

# **GRADUATE STUDENT HANDBOOK**

**DEPARTMENT OF  
HUMAN AND CONSUMER SCIENCES**

**The Gladys W. and David H. Patton  
College of Education**

**OHIO UNIVERSITY**

**ATHENS, OHIO**

**USA**

**REVISED Fall 2017**

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Dear Graduate Students:

On behalf of the faculty in the Department of Human and Consumer Sciences (HCS), I want to welcome you to Ohio University. You have made an excellent choice in deciding to pursue your graduate studies at Ohio University. Our Departmental vision 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 is to prepare individuals within a community of students, faculty, and professionals to advocate for consumer well-being.

In the Gladys W. and David H. Patton College of Education, we prepare graduates who are CALLED to LEAD: Change Agents who are Lifelong Learners committed to Embracing Diversity and LEADership. Ohio University is designated a “Doctoral University – Higher Research Activity” by the Carnegie Classification of institutions of Higher Education. The university holds as its central purpose the intellectual and personal development of students. We in the Department of Human and Consumer Sciences see ourselves as a strong supportive pillar to its vision and mission.

This handbook is intended to be a guide and help with having a successful graduate experience. If you have programmatic concerns, please visit with your program leader:

Dr. Mijeong Noh, Program Leader  
Apparel, Textile and Merchandising (ATM)  
<https://www.ohio.edu/education/academic-programs/human-and-consumer-sciences/apparel-textiles-and-merchandising.cfm>  
Email: noh@ohio.edu

Dr. Sandy Chen, CHE, Program Leader  
Hospitality and Tourism (HT)  
<https://www.ohio.edu/education/academic-programs/human-and-consumer-sciences/hospitality-and-tourism.cfm#ouwsHeader>  
Email: chen5@ohio.edu

If you have any questions that have not been addressed to your satisfaction, please do not hesitate to contact me.

Best regards,

Dr. Beth VanDerveer  
Dr. Beth VanDerveer, Interim Chairperson  
Associate Professor  
Department of Human and Consumer Sciences  
The Patton College of Education  
Email: vanderve@ohio.edu

## TABLE OF CONTENTS

page

4	Introduction
4	A Commitment to Diversity
4	Department Vision and Mission
5	Apparel, Textiles, and Merchandising Program
5	Hospitality and Tourism Program
5	Advisor(s)- Academic and Thesis or Professional Project
6	Faculty Graduate Committee for Thesis or Professional Project
6	Proposal- Thesis and Professional Project
7	Defense- Thesis and Professional Project
6	HCS Graduate Faculty Members
8	Admission Requirements
9	Applying for Graduation
9	Graduate Student Responsibilities
10	The Gladys W. and David H. Patton College of Education
11	Ohio University Mission

### **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>.

Information about the Patton College of Education Research and Graduate Studies is available on the following website: <https://www.ohio.edu/education/college-offices/office-of-the-dean/research-and-graduate-studies/index.cfm>

Per current instructions, contact Ramona Mott ([mott@ohio.edu](mailto:mott@ohio.edu); 740.593.4411) regarding forms for The Patton College of Education.

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## **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>.

### **A COMMITMENT TO DIVERSITY**

To accomplish this mission, Ohio University is committed to producing an atmosphere in which understanding and acceptance of cultural and racial differences are ensured. Diversity is part of the institution's heritage. Ohio University was one of the first in the nation to graduate an African-American, John Newton Templeton, in 1828. A generation later the institution graduated its first international alumnus, Saki Taro Murayama of Japan, in 1895.

Ohio University is bound morally, emotionally, and intellectually to pursue the realizing of a vision of real community. As a result, it is committed to equal opportunity for all people and is pledged to take direct and proactive measures to achieve that goal. In upholding its commitment, Ohio University will not tolerate racism, sexism, homophobia, bigotry, or other forms of human rights violations. Such actions are inconsistent with, and detrimental to, the core values we hold essential as an institution of higher learning, among them respect, civility, and diversity. All students, faculty, and staff of Ohio University are expected to uphold the University's commitment to a just and diverse community and to take a leadership role in ensuring an atmosphere of equality.

### **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 diverse majors at the undergraduate level including: family and consumer sciences education; community leadership; 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 majors in: Apparel, Textiles, and Merchandising (ATM) and Hospitality and Tourism (HT).

#### 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.

## **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 leadership 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 core courses in Apparel, Textiles, and Merchandising, thesis or non-thesis requirement, and support selections. Recommended support selections may include minors in areas such as art, art history, interdisciplinary arts, business, communication, education/statistics, psychology, and sociology. Graduate students will be encouraged to do multidisciplinary research when appropriate. Most students enroll with the expectation of completing this program in two academic years.

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.

### **HOSPITALITY AND TOURISM (HT)**

The master's program in Hospitality and Tourism prepares graduates to work in leadership roles in hotel, restaurant, or tourism management positions. Recommended areas of specialization that complement this interdisciplinary degree include, but are not limited to, business, communication, international studies, education/statistics, psychology, sociology, and nutrition. The program offers professional preparation with an experiential as well as scholarly foundation for professionals seeking either industry positions or doctoral studies in the future. Students are

encouraged to do multidisciplinary research when appropriate. Students are required to have completed a basic hospitality course (comparable to RHT 1100) and this should be completed during the first year of graduate study at Ohio University. Students may select either a thesis or professional project option. Most students enroll with the expectation of completing this program in two academic years.

### **ACADEMIC ADVISOR**

All students are assigned a temporary academic advisor upon acceptance into the Graduate Program by the Program Leader. The assigned advisor will initially assume the responsibility of working with a student during the first semester. During the first semester, students are encouraged to explore thesis and professional project options and speak with graduate faculty in your program area willing to serve as the permanent academic advisor and/or advisor of the candidate's thesis or professional project.

**Advisor - Thesis or Professional Project:** All candidates must select a faculty member to serve as their thesis or professional project advisor by the end of the first semester. The advisor must have HCS graduate faculty status. The advisor is to provide guidance to the candidate throughout their thesis or professional project.

The candidate may request to change their thesis or professional project advisor if they decide another faculty member would better serve their area of research, method of data collection, project interest, more closely. To make a change in director, A Change of Graduate Advisor Form must be completed. If the candidate changes their advisor and if appropriate, the candidate and the new advisor should review the approved Program of Study, make the necessary changes, and obtain the necessary approvals.

**Program of Study:** All candidates must have an approved Program of Study in their file prior to the end of the first semester of study. Your academic advisor (typically the advisor of your thesis or professional project) will assist the candidate with outlining and completing a Program of Study. Your thesis or professional program advisor and department chairperson must approve the Program of Study. Modifications to the Program of Study, after it has been approved, can be made only if the candidate, advisor of the thesis or professional project, and department chairperson 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 candidate may request to invalidate the initial Program of Study and submit a new Program of Study with the appropriate approvals.

### **GRADUATE COMMITTEE**

The graduate committee provides assistance to the candidate in planning and conducting research and writing the thesis or professional project. The candidate's committee is chaired by the advisor of the thesis or professional project (HCS faculty member with graduate status). Departmental graduate committees are comprised of at least three (3) total members (thesis committee includes a Dean's Representative). Candidates must form their Committees, in consultation with the Advisor of their thesis or professional project, and have the committee membership approved by the advisor of their thesis or professional project and department chairperson prior to the Thesis or Professional Project Proposal Defense.

As candidate's 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 advisor of the thesis or professional project and department chairperson.

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 or professional project).

### **PROPOSAL: THESIS or PROFESSIONAL PROJECT**

All students must submit a *proposal* including the concept and plans for a thesis or professional project. Students must seek feedback from their entire committee as they develop the proposal. Students should provide a copy of their proposal at least 2 weeks prior to the scheduled proposal defense. The proposal must be approved by the student's committee and placed in the student's file prior to the beginning of work on the research or professional project (Proposal Approved Form). If candidates plan to conduct original research, they may need to seek approval of the Institutional Review Board.

### **DEFENSE: THESIS or PROFESSIONAL PROJECT**

All students are required to orally defend the results of their thesis or professional project. Students should provide a final copy of their thesis or professional project at least 2 (two) weeks prior to the scheduled defense, to the members of their committee. The student's 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 should work with their thesis or professional project advisor in preparation for the defense. Persons who are not on the student's graduate committee may also attend the defense presentation.

### **THESIS or PROFESSIONAL PROJECT**

All candidates in both the ATM and HT programs must successfully complete a thesis or professional project as part of their degree requirements. The graduate student is responsible for all costs related to the research and writing of either the thesis or professional project.

### **FACULTY**

The Department of Human and Consumer Sciences faculty members represent diverse backgrounds. Graduate faculty members have varying research and scholarly interests. This diversity provides rich research and scholarly opportunities and potential for collaboration.

**Graduate Faculty Status** ~ *The following faculty members are eligible to chair master's thesis committees and professional projects and serve as major advisors to ATM and HT students :*

**Chen, Sandy C., Ph.D**

**Choi, Rebecca, Ph.D**

**Noh, Mijeong, Ph.D**

**Park-Poaps, Haesun, Ph.D**

**Paulins, V. Ann, Ph.D**

**VanDerveer, Beth., Ph.D**

**HCS Faculty** ~ *The following instructional faculty may serve as a member of a master's committee :*

**Ambrozy, Robin, MS**

**Brown, Donnie, MBA**

**Diebel, Lisa, MS**

**Gannon, Trina, MS**

**Stevenson, Thom, MA**

**Williams, Lisa, MS**

## **GENERAL REQUIREMENTS**

In addition to successfully completing the program requirements, students must adhere to the following policies and expectations to fulfill degree requirements:

- Concurrent Graduate/Undergraduate Registration  
<http://www.catalogs.ohio.edu/content.php?catoid=55&navoid=4216#concurrent>
- Students must maintain a cumulative GPA of 3.0 (on a 4.0 scale) in all graduate courses. A student earning less than 3.0 will be placed on academic probation the following semester (this includes summer sessions for which you enroll). If one's cumulative GPA is still below 3.0 at the end of the next semester, the student may be suspended for one year. The student may reapply; however, he or she must be able to demonstrate to the Graduate Committee a commitment to successfully complete a master's degree program.
- Students admitted conditionally must complete their first 15 hours of graded graduate course credit) with a minimum of a 3.0 GPA (refer to the Graduate Catalog, Admissions Conditions).
- All grades count toward your overall GPA, including courses that are repeated. Transfer grades do not calculate in your GPA. They must be a B or higher to transfer. Required courses are offered once or twice each academic year. These courses must be completed for graduation. As such, they will not be waived. Be sure to schedule required classes when they appear on the Course Offerings website or plan to take the course when it is offered a second time. The student should consult with their academic advisor (typically director) if unsure when specific courses are offered.



- Students must achieve a grade of C or better in any course to count toward graduation. A grade of C- in a required course or any course for which the earned hours are to be included toward total hours earned cannot be applied toward degree requirements and the course must be retaken. If a course must be repeated because of failure to earn the required C grade, both grades earned will figure into the total grade point average. The number of times a course can be retaken/repeated varies; check with your advisor to find out how many times a course can be retaken/repeated.
- Graduate courses may not be taken on a pass/fail basis.
- A faculty member may assign a grade of PR (course in Progress) upon the request from a student in advance for an extension if he or she couldn't complete the course work by the end of a semester. However, the student must file the request in writing and the approval must be granted by the faculty member prior to the assignment of a PR. A PR grade in any required course must be resolved before a degree can be awarded.
- If a grade of Incomplete (I) is received for a course, you must complete the work for the course within six (6) weeks into the next semester in which you are enrolled. Six weeks into the next enrolled semester, all incompletes will be converted to failing (F) grades.
- Permission to enroll in more than 18 hours in a specific semester must be obtained from the Graduate Chair (Department Chairperson) and the Dean of the College. Additional fees will be assessed to a student if he or she enrolls in more than 18 hours.
- Students having a thesis option must declare this intention with their graduate program leader. A thesis option requires 30 hours of course work which includes credit hours dedicated to the completion of the thesis. The thesis option is a research project guided by a committee consisting of at least three faculty members, one of which will serve as director/thesis advisor.
- The non-thesis option requires a minimum of 36 credit hours. If you select the non-thesis option, you are required to complete a professional project (refer to program criteria).
- There is a six-year time limit for all Human and Consumer Sciences students to complete a master's degree. The program of study outlined in the graduate catalog of a student's entry date into the University is the program followed. Students should work closely with their academic advisors to ensure that each semester they take the courses necessary to meet their graduation requirements. Each graduate student must apply for graduation through the graduation office and pay the application fee by the date indicated in the schedule of classes. Refer to the Graduate Catalog for additional information.

### **APPLYING FOR GRADUATION**

Students apply for graduation online <https://www.ohio.edu/registrar/grd.cfm>

The graduation fee is \$50.00 for Master's candidates. If you do not graduate in the semester for which you have applied, you must reapply for graduation. The reapplication fee is \$5.00.

Graduation ceremonies are held in the fall and spring semesters. If you would like to walk through the graduation ceremony, you may do so. However, you will need to reapply for the semester during which you intend to officially graduate.

## **GRADUATE STUDENT RESPONSIBILITIES**

The Office of Community Standards and Student Responsibility (CSSR) aims to advance the educational mission of Ohio University and the Division of Student Affairs by providing meaningful opportunities for students to learn what it means to be a member of the Ohio University community and the Bobcat Family. Each graduate student must meet the expectations. Visit: <https://www.ohio.edu/communitystandards/#>

### **Graduate Student Orientation**

To familiarize oneself with Ohio University, The Gladys W. and David H. Patton College of Education, and the Department of Human and Consumer Sciences, all entering graduate students are required to attend the Department Graduate Student Orientation. Students absent from the orientation may be removed from their academic program. An approved absence must be followed with an orientation meeting with the Program Leader prior to the end of the first week of the semester. The orientation will address many concerns shared by students and provide insight into the policies and procedures used at this institution. Following the orientation, each student should read the Department of Human and Consumer Sciences Graduate Student Handbook.

### **Registration**

During your first semester of enrollment all graduate students must meet with their temporary academic advisor prior to registration. Appointments with your advisor to review your courses before registration are required. Prior to the close of the first term, your Program of Study must be completed and submitted to your program leader and department chairperson.

Because all University mailings are sent to local addresses, you should provide your local address as soon as it is available to either the Registrar's Office, or Chubb Hall second floor, or the Graduate College, 220 Research and Technology Center. This information is critical for routine purposes (grade reports, class schedules, bills) as well as for emergencies. Visit: <https://www.ohio.edu/registrar/Register.cfm>

### **Identification Cards**

All members of the University community are required to possess valid identification cards. These ID cards are issued by the Office of Information Technology, located in the 112 Baker. If your ID card is lost or stolen: <https://www.ohio.edu/onecard/idcards/lost.cfm>

### **Class Attendance**

Class attendance is expected for all students in all classes. Situations where one might miss class should be resolved beforehand with the class instructor. Class times and scheduled requirements for each class have priority over all other University functions. Excessive absence (even University-excused absences) as determined by the instructor may inhibit a student's ability to successfully complete a course.

## **Student Code of Conduct Policy**

The University has a clear responsibility in the area of student conduct to protect and promote the pursuit of the Ohio University goals. Students are expected to obey federal, state, and local laws; in addition, they must abide by the rules and regulations of the University. The Student Code of Conduct sets forth those acts which constitute unacceptable conduct for graduate and undergraduate students of the University while on University-owned or controlled property. All alleged violations of the Student Code of Conduct may result in referral to the director of judiciaries. Please refer to: <https://www.ohio.edu/communitystandards/code-of-conduct.cfm> for the thorough version of the code.

## **THE PATTON COLLEGE**

### **The Gladys W. and David H. Patton College of Education**

The Gladys W. and David H. Patton College of Education provides learning-centered experiences that foster a diverse academic community. This community serves the economic and cultural needs of the region and benefits the state, nation and world by generating new knowledge and education future citizens and leaders. The Patton College of Education promotes the efforts of participants who, in concert with our educational partners, design and experiment with new practices, evaluate their impact, and share the results in all relevant arenas.

Through support of academic, scholarly, and service activities, The Patton College of Education promotes professional and personal growth of faculty and the expansion of knowledge in their respective disciplines. There is a commitment to provide a positive learning and work environment for students, faculty, and staff and an environment characterized by mutual respect and concern and one which is also accessible to individuals with special needs. The Patton College actively seeks to develop cultural and ethnic diversity among students, faculty, and staff. The Patton College of Education is dedicated to the development of the total student. The Patton College recognizes its responsibility to provide outreach programs which include continuing education for practicing professionals, as well as human services to the nearby community.

The Patton College of Education prepares undergraduate and graduate students for professional roles in a variety of settings: teacher education, human services, and research. The Patton College of Education is comprised of the following academic departments: Counseling and Higher Education, Educational Studies, Human and Consumer Sciences, Recreation and Sport Pedagogy, and Teacher Education. Centers and Partnerships within The Patton College include: Center for Higher Education, Center for Partnerships, Child Development Center, Coalition of Rural and Appalachian Schools (CORAS), Curriculum and Technology Center, George E. Hill Center, The Literacy Center and Southeast Ohio Center for Excellence in Mathematics and Science (SEOCEMS).

## **OHIO UNIVERSITY'S MISSION**

Ohio University is a public university providing a broad range of educational programs and services. As an academic community, Ohio University holds the intellectual and personal growth of the individual to be a central purpose. Its programs are designed to broaden perspectives, enrich awareness, deepen understanding, establish disciplined habits of thought, prepare for meaningful careers, and thus, to help develop individuals who are informed, responsible, productive citizens.