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## 1. Introduction

Welcome to the Apparel, Textiles, and Interior Design (ATID) graduate program! The ATID Graduate Handbook was developed as a supplement to the policies and procedures found in the Kansas State University Graduate Handbook and Graduate Catalog. This online version, including links to the graduate school's handbook and catalog, is considered the official version of the ATID Graduate Handbook. Students are expected to become familiar with both the Kansas State University Graduate policies and this ATID supplement. Departmental generated forms (e.g., work time-sheet, assistant evaluation form, timeline and progress report, schedule of courses, and assessment) are located on KSOL in the course titled, ATID Graduate Program.

Please consult with a member of the [ATID Graduate Faculty](#) with any questions regarding this handbook.

## 2. Admission to Graduate Study

[Admission Procedures](#)

[Entrance Requirements](#)

[Admission Categories](#) (Full standing, provisional, probationary, special)

[Prerequisite Courses](#)

If the ATID graduate faculty determine that a student's admission into the program is contingent upon the completion of certain undergraduate prerequisites, these courses will be listed in the student's acceptance letter. Should a student change their stated program focus once accepted, prerequisite courses may be altered and/or assigned. These courses may be taken at the same time graduate level courses are taken by the student. The Graduate School will not allow a student to graduate until these prerequisite courses have been completed.

[Registration and Enrollment](#)

[Graduate Assistantships](#)

**Contract Work Hours.** Each graduate assistantship contract varies; however, most graduate assistants are on contract to work 20 hours per week or 40 hours per pay period. There are 20 pay periods per academic year. Beginning fall semester 2011, assistants will report to work two weeks prior to the start of semester classes and work through finals week. Assistants receive compensation, but do not work the following breaks: one week of fall and spring breaks, and two weeks of winter break. Therefore, the total number of work hours for an academic year is 720 hours.

**Time-Sheet.** Work hours are recorded on the assistantship work time-sheet and submitted to the supervising faculty at the end of each pay period. The time-sheet is available on KSOL. The

purpose of the time-sheet is to ensure that the assistant is neither over-worked nor under-utilized and to assist the supervisor in management of assignments.

**Compensation.** All graduate students on appointment do not receive the same compensation. Amounts received may vary by type of assistantship (e.g. GTA, GRA, GA), degree level (e.g. M.S. or Ph.D), time in job, quality of job performance, or funding source (e.g. grant, AES, Dean's office, etc.). Summer funding, if available, is usually negotiated through the supervisor and the department head.

**Renewal.** Renewal of an assistantship is not guaranteed in subsequent years. However, assuming the student's academic and job performance is acceptable and sources of funding are available every effort will be made to fund departmental GTAs and GRAs as follows: Master's students for two years and Ph.D. students for three years. For the M.S. program, preference is given to students completing the thesis or design project report option.

Eligible students with assistantships will automatically be considered for the following year. Other students in the department must submit an application to the department by **February 1<sup>st</sup>** if they wish to be considered. Since only a limited number of assistantships are available, students are encouraged to seek other sources of financial assistance.

**Evaluation.** GTAs, GRAs, and GAs will be evaluated by the faculty at the end of each academic semester. Feedback from the evaluation will be given to the student, the graduate program director, and the department head. The evaluation is intended to promote professional growth and development and to determine whether appointments and assignments will continue. See KSOL for the Assistant Evaluation Form.

[Graduate Study by Seniors and Undergraduate Special Students](#)

[Graduate Work by Faculty and Staff](#)

### 3. Policies, Procedures, and Information

#### Communication Skills

The graduate school requires each international applicant whose native language is not English to demonstrate competence in the English language by achieving a satisfactory score on the TOEFL or the IELTS. See [Entrance Requirements in Graduate School Catalog](#) and [English Language Program](#).

All graduate students, whether domestic or international, are expected to demonstrate competence in both verbal and written English. Students needing improvement in communication should be prepared to take English courses offered through the [English Language Program](#) and/or hire persons to assist them (e.g. an editor or tutor).

### Timeline and Progress Report

At the end of each semester resident graduate students submit to their temporary advisor or major professor the Timeline and Progress Report (located on KSOL). The purpose of the report is to assist the student in management of degree requirements. Should a student fail to maintain satisfactory progress toward a graduate degree, the student will be denied continued enrollment at Kansas State University in accordance with the Graduate School Handbook, Chapter 2, section G.1.d.

### Academic Honor System

Work submitted as part of degree completion should be original and documented according to a recommended bibliographic form (e.g., APA Publication Manual). All students at Kansas State University, including graduate students, are responsible for following the KSU honor pledge described in the [K-State Honor and Integrity System](#).

### Intellectual Property

[Intellectual Property Policy](#) and Institutional Procedures are described in the University Handbook, Appendix R (linked above) and include copyrights, patents, marketable software, trademarks and service marks, and institutional procedures. Below are Intellectual Property Statements as determined by Kansas State University.

#### a. Student Academic Creations

Under Kansas State University and Kansas Board of Regents policies, copyrightable materials created by students in fulfillment of academic or course requirements are considered the property of the student, except when the student collaborates with faculty or staff to create works as part of research or development activities. The University retains a license (permission) to mark, modify, handle, and retain the work as required for instructional or record-keeping purposes. The University cannot use the work in other ways without the consent of the student.

#### b. Student Employees

Kansas State University retains an ownership interest in creations, inventions, and discoveries developed by students within the scope of their duties as employees of the University. Full details may be found in the Intellectual Property Policy of the Kansas Board of Regents and the Intellectual Property Policy of Kansas State University. The K-State Intellectual Property Policy may be found online in the University Handbook at [www.k-state.edu/uauc/fhbook](http://www.k-state.edu/uauc/fhbook). The KBOR policy may be found at [http://www.kansasregents.org/policies\\_procedures](http://www.kansasregents.org/policies_procedures).

### Expenditures Funded by Faculty Grants, Scholarships, and AES

When student degree or work requirements are supported by AES or other faculty funding, any equipment, supplies, experiment samples, and related expenditures are property of Kansas State University. All such equipment, supplies and related expenditures shall remain with the

ATID department (or other appropriate university unit) upon student graduation or departure from the ATID graduate program. The amount of funding and type of expenditures funded will be agreed upon by those faculty involved with the funding source prior to the start of the activity.

### Dissemination, Authorship, and Acknowledgement

Student research and creative activity are valuable contributions to the field and are expected to be disseminated through professional presentations, journals, and/or juried exhibitions. Student research, creations and other outcomes conducted under the supervision of faculty and/or with other resources of Kansas State University will recognize the supervising faculty and/or funding source. The supervising faculty, prior to submission, will review works conducted at Kansas State University.

The student will serve as first author/designer if the student does the majority of the work and prepares the dissemination outcome as directed by the supervising faculty and reviewers. The supervising faculty will serve as second author/designer.

Often multiple individuals are involved in aspects of the student's research or creations. The following four criteria must be met for inclusion in authorship.

- Substantial participation in conception and design of research or creative activity, or in analysis or interpretation of data;
- Substantial participation in the drafting or editing of the manuscript or design submission;
- Final approval of the version of the manuscript or design submission to be disseminated;
- Ability to explain and defend the research or creation in scholarly settings.

Contributions that do not justify authorship should be acknowledged in the Acknowledgment notes of the submission. Contributors may include members of the supervisory committee; individuals that provided technical, statistical, or other types of assistance; and agencies, institutes, or organizations that provided funding.

If, after six months from completion of the research or creative activity, no manuscript has been submitted or exhibition been submitted to (or other form of dissemination accomplished), the supervising faculty has the right to serve as lead author/designer and prepare the research or creative activity for dissemination. Prior to this action, the supervising faculty will contact the student to discuss the situation.

For some exhibition venues which have designated student categories, the student may not have the option to include the supervising faculty as one of the designers. The student should then include the faculty as mentor or provide acknowledgment to the mentoring and educational relationship in some way.

### Apparel and Textiles Graduate Student Organization (ATGSO)

AT graduate students are members of ATGSO an official organization of Kansas State University. Officers are elected each year to manage the activities of the group.

## 4. The Master's Degree

The Department of Apparel, Textiles and Interior Design offers a resident Master's degree in Apparel and Textiles and a distance Master's degree in Merchandising through the Great Plains Interactive Distance Education Alliance (GPIDEA).

### [Admission and General Requirements](#)

### [Checklist for Resident Master's Students](#)

### Program Requirements

#### [Apparel and Textiles \(M.S. Resident\)](#)

M.S. resident students are required to complete the Thesis or the Design Project Report option. There is also a Coursework only option, but this option is held for emergency issues and must be approved by the ATID graduate faculty after review of a written petition submitted by the student. In addition, the supervising faculty or committee members may determine that the coursework option is better suited to the student's abilities and goals, and petition the graduate faculty of this request. The written petition shall outline the circumstances and be submitted to the graduate program director for review by the graduate faculty.

#### [Apparel and Textiles with specialization in Merchandising \(M.S. Distance\)](#)

### Temporary Advisor

Each student is assigned a temporary advisor when accepted into the program. The student's temporary advisor will assist the student in enrollment for courses until the resident student selects a major professor and files the Program of Study. For the distance student, the temporary advisor becomes the major professor upon filing of the Program of Study.

### Major Professor

Resident students are encouraged to select a major professor early in their second semester of enrollment in order to meet the Program of Study filing schedule. The student must select a major professor from the ATID faculty with graduate faculty status.

Students should select a major professor with academic and research interests similar to their own. However, if a graduate research assistant (GRA) chooses not to select his/her GRA supervisor as major professor, the faculty member may choose not to renew the assistantship for another year. Therefore, students are encouraged to see if other funding opportunities are available before selecting another faculty member as their major professor (e.g., a GRA with the selected major professor, a departmental GTA, scholarship, other employment at the University or in the community, etc.). Graduate teaching assistants will not lose their GTA appointments if they select a faculty member other than their GTA supervisor for their major professor. In fact, they may have more than one GTA supervisor, depending upon their work assignments.

## [The Supervisory Committee](#)

### [The Program of Study](#)

The Program of Study (POS) is a formal list of the courses the student intends to take to fulfill the requirements of the degree. For the resident M.S. Apparel and Textiles program, the student is responsible for completing the POS in consultation with their major professor following the schedule for filing as stated below. For the distance M.S. Merchandising program, the GPIDEA coordinator will assist in the completion of the POS and submit the form on the student's behalf.

[Graduate School Guides and Forms](#) (Program of Study form and guidelines)

### Schedule for Filing Program of Study: Resident M.S. in Apparel and Textiles

Resident M.S. students in Apparel and Textiles file their Program of Study according to the following schedule:

- Graduate students whose first semester of enrollment was summer or fall must file their Program of Study no later than **February 15<sup>th</sup>** of the following spring semester (i.e., prior to enrollment for the following summer and fall semesters; prior to faculty selection of graduate assistantships for the following year).
- Graduate students whose first semester of enrollment was spring must file their Program of Study no later than **October 1<sup>st</sup>** of the following semester (i.e., prior to enrollment for the following spring semester).

### Program of Study: Distance M.S. in Merchandising

Procedures for completing and filing the Program of Study for the distance merchandising students are located at <http://www.k-state.edu/ksugpidea/programs/masters/merchandising.html>

[Courses](#) (Course levels and programs, problems courses, short courses and workshops, S or skills courses, courses applied toward two degrees, transfer of credit, off-campus programs, off-campus research)

### Scheduling of Courses: Resident M.S.

Many of the 700- and 800-level courses offered in the resident Apparel and Textiles program are offered in alternate years (i.e., on a two-year cycle). See KSOL for the schedule of Apparel and Textile graduate courses. Should a scheduling conflict occur, any required course substitutions must be approved by the graduate faculty.

At least one course in Merchandising is offered each semester as part of the GPIDEA distance education master's degree program in merchandising. Resident students may include some of these courses in their program of study (with the approval of their supervisory committee). Students should be advised, however, that fees for these courses are higher than those for

courses taught on campus (for students receiving in-state tuition). In addition, enrollment priority is given to students in the distance master's program. Resident students will be placed on the course waitlist and added to the distance class only if the class has not filled with distance students. Information on distance education courses can be found at <http://www.k-state.edu/ksugpidea/>.

International resident students are limited to one distance course per semester.

### Taking an Undergraduate Course for Graduate Credit

Occasionally, a student may wish to enroll in a prerequisite course or another undergraduate level course under the graduate level course number, AT 860 Contemporary Topics. This may be permitted under the following conditions: 1) the course instructor agrees, 2) the student's temporary advisor or major professor agrees, and 3) the student completes all of the work required of the undergraduate students and completes appropriate additional work to bring the course to the graduate level.

[Grade Requirements](#) (Graded work, non-graded work, incomplete policy, retake policy)

[Inactive Status and Probation](#) (Inactive status, probation, removal from probation)

[Dismissal and Reinstatement](#)

[Foreign Language Requirement](#)

### Recommended Books to Guide the Master's Thesis and Report

The graduate faculty in ATID recommend the following books to guide in the preparation of a master's thesis or design report. Hale library has each book on reserve for a 1-day loan period, except for the APA Manual which is located in the reference section of the library.

- American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.
- Flynn, J. Z., & Foster, I. M. (2009). *Research methods in the fashion industry*. NY: Fairchild Books.
- Gray, C., & Malins, J. (2004). *Visualizing research: A guide to the research process in art and design*. Burlington, VT: Ashgate Publishing Co. **(For Design Report Option)**
- Lunenburg, F. C., & Beverly, J. I. (2008). *Writing a successful thesis or dissertation*. Thousand Oaks, CA: Corwin Press.

### Thesis or Report Proposal

Resident M.S. students completing the thesis or report and related exhibit option write a proposal and present it orally to their supervisory committee and the public. The purpose of the thesis or report proposal is for the student to demonstrate to the supervisory committee that they are capable of addressing a problem and executing the necessary research. The proposal

presents the first three chapters of the thesis or report which contain the introduction and problem statement, literature review, and methods. The proposal appendices will include a time line and budget; for the design report option the exhibition plan and juried venue options are also included. The supervisory committee critiques, provides advice, and ultimately approves the student's research plan.

For students completing the design report and related exhibit option, a University exhibition of the design outcomes is required. Students should investigate and reserve the exhibition space one-year in advance of the planned exhibit dates.

During the second semester of study the student initiates meetings with the major professor to discuss topic ideas and develop an initial outline of the research and a timeline. The outline could include, 1) Introduction: initial problem statements, research questions or hypotheses; 2) Literature Review: content areas to investigate in the literature, key pieces of literature, theory to be used (as applicable); and 3) Methods: initial ideas of data collection and analysis, key literature to guide the methods section.

The timeline is written from the expected graduation date back to the current date. See KSOL Timeline and Progress Report for topics to include in the timeline.

### Maintaining Satisfactory Progress

While the major professor and supervisory committee will advise and guide the proposal and thesis/report and related exhibition, the ultimate responsibility for degree completion rests with the student. The student should not underestimate the personal investment of time and critical thinking required to complete the proposal and thesis/report, nor should the student underestimate the amount of time required of the major professor to guide the process. The major professor may require up to two weeks to review each phase of writing. The process of developing a sound proposal involves multiple revisions of each component in order to clarify the problem and written presentation. Therefore, schedule enough time for the writing and review/revision process. The number of drafts and revisions will vary for each student.

If sufficient progress is not made according to the established schedule the expected graduation date may be delayed. Further, failure to maintain satisfactory progress may result in dismissal from the program as stated in the graduate school handbook, [Ch. 2, Dismissal and Reinstatement](#).

### Oral Presentation of Thesis or Report Proposal

During the third semester of study the student completes and presents the research/report proposal to their supervisory committee. The proposal presentation is open to the public (faculty, students, and guests). The proposal presentation includes an oral presentation of the proposed research using appropriate presentation technology.

The proposal is scheduled for 1.5 to 2 hours with the first 20- to 30-minutes being the oral presentation. The remaining time is for questions, advice, and any recommendations to improve the research proposed. The non-supervisory attendees may ask questions following the presentation; however, the major professor will ask the non-supervisory attendees to leave and the supervisory committee continues with the review of the proposal. The goal is to verbally approve the research plan; however, the committee members may require conditions or revisions prior to approval. These changes may be managed through the major professor or the committee may require another reading and/or proposal meeting after changes have been made.

The student is responsible for coordinating, scheduling (date, time, location, media cart), and advertising the proposal presentation. The supervisory committee must have 10 working days (2 weeks) to review the written proposal prior to the scheduled oral presentation.

### Theses and Reports (General, copies)

Also see [Graduate Handbook Appendix B: Dissertations, Theses, and Reports](#) for general requirements, [electronic submission](#), publication, and sequestration.

The thesis research or design report research is completed during the fourth semester of full-time enrollment culminating in the written thesis or written report and exhibition. In addition, a manuscript for publication is included in the Appendices; or submission requirements to a juried exhibit are included in the Appendices. The master's thesis or report and exhibit presents the results of an original investigation of a problem or topic approved by the student's supervisory committee. The format of the thesis and report shall follow the guidelines for [Electronic Theses, Dissertations, and Reports](#) (EDTR). Typical chapters are presented below for the thesis and design report options. However, chapter and content will vary by topic.

### Thesis Guidelines

Students should refer to Lunenburg and Beverly (2008), other recommended books (see Recommended Books to Guide the Master's Thesis and Report section), and consult with their major professor for content in each chapter.

Chapter 1. Introduction

Chapter 2. Review of Literature

Chapter 3. Methods

Chapter 4. Results

Chapter 5. Discussion and Conclusions

References

Appendices

- Timeline (may be removed in final version)
- Budget (may be removed in final version)
- Manuscript of research appropriate for publication

## Design Project Report Guidelines

The purpose of the written report is to document the design project, process and outcome. The following are suggested chapter organization and content for the report. The actual report will vary dependent on the nature of the design project. Refer to Gray and Malins (2004) and other recommended books.

### Chapter 1. Introduction

Summary of context or key concepts. Project aim or purpose and objectives or research questions. Justification to explain the relevance or significance of the project. Role of practice. Definition of key terms.

### Chapter 2. Contextual/Literature Review

Develop the context and background for the project by synthesizing prior works and literature. Identify artists or artistic works that have been seminal to the project and explain how they have informed the project. Discuss how the project relates to the identified context and prior works and how the project will advance the current context or fill a 'gap' in the knowledge.

### Chapter 3. Methodology/Design Process/Procedures

Identify the overarching methodology and its rationale to the project. Explain the role of practice. Identify the specific methods and describe the use of methods for generating/gathering and analyzing data/information throughout the design process.

Summarize the experimentation and procedures used throughout the design process, communicated through samples or visual documentation along with descriptive text. The process should be documented in such a way that it is understandable and transparent.

Procedures and analysis of any experiments that were conducted to inform the designs. Explain how the results were used in the decision making process.

Explain how key decisions developed. The process is to be documented through some type of journaling or weekly documentation. Referencing the design journal is appropriate to indicate how decisions were made and designs refined throughout the process.

### Chapter 4. Outcomes and Analysis

Written and visual documentation of final design work. Explain how the designs are an outcome of the stated purpose or aim. Analysis and interpretation of outcomes.

### Chapter 5. Discussion and Conclusions

Summary of project. Extent to which project aim/objectives have been fulfilled. Discussion and conclusions. New findings, support of existing findings, and/or contributions to the field. Relationship of new knowledge to existing research/design. Strengths and limitations. Recommendations for future work.

## References

## Appendices

- Time-line (may be removed from final version)
- Budget. Supplies, materials, ETDR fees, graduation expenses, exhibition expenses (invitations, fliers, refreshments, display materials), juried design entry fees.
- University exhibition. Visuals of exhibit and promotional materials.
- Submission to juried venue. Completed materials appropriate to selected juried event.
- Data or visual evidence as appropriate.

## Culminating Experience

A culminating experience is required to earn a master's degree. The purpose of the culminating experience is to verify the student's competence to synthesize information across the student's Program of Study. For students pursuing a thesis or report option, the culminating experience shall be an oral defense of the theses or report and related exhibit. For resident students with permission to pursue the coursework only degree option or for students pursuing the distance merchandising degree, the culminating experience is a comprehensive written examination.

Students must be enrolled during the semester of their culminating experience. The number of hours enrolled is dependent upon the student's employment status.

[Final Examination](#) (Nature of exam, scheduling, failure and repetition, competency revalidation of courses)

## Culminating Experience for the M.S. Resident Thesis or Report Option: Oral Defense of the Thesis or Report and Exhibition (Final Examination)

**Schedule.** To ensure that the supervisory committee has at least 10 working days (2 weeks) to review the thesis/report prior to the final oral defense, the Graduate School requires that the supervisory committee members certify that they have been provided a satisfactory copy of the thesis/report by signing the [Approval to Schedule Final Examination](#) form. The Approval to Schedule Final Examination form must be submitted to the Graduate School at least 10 working days (2 weeks) prior to the oral defense date. Therefore, the student must in advance coordinate the date for the final oral defense, deliver the thesis/report to the committee, and then obtain signatures to schedule the oral defense.

In addition to submitting the Approval to Schedule Final Examination form, the student attaches a copy of the title page and abstract to the approval form and submits all three items to the Graduate School.

The Graduate School will then send two ballots, the final examination ballot and the ETDR ballot, electronically to the major professor. The ballots are printed and brought to the oral defense by the major professor.

The student is responsible for reserving a media cart and announcing the oral defense to the public.

For students completing the report and related exhibition the final examination (oral defense) may take place off-campus if approved by the Graduate School. Students shall request permission for an off-campus defense at least four weeks prior to the final examination. The request is emailed to gradinfo@ksu.edu. If approved, the student attaches the approval notification to the Approval to Schedule Final Examination form (along with the title page and abstract).

**Oral Presentation.** The oral defense of the thesis or report and related exhibit is scheduled for two hours with the first 30-minutes being the public oral presentation. The remaining time is for questions, advice, and any recommendations to improve the thesis/report. The non-supervisory attendees may ask questions following the presentation, then the major professor will ask the non-supervisory attendees to leave and the supervisory committee continues with the review of the thesis/report. The goal of the oral defense is to approve the thesis or report and related exhibit; however, the committee members may require conditions or changes prior to approval. These changes may be managed through the major professor or the committee may require another reading and/or meeting after changes have been made. If another reading is required of the committee they shall have 10 working days to review the revisions.

The supervisory committee signs the final examination ballot and ETDR ballot indicating their vote of Pass or Fail. The original is delivered to the graduate school and a copy is placed in the student's permanent file. Should a student fail the final examination the procedures as stated in the Graduate School handbook, Chapter 2, J.3 [Failure and Repetition](#), will be followed.

### Culminating Experience for the M.S. Resident Coursework Option: Comprehensive Written Examination

**Schedule.** The comprehensive written examination will be administered during the fall or spring semester in which the student plans to complete the courses required on their program of study. The culminating experience will take place according to the following schedule:

- Fall graduates: First full week of November
- Spring and summer graduates: First full week of April

Students are responsible for notifying their major professor during the first week of their final semester indicating their intent to take the comprehensive written examination that semester.

At least two weeks prior to the scheduled exam, the student is responsible for circulating and submitting the [Approval to Schedule Final Examination](#) form to the graduate school. The approval form is signed by the major professor, graduate program director, and all committee members. The Graduate School will then send a ballot electronically to the major professor.

**Content.** The major professor, in consultation with other faculty on the student's supervisory committee, will prepare the exam. Students will be asked to write a paper on a topic specified by their committee members. The exam may require the student to answer a detailed question, write a research proposal on a particular topic, describe a process for developing a product, complete a case analysis, provide a critical review of a manuscript, or solve a particular problem.

Students may use their course materials and other sources of information in answering the exam question. The student will have one week to complete the exam.

**Format.** The paper must be typed in 12 point font, with double line spacing and 1 inch margins. It should have a title in bold font that reads “Comprehensive Written Exam for Name of Student”, followed by the date on the next line, and followed by the text. The maximum length of the paper will be specified with the exam question. Citations and references should be in APA format.

**Evaluation.** The faculty comprising the student’s supervisory committee will have two weeks to review the exam responses. The student will be notified of the outcome shortly thereafter. An oral defense of the written exam may be scheduled if deemed necessary by the major professor or committee members. Plagiarism of any kind or other violations of the honor system will result in failure of the exam and possible dismissal from the program. Students who do not receive a passing grade will retake the written exam the next semester according to the schedule and in accordance with the procedures as stated in the Graduate School handbook, Chapter 2, J.3 [Failure and Repetition](#). K-State requires that students be enrolled during their final semester.

The committee members sign the ballot and the major professor submits the ballot to the Graduate School and files a copy in the student's permanent file. The major professor shall retain the examination paper in the student’s permanent file.

### Culminating Experience for M.S. Distance Merchandising Program: Comprehensive Written Examination

**Schedule.** K-State distance merchandising students are required to complete a culminating experience in the form of a written examination during their final fall or spring semester of enrollment. The culminating experience will take place according to the following schedule:

- Fall graduates: First full week of November
- Spring and summer graduates: First full week of April

During the first week of the student’s final fall or spring semester, students must contact their major professor and K-State Campus Coordinator at [gpiacc@ksu.edu](mailto:gpiacc@ksu.edu) notifying their intent to complete the culminating experience (written exam). The Campus Coordinator will submit an Approval to Schedule Final Exam form on the student’s behalf. The Approval to Schedule Final Exam form must be **on file** with the Graduate School two weeks prior to the date of the exam. Missing this deadline may jeopardize the planned graduation date.

Students are responsible for contacting their major professor at least four weeks in advance of the exam to discuss any relevant and/or specific details. This timeline is strictly enforced.

**Content.** Exams typically consist of analyzing an assigned case study, report, or research paper and to respond to questions regarding the particular reading. Students should draw from the knowledge gained throughout their coursework and appropriate supporting materials. The student has one week to complete the assigned culminating experience (written examination).

**Format.** The paper must be typed in 12 point font, with double line spacing and 1 inch margins. It should have a title in bold font that reads “Comprehensive Written Exam for Name of Student”, followed by the date on the next line, and followed by the text. The maximum length of the paper will be specified with the exam question. Citations and references should be in APA format.

**Evaluation.** The faculty comprising the student’s supervisory committee will have two weeks to review the written exam responses. The student will be notified of the outcome shortly thereafter. Plagiarism of any kind or other violations of the honor system will result in failure of the exam and possible dismissal from the program. Students who do not receive a passing grade will retake the written exam the next semester according to the schedule and in accordance with the procedures as stated in the Graduate School handbook, Chapter 2, J.3 [Failure and Repetition](#). K-State requires that students be enrolled during their final semester.

The committee members sign the ballot and the major professor submits the ballot to the Graduate School and a copy to the GPIDEA coordinator, and files a copy in the student's permanent departmental file. The major professor shall retain the examination paper in the student’s permanent file.

#### Assessment of Resident Thesis/ Report and Oral Defense, or Written Exam

For purposes of departmental assessment of the resident master's program and assessment of student performance, the thesis/report and oral defense or written exam of resident M.S. students will be evaluated by the supervisory committee. The rubric, Assessment of Student Learning Outcomes for Program Assessment, is used to evaluate the output according to university SLO's and is used for department and college graduate program assessment. The rubric, Assessment of Thesis, Report or Dissertation Components for Student Performance, measures the student's performance on each component of research. In addition, the performance assessment will be used as a measure in assessment of the AT graduate program. The assessments are to be completed following the oral defense of the thesis/report. The major professor is responsible for managing the assessment by distributing the rubric to the supervisory committee, collecting the completed assessment, and delivering the completed assessment forms to the ATID graduate coordinator. The rubrics are posted on KSOL under Assessment.

[Concurrent Bachelor/Master/Graduate Certificate Program](#) (Nature and rationale, procedures for proposing a concurrent graduate program, concurrent graduate program guidelines)

## 5. The Doctoral Degree

### [Admission and General Requirements](#)

### [Checklist for Doctoral Students](#)

### [Program Requirements](#)

#### Temporary Advisor

Each student is assigned a temporary advisor when accepted into the program. The student's temporary advisor will assist the student in enrollment for course work until the student selects a major professor and files the Program of Study.

#### Major Professor

Students are encouraged to select a major professor early in their second semester of enrollment in order to meet the Program of Study filing schedule. The student must select a major professor from the ATID faculty with [Graduate Faculty](#) status.

Graduate students should select a major professor with academic and research interests similar to their own. However, if a graduate research assistant (GRA) chooses not to select his/her GRA supervisor as major professor, the faculty member may choose not to renew the assistantship for another year. Therefore, students are encouraged to see if other funding opportunities are available before selecting another faculty member as their major professor (e.g., a GRA with the selected major professor, a departmental GTA, scholarship, other employment at the University or in the community, etc.). Graduate teaching assistants will not lose their GTA appointments if they select a faculty member other than their GTA supervisor for their major professor. In fact, they may have more than one GTA supervisor, depending upon their work assignments.

### [The Supervisory Committee](#)

### [The Program of Study](#)

Ph.D. students in Apparel and Textiles file the [Program of Study: Doctoral form](#) according to the following schedule:

- Graduate students whose first semester of enrollment was summer or fall must file their Program of Study no later than **February 15<sup>th</sup>** of the following spring semester (i.e., prior to enrollment for the following summer and fall semesters; prior to faculty selection of graduate assistantships for the following year).
- Graduate students whose first semester of enrollment was spring must file their Program of Study no later than **October 1<sup>st</sup>** of the following semester (i.e., prior to enrollment for the following spring semester).

[Courses](#) (Course levels and programs, problems courses, short courses and workshops, S courses, courses applied toward two degrees, transfer of credit, research outside the program, off-campus research)

### Transfer Courses as Substitute for Required Courses

Information regarding transfer credit can be found in the above Courses link to the Graduate Handbook. In addition, should a student want a transferred course to substitute for a required course, he/she shall: 1) provide evidence of equivalency to his/her temporary advisor or major professor, and 2) if approved, explain the request in writing on a sheet attached to the Program of Study.

### Substitute Course Policy for Research Methods and Statistics

Ph.D. students in Apparel and Textiles may not substitute a research methods course taken as part of a master's degree. Ph.D. students may substitute up to 3 credit hours of statistics from the master's degree.

### Scheduling of Courses

Many of the 700- and 800-level courses offered in Apparel and Textiles are offered in alternate years (i.e., on a two-year cycle). See KSOL for the schedule of Apparel and Textile graduate courses. Should a scheduling conflict occur, any required course substitutions must be approved by the ATID graduate faculty.

At least one course in Merchandising is offered each semester as part of the GPIDEA distance education master's degree program in merchandising. Students may include some of these courses in their program of study (with the approval of their supervisory committee). Students should be advised, however, that fees for these courses are higher than those for courses taught on campus (for students receiving in-state tuition). In addition, enrollment priority is given to students in the distance master's program. Resident students will be placed on the course waitlist and added to the distance class only if the class has not filled with distance students. Information on distance education courses can be found at <http://www.k-state.edu/ksugpidea/>.

International resident students are limited to one distance course per semester.

### Taking an AT Undergraduate Course for Graduate Credit

Occasionally, a student may wish to enroll in a prerequisite course or another undergraduate level course under the graduate level course number, AT 860 Contemporary Topics. This may be permitted under the following conditions: 1) the course instructor agrees, 2) the student's temporary or major professor agrees, and 3) the student completes all of the work required of the undergraduate students and completes appropriate additional work to bring the course to the graduate level.

[Grade Requirements](#) (Graded work, non-graded work, incomplete policy, retake policy)

[Inactive Status and Probation](#) (Inactive status, probation, removal from probation)

[Dismissal and Reinstatement](#)

[Foreign Language Requirement](#)

[Preliminary Exam](#)

Information regarding the preliminary examination are provided by the graduate school in the above Preliminary Exam link. Additional information specific to Apparel and Textiles are provided below. The preliminary examination for Ph.D. students in Apparel and Textiles consists of a written examination (closed book on campus and open book take home portions) and an oral examination.

The preliminary written and oral exam is designed to test the student's breadth and depth of knowledge in the proposed field of specialization, as well as the student's ability to explore problems on the boundaries of knowledge. Satisfactory performance in the examination is an indication that the student is prepared to perform independent work toward the doctoral degree and results in the student being classified as a doctoral candidate upon affirmative recommendation by the supervisory committee.

Examining Committee - Preliminary Exam

The examining committee is often the same as the supervisory committee, however the examining committee may differ from the supervisory committee. For example, an examination question sought from a faculty member who instructed a course on the Program of Study, but is not on the supervisory committee, would be a member of the examining committee. The Preliminary Examination ballot has two sections for signatures: 1) Results of the Preliminary Examination as Pass or Fail and signed by each examiner, and 2) Recommendation of Supervisory Committee for Admission to Candidacy with signatures of Approval or Denial by each member of the supervisory committee.

Scheduling the Preliminary Exam

The preliminary examination will be administered after the student has completed at least two-thirds of the course work on the program of study. As directed by the Graduate School, the preliminary examination must be completed at least seven months before the final oral examination. Therefore, students planning to defend their dissertation late spring semester must complete their preliminary examination by October of the prior fall; while students defending their dissertation late fall semester must complete their preliminary examination by mid-April of the prior spring. While these are the last possible dates to take the preliminary examination, the **Apparel and Textiles faculty will administer the preliminary exam during the two weeks prior to the start of the fifth semester of full-time enrollment.** The exam may not take place during the summer term because most faculty members have 9-month appointments. Students must be enrolled in the semester immediately following the preliminary examination (i.e., fall semester for an August exam). The following time table serves as an example for an August Preliminary Exam:

- By March 1 of the fourth semester of full-time enrollment, the student has notified their major professor of their intent to take the preliminary exam.
- During March, meetings are scheduled by the student with members of the examining committee regarding preparation for the exam.
- By April 1, the student has submitted the [Request for Preliminary Examination Ballot](#) (which is signed by the major professor, graduate program director, and all committee members) to the Graduate School. The form includes the dates, time and location of the exam. The student is responsible for reserving a room and departmental laptop for the exam. The Graduate School will then e-mail a ballot to the major professor.
- By May 1, the student has had final consultation with their major professor and examining committee regarding preparation for the exam. This deadline is strictly followed as most faculty on are nine-month appointment and not available during summer break.
- The student has one-week to complete the preliminary written exam, which is scheduled during the two weeks prior to fall term of the fifth semester. For example, a student could start the written exam on a Tuesday at 8:00 a.m. and complete the written exam the following Tuesday at 8:00 a.m.
- The oral exam is conducted the third week following the submission of the completed written exam. The student is responsible for scheduling the two hour oral portion of the preliminary exam.

### Content of Preliminary Exam

The major professor, in consultation with the student's examination and/or supervisory committee, will prepare the exam. As stated by the graduate school the exam should test the student's breadth and depth of knowledge in the proposed field of specialization, as well as the student's ability to explore problems on the boundaries of knowledge. The written examination questions may include content from course work in the student's Program of Study, questions related to the student's research topic, research methods/statistics, and other content in field of specialization. The major professor will solicit questions from professors who taught courses listed on the student's Program of Study. The committee members may also write a question or questions that require the student to integrate and synthesize knowledge from several courses in their answer or to apply knowledge from several courses in solving a problem or analyzing a case study. The department does not maintain a file of questions from previous written examinations for use by students preparing for exams. Therefore, doctoral students are encouraged to meet individually with faculty members to get a perspective on topics that might be covered on the exam.

### Format of Preliminary Written Exam

The student will have no more than one week to complete the written exam (Part I and Part II). The student in consultation with the major professor is responsible for reserving a room and departmental laptop to take Part I of the exam.

- **Part I** of the exam is "closed book" like a traditional exam and will involve answering exam questions for 8 hours. The writing time and questions may be spread over two days (i.e., 4 hours each day), if desired. The student's major professor will be responsible for administering the "closed book" portion of the exam.
- **Part II** of the exam will be "take home" and require the student to answer a detailed question, write a research proposal on a particular topic, describe a process for developing a product, complete a case analysis, or solve a particular problem. Students may use their course materials and other sources of information in answering this exam question. The response must be typed in 12 point font, with double line spacing and 1 inch margins. It should have a title in bold font that says "**Preliminary Exam for <Name of Student>**", followed by the date on the next line, followed by the text. The maximum length of the paper will be specified with the exam question. Citations and references should be in APA format.
- Plagiarism or other violations of the Honor System will result in failure of the exam and possible dismissal from the program.
- It is the responsibility of the major professor to distribute the written exam responses to the examining and/or supervisory committee within one day of the student completing the written exam portions.

### Preliminary Oral Exam

The purpose of the oral exam is to provide the opportunity for the examining committee and/or supervisory committee to ask questions regarding the written exam responses, for the student to clarify any responses, and to ensure that the student is prepared to perform independent research required of the doctoral degree.

The oral defense is attended by the student, examining committee and/or supervisory committee.

### Evaluation of the Preliminary Exam

The examining committee and/or supervisory committee members will have two weeks to review the written exam responses and the opportunity to seek clarification of responses during the oral exam.

At the close of the oral examination the student is asked to leave the room while the results of the preliminary examination are indicated on the ballot by the signatures of those members of the examining committee responsible for administration and grading of the examination. Within one week following the completion and determination of the results of the preliminary examination the supervisory committee must sign the ballot indicating that the preliminary examination has been completed and recommending approval or disapproval of the student's admission to candidacy for the doctoral degree. The student is considered to have passed the

examination and to be recommended to candidacy if at least three-fourths of the supervisory committee voted to approve candidacy.

If a student fails the exam, the Graduate School requires that the student wait at least three months before taking another exam. If a student fails one or two exam questions, but not the entire exam, the examining committee and/or supervisory committee determines the actions to be taken. Students may be required to complete additional coursework, take another written exam in the failed area, or some other action deemed appropriate by the committee.

The major professor files the original ballot with the Graduate School and retains a copy for the student's permanent file. The major professor shall retain the examination papers in the student's permanent file.

### Candidacy (Continuous enrollment)

#### Dissertation Proposal

During the early fifth semester of enrollment, the Ph.D. candidate finalizes their written dissertation proposal, enrolls in AT 990 Dissertation Proposal Seminar, and presents the proposal orally to their supervisory committee and academic community. The student delivers the written proposal to the supervisory committee 10 working days (2 weeks) prior to the oral presentation.

The purpose of the dissertation proposal is to demonstrate the candidate's ability to conduct, analyze, and present significant original research of a type appropriate to the academic discipline. The proposal is the first three chapters of the dissertation which contain the introduction and problem statement, literature review, theory (if applicable), and methods. See Dissertation section below. In addition, a time line and budget are included in the appendices. The supervisory committee critiques, provides advice, and ultimately approves the student's research plan.

During the first and second year of study the student initiates meetings with the major professor to discuss topic ideas and develop an initial outline of the research and a timeline. The outline could include: 1) Introduction: problem statements, research questions and hypotheses; 2) Literature Review: Content areas and key pieces of literature, theory as applicable; and 3) Methods: plan for data collection and analysis and key literature related to methods.

The timeline is developed from the expected graduation date back to the current date. See KSOL Ph.D. Timeline and Progress Report for topics to include in the timeline.

#### Maintaining Satisfactory Progress

While the major professor and supervisory committee will guide and advise the proposal and dissertation, the ultimate responsibility for degree completion rests with the student. The student should not underestimate the personal investment of time and critical thinking required to complete the proposal and dissertation, nor should the student underestimate the amount of

time required of the major professor to guide the process. The major professor may require up to two weeks to review each phase of writing. The process of developing a sound proposal involves multiple revisions to clarify the problem and written presentation. Therefore, schedule enough time for the writing and review/revision process. The number of drafts and revisions will vary for each student.

If sufficient progress is not made according to the established schedule, the expected graduation date may be delayed. Further, failure to maintain satisfactory progress may result in dismissal from the program as stated in the graduate school handbook, [Chapter 3, G.1. Dismissal](#).

### Oral Presentation of Dissertation Proposal

During the early fifth semester of enrollment the candidate completes the dissertation proposal and orally presents the proposal to the supervisory committee. The proposal presentation is open to the academic community. The proposal presentation includes an oral presentation of the proposed research using appropriate presentation technology.

The proposal is scheduled for 2 hours with the first 30 minutes being the oral presentation. The remaining time is for questions, advice, and any recommendations to improve the research proposed. The non-supervisory attendees may ask questions following the presentation; however, the major professor will ask the non-supervisory attendees to leave and the supervisory committee continues with the review of the proposal. The goal is to verbally approve the research plan; however, the committee members may require conditions or changes prior to approval. These changes may be managed through the major professor or the committee may require another reading and/or proposal meeting after changes and conditions have been met.

The student is responsible for coordinating, scheduling (date, time, location, media cart), and advertising the proposal presentation. The supervisory committee must have 10 working days (2 weeks) to review the written proposal prior to the oral presentation.

### Dissertation

The dissertation research is conducted during the fifth and sixth semester of full-time enrollment culminating in the written dissertation and final examination (oral defense). The format of the dissertation shall follow the guidelines for [Electronic Theses, Dissertations, and Reports](#) (EDTR). Also see [Graduate Handbook Appendix B: Dissertations, These, and Reports](#) for general requirements, electronic submission, publication, and sequestration.

In addition to the typical dissertation chapters, references, and appendices, the AT program requires a manuscript of the research be included in the Appendices.

The ATID graduate faculty recommend the following books to guide in the preparation of the proposal and dissertation. Hale library has each book on reserve for a 1-day loan period, except for the APA Manual which is located in the reference section of the library.

- American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.
- Flynn, J. Z., & Foster, I. M. (2009). *Research methods in the fashion industry*. NY: Fairchild Books.
- Gray, C., & Malins, J. (2004). *Visualizing research: A guide to the research process in art and design*. Burlington, VT: Ashgate Publishing Co. **(For Design Area)**
- Lovitts, B. E. (2007). *Making the implicit explicit: Creating performance expectations for the dissertation*. Sterling, VA: Stylus Publishing, LLC.
- Lunenburg, F. C., & Beverly, J. I. (2008). *Writing a successful thesis or dissertation*. Thousand Oaks, CA: Corwin Press.

### Final Examination

The Ph.D. candidate and major professor must become familiar with the final examination requirements as presented in the Graduate School handbook (as linked above).

### Scheduling of Final Examination (Also view [Checklist for Doctoral Students](#))

At least one month before the intended date of the final examination, that is the oral defense of the dissertation, the student in consultation with the major professor is responsible for scheduling the final exam to accommodate the schedules of the final exam committee. The final exam committee shall consist of the major professor, the outside chair to the Graduate School, and all supervisory committee members.

To ensure that the final exam committee has 10 working days (2 weeks) to review the dissertation, the Graduate School requires that the examining committee certify that they have been provided a satisfactory copy of the dissertation by signing the [Approval to Schedule Final Examination: Doctoral](#) form. The Approval to Schedule Final Examination form must be submitted to the Graduate School at least 10 working days (2 weeks) prior to the oral defense date.

The Approval to Schedule Final Examination: Doctoral form is signed by the final exam committee and the AT graduate program coordinator. In addition, a copy of the Abstract and Abstract Title Page are submitted with the Approval to Schedule the Final Examination: Doctoral form.

If during the 10 working days prior to the scheduled defense, should one or more members of the examining committee have significant concerns regarding the content or quality of the dissertation the procedures stated in the [Final Examination](#) section of the Graduate Handbook, Chapter 3 The Doctoral Degree, will be followed.

The student is responsible for reserving a media cart and announcing the oral defense to the department faculty and students. The Graduate School will post the information on their website.

## Oral Presentation

The oral defense (i.e., final examination) of the dissertation is scheduled for 2 hours with the first 30-minutes being the oral presentation. The remaining time is for questions, advice, and any recommendations to improve the dissertation. The non-supervisory attendees may ask questions following the presentation; however, the major professor will ask the non-supervisory attendees to leave and the final exam committee continues with the review of the dissertation. The goal of the defense is to approve the dissertation; however, the final exam committee members may require conditions or changes prior to approval. These changes may be managed through the major professor or the committee may require another reading and/or meeting after changes and conditions have been met. If another meeting or reading is required, the committee members shall have 10 working days to review the revisions.

The Graduate School will email the final examination ballot and the final examination evaluation form to the outside chair; whom is responsible for returning the signed ballot and evaluation form to the Graduate School immediately after the oral examination. At least three-fourths of the examining committee must approve the candidate's performance before he or she is deemed to have passed. The major professor is responsible for submitting the ETDR ballot to the Graduate School after reviewing and approving the final PDF file for electronic submission.

## Assessment of Dissertation and Oral Defense

For purposes of departmental assessment of the Ph.D. program and assessment of student performance, the dissertation and oral defense of Ph.D. students will be evaluated by the supervisory committee. The rubric, Assessment of Student Learning Outcomes for Program Assessment, is used to evaluate the research according to university SLO's and is used for department and college graduate program assessment. The rubric, Assessment of Thesis, Report or Dissertation Components for Student Performance, measures the student's performance on each component of the dissertation. In addition, the performance assessment will be used as a measure in assessment of the AT graduate program. The assessments are to be completed following the oral defense of the dissertation. The major professor is responsible for managing the assessment by distributing the rubric to the supervisory committee, collecting the completed assessment, and delivering the completed assessment forms to the ATID graduate coordinator. The rubrics are posted on KSOL under Assessment.

## Appendix A

### Community Links

Students have found it beneficial to attend activities outside of the classroom. Kansas State University's [McCain Auditorium](#) and its Performance Series is the campus cultural center for the live performing arts and offers tickets to students at half-price.

Information regarding local events and activities can be viewed at the [Manhattan Area Chamber of Commerce](#) website. A natural treasure enjoyed by residents is the Konza Prairie, a tall grass prairie preserve with walking trails.