If you would like more information about the graduate program in the Department of Human and Consumer Sciences, please contact:

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Coordinator, Merchandising Program
Associate Professor
Department of Human and Consumer Sciences
Ohio University
Athens, OH 45701
(740) 593-2878
noh@ohio.edu

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Grover Center E160
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Athens, OH 45701
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landrumc1@ohio.edu
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</tr>
</tbody>
</table>

Note: Information about Forms for thesis proposal, defense, and post-defense report is available on the Graduate College Website: [http://www.ohio.edu/graduate/etd/Oral-Defense.cfm](http://www.ohio.edu/graduate/etd/Oral-Defense.cfm). Per current instructions, contact Ramona Mott ([mott@ohio.edu](mailto:mott@ohio.edu); 740.593.4411) regarding forms for The Patton College.
INTRODUCTION
The information in this Handbook is designed to help you successfully meet the requirements of the graduate program in the Department of Human and Consumer Sciences. You are responsible for meeting the guidelines described both in this handbook and in the Ohio University Graduate Catalog, as well as requirements for graduate students in The Gladys W. and David H. Patton College of Education. It is important that you take the time to review this information. A new Graduate Catalog is published every other year and it can be accessed via the following website: http://www.catalogs.ohio.edu/index.php?catoid=13. Additional information regarding graduate education at Ohio University can be accessed through Ohio University’s Graduate College website http://www.ohio.edu/graduate/index.cfm.

The Faculty in the Department of Human and Consumer Sciences has the expectation that graduate students will perform at the highest level of scholarly achievement. Therefore, only students who can demonstrate scholarly potential, through undergraduate GPA, GRE scores, letter of intent, and recommendation letters will be accepted into the program.

THE DEPARTMENT OF HUMAN AND CONSUMER SCIENCES
The Department of Human and Consumer Sciences is one of five departments within The Patton College of Education. The Department includes a diverse group of majors at the undergraduate level including: family and consumer sciences education; restaurant, hotel and tourism; customer services; and retail merchandising and fashion product development. At the master’s level, the Department offers the Master of Science in Human and Consumer Sciences degree with a major in Apparel, Textiles, and Merchandising (ATM).

Vision and Mission of the Department of Human and Consumer Sciences
The vision of the Department is to be an internationally recognized community of socially responsible interdisciplinary programs focused on positive and creative learning environments that prepare students to be global leaders who are responsive to consumer needs in diverse communities.

The mission of the Department of Human and Consumer Sciences is to prepare individuals within a community of students, faculty, and professionals to advocate for consumer well-being. This is accomplished through the development of a life-long learning perspective that values mentoring, ethical leadership, social responsibility, and the ability to adapt to an ever changing diverse global environment.
**Student Organizations**

Several student organizations are available including the Ohio University chapter of the American Association of Family and Consumer Sciences (AAFCS), Fashion Associates, Professional Retail Leaders (PRL), National Retail Federation Student Association (NRFSA), Phi Upsilon Omicron (PhiU) and the Hospitality Association. These organizations are open to any interested student and provide opportunities to become more involved in your field of study, participate in community service, network with others in your areas of interest, and contribute to the community, campus, and university. In addition, the Department sponsors the honor society Phi Upsilon Omicron, the national honor society for family and consumer sciences discipline that emphasizes scholarship, professional development, and community service. Graduate students are eligible for membership in Phi Upsilon Omicron after earning 12 semester hours of graduate coursework and achieving an overall GPA of 3.5 or above.

**GRADUATE PROGRAMS**

The Master of Science degree* in Human and Consumer Sciences is currently offered in the following majors:

**Apparel, Textiles, and Merchandising (ATM)**

The Apparel, Textiles, and Merchandising major, affiliated with the Retail Merchandising and Fashion Product Development undergraduate program, offers preparation with a scholarly foundation for graduate students seeking industry positions in merchandising (such as buying, management, historic apparel and textile curator, apparel and textile performance assessment, and product development) and in academe. The program focuses on textile and apparel products as well as the processes of innovation, production, distribution, promotion, diffusion, and consumption. The ATM masters major provides a strong foundation for students who plan to continue with graduate studies in doctoral programs and also prepares graduates to go into management and research positions in industry.

Students are required to have completed a basic textiles course (comparable to RFPD 2150) and an apparel product development/analysis course (comparable to RFPD 3830). If these courses have not been completed graduate students will complete these courses during the first year of graduate study at Ohio University.

Students will take required core courses in Apparel, Textiles, and Merchandising and accepted courses in an area of concentration (minor). Recommended minors concentration areas include art, art history, interdisciplinary arts, business, communication, education/statistics, psychology, and sociology. Graduate students will be encouraged to do multidisciplinary research when appropriate. Additionally, students (in consultation with and approval with the major advisor) may design a unique program to fulfill the concentration requirements.

The Mary C. Doxsee Historical Costumes and Textiles Collection is a working laboratory affiliated with the merchandising program. The Collection is a resource for education and exhibitions through the cultural universal of clothing and textiles. The handling, care, conservation, preservation and restoration of textiles are options to develop understanding of sociological/psychological aspects of dress, historical research, aesthetics and textile chemistry.
DEPARTMENT OF HUMAN AND CONSUMER SCIENCES
FACULTY AND RESEARCH

The department faculty members represent diverse backgrounds and have varying research interests. This diversity provides numerous research opportunities and potential for collaboration. Majors within the department include family and consumer sciences; restaurant, hotel and tourism; retail merchandising and fashion product development (Apparel, Textiles, & Merchandising).

An alphabetical listing of individual faculty members and a link to their research interests follows:

http://www.ohio.edu/education/academic-programs/human-and-consumer-sciences/Faculty.cfm

Graduate Faculty ~ The following faculty members are eligible to chair master’s thesis committees and serve as major advisors to ATM students:

Cavender, RayeCarol, Ph.D.; cavendrl@ohio.edu
Chen, Sandy C., Ph.D.; chens5@ohio.edu
Noh, Mijeong, Ph.D. and Program Coordinator; noh@ohio.edu
Paulins, V. Ann, Ph.D.; paulins@ohio.edu

Graduate Faculty ~ The following faculty members may serve on a master’s committees:

Brown, Donnie, MBA; brownd14@ohio.edu
Williams, Lisa, MS; willial6@ohio.edu

Department of Human and Consumer Sciences, Administrative Staff~

Landrum, Cheri, Administrative Associate; (740) 593-2880; landruc1@ohio.edu
ADMISSION REQUIREMENTS

The following materials are required for admission to a Master’s Degree Program in the Department of Human and Consumer Sciences (online application process only):

- A Bachelor of Science, Arts, Business, or related degree from an accredited college or university.
- A minimum of 12 semester hours of undergraduate preparation in the specific or closely related program to the graduate major.
- A completed Graduate Admissions Application and non refundable application fee.
- Official Academic Transcripts.
- Graduate Record Exam (GRE) scores.
- Resume/Vitae.
- Three (3) letters of recommendation.
- Letter for Graduate Assistantship (if desired).
- Evidence of English proficiency, international students.

THE APPLICATION PROCESS

To apply for admission to the Department of Human and Consumer Sciences, the following information is required:

Bachelor’s Degree
A minimum of 12 semester hours of undergraduate preparation in the specific or closely related program to the graduate major.

Academic Transcripts
Submit official, complete academic transcripts from every college or university previously attended. Transcripts may be mailed directly from a university or sent by the student in a sealed envelope prepared by a university. A minimum overall GPA of 2.7 with a 3.0 on the final 90 hours (4.0 scale) is recommended.

Graduate Admissions Application and Fee
The Graduate Admissions Application can be (found at http://www.ohiou.edu/graduate/apps.htm).

Graduate Record Examination (GRE)
GRE scores must be submitted for review in the application process. The applicant’s scores will be considered along with all other application materials. Completion of the GRE is required.

Letter of Intent and Statement of Goals
The Letter of Intent and Statement of Goals outlines why you are applying for graduate study in a specific area. The statement should include 1) requested date of entry; 2) completion of undergraduate work and any prior experiences that are pertinent to graduate study; 3) goals for graduate study; 4) how your goals for graduate study relate to what you plan to do following
completion of the degree; 5) why you want to study at Ohio University; 6) and any information you feel is necessary for full consideration of your application. The Letter of Intent and Statement of Goals should be a maximum of 5 double-spaced pages. The Letter of Intent and Goals will be reviewed by the Graduate Committee to determine the appropriateness of your background and goals as they relate to the specified graduate program.

**Resume/Vitae**
Include a professional resume/vitae detailing your work, education, volunteer, practicum or field experiences, and leadership experience.

**Letters of Reference**
Three (3) letters of recommendation from individuals qualified to evaluate your capacity for graduate study are required. Letters may be solicited from supervisors, volunteer supervisors, coworkers, professors, or others who can speak to your qualifications. Personal references are not an appropriate selection for Professional References.

ALL application materials must be submitted online.

**Application for Graduate Assistantship**
If interested in receiving a graduate assistantship, completion of the GA application is required. Graduate assistantships are awarded once a year during early spring semester (January/February).

**Application for Ohio University**
The application for Ohio University must be completed on-line at [http://www.ohio.edu/graduate/apply.cfm](http://www.ohio.edu/graduate/apply.cfm). As part of the Ohio University admission process students must complete the application provide:

- Copy of Application Submission page or the application transaction (order) ID.
- Two copies of official transcripts from each U.S. post-secondary institution attended (in envelopes sealed by the issuing institution). Ohio University transcripts will be obtained by the Office of Graduate Studies on your behalf.
- One copy of official or registrar-certified transcripts/mark sheets and two certified English translations for each non-U.S. postsecondary institution attended (in envelopes sealed by the issuing institution, if possible). Transcripts must reflect all courses taken, including courses that were repeated or taken outside a degree program.

International students must also demonstrate English proficiency by completing the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS), as part of the application packet.
### Submit:
- Graduate Admissions Application and Fee
- Academic Transcripts
- Graduate Record Exam (GRE) scores
- International students must demonstrate English proficiency

### To:
http://www.ohio.edu/graduate/apply.cfm.

### Submit:
- Letter of Intent and Goals
- Resume/Vitae
- Three (3) letters of recommendation
- Letter for Graduate Assistantship information (if desired)

### To:
http://www.ohio.edu/graduate/apply.cfm.

---

**Conditional Admission/Further English Language Study**

The Department of Human and Consumer Sciences will grant conditional admission if your proficiency score is less than the University minimum. If granted conditional admission based on English proficiency, you will be required to enroll in either full or part-time English study through International English Language Testing System (IELTS), until the desired proficiency is reached. Part-time English study allows you to take English and a limited number of academic classes at the same time.

If you are required to enroll in full-time English study, you will be financially responsible for all associated tuition and fees. University financial aid in the form of a graduate appointment cannot be used to cover full-time English study expenses.
FINANCIAL AID AND GRADUATE ASSISTANTS

For a complete description of financial assistance available to graduate students at Ohio University, please visit the financial aid website at http://www.ohio.edu/graduate/finaid.cfm.

**Graduate Assistantships** – Graduate Assistantships provide a tuition scholarship and a stipend for services, such as research or teaching. These awards are based on scholarly merit. To be considered for a Graduate Assistantship, a letter must be submitted online by **February 15th** for full consideration.

A graduate assistant is required to:
- maintain a 3.0 minimum grade point average
- enroll in a minimum of 12 credit hours per semester

Because of the demand for assistantship support and the expectation that students complete their degree programs in a timely fashion, students in the Master’s degree programs who are awarded assistantships typically will be supported for a maximum of two years. **Assistantships are awarded for the academic year and continuation is dependent on satisfactory performance and availability of funds.**

**Loans** – Several types of low interest loans are available through the University Financial Aid Department. For information, please visit the financial aid website at: http://www.ohiou.edu/graduate/finaid.htm

**Scholarships** – Academic scholarships are available to graduate students who have demonstrated scholarship and service to the field. The Mary-Lyell Rogers Memorial Scholarship is in memory of Mary-Lyell Rogers, former chairman of the Division of Housing and Home Management and Associate Professor Emerita of the School of Home Economics. This scholarship is awarded to a graduate student and is based on scholarship, service and professionalism in Human and Consumer Sciences.

**Additional Funding Opportunities:** Our students have access to graduate support via a number of other mechanisms on campus. You are encouraged to contact the Associate Director for Graduate Education for opportunities that may be available to you on campus.
DEPARTMENT OF HUMAN AND CONSUMER SCIENCES

GENERAL DEGREE REQUIREMENTS

Standards of Work: Conferral of the degree requires at least a 3.0 grade point average. The grade point average in formal class work is computed separately from hours required in research and thesis. No grade below a C can be used to satisfy any degree requirement. All graduate students are required to maintain a 3.0 grade point average on a continuing basis. The Graduate Probation Policy explains the guidelines that are followed in the School of Human and Consumer Sciences in regards to maintaining a 3.0 grade point average. The Graduate Probation Policy must be signed and the form placed in your student file by the end of the first quarter of your enrollment. The Graduate Probation policy and form is available at: http://www.hhs.ohiou.edu/chhs/graduate_programs_chhs_office_of_graduate_studies.aspx

Credit Hours: If you are enrolled in a thesis program, you are required to complete 30 semester hours in order to earn your degree. A student may not have more than 12 credits with a CR grade exclusive of research and thesis hours.

Program of Study: All students must have an approved Program of Study in their file prior to the end of the second quarter of their enrollment. Your major advisor will assist you with outlining a Program of Study. Your major advisor and the Department of Human and Consumer Sciences (HCS) Graduate Committee must approve the Program of Study. The Department Chair will sign the approved Program of Study and place it in the student’s folder. Modifications to the Program of Study, after it has been approved, can be made only if the student, the major advisor, and the graduate committee agree to the change. The Amendment to the Program of Study Form is available to make any changes or substitutions to the approved Program of Study. If major revisions are being made, the student may request to invalidate the initial Program of Study and submit a new Program of Study. The Amendment to the Program of Study must also be approved by the major advisor and the HCSE Graduate Committee.

ADVISOR

All students are assigned a temporary advisor upon acceptance into the Graduate Program. The advisor will assume the responsibility of working with a student during the first quarter. During the first semester, the student is encouraged to explore thesis and project options and speak with graduate faculty in your area willing to serve as the major, permanent advisor.

During the first semester of graduate study, the student and advisor will work collectively to determine a topic for the project or thesis. You may request to change your advisors if during the course of your program you decide another would match your area of research or method of data collection more closely. To make a change in advisor, A Change of Graduate Advisor Form must be completed. If you change major advisors, the student and the new major advisor should review the approved Program of Study and make changes if necessary.
GRADUATE COMMITTEE
The student’s graduate committee is to provide the student with assistance in planning and conducting research and writing the thesis. Each students’ Committee is chaired by his/her major advisor, who must be a faculty member in the appropriate program within the Department of Human and Consumer Sciences. Graduate Committees are comprised of 3 or 4 total members. In addition to the major advisor who is Committee Chair, at least one additional member must be from the Department of HCSE, preferably from the program area or closely related discipline. One committee member must be from outside the major program area, and may be from outside of the Department as appropriate. Students must form their Committees, in consultation with the major advisor, and have the Committee membership approved by the Graduate Faculty in the Department (or Graduate Committee appointed by the department chair) prior to the Thesis or Project Proposal Defense.

As students select Committee members, consideration should be given to faculty content knowledge or research methodology to provide optimal insight into the topic of study. Additional committee members can be added to the committee with the approval of the HCSE Graduate Committee.

A Graduate Committee Composition Form must be completed and signed by each committee member by the end of the second term of the student’s enrollment (i.e., prior to the completion of 30 credit hours). Any changes to the committee once approved should be made using the Change of Committee Composition Form.

THESIS
All students in the ATM program must complete a thesis as part of their degree requirements. Information about the requirements and guidelines are provided in this Handbook. The graduate student is responsible for all costs related to the research and writing of either the thesis.

Students will need to speak with their advisors to determine the correct format of writing associated with the thesis or graduate project. Currently APA is the approved format for ATM students. Students are strongly encouraged to use Ohio University Graduate College resources to become familiar with the electronic thesis development and submission process.

PROPOSAL REQUIREMENT
All students must submit a proposal including the concept and plans for the thesis. Proposal submission will include a written proposal directed by the major advisor and a presentation to their thesis committee. Students should provide a copy of their Thesis Proposal at least 2 weeks prior to the scheduled proposal defense. The proposal must be approved by the student’s committee and the Proposal Approved Form completed and placed in the student’s file prior to the beginning of work on the research or project. If students plan to conduct original research, they may need to seek approval of the Institutional Review Board. Students must seek feedback from their entire committee as they develop the proposal.
DEFENSE OF THESIS OR GRADUATE PROJECT
All students are required to orally defend the results of their thesis. Students should provide a final copy of their thesis at least 2 (two) weeks prior to the scheduled defense, to the members of the thesis committee. The student’s thesis committee will read and evaluate the final work prior to the defense. At the defense meeting students are expected to present their final work and should be prepared to defend and discuss their results, not just expect editorial criticism. Students work with his or her major advisor in preparation for the defense. Persons who are not on the student’s graduate committee may also attend the defense presentation with approval of the student and major advisor.

DEGREE REQUIREMENTS APPAREL, TEXTILES, AND MERCHANDISING (ATM)

The Apparel, Textiles, and Merchandising major offers preparation with a scholarly foundation for graduate students seeking industry positions in merchandising (such as buying, management, and product development) and in academe. The major focuses on textile and apparel products as well as the processes of innovation, production, distribution, promotion, diffusion, and consumption. The ATM masters major provides a strong foundation for students who plan to continue with graduate studies in doctoral programs. Your individual Program of Study will be developed with your advisor based on your goals and experiences. You are required to complete a thesis.

Students are required to have completed a basic textiles course (comparable to RFPD 2150) and an apparel analysis course (comparable to RFPD 3830). If these courses have not been completed graduate students will complete these courses during the first year of graduate study at Ohio University.

Students will take required core courses in Apparel, Textiles, and Merchandising and accepted courses in a minor. Recommended minors include art, art history, interdisciplinary arts, business, communication, education/statistics, psychology, and sociology. Students will be encouraged to do multidisciplinary research when appropriate. Students additionally, may design a unique program to fulfill the minor requirements.

Apparel, Textiles, and Merchandising Core Courses
(required of all graduate students in Apparel, Textiles and Merchandising major)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONS 6000</td>
<td>Seminar in Human and Consumer Sciences</td>
<td>2(^1)</td>
</tr>
<tr>
<td>CONS 6940</td>
<td>Research</td>
<td>3</td>
</tr>
<tr>
<td>CONS 695</td>
<td>Thesis</td>
<td>4</td>
</tr>
<tr>
<td>RFPD 6090</td>
<td>Psychological, Social, and Economic</td>
<td>3</td>
</tr>
</tbody>
</table>

\(^1\) CONS 6000 is offered for 1 credit hour in a given semester; graduate students must complete the 2 credit hours in each of two separate semesters.
<table>
<thead>
<tr>
<th>Aspects of Clothing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RFPD 6500 Merchandising Theories</td>
<td>3</td>
</tr>
<tr>
<td>Select 2 (minimum 3 hours):</td>
<td>3</td>
</tr>
<tr>
<td>• RFPD 6170: Readings in ATM</td>
<td></td>
</tr>
<tr>
<td>• RFPD 5070: Textile &amp; Fashion Industry</td>
<td></td>
</tr>
<tr>
<td>• RFPD 6050: History of Costume</td>
<td></td>
</tr>
<tr>
<td>• RFPD 5150: Flat Pattern</td>
<td></td>
</tr>
<tr>
<td>• CONS 5953: Workshop in Customer Service</td>
<td></td>
</tr>
<tr>
<td>• Other courses as identified and approved</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research and Statistics</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select at least one course:</td>
<td></td>
</tr>
<tr>
<td>• EDRE 5010: Intro to Research Methods</td>
<td></td>
</tr>
<tr>
<td>• PSY 5120: Research Methods in Psy</td>
<td></td>
</tr>
<tr>
<td>• PSY 5121: Tests and Measurements</td>
<td></td>
</tr>
<tr>
<td>• CFS 6700: Qualitative Methods for Children, Adults, and Families</td>
<td></td>
</tr>
<tr>
<td>• EDRE 7500: Intro to Qualitative Research Methods in Education</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Major Area Credits</th>
<th>21 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area of Concentration Credits (3 courses)</td>
<td>9</td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td>30 hours</td>
</tr>
</tbody>
</table>
Recommended Outline of Graduate School Progression

This outline is intended as an example of the activities to complete during graduate study and a guide as to when to complete various forms. The pace at which a student completes the program may vary. The following assumes that a student is attempting to finish the degree within two years. Graduate forms and deadlines for graduation can be accessed online.

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Progress</th>
<th>Forms Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year – Fall</td>
<td>• Choose a major advisor</td>
<td>Graduate Probation Policy Form</td>
</tr>
<tr>
<td></td>
<td>• Participate in CONS 6000 (1 hour)</td>
<td>Graduate Committee Composition ¹</td>
</tr>
<tr>
<td></td>
<td>• Approval of Program of Study</td>
<td>Program of Study ²</td>
</tr>
<tr>
<td></td>
<td>• Approval of Graduate Committee Composition</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Develop ideas for research thesis or project with major advisor and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>committee members</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Year – Spring</td>
<td>• Apply or reapply for Graduate Assistantship</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Write thesis or project proposal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Plan proposal defense</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Secure IRB Approval</td>
<td></td>
</tr>
<tr>
<td>First Year – Summer Session</td>
<td>• Schedule Proposal Meeting with your Graduate Committee</td>
<td></td>
</tr>
<tr>
<td>Second Year – Fall</td>
<td>• Participate in CONS 6000 (1 hour)</td>
<td>Proposal Defense Report Form</td>
</tr>
<tr>
<td></td>
<td>• Complete Proposal Defense</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Project or Thesis Data collection and analysis</td>
<td></td>
</tr>
<tr>
<td>Second Year – Spring</td>
<td>• Complete thesis writing</td>
<td>Plan for Oral Defense</td>
</tr>
<tr>
<td></td>
<td>• Scheduling of Oral Examination – Presentation of Thesis or Project</td>
<td>Oral Defense Approval</td>
</tr>
<tr>
<td></td>
<td>• Application for Graduation</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**
1. If changes are made to the graduate committee after the form for Committee Composition has been submitted, a new form, Change in Graduate Committee Composition, must be submitted.
2. Once the Program of Study has been approved by the Graduate Chairperson, any changes must be submitted on the Amendment to the Program of Study Form or a new Program of Study must be created and the previous Program of Study should be voided.
PROPOSAL GUIDELINES

GUIDELINES FOR PROPOSALS
(Thesis or Graduate Project)

Department of Human and Consumer Sciences

The purpose of the Proposal is to provide the parameters for the thesis. The Proposal also provides an opportunity for input from the Student’s Thesis Committee regarding the topic and the methodology to be used. The student, by preparing the Proposal, has an opportunity to review the research and determine what has already been done in the selected topic area. The student should seek input from their committee as they draft the proposal for the thesis.

The Proposal should be prepared using the appropriate professional writing guidelines for style and format that are required for the final thesis. The Proposal should be organized by chapters and provide enough detail that someone else would be able to use and follow the proposed procedures. Formatting guidelines are available at http://www.ohio.edu/graduate/etd.cfm

The following must be included in the proposal:

**Title page**, which includes:
   a. A proposed title that is descriptive of what will be accomplished in the thesis
   b. The students name
   c. The date

**Table of Contents** that lists the basic headings and subheadings in the body of the paper as well as the page numbers.

**Chapter 1: Introduction**
   a. Introduction and background within the context of the underlying facts and related research. This introduction should provide background and a rationale for the study. This should set the stage for the paper.
   b. Statement of the Problem: Should be stated clearly in a narrative form including research questions, objectives, or hypotheses. Clearly state the precise question(s) you will answer.
   c. Purpose/Significance of Study: What do you expect to accomplish from this study? Could it lead to any practical outcomes? What makes this study different from previous investigations?
d. Limitations: Identify/list the parameters within which the research will be conducted – that is, what will be included and excluded. Limitations:
State limitations or problems that may have an impact on the study.

e. Definition of Terms: Define relevant terminology as it will be treated in your study.

**Chapter 2: Review of Literature**

This chapter should include a review of the relevant research of your selected topic area. This review should be thorough and timely because the information will influence your topic, research questions, and methodologies used to complete your study.

The chapter should begin with a brief statement of the problem. Use headings and subheadings to provide the information in a logical sequence as it relates to your study. The chapter should end with a summary of your literature review and a statement about how your study will contribute to the scholarship in your field of study.

**Chapter 3: Methodology** (Thesis option)

This chapter should include the specific plan and/or the research design that you will use to conduct your study. Specifics will depend on your selected topic as well as whether you plan to complete a thesis or graduate project. Information in this chapter can include; description of sample, recruitment of subjects, participant selection criteria, description of data collection procedures, tools/instruments for data analysis procedures, and informed consent process. The methodology should be clear and complete so that another investigator using your methodology could replicate your project/study.

NOTE: A comprehensively developed proposal to the IRB can be substituted for Chapter 3 for the proposal defense.

**Reference List**

The reference list should be prepared using the correct style and format. Include all references used in the preparation of the proposal. Reference also should be cited in the body of the paper as needed. Appropriate professional writing guidelines should be used.
THESIS GUIDELINES

INTRODUCTION

The Graduate College, located in the RTEC building offers thesis and dissertation services through the Thesis and Dissertation (TAD) Services office. TAD Services process all theses for Ohio University. Word/PDF Workshops are offered each quarter for those wanting to learn more about how to format a manuscript. Also TAD Graduation Workshops are offered each quarter to assist students in completing forms and understanding the process of filing a thesis before graduating. All forms are available online at ohio.edu/graduate/etd.cfm, along with specific instructions on how to format and process a thesis.

What is TAD/ETC?

Electronic Thesis and Dissertation (ETD – TAD at Ohio University) is an internationally recognized acronym for a thesis or dissertation that can be accessed online. Hundreds of ETD repositories exist worldwide. The State Library of Ohio maintains our local ETD repository for online theses and dissertations in Ohio. This repository is called the OhioLINK ETD Center (www.ohiolink.edu/etd) and currently has more than 13,000 online thesis and dissertation documents from Ohio universities. ProQuest (Dissertation Abstracts) is a second repository used by most universities throughout the United States and includes many other thesis and dissertation documents from around the world. Ohio University files all dissertation documents in the ProQuest repository.

This document is not intended to be an exhaustive manual that covers all details of writing and putting a thesis or dissertation into acceptable form. Its purpose is rather to give you information on specific matters of format required by Ohio University and to indicate certain mechanical steps leading to graduation.

In matters of form, you should be guided by current practice in the best monographic and periodical literature in your field of study. Old theses and dissertations should not be used as models as some of these do not conform to accepted style.

The manuscript must use Standard English grammar, sentence structure, word usage, and punctuation. As the thesis is addressed to scholars, the writing should be scholarly and dignified in style.

You, your thesis advisor, and your committee are responsible for insuring that material is presented in the acceptable scholarly style and correct format. You are responsible for a final accurate proofreading of the manuscript before it is brought to the Dean’s Office of the Patton College of Education and Human Services for review and signing. The process for formatting and submitting the thesis is available at http://www.ohio.edu/graduate/etd.cfm
THESIS REQUIREMENTS

A student in a thesis program prepares the thesis under the guidance of their major advisor. The thesis provides an opportunity for the student to formulate and express the results of research and study.

**Thesis Chapters.** The thesis will include the following chapters:

1.) Introduction
2.) Review of the Literature
3.) Methodology
4.) Presentation of Analysis Findings
5.) Summary, Conclusions, and Recommendations

Prior to providing the final copies of your Thesis, you MUST have your thesis checked and approved by the Associate Dean for Graduate Studies in the College of Health and Human Services Dean’s office.

Students who expect assistance must be registered for either research or thesis hours with the major advisor.

RESTRICTED PUBLICATION OF THESIS OR DISSERTATION

The University does not accept theses or dissertations containing material developed as part of a research project if the theses or dissertation are restricted from publication. Publication, for this purpose, includes the cataloging and placement of the approved manuscript in the Ohio University Libraries and, for dissertations, microfilming by University Microfilms International. (NOTE: University Microfilms International allows authors to restrict the distribution of dissertation and thesis.)

Upon written request to the Dean of the Patton College, you may delay publication up to a maximum of 12 months if, in the judgment of the Dean, the data upon which your thesis or dissertation is based are proprietary and not available in the public domain. You must submit the request for delay with the formal approval of your advisor at least one academic quarter before the normal date of publication of the theses or dissertation.

For further information, consult Ohio University Policy and Procedure #19.051.
APPAREL, TEXTILES, AND MERCHANDISING
PROGRAM OF STUDY

Full Name ____________________________ Student PID ____________________________

Specialization Area: (Select one)
- Historic
- Merchandising and Consumption

Final Research: (Select one)
- X Thesis (30 semester credit hours required); thesis required

Prerequisite Courses: (List undergraduate and prerequisite courses needed to take, if applicable)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Term/Year planned</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFPD 2150</td>
<td>Elementary Textiles</td>
<td>3 (UG)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RFPD 3830</td>
<td>Product Development, Evaluation, &amp; Distribution</td>
<td>3 (UG)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Core Courses in Apparel, Textiles, and Merchandising major (minimum 3 courses) and Research Methods:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grades</th>
<th>Term/Year Planned</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONS 6000*</td>
<td>Graduate Seminar</td>
<td>1 (sem)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONS 6000*</td>
<td>Graduate Seminar</td>
<td>1 (sem)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Research / Statistics:

MAJOR Courses:

REQUIRED:
- RFPD 6090* Social, Psychological & Economic Aspects of Clothing 3 (sem)
- RFPD 6500* Merchandising Theories 3 (sem)

SELECT minimum 3 hours:
- RFPD 6170* Readings in ATM
- RFPD 5070 Textile & Fashion Industry 3
- RFPD 6050 History of Costume 3
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Term/Year Planned</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFPD 5150</td>
<td>Flat Pattern</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RFPD 5953</td>
<td>Workshop in Customer Service</td>
<td>1-3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*REQUIRED

**Area of Specialization Courses:**

(minimum of 9 semester hours)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Term/Year Planned</th>
</tr>
</thead>
</table>

**Thesis Hours** (3 semester credit hours of Research; 4 semester credit hours of Thesis required)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Term/Year Planned</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONS 6940*</td>
<td>Research</td>
<td>3 (sem)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONS 6950*</td>
<td>Thesis</td>
<td>4 (sem)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours (Minimum of 30 hours*):  

__________________________

Names and Signatures:

__________________________
Graduate Student
Signature Date

__________________________
Student’s Committee Chair
Signature Date

__________________________
Graduate Program Coordinator, HCS
Signature Date

__________________________
Department Chair
Human and Consumer Sciences
Signature Date
GRADUATE COMMITTEE COMPOSITION

Name: ______________________________  Date: ______________________________

Permanent Address: _____________________________________________________________

___________________________________________________

Major Area: ______________________________  Minor Area: _________________________

Intended format for completion of the degree:

_____ Thesis  _____ Graduate Project

Names and Signatures of Committee Members:

Committee Chair  Signature  Date

Name  Signature  Date

Name  Signature  Date

Name  Signature  Date

Name  Signature  Date

Name  Signature  Date
Department of Human and Consumer Sciences
The Gladys W. and David H. Patton College of Education
Ohio University

PROPOSAL DEFENSE REPORT FORM
MASTER’S DEGREE

Name: ___________________________ Date of Proposal Defense: ___________________

Permanent Address: ____________________________________________________________

__________________________

Major Area: ______________ Minor Area: ______________

Title of Proposal: __________________________

Type of Proposal: ___X___ Thesis

_____ Graduate Project

_____ Proposal Approved
( Including recommended changes)

List changes on back of form

_____ Proposal Denied
(attach a sheet with areas of concern and recommendations)

Names of Committee Members:

Committee Chair __________________________ signature/date

Committee Member __________________________ signature/date

Committee Member __________________________ Signature/date
Patton College Policy and Procedure on Plagiarism in Thesis or Dissertation Work

Plagiarism in thesis and dissertation work, like plagiarism in other academic work, is unacceptable in the Patton College of Education and Human Services. University Judiciaries defines plagiarism as a form of academic misconduct involving “the presentation of the ideas or the writing of someone else as one’s own” (see http://www.ohio.edu/judiciaries/academic-misconduct.cfm), and the college has adopted this definition for purposes of evaluating thesis and dissertation work.

In cases of suspected plagiarism in coursework, the instructor has wide discretion in disposing of the matter. In addition to initiating informal proceedings with the student, you have the options of (1) lowering the student’s grade (including the assignment of a failing grade) and/or (2) referring the matter to University Judiciaries. Prevention, of course, is preferable to sanction, and you may refer students to the college’s statement on prevention of and response to plagiarism (http://www.cehs.ohio.edu/gfx/media/pdf/plagiarism.pdf) for more information.

The procedures outlined below apply only to incidences of suspected plagiarism in theses and dissertations and address two separate scenarios: (1) when a faculty member reasonably believes that a student has plagiarized a portion of a thesis or dissertation and (2) when a student submits a completed thesis or dissertation. In the first case, a reasonable suspicion of plagiarism is required before you may initiate formal proceedings and document analysis; in the second case, document analysis is routine and mandatory, and no showing of suspicion is required.

1. **Faculty complaint.** If you reasonably believe that a student has plagiarized a portion of a thesis or dissertation, you have the option of (1) disposing of the matter informally with the student or (2) initiating formal proceedings. The steps below provide a formal approach to resolving the matter.

**Step 1: Contact the chair of the student’s thesis or dissertation committee.** At this meeting, you should present to the committee chair the evidence that supports your suspicion of plagiarism. The committee chair then will begin the review process by printing out the Plagiarism Review Tracking Sheet: Faculty Complaint (available on the college intranet), completing part I, section 1, and forwarding the document to Rick Huard (or another administrative staff member designated by the senior associate dean for research and graduate studies) for analysis using plagiarism detection software. Note: Forwarding the work for documentary analysis is not discretionary. The committee chair is obligated to act upon your request, even if he or she disagrees. The results of the analysis will be sent to you and to the committee chair, who will forward copies to the other members of the thesis or dissertation committee and to the chair of the relevant department.

**Step 2: Review the documentary evidence.** The committee chair will convene a meeting of the thesis or dissertation committee and the chair of the relevant department. You will have the opportunity to present the suspect document as well as any alleged source document(s) and to explain why you believe that this evidence supports a finding of plagiarism.

**Step 3: Vote.** If a majority finds it more likely than not that the student has committed plagiarism, the thesis or dissertation committee and the department chair then must determine
whether the plagiarism is **limited** or **extensive**.\textsuperscript{2} If the plagiarism is limited, the student will have to rewrite the relevant portions of the thesis or dissertation. If the plagiarism is extensive, however, the department chair must refer the matter to University Judiciaries for further proceedings. If the case is referred to University Judiciaries, the committee chair and the department chair must meet to recommend appropriate conditions for reinstatement of the student, if appropriate, as well as appropriate handling of the dissertation or thesis document (e.g., options for rewriting relevant portions, major revisions of relevant portions). The written recommendations regarding the terms for possible reinstatement must be forwarded to the dean of the college. The committee chair will convey the results of the vote, as recorded on the tracking sheet, to the director of graduate records.

**Step 4: Appeals.** If the decision is not unanimous, any dissenting member of the committee may appeal to the college’s Ethics and Equity Committee within three business days. If there is no appeal, the committee will notify the student, in writing, of its decision. The student then has three business days to appeal the decision to the dean of the college.\textsuperscript{3}

2. **Completed thesis or dissertation.** Whenever a student submits a completed thesis or dissertation, the document must be examined for evidence of plagiarism. As noted above, this examination is routine and mandatory.

**Step 1: Forward the document for analysis.** The chair of the student’s thesis or dissertation committee begins the review process by printing out the Plagiarism Review Tracking Sheet: Faculty Complaint (available on the college intranet), completing part I, section 1, and forwarding the final draft of the document to Rick Huard (or another administrative staff member designated by the senior associate dean for research and graduate studies) to be examined using plagiarism detection software.

**Step 2: Review the documentary evidence.** When the analysis of the student’s work is complete, results will be sent to the chair of the relevant department and the senior associate dean, with a copy to the committee chair. The department chair and the senior associate dean will review the original document and the results of the analysis. If neither of them reasonably believes that the student has plagiarized the thesis or dissertation in whole or in part, they will sign the tracking sheet and forward it to the director of graduate records, with a copy to the committee chair. If either of them reasonably believes that the student has plagiarized the thesis or dissertation in whole or in part, the senior associate dean will convene a meeting of the members of the thesis or dissertation committee and the department chair (this is the **department-level hearing committee**) and forward to them a copy of the document and the results of the analysis. Note: Convening the department-level hearing committee is **not** discretionary. The senior associate dean is obligated to act upon the department chair’s request, even if he or she disagrees.

**Step 3: Vote.** At the meeting, the senior associate dean will present the suspect document as well as any alleged source document(s) and explain why this evidence supports a finding of plagiarism. If a majority finds it more likely than not that the student has committed plagiarism, the department-level hearing committee then must determine whether the

\textsuperscript{2} *Extensive plagiarism* is pervasive throughout the thesis or dissertation (i.e., is not confined to isolated instances or sections) or relates to the results or conclusions of the thesis or dissertation. **Limited plagiarism** is confined to isolated instances or sections of the thesis or dissertation and does not relate to the results or conclusions.

\textsuperscript{3} See section 3 of the full text of the policy and procedure document for specific procedures for appeals.
plagiarism is **limited** or **extensive**. If the plagiarism is limited, the student will have to rewrite the relevant portions of the thesis or dissertation. If the plagiarism is extensive, however, the department chair must refer the matter to University Judiciaries for further proceedings. If the case is referred to University Judiciaries, the senior associate dean and the department chair must meet to recommend appropriate conditions for reinstatement of the student, if appropriate, as well as appropriate handling of the dissertation or thesis document (e.g., options for rewriting relevant portions, major revisions of relevant portions). The written recommendations regarding the terms for possible reinstatement must be forwarded to the dean of the college. The department chair will convey the results of the vote, as recorded on the tracking sheet, to the director of graduate records, with a copy to the committee chair.

**Step 4: Appeals.** If the decision is not unanimous, any dissenting member of the department-level committee may appeal to the college’s Ethics and Equity Committee within three business days. If there is no appeal, the committee will notify the student, in writing, of its decision. The student then has three business days to appeal the decision to the dean of the college.⁵

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⁴ See the definitions at note 2, above.
⁵ See section 3 of the full text of the policy and procedure document for specific procedures for appeals.
Plagiarism Review Tracking Sheet: Routine Thesis or Dissertation Submission

Part One

1. Date submitted for documentary analysis: Provide date

This routine review is requested by thesis or dissertation committee chair: Provide your name in the matter of

Name of student: Provide the student's name

Title of thesis or dissertation: Provide the title of the dissertation or thesis

Department chair: Provide department chair's name

2. Date results forwarded to committee chair, department chair, and senior associate dean: Provide date


Date:

Department chair ____________________
(type or print)

□ finds
□ does not find reasonable suspicion of plagiarism. ________________
(signature)

Senior associate dean for research and graduate studies ____________________
(type or print)

□ finds
□ does not find reasonable suspicion of plagiarism. ________________
(signature)

If neither the department chair nor the senior associate dean for research and graduate studies finds reasonable suspicion of plagiarism, the inquiry is concluded and the signed tracking form should be sent to the director of graduate records for inclusion in the student’s permanent file as well as to the chair of the thesis or dissertation committee.

Date forwarded to director of graduate records and chair of the thesis or dissertation committee:

If either the department chair or the senior associate dean for research and graduate studies finds reasonable suspicion of plagiarism, a meeting of the department-level committee must be convened to review the documentary evidence (see Part Two).

Date forwarded to members of department-level committee:
Part Two

Review of evidence.

Date:

In attendance:

Senior associate dean for research and graduate studies: ____________________

Thesis or dissertation committee chair: ____________________

Thesis or dissertation committee members: 1. ____________________
                                                                 2. ____________________
                                                                 3. ____________________
                                                                 4. ____________________
                                                                 5. ____________________

Department chair: ____________________

Others (use additional sheet, if necessary):

Evidence presented (list here and attach copies):

The undersigned acknowledge that they met to discuss allegations of plagiarism in a thesis or dissertation by the above-named student and that the results of the vote were as follow:

Senior associate dean for research and graduate studies:
Plagiarism □ found □ not found. If found, it was □ limited □ extensive [□ abstain].
____________________________
                                        (signature)

Thesis or dissertation committee chair:
Plagiarism □ found □ not found. If found, it was □ limited □ extensive [□ abstain].
____________________________
                                        (signature)

Thesis or dissertation committee members:
1. Plagiarism □ found □ not found. If found, it was □ limited □ extensive [□ abstain].
____________________________
                                        (signature)

2. Plagiarism □ found □ not found. If found, it was □ limited □ extensive [□ abstain].
____________________________
                                        (signature)
3. Plagiarism □ found □ not found. If found, it was □ limited □ extensive [□ abstain].

____________________

   (signature)

4. Plagiarism □ found □ not found. If found, it was □ limited □ extensive [□ abstain].

____________________

   (signature)

5. Plagiarism □ found □ not found. If found, it was □ limited □ extensive [□ abstain].

____________________

   (signature)

Department chair:

Plagiarism □ found □ not found. If found, it was □ limited □ extensive [□ abstain].

____________________

   (signature)

In the event of a deadlock
Dean of the college:

____________________

   (type or print)

   Plagiarism □ found □ not found. If found, it was □ limited □ extensive.

____________________

   (signature)

By a vote of ____ to ____, plagiarism was

□ not found, and the matter is dismissed.

□ found and by a vote of ____ to ____ determined to be
   □ limited, requiring a rewrite of the relevant portions of the thesis or dissertation.
   □ extensive, requiring a referral to University Judiciaries.

If a majority of the department-level committee finds that plagiarism occurred and that it was
extensive, the department chair must refer the matter to University Judiciaries, and the
department chair and senior associate dean for research and graduate studies must meet to
discuss conditions for reinstatement (if appropriate) and a plan of revisions for the thesis or
dissertation (see Part Three).

Date forwarded to director of graduate records: