

# GRADUATE STUDENT HANDBOOK

Revised 2/6/2006



DEPARTMENT OF  
TEXTILES, CLOTHING  
& DESIGN

College of Education and Human Sciences

The University of Nebraska—Lincoln does not discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation.

TEXTILES, CLOTHING AND DESIGN  
GRADUATE STUDENT HANDBOOK  
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The Textiles, Clothing and Design Department welcomes and congratulates you on your decision to pursue studies in the graduate program at the University of Nebraska-Lincoln. It is the department's goal that your experiences in the graduate program meet your educational and professional goals. Much of this depends upon you: the more you put into your graduate work, the more you will gain, and the stronger your preparation for your professional career will be.

At the University of Nebraska, graduate programs are administered by the Graduate College through a Graduate Dean, a Graduate Council, and a University Graduate Faculty. Within the Department of Textiles, Clothing and Design, the TCD Graduate Faculty establishes policies and procedures to implement its graduate program. The statements in this handbook refer to graduate programs in TEXTILES, CLOTHING AND DESIGN. This handbook **supplements** the GRADUATE STUDIES BULLETIN; it does not replace it.

## 1. DEPARTMENT POLICIES

**Funding**—Research and/or teaching assistantships are available on a competitive basis to support graduate students. See pages 11-13 for detailed information.

**Design Studio**—Graduate students in design have 24 hour access to the TCD Design Studio. Students will be assigned studio space according to their project needs on a semester by semester basis and as space is available. Please make use of this space. It is important this space be monitored by graduate students for upkeep and safety reasons. Keep doors and windows locked at all times, and please report any problems with the facility to the Department Chair.

## 2. ADMISSION CATEGORIES

All applicants are asked to send a letter to the chairperson of the Textiles, Clothing and Design Graduate Committee describing his/her background, experience, and goals in pursuing graduate study. After careful consideration of our masters programs, areas, and options, applicants should clearly indicate their intended area of study selecting from the following (see pages 3-10 for Further descriptions of the programs, degrees, and options):

Textile Design	MA	Option II or III	
Costume History	MA	Option I or II	
Apparel Design	MA	Option II or III	
Textile History/Quilt Studies	MA	Option I or II	(Residential)
Textile History/Quilt Studies	MA	Option I or III	(Distance Ed)
Merchandising	MS	Option I or III	
Textile Science	MS	Option I or III	

The TCD Graduate Committee considers the qualifications of applicants for admission to graduate study in Textiles, Clothing and Design leading to Master of Science or Master of Arts degrees and makes recommendations to the Graduate College. Deficiencies, assessed on an individual basis, may be removed concurrently with graduate studies. Generally, no more than 6 graduate credit hours are transferable to the University of Nebraska from another institution.

**Full Graduate Standing** - Students may qualify for Full Graduate Standing by presenting a baccalaureate degree from an accredited institution and by completing a minimum of 12 hours of undergraduate course work beyond the freshman (100) level in Textiles, Clothing and Design or equivalent from a related area such as Art or History. In addition, students must have a minimum undergraduate G.P.A. of 3.00 and minimum

scores on the Graduate Record Exam (GRE) as follows: verbal, 450; quantitative, 450; and 4.0 or 40 analytical writing (500 analytical prior to 2002).

Students from non-English-speaking countries who do not hold a bachelor degree awarded by an accredited U.S. institution are expected to take the Test of English as a Foreign Language (TOEFL) prior to admission. A minimum score of 550 on the paper test, 213 on the computer-based test or 79 on the internet-based test is required for consideration for admission.

***Provisional Standing*** - Provisional admission is granted to applicants who have been accepted to the program, but have entrance deficiencies. When the entrance deficiencies are removed, the student must request a change of status to full standing by petitioning the TCD Graduate Committee Chairperson. This request must be approved by the TCD Graduate Committee and the Graduate College before application for graduation.

***Unclassified Status*** - Unclassified admission is available for graduate students whose objectives are other than seeking a graduate degree. Should an unclassified status graduate student seek a change of status they should petition the TCD Graduate Committee Chair.

Unclassified status may be granted to applicants who could be accepted into the program after completing specific requirements established by the TCD Graduate Committee, such as 12 hours of courses with a 3.00 G.P.A. If applicants satisfy the requirements, they may apply for admission again, although admission is not guaranteed.

### 3. ACADEMIC ADVISOR/MAJOR ADVISOR

Upon acceptance in the TCD masters program, a temporary academic advisor will be assigned to each graduate student. (If unsure of your assigned academic advisor, check with the secretary, TCD office, 234 Home Economics Building.) Based on mutual interests, the selection of a permanent major advisor will be a matter between student and professor. The major advisor advises on academic coursework, the program of studies, and thesis or special project. It is the student responsibility for gaining the commitment from a Faculty member to serve as a Major Advisor. The student will work with the faculty advisor to develop a committee no later than the sixth week of their second semester. It is strongly recommended that Textile Design Option II majors establish their committee during their first semester.

When the chair of a graduate student's supervisory committee can no longer continue as the student's chair, the remainder of the committee will determine the best course of action for assisting the student in completing his or her Master's or Ph.D. program. If another TCD faculty member holds expertise in the student's area of research or creative activity, they will be asked to assume the chair position. When no current TCD faculty holds expertise and the former chair has left the University's employment, the committee will work in concert with the student to solidify and appoint a temporary chair for the committee until a new faculty member will be in place.

### 4. MINIMUM DEGREE REQUIREMENTS

Graduate students should consult the latest copy of the Graduate Studies Bulletin for information concerning masters program requirements, thesis and project proposal guidelines and deadlines. In addition, the Graduate Studies Bulletin provides current information and summarizes policies regarding department programs. The Graduate Studies Bulletin is available on line at [www.unl.edu/gradstudies](http://www.unl.edu/gradstudies) and Graduate College forms (application, Memorandum of Courses, Final Examination Report) also available on line at

[www.unl.edu/gradstudies](http://www.unl.edu/gradstudies) or can be obtained from the Graduate College, 301 Administration Building, City Campus. Each academic year and each summer, the Graduate College announces deadlines for submission of forms. A deadline flyer is available from the Graduate College, 301 Administration Building, City Campus. In addition, information and downloadable forms are available on the Graduate Studies web site.

It is intended that masters programs be flexible in order to build on previous experiences and meet specific educational objectives of the student. Each student shall complete the requirements of at least one course in research methods, or design theory and critique. Additional graduate courses may be required to strengthen a student's program, or a student may be required to take undergraduate courses (without credit in the graduate program) as prerequisites to graduate courses. Students are permitted to audit courses that are not part of the program of studies. Those who Audit courses will meet the expectations stipulated by the instructor.

#### A. RESIDENTIAL PROGRAMS

***Option I– Master of Science Residential*** programs should be chosen by students preparing for scientific careers in business, research, industry or college teaching. The masters of science degree under Option I requires 33 hours of 800 or 900 level courses. Included are 10-12 hours of Graduate College curriculum approved classes (course title and description listed in Graduate Studies Bulletin or approved subsequent to printing of the latest edition of the Graduate Studies Bulletin). Workshops, Independent Study, Problems, etc., if taken, must be in addition to these 10-12 hours. In addition to thesis, 8 credit hours must be earned in course work open exclusively to graduate students. Distribution of courses for Option I includes:

- ...15 hours minimum in TCD including TXCD 875, and TXCD 986\*
- .... 6 hours of thesis (TXCD 899)
- ... 6 hours minimum of statistics (it is recommended that the 3 hours of statistics be from coursework beyond EdPsych 859, or the 6 hours be taken in Biometry)
- ... 6 hours to be arranged with TCD major advisor (may be in major area or outside area or \_\_\_\_\_ a combination of the two)
- 33 hours TOTAL (8 hours must be in graduate-only courses in addition to 6 thesis hours)

*\*Note: During TCD masters students full-time residency, graduate students must attend a minimum of 9 seminars (or 75%) of all TXCD 986 seminars' offered Spring and Fall semesters to be in good standing for graduation. During the semester that TCD masters students register for the TXCD 986 Seminar for one credit, they will notify the Graduate Committee Chair of their intent to present a seminar relevant to their work (after consultation with their major advisor).*

***Option I– Master of Arts Residential*** programs should be chosen by students preparing for careers in museums, research or college teaching. The master of arts degree under Option I requires 30 hours of 800 or 900 level courses. Included are 10-12 hours of Graduate College curriculum approved classes (course title and description listed in Graduate Studies Bulletin or approved subsequent to printing of the latest edition of the Graduate Studies Bulletin). Independent Study or Problems if taken, must be in addition to these 10-12 hours. In addition to thesis, 8 credit hours must be earned in course work open exclusively to graduate students. Distribution of courses for Option I includes:

- ...15 hours minimum in TCD including TXCD 986\* and 875 or 876
- .... 6 hours of thesis (TXCD 899)
- ... 6 hours minimum of research methodology (TXCD 875, 876, Ed Psych 859 or 860, EDUC 800, etc.)
- .... 3 hours to be arranged with TCD major advisor
- 30 hours TOTAL (8 hours must be in graduate-only courses in addition to 6 thesis hours)

*\*Note: During TCD masters students full-time residency, graduate students must attend a minimum of 9 seminars (or 75%) of all TXCD 986 seminars' offered Spring and Fall semesters to be in good standing for graduation. During the semester that TCD masters students register for the TXCD 986 Seminar for one credit, they will notify the Graduate Committee Chair of their intent to present a seminar relevant to their work (after consultation with their major advisor).*

**Option II– Master of Arts Residential** programs require 36 hours of 800 and 900 level courses. Candidates for the Option II masters degree must complete at least 18 of the 36 hours in TCD courses. Of those 18 hours, at least 12 hours must be in Graduate College curriculum approved TCD courses. No more than 6 of the 18 hours required in TCD courses may be earned in Independent Study. Twelve of the 36 hours must be earned in courses open exclusively to graduate students. Distribution of courses for Option II includes:

- ...18 hours minimum in TCD including TXCD 986\* and TXCD 873, and/or TXCD 876 or 875
- .... 6 hours for approved Option II project (TXCD 996)
- .... 9 hours of course work (minimum) in the minor area outside the department (courses and total hours required must be approved by the selected minor department with signature of the minor department Graduate Committee Chairperson on the Memorandum of Courses)
- ...3 hours to be arranged with TCD major advisor (may be in major or minor area)
- 36 hours TOTAL (12 hours must be in graduate-only courses [3 hours of TXCD 996 may apply])

*\*Note: During TCD masters students full-time residency, graduate students must attend a minimum of 9 seminars (or 75%) of all TXCD 986 seminars' offered Spring and Fall semesters to be in good standing for graduation. During the semester that TCD masters students register for the TXCD 986 Seminar for one credit, they will notify the Graduate Committee Chair of their intent to present a seminar relevant to their work (after consultation with their major advisor).*

**Option III– Master of Science or Master of Arts Residential** programs require a minimum of 36 semester hours of 800 and 900 level courses. Candidates for the Option III masters degree must complete at least 20 hours in TCD courses. In addition, 18 of the 36 hours must be earned in advanced courses open exclusively to graduate students. Distribution of courses for Option III includes:

- ...20 hours minimum in TCD courses including TXCD 875, and TXCD 986\*
- ... .3 hours of statistics (recommend course beyond EdPsych 859)
- ...13 hours of course work (minimum) inside or outside the Department
- 36 hours TOTAL (18 hours must be in graduate-only courses)

**Note: Required Presentation & Required Comprehensive Examination**

*\*Note: During TCD masters students full-time residency, graduate students must attend a minimum of 9 seminars (or 75%) of all TXCD 986 seminars' offered Spring and Fall semesters to be in good standing for graduation. During the semester that TCD masters students register for the TXCD 986 Seminar for one credit, they will notify the Graduate Committee Chair of their intent to present a seminar relevant to their work (after consultation with their major advisor).*

### **Option III - 36 credit hours Textile History with Quilt Studies Emphasis**

**Distance Delivery Courses - 9 credits:**

- TXCD 818 History of Quilts - 3 crs
- TXCD 875 Research Methods - 3 crs
- TXCD 905D Advanced Problems Design Issues and Perspectives

**Additional Coursework - 9 credits** - Select 9 credits from the following options:

- TXCD 890 Workshop or TXCD 978 Seminar in Textile History - 1 to 6 credits: One-week summer Workshops/seminars led by UNL faculty or guest scholars. A range of topics are offered including dating of antique textiles, influences on quilting practices and the quilt as a medium of artistic expression. These courses are residential courses offered on the University of Nebraska-Lincoln campus.

Transfer hours - 1 to 9 credits Student may elect to transfer up to 9 graduate credit hours from another fully accredited institution in the field of textiles, clothing and design or in a supporting field such as history, art history, museum studies subject to the approval of the supervisory committee.

**Spring Semester of Traditional Residential Courses - 9 credits:**

TXCD 808 History of Textiles - 3 crs

TXCD 809 Care and Conservation of Textile Collections - 3 crs (Offered only in odd years)

TXCD 896 Independent Study–Textile Science (Properties of fibers, yarns, fabrications and dyes, includes a unit on fiber microscopy and fiber identification) - 3 credits

Note: Contingent upon demand, these courses may be offered on Tuesday, Wednesday and Thursday for greater convenience of commuting students.

Internship - 9 credits (TXCD 997) Supervised independent professional experience under direction of a practicing professional. Student may intern at the International Quilt Study Center or at a museum, historical society or living history site near his/her place of residence. This is the culminating experience for students in this program. Students are required to complete 160 contact hours for each 3 hours of credit. In addition, students must complete selected readings and write a summary and review about each assigned reading; maintain a daily journal; and produce a final product based upon internship experience. Finally, students must give a presentation about their internship experience in person or via videotape to the TCD seminar.

This hybrid program makes it possible for a student to earn a Master of Arts degree in Textile History with a Quilt Studies emphasis with only one semester (January to May) in residence at the University of Nebraska-Lincoln. Student must come to campus for final oral or written exam. Approved September 10, 2001

## 5. MEMORANDUM OF COURSES

The Memorandum of Courses Form MUST be submitted to the Graduate Studies Office before the student has received grades or incompletes in more than one-half of the course work listed on the program of study. This means that ½ of course work or 15-18 hours must be taken after the Memorandum of Courses Form is approved AND FILED WITH THE GRADUATE COLLEGE (SEH 1100, City Campus, 0619). Ideally, the Memorandum of Courses will be presented to the student's Supervisory Committee at the proposal meeting. If the graduate student is not ready to present his/her proposal at the time the Memorandum of Courses Form must be filed, he/she must submit a statement identifying the anticipated Option I thesis topic or Option II special project topic along with a request for special approval of the Memorandum of Courses prior to approval of the thesis or project proposal. The student must understand that additional courses may be required depending on the nature of the thesis research or special project later proposed.

**All courses listed on the Memorandum of Courses must be taken for a grade unless the course is offered Pass/No Credit only.** Memorandum of Courses are approved by supervisory committee at the time of proposal meeting. If Memorandum of Courses is presented prior to proposal meeting, it will require approval of all TCD Graduate Faculty.

Minor revisions in the Memorandum of Courses may be necessary if courses are no longer offered or if conflicts in scheduling occur. Minor revisions may be approved by the Major Advisor and the Dean for Graduate Studies. All other revisions must be approved by the student's Supervisory Committee, the Major Advisor, and the Dean for Graduate Studies. A course added to the Memorandum of Studies by the

Committee at the Proposal Review is classified in the latter category of revisions and requires approval of the TCD Graduate Committee. REQUEST FOR CHANGE OF PROGRAM forms must be completed and filed to effect changes, and such changes must be approved before the course in question is begun.

## 6. PROPOSALS (Option I and II)

**Student's Supervisory Committee** - A proposal review committee may be composed of all members of the TCD Graduate Faculty, but must be comprised of, at minimum, the student's supervisory committee, which is comprised of the student's major advisor who serves as the proposal review committee chairperson, and at least two additional members of the UNL Graduate Faculty. It is the student responsibility to name a committee no later than the 6<sup>th</sup> week of their second semester and replace the temporary advisor with a major advisor as the graduate student progresses through his/her program of studies. It is strongly recommended that Textile Design Option II majors made their committee members during their first semester. If a student has a minor, one of the additional members supervisory committee must represent the minor department. The supervisory committee will meet to review a proposal for potential thesis research or Option II project, and to approve a program of studies as proposed on the Memorandum of Courses, in light of the research or special project proposed at a proposal meeting. Members of the supervisory committee will serve as mentors to the graduate student throughout the completion of his/her graduate program. Members of the supervisory committee will review materials as requested by the graduate student and the Major Advisor. The student's supervisory committee will serve as the student's reading committee for his/her thesis or option II paper and will administer the final oral examination.

**Written Proposal** - The written proposal consists of an introduction to the area of study and need for the work, literature review, methods or procedures, timeline for work, proposed budget and bibliography. (See proposal formats in appendices.) Students need to select a style manual and follow it consistently throughout the proposal and the Option I thesis or Option II paper. Notation is to be made in the proposal of the style manual selected.

The student will establish a date with their Supervisory Committee - 30 days in advance and will deliver the proposal at least seven days prior to the proposal meeting. Proposals shall be delivered to all student's Supervisory Committee members a minimum of seven days prior to the scheduled proposal review committee meeting. No proposal review committee meeting may be scheduled during dead week or final exam week. All TCD faculty and graduate students are encouraged to attend proposal review meetings.

**Proposal Meeting** - A proposal meeting is the graduate student's presentation of proposed research or special project to the student's Supervisory Committee, other members of the TCD Graduate Faculty and fellow graduate students. The basic format for the proposal meeting consists of a brief introduction during which the student describes his/her background: education, previous employment, and objectives for his/her program of studies in TCD. This introduction is followed by a brief overview of the proposed work, the work previously completed in the area of study, and the procedures planned for the proposed study. After such a presentation, the graduate student will open the session to questions from faculty members. Subsequent to approval of the proposed work, the Memorandum of Courses form, required for candidacy for the Master's degree, will be reviewed by the student's Supervisory Committee. (The vote of approval of the proposed work and the program of studies is conducted in Executive Session.)

Responsibilities of the student's Supervisory Committee include the following:

- ...review the appropriateness of the courses chosen for the student's career goals.
- ...determine the acceptability of the number and type of transfer credits, if any.

- ...review inclusion of departmental program requirements.
- ...review academic progress and make recommendations upon request of the major advisor.
- ...make critical recommendations for the work proposed for Option I thesis or Option II project.

## 7. ACADEMIC STANDARDS

The minimum grade requirements as given in the Graduate Studies Bulletin are as follows:

1. A minimum grade of B is required for graduate credit in 800-level courses with 400 or lower counterparts within the student's major department or area.
2. A minimum grade of C or P (Pass) is required for graduate credit in 800-level courses in minor, collateral, or supporting areas of work.
3. A minimum grade of C or P (Pass) is required for graduate credit in 900-level courses, or 800-level courses without 400 or lower counterparts.

A student failing to receive a minimum acceptable grade for graduate-level credit may not continue his/her program of studies without permission of the TCD Graduate Committee.

Grading will be consistent with expectations for graduate level work. A grade of "A" indicates the student has demonstrated outstanding ability in integrating ideas and presenting them in written, oral or visual form according to highest academic standards. A grade of "B" indicates that the student has been above average in performance but needs development in integration of ideas, the presentation of material or a combination thereof. A grade of "C" indicates that the student has met the basic requirements of the course but needs more work on integrating ideas, presenting material or a combination thereof. A grade of "D" or below indicates the performance has not been satisfactory and graduate credit cannot be given.

Each graduate student's performance will be reviewed by the Student's Supervisory Committee at the review of the Memorandum of Courses. It is the responsibility of the student's major advisor to assemble information about the student's performance and to counsel the student on program performance. In the event that the student's performance has not been satisfactory in the judgment of the major advisor and the graduate faculty, the student will be immediately advised of the unsatisfactory status. Students fully admitted and supported by an assistantship, but receiving an unsatisfactory grade, may be permitted to continue for the academic year. Students on provisional admission receiving an unsatisfactory grade will be permitted to enroll the next semester if they wish to have one more semester's performance considered. However, the student will not be permitted to continue the program if two semesters of study prove unsatisfactory to the graduate faculty and major advisor.

Students have ten years from the start of their first graduate courses to complete their degrees. Must be completed within 10 consecutive years. Students must be enrolled for at least one credit of TXCD 899 (Option I) or TXCD 996 (Option II) during the semester or summer session that they graduate.

## 8. OPTION I - THESIS OPTION

The Option I masters program requires a thesis. The thesis represents research which is a systematic, controlled, and/or critical investigation of hypothetical propositions about the presumed relations among

natural, social or historical phenomena. The thesis involves a minimum of six credit hours (TXCD 899). One credit hour of TXCD 899 should be used for proposal writing.

The Graduate College has established standards for the thesis. SEE INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF MASTER'S THESIS AND DOCTORAL DISSERTATION INCLUDED IN THE LATEST EDITION OF THE GRADUATE STUDIES BULLETIN. A copy of the thesis and abstract must be presented for preliminary review to the office of Graduate Studies and the Supervisory Committee at least two weeks (one week in summer sessions) before the date of the oral examination. A student is not eligible for the oral exam until the thesis is approved by the major adviser.

A copy of the Research Compliance Assurance Form must be filed prior to data collection for the thesis if the research project involved human subjects. Institutional Review Board (IRB) approval must be granted prior to initial data collection. Further information regarding the Human Subjects Institutional Review Board process is included in the Appendices.

A minimum of five copies of the thesis is required: Graduate College, 2 copies; Department, 1 copy; Major Advisor, 1 copy; and student 1 copy. Upon request a bound copy will be provided to other members of the reading committee. Co-major advisors, advisors from the minor or supporting department, or funding agencies may cause an increase in requirements for copies of the thesis.

Before graduation, students should send their approved abstract of their theses and dissertations to Phyllis Fogerty via e-mail for posting on the College website.

## 9. OPTION II - SPECIAL PROJECT

The Option II masters program is planned to provide the student opportunities to perform in creative, educative, or exploratory/descriptive ways which demonstrate the student's mastery of the root disciplines and synthesis of a problem at hand. The Option II program requires work in a minor area and an approved project which is supportive of the Option II program. The Option II project represents scholarly activity such as:

- ...pilot or exploratory study,
- ...research with limited access to variable control,
- ...developmental projects, or
- ...creative activity emanating from a defined source of inspiration which results in a visual statement for public/peer review.

Efforts in dealing with an Option II project must reflect the quality and quantity of performance to earn six credit hours. The student should realize that a project reflective of his/her best efforts may not be completed within the time period in which credit is being earned.

The intended outcome for an Option II project is comparable to the thesis of Option I; however, the Option II project will differ in form and approach. Whereas the thesis follows a logically prescribed form and is based on one of several research approaches, the Option II project obtains both its form and approach from the nature of the problem being investigated.

A minimum of six credits may be devoted to the Option II project, taken as TXCD 896 or TXCD 996. One credit hour should be used for proposal development. Option II requires written documentation, and in certain instances, slides, portfolio, and/or other documentation of work, a copy of which shall remain in the

department. In addition, a student completing creative design work for the Option II project shall include a written review of the work in the final report.

A minimum of three copies of the Option II project report is required: Department, 1 copy; Major Advisor, 1 copy; and student 1 copy. Co-major advisors, advisors from the minor or supporting department, or funding agencies may cause an increase in requirements for copies of the Option II project report.

Before graduation, students should send their approved abstract of their theses and dissertations to Phyllis Fogerty via e-mail for posting on the College website.

## 10. OPTION III - COURSEWORK OPTION

The Option III masters program permits the substitution of more intensive work in advanced courses for the thesis (Option I) or special project (Option II). Under this option, the student must earn a minimum of 36 semester hours of credit, at least 18 of which must be earned in courses open exclusively to graduate students (900 level or 800 level without 400 or lower counterparts).

## 11. COMPREHENSIVE EXAMINATION-WRITTEN

The written comprehensive examination is required only of students selecting Option III. Written comprehensives do not seek to measure outcomes of the individual courses, but are designed to 1) demonstrate that the student can synthesize coursework and critically evaluate knowledge in the field and 2) serve as a technique for unifying various learning experiences whereby they can be placed in perspective relative to needs of the profession.

A comprehensive examination is to be written no sooner than 10 months and no later than 8 weeks prior to completion of degree requirements. Option III students must complete 25 hours of coursework including TXCD 875 before they are eligible to take comprehensive exams. Applications must be completed and filed with the Major Advisor by August 1 for students wishing to take comprehensives during the Fall Semester and by December 1 for students wishing to take comprehensives during the Spring Semester. A list of all classes completed as well as those being taken currently (including the name of the instructor of each class) must be provided on the application (Form in Appendix). No comprehensive exams are given in the summer.

Each examination will be designed to measure outcomes related to the student's program rather than outcomes which are limited to particular courses. Special emphasis will be placed on measuring such outcomes as the ability to recall, organize and integrate ideas; the ability to express oneself in writing; and the ability to supply interpretations and applications of data rather than merely recognizing them. The major advisor with assistance from the student's Supervisory Committee will determine the components.

Each examination will be designed to fit within the framework of two four-hour blocks of writing time. At the recommendation of the student's major advisor, a take home examination may be substituted for one of the four-hour blocks of writing. The Major Advisor will be responsible for scheduling the examination.

### *Conditions of the Examination*

1. The writing time for each section of the examination will not exceed the designated period.

2. Students may bring a dictionary, paper and writing instruments or a word processor.
3. Upon completion of each writing period, the student will submit the examination to the Major Advisor. If the exam was not entered on a word processor at the time of the examination, it must be typed within the week following the exam and submitted to the TCD Graduate Committee Chairperson.
4. A photocopy will be made and placed in the student's folder. The original will be circulated among TCD graduate faculty for evaluation.
5. Comprehensive exams are completed in assigned dedicated facilities during regular business hours.

All of the TCD Graduate Faculty will be given the opportunity to read the written comprehensive during the 3 weeks following submission. They will convene to evaluate the student's performance on the written comprehensive. A final vote will indicate one of the following: pass, fail or rewrite. The student will be notified at the end of the 3 weeks during which the Graduate Faculty evaluate the Written Comprehensive Examination.

## 12. FINAL EXAMINATION-ORAL

### Procedures for Option I Thesis

A final oral examination is scheduled at completion of the Option I thesis and deals principally with presentation and defense of the thesis. A copy of the Option I Thesis report and abstract must be presented for preliminary review to the Office of Graduate Studies and to the student's Supervisory Committee **at least two weeks** (one week in summer sessions) before the date for the student's oral examination. A student is not eligible for oral examination until the Option I Thesis report is completed and approved by the Major Advisor. The student's Supervisory Committee will convene for the final oral examination. If a student has a declared minor, one member of the reading committee must represent the minor department. All TCD faculty and graduate students are encouraged to attend the oral examination and defense of the thesis. Notification of the oral presentation date and time should be given one week in advance to all TCD Faculty and graduate students. A copy of the thesis must be left with the TCD Graduate Committee Chair prior to requesting final report signatures.

### Procedures for Option II Project

A final oral examination is scheduled at completion of the Option II project and deals principally with presentation and defense of the project. A copy of the Option II Project report and abstract must be presented for preliminary review to the student's Supervisory Committee **at least two weeks** (one week in summer sessions) before the date for the student's oral examination. A student is not eligible for oral examination until the project report is completed and approved by the Major Advisor. A student must submit a final edited copy of the project prior to gaining signatures on the final examination report. The student's Supervisory Committee will convene for the final oral examination. If a student has a declared minor, one member of the reading committee must represent the minor department. All TCD faculty and graduate students are encouraged to attend the oral examination and defense of the project. Notification of the oral presentation date and time should be given one week in advance to all TCD Faculty and graduate students.

INCOMPLETES MUST BE REMOVED PRIOR TO THE DEADLINE FOR FILING THE FINAL EXAMINATION REPORT FOR THE MASTER'S DEGREE, AND THE STUDENT MUST BE ADMITTED TO FULL GRADUATE STANDING.

Purposes of Final Oral Examination include:

- ...Allow student to defend the thesis or Option II project.
- ...Assess the candidate's ability to express him/herself.
- ...Satisfy the committee of the adequacy of the research/project and the preparation of the student.
- ...Evaluate the graduate program; to show the relationship of the program to career goals.

(A vote of the student's success in the final oral examination will be conducted in Executive Session).

It is important to remember that most graduate faculty in Textiles, Clothing and Design have academic year appointments, and it may not be possible to convene a supervisory committee for a final oral exam during the summer months.

### 13. REGISTRATION GUIDELINES

All full-time masters students are expected to carry a minimum of 9 credit hours per semester. A maximum credit load is 12 credits per semester. A student with an assistantship is expected to qualify for full time status and may take no more than the following credit hours:

- 8-16 hrs/wk teaching or research assistantship - 12 credit hours maximum
- 17-20 hrs/wk teaching or research assistantship - 10 credit hours maximum.

If a Graduate Assistant registers for credits in excess of the maximum allowed, he/she will be required to drop the excess credit at his/her expense.

Graduate students requiring certification as full-time students must be enrolled for at least 9 credit hours during an academic semester or at least 3 credit hours during a five-week summer session, whether or not the student holds a graduate assistantship.

Students who are employed as graduate assistants during the summer must be enrolled during the corresponding enrollment period, i.e., the 8-week or 5-week summer session(s) that correspond to the period of employment.

Questions regarding withholding of FICA and Medicare (Social Security) taxes should be addressed to Payroll.

With approval of the Dean of Graduate Studies, students in the final semester of a masters degree program (Option I only), registered for fewer than the minimum hours required for a full program may be granted full-time status provided they are not employed more than 20 hours per week (half time).

### 14. GROUNDS FOR PROBATION AND TERMINATION OF UNL GRADUATE STUDENTS

Graduate Students at the University of Nebraska-Lincoln are expected to maintain a high level of achievement in their graduate studies. Accordingly, students who do not maintain satisfactory progress may be subject to being placed on probation, be terminated from a degree program, or be denied permission to continue graduate studies at the University. No student on probation may receive a graduate degree.

For all graduate students at UNL, probation or termination recommendations may be made under the following conditions: (a) violations of the Code of Conduct as specified in the UNL Graduate Studies Bulletin; (b) failure to satisfy Scholastic Grade Requirements as specified in the UNL Graduate Studies Bulletin; (c) failure in qualifying examinations, preliminary examinations, comprehensive examinations, or final degree examinations; (d) failure to master the methodology and content on one's field in a manner that is sufficient to complete a successful thesis or dissertation; or (e) in fields leading to licensure or certification, ethical misconduct, or lack of professional promise in the professional field. Termination recommendations may also be made if a student fails to satisfy conditions required for removal of probationary status.

## 15. ASSISTANTSHIPS

Each student receiving an assistantship must be a full time student (registered for a minimum of [nine hours] of coursework each semester) during the tenure of the assistantship in order to be considered as a full-time graduate student.

Assistantships are either supported by grant funds or state funds; thus, duties of graduate assistants vary. The monetary value of assistantships is established annually by the unit administrator or budget officer. The number of available assistantships is dependent on internal and external funding of departmental research programs, as well as existing assistantship commitments to students in the graduate program.

Assistantship awards are made on a competitive basis. Recipients must demonstrate satisfactory progress toward completion of degree requirements and fulfillment of the job description of the assistantship (i.e. work performed equivalent to the budgeted remuneration) to maintain the assistantship award. Assistantships are generally available on a nine month basis, although some may be awarded for a semester only. Terms of employment for the Graduate Assistantship include full obligation to the graduate assistantship hours the week before classes begin and the week after final examination week. Usual academic holidays are included, but vacations and sick leave are not awarded, and arrangements must be made to work time missed.

As part of their professional development experiences, graduate assistants are evaluated each Fall and Spring by their supervising faculty and the department chair. Please review the performance evaluation form found in the back of this booklet with your faculty supervisor at the beginning of the academic year in order to clarify performance expectations.

Masters level students typically will not be funded beyond two years of their program, and doctoral students will not be funded beyond three years, unless additional funds are secured by faculty or the department for their support. Please keep this in mind as you plan your program of study.

Graduate Students are advised to consult the current Graduate Studies Bulletin pages 11-13, 2002-2004 regarding Assistantship Responsibilities and Benefits associated with teaching and research assistantship appointment and your letter of offer.

Most academic year assistantships include tuition remission during the semester of the appointment and may include tuition remission for the summer. The assistantships are competitively awarded and typically require 13 to 20 hours of service per week. During the summer session graduate assistantships are available with appropriate stipends, but do not automatically include a tuition waiver for credit hours taken during the summer sessions.

Twelve-Hour Graduate Assistant Waivers (12 hours resident tuition for each Fall/Spring semester) Eligibility:

- ...The appointment must be continuous and for four full months within the semester or must be for the academic year. **and**
- ...The assistantship or combination of assistantships in one or more departments must total at least 33% FTE which is equivalent to 13.33 hours per week. (However, a range of 12-15 hours per week is acceptable.) **and**
- ...The stipend will be at the minimum amount as specified by the Graduate Studies.

IF YOU HAVE QUESTIONS REGARDING ASSISTANTSHIPS, PLEASE CALL THE GRADUATE OFFICE (472-2875) or check pages 191-192 in the UNL Graduate Studies Bulletin (2002-2004).

The corporate culture of the Department of Textiles, Clothing and Design includes expectations of social responsibility and ethical behavior of graduate assistants. Class attendance and meeting the graduate assistant position description are just a part of these expectations. It is expected that a graduate assistant is a person who is trustworthy, is responsible, is fair, is caring, respects people and is a good citizen. We require individuals to act, speak and perform in responsible ways as part of the social contract with the Department. This includes the generally accepted relationships, obligations and duties that are components of the role as a graduate assistant.

#### **16. POLICY FOR TERMINATION OF TCD GRADUATE ASSISTANTSHIPS AND UNL GRADUATE FELLOWSHIPS**

Continuation of TCD graduate assistantships and UNL graduate fellowships may be denied to recipients under the following conditions: (a) failure to satisfy Scholastic Grade Requirements as specified in the UNL Graduate Studies Bulletin, (b) violations of the Code of conduct as specified in the UNL Graduate Studies Bulletin, or (c) failure in qualifying examinations, preliminary examinations, comprehensive examinations, or (d) failure to make satisfactory progress in a graduate program.

#### **17. RESPONSIBILITY FOR TUITION PAYMENT**

"If a graduate assistant resigns or terminates the assistantship during the semester before four full months of service, all tuition benefits will be lost. The student then is responsible for the total tuition payment and health insurance premiums." (2002-2004 Graduate Studies Bulletin, p. 11)

#### **18. MINOR IN TEXTILES, CLOTHING AND DESIGN**

Graduate students from other programs who wish to declare a minor in Textiles, Clothing and Design must complete at least one 900 level course. Students may elect 12 credit hours of 800/900 level work in TCD across the breadth of study in textile science, apparel design, textile design, or merchandising, or may be required to do only 9 credit hours, if all work is elected in one area, i.e. textile science, textile history, merchandising or textile or apparel design. Only Graduate College curriculum approved courses can be included in the minor (this excludes Independent Study, Problems, etc.). All minors (Memorandum of Courses) must be approved by the TCD Graduate Committee Chairperson.

#### **19. STUDENT CODE OF CONDUCT**

**PLAGIARISM** Graduate Students are advised to read pages 182-185 in the Graduate Studies Bulletin (2002-2004) regarding Student Rights and Responsibilities. University Disciplinary Procedures are outlined in pages 185-189.

## PROPOSAL FORMAT FOR OPTION I

### 1. COVER PAGE

- 1.1 Title of Study/Project
- 1.2 Student's name, address, phone number
- 1.3 Major (department) and minor (if applicable)
- 1.4 Option I thesis or Option II project
- 1.5 Major Advisor
- 1.6 Minor Advisor (if applicable)
- 1.7 Style manual followed
- 1.8 Proposal Review Committee members
- 1.9 Date

### 2. INTRODUCTION

- 2.1 Background or significance of problem
- 2.2 Purpose of the study/project/statement of the problem
- 2.3 Research hypotheses or questions
- 2.4 Definition of terms
- 2.5 Scope and limitations

### 3. REVIEW OF LITERATURE

### 4. MATERIALS AND METHODS, OR MODEL

- 4.1 General Research Design/experimental design/sources
- 4.2 Materials
- 4.3 Procedures/protocol/methods
- 4.4 Statistical analyses or qualitative analyses

### 5. BIBLIOGRAPHY/LIST OF REFERENCES/ENDNOTES

### 6. APPENDICES

- 6.1 Resources (budget, personnel, facilities)
- 6.2 Proposed timeline

NOTE: This is only a guide. A student may find some sections are not appropriate for their specific project.

## PROPOSAL FORMAT FOR OPTION II

This format relates to Option II projects that result in an exhibition or runway show of original student design works. **Students completing Option II projects that result in curated exhibitions of historic or ethnographic artifacts should consult with their advisors on suitable format.**

The proposal is a visual presentation of design concepts with supporting written documentation. Visual presentations may consist of the following kinds of material, however depending on the student's direction the composition of visual work presented will vary.

- 1) Two dimensional format such as: design boards, drawings, illustrations, color plans, costume plates, sketches in mixed media
- 2) Samples indicating techniques to be developed
- 3) Past work completed while at UNL
- 4) New work that is indicative of the desired direction

Outline for Option II Project Proposal:

1. COVER PAGE
  - 1.1 Title of Study/Project
  - 1.2 Student's name, address, phone number
  - 1.3 Major (department) and minor (if applicable)
  - 1.4 Option I thesis or Option II project
  - 1.5 Major Advisor
  - 1.6 Minor Advisor (if applicable)
  - 1.7 Style manual followed
  - 1.8 Proposal Review Committee members
  - 1.9 Date
2. INTRODUCTION
  - 2.1 Concept statement
  - 2.2 Relevance of idea; statement of significance of project
  - 2.3 Sources
3. CONTEXTUALIZATION
  - 3.1 What historical, social, political, cultural or creative context does your concept relate to?
  - 3.2 How does your work fit into this context?
  - 3.3 What artists or what body of work has been seminal to this work? How have they informed this work?
  - 3.4 Why are the techniques, materials, and forms you are working with relevant to the ideas you are working with?
4. PROCESS
  - 4.1 Information gathering in relationship to concept
  - 4.2 Experimentation with design techniques; communicated through samples along with descriptive text or journaling
  - 4.3 Selection and refining in relationship to concept
  - 4.5 Reflection/on Outcome and future directions
5. BIBLIOGRAPHY
6. APPENDICES
  - 6.1 Resources (budget, personnel, facilities)
  - 6.2 Proposed time-line
  - 6.3 Slides of work presented with identification (to be added when project has been presented)

NOTE: This is only a guide. A student may find some sections are not appropriate for their specific project.

## GUIDELINES FOR JOINT AUTHORSHIP OF JOURNAL ARTICLES

By Linda Welters and Cathy Cerny, University of Rhode Island\*

Several years ago we developed these guidelines for joint authorship of journal articles. We thought that publication in the **ACPTC Newsletter** might aid others in resolving the sometimes touchy problems of joint authorship in this age of "publish or perish". By "joint authorship" we mean articles authored by two or more faculty members or faculty member(s) and graduate student(s). These guidelines are also intended to cover presentations of papers at symposia and professional meetings.

1. The author(s) should determine interest in joint authorship from others who contributed to the research project. See excerpts from the **A.P.A. Publication Manual** for a discussion of levels of contribution.
2. Consent or waiver should be obtained from possible joint authors. "Consent or waiver" means agreement in writing to acknowledgment of contribution to the research project (i.e. as first author, order of author's names, acknowledgment by footnote).
3. All authors should consent to the final draft of the manuscript according to their respective contributions. The **Publication Manual of the American Psychological Association**, Fourth Edition (1994), American Psychological Association, Washington, D.C., specifies the following:

Authorship is reserved for persons who receive primary credit and hold primary responsibility for a published work. Authorship encompasses, therefore, not only those who do the actual writing but also those who have made substantial contributions to a study. (p. 20)

...Publication credit is assigned to those who have contributed to a publication in proportion to their professional contributions. Major contributions of a professional character made by several persons to a common project are recognized by joint authorship, with the individual who made the principal contribution listed first. Minor contributions of a professional character and extensive clerical or similar nonprofessional assistance may be acknowledged in footnotes. (p. 20)

Substantial professional contributions may include formulating the problem or hypothesis, structuring the experimental design, organizing and conducting the statistical analysis, interpreting the results, or writing a major portion of the paper. Those who so contribute are listed in the by-line. Lesser contributions, which do not constitute authorship, may be acknowledged in a footnote. These contributions may include such supportive functions as designing or building the apparatus, suggesting or advising about the statistical analysis, collecting the data, modifying or structuring a computer program, and arranging for research subjects. Combinations of these and other tasks, however, may justify authorship. In any case, the writer should always obtain a person's consent before including that person's name in a by-line or in a note. (p. 20)

Authors are responsible for determining authorship and for specifying the order in which two or more authors' names appear in the by-line. The general rule is that the name of the principal contributor should appear first, with subsequent names in order of decreasing contribution. (p. 20)

In defining authorship for manuscripts generated by graduate theses, it is generally acknowledged that the name of the person who writes the article is listed first. If a graduate student writes an article based on the master's thesis work, the student's name is listed first. If the faculty member writes the article, the faculty member's name is listed first, and the student's name second. The student's name should always be included even if the student did not participate in preparing the manuscript for publication.

Because the research produced by a graduate student for the thesis is greatly influenced by the scholarship and research experience of the major professor, it is a matter of courtesy to include the major professor's name on the publication. In the event that the thesis ideas is student generated, the research work is fairly independent, the faculty member is not involved in the writing of the manuscript, and the faculty member is not interested in joint authorship, the student may be sole author. However, the faculty member, the department, and the University should be credited in a footnote.

Sometimes after leaving the academic environment, the graduate student loses interest in preparing the thesis for publication in journal form. However, the major professor may feel that the findings deserve the wider audience that timely publication can bring. We feel that the student should be allowed one year from the date of graduation to submit a first draft of a journal article as first author to joint authors. If the year expires without the students submitting a first draft, the major professor is granted the right to proceed as first author and will notify the student of his/her intent by certified letter, return receipt requested.

\*From ACPTC Newsletter, Vol. 13, No. 4, April, 1991, pp. 2-3.

**CHECK LIST  
FOR  
TCD GRADUATE STUDENTS**

Name \_\_\_\_\_ Date of Admission to Graduate School \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

The following check list has been prepared to be of assistance to you in completing various requirements and records during your period of graduate study. It is suggested that you record the date the task was completed in the blanks provided.

See Graduate Studies Bulletin for University requirements.

- \_\_\_\_\_ 1. Temporary academic advisor assigned upon acceptance.
- \_\_\_\_\_ 2. Select major advisor.
- \_\_\_\_\_ 3. The student and the major advisor prepare a tentative program which is to be approved (on Memorandum of Courses Form) by the Graduate Committee. The program of study must bear the signatures of the Major Advisor and TCD Graduate Committee Chairperson.
- \_\_\_\_\_ 4. If a minor is chosen, select a minor advisor who will assist in planning the program. (Graduate Committee Member of minor department must sign the Memorandum of Courses Form.)
- \_\_\_\_\_ 5. Students should submit program of study (Memorandum of Courses) to Graduate School before completing 15-18 credits. Select thesis (Option I) or project (Option II). Ideally a proposal for the thesis or Option II project should be submitted with the program of study. Otherwise, a description of the Option I thesis or Option II project must accompany the Memorandum of Courses Form.
- \_\_\_\_\_ 6. Obtain IRB approval for research involving human subjects.
- \_\_\_\_\_ 7. Present written proposal for thesis or project to TCD Graduate Committee.
- \_\_\_\_\_ 8. File application for taking written comprehensive exam. (Option III only)
- \_\_\_\_\_ 9. Take comprehensive written examination. (Option III only)
- \_\_\_\_\_ 10. Schedule oral examination through major advisor. Have thesis stamped by Graduate College two weeks before oral examination.
- \_\_\_\_\_ 11. Prepare abstract of thesis.
- \_\_\_\_\_ 12. Make arrangements for binding corrected Option I thesis or Option II report.