit hours of doctoral research
- DM 5010: up to 6 credit hours of thesis equivalency if the master's degree did not include this activity (not to count toward the minimum required 60 credit hours beyond the master's degree)

If a thesis was not completed as part of the student's prior master's degree, the student must enroll in DM 5010 and complete a thesis equivalent, prior to beginning work on a dissertation. The student should select a thesis equivalency advisor with research interests congruent with those of the student and enroll in the section of 5010 associated with that instructor. In addition, the student should select two additional DM graduate faculty to serve in an advisory and evaluation role. This committee of three members will determine the ultimate acceptability of the thesis equivalency project and clear the student for dissertation research. This clearance is noted on the Thesis Equivalency Evaluation form (see Appendix) and filed in the student's departmental file. If the thesis advisory committee deems the resulting research document to be unacceptable, the student may revise the thesis equivalent and seek approval one additional time, if that resubmission occurs within one year from the initial denial. Credit hours earned for the thesis equivalency do not count on the doctoral degree Plan of Study.

Up to nine credit hours of transfer credit may be used toward any OSU graduate degree. A doctoral student may transfer more than nine hours if the courses in question were housed in a department or program that offers a Ph.D. (or equivalent) degree. The transfer of courses will be reviewed and approved by a student's thesis or doctoral committee and approved on a case-to-case basis. Master's students must include a minimum of 15 hours of OSU credit on their Plan of Study, and doctoral students must include a minimum of 30 hours of OSU credit on their Plan of Study.

The number of dissertation credit hours (DM 6000) and/or thesis equivalent credit hours (DM 5010) taken each semester should reflect the anticipated work to be completed and the number of

contact hours desired with the advisor. **In general, each credit hour of DM 6000 (or 5010) represents an opportunity to meet 30 minutes per week with the advisor, if needed, and no fewer than three hours of concentrated independent work per week.** During any semester in which a student desires assistance from the advisor, in relation to completing dissertation or thesis equivalent requirements, he/she should enroll in an appropriate number of DM 6000 (or 5010) credit hours.

A doctoral student must complete all degree requirements within nine years of initial enrollment in the program. If degree requirements are not met within four years of passing the qualifying exam, a second qualifying examination must be taken and passed. At least 10 hours of dissertation credits must be earned after admission to candidacy, which occurs when Stage 3 of the qualifying exam is successfully completed. No courses used to complete degree requirements may be more than 10 years old at the time of graduation. An online Diploma Application form must be submitted to the Registrar's office when enrolling for the semester in which the degree will be conferred.

### **The Plan of Study**

Before completing the second semester, and in consultation with the student's advisor, a **master's** student must complete their online Plan of Study to be followed throughout the degree program. **Doctoral** students must complete this online Plan of Study before completing the third semester. The Plan of Study is a list of courses that includes required courses as well as other 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 Grad College and a Plan of Study advising checklist is also available from the OSU Graduate College's website. For doctoral students, the major subject on Plan of Study form should be **Human Sciences** and the option or specialization should be **Design, Housing and Merchandising**. 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. Final approval of the Plan of Study rests with the thesis/dissertation committee, the department graduate coordinator, and the Graduate College. The advisor or advisory committee members may choose to add courses to the Plan of Study at any time, if the student's academic or research plans or performance suggests additional course needs.



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. At any time during a student's program, amendment of the Plan of Study can be requested by either the student's thesis/dissertation advisory committee or the student to support the student's research/design and educational activities, or to rectify academic, knowledge and/or language deficiencies. The student logs in and revises their approved plan. The system will load the complete plan that has been approved and allow you to make changes for resubmission. Closely follow the procedure for submitting the Plan of Study exactly, as before. The following section describes the common mistakes graduate students make when preparing the Plan of Study.

#### COMMON PLAN OF STUDY PROBLEMS

- Not submitting a Plan of Study before the due date, placing a hold on the student's future enrollment:
  - Master's Plan of Study must be received in the Graduate College prior to the start of the pre-enrollment period during the students second semester.
  - Doctoral Plan of Study must be received in the Graduate College prior to the start of the pre-enrollment period during the student's third semester.
- 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.
- Using the Plan of Study to change committee members; use only the Committee Change Request form available on 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 for master's, 6000 for doctoral) just because student needs to enroll in additional hours to maintain student status; list only the minimum credit hours needed to earn degree.
- Submitting a Plan of Study with Graduation Clearance form if the plan has NOT changed (please submit only a revised plan, if needed).

### **The Doctoral Qualifying Exam**

The DM doctoral qualifying exam is conducted in the following four stages.

#### Stage 1: Directed take-home exam

This exam occurs after completing 12 hours but before completing 18 hours of graduate courses toward the doctoral degree. The intent of Stage 1 of the qualifying exam 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 DM 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 will be allowed for this exam. The take-home exam will be evaluated using three evaluation rubrics: writing, analysis and synthesis. See Appendix for copies of these rubrics. The Stage 1 advisory committee will independently review and score the exam. The scores, using a Likert scale of 1-5, from the DM 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 will serve as the final student score in each category. The scoring system is as follows:

- 75%-100% Pass (Students are eligible for Stage 2.)
- 65%-74% Borderline (Students can have 10 business days to revise.) Only one revision is allowed, and the same scoring process is used on the revised manuscript. If the 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

Stage 2 of the doctoral qualifying exam results in production of a publishable peer-reviewed 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 manuscript for stage two. 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 which stimulates ideas regarding 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". 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-month deadline, evidence of substantial progress must be provided to the committee before any extension will be granted.

The doctoral students graduate advisor and committee 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 Appendix for copies of these rubrics. The DM 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. Results will be given by the advisory committee chair 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), to advise improvement is needed.

The scoring system is as follows:

- 75%-100% Pass (Students are eligible for Stage 3.)
- 65%-74% Borderline (Students can have 10 business days to revise.)
- Below 64% Fail (Students can re-take the Stage 2 exam with new topic.)

When the manuscript is scored borderline, the student has 10 business days to submit a revised manuscript (see Table 1). 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 re-take (i.e., second attempt) the Stage 2 exam. 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.

**Table 1.**

*Stage 2 of the doctoral qualifying exam*

First attempt		Second attempt		
Pass				Students are eligible for Stage 3.
Borderline	Students can have 10 business	Pass		Students are eligible for Stage 3.
		Borderline	Students can <b>retake</b>	Students are eligible for Stage 3.
			Pass	

	days to <b>revise.</b>	Fail	Stage 2 exam with new topic.	Borderline	No further opportunity will be given.
				Fail	
Fail			Students can <b>retake</b> Stage 2 exam with new topic.	Pass	Students are eligible for Stage 3.
				Borderline	No further opportunity will be given.
				Fail	

Revision of the first attempt:

The scoring system is as follows:

- 75%-100% Pass (Students are eligible for Stage 3.)
- 65%-74% Borderline (Students can re-take the Stage 2 exam with a new topic.)
- Below 64% Fail (Students can re-take the Stage 2 exam with a new topic.)

Second attempt with new topic:

The scoring system is as follows:

- 75%-100% Pass (Students are eligible for Stage 3.)
- 65%-74% Borderline (No further opportunity will be given.)
- Below 64% Fail (No further opportunity will be given.)

Stage 3: A written proposal and oral defense

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.

Completing Stage 3 successfully 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.

#### Stage 4: A 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 defense should be publicized to the college faculty by the student. 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.

#### **Time Limits for Dissertation Completion**

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

#### **Annual Review of Doctoral Students**

In compliance with the College of Education and Human Sciences college policy, all DM doctoral students are required to submit a report of their annual progress (from May 1 of the

preceding year through April of the current year) to the graduate coordinator no later than May 15. A copy of the annual report is given to the student's graduate advisor and one copy is submitted to the DM office, for inclusion in the student's file. The student's graduate advisor then provides written formative feedback to the student. Information concerning the materials and deadlines related to this review process are sent to doctoral students by the college Associate Dean for Research and Graduate Studies.

## V. SELECTION OF THESIS/DISSERTATION RESEARCH ADVISOR

**Purpose:** Graduate student success is largely dependent on 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 the DM graduate program, students are assigned to the graduate coordinator as their temporary advisor. The temporary advisor aids 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.

### **Definition and Function of Thesis/Dissertation Advisor**

The thesis/dissertation advisor is the faculty member who oversees all aspects of the student's academic program as per the requirements set forth by the University and the department. Selecting a thesis advisor represents a commitment on the part of the graduate student and the faculty member to work together intensively throughout their program of study. The faculty members should share with the graduate student their perspective and expectations. Graduate students should recognize the role of personalities in the working relationship between the faculty and student. The graduate student, in consultation with the Thesis/Dissertation Advisor, will develop the advisory committee, with approval of the Graduate School, following the guidelines set forth by the University and the academic unit or department. This committee is responsible for approving the coursework in the student's program of study, with final approval set by the Graduate School. It is the student's responsibility to ensure that members of the thesis advisory committee are familiar with the planned thesis research topic including supporting theories and methods utilized. The student should inform the advisory committee members of any changes relating to the execution of the thesis.



### **Thesis/Dissertation Advisor's Responsibilities:**

- Advise the student in the selection of courses in accordance with the stated program direction to make sure core courses are taken and establish a realistic timetable for the completion of the various requirements of the program of study. This meeting should take place before an advisory committee has been formed.
- Assist the student in the selection of the advisory committee members and assume responsibility for clarifying their roles.
- Review and approve all necessary graduate forms that must be submitted to the Graduate School.
- Advise the student in preparing a draft of the program of study for discussion and approval of the advisory committee.
- Chair the committee meetings for purposes of proposal planning, review the research proposal or creative activity.
- A pre-proposal meeting with committee members and students is recommended one month prior to the thesis proposal.
- Make every effort to minimize the time to degree. Advise the student concerning program adjustments, if any.
- Provide guidance, along with the advisory committee, in developing the student's research proposal, conducting the research, and preparing the thesis.
- Thoroughly examine the work submitted by the student, make timely and constructive written comments for improvement, and inform the student of the approximate time for the work to be returned. A two-week turnaround is typical.
- Determine whether a draft of the thesis, or creative project is ready for submission to the Advisory Committee. If a draft is not ready to be submitted, reasons should be provided to the student along with a timeline for revisions.
- Determine when the thesis is satisfactory for distribution to the advisory committee for review preceding the final thesis defense. This needs to be done at least one month prior to the expected proposal or final defense dates.
- Provide support and information to the student regarding Departmental, College, and University activities.

- Inform the student early on that the student is not a match or capable of completing the degree and then assist the student in finding an alternative program.
- Meet with the student at a minimum for 30-minutes/week or more frequently.

Please refer to the [\*Best Practices: Advisory Committees and Defenses\*](#) document from the OSU Graduate College for additional pointers.

### **Role of the Graduate Student**

Graduate study demands advanced intellectual ability and the capacity for independent thought and investigation. The graduate student should, therefore, be characterized by maturity of intellect and character, and should be one whose approach to learning is distinguished by a spirit of inquiry and the desire to increase human knowledge. The graduate student should be an individual who can assume responsibility for their direction of study and research and for the ultimate success of their degree program.

### **Graduate Student's Responsibilities:**

- Utilize resources as needed to support the preparation of the thesis including but not limited to OSU Writing Center, Graduate College training and development courses, or other support services.
- Be familiar with all Graduate School, College, and University policies and procedures.
- Be familiar with Departmental or Program policies and procedures, especially those that directly affect the student's degree plan and course of study.
- Make a committed and dedicated effort to gain the background knowledge and skills needed to pursue the research or creative project successfully.
- Be familiar with department faculty and carefully choose a Thesis Advisor to assist and guide the student's progress through the degree process.

- Develop, in conjunction with the thesis advisor, a plan and timetable for completion of all stages of the degree program, and to work studiously to adhere to a schedule and to meet appropriate deadlines.
- Be thoughtful and reasonably frugal in using resources provided by the supervisor and by the University.
- Be proactive in asking questions and take responsibility for diligently completing the homework given to you in a timely manner.
- Regularly and frequently meet with and consult with the thesis advisor on all matters of concern and importance to the student and the student's degree plan and progress. It is recommended that students meet with their thesis advisor for a minimum of 30 minutes every week or more frequently if needed.
- Recognize that the Thesis Advisor and the Advisory Committee members may have other teaching, research, and service obligations which may preclude immediate responses.
- With the advice of the Thesis Advisor, choose an Advisory Committee to guide the student through their degree program and research or creative activity requirements.
- Be aware of all deadlines and other matters related to completing all degree requirements.
- Pay due attention to the need to maintain a workplace which is tidy, safe, and healthy and where each individual shows tolerance and respect for the rights of others.
- Conform to professional standards of honesty to assure academic integrity and professionalism and acknowledge assistance, materials, etc., provided by others.
- Terminate the work and clean up the workspace to leave the place to another student when program requirements have been met.
- Return borrowed materials to the Thesis Advisor, any Advisory Committee member, academic unit, library, or other resource when the academic work has been concluded.
- Prior to submitting a thesis, manuscript or any other written document, it is the student's responsibility to have all work proofread and presented to the thesis advisor and advisory committee in a professional manner. Written documents with excessive mistakes could be returned to the student without instructor review.

### **What if Student's Research Advisor Leaves the Institution**

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

- For a master's/PhD student who need only complete their research project to finish the degree, the student may complete the research project under the direction of the original Thesis/Dissertation Advisor. If the Advisor is also the chair of the student's Advisory Committee, a new Chair will be appointed. The original Thesis/Dissertation Advisor will continue as a member of OSU's Graduate Faculty, participate in the student's thesis/dissertation defense, and fulfill their obligations to the student.
- For a master's/PhD who is in the early stages of their program and research project, they may choose a new Thesis/Dissertation 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 thesis advisor or membership of the thesis 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 members and provide a reason for the change. The Graduate Advisor and Committee Membership form will be retained in the DM office within the student's file. This form will be copied to the student, thesis advisor, and the DM 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 obtain a new Advisor or change to 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 with 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 resources](#)
- [Oklahoma State University Guidelines for Best Practices in Graduate Education](#)
- [Best Practices: Advisory Committees and Defenses](#)

## 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 /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 three voting members of the Graduate Faculty will be appointed. The roles of the Advisory Committee members are Chair, Advisor and Expert Member(s). The committee composition should be such that at least 50% of the committee members are from the home department of the students. For instance, if there are four committee members in total on an MS or PhD student’s committee in the Design and Merchandising department, then two of the committee members must be from the Design and Merchandising department with a graduate faculty status. For an MS student committee, a graduate college representative is not required, but for a doctoral student committee a graduate college representative is required (see *Table 2*).

**Table 2.**

*Committee composition for MS and PhD committees*

	Master’s	PhD
Chair	x	x
Advisor	x	x
Expert member(s)	x	x
Graduate college representative	N/A	x

### *Master's /Doctoral Chair*

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 must have a strong familiarity with the academic requirements appropriate to the graduate degree sought. The Chair must hold an appropriate OSU Graduate Faculty appointment and should have successfully been granted tenure in the academic unit in which the graduate degree is housed. In other words, the Chair should have a ranking of Associate Professor or Professor. Faculty who have a ranking of Associate Professor or Professor can serve as both the Chair and Advisor. 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.
- 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 about progress of research fulfillment of degree requirements.

### *Master's/Doctoral Advisor*

The Advisor's primary responsibility is as a research mentor. As a result, it is expected that the Advisor establishes the closest working relationship with the student. The Advisor may also serve as the Chair of the Advisory Committee if the Advisor has a ranking of Associate Professor or Professor. The Advisor must hold an appropriate OSU Graduate Faculty appointment and serve as a tenure track faculty in the department. If a faculty member has not received tenure, they must first successfully serve on a committee before serving as an advisor on the committee. The Advisor duties include:

- Guiding and counseling 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.
- Reporting to the Advisory Committee on the student's research progress and hooding the student at commencement.
- Mentor the student toward a research project that is original, and worthy of the degree sought.
- Involved in the preparation of presentations and manuscripts for publication.

#### *Master's/PhD Expert Member*

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, though this is not required. An Expert Member's 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.

#### **Selection of Advisory Committee Members**

Recommendation of the Advisory Committee members should be a collaborative activity between the graduate student and their Advisor and/or Committee Chair. Although the student has the ultimate responsibility for recommending their Advisory Committee membership, the Advisor is a valued resource that can provide insight which 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. At the PhD level, a graduate college representative should also be included on the committee.

#### *Advisory Committee's Responsibilities:*



- Be familiar with the policies and procedures of the University and the Graduate School.
- Oversee the program of study for the student.
- Administer and evaluate the various examinations as required by the department, college, and Graduate School policies and procedures.
- Ensure that the student is aware of normal expectations concerning the volume, quality, style, and standard presentation of the paper, thesis, dissertation, or creative project.
- Guide the student in the implementation of the work plan and evaluate the progress of the student's work.
- Provide periodic feedback to the student on the progress of the student's program.
- Aid in the arbitration of problems which arise between the student and the other committee members.
- Evaluate the penultimate and final drafts or copy of the paper, thesis, dissertation, or creative project.
- Aid in the development of the proposals for the paper, thesis, dissertation, or creative project.
- Supervise and evaluate the thesis/dissertation and conduct the oral defense of that thesis/dissertation.

**Important links:**

- [Best Practices: Advisory Committees and Defenses](#)
- [Plan of Study](#)
- [Graduate faculty resources](#)

## VII. PROGRAM MILESTONES

### 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 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. The format in DM is American Psychological Association (APA), at the time of this writing the most recent edition is the 7<sup>th</sup> (2020).

#### *Proposal*

It is the graduate student's responsibility to:

- Set up a 2-hour meeting including the date and time that is compatible with the schedules of the student and all advisory committee members.
- Request their thesis/dissertation adviser to reserve an Education & 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.**
- Prepare a slide for review by the thesis/dissertation advisor and College to publicly advertise the thesis proposal meeting.

It is the graduate advisor's responsibility to:

- Invite DM 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:

- Their 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 and a brief Q & A with the audience, 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. These recommendations from the committee members should be provided in written format.

It is the student's responsibility to address all the comments and recommendations, and to make the requested changes to the proposal. It is the responsibility of the thesis 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. All changes should be made in a timely manner as determined by the advisory committee and all advisory committee members must sign off before the student moves on to the next section. See Appendix for the Proposal Approval Form.

Ultimately, the graduate thesis 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 signatures of committee members.

**Important links:**

- [Resources for graduate students](#) (Canvas login needed)

## **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 DM Program Style Requirements**

Students shall use the Publication Manual of the American Psychological Association, 7th edition (2020) or the most current edition at the time of their thesis/dissertation writing.

### **Timelines & Scheduling**

#### *Providing Draft to the Committee*

It is advised that graduate students provide drafts to their entire advisory committee in an ongoing manner to ensure that everyone agrees with the direction and format of the thesis.

The draft thesis should be provided to all Advisory Committee members at least four weeks (20 business days) prior to the defense day. Holidays and breaks when the University is closed should not be counted in this four-week minimum requirement. Advisory Committee members should inform the Advisory Committee Chair at least two weeks (10 business days) 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) as per Graduate School requirements. Given Advisory Committee members' extensive obligations, the defense should be scheduled only when all advisory committee members agree to the date. 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 Advisor 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. The presentation is limited to 30 minutes after the advisor introduces the student, which should take no more than 5 minutes. Questions from the audience at the public presentation are welcomed and encouraged. This question-and-answer session will be limited to 5 minutes. Members of the public are excused 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, regarding the publication, presentation, and/or exhibition of results, are delineated on the Professional Scholarship Agreement form (see Appendix). This form is signed when a graduate advisor is selected. If a student does not submit the results of their 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 templates.**

**Important links:**

- [Thesis and Dissertation Templates](#) (Canvas login needed)
- [Thesis and Dissertation Forms](#) (Canvas login needed – Look under ‘Forms and Templates’)
- [Best Practices: Advisory Committees and Defenses](#)

## **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 DM 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 form (see Appendix). The department head and other committee members may review the information and it is kept in the student's department file. 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 re-enrollment 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*

To receive a degree, a student must have a minimum of a 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 to complete the course and 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 "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 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 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 a thesis (5000) course 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.

### **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 [Graduate College Leave of Absence Policy](#) 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 be 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 DM Program will only grant extensions when extenuating circumstances prevent sufficient progress toward degree completion.

**Important links:**

- [Graduate College Academic Calendar](#)
- [Graduate Student Appeals Policy](#)
- [Leave of Absence Policy](#)
- [Graduate College Catalog](#) (After clicking on an academic year, click 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 training courses. All DM graduate students must complete online training for the Responsible Conduct of Research (RCR) and Human Subjects Research Training.

[RCR Training](#)

[Human Subjects Research Training](#)

In addition, Teaching Assistants working in labs with chemicals must complete [Hazardous Communication Training](#) online. Teaching Assistants must also complete the FERPA online tutorial (Family Education Rights and Privacy Act) before they can assist with grading. Access the FERPA faculty and staff tutorial [here](#).

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 [here](#).

## **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, they 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](#)
- [RCR Training](#)
- [Human Subjects Research Training](#)

### **Links to Professional Organizations:**

#### Apparel Design and Production

- [International Textile and Apparel Association \(ITAA\)](#)
- [American Association of Textile Chemists and Colorists \(AATCC\)](#)
- [Human Factors and Ergonomics Society \(HFES\)](#)

#### Interior Design

- [Interior Design Educators Council \(IDEC\)](#)
- [International Facility Management Association \(IFMA\)](#)
- [American Society of Interior Designers \(ASID\)](#)
- [Environmental Design Research Association \(EDRA\)](#)

## Merchandising

- [American Collegiate Retailing Association \(ACRA\)](#)
- [International Textile and Apparel Association \(ITAA\)](#)

## XI. STUDENT CONDUCT AND CONFLICT RESOLUTION

### Expectations for Graduate Students' Professional Behavior

The DM 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 parties 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 Department Head. As a measure of last resort, the team may approach the Graduate Dean. For more information, visit the [Graduate Student Appeals Policy](#) and the [Graduate College Catalog](#).

#### **Important links:**

- [OSU Student Code of Conduct](#)
- [Graduate Student Appeals Policy](#)
- [Graduate College Catalog](#) (After clicking on an academic year, click 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 form of 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 [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 with 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 students will be notified in writing of the decision and their right to appeal to the Dean of the Graduate College, if they choose. See the [Graduate Student Appeals Policy](#).

*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:**

- [Oklahoma State University Guidelines for Best Practices in Graduate Education](#)
- [Graduate Student Appeals Policy](#)

- [Grade Appeal | Oklahoma State University](#)
- [Academic Integrity | Oklahoma State University](#)
- [OSU Student Code of Conduct](#)

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

#### **Awarding Assistantships**

DM offers graduate assistantship employment to select graduate students, upon a detailed review of prospective graduate student applications, discussion and a vote by all the graduate faculty in the department.

- Teaching Assistants work under the supervision of the department head or other DM 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 DM 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*

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

#### *Terminating Assistantships*

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

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

International students may be either teaching assistants or research assistants. Any new international teaching assistant (ITA) who did not complete their primary education (i.e. graduated from high school) from Australia, Canada (except for Quebec), Ireland, New Zealand, United Kingdom of Great Britain or Northern Island, or the United States of America is required to have a qualifying score greater than 25 on the speaking portion of the TOEFL iBT, or a score greater than 8 on the speaking portion of the IELTS to teach or assist with a class or laboratory. Students must 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.

### **External Employment**

Having a 50% assistantship while a full-time student implies committing approximately 40 hours per week to academic responsibilities. Given the importance of academic duties and study time for graduate assistantship recipients, holding a full-time job alongside the assistantship is not consistent with the purpose of having an assistantship. The primary goal of the assistantship is to enable students to fully concentrate on completing an advanced degree. Therefore, we strongly discourage additional employment as it conflicts with this objective and will not be supported.

Nevertheless, a graduate assistant may pursue external employment while fulfilling their duties in the Design and Merchandising department at Oklahoma State University. Approval from both the department head offering the assistantship and the graduate program coordinator is necessary. Approval hinges on ensuring that the additional work does not hinder the student's academic progress or their responsibilities within the assistantship.

### **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, typically shared; 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 Education and Human Sciences computer labs, and other labs on campus for assistantship (not personal) purposes.
- Keys: Students will have keys to rooms as needed (see Delaina Goforth: DM Main Office 431 NRD); keys must be returned at the end of each semester.
- Labs: Students will have keys to labs as needed (see Delaina Goforth: DM Main Office 431 NRD); keys must be returned at the end of each semester.
- Office supplies: Students will have access to office supplies as needed for assistantship purposes (work related only).
- Mailboxes: Students will have a mailbox in the DM Main Office (431 NRD).
- 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 college Associate Dean of Research and Graduate Studies for partial travel support. Funding is also available from the university's Graduate and Professional Student Government Association. Funding from different sources may be used for attending professional conferences, presenting a paper, poster, or design at a professional meeting, and other similar activities.

## **Expectations about Participation in Workshops and Institute for Teaching and Learning Excellence (ITLE) Professional Development**

Students with graduate teaching assistantships must attend the annual Graduate Teaching Assistant Conference. 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:**

- [Graduate College Catalog](#) (After clicking on an academic year, click Graduate College)
- [Graduate Assistantships](#)
- [International Teaching Assistant \(ITA\) Test](#)
- [Fall/Spring Enrollment Guidelines](#)
- [Summer Enrollment Guidelines](#)
- [Student Health Insurance](#) (Click the + sign beside Graduate Teaching Assistant/Graduate Research Assistant)
- [GSSI Tuition Waiver Form](#)
- [Institute for Teaching and Learning Excellence \(ITLE\)](#)



## **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 DM 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. As such, students are expected to understand 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 presentations during coursework, students will be evaluated during their thesis 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 3-Minute Thesis (3MT).

### **Expectations Regarding Grant 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 [graduate fellowships](#).

### **Expectations Upon Graduation**

Students are encouraged to follow-up with their adviser upon graduation and continue to share knowledge, learn together and collaborate on projects. Faculty in DM strongly believe in the concept of lifelong career development, and they are available to work with their former students to strengthen their grant writing skills and preparation of manuscripts. Students should also attend workshops and conferences and stay current on literature in their field.

**Important links:**

- [3-Minute Thesis](#) (Click and scroll down until you see Three Minute Thesis)
- [360<sup>0</sup> Critical Skills for Career Success](#)
- [Graduate Fellowships](#)

## 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.

Design & Merchandising:

- [Department of Design & Merchandising](#)
- [DM Faculty](#)
- [Graduate Programs in DM](#)
  - [\*MS in DM with an option in Apparel Design and Production\*](#)
  - [\*MS in DM with an option in Merchandising\*](#)
  - [\*MS in DM with an option in Interior Design\*](#)
  - [\*MS in DM with an option in Digital Design\*](#)
  - [\*PhD in Human Sciences with an option in DM\*](#)

Links to Professional Organizations:

Apparel Design and Production

- [International Textile and Apparel Association \(ITAA\)](#)
- [American Association of Textile Chemists and Colorists \(AATCC\)](#)
- [Human Factors and Ergonomics Society \(HFES\)](#)

Interior Design

- [Interior Design Educators Council \(IDEC\)](#)
- [International Facility Management Association \(IFMA\)](#)
- [American Society of Interior Designers \(ASID\)](#)
- [Environmental Design Research Association \(EDRA\)](#)

Merchandising

- [American Collegiate Retailing Association \(ACRA\)](#)

- [International Textile and Apparel Association \(ITAA\)](#)

Graduate College:

- [OSU Graduate College](#)
- [Graduate College Catalog](#) (After clicking on an academic year, click Graduate College)
- [Graduate College Academic Calendar](#)
- [Resources for graduate students](#) (Canvas login needed)
- [Graduate faculty resources](#)
- [Forms](#) (Canvas login needed)
- [Oklahoma State University Guidelines for Best Practices in Graduate Education](#)
- [Graduate Student Appeals Policy](#)
- [Graduate Assistantships](#)
- [International Teaching Assistant \(ITA\) Test](#)
- [Fall/Spring Enrollment Guidelines](#)
- [Summer Enrollment Guidelines](#)
- [Student Health Insurance](#) (Click the + sign beside Graduate Teaching Assistant/Graduate Research Assistant)
- [GSSI Tuition Waiver Form](#)
- [3-Minute Thesis](#) (Click and scroll down until you see Three Minute Thesis)
- [360<sup>0</sup> Critical Skills for Career Success](#)
- [Graduate Fellowships](#)
- [Plan of Study](#)
- [Thesis and Dissertation Templates](#) (Canvas login needed)
- [Thesis and Dissertation Forms](#) (Canvas login needed – Look under ‘Forms and Templates’)
- [Best Practices: Advisory Committees and Defenses](#)

College of Education and Human Sciences:

- [College of Education and Human Sciences](#)

University:

- [OSU](#)
- [OSU Writing Center](#)
- [OSU High Performance Computing Center](#)
- [Grade Appeal](#)
- [Academic Integrity](#)
- [Student Code of Conduct](#)
- [Responsible Conduct of Research Overview](#)
- [RCR Training](#)
- [RCR Policy](#)
- [IRB - Human Subjects Research](#)
- [Hazard Communication Training](#) (Scroll down to Hazard Communication)
- [OSU FERPA Tutorial for Faculty & Staff](#)
- [Career Services](#)
- [Edmon Low Library](#)
- [Student Health Insurance](#) (Click the + sign beside Graduate Teaching Assistant/Graduate Research Assistant)
- [Institute for Teaching and Learning Excellence \(ITLE\)](#)
- [International Student and Scholars Office](#)
- [International Students Arrival and Orientation](#)
- [Wellness](#)
- [Student Accessibility Services](#)
- [Student Affairs](#)
- [Student Union](#)
- [University Counseling Services](#)
- [University Health Services](#)
- [Division of Access and Community Impact](#)
- [Office of Multicultural Affairs](#)
- [Residential Life](#)
- [Family Resource Center](#)
- [University Parking Services](#)

**APPENDIX A1: MS in APPAREL DESIGN & PRODUCTION**

**TENTATIVE PLAN OF STUDY**

<b><u>Year 1: Fall</u></b>	<b><u>Year 1: Spring</u></b>	<b><u>Year 2: Fall</u></b>	<b><u>Year 2: Spring</u></b>
DM 5013	DM 5093	DM 5000	DM 5000
DM 5003	REM 5953 or other stat class	DM 6363	Elective
DM 5533	Content Area Class		

**Required Classes (18hrs)**

DM 5013 Research Methods (3hrs)

DM 5003 Theoretical Perspectives (3hrs)

DM 5000 Thesis (6hrs)

REMS 5953 Statistical Methods in Education (3hrs)

DM 5093 Proposal Writing (3hrs)

**Content Area (choose one class - 3hrs)**

DM 5533 Functional Apparel & Theory (3hrs)

**Elective (choose three classes - 9hrs)**

MAE 5813 Intermediate Heat Transfer (3hrs)

MSE 5033 Composite Material (3hrs)

MSE 5093 Fundamentals of Material Science (3hrs)

MSE 5013 Advance Thermodynamics of Materials (3hrs)

HHP 5030 Exercise Physiology in Textiles (3hrs)

Other - Choice of Advisor (3 hrs)

**APPENDIX A2: MS in MERCHANDISING**

**TENTATIVE PLAN OF STUDY**

<b><u>Year 1: Fall</u></b>	<b><u>Year 1: Spring</u></b>	<b><u>Year 2: Fall</u></b>	<b><u>Year 2: Spring</u></b>
DM 5013	DM 5093	DM 5000	DM 5000
DM 5003	REM 5393 or other stat class	Content Area Class 3	Elective
DM 5043	Content Area Class 2		

**Required Classes (18hrs)**

DM 5013 Research Methods (3hrs)

DM 5003 Theoretical Perspectives (3hrs)

DM 5000 Thesis (6hrs)

REMS 5953 Statistical Methods in Education (3hrs)

DM 5093 Proposal Writing (3 hrs)

**Content Area (choose three classes - 9hrs)**

DM 5043 Technology in Consumer and Retail Experience (3hrs)

Content Area Class 2 (3hrs)

Content Area Class 2 (3hrs)

**Elective (choose one class - 3hrs)**

DM 5023 User Centered Design for Human Factors Research (3hrs)

DM 5363 Color Theories and Applications for Apparel and Interiors (3hrs)

DM 5073 Virtual and Augmented Reality Applications in DM (3hrs)

**APPENDIX A3: MS in INTERIOR DESIGN**

**TENTATIVE PLAN OF STUDY**

<b><u>Year 1: Fall</u></b>	<b><u>Year 1: Spring</u></b>	<b><u>Year 2: Fall</u></b>	<b><u>Year 2: Spring</u></b>
DM 5013	DM 5093	DM 5000	DM 5000
DM 5003	REM 5953	DM 5353	Elective
DM 5113	Elective		

**Required Classes (18hrs)**

DM 5013 Research Methods (3hrs)

DM 5003 Theoretical Perspectives (3hrs)

DM 5000 Thesis (6hrs)

REMS 5953 Statistical Methods in Education (3hrs)

DM 5093 Proposal Writing (3hrs)

**Content Area Required (6hrs)**

DM 5353 Graduate Interior Design Studio (3hrs)

DM 5113 Theories of Creative Process (3hrs)

**Elective (choose two classes - 6hrs)**

DM 5343 Applied Sensation, Perception and Behavioral Psychology in DM (3hrs)

DM 6363 Anthropometry & Ergonomics in Design (3hrs)

DM 5363 Color Theories and Applications for Apparel and Interiors (3hrs)

DM 5023 User Centered Design for Human Factors Research (3hrs)

DM 5073 Virtual and Augmented Reality Applications in DM (3hrs)

DM 5173 Advanced Digital Design Communication (3hrs)



DM 5373 Topics in Building information Modelling (3hrs)

Other - Choice of Advisor (3 hrs)

**APPENDIX A4: MS in DIGITAL DESIGN**

**TENTATIVE PLAN OF STUDY**

<b><u>Year 1: Fall</u></b>	<b><u>Year 1: Spring</u></b>	<b><u>Year 1: Summer</u></b>	<b><u>Year 2: Fall</u></b>	<b><u>Year 2: Spring</u></b>
DM 5013	DM 5093	DM 5073	DM 5000	DM 5000
DM 5003	DM 5173		DM 5113	DM 5373
	REM 5393 or other stat class			

**Required Classes (18hrs)**

DM 5013 Research Methods (3hrs)

DM 5003 Theoretical Perspectives (3hrs)

DM 5000 Thesis (6hrs)

REMS 5953 Statistical Methods in Education (3hrs)

DM 5093 Proposal Writing (3 hrs)

**Content Area Required (9hrs)**

DM 5113 Theories of Creative Process (3hrs)

DM 5073 Virtual and Augmented Reality Applications in DM (3hrs)

DM 5173 Advanced Digital Design Communication (3hrs)

**Elective (choose one class - 3 hrs)**

DM 5373 Topics in Building information Modelling (3hrs)

REMS 6003 Analysis of Variance (3hrs)

Other - Choice of Advisor (3 hrs)

**APPENDIX A5: PhD in HUMAN SCIENCES**

**TENTATIVE PLAN OF STUDY**

<b><u>Year 1: Fall</u></b>	<b><u>Year 1: Spring</u></b>	<b><u>Year 1: Summer</u></b>	<b><u>Year 2: Fall</u></b>	<b><u>Year 2: Spring</u></b>	<b><u>Year 2: Summer</u></b>	<b><u>Year 3: Fall</u></b>	<b><u>Year 3: Spring</u></b>
DM 6410	DM 6410	DM 6410	Elective	Elective	DM 6000	Elective	DM 6000
DM 5013 or REMS 5013	SCFD 6123 or other stat class	REMS 6003 or other stat class	REMS 6013 or other stat class	REMS 6663 or other stat class	GRAD 5193	DM 6000	DM 6000
DM 5003 or Elective	RES 5013		ENGL 5693	Elective		DM 6000	

**Required Classes in DM (20hrs)**

Problems in DM 6410 (Independent study with major professor – 5hrs)

DM 6000 Doctoral Dissertation (15hrs)

**Research Methods & Writing (13hrs)**

DM 5013 Research Methods (3hrs)

DM 5003 Theoretical Perspectives (3hrs)

REMS 5013 Research Design and Methodology (3hrs)

RES 5013 Principles of Writing and Evaluating Scientific Research (3hrs)

GRAD 5891 Special Topics in Grantsmanship (1hr)

GRAD 5193 Preparing publishable manuscripts (3hrs)

ENGL 5693 Research Writing for International Graduate Students (3hrs)

ENGL 5013 Introduction to Graduate Studies (3hrs)

**Statistics Classes (15hrs)**

SCFD 6123 Qualitative Research I (3hrs)

SCFD 6193 Qualitative Research II (3hrs)

SCFD 6190 Qualitative Research: Selected Methods (3hrs)

REMS 6003 ANOVA or other stat class (3hrs)

REMS 6013 Multiple Regression or other stat class (3hrs)

REMS 6033 Factor Analysis in Behavioral Research (3hrs)

REMS 6693 Structural Equation Modeling for Behavioral and Educational Research (3hrs)

STAT 5033 Nonparametric Methods (3hrs)

STAT 5043 Sample Survey Designs (3hrs)

PSYC 5304 Quantitative Methods in Psychology I (3hrs)

PSYC 5314 Quantitative Methods in Psychology II (3hrs)

PSYC 6223 Research Design (3hrs)

PSYC 6813 Multivariate Statistics for Psychology (3hrs)

**Elective (choose five classes - 12hrs)**

DM 6363 Anthropometry & Ergonomics in Design (3hrs)

Other electives as recommended by advisor (12-15hrs)

**APPENDIX B**

**GRADUATE ADVISOR AND COMMITTEE MEMBERSHIP**

**(To be completed by all DM Graduate Students, and submitted to the Graduate Coordinator and DM Dept. Head's office)**

**Student's Name:** \_\_\_\_\_ **Student CWID:** \_\_\_\_\_

**Temporary Advisor:** \_\_\_\_\_

(printed name)

**(To be completed if the original Temporary Advisor is changed to a new Curriculum or Graduate Advisor)**

I hereby relinquish my responsibilities as Temporary Advisor to this student.

\_\_\_\_\_

(date)                      (Signature of temporary advisor)

I hereby accept the responsibilities as Graduate Advisor to this student.

\_\_\_\_\_

(date)                      (Signature of *new* graduate advisor)

**(To be completed if a Graduate Advisor is changed to a new Graduate Advisor)**

I hereby relinquish my responsibilities as Graduate Advisor to this student.

---

(date) (signature of *former* graduate advisor)

I hereby accept the responsibilities as Graduate Advisor to this student.

---

(date) (signature of *new* graduate advisor)

Reason for the change:

---

---

---

**(To be completed by Graduate Chair of the Committee)**

I hereby accept the responsibilities as Graduate Chair to this student.

---

(date) (signature of *new* graduate advisor)

I hereby relinquish my responsibilities as Graduate Chair to this student.

---

(date) (signature of *former* graduate advisor)

I hereby accept the responsibilities as Graduate Chair to this student.

---

(date) (signature of *new* graduate advisor)

Reason for the change:

---

---

---

**(To be completed by members of the student's Advisory Committee)**

I hereby accept membership on this student's Advisory Committee.

---

(date) (signature of committee member)

---

(date) (signature of committee member)

---

(date) (signature of committee member)

---

(date) (signature of committee member)

---

(date) (signature of committee member)

**(To be completed in the event of a change in Advisory Committee membership)**

I hereby relinquish my membership on this student's Advisory Committee.

---

(date) (signature of *former* committee member)

I hereby accept membership on this student's Advisory Committee.

---

(date) (signature of *new* committee member)



Reason for the change:

---

---

**(To be completed in the event of another change in Advisory Committee membership)**

I hereby relinquish my membership on this student's Advisory Committee.

---

(date) (signature of *former* committee member)

I hereby accept membership on this student's Advisory Committee.

---

(date) (signature of *new* committee member)

Reason for the change:

---

---

**APPENDIX C - THESIS EQUIVALENCY EVALUATION**

**Student's Name:**

---

**Student CWID:** \_\_\_\_\_

**Title of Thesis Equivalent:**

---

---

**Name of Thesis Equivalent Advisor:**

---

**Thesis Equivalency Evaluation:** Acceptance

We, the undersigned, have served as the advisory committee for this student's completion of an M.S. Thesis equivalency, while enrolled in DM 5810. We have evaluated the resulting research document and find the depth, breadth and analytical quality of the work to be acceptable as a thesis equivalent. We hereby recommend that the student be allowed to begin work on a doctoral dissertation.

---

Thesis Equivalent Advisor

---

Committee Member

---

Date

---

Committee Member

## APPENDIX D1 - INTERNSHIP LEARNING CONTRACT

Department of Design & Merchandising - Oklahoma State University

Student Name:

Site of Internship:

Date of Internship:

Credit Hours:

Criteria (Goals) for the Internship Experience:

Learning Objectives for the Internship Experience:

Approved by:

Graduate Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX D2 – INTERNSHIP MEMO OF AGREEMENT**

Department of Design & Merchandising - Oklahoma State University

Student Name:

Site of Internship:

Date of Internship:

Credit Hours:

During the Internship, the student agrees to:

During the Internship, the host employer agrees to:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Host Employer: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX E - PROFESSIONAL SCHOLARSHIP AGREEMENT FOR GRADUATE STUDENTS AND FACULTY**

### **Members**

This agreement is used in relation to development, publication, and presentation of material resulting from scholarship (research/creative) projects conducted by graduate students under the guidance of faculty members in the Department of Design and Merchandising at Oklahoma State University.

### **Student Benefits**

These guidelines are designed as part of an ongoing effort to increase the quality of scholarship. Consistent use of the guidelines is beneficial to students through:

- Raising awareness of the value of disseminating scholarly material in a timely manner throughout one's scholarship career,
- Experiencing the value of scholarly collaboration with an experienced faculty mentor and understanding the significant contributions of the mentor to success of the scholarly project,
- Preparing, presenting, writing, publishing, creating, and exhibiting scholarly work while closely linked with a faculty mentor to increase learning and instill confidence,
- Understanding the vital role that timely completion and dissemination of each component of the overall project plays in the funding and accountability processes, when one's graduate project is part of a larger project, and

When scholarly work is submitted for publication or presentation by the student, the student is identified as the primary author or creator/designer. The supervising faculty member and/or supporting faculty is/are identified as second author(s).

### **Student Responsibilities**

These guidelines are based on principles of professionalism and ethics which are consistent with standards agreed upon by DM graduate faculty members.

Scholarly output resulting from a graduate research/creative project and supervised by a DM faculty member is owned and managed jointly by the student, the supervising faculty member, and the department.

In the spirit of contributing to the knowledge base of the profession, the student is expected to seek appropriate outlets (scholarly publications, exhibitions, competitions, conferences) for dissemination of scholarly output resulting from such projects.

The student takes primary initiative to prepare the material for dissemination in the form required by each selected outlet; the student must gain input and approval from the supervising faculty member before submitting scholarly material for dissemination.

If the student indicates or demonstrates no interest in personally developing material for dissemination when contacted after six months or if the student cannot be located, the faculty member has the right to publish, present, or exhibit the material with the faculty member's name listed as primary author/designer.

If a student chooses to not complete a scholarly project after data are collected, the data become the property of the supervising faculty member.

### **Professional Scholarship Agreement**

Additional provisions unique to the project (specify requirements such as deadlines resulting from the project being part of a larger funded project, etc.):

---

---

---

### **Faculty Responsibilities and Contributions**

The supervising faculty member will make the following types of contributions, as appropriate, throughout the process:

- Meet with the student to provide guidance and direction
- Communicate expected standards and deadlines for scholarly projects
- Review drafts submitted by the student
- Provide constructive feedback regarding process, content, and progress

- Provide direction and input on editing written material
- Sign and date this sheet to indicate your understanding of/and agreement with all information outlined.

The original signed and dated agreement must be submitted by the student to the major advisor before enrolling in DM 5000 or DM 6000. The original is kept by the major advisor, and a copy is given to the student, the Graduate Coordinator, and the Department Head.

\_\_\_\_\_

Student's signature Date

\_\_\_\_\_

Faculty member's signature Date

**Note:** If a student acquires a different Graduate Advisor, then a new copy of this form with appropriate signatures must be submitted.

## APPENDIX F - GRADUATE ASSISTANTSHIP POLICIES

**Purpose:** To help conduct programs of instruction and research in the College of Education and Human Sciences and to provide employment opportunities that can contribute to professional development of graduate students.

**Policies:** Appointments carrying tuition waivers are .50 FTE or 20 hours/week for official semester dates. Graduate assistants are appointed for teaching, or research activities, and are expected to carry out their responsibilities in a professional manner.

In addition to course and/or laboratory preparation and teaching/supervising, other responsibilities include grading papers, conferring with students, and regular meetings with the faculty in charge of the course and laboratories. The nature of 0.50 FTE in research varies with the type and stage of development of the research project.

The workload and schedule of the graduate assistant will be subject to the approval of the faculty member(s) in charge and the head of the department. Graduate assistants are expected to be available for work Monday through Friday but are not expected to work on officially designated University holidays: Christmas through New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday following Thanksgiving. Otherwise, they are expected to be on duty throughout the appointment period identified in the personnel papers. Dates of appointment are identified on these forms. Graduate assistants who desire to not work on other days must clear this with their supervisory faculty member and Department Head in advance. The leave form (available in the DM office) must be completed, specifying when the work will be completed. This form must be signed and approved by the supervisor and turned into the DM office. Stipends earned as graduate assistants are earned income and as far as is currently known, are not eligible for tax exempt status.

At the master's level, the titles are Graduate Teaching Assistants or Graduate Research Assistants.

At the doctoral level, the titles are Part-Time Graduate Instructor of Record, Graduate Teaching Associates or Graduate Research Associates.



## APPENDIX G – MS STUDENT CHECKLIST

<u>To do</u>	<u>Recommended date</u>
Identify committee advisor and chair	Year 1, September 1st
Conduct a study with advisor and analyze data	Year 1, September 1st - November 30th
Identify committee	Year 1, October 1st
Identify topic	Year 1, October 15th
Create tentative plan of study	Year 1, October 15th
Work on draft of first three chapters of thesis	Year 1, October 15th - December 15th
Apply for graduate college scholarships	Year 1, December 15th
Turn in abstract for a conference presentation*	Year 1, December 31st
Present at a conference**	Year 1, January 15th - Year 2 December 15th
Have a pre-proposal meeting with dissertation committee to discuss thesis topic and outline of first three chapters***	Year 1, February 15th
Revise first three chapters of thesis	Year 1, January 15th - May 15th
Internship or research work	May 15th - August 15th
Turn in final draft of first three chapters to committee members***	Year 2, August 16th
Thesis proposal	Year 2, August 31st
Collect data for thesis	Year 2, September 1st - November 30th
Work on data analysis	Year 2, December 1st - 15th
Work on Chapter 4 and 5 of Dissertation	Year 2, December 15th - January 15th
Turn in initial draft of dissertation to advisor***	Year 2, January 31st
Work on revisions of thesis	Year 2, January 15th - February 28th
Attend thesis writing workshop	Year 2, February 15th
Check plan of study and make any revisions if necessary	Year 2, February 15th
File intent to graduate	Year 2, February 28th
Turn in final draft of thesis to committee***	Year 2, February 28th
Thesis defense	Year 2, March 15th
Turn in final thesis report to the graduate college	Year 2, March 31st
Make any revisions requested by graduate college	Year 2, April 15th
Work on and submit a manuscript by May 15th	Year 2, May 15th

**Notes:**

\*Check with your advisor for deadlines on professional conference submissions.

\*\*Request funding to help with expenses through the CEHS Associate Dean of Research and Graduate Studies.

\*\*\*Students should turn in thesis proposal and final thesis written documents at least 10 business days before proposal and dissertation defense.

Typically, the academic year starts August 16th and goes until May 15th of next year

## APPENDIX H – PhD STUDENT CHECKLIST

To do	Recommended date(s)
Identify committee advisor and chair	Year 1, September 1st
Conduct a study with advisor and analyze data	Year 1, September 1st - November 30th
Identify committee	Year 1, October 1st
Identify topic	Year 1, October 15th
Create tentative plan of study	Year 1, October 15th
Work on draft of first three chapters of dissertation	Year 1, October 15th - December 15th
Apply for graduate college scholarships	Year 1, December 15th
Turn in abstract for a conference presentation*	Year 1, December 31st
Present at a conference**	Year 1, January 15th - Year 2 December 15th
Have a pre-proposal meeting with dissertation committee to discuss dissertation topic and outline of first three chapters***	Year 1, April 30th
Work on 1st manuscript and submit to a journal	Year 1, January 15th - May 15th
Revise first three chapters of dissertation	Year 1, January 15th - May 15th
Conduct a study for second manuscript and analyze data	Year 1, May 15th - August 15th
Work with advisor and finalize first three chapters of dissertation	Year 2, August 16th - December 31st
Receive questions for Qualifying I from the committee	Year 2, August 16th
Turn in Qualifying Exam I responses to committee	Year 2, August 31st
Work on second manuscript	Year 2, September 1st to October 31st
Receive grades for Qualifying Exam I	Year 2, September 15th
File official plan of study	Year 2, September 30th
Turn in second manuscript as part of Qualifying Exam II	Year 2, November 1st
Receive feedback for Qualifying II	Year 2, November 15th
Finish revising 2nd manuscript and submit to a journal	Year 2, November 30th
Apply for graduate college scholarships	Year 2, December 15th
Turn in abstract for a conference presentation	Year 2, December 31st
Present at a conference	Year 2, January 15th - Year 3 December 15th
Turn in final draft of first three chapters to committee members***	Year 2, January 15th
Dissertation proposal	Year 2, January 31st
Apply for candidacy	Year 2, February 15th
Apply for Robberson summer fellowship	Year 2, February 28th
Collect data for dissertation	Year 2, February 15th - May 15th
Work on data analysis	Year 2, May 15th - August 15th
Submit third manuscript to a journal	Year 2, May 15th - August 15th
Work on Chapter 4 and 5 of Dissertation	Year 3, August 15th to October 15th
Turn in initial draft of dissertation to advisor***	Year 3, November 1st
Work on revisions of dissertation	Year 3, November 15th - December 31st
Turn in abstract for a conference presentation	Year 3, December 31st

Attend dissertation writing workshop	Year 3, August 31st
Check plan of study and make any revisions if necessary	Year 3, September 15th
File intent to graduate	Year 3, February 1st
Turn in final draft of dissertation to committee***	Year 3, February 15th
Dissertation defense	Year 3, March 1st
Turn in final dissertation report to the graduate college	Year 3, March 15th
Make any revisions requested by graduate college	Year 3, March 31st
Work on and submit fourth manuscript by May 15th	Year 3, May 15th
Attend graduation	Year 3, ~ May 15th

Notes:

\*Check with your advisor for deadlines on professional conference submissions.

\*\*Request funding to help with expenses through the CEHS Associate Dean of Research and Graduate Studies.

\*\*\* Students should turn in dissertation proposal and final dissertation written documents at least 10 business days before proposal and dissertation defense

Typically, the academic year starts August 16th and goes until May 15th of next year

**APPENDIX I - THESIS/DISSERTATION PROPOSAL APPROVAL FORM**

Name: Last, First

CWID: 00000000

Type your Name & CWID

\*Delete this sentence before submitting.

FULL TITLE HERE IN ALL CAPS IN A FORMAT

THAT RESEMBLES THIS LAYOUT HERE

SO IT LOOKS LIKE THIS

Thesis/Dissertation Proposal Approved:

Thesis/Dissertation Adviser's Name Here

---

Thesis/Dissertation Adviser

Committee Member Name Here

---

Committee Member Name Here

---

Extra line—delete if not needed—right click in this row  
and select Delete Rows

---

\*--Delete this paragraph before submission-- Type the Committee Member names on the Approval page of the electronic copy. If Dr. is used for one name, a similar title must appear on all names.

## **APPENDIX J – THESIS/DISSERTATION ORAL DEFENSE FORM**

### Thesis/Dissertation Oral Defense Results Form: Instructions

#### Option 1:

- Student completes the upper portion of the form, then it is printed off and taken to the defense.
- Committee members will then sign on the left and check the satisfactory or unsatisfactory box to the right of their signature to indicate their assessment.
- The original form with ‘wet ink’ signatures is then returned directly to the Graduate College (202 Whitehurst).

#### Option 2: Collection of electronic signatures

- Student completes the upper portion of the form and sends it to the committee chair.
- The committee chair is responsible for collecting signatures.
- The committee chair submits the completed form to the Graduate College via [grad-academic@okstate.edu](mailto:grad-academic@okstate.edu).

To the Dean of the Graduate College:

The following student appeared for his/her defense:

Name \_\_\_\_\_ CWID# \_\_\_\_\_

On the following date: \_\_\_\_\_

Upon the degree/major given below:

Degree \_\_\_\_\_

Major \_\_\_\_\_

Please sign below and indicate next to your signature if the student has satisfactorily or unsatisfactorily completed the final defense.

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
_____	<input type="checkbox"/>	<input type="checkbox"/>
Chair	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

(Must be signed and returned to the Graduate College **immediately following** defense)

NOTE: At the close of the defense, after the candidate has been excused, the members of the Committee should discuss the student's defense of the research associated with his/her thesis or dissertation. Each member of the Committee must sign in the left column above and on the right indicate either a satisfactory or unsatisfactory defense. Refer to the OSU Catalog (*Advisory Committee Decisions*) regarding criteria for successfully passing an Oral Defense. The result of this defense neither approves nor disapproves the thesis/dissertation document, but only the oral defense of the student's work.

Revised: 3/10/2020

**APPENDIX K – THESIS/DISSERTATION APPROVAL FORM**

Name: Last, First

CWID: 00000000

Type your Name & CWID

\*Delete this sentence before submitting.

FULL TITLE HERE IN ALL CAPS IN A FORMAT

THAT RESEMBLES THIS LAYOUT HERE

SO IT LOOKS LIKE THIS

Thesis/Dissertation Approved:

Thesis/Dissertation Adviser's Name Here

---

Thesis/Dissertation Adviser

Committee Member Name Here

---

Committee Member Name Here

---

Extra line—delete if not needed—right click in this row  
and select Delete Rows

---

\*--Delete this paragraph before submission-- Type the Committee Member names on the Approval page of the electronic copy. If Dr. is used for one name, a similar title must appear on all names.

## APPENDIX L – EVALUATION OF GRADUATE ASSISTANT

Please complete this form regarding the performance of the graduate assistants(s) under your supervision during the semester.

Student Name: \_\_\_\_\_

1. As a general statement, would you rate this graduate assistant as:

Excellent \_\_\_\_\_ Average \_\_\_\_\_

Good \_\_\_\_\_ Below average \_\_\_\_\_

2. Rate this graduate assistant with regard to the following characteristics:

	Excellent	Good	Average	Below Average	Not observed
Assumption of responsibility					
Positive attitude towards work					
Organizational ability					
Rapport with you					
Cooperation					
Thoroughness of task completion					
Initiative					
Dependability					

Comments:

Evaluator signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **APPENDIX M – GRADUATE STUDENT ANNUAL REVIEW FORM**

All graduate students in the Design and Merchandising area are expected to complete an annual review within two days after grades are submitted in the spring semester. The annual review is a procedure designed to provide feedback to students regarding their program of study, as well as to help faculty members suggest/provide relevant opportunities to their advisees.

Students in their first year of study should use the annual review to summarize their accomplishments from the beginning of their graduate program through the end of the Spring semester. After the first review is completed by the student, it is expected that future reviews will reflect progress toward the recommendations presented in the review from the previous year.

Second year graduate students should complete the annual review by the last day of classes in the Spring semester. To complete the annual review, graduate students should complete the information requested on this form. A copy of the information will be given to the thesis advisor. After the review, the thesis advisor will give a copy of the review to the main office for our files.

If you have questions about this process, please contact your thesis advisor. We hope this is a supportive process for your graduate studies.

## Graduate Student Annual Review Form

Student name:

Thesis/Dissertation Advisor:

Thesis/Dissertation Advisory Committee Chair:

Advisory Committee Members:

Current GPA:

Thesis Hours Completed:

Anticipated Graduation:

If you are a current GTA or GRA, please list your assignment and supervising faculty:

- GTA DM Supervisor:
- GRA Supervisor:
- Graduate Assistant (Recruitment, Accreditation etc.) Supervisor:

Did you participate in the OSU 360° Competencies professional development program?

Yes                       No                      If yes, please attach a copy of your 360° Gradebook

List the following activities in which you have been involved for the previous 12-month time period.

PLEASE NOTE: We do not expect you to have information/activities in all the boxes below. Use proper APA format.

### **1. Research, Discovery, and Creative Scholarship**

Refereed Publications during the Academic Year. (Give the citation for the publication in APA format including author(s), date, title, journal name, volume, and page numbers.). You can list submitted manuscripts as well.

Refereed Presentations at national and international conferences. (Use APA format and provide the list of author(s), date, title, name of conference, date and city/location). You can list submitted conference presentations as well.

Refereed Creative Project and Exhibit Designs during the Academic Year. (Provide the authors, date – year/month, title, name of exhibit/show, and city/location).

### **2. Classroom Assistance**

Courses Assisted with during the Academic Year. (For each semester provide the institution name, course prefix and number, # of credit hours, and number of students enrolled). If you have any evaluation scores from students include a summary using a table below.

### **3. Other Work**

If you assisted a professor with any other work including recruitment efforts, accreditation, etc. provide a summary below. (For each semester provide the name of the project you worked on and a summary of the work that you carried out.)

#### **4. Community and Global Engagement**

Community Programs Developed/Revised and Delivered – or served as an assistant. (Include names of those with whom you collaborated, the name of program, date of program delivery, description of target audience, and audience size.)

Fact sheets

International Engagement Activities. (Given program name/title, date, and location.)

#### **5. Service, Awards/Honors, and Professional Development Activities:**

Describe membership, service and leadership to professional associations/organizations.

##### **Memberships to Professional Organizations**

##### **OSU Service**

##### **Professional Service**

Awards and Honors Achieved during the Academic Year. (Provide the name of the award, the group/organization making the award, and date – year/month of the award.)

Professional development activities you participated in during the academic year. (These activities could be related to research, instruction, community engagement, or grant proposal writing. For example, conferences, training sessions, seminars attended, etc.)

## **6. Progress and Goals:**

Assess your academic progress toward your degree, including progress on your thesis. Highlight strengths and areas which need improvement.

### **Strengths**

### **Weaknesses**

What are your short-term goals/objectives for the coming year?

What are your long-term professional goals?

Describe any issues that may prevent you from meeting your short-term and long-term goals?

**APPENDIX N - GRADUATE ASSISTANT REQUEST FOR LEAVE**

(must be completed and approved before the work is missed or made up)

I request permission to change my work schedule as follows:

	Date	Time
Time I am scheduled to work		
Time I would like to make missed work time up		

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Approval - Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval - Supervisor Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Approval – Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval – Department Head Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_