



Fall 2019

Dear Graduate Student:

Welcome to the Department of Textiles, Merchandising and Interiors. This handbook includes the graduate policies and requirements of our department and the Graduate School of the University of Georgia.

This handbook will answer questions about requirements for your degree programs and procedures for selecting a major professor and committee members. It includes examples of forms to submit to the graduate coordinator's assistant and other procedures to follow as you progress toward your degree. The TMI Graduate Handbook can also be found at [http://www.fcs.uga.edu/docs/tmi\\_graduate\\_handbook\\_2019.pdf](http://www.fcs.uga.edu/docs/tmi_graduate_handbook_2019.pdf).

The graduate faculty of the Department of Textiles, Merchandising and Interiors are dedicated to providing scholarly expertise and professional guidance throughout your graduate experience. *Our vision is to have internationally recognized graduate and undergraduate programs in Textiles, Merchandising and Interiors, to provide opportunities for the professional and personal development of our students resulting in leaders who enhance the quality of life, and to contribute significantly to the ever-changing body of knowledge in our disciplines.* Your acceptance into the graduate program is our confidence in your ability to succeed.

We are glad to have you as part of the TMI team. Best of luck in your graduate program endeavors.



**College of Family and  
Consumer Sciences**

*Textiles, Merchandising & Interiors*

**UNIVERSITY OF GEORGIA**



## INTRODUCTION

The objective of the graduate program in the Department of Textiles, Merchandising and Interiors is the education of professionals for industry, government, business, and academia. The TMI department offers graduate study leading to the Master of Science (M.S.) degree in Textiles, Merchandising and Interiors and the Doctor of Philosophy (Ph.D.) degree in Polymer Fiber and Textile Sciences and a PhD. Emphasis in International Merchandising.

This handbook outlines the basic requirements for the degrees, presents departmental policies with regard to the role of the major professor and the advisory committee, and provides guidelines of timely submission of required documents, completion of requirements and other information. **It is the student's responsibility to meet the departmental and graduate school requirements which are outlined in this handbook as well as the DEADLINES established by the Graduate School of the University of Georgia.**

Both the M.S. and the Ph.D. programs are structured to help students develop research skills. This is achieved through foundation courses in research methods and statistics (or depending on your focus areas a course in qualitative methods), individual involvement with faculty in ongoing research, and the completion of an original research project culminating in a M.S. thesis or a Ph.D. dissertation. Specialized courses in the department are designed to provide sound preparation in selected areas of study, and are supplemented with approved supporting course work in related fields outside the department.

While the development of research skills is a major component of graduate study, effective communication skills are equally important to your success in your graduate program and in your career. **TMI students are expected to speak and write English well.** Regardless of whether you are from the United States or whether you are an international student, you are encouraged to take advantage of the many available opportunities to improve your communication abilities. These include formal courses in English and speech, writing and speaking assignments in numerous TMI courses, opportunities to give presentation at professional meetings and daily interaction with other students whose native language may be different from your own.

## THE FACULTY

The TMI department has 13 faculty members, 10 of whom are members of the graduate faculty. In addition, there are three emeritus and two adjunct faculty members. It is necessary that students become acquainted with the faculty in their areas of research interest early in the first semester of enrollment. All of the graduate faculty members are interested in discussing with students their research interest and possible research topics. During the first semester in the program, students should meet with faculty members beyond those they have for courses or assistantship assignments so that a major professor and an advisory committee can be selected. The graduate and research faculty and their areas of research and teaching emphasis are listed in Appendix A. Additional information on faculty research can be found on the Departmental website.

## **MASTER PROGRAM TIMETABLE FOR COMPLETION**

**IT IS YOUR RESPONSIBILITY TO CHECK THE GRADUATE SCHOOL WEBSITE FOR DEADLINE DATES!** This responsibility does not belong to the Graduate Coordinator, Graduate Coordinator's Assistant, your Major Professor or the Department Head. The dates can be found on the Graduate School website at:

<http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

**ALL FORMS SHOULD BE SUBMITTED TO THE GRADUATE COORDINATOR'S ASSISTANT SO THAT COPIES CAN BE MADE FOR YOUR FOLDER AND THEN SHE WILL SUBMIT TO THE GRADUATE SCHOOL.**



### **Departmental Forms:**

<http://www.fcs.uga.edu/tmi/graduate-master-of-science-forms>

### **Graduate School Forms:**

<http://grad.uga.edu/index.php/current-students/forms/>

### **FIRST YEAR – END OF FIRST SEMSTER**

**Major Professor Form**– make appointments with the faculty in your focus areas to discuss their research and your interests. TMI graduate faculty have research expertise in one or more of the focus areas:

Historic/Cultural

Interior Environments

Merchandising/International Trade

Fiber, Polymer and Textile Sciences

**This is a departmental form and should be submitted to the graduate coordinator's assistant. Copy of this form is at the back of this handbook.**

### **FIRST YEAR – END OF FIRST SEMSTER**

**Formation of Advisory Committee**- discuss with your major professor to select other Graduate Faculty to serve on your Advisory Committee. **This form is on the Graduate School website and a copy of this form is at the back of handbook and should be submitted to the graduate coordinator's assistant.**

## **SECOND YEAR – END OF FIRST SEMSTER**

**Program of Study Form-** discuss with your Major Professor and Advisory Committee to complete this form. **This form is on the Graduate School website and a copy of this form is at the back of handbook and should be submitted to the graduate coordinator’s assistant.**

**Thesis Proposal Meeting-** beginning the 1<sup>st</sup> semester of the 2<sup>nd</sup> year (if not sooner). **This is a departmental form and should be submitted to the graduate coordinator’s assistant. A copy of this form is at the back of this handbook.**

**IRB (Institutional Review Board) approval form for use of Human Subjects in Research.**

**“Master’s thesis or a Doctoral dissertation research using human subjects is considered research and must be approved by the IRB. Failing to obtain approval may result in disqualification of these activities in application towards a degree.” “The IRB recommends submission for IRB review only after the appropriate committees have conducted the necessary scientific review and approved the research proposal” (from IRB Application, page 4). Consult your Advisory Committee.**

Beginning the 1<sup>st</sup> semester of the 2<sup>nd</sup> year (or sooner), complete IRB application and give approval letter to the graduate coordinator’s assistant. <https://research.uga.edu/hso/eresearch-portal-irb/>

**Master’s thesis research and writing** – work closely with your major professor in this process. Meet deadlines established.

**Apply for graduation** – Forward email confirmation to Dr. Sharma (ssharma@uga.edu). The deadline date is typically the end of the first week of classes of the semester you plan to graduate. Check the Graduate School website for the deadline dates.

**Additional forms on the Graduate School website to be submitted to the graduate coordinator’s assistant:**  
**Approval form for Master’s Thesis and Final Oral Examination**  
**Electronic Thesis and Dissertation Submission Approval Form**

## **MASTER OF SCIENCE DEGREE PROGRAM**

Most students complete their M.S. degree in two years. **M.S. students are required to complete a minimum of 24 semester hours of course work and six semester hours of Master’s Thesis (TMXI 7300).** Undergraduate courses do not count in the minimum. Typically, the program plan that is developed by your Major Professor and Advisory Committee will require more than the minimum hours of course work and thesis hours. At least one half of the graduate credit hours (exclusive of thesis) must consist of University of Georgia courses that are open only to graduate students. A thesis is required for the M.S. degree.

Depending on your undergraduate major and previous course work, **you may be required to complete undergraduate courses or their equivalents (this may include Chemistry, Textiles, and Textile Testing)** while you are enrolled in the graduate program, and completion of these courses may be required prior to

enrollment in specific graduate courses. Undergraduate credit hours do not count toward your graduate degree and are not listed on the program of study.

The rest of your graduate course work depends on your focus area, thesis research topic, and guidance from your Major Professor and Advisory Committee. Graduate courses outside of the department (business, history, consumer economics, chemistry, biochemistry, statistics, sociology, and other areas) are encouraged depending on your focus area and may be required by your Major Professor.

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TXMI 6520 (Apparel and Textile Economics) is not required for students who have completed TXMI 4250 or equivalent prior to enrollment in the M.S. program.

As of January 2019, students in the Merchandising/International Trade focus area, in consultation with their major professor, may take a Quantitative/Qualitative Research course (approved by the Major Professor) in place of STAT 6220.

## **FOCUS AREA**

Students in the M.S. program are required to select one of the four areas of focus within the department. At least three courses within the selected focus area must be completed. In addition to core courses and the selected focus area, courses may be selected from other TMI areas and from related areas throughout the University, as approved the student's major professor and the advising committee.

The four focus areas and courses within each are as follows:

- **Historic & Cultural Aspects of Dress**
- **Interior Environment**
- **Merchandising & International Trade**
- **Polymer, Fiber and Textile Sciences**

## **HISTORIC/CULTURAL DRESS AND TEXTILES**



Graduate students develop an understanding of the historical development of the apparel industries and the evolution of apparel style changes over time. Students learn about the preservation of historic clothing through the historic clothing and textiles collection maintained between FACS and the Special Collections Library. An appreciation for the socio-psychological functions of dress and how the history of art and architecture relate to the history of apparel and textile dressing is also explored. Students also have an opportunity to conduct research

related to aspects of clothing in popular culture, world dress and textiles, and fashion theory. Students focusing on cultural dress and textiles learn about the construction and expression of cultural identity through analyzing global dress practices and develop an awareness of the social, political aspects of material culture. All students in the M.S. program in Textiles, Merchandising and Interiors are required to complete the following:

### CORE REQUIREMENTS

STAT 6210	Statistical Methods I	3 h
STAT 6220	Statistical Methods II	3 h
TXMI 6520	Apparel and Textile Economics	3 h
TXMI 7300	Master's Thesis	6 h
TXMI 8050	Research Methods	3 h
TXMI 8900*	Seminar	3-4 h

Depending on your undergraduate major and previous course work, **you may be required to complete undergraduate courses or their equivalents (this may include Textiles, and Textile Testing)** while you are enrolled in the graduate program. Completion of these courses may be required prior to enrollment in specific graduate courses. Undergraduate credit hours do not count toward your graduate degree and are not listed on the program of study.

### COURSES TO SELECT FROM INCLUDE:

TXMI 6120	Product Standards and Quality Analysis
TXMI 6160	Product Development in the Textiles and Apparel Industries
TXMI 6230	Dress, Culture and Society
TXMI 6250	Merchandising Theories and Methodologies
TXMI 6260	Apparel Trade and International Retailing
TXMI 6290	History of Dress and Fashion: 19 <sup>th</sup> Century to the Present
TXMI 6330	American Historic House Museums
TXMI 6540	International Textiles and Apparel
TXMI 6580	History of World Textiles
TXMI 7240	Retailing of Apparel and Textiles
TXMI 7270	E-tailing in Apparel and Textiles
TXMI 7810	Historic Collection Management

## INTERIOR ENVIRONMENTS



Students in Interior Environments develop an understanding of developing and maintaining sustainable interior environments. Students learn to apply design theory and housing theory to diverse everyday applications. An appreciation of the practical application of sustainability, housing and interior design research in our everyday lives is also developed. A special emphasis is focused on specialized knowledge and skills to prepare students for leadership roles in developing and maintaining sustainable indoor spaces that will create a positive social, environmental and economical impact. All students in the M.S. program in Textiles, Merchandising and Interiors are required to complete the following:

### CORE REQUIREMENTS

STAT 6210	Statistical Methods I	3 h
STAT 6220	Statistical Methods II	3 h
TXMI 6520	Apparel and Textile Economics	3 h
TXMI 7300	Master's Thesis	6 h
TXMI 8050	Research Methods	3 h
TXMI 8900*	Seminar	3-4 h

Depending on your undergraduate major and previous course work, **you may be required to complete undergraduate courses or their equivalents (this may include Textiles, and Textile Testing)** while you are enrolled in the graduate program. Completion of these courses may be required prior to enrollment in specific graduate courses. Undergraduate credit hours do not count toward your graduate degree and are not listed on the program of study.

### COURSES TO SELECT FROM INCLUDE:

ENGR 6660	Sustainable Building Design
LAND 6040	Community and Place
LAND 6540	Ideas of Community and Place
LAND 6730	Issues and Practices in Sustainable Design
HACE 6300	Advanced Housing Theory
HACE 6350	Household Technology & Systems
HACE 8100	Theory of Households and Markets I
HIPR 6350	Building Materials and Conservation
TXMI 6300**	Sustainable and Universal Design Studio



TXMI 6370**	Contemporary Homes and Furnishings
TXMI 6350	History of Design, Interiors, and Furnishings I
TXMI 6360	Decorative Arts and Antiques
TXMI 6380	Interior Fabrics and Materials: Specifications & Estimations
TXMI 6900	Special Topics
TXMI 7320	Professional Practices in Residential Design
TXMI 7310**	Advanced Residential Design Methods
TXMI 9010	Directed Research

\*\*Students with a BSFCS in Furnishings and Interiors cannot take these courses at the graduate level, as they will have taken them in their undergraduate program of study.

## MERCHANDISING AND INTERNATIONAL TRADE



Graduate students in Merchandising/International Trade develop an understanding of the factors affecting the market structures and functioning of the segments of the textile, apparel, and related industries and interrelationships among those segments. Students learn to apply economic and business consumers of apparel and textiles, concepts, principles, and methodologies to the analysis of international textiles/apparel production, trade, and retailing within a global economy. An appreciation for various issues related to clothing and human behavior and associated cultural diversity issues are also developed. All students in the M.S. program in Textile, Merchandising and Interiors are required to complete the following:

### CORE REQUIREMENTS

STAT 6210	Statistical Methods I	3 h
STAT 6220	Statistical Methods II	3 h
TXMI 6520	Apparel and Textile Economics	3 h
TXMI 7300	Master's Thesis	6 h
TXMI 8050	Research Methods	3 h
TXMI 8900*	Seminar	3-4 h

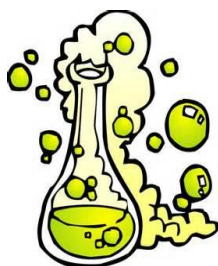
Depending on your undergraduate major and previous course work, **you may be required to complete undergraduate courses or their equivalents (this may include Textiles, and Textile Testing)** while you are

enrolled in the graduate program. Completion of these courses may be required prior to enrollment in specific graduate courses. Undergraduate credit hours do not count toward your graduate degree and are not listed on the program of study.

### **COURSES TO SELECT FROM INCLUDE:**

TXMI 6120	Product Standards and Quality Analysis
TXMI 6160	Product Development in the Textiles and Apparel Industries
TXMI 6230	Dress, Culture and Society
TXMI 6240	Fashion Promotion and Visual Merchandising
TXMI 6250	Merchandising Theories and Methodologies
TXMI 6260	Apparel Trade and International Retailing
TXMI 6270	History of Dress: Antiquity to 19 <sup>th</sup> Century
TXMI 6290	History of Dress and Fashion: 19 <sup>th</sup> Century to the Present
TXMI 6540	International Textiles and Apparel
TXMI 6580	History of World Textiles
TXMI 7240	Retailing of Apparel and Textiles
TXMI 7270	E-tailing in Apparel and Textiles
TXMI 8260	Advanced Topics in Consumer Behavior
TXMI 8270	Merchandising Theories and Methodologies

### **POLYMER, FIBER AND TEXTILE SCIENCES**



The Polymer, Fiber and Textile Sciences Graduate Program has as its main goal of educating and training the professionals for careers in industry, government, business or academia. For the M.S. degree, the department offers research opportunities in the following areas: polymers and fibers; testing and analysis; environmental aspects of polymers, fibers and textiles; functional textiles; nanostructured materials and biomaterials. Additionally, students may pursue numerous areas of interdisciplinary research. The department maintains excellent laboratories with the state-of-the-art instrumentation for conducting research. Research in polymer, fiber and textile sciences is well supported by the university, by federal and private grants, and by gifts from industry and by state initiatives. All students in the M.S. program in Textiles, Merchandising and Interiors are required to complete the following:

## CORE REQUIREMENTS

STAT 6210	Statistical Methods I	3 h
STAT 6220	Statistical Methods II	3 h
TXMI 6520	Apparel and Textile Economics	3 h
TXMI 7000	Master's Research	6 h
TXMI 7300	Master's Thesis	6 h
TXMI 8050	Research Methods	3 h
TXMI 8900*	Graduate Seminar	3-4 h

## COURSES TO SELECT (12 CREDIT HOURS) INCLUDE:

TXMI 6150	Nonwovens Science and Technology	3 h
TXMI 6160	Product Development in the Textiles and Apparel Industries	3 h
TXMI 8000	Biomaterials based on Polymers, Fibers and Textiles	3 h
TXMI 8120	Polymer Science	3 h
TXMI 8130	Chemical and Instrumental Analysis of Polymers and Fibers	3 h
TXMI 8180	Physics of Polymer and Fiber Structures	3 h

### \* Seminar arrangement:

- 2-3 external invited speakers
- 2-3 internal (UGA) invited speakers
- student seminars including post docs: 5
- how many seminars students require—1 seminar about research before defense (avoid defense semester): first at the beginning about literature compilation of research and one near end about findings
- In total 11 seminars

Masters students take seminar class every semester of the graduate program. Masters students attend seminars and present their research work (at least one seminar: based on their research data). The seminars cannot be delivered during the semester of the thesis/dissertation defense.

## **CHANGING AREA OF FOCUS (11/5/05)**

Graduate students are accepted for the Master of Science degree in Textiles, Merchandising and Interiors based on an evaluation of their personal statement, academic credentials, experience and satisfactory GRE/TOEFL scores. Admission into the department is granted within one of four specific focus areas:

Fiber, Polymer and Textile Sciences  
 Merchandising/International Trade  
 Historic/Cultural Dress  
 Textiles or Sustainable Interior Environments

Should a student wish to change their focus area after they have been accepted into the program, they should generate a new statement of goals and submit it with a letter of request to the department head with a copy to the graduate coordinator. The request and goals statement, along with the student's original application materials, will be reviewed by the graduate faculty with expertise in the area and voted on by the graduate faculty in this area.

## **ENROLLMENT POLICY**

All enrolled students pursuing graduate degrees at the University of Georgia must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least two semesters per academic year (Fall, Spring, Summer) until the degree is attained or status as a degree-seeking graduate student is terminated. Doctoral students who have advanced to candidacy will be allowed to register at a rate equivalent to the prevailing in-state tuition rate. Thesis-master's students who have satisfactorily completed all required courses and submitted the out-of-state waiver form by the appropriate date will be allowed to register at a rate equivalent to the prevailing in-state rate. The waiver request form must be submitted by the last day of classes the semester preceding the effective semester. Visit the Graduate School website for further information on this policy.

## **RESIDENCE REQUIREMENT**

All but six hours of course credits must be taken on official University of Georgia campuses. This is defined as any course for which registration takes place through the Athena system so that they appear on the student's official transcript without a manual transfer process, and any courses taken under the cross-registration policy (<https://reg.uga.edu/enrollment-and-registration/registration/arche/>).

## **SELECTION OF A MAJOR PROFESSOR**

In the M.S. program, the major professor serves as an academic advisor to the student, provides direction in planning the student's program of study, and guide in planning and carrying out research. The major professor serves as chair of the student's advisory committee, and must be a member of the graduate faculty. In selecting a major professor, it is the student's responsibility to meet with members of the TMI graduate faculty and other

research faculty to discuss research interests and areas of faculty expertise. Generally the selection of a major professor is based on mutual research interest and the willingness of the student and faculty member to work together. The student is instrumental in the formation of an advisory committee and in the development of the student's program of study, as well as in the direction of thesis research. The committee consists of the major professor and two additional graduate faculty members. The major professor and at least one of the other members of the committee must be members or provisional members of the graduate faculty. Only faculty members of the rank of assistant professor or above, or the equivalent, are permitted to serve as committee members. You must complete the TMI form printed in the back of this handbook and return to the Graduate Coordinator's Assistant. **For timely completion of the M.S. program, students must select a major professor by the end of their first semester.**

## **THE ADVISORY COMMITTEE**

Soon after the major professor is selected, the student should consult the major professor and mutually agree on faculty members that will be invited to serve on the advisory committee. The M.S. advisory committee consists of a minimum of three graduate faculty members, including the major professor, who chairs the committee. The major professor and at least one other member of the advisory committee must be TMI faculty members, who are members of the graduate faculty. Only faculty members of the rank of assistant professor or above, or the equivalent, are permitted to serve as committee members. Adjunct faculty in TMI who are not graduate faculty may serve as advisory committee members on an ex-officio basis. Such members are in addition to the required members.

For M.S. students, the advisory committee must be appointed before the end of the first semester of enrollment. Fill out the **Advisory Committee Form** available on the Graduate School Grad Status website at [gradstatus.uga.edu](http://gradstatus.uga.edu); Click on Forms, then click on Advisory Committee (G130). Complete and submit the form. A notification email will be sent to the Graduate Coordinator informing him of your submission. Once approved the form will be forwarded to the Graduate School Enrolled Student Services Office. Upon their approval you will be notified and a copy of your approved form will be placed in your TMI file.

An Advisory Committee chaired by the major professor plays a crucial role in the student's success in the program, at both the M.S. and Ph.D. levels. Advisory Committee members may be selected based on their research or teaching expertise. Based on the student's research goals, the committee works with the students to customize a program of study, which meets Department and University requirements and is designed to prepare the student to carry out the research program and meet the student's professional goals. In addition to planning and approving the program of study, the committee advises the student throughout the thesis research. For M.S. students, the committee reads and approves the thesis and administer the final defense. **For timely completion of the M.S. degree, students must select a major professor and an advisory committee by the end of the first semester of enrollment.**

## PROGRAM OF STUDY

For both M.S. and Ph.D. degrees, a program of study for the degree, listing the courses to be taken to satisfy the degree requirements, should be developed by the student, major professor, and advisory committee as soon as possible after the major professor and advisory committee are selected. The major professor and advisory committee, in consultation with the student, plan the student's program of study. The program of study must meet the requirements for the degree as previously specified in this handbook and must be approved by the major professor, advisory committee and graduate coordinator before being submitted to the Graduate School. Students are required to complete a minimum of 30 semester hours of graduate credit. This include a minimum of 12 semester hours of course work and six semester hours of thesis research (TXMI 7300). Typically, the program plan will require more than the minimum hours of course work and thesis hours. At least one-half of the graduate credit hours (exclusive of thesis, TXMI 7300) must consist of University of Georgia courses that are open only to graduate students. This means that split-level courses (i.e., joint undergraduate/graduate courses, numbers 4000/6000 or 5000/7000 level, in which undergraduate students are enrolled), cannot be counted toward the credit hours that are open only to graduate students. Required undergraduate courses in Textiles, and Textile Testing do not count in the 30 credit hour minimum; these may be listed only under departmental requirements, and may not be counted toward degree requirements.

*The Program of Study for Master of Arts and Master of Science Candidates form* must be approved by the Graduate Dean prior to the completion of the M.S. degree. See Graduate School Deadlines at

<http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

Submit forms to the graduate coordinator's assistant and she will forward to graduate school.

**It is the student's responsibility to make sure that the form is received by the graduate coordinator's assistant in time to make the Graduate School deadline. This means that it will need two days to process through campus mail.**

**If you submit after this time you will need to walk it to the Graduate School.**

If you make any changes to your Program of Study, (i.e., take a courses not listed on the Program of Study or not enrolled in a listed course) then complete the Recommended Change of Program Study form and submit it to the graduate coordinator's assistant. (See form in back of handbook).

[http://grad.uga.edu/wp-content/uploads/2014/11/body\\_recochgprog.pdf](http://grad.uga.edu/wp-content/uploads/2014/11/body_recochgprog.pdf)

## **SATISFACTORY PROGRESS**

No U (Unsatisfactory) grade or grade below a C is acceptable for a course included on a program of study. To be eligible for graduation, a student must maintain at least a 3.0 average on all courses on the program of study and on all graduate courses taken. Student may retake a course one time. Students may be dismissed by the department at the end of any semester if they have not made sufficient academic progress towards graduation. Lack of adequate progress toward the completion of the degree, or a student who is placed on academic probation may result in termination of assistantship. Students may be dismissed by their department at the end of any semester if they have not made sufficient academic progress toward graduation.

## **EVALUATION**

Each semester the student's progress toward obtaining the desired degree will be evaluated. A student who is not making adequate progress or is having difficulty completing major courses may be dismissed from the graduate program.

Adequate progress is defined as successful completion of required courses and courses on the student's program of study; meeting guidelines proposed in the department's graduate handbook, and continued completion of the degree requirements. If all degree requirements have not been met by the end of the last day of exams of the semester, the student must register the following semester for at least 3 hours of credit.

Each semester the student's progress toward obtaining the desired degree will be evaluated by the advisory committee. Students will submit a written report one week in advance before the face-to-face meeting with the advisory committee. The Student Activity Report (SAR) will comprise accomplishments (e.g., publications, conference presentations). The graduate student assessment format developed by the department will be used during face-to-face interaction.

## **STUDENT'S RESPONSIBILITY**

While the major professor and other graduate faculty provide direction, guidance and support to the student, the student is responsible for meeting all deadlines with regard to selection of the major professor, appointment of the advisory committee, submission of the program of study, completion of thesis, and the final oral defense. It is the responsibility of the student to ensure that all degree requirements have been met.

## **RESEARCH PROPOSAL**

A proposal for research which will be conducted for the M.S. thesis must be completed by the student and submitted to the student's major professor, advisory committee, and the graduate coordinator. In addition to a written



proposal, the proposal should be presented orally at a meeting of the committee. At that time, members of the committee may ask questions and suggest or require changes in the research plan. Consult with your major professor about preparation of your research proposal.

The research proposal should contain the following:

1. Introduction – statement of the overall problem and objective or long-term goal of the proposed research.
2. Literature review – a survey of the most essential previous work and description of the current research status of this subject.
3. Rationale- the justification for conducting this research and the reasons for the proposed approach to the problem.
4. Methods and Procedures – a description of the proposed research procedure and methods of analysis.
5. Timeline – a tentative schedule for completion of the research, preparation of the thesis or dissertation, and final oral exam.

Once a student completes his/her research proposal presentation to the Advisory Committee, the student will be asked to leave the room so that the committee can evaluate the research proposal. At that time the Committee will discuss changes and suggestions for strengthening the research proposal before proceeding with the research.

The research proposal is evaluated by the major professor and advisory committee, which may recommend approval, approval with revisions, or not acceptable. If revisions are required or if the proposal is not acceptable, the student should work with the advisory committee and major professor to develop an acceptable proposal. **After the proposal has received the approval of the advisory committee, it must be approved by the graduate coordinator.** Submit TMI Departmental Form for Approval of Research proposal for:

Master's Thesis [http://www.fcs.uga.edu/docs/thesis\\_proposal1.pdf](http://www.fcs.uga.edu/docs/thesis_proposal1.pdf)

Ph.D. Dissertation [http://www.fcs.uga.edu/docs/dissertation\\_proposal.pdf](http://www.fcs.uga.edu/docs/dissertation_proposal.pdf).

Copies of these forms are in the back of this handbook.

## **RESEARCH USING HUMAN SUBJECTS AND IRB APPROVAL**

At the University of Georgia (UGA), all human subject research activities come under the review and oversight of the Human Subjects Office and the Institutional Review Board, irrespective of whether the research is funded or non-funded, minimal risk or more. The human subject policies apply to all UGA affiliated faculty, staff, and students conducting human subjects research on or off-campus (domestic or international sites) as well as visitors conducting research at UGA.

The IRB is charged with the responsibility of protecting the rights and welfare of human subjects. Go to the IRB website to understand policies and procedures before submitting your application for approval. The website is <https://research.uga.edu/portal/researchers/>.



## APPLICATION FOR GRADUATION

An application for graduation must be filed with the Graduate School no later than Friday of the first full week of classes the semester in which you plan to graduate. See deadline dates.

<http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>.

## FINAL REGISTRATION REQUIREMENT

Students must be registered at the University of Georgia for a minimum of three hours of credit the semester in which they complete all degree requirements. Once degree requirements have been completed, no further registration is required, even if the official graduation date is in a following semester.

## THESIS

Students in the M.S. program are required to complete a thesis, and students in the Ph.D. program are required to complete a dissertation. **Master's students must register for a minimum of six semester hours of thesis, under the course number TXMI 7300. The maximum number of thesis hours (TXMI 7300) for which students may enroll is 33.**

The thesis is based on the student's original research, which must show independent judgment in developing a problem. The thesis research is conducted under the direction of the major professor and in consultation with the advisory committee, based on a previously approved research proposal. The major professor has the primary responsibility for guiding this research, but the student should consult all members of the advisory committee to draw upon their expertise in relevant areas. Publications (published, under review, or ready for submission manuscripts) of Masters research in referred journals before graduation is expected.

The format for the thesis should follow the recommended guidelines of the Graduate School and other recommendations of the student's major professor and advisory committee. The approved research proposal should serve as the framework for writing the thesis. The Graduate school guidelines are presented in a document entitled *University of Georgia Guidelines for Completion of Thesis and Dissertation* which is available from the Graduate School through its web site.

<http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>

It is recommended that the student provides each member of the advisory committee with a timetable and schedule for the completion of the thesis early in the planning process, and that the timetable be updated as needed. When the major professor is satisfied with the completed thesis, he/she will indicate his/her approval and give permission for its distribution to the advisory committee. It may take several drafts/rewrites of the components of a thesis before it is approved by the Major Professor for submission to the Advisory Committee. **A thesis typically includes six**

**chapters: Introduction, Review of Literature, Methodology, Results and Discussion, Conclusion and Future. Most Master's thesis range from 50 to 100 pages.**

The student is required to provide a complete draft of the thesis or dissertation to **each member** of the committee. **For Master's students, delivery must be done two weeks before the anticipated date of the oral defense.** Each member of the committee will indicate their approval of the thesis by signing the Graduate School approval form. The thesis or dissertation must be approved by the committee prior to the final oral examination. If the committee does not approve the thesis or dissertation the major professor will notify the student and Graduate Coordinator, who will notify the Graduate School. APPROVAL FORM FOR MASTER'S THESIS, DEFENSE, and AND FINAL EXAMINATION MASTER OF ARTS AND MASTER OF SCIENCE CANDIDATES (3 pages: includes ETD Submitting Approval Form). Once the thesis has been approved by the Advisory Committee a Final Oral Defense must be planned.

## **FINAL ORAL DEFENSE**

After the thesis is approved, a final oral defense of the thesis must be conducted. The student gives a brief presentation about the thesis content and findings. The final oral defense is administered by the members of the student's advisory committee, with the major professor as chairman. Members of the advisory committee must be present at the examination. The department head and graduate coordinator will serve as ex-officio members of the committee. The final oral examination/defense may cover course work and the thesis.

An approval form for Master's thesis and final oral examination/defense must be submitted, showing approval by the major professor and members of the advisory committee. This form is submitted with submission of the Master's Thesis APPROVAL FORM FOR MASTER'S THESIS, DEFENSE, AND FINAL EXAMINATION MASTER OF ART AND MASTER OF SCIENCE CANDIDATES (3 pages: includes ETD Submission Approval form) and ELECTRONIC THESIS AND DISSERTATION (ETD) SUBMISSION APPROVAL FORM. These are available on the Graduate School Websites. <http://grad.uga.edu/index.php/current-students/forms/>

Once the final oral defense has been passed and revisions made and approved by the student's major professor, format checks must be conducted before the deadline and corrections made as needed before submitting the approved thesis electronically by the DEADLINE. These deadline dates are posted on the Graduate School website; it is the Student's responsibility to be aware of all deadline dates. One paper copy each must also be provided to the TMI department, the major professor, and each member of the advisory committee.

## **STUDENT'S RESPONSIBILITY**

While the major professor and other graduate faculty provide direction, guidance and support to the student, the student is responsible for meeting deadlines with regard to selection of the major professor, appointment of the advisory committee, submission of the program of study, completion of the comprehensive exams (Ph.D. students only), admission to candidacy (PhD. Students only), application for graduation, completion and submission of the research prospectus/proposal, thesis or dissertation, and the final oral examination or defense. It is the responsibility of the student to ensure that all degree requirements have been met.

## **THE PhD IN POLYMER, FIBER AND TEXTILE SCIENCES**

At the University of Georgia, graduate study at the Ph.D. level has been established for the purpose of providing qualified students with the opportunity to pursue research and other scholarly activities beyond the point that is possible in programs for the Master's degree. The University standard is that the Ph.D. degree is granted in recognition of proficiency in research, breadth and soundness of scholarship, and thorough acquaintance with a specific field of knowledge.

The Ph.D. program in Polymer, Fiber and Textile Sciences at The University of Georgia is for individuals who wish to pursue research in the frontier of the discipline. Students initiate and conduct research related to the theory and application of physical, chemical, and environmental principles influencing properties of polymeric and fibrous products. The program includes a minimum of 30 hours of coursework in the major areas, 9-12 hours in a supporting area such as chemistry, biochemistry, physics, engineering, biology, microbiology, or environmental sciences, plus courses in statistics and research methods. The program of study may be individualized to meet the goals of the student, and is developed jointly by the student, major professor, and advisory committee. A dissertation is an integral component of the program.

### **Core Requirements**

All graduate students in the Department of Textiles, Merchandising and Interiors are required to complete the following CORE REQUIREMENTS:

Course Number	Course Title	Credit Hours
TXMI 8120	Polymer Science	3
TXMI 8180	Physics of Polymer and Fiber Structures	3
TXMI 8130	Chemical and Instrumental Analysis of Polymers and Fibers	3
TXMI 8000	Biomaterials based on Polymers, Fibers and Textiles	3
TXMI 8900*	Graduate Seminar (for 8 semesters)	8
TXMI 9300	Dissertation	6
TXMI 9000	Doctoral Research <sup>1</sup>	3-9

<sup>1</sup>At least 25 h for the program (recommended 3-5 for the first two semesters, and 6-9 h for the following semesters)

#### **Seminar arrangement:**

- 2-3 external invited speakers
- 2-3 internal (UGA) invited speakers
- students seminars including post docs: 5
- how many seminars students require—2 seminars about research before defense (avoid defense semester): first at the beginning about literature compilation of research and one near end about findings
- In total 11 seminars

Ph.D. students take seminar class every semester of the graduate program. PhD students attend seminars and present their research work (at least two seminars: one on literature overview of the selected research topics in the first semester and another one on the student's research results). The literature and student's research results seminars cannot be combined in the same semester. The seminars cannot be delivered during the semester of the thesis/dissertation defense.

**Total core: 51 h**

Supporting courses in chemistry, physics, biological sciences, engineering, mathematics, statistics, or environmental sciences; TXMI 8050 Research Methods. Minimum 6 h at 8000 level

**Total supporting: 9 h minimum.** Also courses in statistics, namely STAT 6210 or 6220 or STAT 6310 and 6320, or two more advanced statistics course that are approved by the student's committee. The student's committee typically requires that course work extend beyond the stated minimum number of credit hours.

**Total core + supporting: 60 h minimum**

**Prerequisites:** Undergrad course in General Chemistry and Organic Chemistry plus one of the following (Analytical Chemistry, Physical Chemistry or Chemical Thermodynamics).

Depending on your undergraduate major and or Master's degree or previous course work, **you may be required to complete undergraduate course (this may include Chemistry, Textiles, and Textile Testing)** while you are enrolled in the Ph.D. program, and completion of these courses may be required prior to enrollment in graduate courses. Undergraduate credit hours do count toward your graduate degree and are not listed on the program of study.

A minimum of one half of the graduate credit hours (exclusive of dissertation) must consist of University of Georgia course that are open only to graduate students. This means that split-level course (i.e., joint undergraduate/graduate course, number 4000/6000 or 5000/7000 levels) in which undergraduates are enrolled, cannot be counted toward the credit hours that are open only to graduate students. In agreement with University of Georgia policy, split-level course are not normally used to provide the core requirements of the graduate program. Split-level course may be used as electives, or supporting coursework; with the approval of the student's advisor y committee.

Granting of the PhD. Degree presupposes a minimum of three full years of study beyond the bachelor's degree. At least two consecutive semesters of full-time enrollment for a minimum of 30 hours of consecutive course work included on the program of study must be spent in resident study at the University of Georgia. Neither undergraduate courses taken to fulfill skills requirements nor courses listed on the program of study as departmental requirements to remove deficiencies at the undergraduate or graduate level are calculated in the 30 consecutive hours of resident credit.

## **UNIVERISTY OF GEORGIA GRADUATE ENROLLMENT POLICY**

All enrolled students pursuing graduate degrees at the University of Georgia must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for

a minimum of three (3) credits in at least two semesters per academic year (Fall, Spring, Summer) until the degree is attained or status as a degree-seeking graduate student is terminated. Doctoral students who have advanced to candidacy will be allowed to register at a rate equivalent to the prevailing in-state tuition rate. Thesis-Masters students who have satisfactorily completed all required courses and submitted the out-of-state waiver form by the appropriate date will be allowed to register at a rate equivalent to the prevailing in-state rate. The waiver required form must be submitted the last day of classes for the semester preceding the elective semester. Form is in the appendix of this handbook and can be found on the Graduate School website: [http://grad.uga.edu/wp-content/uploads/2014/09/oos\\_waiver.pdf](http://grad.uga.edu/wp-content/uploads/2014/09/oos_waiver.pdf)

## **UNIVERSITY OF GEORGIA RESIDENCE REQUIREMENT**

**Doctoral Degrees.** The residence requirement for the Doctor of Philosophy degree and the Doctor of Public Health is interpreted as 30 hours of consecutive graduate course work that is included on the program of study. A break in residence is not incurred if a student elects not to register for the summer term; however, if the student does register for a course on the program of study during the summer, that course may be used toward the residence requirements.

## **SELECTION OF THE MAJOR PROFESSOR**

In the Ph.D. program, **the major professor serves as academic advisor to the student**, providing direction in planning the student's program of study and guidance in planning and carrying out research. The **major professor serves as chair of the student's advisory committee**, and must be a member of the graduate faculty.

In selecting a major professor, it is the student's responsibility to meet with members of the TMI graduate faculty and other research faculty to discuss research interests and areas of faculty expertise. A list of the graduate faculty is in the appendix of this handbook. Generally the selection of a major professor is based on mutual research interests and the willingness of the student and faculty member to work together. The student is instrumental in the formation of an advisory committee and in the development of the student's program of study, as well as in the direction of dissertation research.

**Ph.D. students must select a major professor and an advisory committee no later than the end of the first year of enrollment.**

After the faculty member agrees to serve as major professor, the student must provide written notification of the selection by submitting the departmental form to graduate coordinator's assistant.

[http://www.fcs.uga.edu/docs/majorprofessor\\_phd.pdf](http://www.fcs.uga.edu/docs/majorprofessor_phd.pdf) (copy in back of this handbook)

Failure to select a major professor in a timely manner will certainly delay the student's progress toward the degree, and may result in dismissal from the program. Until the major professor is selected, the graduate coordinator serves as the student's advisor.

## THE ADVISORY COMMITTEE

An Advisory Committee chaired by the major professor plays a crucial role in the student's success in the program, at both the M.S. and Ph.D. levels:

- Individual committee members whose areas of expertise complement the research interest of the student function together to help the student define and clarify a research area.
- Based on the students' research goals, the committee works with the student to customize a program of study which meets Departmental and University requirements and is designed to prepare the student to carry out the research program and meet the student's professional goals.
- In addition to planning and approving the program of study, the committee advises the student throughout the dissertation research.
- In the case of Ph.D. students, the committee is responsible for planning, preparing, and evaluating the comprehensive examination.
- The committee reads and approves the dissertation and administers the final examination.

Soon after the major professor is selected the student should consult the major professor and mutually agree on faculty members that will be invited to serve on the advisory committee. The committee appointment is officially made by the Dean of the Graduate School, on the recommendation of the Graduate Coordinator.

For Ph.D. students, the advisory committee must be appointed before the end of the first year of enrollment. The advisory committee for Ph.D. students shall consist of a minimum of four graduate faculty members, including the major professor. Of these at least two must be faculty members from within the department and at least one must be from an appropriate supporting area of study outside the department.

Adjunct faculty in TMI who are not graduate faculty may serve as advisory committee members on an ex-officio basis for the Ph.D. degree. Such members are in addition to the required members. The appropriate form, "Advisory Committee Form" is available on the Graduate School Grad Status website at [gradstatus.uga.edu](http://gradstatus.uga.edu); Click on Forms, then click on Advisory Committee (G130). Complete and submit the form. A notification email will be sent to the Graduate Coordinator informing him of your submission. Once approved the form will be forwarded to the Graduate School Enrolled Student Services Office. Upon their approval you will be notified and a copy of your approved form will be placed in your TMI file.

## PROGRAM OF STUDY

Doctoral students are required to submit two program of study forms: a preliminary program of study form and a final program of study form. A **preliminary program of study form**, developed by the student and major professor and approved by a majority of members of the advisory committee, must be submitted to the graduate coordinator by the end of the student's first year of residence (the preliminary program of study is not submitted to the Graduate School). This form can be found in the appendix of this handbook and on the graduate school website: [http://grad.uga.edu/wp-content/uploads/2014/11/body\\_prephdprg.pdf](http://grad.uga.edu/wp-content/uploads/2014/11/body_prephdprg.pdf).

A **final program of study form** must be submitted for approval of the Dean of the Graduate School by the time the notification of the preliminary oral comprehensive examination is given. All courses on the program of study must fall within a six-year limit. The six-year limit begins with the semester the student was admitted into the program and registered for courses and ends with the last semester before the beginning of the sixth year. For the Doctor of Philosophy degree this program of study must carry a minimum of 30 hours of course work, three hours of which must be dissertation writing (TXMI 9300). This form can be found in the appendix of this handbook and on the graduate school website at: <http://grad.uga.edu/wp-content/uploads/2014/11/finalphdprg.pdf>.

The program of study must meet the requirements for the degree as previously specified under the M.S. degree section of this handbook. Undergraduate courses may be listed only under departmental requirements, and may not be counted toward degree requirements.

The program of study must be approved by the major professor, advisory committee, and graduate coordinator before being submitted to the Dean of the Graduate School. This must be done prior to the student's admission to candidacy.

Any changes made to the Approved Program of Study form must be listed on a **Recommended Change in Program Study form**. This form must be completed, signed and turned into the graduate coordinator's assistant before a student can be approved for graduation. This form is found at the back of this handbook and on the graduate school website at:

[http://grad.uga.edu/wp-content/uploads/2014/11/body\\_recochgprog.pdf](http://grad.uga.edu/wp-content/uploads/2014/11/body_recochgprog.pdf)

## **SATISFACTORY PROGRESS**

No U (Unsatisfactory) grade or grade below a C is acceptable for a course included on a program of study. To be eligible for admission to candidacy and graduation, a student must maintain at least a 3.0 average on all courses on the program of study and on all graduate courses taken. **Students may retake a course one time.** Students may be dismissed by the department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Lack of adequate progress toward the completion of the degree, or a student who is placed on academic probation may result in termination of assistantships. Student may be dismissed by their department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study.

## **TEACHING CERTIFICATE**

The Graduate School, in collaboration with the Center for Teaching and Learning, offers an Interdisciplinary Graduate Certificate in University Teaching. For more information visit the website:

<http://grad.uga.edu/index.php/current-students/professional-development/university-teaching/>.

<http://www.cctl.uga.edu/pages/interdisciplinary-certificate-in-university-teaching>



## EVALUATION

Each semester the student's progress toward obtaining the desired degree will be evaluated. A student who is not making adequate progress or is having difficulty completing major course may be dismissed from the graduate program.

Adequate progress is defined as successful completion of required courses and courses on the student's program of study; meeting guidelines proposed in the department's graduate handbook, and continue completion of the degree requirements. If all degree requirements have not been met by the end of the last day of exams of the semester, they must register the following semester.

Each semester the student's progress toward obtaining the desired degree will be evaluated by the advisory committee. Students will submit a written report one week in advance before the face-to-face meeting with the advisory committee. The Student Activity Report (SAR) will comprise accomplishments (e.g., publications, conference presentations). The graduate student assessment format developed by the department will be used during face-to-face interaction.

## COMPREHENSIVE EXAMS

A comprehensive exam (COMP) is required in the Ph.D. The purpose of a comprehensive examination is to assess the student's competency of the major and minor areas of study.

No later than the third year of enrollment a Ph.D. student will take a comprehensive examination consisting of 3 to 4 exam areas (one written review plus 2-3 research articles for oral presentation) determined by the student's advisory committee.

If the exam is not taken by this time, the student will be dismissed from the program. **The student may enroll in no more than six dissertation hours prior to passing the comprehensive exam.**

### The Written Comprehensive Exam

The written exam will be a minimum of four days in length. The student's advisory committee, under the leadership of the major professor, will develop the review topic. The review exam will require the student to integrate and synthesize information from different courses and experiences to write a proposal. The Graduate Coordinator, in consultation with the major professor, will assume responsibility for coordinating and supervising of the exam.

### The Oral Comprehensive Exam

The oral exam should be completed within one month of successful completion of the written exam. The major professor will notify the Office Graduate Coordinator's Assistant, who will schedule the exam through the Graduate School at least two weeks prior to the exam.

After the student has passed the written exam, the oral exam will be scheduled by the major professor. During the oral exam the student may be asked to defend or clarify the research questions related to 2-3 research articles. The



oral comprehensive exam is open to all members of the faculty and shall be announced by the Graduate School. All members of the student's advisory committee must be present for the entire oral exam.

If the student's committee determines that the student's performance is unacceptable in specific areas, the student may be assigned additional work, or the comprehensive examination may be repeated once in those particular areas of deficiency. This repeat examination must be completed by the end of the semester following the semester in which the initial COMP exam was taken. In accordance with the university Graduate School policy, the student must receive a positive vote on the written exam of at least four out of five committee members, or positive votes from 80% of the total number of committee members, to continue in the Ph.D. program.

To pass the oral comprehensive exam the student must receive at least four of five positive votes, or positive votes from 80% of the committee members. If the student's responses to questions during the oral exam are deemed unacceptable the committee may assign additional work to strengthen the student's knowledge in those areas in which there is a deficiency. If the student does not complete the additional work to the satisfaction of the committee members within one semester, the student will be dismissed from the Ph.D. program.

### **Exceptions**

Any student who, because of extenuating circumstances, is unable to meet the deadlines for the written or oral comprehensive examinations, may request an extension. The written request must explain the reason for the request, the extenuating circumstances, and must be submitted to the Graduate Coordinator, with a copy to the major professor. The TMI graduate committee will evaluate the written request and decide whether to grant or deny the request.

## **ADMISSION TO CANDIDACY**

For Ph.D. students, the application must be filed with the Dean of the Graduate School at least two semesters before the date of graduation. This form is in the appendix of the handbook and on the graduate school website at:

[http://grad.uga.edu/wp-content/uploads/2014/11/body\\_candphd.pdf](http://grad.uga.edu/wp-content/uploads/2014/11/body_candphd.pdf).

The signatures of the major professor and the graduate coordinator on the Admission to Candidacy form certify that the student has demonstrated ability to do acceptable graduate work in the chosen field of study and that certain requirements have been met including prerequisite courses required as a condition of admission, research skills requirements, approved program of study, and is making satisfactory progress. For Ph.D. students, the signed form also certifies that written and oral comprehensive exams have been passed, and the residence requirement has been met.

The signatures of the major professor and the graduate coordinator on the Admission to Candidacy form also represent the department's commitment to provide appropriate faculty membership to the candidate for completion of the degree.

## **RESEARCH PROPOSAL**

A proposal for the M.S. thesis or the Ph.D. dissertation must be completed by the student and submitted to the student's major professor, advisory committee, and the graduate coordinator. In addition to a written proposal, the proposal should be presented orally at a meeting of the committee. At that time, members of the committee may suggest or require changes in the research plan. Consult with your major professor about preparation of your research proposal.

The research proposal should contain the following:

1. Introduction – statement of the overall problem and objective of long-term goal of the proposed research.
2. Literature review – a survey of the most essential previous work and description of the current research status of this subject.
3. Rationale – the justification for conducting this research and the reasons for the proposed approach to the problem.
4. Methods and procedures – a description of the proposed research procedure and methods of analysis.
5. Timeline – a tentative schedule for completion of the research, preparation of the thesis or dissertation, and final oral exam.

The research proposal will be evaluated by the major professor and advisory committee, which may recommend approval, approval with revisions, or not acceptable. If revisions are required or if the proposal is not acceptable, the student should work with the advisory committee and major professor to develop an acceptable proposal. After the proposal has received the approval of the advisory committee, it must be approved by the graduate coordinator. The departmental form signed by the major professor and committee members must be completed and submitted to the Graduate Coordinator with a copy of the approved proposal attached.

Students in the Ph.D. program must submit the proposal within one semester after successful completion of the comprehensive examination. The student may enroll in no more than 9 dissertation hours prior to approval of the research proposal.

## **RESEARCH USING HUMAN SUBJECTS AND IRB APPROVAL**

At the University of Georgia (UGA), all human subjects research activities come under the purview and oversight of the Human Subjects Office and the Institutional Reviews Board, irrespective of whether the research is funded or non-funded, minimal risk or more. The human subjects policies apply to all UGA affiliated faculty, staff, and students conducting human subject research on or off-campus (domestic or international sites) as well as visitors conducting research at UGA.

The IRB is charged with the responsibility of protecting the rights and welfare of human subjects. Go to the IRB website to understand policies and procedures before submitting your application for approval. The website is <https://research.uga.edu/hso/>.

## **DISSERTATION**

Students in the Ph.D. program are required to complete a dissertation. After admission to candidacy, the Ph.D. student must register for at least two additional semesters of dissertation (TXMI 9300).

The dissertation is based on the student's original research, which must show independent judgment in developing a problem from primary sources. The Ph.D. dissertation must represent originality in research, independent thinking, scholarly ability, and technical competency of the field of study. The conclusions must be logical, the literary form must be acceptable, and the contribution to knowledge must merit publication. At least two Publications (published, under review or ready for submission manuscripts) of Ph.D. research in refereed journals before graduation is expected.

The thesis or dissertation research is conducted under the direction of the major professor and in consultation with the advisory committee, based on the previously approved research proposal. The major professor has the primary responsibility for guiding this research, but the student should consult all members of the advisory committee to draw upon their expertise in relevant areas.

The format for the dissertation should follow the recommended guidelines of the Graduate School and other recommendations of the student's major professor and advisory committee. The approved research proposal should serve as the frame work for writing the dissertation. The Graduate School guidelines are presented in a document entitled University of Georgia Guidelines for Completion of Thesis and Dissertation which is available from the Graduate School through its web site.

It is recommended that each member of the advisory committee be provided with a timetable and schedule for the completion of the dissertation early in the planning process, and that the timetable be updated as needed.

When the major professor is satisfied with the completed dissertation, he/she will indicate his/her approval and indicate permission for its distribution to the advisory committee.

The student is required to provide a complete draft of the dissertation to each member of the committee. For Ph.D. students, **delivery must be done at least three weeks before the anticipated date of the final oral examination.** Each member of the committee will indicate their approval of the dissertation by signing the Graduate School approval form. The dissertation must be approved by the committee prior to the final oral examination. If the committee does not approve the dissertation, the major professor will notify the student and the Graduate Coordinator, who will notify the Graduate School. These three forms can be found in the appendix of this handbook and on the graduate school website at: [http://grad.uga.edu/wp-content/uploads/2014/11/body\\_apphddis.pdf](http://grad.uga.edu/wp-content/uploads/2014/11/body_apphddis.pdf).

## **FINAL ORAL DEFENSE EXAMINATION**

After the dissertation is approved, the candidate must pass a final oral examination. The final oral examination is an oral defense of the dissertation. The major professor schedules the oral defense with the student and members of the advisory committee, and notifies the graduate coordinator at least two weeks in advance. The Graduate Coordinator's Assistant will provide written notification to the Graduate School. Subsequently, the Graduate

School will announce the time and place of the defense to the University community. **Student must give the date to Graduate Coordinator's Assistant 2 ½ weeks prior to oral defense.** Written consent of three of the four committee members (other than the major professor) will be required before a dissertation will be approved as ready for a final defense. If the advisory committee declines to approve the dissertation as ready for the final defense, the major professor will notify the student and the graduate coordinator. The graduate coordinator will notify the Graduate School, and the scheduled oral defense will be canceled. The oral defense may be rescheduled after subsequent approval of the revised dissertation.

The defense of the dissertation will be chaired by the student's major professor and attended by all members of the advisory committee. Four of the five members of the advisory committee must approve the defense and indicate their approval in writing. The results of the defense must be reported to the Graduate School by the graduate coordinator or major professor at least one week prior to graduation.

Once the dissertation has been approved by the Advisory Committee and the final oral defense has been passed, the dissertation must be submitted to the Graduate School for final approval no later than the last day of classes of the following semester. The dissertation is submitted electronically to the Graduate School after the format check has been approved and all Graduate School deadlines are met. The required form, ELECTRONIC THESIS AND DISSERTATION (ETD) SUBMISSION APPROVAL FORM, can be found in the appendix of this handbook and at [http://grad.uga.edu/wp-content/uploads/2014/09/etd\\_approval.pdf](http://grad.uga.edu/wp-content/uploads/2014/09/etd_approval.pdf). **Ph.D. dissertations which are not submitted by this deadline must be defended again and approved by the advisory committee before they will be considered by the Graduate School for final approval.**

Each member of the committee will indicate their approval of the dissertation by signing the Graduate School approval form. The dissertation must be approved by the committee prior to the final oral examination. If the committee does not approve the dissertation, the major professor will notify the student and the Graduate Coordinator, who will notify the Graduate School. Ph.D. dissertations which are not submitted by this deadline must be defended again and approved by the advisory committee before they will be considered by the Graduate School for final approval.

One copy of the dissertation must be provided to the TMI department, the major professor, and each member of the advisory committee.

## **APPLICATION FOR GRADUATION**

An application for graduation must be filed with the Graduate School no later than Friday of the first full week of classes two semesters prior to the anticipated graduate date. Deadlines can be found at <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>.

## **FINAL REGISTRATION REQUIREMENT**

Students must be registered at the University of Georgia for a minimum of three hours of credit the semester in which they complete all degree requirements.

## **CIP CODES FOR INTERNATIONAL STUDENTS**

The CIP code for International Students with a PhD in Polymer, Fiber and Textile Sciences will have 2 years of optional practical training. The CIP code is 40100101.

## **THE PhD PROGRAM IN INTERNATIONAL MERCHANDISING**

At the University of Georgia, graduate study at the Ph.D. level has been established for the purpose of providing qualified students with the opportunity to pursue research and other scholarly activities beyond the point that is possible in programs for the Master's degree. The University standard is that the Ph.D. degree is granted in recognition of proficiency in research, breadth and soundness of scholarship, and thorough acquaintance with a specific field of knowledge.

The Ph.D. program in International Merchandising provides opportunities for concentrated study in international apparel and textiles retailing, international production and trade, global sourcing, international business practices, and e-commerce in a global setting. The degree consists of a minimum of 42 credit hours in coursework, three hours of which must be dissertation writing (TXMI 9300), 16 hours must be 8000-level or above, and 30 consecutive semester hours of residency. The student's committee typically requires that course work extend beyond the stated minimum number of credit hours. **Courses taken in the M.S. program may apply.**

The program requires a minimum of 24 [12 hours in core and 12 in specialization] semester hours of course work in the major area; 12 semester hours in a supporting area such as consumer economics, sociology, psychology, and business; plus a minimum of 6 hours of research methodology courses that are approved by the student's committee.

Additionally, at least 21 credit hours must be from courses open to graduate students only. This means that split-level courses (i.e., joint undergraduate/graduate courses, numbered 4000/6000 or 5000/7000 level, in which undergraduate students are enrolled) cannot be counted toward the credit hours that are open only to graduate students. In agreement with University of Georgia policy, split-level courses are not normally used to provide the core requirement of the graduate program. Split-level courses may be used as electives or supporting courses in other departments, with the approval of the student's advisory committee.

Ph.D. students seeking a teaching position are encouraged to acquire teaching experience as part of their doctoral programs. The University requires students who have no prior college-level teaching experience to enroll in ELAN 7768, ELAN 7769 or GRSC 7770 before they are given responsibility for a course. International students who were required to submit TOEFL scores for admission to the Graduate School must have a passing score of 26 on the speaking section of the IBT TOEFL prior to registering for ELAN 7768 and ELAN 7769. **The Graduate School also offers graduate students the opportunity to work toward a certificate in university teaching.**

### Core Requirements (12 hours)

All students in the Ph.D. program in International Merchandising are required to complete the following CORE REQUIREMENTS:

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
TXMI 6520*	Apparel and Textile Economics	3
TXMI 8050	TMI Research Methods	3
TXMI 8270	Merchandising Theories and Methodologies	3
TXMI 8500	Contemporary Topics in Textiles, Merchandising and Interiors	1-3

Depending on your undergraduate major and previous course work, **you may be required to complete undergraduate courses (this may include Textiles, and Textile Testing)** while you are enrolled in the graduate program, and completion of these courses may be required prior to enrollment in specific graduate courses. Undergraduate credit hours do not count toward your graduate degree and are not listed on the program of study.

\*TXMI 6520 is not required of students who have completed TXMI 4520 or equivalent prior to enrollment in the Ph.D. program.

### Specialization in International Merchandising (12 hours)

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
TXMI 7710/7711	Study Tour in Textiles, Merchandising and Interiors	3
TXMI 8220	Advanced Topics in International Production and Trade	3
TXMI 8240	Advanced Topics in Retailing	3
TXMI 8250	Apparel Trade and International Retailing	3
TXMI 8260	Advanced Topics in Consumer Behavior	3
TXMI 8290	Fashion Theory	3
TXMI 9010	Directed Research	3

### Research Methodology (Select 6 hours or more)

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
ERSH 6300	Applied Statistical Methods in Education	3
ERSH 8310	Applied Analysis of Variance Methods in Education	3
ERSH 8320	Applied Correlation and Regression Methods in Education	3
ERSH 8350	Multivariate Methods in Education	3
HACE 8000	Research Methods in Housing and Consumer Economics I	3
HACE 8050	Research Methods in Housing and Consumer Economics II	3
PSYC 6410	Statistics in Psychological Research	3
PSYC 6420	Advanced Experimental Psychology	3
PSYC 6430	Applied Regression Methods in Psychology (PSYC 6420 pre-req)	3
SOCI 6620	Analysis and Interpretation of Sociological Data I	3
SOCI 6630	Analysis and Interpretation of Sociological Data II	3
SOCI 6700	Survey Research Methods	3
SOCI 6750	Qualitative Methods of Social Research	3

STAT 6210	Statistical Methods I	3
STAT 6220	Statistical Methods II	3
STAT 6310	Statistical Analysis I	3
STAT 6320	Statistical Analysis II	3
STAT 8210	Multivariate: Theory and Methods (STAT 6320 pre-req)	3
STAT 8250	Multivariate Methods (STAT 6220 pre-req)	3
QUAL 8410	Designing Qualitative Research	3
QUAL 8400	Qualitative Research	3
QUAL 8420	Analyzing Qualitative Data	3

### Supporting Area (12 hours)

Any graduate courses approved by major professor in areas closely aligned to the student's research emphasis.

### Dissertation Research (6 hours or more)

TXMI 9300 Dissertation

TXMI 9000 Doctoral Research (3-9 credits)

## **GRADUATE ENROLLMENT POLICY**

All enrolled students pursuing graduate degrees at the University of Georgia must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least two semesters per year (Fall, Spring, Summer) until the degree is attained or status as a degree-seeking graduate student is terminated. Doctoral students who have advanced to candidacy and thesis-writing master's students who have satisfactorily completed all required course (exclusive of 7000 and 7300) will be allowed to register at a rate equivalent to the prevailing in-state tuition rate. This policy specifies a minimum for maintaining status as a degree-seeking graduate student only. **For more detailed information, please visit <http://www.uga.edu/gradschool/academics/registration.html>. To apply for the Out-of-State Tuition waiver, you will need to submit the form located at [http://www.grad.uga.edu/forms&publications/oos\\_waiver.pdf](http://www.grad.uga.edu/forms&publications/oos_waiver.pdf).**

At least two consecutive semesters of full-time enrollment for a minimum of 30 hours of consecutive course work included on the program of study must be spent in resident study at the University of Georgia. Neither undergraduate courses taken to fulfill skill requirements nor courses listed on the program of study as departmental requirements to remove deficiencies at the undergraduate or graduate levels are calculated in the 30 consecutive hours of resident credit.



## **PROGRAM APPROVAL**

### The Major Professor

All Ph.D. students must select a major professor and an advisory committee no later than the end of the first year of enrollment to discuss their Program of Study (POS). The major professor serves as academic advisor to the student, providing direction in planning the student's POS and guidance in planning and carrying out research. During the first semester in the program, students should meet with faculty members beyond those they have for courses or assistantship assignments in order to become familiar with the research of all members of the faculty.

After the faculty member agrees to serve as a major professor, the student must provide written notification of the selection to the Graduate Coordinator, using the TMI departmental form. The major professor serves as chair of the student's advisory committee, and must be a member of the graduate faculty. Until the major professor is selected, the Graduate Coordinator serves as the student's temporary advisor.

Generally the selection of a major professor is based on mutual research interests and the willingness of the student and faculty member to work together. The major professor is instrumental in the formation of an advisory committee and in the development of the student's program of study, as well as in the direction of thesis or dissertation research.

### Advisory Committee

An advisory committee chaired by the major professor plays a crucial role in the student's success in the program.

- Individual committee members whose areas of expertise complement the research interests of the student function together to help the student define and clarify a research area.
- Based on the student's research goals, the committee works with the student to customize a program of study which meets Departmental and University requirements and is designed to prepare the student to carry out the research program and meet the student's professional goals.
- In addition to planning and approving the program of study, the committee advises the student throughout the dissertation research.
- The committee is also responsible for planning, preparing, and evaluating the comprehensive examination and for reading and approving the dissertation.

Soon after the major professor is selected, the student should consult the major professor and mutually agree on faculty members that will be invited to serve on the advisory committee. The committee appointment is officially made by the Dean of the Graduate School, on the recommendation of the Graduate Coordinator.

The advisory committee shall consist of a minimum of four graduate faculty members, including the major professor. Of these at least two must be faculty members from within the department and at least one must be from an appropriate supporting area of study outside the department. The appropriate form for appointment of the advisory committee must be submitted before the end of the first year.

Prior to admission to candidacy, students may choose to change their major professor and/or committee members by filling out a revised advisory committee form. The student must notify, in writing, the committee



member being replaced and have the notice signed. The Graduate Coordinator will not sign the revised advisory committee form without the signed notice from the faculty member(s) being replaced.

### **Satisfactory Progress**

No “U” (Unsatisfactory) grade or grade below “C” is acceptable for a course included on a program of study. To be eligible for admission to candidacy and graduation, a student must maintain at least a 3.0 average on all courses on the program of study and on all graduate courses taken. Students may retake a course one time. Students may be dismissed by the department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Lack of adequate progress toward the completion of the degree, or a student who is placed on academic probation may result in termination of assistantships.

### **Program of Study**

A program of study for the degree, listing the courses to be taken to satisfy the degree requirements, should be developed by the major professor and the doctoral student and approved by a majority of the advisory committee. Ph.D. students must submit two preliminary POS forms to the Graduate Coordinator by the end of the student’s first year of residence: The departmental Preliminary POS form and the Graduate School POS form ([http://www.uga.edu/gradschool/forms&publications/body\\_prephdprg.pdf](http://www.uga.edu/gradschool/forms&publications/body_prephdprg.pdf)). A final program of study must be filed with the Graduate School in the first year of residency (<http://www.uga.edu/gradschool/forms&publications/finalphdprg.pdf>). Students must have an advisory committee form submitted before or with this program of study.

The program of study must meet the requirements for the degree as previously specified. Undergraduate courses may be listed only under departmental requirements, and may not be counted toward degree requirements.

The program of study must be approved by the major professor, advisory committee, and Graduate Coordinator before being submitted to the Dean of the Graduate School. This must be done prior to the student’s admission to candidacy. **Any changes made to the Approved Program of Study form must be listed on a Recommended Change in Program Study form ([http://www.uga.edu/gradschool/forms&publications/body\\_recochgprog.pdf](http://www.uga.edu/gradschool/forms&publications/body_recochgprog.pdf)). This form must be completed, signed and turned into the Graduate School before a student can be approved for graduation.**

## **COMPREHENSIVE EXAMS**

The purpose of a comprehensive examination is to assess the student’s competency of the major and minor areas of study. The examination enables faculty to ensure that a student is qualified to be admitted to candidacy. Ph.D. student will take a comprehensive examination, no later than the third year of enrollment, consisting of 4 subject areas: departmental core courses, specialization area, supporting area and research methods (quantitative and/or qualitative research methods). If the exam is not taken by this time, the student will be dismissed from the program. The student may enroll in no more than six dissertation and research hours (TXMI 9000 and TXMI 9300) prior to passing the comprehensive exam, which includes a written component and an oral component. Students should observe the following sequencing: written comprehensive exam, oral comprehensive exam, dissertation prospectus, dissertation, dissertation defense. The student must pass the written exam before taking the oral exam. Both written and oral comprehensive exams must be passed before admission to candidacy.

## **The Written Comprehensive Exam**

A minimum of 21 semester hours of graduate work in the doctoral program must be earned before the examination can be taken. Before scheduling the exam, students must have completed the departmental core courses and be prepared to write in an area of specialization. The Ph.D. written comprehensive exam covers departmental core courses (TXMI 6520, TXMI 8270 and TXMI 8500), the student's specialization area, supporting area and research methods (TXMI 8050 and other research methods courses). Ph. D. students work with their major professor and advisory committee to determine the best time to take the comprehensive exam. Students will be given 16 hours to write the exam. The student may write four hours/day for four consecutive days or eight hours/day for two consecutive days. The student's advisory committee, under the leadership of the major professor, will develop the exam. All four members of advisory committee must contribute questions for the comprehensive exam. If any of the advisory committee members cannot contribute questions for the comprehensive exam, additional member(s) must be invited to meet the requirement. The committee may ask other members of the faculty who taught courses in the student's program of study to contribute questions for the comprehensive exam. Professors who contribute the exam questions will provide their evaluations to the student's advisory committee, which must be reflected in the evaluation of the written portion of the comprehensive exam. The exam questions and responses will reflect graduate level course work. Within each area, students are required to integrate and synthesize information from different courses and experiences. The Graduate Coordinator, in consultation with the major professor, will assume responsibility for coordination and supervision of the exam. Students must notify the Graduate Coordinator and major professor a full semester before they desire to take the exam. The written comprehensive exam must be taken and passed before the oral comprehensive exam.

## **Evaluation of the Written Exam**

The student's advisory committee and the professors who contribute the exam questions are responsible for evaluating the student's written portion of the comprehensive exam. Professors who contribute the exam questions will provide their evaluations to the student's advisory committee, which must be reflected in the evaluation of the written portion of the comprehensive exam. It is the major professor's responsibility to distribute the written exam to all evaluating faculty members. The major professor should set a time limit for having the exams read and evaluated; generally it is four to six weeks but that is up to the discretion of the major professor. The advisory committee will determine whether the student's performance is acceptable on each area of the exam. In accordance with the university Graduate School policy, the student must receive a positive vote on the written exam of at least three out of four committee members, or positive votes from 80% of the total number of committee members, to continue in the Ph.D. program.

If any area or areas of the written comprehensive exam are deemed unsatisfactory, the student's advisory committee may require additional work to remedy or strengthen the student's knowledge in those areas in which there is a deficiency, or the comprehensive examination may be repeated once in those particular areas of deficiency. This repeat examination must be completed by the end of the semester following the semester in which the initial exam was taken. If the student does not receive three out of four positive votes, or positive votes from 80% of the total number of committee members the second time, the student will be dismissed from the program.

The major professor will return a student's written responses to his/her written comprehensive exam prior to the oral comprehensive exam. Student will not be provided advisory committee feedback on the written portion of the exam.

## **The Oral Comprehensive Exam**

After the student has passed the written exam, the oral exam will be scheduled by the major professor. The oral exam should be completed within one month of successful completion of the written exam. The major professor will notify the Graduate Coordinator two weeks prior to the exam date. The Graduate Coordinator will schedule the exam through the Graduate School at least two weeks prior to the exam. During the oral exam the student may be asked to defend or clarify the written responses to the exam questions. Questions not included on the written exam may also be asked. The oral comprehensive exam is open to all members of the faculty and will be announced by the Graduate School. All members of the student's advisory committee must be present for the entire oral exam.

## **Evaluation of the Oral Comprehensive Exam**

The oral comprehensive exam covers all areas on the written exam. The student's advisory committee is responsible for evaluating the student's performance on the oral comprehensive exam. Members of the student's advisory committee will evaluate the student's responses to questions which they submit or ask. The advisory committee will determine whether the student's performance in the oral portion of the comprehensive exam is acceptable on each area of the exam. To pass the oral comprehensive exam the student must receive at least three of four positive votes, or positive votes from 80% of the committee members.

If the student's responses to questions during the oral exam are deemed unsatisfactory, the committee may assign additional work to strengthen the student's knowledge in those areas in which there is a deficiency. Students must complete the additional work to the satisfaction of the advisory committee members within one semester. If the student does not complete the additional work to the satisfaction of the committee members within one semester, or does not receive three out of four positive votes or positive votes from 80% of the total number of committee members the second time, the student will be dismissed from the program.

## **Exceptions**

Any student who, because of extenuating circumstances, is unable to meet the deadlines for the written or oral comprehensive examinations, may request an extension. The written request must explain the reason for the request, the extenuating circumstances, and must be submitted to the Graduate Coordinator, with a copy to the major professor. The TMI graduate committee will evaluate the written request and decide whether to grant or deny the request.

# **ADMISSION TO CANDIDACY**

## **The Admission to Candidacy application**

**([http://www.uga.edu/gradschool/forms&publications/body\\_candphd.pdf](http://www.uga.edu/gradschool/forms&publications/body_candphd.pdf)) must be filed with the Dean of the Graduate School at least two semesters before the date of graduation.**

The signatures of the major professor and the Graduate Coordinator on the Admission to Candidacy form certify that the student has demonstrated ability to do acceptable graduate work in the chosen field of study and that certain requirements have been met including prerequisite courses required as a condition of admission, research skills requirements, approved program of study, and is making Satisfactory Progress. The signed form also certifies that written and oral comprehensive exams have been passed, and the residence requirement has been

met (The residence requirement for Ph.D. students is enrollment in a minimum of 30 hours of consecutive course work in resident study on the UGA campus).

The signatures of the major professor and Graduate Coordinator on the Admission to Candidacy form also represent the department's commitment to provide appropriate faculty membership to the candidate for completion of the degree.

## **DISSERTATION RESEARCH**

The dissertation is the final component of a series of academic experiences which culminate in the awarding of the Doctor of Philosophy degree. Students in the Ph.D. program in International Merchandising are required to complete a dissertation. After admission to candidacy, the Ph. D student must register for at least two additional semesters, and for a total minimum of 6 hours of dissertation (TXMI 9300).

The dissertation is based on the student's original research, which must show independent judgment in developing a problem from primary sources. The dissertation fulfills four major functions: 1) it presents originality in research or scholarship; 2) it demonstrates the student's ability to understand and critically evaluate the literature of the field; 3) it reflects the student's mastery of appropriate research methods and tools; and 4) it shows that the student can address a major problem, arrive at successful conclusions, and report in an organized way. The conclusions must be logical, the literary form must be acceptable, and the contribution to knowledge must merit publication. The findings of a dissertation should be worthy of publication in a refereed journal or other scholarly medium. Publication of Ph.D. research in refereed journals before graduation is expected.

The thesis or dissertation research is conducted under the direction of the major professor and in consultation with the advisory committee, based on the previously approved research proposal. The major professor has the primary responsibility for guiding this research, but the student should consult all members of the advisory committee to draw upon their expertise in relevant areas.

The format for the dissertation should follow the recommended guidelines of the Graduate School and other recommendations of the student's major professor and advisory committee. The approved research proposal should serve as the framework for writing the dissertation. The Graduate School guidelines are presented in a document entitled University of Georgia Guidelines for Completion of Thesis and Dissertation which is available from the Graduate School through its web site.

It is recommended that each member of the advisory committee be provided with a timetable and schedule for the completion of the dissertation early in the planning process, and that the timetable be updated as needed.

When the major professor is satisfied with the completed dissertation, he/she will indicate his/her approval and indicate permission for its distribution to the advisory committee.

The student is required to provide a complete draft of the dissertation to each member of the committee. For Ph.D. students, delivery must be done at least three weeks before the anticipated date of the final oral examination/defense. Each member of the committee will indicate their approval of the dissertation by signing

the Graduate School approval form. The dissertation must be approved by the committee prior to the final oral examination. If the committee does not approve the dissertation, the major professor will notify the student and the Graduate Coordinator, who will notify the Graduate School. Approval Form for Doctoral Dissertation and Final Oral Examination must be filled out and submitted to the Graduate School.

Below is a brief description of the Department of Textiles, Merchandising and Interiors policies, procedures, and expectations regarding this important phase of the doctoral program. From beginning to end in conducting dissertation research, students are urged to consult frequently with the major professor and to keep other committee members apprised of progress.

### Selection of Research Topic or Problem

The first step in the process is to select a research problem that is approved by all members of advisory committee. This is not a formal process, but all members of the advisory committee must be in agreement that the topic is researchable and has feasible resources to undertake.

### Research Proposal

When the topic is approved, a proposal for the Ph.D. dissertation research must be completed by the student and submitted to the student's major professor, advisory committee, and the Graduate Coordinator. The proposal will include three main parts: an introduction, a review of literature, and an explanation of the design of the study. Each of these sections is described in some detail below, but the exact format for the proposal may vary. In addition to a written proposal, the proposal should be presented orally at a meeting of the committee. At that time, members of the committee may suggest or require changes in the research plan. Consult with your major professor about preparation of your research proposal and presentation of the proposal.

The research proposal should contain the following:

**Introduction** - Statement of the overall problem and objective or long-term goal of the proposed research.

- Background of the problem and justification for the study
- Purpose of general objective(s)
- Statement of the problem or research question(s)
- Theoretical or conceptual background of the study
- Specific objectives
- Conceptual definitions or terms, if appropriate

**Literature review** - A survey of the most essential previous work and description of the current research status of this subject.

- Classic, definitive, or influential research done in the area of the study
- Explanation and application of a theoretical (conceptual) framework
- Summary and analysis of the literature as applied to the research problem
- Justification for conducting this research and the reasons for the proposed approach to the problem.

**Research Methods and Procedures (Design of the Study)** - A description of the proposed research procedure and methods of analysis.

- Variables with operational definition
- Research hypotheses
- Instrument selection and development
- Validity and reliability of sample and instrument
- Procedures for pilot testing
- Sampling procedures
- Method of collecting data
- Method of analyzing data

**Timeline** - A tentative schedule for completion of the research, preparation of the thesis or dissertation, and final oral exam.

A formal meeting of the advisory committee shall be held to discuss the proposal. Students should give a draft of the proposal to the committee members three weeks in advance of a proposal meeting. Students should expect to make a brief (15-20 minute) presentation to the committee to summarize the proposal.

The research proposal will be evaluated and signed by the major professor and advisory committee, which may recommend approval, approval with revisions, or not acceptable. If revisions are required or if the proposal is not acceptable, the student should work with the advisory committee and major professor to develop an acceptable proposal. It is common to make some adjustments or changes in the proposal. Minor changes can be approved by major professor, but the overall approach should not deviate from what the advisory committee approved.

**After the proposal has received the approval of the advisory committee, it must be approved by the Graduate Coordinator.** The departmental form, signed by the major professor and committee members must be completed and submitted to the Graduate Coordinator **with a copy of the approved proposal attached.**

Students in the Ph.D. program must submit the proposal within one semester after successful completion of the comprehensive examination. The student may enroll in no more than 6 dissertation hours (TXMI 9300) prior to approval of the research proposal.

Following final approval by the major advisor and committee members, the student may begin to collect data. **Presuming committee approval or collecting data before approval is done at the student's own risk.**

### **Research Using Human Subjects and IRB Approval**

At the University of Georgia (UGA), any research in the university, including dissertation research, that involves collecting responses from people must be reviewed and approved by the Human Subjects Office and the Institutional Review Board (IRB). Examples of such research are surveys, observations, exercise tests, blood collections, sensory responses, or use of records about people. The human subjects policies apply to all UGA affiliated faculty, staff, and students conducting human subjects research on or off campus (domestic or international sites) as well as visitors conducting research at UGA.



The IRB is charged with the responsibility of protecting the rights and welfare of human subjects. Go to the IRB website to understand policies and procedures before submitting your application for approval. Comprehensive guidelines for human subjects research is available at the Office of the Vice President for Research website. Please visit <http://www.ovpr.uga.edu/hso/guidelines>.

The IRB recommends submission of IRB review only after the appropriate committee have conducted the necessary scientific review and approved the research proposal. **Research of human subjects (including interviews, focus groups, and surveys) MUST NOT BE conducted without IRB approval.** Failing to obtain approval may result in disqualification of these activities in application towards a degree program.

### **Completing Dissertation**

Once the student's proposal is approved by his/her advisory committee, the student will proceed with his/her research, collecting data, undertaking the analysis and reporting the research results. Students should add the following chapters to the approved proposal:

**Results** - This Chapter is simply a straightforward report of research findings without interpretation or elaboration. It is essential, however, to report all the results of testing research hypotheses.

**Discussion** - The final chapter brings everything together and provides an assessment of the study. The format may vary, but it is common to begin with a summary and an interpretation of the results reported in this chapter. As part of that, the most interesting findings are often highlighted. In addition, a discussion of the implications of the study should be added to reflect and elaborate on what the study has done. A dissertation is highly structured, but in this section, it is free to speculate on interesting aspects of the findings. The findings should be discussed in relation to the material in the Review of Literature. The last thing that should be included in this chapter is limitations of the study and suggestions for future research.

In addition to the requirements and components (chapters), students should follow the writing and reference style of *The Publication Manual of the American Psychological Association (APA) (5<sup>th</sup> edition)*.

### **Publication**

Graduate students are expected to work with their major professor to submit their research findings for awards, for presentation at professional meetings and for publication in professional journals.

### **Manuscript Style**

The dissertation may also be written in the manuscript (journal article) style described below.

The manuscript style permits the inclusion of *three* manuscripts submitted or to be submitted to scholarly journals as chapters or sections of the dissertation. "In this style, the introduction, literature review, and concluding chapter or section will be presented separately from their briefer presentation in each manuscript to allow thoroughness not usually permitted by space limitations in scientific journals. Each manuscript must be prepared in the style of the appropriate scientific journal, but instructions peculiar to submission of manuscripts to editors must be eliminated. Each manuscript must blend appropriately with the other parts of the dissertation or thesis, with the exception of the particular differences required by journals (e.g., literature citations, table

designations). Numbered lines, as required by some journals, must not be used. Captions must accompany each figure on the same or preceding page of each manuscript. No reprints or photocopies of reprints will be permitted. The student must be the first author of each manuscript in this style. The names of all authors, in journal-submitted order, and the name of the journal (with volume, page numbers, and date, if published) must be given as a footnote to the title on the first page of each manuscript so as to indicate the current status of each manuscript. The Graduate School must receive proof of permission to use articles which have been published or accepted for publication.”

## **FINAL ORAL EXAMINATION/DEFENSE**

The final examination will be conducted by the student’s advisory committee after the dissertation has been completed. The final examination will be oral and will be primarily a critical evaluation (defense) of the dissertation. The committee will decide whether the student has passed and suggest any necessary revisions or corrections to the dissertation which must be completed before Electronic Thesis and Dissertation (ETD) form is signed by the committee members. Give the Graduate Coordinator’s Assistant the date 2 ½ weeks prior to the meeting so that it can be loaded on the graduate school website.

The major professor schedules the oral defense with the student and members of the advisory committee, and notifies the graduate coordinator at least two weeks in advance. The Graduate Coordinator will provide written notification to the Graduate School. Subsequently, the Graduate School will announce the time and place of the defense to the University community. Written consent of three of the four committee members (other than the major professor) will be required before a dissertation will be approved as ready for a final defense. If the advisory committee declines to approve the dissertation as ready for the final defense, the major professor will notify the student and the Graduate Coordinator. The Graduate Coordinator will notify the Graduate School, and the scheduled oral defense will be canceled. The oral defense may be rescheduled after subsequent approval of the revised dissertation.

The defense of the dissertation will be chaired by the student’s major professor and attended by all members of the advisory committee. Four of the five members of the advisory committee must approve the defense and indicate their approval in writing. The results of the defense must be reported to the Graduate School by the graduate coordinator or major professor at least one week prior to graduation.

Once the dissertation has been approved by the Advisory Committee and the final oral defense has been passed, the dissertation must be submitted to the Graduate School for final approval no later than the last day of classes of the following semester. Ph.D. dissertations which are not submitted by this deadline must be defended again and approved by the advisory committee before they will be considered by the Graduate School for final approval. The dissertation is submitted electronically to the Graduate School after the format check has been approved and all Graduate School deadlines are met. The required form, Electronic Thesis and Dissertation (ETD) Submission Approval Form may be found at [www.grad.uga.edu](http://www.grad.uga.edu).

Each member of the committee will indicate their approval of the dissertation by signing the Graduate School approval form. The dissertation must be approved by the committee prior to the final oral examination. If the committee does not approve the dissertation, the major professor will notify the student and the Graduate Coordinator, who will notify the Graduate School.



A print copy of the final dissertation must be provided to the TMI department, the major professor, and each member of the Advisory Committee.

## **APPLICATION FOR GRADUATION**

An application for graduation must be filed with the Graduate School no later than Friday of the first full week of classes two semesters prior to the anticipated graduation date. Deadlines can be found at [www.grad.uga.edu](http://www.grad.uga.edu).

## **FINAL REGISTRATION REQUIREMENT**

Students must be registered at the University of Georgia for a minimum of three hours of credit the semester in which they complete all degree requirements.

## **GUIDELINES FOR AUTHORSHIP AND USE OF DATA**

The following are the Department of Textiles, Merchandising and Interiors guidelines for authorship and use of data.

### **Ownership of Data**

**Data and publications derived from sponsored projects.** When the research or development project is supported by funds from the university, including experiment station and grants and contracts (usually specified in the contract), the data are the property of the university and the responsible academic unit. The project director or principal investigator is responsible for appropriate use of the data. The university should be identified as the agency in which the work was accomplished and the guidelines of any sponsoring agency should be followed. Data are to be retained by the department and are not to be removed by departing faculty, students, or technical personnel.

**Data and publications derived from student projects.** Approximately two-thirds of the funds provided by the University is state-appropriated, non-fee moneys. When possible, the department supplements support for student research projects and always provide indirect support. Even when students pay their own research expenses (e.g., postage for mail surveys, laboratory supplies), they have received support from the university and the department advisor and the student; therefore, the advisor and the student should retain copies of the data. The major advisor and the student are considered to be responsible representatives of the department.

### **Authorship**

An acknowledgement or co-authorship will recognize the contributions of those who provided significant input to the research or writing phase of the study, including the student(s). The first author usually is the individual who assumed responsibility for preparation of the manuscript; the order of second, third, or additional author may be generally reflective of input to the project. Papers resulting from the dissertation always shall recognize the student and the major advisor as authors. Authorship of other committee members should recognize significant contributions. Persons not directly involved in a project have no right to publish data from the project unless permission is obtained in writing from researchers involved (e.g., graduate student and all members of the dissertation committee)

Examples of various co-authorship situations include the following:

- a) Student input to an extension of faculty research (sponsored or non-sponsored).
- b) Student initiated, but faculty guided, research.
- c) Extension of dissertation projects by faculty or student; the extension may result in a publication.
- d) Combination of dissertations (two or more students, faculty guided).
- e) Student initiated with limited faculty guidance.

A clear agreement should be made at the beginning of a project. It is recommended that the student and major advisor negotiate acceptable guidelines on publication processes and order of authorship. In no case shall either the student or faculty member publish alone. If there are certain stipulations regarding time lags, preparation of drafts of the publication, data collection or analyses, or others, the faculty member should describe these to the student. If a student does not draft a manuscript on available data within 12 months after completion of a degree, the major advisor can be the primary author of publications that the advisor developed.

### **Copyrighting**

Guidelines and university policies related to copyrights and patents are available from the Graduate School.

## **PhD PROGRAM TIMETABLE**

Most students complete their Ph.D. program in 4 – 4 1/2 years. **To help students accomplish their goals in a timely fashion, the time table below suggests a typical time frame for completing the degree. It is the student's responsibility to insure that all deadlines set by the Graduate School are met.**

	<b>Process</b>	<b>Term</b>
<b>1)</b>	<b>Selection of Major Professor</b> Form should be signed by major professor and Graduate Coordinator. A copy should be submitted to the Graduate Coordinator.	2 <sup>nd</sup> - 3 <sup>rd</sup>
<b>2)</b>	<b>Formation of Advisory Committee</b> Form should be signed by all advisory committee members and Graduate Coordinator. Submit a copy to the Graduate Coordinator. <b>The student needs to deliver the original plus one copy to the Graduate School. Form available at: <a href="http://www.uga.edu/gradschool/forms&amp;publications/body_advcomphd.pdf">http://www.uga.edu/gradschool/forms&amp;publications/body_advcomphd.pdf</a></b>	3 <sup>rd</sup> - 4 <sup>th</sup>
<b>3)</b>	<b>Ph.D. Preliminary Program of Study</b> Form should be signed by all advisory committee members, then submitted to the Graduate Coordinator's Assistant.	3 <sup>rd</sup> - 4 <sup>th</sup>
<b>4)</b>	<b>Notification of Intent to take the Ph.D. Comprehensive Exam</b> needs to be signed by the student, major professor, and the Graduate Coordinator then given to the <b>Graduate Coordinator's Assistant. Form available at:</b>	4 <sup>th</sup> - 5 <sup>th</sup>
<b>5)</b>	<b>Final Program of Study</b> must be signed by all advisory committee members and Graduate Coordinator. A copy must be given to the <b>Graduate Coordinator</b> . The student needs to deliver the original plus one copy to the Graduate School. Form available at: <a href="http://www.uga.edu/gradschool/forms&amp;publications/finalphdprg.pdf">http://www.uga.edu/gradschool/forms&amp;publications/finalphdprg.pdf</a>	5 <sup>th</sup> - 6 <sup>th</sup>
<b>6)</b>	<b>Ph.D. Written Comprehensive Exam</b> TMI Departmental Ph.D. Written Comprehensive Exam Form needs to be signed by all committee members and the Graduate Coordinator and then turned into the Graduate Coordinator's Assistant. Form available at: <a href="http://www.fcs.uga.edu/newfacs/hace/graduate/docs/written_comp.pdf">http://www.fcs.uga.edu/newfacs/hace/graduate/docs/written_comp.pdf</a>	5 <sup>th</sup> - 6 <sup>th</sup>

7)	<b>Ph.D. Oral Comprehensive Exam</b> TMI Departmental Ph.D. Oral Comprehensive Exam Form needs to be signed by all advisory committee members and the Graduate Coordinator, and then turned into the Graduate Coordinator's Assistant. Form available at: <a href="http://www.fcs.uga.edu/newfacs/hace/graduate/docs/oral_comps.pdf">http://www.fcs.uga.edu/newfacs/hace/graduate/docs/oral_comps.pdf</a>	5 <sup>th</sup> – 6 <sup>th</sup>
8)	<b>Application for Admission to Candidacy</b> Application for Admission to Candidacy for Doctoral Degrees form needs to be signed by the major professor and the Graduate Coordinator. This form must be completed within 2 weeks of successful completion of the oral comprehensive examination. A copy must be given to the Graduate Coordinator's Assistant. The student needs to deliver the original plus two copies to the Graduate School. Form available at: <a href="http://www.uga.edu/gradschool/forms&amp;publications/body_candphd.pdf">http://www.uga.edu/gradschool/forms&amp;publications/body_candphd.pdf</a>	6 <sup>th</sup> - 7 <sup>th</sup>
9)	<b>Application for Graduation</b> ( <a href="http://www.gradsch.uga.edu:5080/forms/newgraddoc.htm">http://www.gradsch.uga.edu:5080/forms/newgraddoc.htm</a> ). Please forward email notification to Graduate Coordinator.	6 <sup>th</sup> – 7 <sup>th</sup>
10)	<b>Dissertation proposal approved by major professor</b>	6 <sup>th</sup> – 7 <sup>th</sup>
11)	<b>Dissertation proposal approved by advisory committee</b> (Dissertation proposal submitted to committee at least <b>3 weeks</b> prior to proposal meeting). TMI Advisory Committee Action on Student's Dissertation Proposal must be signed by all advisory committee members then given to the Graduate Coordinator's Assistant. Form available at: <a href="http://www.fcs.uga.edu/newfacs/hace/graduate/docs/dissertation_proposal.pdf">http://www.fcs.uga.edu/newfacs/hace/graduate/docs/dissertation_proposal.pdf</a>	6 <sup>th</sup> - 7 <sup>th</sup>
12)	<b>Completion of Research and Teaching Requirements</b>	6 <sup>th</sup> - 7 <sup>th</sup>
13)	<b>Approval Form for Doctoral Dissertation and Final Oral Exam</b> must be registered for at least 3 hours) Approval Form for Doctoral Dissertation and Final Oral Examination ( <a href="http://www.uga.edu/gradschool/forms&amp;publications/body_appphdis.pdf">http://www.uga.edu/gradschool/forms&amp;publications/body_appphdis.pdf</a> ). <b>Part I</b> is signed by all the advisory committee members.	6 <sup>th</sup> -7 <sup>th</sup>
14)	<b>Dissertation Oral Defense</b> Dissertation must be submitted to advisory committee <b>3 weeks prior</b> to oral defense. The Graduate Coordinator must be notified <b>3 weeks prior to the oral defense date</b> . Advisory committee members sign <b>Parts II and III</b> of the Approval Form for Doctoral Dissertation and Final Oral Exam. Form available at: <a href="http://www.uga.edu/gradschool/forms&amp;publications/body_appphdis.pdf">http://www.uga.edu/gradschool/forms&amp;publications/body_appphdis.pdf</a>	7 <sup>th</sup> - 8 <sup>th</sup>
15)	<b>Dissertation approved by major professor</b> Major Professor signs <b>Part IV</b> of the Approval Form for Doctoral Dissertation and Final Oral Exam. Follow Graduate School guidelines for electronic submission of dissertation. A hardcopy is submitted to the Graduate Coordinator's Assistant. The student should deliver the original plus one copy to the Graduate School. Form available at: <a href="http://www.uga.edu/gradschool/forms&amp;publications/body_appphdis.pdf">http://www.uga.edu/gradschool/forms&amp;publications/body_appphdis.pdf</a>	7 <sup>th</sup> - 8 <sup>th</sup>
16)	<b>Bound Copy of Official Dissertation Provided to TMI Department</b>	8 <sup>th</sup>

\* Semester count does not include summer semesters and assumes a 12 hour credit load each fall and spring semester.

## **OTHER INFORMATION AND POLICIES FOR ALL M.S. AND Ph.D. STUDENTS**

### **GRADUATION CEREMONIES**

Formal UGA commencement exercises are held in December and May. The College of Family and Consumer Sciences offers a commencement exercise in May and December. Students are encouraged to participate. Graduation caps, gowns (and hoods) may be rented from the UGA Bookstore. Ph.D. candidates make sure THAT your Major Professor will be in town to HOOD you during the UGA graduation ceremony. If your Major Professor will not be able to attend the ceremony and hood you, confer with your Major Professor about asking another TMI faculty member to attend the ceremony and participate in your hooding.

### **GRADUATE ASSISTANTSHIPS**

Graduate assistantships provide financial assistance to students while allowing them to work closely with one or more faculty members on specific research or teaching assignments. Assistantships are typically funded by the College or through research grants received by individual faculty. The department may also nominate a limited number of highly qualified students for university-wide assistantships. Assistantships are awarded on a competitive basis and are generally awarded on a 9-month, academic year basis. Based on budgetary constraints there is no guarantee of assistantships beyond the first semester or year. Graduate assistantships in the TMI department are generally one-third time assistantships, requiring 13 hours of work per week during Fall and Spring semesters. Master's students may hold assistantships for no more than two academic years, since the Master's degree is designed to be completed within two years. Students on assistantship must register for 12 credit hours each semester. Summer assistantships are very rare, students are encouraged to find summer support through other means (work outside of TMI, internships, fellowships).

Full tuition is waived for graduate students holding assistantships but some fees must be paid by the student.

Ph.D. students may hold assistantships up to four years and may receive summer funding depending on the source of assistantship funding.

M.S. and Ph.D. students may participate in study abroad. For UGA programs, those students on assistantship, are not required to pay tuition for study abroad coursework/tuition.

Scholarships through the Graduate School and College of Family and Consumer Sciences are available on a competitive basis. Check appropriate websites for further information about scholarships.

Awarding of all types of assistantships is increasingly competitive. Assistantships are generally awarded on a 9-month, academic year basis, and renewal for a second year is not guaranteed.

**Departmental assistantships for M.S. students are for a maximum of two years.** This does not

include summer semesters. Graduate assistants are evaluated each semester by their supervising faculty member(s). Unsatisfactory work will result in loss of your assistantship. Unsatisfactory work typically includes repeated tardiness to meetings, class, and other activities; lack of keeping in contact with the supervising faculty about your work schedule and hours; not working your 13 hours; uncompleted assignments, and unprofessional attitude in work and behavior. Students on assistantship must register for 12 hours of credit for fall and spring semesters.

### **Assistantship Workshop**

**All graduate assistants, regardless of the funding source of their assistantship, must attend a teaching workshop that is offered by the Graduate School in conjunction with the Office of Instructional Development. The workshop is held in August prior to the beginning of fall semester classes.** During spring semester, the date, time, and place for the upcoming fall workshop are announced. Failure to attend this workshop may result in loss of the assistantship.

### **Registration and Employment Requirements**

Graduate assistantships in the TMI department are generally one-third time assistantships, requiring at least 13 hours of work per week during each semester. Students holding assistantships may not be employed in other jobs (on or off-campus) for more than 20 hours per week. A graduate student holding an assistantship from one-third to one-half time must register for a minimum of 12 credit hours fall and spring semester. Assistantships granted to M.S. students are for a maximum of two years, due to budgetary constraints graduate assistantships may be for one year only.

**Graduate students on summer assistantships are required to register for nine hours of credit.**

### **Purpose and Progress**

The purpose of assistantships for students in the Department of Textiles, Merchandising and Interiors is to provide support to students while they are working toward a graduate degree in the Department of Textiles, Merchandising and Interiors. This means that the student must be enrolled in courses that are listed in the student's official program of study. Students on assistantship may not enroll in courses outside the department unless such courses are included on the student's approved program of study form, or unless approved by the graduate coordinator and department head. Students who are not making progress toward their degree will not be permitted to take courses outside the department. At the beginning of each semester, enrollment records are checked to assure that this requirement is met. Failure to meet this requirement will result in termination of the assistantship.

### **Income Taxes**

**All graduate assistants including international students** - are required to file U.S. income tax. Please visit the Office of International Student Life in January for more information and assistance in filing.

### **Time Limit on Assistantships**

Master's students may hold assistantships for no more than two academic years, since the Master's degree is designed to be completed within two years. Due to budgetary constraints the assistantship may be available for only one year. Ph.D. students may hold assistantships for no more than four

academic years, unless the major professor is able to provide additional funding to extend the period of support.

Due to budgetary constraints the continuation of assistantships at the M.S. or Ph.D. level is not guaranteed.

### **Maximum Course Load and Permission for Overload**

The minimum course load is 12 credit hours and the maximum course load is 18 credit hours for students holding assistantships. The minimum course load is 3 credit hours and the maximum is 18 credits hours for students who do not have assistantships, unless special permission is granted for overload. Nine hours of credit is considered full time for student's on financial aid (not assistantships). Permission to overload must be sought through the graduate coordinator, and will not be approved if the student is not making progress toward the degree. Permission to overload is not granted to new students or to students whose GPA is below 3.0.

### **Evaluation**

Graduate students who hold assistantships are evaluated regularly on their progress in the degree program and their performance in their assistantship assignment. The purpose of the evaluation is to aid the student in progression through the program and in professional development. Informal evaluations are conducted by the graduate faculty in the department, and results of the evaluations are used by the department head, graduate coordinator, major professor, and assistantship supervisor in providing guidance for improvement. Students may be dismissed by their department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. In the TMI department, students are informed when an evaluation indicates that their performance is unsatisfactory. Repeated negative evaluations, lack of adequate progress toward the completion of the degree, or a student who is placed on academic probation may result in termination of assistantships.

## **TRAVEL FUNDING TO PROFESSIONAL MEETINGS**

A student receiving an invitation to present a paper at a professional meeting may submit a travel request to the Department of Textiles, Merchandising and Interiors. Write a letter to the Department Head requesting funding. Give the name of the conference, title of paper, date of presentation and submit an estimated budget of expenses (airfare or mileage, accommodations, registration, and food). Submit the request at least 6 weeks prior to travel. Funding is limited and not guaranteed.

To request funding from the College of Family and Consumer Sciences – **go to** [http://www.fcs.uga.edu/faculty\\_staff\\_resources/policies-and-procedures](http://www.fcs.uga.edu/faculty_staff_resources/policies-and-procedures).

Funding is limited and not guaranteed. College funding usually comes from funding provided by the alumni; the award letter will request that you write a note of Thank you to the donors. It is very important that you do this and send the note as soon as you receive notification of the award. Just writing a simple thank you is very meaningful.

The Graduate School also has some funding for Student Travel for presentations at professional meetings within the Continental United States. The guidelines can be found at: <http://grad.uga.edu/index.php/current-students/financial-information/travel-funding/>

## **DEPARTMENTAL POLICY ON USE OF SUPPLIES AND PHOTOCOPYING**

Graduate students are not permitted to use departmental supplies or resources for any personal use. This includes use of the departmental copier for copying their thesis/dissertation, research articles or class assignments. Use of the departmental account for copying of this nature at the library is also not permitted. Graduate students are permitted to use the departmental library account and the TMI copier as part of their graduate assistantship responsibilities as requested by their assistantship supervisor.

## **ACADEMIC GRIEVANCE AND GRADE APPEALS PROCEDURES**

Procedures for Grievance initiated by Undergraduate or Graduate Students can be found at this link:

[http://www.fcs.uga.edu/docs/Grievance\\_Procedure\\_for\\_Undergraduate\\_and\\_Graduate\\_Students.pdf](http://www.fcs.uga.edu/docs/Grievance_Procedure_for_Undergraduate_and_Graduate_Students.pdf)

## **TOEFL POLICY**

UGA Policy states that TAs must be adequately prepared to teach in the college classroom. Please check guidelines for TOEFL requirement before requesting to assist with teaching.

**University and Regents' policies** require that all new graduate teaching and laboratory assistants receive support for their instructional roles. The following GTA/GLA policy applies to all graduate students with instructional duties regardless of a student's specific instructional responsibilities in an academic course. Departments should develop discipline-specific support for the pedagogical development of graduate assistants in preparation for their instructional responsibilities at UGA and for their future careers.

**Below is the link to the requirements and orientation schedule:**

[HTTP://CTL.UGA.EDU/TA/POLICY](http://CTL.UGA.EDU/TA/POLICY)



## **CHECKLIST FOR M.S. DEGREE PROGRAM**

Deadlines for submission of advisory committee forms, program of study forms and applications for graduation are posted on the Graduate School website at: [www.gradsch.uga.edu](http://www.gradsch.uga.edu). These deadlines are strictly enforced by the Graduate School. It is the student's responsibility to check this website and to know what is expected for the completion of your degree. **The original copies of all forms must be submitted to the graduate coordinator's assistant and they will be sent to the graduate school.**

- \_\_\_\_\_ Major professor selected by the end of the first semester (TMI departmental form submitted to graduate coordinator).
- \_\_\_\_\_ Advisory committee appointed by the end of the second semester (Form Submitted to graduate coordinator, routed to Graduate School).
- \_\_\_\_\_ Program of study approved by major professor and advisory committee (Form submitted to graduate coordinator, routed to Graduate School).
- \_\_\_\_\_ Research proposal approved by major professor, advisory committee and graduate coordinator (TMI departmental form submitted to graduate coordinator).
- \_\_\_\_\_ Application for graduation filed no later than Friday of the 2nd full week (first full week for summer) of classes in the semester of the anticipated graduation date. (Application filed directly with Graduate School).
- \_\_\_\_\_ Thesis submitted to major professor.
- \_\_\_\_\_ After preliminary approval by major professor, thesis submitted to advisory committee two weeks prior to final oral exam.
- \_\_\_\_\_ Final oral exam scheduled; advisory committee, major professor, graduate coordinator and department head notified.
- \_\_\_\_\_ Thesis formally approved by major professor and committee (form submitted to graduate coordinator and routed to Graduate School).
- \_\_\_\_\_ Submission of Final Oral Examination Announcement for M.S. and Ph.D. to the graduate coordinator's assistant at least 1 week before scheduled exam. (She will prepare announcement).
- \_\_\_\_\_ Final oral examination completed and passed (form submitted to graduate coordinator and routed to Graduate School).
- \_\_\_\_\_ Copies of the final approved thesis submitted to the Dean of the Graduate School, the TMI department, the major professor (and committee members, if requested).
- \_\_\_\_\_ All requirements for the degree completed and reported to the Graduate School. Check deadlines at [www.grad.uga.edu](http://www.grad.uga.edu).

## **CHECKLIST FOR Ph.D. DEGREE PROGRAM**

Deadlines for submission of advisory committee forms, program of study forms and applications for graduation are posted on the Graduate School website at: [www.gradsch.uga.edu](http://www.gradsch.uga.edu). These deadlines are strictly enforced by the Graduate School. It is the student's responsibility to check this website and to know what is expected for the completion of your degree.

- \_\_\_\_\_ Major professor selected by the end of the first year (TMI departmental form submitted to graduate coordinator).
- \_\_\_\_\_ Advisory committee appointed by the end of the first year (form submitted to graduate coordinator, routed to Graduate School).
- \_\_\_\_\_ Program of Study approved by major professor and advisory committee (form submitted to graduate coordinator, routed to Graduate School).
- \_\_\_\_\_ Comprehensive written examination scheduled with graduate coordinator in consultation with major professor and committee.
- \_\_\_\_\_ Comprehensive oral examination date, time, and location scheduled by the graduate coordinator at least two weeks prior to oral exam.
- \_\_\_\_\_ Comprehensive examination (written and oral) passed (form submitted to graduate coordinator, routed to Graduate School).
- \_\_\_\_\_ Research proposal approved by major professor, advisory committee and graduate coordinator (TMI form submitted to the graduate coordinator).
- \_\_\_\_\_ Application for admission to candidacy (form submitted to the graduate coordinator and routed to the Graduate School two semesters before graduation, and after comprehensive examinations are passed).
- \_\_\_\_\_ Application for graduation filed no later than Friday of the 2nd full week (first full week for summer) of classes in the semester of the anticipated graduation date. (Application filed directly with Graduate School).
- \_\_\_\_\_ Dissertation submitted to major professor.
- \_\_\_\_\_ After preliminary approval by major professor, dissertation submitted to advisory committee at least three weeks prior to oral defense.
- \_\_\_\_\_ Oral defense scheduled; advisory committee, major professor, graduate coordinator, department head, and graduate school notified at least two weeks prior to oral defense (graduate coordinator notifies Graduate School).
- \_\_\_\_\_ Dissertation formally approved by major professor and committee (form submitted to the graduate coordinator and routed to the Graduate School).

\_\_\_\_\_ Final oral defense of dissertation completed and passed (Form submitted to the graduate coordinator and routed to the Graduate School).

\_\_\_\_\_ Copies of the final approved dissertation submitted to the Dean of the Graduate School, the TMI department, the major professor (and committee members, if requested).

\_\_\_\_\_ All requirements for the degree completed and reported to the Graduate School at least one week before graduation.

## APPENDIX A – TMI Graduate Faculty

Graduate Faculty Members	Research	Teaching
Gajanan Bhat, PhD Professor and Department Head Georgia Institute of Technology	Biodegradable Nonwovens and Composites Carbon Fibers and other High Performance Fibers Melt blown Nanofibers, and Nanocomposites Multifunctional Fibers and Composites Plastics Recycling	Textiles for Consumers
Lilia Gomez-Lanier, EdD Assistant Professor Argosy University-Atlanta	Online learning and computer technology in Home Furnishings and Interior Design	Residential design, Sustainability and LEED certification process
Ian Hardin, PhD GA Power Professor of Textile Science Emeritus	Enzymatic treatments for textile chemical processing; environmental chemistry; nanotechnical development of fiber surface modifiers, including antimicrobials	Polymer chemistry; textile testing; international trade in textiles and apparel.
Patricia Hunt-Hurst Professor and Associate Dean	History of dress and fashion, with a focus on African American dress during Jim Crow era	History of Dress and Fashion, 19 <sup>th</sup> century to the present
Jewon Lyu, PhD Assistant Professor The University of Tennessee, Knoxville	Consumer behaviors/psychology in advanced communication channels and in various environments; corporate philanthropy in relation to marketing messages	Retail Planning and Buying
Laura McAndrews, PhD Assistant Professor The University of Missouri	Global Apparel Supply Chain; Product Development & Design; New York Fashion Industry	Product Design and Development, Apparel Quality Analysis

Clair McClure, PhD Lecturer University of Georgia	Pedagogy technologies which enhance the learning experience for fashion merchandising students	Apparel and Textile Economics, Retailing, Professional Development, Retail Entrepreneurship, Fundamentals of Fashion Merchandising
Katalin Medvedev, PhD Associate Professor University of Minnesota	Social, psychological, cultural, gendered and historical aspects of dress	Dress, Society and Culture, Introduction to the Fashion Industry
Sergiy Minko, PhD Georgia Power Professor of Polymer and Fiber Sciences Lviv Polytechnic University, Ukraine	Nanostructured materials, responsive materials, biomaterials, biointerfaces, functional fibers and textiles	Polymers, biomaterials, nanostructured materials and fibers
Vladimir Reukov, PhD Assistant Professor Moscow State University	Biomaterials, Medical Textiles, Surface Modifications, Functional Coatings	Biomaterials
Yoo-Kyoung Seock, PhD Associate Professor Virginia Tech	Consumer behavior, retailing	Apparel and Textile Economics, Apparel Product Line Development
Suraj Sharma, PhD Associate Professor & Graduate Coordinator Clemson University	Functional and smart textiles; Nanocellulose; medical textiles, Funded garment bioplastics/biocomposites from renewable resources	Textiles, Product Development, Textile Testing, Product Safety
Monica Sklar, PhD Assistant Professor & Liaison to the Historic Clothing & Textiles Collection University of Minnesota	20-21 <sup>st</sup> century design history, theory, & criticism; Social-cultural aspects of dress in conjunction with retailing and consumers	Fashion Promotion and Visual Merchandising History of Dress and Fashion: Nineteenth Century to the Present Pop Culture and Merchandising



**College of Family and Consumer Sciences**  
**UNIVERSITY OF GEORGIA**

Graduate Assistant Performance Evaluation

Student's Name: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_  
 Semester: \_\_\_\_\_

**Directions:** Check one rating for every criteria, complete the strengths and weaknesses, and check whether recommending for re-appointment. Return the signed performance evaluation to Graduate Coordinator before December 15 for Fall semester and May 1 for Spring semester. For any criteria marked as 1 or 2, please provide an explanation.

Guide: 1: Unsatisfactory; 2: Needs Improvement; 3: Acceptable; 4: Satisfactory; 5: Outstanding

Criteria	1	2	3	4	5
1.) Attendance & punctuality: Attends required meetings and/or trainings. Arrives to work on time. Informs supervisor in advance of planned absences.					
2.) Dependability: Honors time commitment to appointments. Displays reliability.					
3.) Interpersonal relations: Works well with a variety of faculty, staff, students, visitors, volunteers, and individuals external to UGA.					
4.) Attitude: Displays a professional manner at all times.					
5.) Initiative: Demonstrates independent thinking and willingness to offer suggestions.					
6.) Problem solving skills: Interprets, investigates, and resolves issues related to work tasks.					
7.) Quality of work: Produces a satisfactory level of work consistently.					
8.) Timely completion of work: Finishes assigned tasks in a prompt manner.					
9.) Communication: Informs supervising faculty of work progress routinely. Exhibits effective oral/written communication skills.					
10.) Follow Instructions: Performs work with adequate speed and accuracy consistent with the directive provided by the supervising faculty.					
<i>Overall Performance Rating</i>					

Strengths:	
Weaknesses:	

Recommended for re-appointment: \_\_\_ Yes \_\_\_ No

Supervisor Comments:	
Student Comments:	

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**APPENDIX – Teacher Recommendation Form for New GA Applicants**

Name of Student:

Class:

How long have you known this student and what capacity?

What are the applicant's principal areas of strength?

What are the applicant's areas of weakness?

What is your overall evaluation of the applicant's ability for graduate work and potential for becoming responsible and successful in her/his chosen field?

Please rate applicant compared to his/her peers on the following abilities and traits

Criteria	Not Satisfactory	Below Average	Average	Above Average	Excellent	N/A
	1	2	3	4	5	
1.Character and Personality						
2. Maturity						
3. Responsibility						
4. Moral qualities/Ethical standards						
5. Initiative, self-reliance						
6. Persistence						
7. Leadership						
8. Ability to work effectively with others						
9. Ability to work under pressure						
10. Intellectual capacity						
11. Retention of information						
12. Analytical ability						
13. Ability to problem solve						
14. Aptitude for graduate work						
15. Creativity						
16. Demonstrated competence in area of professional or academic specialization						
17. Oral communication skills - English						
18. Written communication skills - English						
19. Overall evaluation						