

# **Ph.D. Student Handbook**

**Education and Human Sciences**

**Specialization: Textiles, Clothing & Design**

**University of Nebraska-Lincoln**

**2006**

**POLICIES AND PROCEDURES**

**Approved by the Department of Textiles, Clothing & Design Graduate Faculty**

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**College of Education & Human Sciences**  
**Doctoral Program**  
**Ph.D. Human Sciences**  
**Specialization in Textiles, Clothing & Design**

## **OVERVIEW**

The Doctor of Philosophy (Ph.D.) degree in Human Sciences with a specialization in Textiles, Clothing & Design prepares scholars in both basic and applied aspects of Textiles, Clothing & Design. This specialization prepares scholars for professional roles in teaching, research, policy development or analysis and outreach through an individualized program of study focusing on textile and/or apparel fields.

The specialization in Textiles, Clothing & Design prepares students to:

- 1) Conduct independent scholarly work in research, teaching, policy, outreach
- 2) Critique and interpret scholarly work of others and apply those findings to their own work
- 3) Maintain a current knowledge base of issues affecting the areas of study
- 4) Gain depth and breadth of knowledge in the discipline
- 5) Understand and maintain professional ethics and practices
- 6) Successfully advance careers in educational and professional settings
- 7) Develop a global perspective
- 8) Realize the potential to improve quality of life for individuals, families and communities through professional outreach or community service

### **1. APPOINTMENT OF A TEMPORARY ADVISOR**

Upon review of a student's file for admission, faculty will indicate their willingness to serve as chair of the committee or to serve on the committee for the student. Using this information, the Chair of the Graduate Committee will assign a temporary advisor at the onset of their period of study (except for instances where a student has already received agreement from a graduate faculty member to serve in that role prior to admission into the degree program). The temporary advisor will advise the student until a supervisory committee has been appointed (usually during the first semester of full-time study) and in many cases will become the permanent chair of the committee.

## 2. SUPERVISORY COMMITTEE

Students who have been admitted to doctoral studies in Human Sciences, Specialization in Textiles, Clothing & Design will choose a Graduate Faculty to chair or co-chair (also referred to as the major professor) the Supervisory Committee. When the student and Supervisory Committee chair have decided on candidates for the Supervisory Committee, the Supervisory Committee Chair, recommends the appointment of the Supervisory Committee to the Dean of Graduate Studies, (Appointment of Supervisory Committee Form). The Supervisory Committee should be approved before the student completes more than 45 hours (including the hours earned while pursuing the masters degree), exclusive of language or research tool, towards her/his doctoral degree (University of Nebraska-Lincoln Graduate Studies Bulletin, 2005-07; hereafter referred to as Bulletin, p. 14). The Supervisory Committee members are generally chosen jointly by the student and major professor, on the basis of their expertise in terms of the student's research and their ability to provide help and guidance in the student's achievement of research and career goals.

The Supervisory Committee consists .....”of at least four Graduate Faculty. Graduate Faculty who have been appointed to Emeritus status may co-chair the supervisory committees of doctoral students with a resident Graduate Faculty member. (All professors on the examining committee must either be on the Graduate Faculty or be non-graduate Faculty approved to perform specified Graduate Faculty duties.) At least one Graduate Faculty member external to the academic department or area in which the doctorate is to be granted must be included on the committee responsible for supervising the student’s doctoral program of studies. The representative of the minor department on the committee may serve as the outside representative. The supervisory committee is appointed on the recommendation of the” Textiles, Clothing & Design Graduate Committee (Bulletin, p. 14).

If the chair of a PhD supervisory committee leaves the employ of the University, or retires, the Office of Graduate Studies must be notified immediately and a change in the supervisory committee made as follows:

- a. If the student has already achieved Candidacy, the former chair who has left the employ of the University may be permitted to continue as co-chair of the supervisory committee, with the concurrence of the Textiles, Clothing & Design Graduate Committee and the UNL Dean of Graduate Studies. A second co-chair must be appointed who is a resident Graduate Faculty member.

- b. If the student has not yet achieved Candidacy, a new chair of the supervisory committee who is a resident Graduate Faculty member must be appointed immediately, with the concurrence of the departmental Graduate Committee and the UNL Dean of Graduate Studies” (Bulletin, p. 14).
- c. If a member of the supervisory committee other than the chair leaves the employ of the University, or retires, a replacement should normally be appointed who is a resident Graduate Faculty member. In certain circumstances where a special and needed continuing expertise is involved and the staff member is willing to continue service, he/she may continue as a member of the supervisory committee, with the approval of the Textiles, Clothing & Design Graduate Committee and the Dean of Graduate Studies of the University of Nebraska-Lincoln (Bulletin, p. 14).
- d. Occasionally a doctoral student’s supervisory committee may believe that the participation of a graduate faculty member from another university would enhance the quality and direction of the dissertation. Faculty from other universities with special expertise may be enlisted, with the approval of the Graduate Dean, to serve in a courtesy association on the supervisory committee of a doctoral candidate. Such individuals would serve without official vote but would be empowered to sign the dissertation approval document and be duly acknowledged by the student in the dissertation (Bulletin, p. 14).

### **3. SUPERVISORY CHAIR ‘BACK-UP’ POLICY**

In the event that the Chair of a Supervisory Committee is unable to continue in the role as Chair, (e.g. leaves the institution, retires, etc.) the following procedures will be used.

The student assumes primary responsibility for finding a replacement Chair using the following process:

- 1) First, an attempt will be made between the student and the departing chair to secure a current committee member to serve as Chair.
- 2) If no Chair is found in step 1, the student brings the request for a new Chair to the Chair of the Textiles, Clothing & Design Graduate Committee.

- 3) The Graduate Committee selects a Chair to serve on a temporary basis with the provision that the person may become the permanent Chair if willing to serve in that role.
- 4) If no permanent Chair is obtained in the above step, the Department Chair will identify a potential Committee Chair, consult with the faculty member to seek their approval and upon approval will notify the student.

#### 4. PROGRAM OF STUDIES

“Within three weeks of its appointment, the supervisory committee will meet to designate and subsequently to file in the Office of Graduate Studies a complete program of studies, including any language or research tool requirements, and the general area of research for the dissertation. The student’s program of study must conform with one of the following plans:

- 1) The student chooses a major from the list of approved doctoral program. At least half of the graduate work, including the dissertation, will be done in this field. The remaining work, subject to the approval of the supervisory committee, may include either
  - a) supporting courses in the same or in related department, or
  - b) a minor field of study outside of the major department. The minor must include at least 16 semester hours with 6 hours in courses open exclusively to graduate students (900 level or 800 level without 400 level or lower counterparts). It may be taken in any department which has been approved to offer a major leading to a masters degree. In addition, the minor for the PhD may, in certain departments, be completed in a subdivision of the administrative department. Approved fields of study, which may be selected within each administrative department, must be approved by the Graduate Council for use as a minor and are indicated in the Graduate Bulletin in the section of the programs for the respective departments (Bulletin, pp. 14-15).
- 2) The student may select a field of study which integrates material offered in two or more departments without meeting the specific major requirement as outlined under 1. Such a program of study must be in an approved interdepartmental area for which a special area Graduate Committee representing the departments concerned has been appointed by the Dean of Graduate Studies” (Bulletin, p. 15).

"The committee is not obligated to accept credits beyond the masters degree which were completed prior to its appointment. At least half the total program of courses and dissertation research must be completed following submission of the program to the Graduate Studies Office. Any subsequent change in the program or in the dissertation topic is approved by the supervisory committee and the action reported to the Office of Graduate Studies" (Bulletin, p. 15).

"The minimum amount of graduate credit is 90 semester hours, including a dissertation. Not fewer than 45 semester hours must be completed at the University of Nebraska after the filing of the program of studies" (Bulletin, p. 15).

The Textiles, Clothing & Design Specialization includes a minimum of 20 hours of dissertation research. A student may register for more than 20 hours of dissertation, although only 20 hours will be counted toward the degree.

"The time limit on granting the doctoral degree is eight years from the time of filing the student's program of studies in the Office of Graduate Studies" (Bulletin, p. 15).

The Supervisory Committee has the responsibility of determining that a student's program of study does meet the guidelines for the approved Ph.D. in Human Sciences with a Specialization in Textiles, Clothing & Design as follows:

Course work related to Specialization (minimum).....25 credits

Supporting course work in related discipline (minimum) ..... 16 credits

(Inside and outside the Textiles, Clothing & Design Department)

Research Methodology (minimum) ..... 11 credits

(including statistical methods/research design

Must include a minimum of 8 hours of statistics)

PhD Seminar ..... 3 credits

Ph.D. Dissertation (minimum).....20 credits

TOTAL (minimum) .....90 credits

The Supervisory Committee will determine what coursework taken prior to filing of a program of studies, including hours earned toward the Masters degree(s), will be accepted as part of the 90 hour program. The Committee is not obligated to reduce the doctoral program of studies by applying all coursework taken toward previously earned Masters degree(s). Prior coursework should be assessed in relation to its contribution to framing a research foundation for the doctorate. Each course accepted must be determined to be current and relevant in relation to the desired degree. Any course older than ten years is evaluated relative to appropriateness for inclusion in the Ph.D. program. A maximum of 30 hours from master's programs, in which a maximum of 6 hours in master's thesis research, is allowed to be accepted as part of the 90 hour program.

It is the student's responsibility to justify how the courses selected for the area/discipline outside of Human Sciences interrelate to support her/his Ph.D. program of study, and dissertation research. The Supervisory Committee has the responsibility of determining that a student's program of study does meet the guidelines for the approved Ph.D. in Human Sciences—Specialization in Textiles, Clothing & Design as well as the goals and objectives of the Ph.D. student.

After approval of the Program of Studies by the Supervisory Committee, The **"Program of Studies for Doctoral Degree Form"** is completed and submitted to the Graduate College Committee. The form should be filed after the completion of 30 hours of graduate study and before the completion of more than half of the total required hours of study.

The Chair of the Supervisory Committee will forward approved program to the Office of Graduate Studies with his/her signature. Copies will be distributed to all members of the Supervisory Committee.

After the Graduate Dean approves the Program of Studies for the degree, a minimum of 45 credit hours exclusive of research tools needs to be taken.

## 5. RESIDENCY REQUIREMENT

"The office of Graduate Studies has established a residency requirement for the purpose of ensuring that the doctoral program is reasonably compact, continuous and coherent; and that a substantial portion is done at and under close supervision of the University. The residency requirement is part of the student's approved program.

For a student beginning a doctoral program in the University of Nebraska system with a bachelors degree, the residency requirement for the Ph.D. is 27 hours of graduate work within a consecutive 18-month period or less, with the further provision that 15 of these 27 hours must be taken after receiving the masters degree or its equivalent.

For a student who transfers to the University of Nebraska system with a masters degree from another institution, or who takes a break in his/her graduate work at Nebraska between the time the masters degree is awarded and the time he/she starts work on a doctoral program, the residency requirement for the Ph.D. is 27 hours of graduate work (excluding dissertation hours unless approved by the Graduate Dean) with in a consecutive 18-month period or less.

For (1) a member of the University staff who is engaged at least half time in instruction or research in his/her major area, or (2) a person employed in his/her major field, the residency requirement is 24 credit hours of graduate work within a consecutive two-year period with the further provision that he/she take at least 12 of these after receiving the masters degree or its equivalent.

Not more than one-third of the work for residency or 9 hours total credit may be taken during summer sessions" (Bulletin, p. 14).

"A minimum of three full years of graduate study is normally required to complete a program for the degree of Doctor of Philosophy. Neither the courses taken nor the time spent in study determines the granting of the degree. It is given primarily for high attainment in some special field of scholarship and for demonstrated power of independent research in a subdivision of this field" (Bulletin, p. 14).

"The time limit on granting the Ph.D. degree is eight years from the time of filing the student's Program of Studies in the Graduate Studies Office" (Bulletin, p. 14).

## **6. WRITTEN COMPREHENSIVES**

"When a student has substantially completed studies in the program, he/she must pass a written comprehensive examination to be formally admitted to candidacy. The comprehensive examination is not a repetition of course examinations but is an investigation of the student's breadth of understanding of the field of knowledge of which their special subject is a part" (Bulletin, p. 15).

### **Comprehensive Examination in Textiles, Clothing & Design Specialization:**

The comprehensive examination is developed by the Supervisory Committee in consultation with the student. It is normally scheduled after the student has completed their doctoral coursework and prior to the initiation of their doctoral research. The comprehensive examination is an intense professional development experience that requires the student to devote sufficient time and energy. The examination is designed to complement the student's unique plan of study and career goals. Consequently, the topics of the different sections of the examination will be unique to the student's plan of doctoral study and areas of professional interest. A variety of examination formats are possible. The examination format should give the student an opportunity to demonstrate critical thinking, to integrate and apply material, and to demonstrate professional skills. The process of determining the format of the comprehensive examination will be a joint endeavor-including input and discussion from all committee members vs. the traditional chair in charge strategy. The examination should include multiple parts, allowing the student to demonstrate both the breadth and depth of their knowledge and their abilities to integrate and apply material in multiple formats.

The Supervisory Committee Chair will coordinate the grading of the Comprehensive Examination by the Supervisory Committee. Each member of the Supervisory Committee shall have opportunity to grade each question. Supervisory Committee members shall be permitted at least three weeks to report a grade. Supervisory Committee members shall report a grade of "pass", "fail" or "rewrite" for each question, or subject. The decision on the exam shall rest with the majority vote (A tie vote shall be considered a negative decision). The Supervisory Committee shall decide on procedures relative to "rewrites". Generally, a student can "rewrite" one or more questions or subjects; however, a "rewrite" on every question or subject is a "fail" decision.

“As soon as possible after the supervisory committee has graded the comprehensive examination, it shall convene to prepare a report to the Office of Graduate Studies on the results of the examination. When the student has passed the comprehensive examination and satisfied research tool requirements of his/her approved program, the committee will recommend to the Office of Graduate Studies the doctoral student's admission to Candidacy by filing the *Application for Admission to Candidacy* for the doctoral degree, noting the dates of completing the comprehensive examination and research tool requirements. This application must be filed *at least seven months prior* to the final oral examination (dissertation defense)” (Bulletin, p. 15).

The original examinations and the results are to be filed in the Written Comprehensives File in the Textiles, Clothing & Design Department Office, and shall be held on file for a minimum of three years.

"Should the supervisory Committee determine the student has failed the comprehensive examination, a letter must be submitted by the chair of the supervisory committee to the Dean of Graduate Studies stating the conditions under which the student may attempt another examination, or part thereof, not earlier than the following academic term. Typically, but upon the discretion of the supervisory committee, only two attempts to pass the comprehensive examination will be permitted" (Bulletin, p. 15).

The Textiles, Clothing & Design comprehensive examination required may be fulfilled by one of the following alternatives as determined by the student in consultation with his/her supervisory committee.

#### Alternative 1: Written Comprehensive Examination

Although no specific format is suggested, several examples of acceptable alternative formats are shown below:

- a) written critique of one or several chapters of a completed dissertation;
- b) synthesis of research and direct service impacts, on specific topic, for policy advocacy or briefing at a legislative hearing;
- c) prepare and submit a manuscript;
- d) a written examination with questions designed to integrate knowledge obtained from doctoral course work.

To schedule a Written Comprehensive Examination, the student submits a request in writing to her/his Supervisory Committee Chair, 4 weeks before the scheduled exam.

Alternative 2: Grant Proposal Development with Oral Defense Following the Format of U.S. Department of Agriculture (USDA) National Research Initiative (NRI) Competitive Grants Program, National Endowment for the Arts (NEA), National Endowment for the Humanities (NEH) or Institute of Museum and Library Service (IMLS).

The student should develop a grant proposal based on original ideas. The format should be exactly the same as the selected federal grants program. The student who selects this alternative is expected to develop the idea for the proposal with guidance from her/his major advisor and complete the proposal writing independently.

After completion of the proposal, the student needs to submit a copy of the proposal along with a copy of the program priorities and guidelines to her/his major advisor for approval. After the approval, the proposal needs to be sent to all the members of the supervisory committee for examination. At least two weeks after the submission of the proposal, the student is allowed to defend his proposal orally to the supervisory committee.

The evaluation of the comprehensive examination is a combined consideration of the proposal writing, oral presentation and oral defense.

## **7. ADMISSION TO CANDIDACY**

“After all requirements relative to the Written Comprehensives, research requirements and the Dissertation proposal have been met, the student is admitted to candidacy (see form). At least seven months prior to the final oral examination and after the comprehensive written examinations have been passed, the chairperson of the Supervisory Committee is responsible for submitting to the Office of Graduate Studies (UN-L) the formal application to admit the student to candidacy. Admission to candidacy must occur at least seven months prior to the final oral examination (dissertation defense) for the Ph.D. degree” (Bulletin, p. 15).

“Following admission to Candidacy, the student must register for at least one credit hour during each academic year semester until he/she receives the doctoral degree, even if the student has already met the total dissertation hours on their approved program of study. Failure to register during each academic year semester will result in termination of the program of study” (Bulletin, p.15).

## **8. DISSERTATION PROPOSAL**

All doctoral candidates will submit to each member of their Supervisory Committee for their approval a dissertation proposal prior to initiating data collection for the dissertation, or in the case of extant data, prior to initiating data analysis. This fully developed proposal will include a summary of the theoretical framework, including review of relevant literature, statement of purpose, theoretical construct to be tested where relevant, methods and procedures, and precise statements of data analytic strategies (including statistical tools where appropriate). A meeting will then be held

(a minimum of ten (10) working days after each Supervisory Committee member receives a copy of the proposal), attended by all members of the Supervisory Committee. At this meeting, the student will defend the proposal as a contribution to the body of knowledge in the field.

Approval of the proposal by the Supervisory Committee will be done by a motion and vote of each Committee member. Upon a passing vote, Supervisory Committee members will indicate approval by signing the cover page. If the committee requests changes in any aspect of the proposal, the student will revise the proposal and resubmit to the committee members, who will then indicate their approval by signing the cover page. Evaluation of the Supervisory Committee members may include: approval, approval of concept/refinement of content or methodology, or unacceptable.

A signed proposal constitutes a contract between the student and the Supervisory Committee. Should the student wish to change the dissertation substantially, written agreement must be obtained from the Supervisory Committee.

## 9. DISSERTATION

“The dissertation is of no fixed length. It should treat a subject from the candidate's special field, approved by the Supervisory Committee. It should show the technical mastery of his/her field and advance or modify former knowledge, i.e., it should treat new material, or find new results, or draw new conclusions, or it should interpret old material in a new light. Each candidate for the degree shall submit with the dissertation an abstract of the same, not exceeding 350 words in length including the title. A guidebook for dissertation preparation is available in the Office of Graduate Studies” (Bulletin, p. 15). The guidebook is available at [www.unl.edu/gradstudies](http://www.unl.edu/gradstudies).

“Research activities involving human subjects or live vertebrate animals may not be conducted at UNL unless the research activities have been reviewed and approved by the appropriate board or committee. The Institutional Review Board (IRB) reviews projects involving human subject research and the Institutional animal Care and Use Committee (IACUC) reviews the use of animals in research. These reviews are in accordance with Federal regulations and UNL assurance documents to the Office for Protections from Research Risks (OPRR). Note that the IRB and IACUC will not review projects already in progress; approval must be secured prior to the initiation of research. The Research Compliance Assurance Form can be obtained at [www.unl.edu/research](http://www.unl.edu/research); the completed form must be submitted at the time the final version of the dissertation is filed” ( Bulletin, p. 15).

“The dissertation and abstract are passed upon by a reading committee of two members from the supervisory committee, excluding the chair/co-chair. The manuscripts must be presented to members of the reading committee in time to permit review and approval, which must be indicated at least three weeks in advance of the final oral examination. The application for the final oral examination and a rough draft of the dissertation and abstract must be presented to the specialist for doctoral programs in the Office of Graduate Studies for preliminary review *at least three weeks* before the final oral examination” (Bulletin, p. 15).

“The dissertation and abstract must be typed and double-spaced. Acceptable type includes a dark print from a letter quality printer or black ribbon copy from a typewriter. The margins should be at least one-and-one-half inches (1.5”) at the left and one-inch (1”) on each of the three other sides. If plates or folded tables are included, they should have exactly the same margins as the text, or should be folded to come within them. Footnotes should be single-spaced and placed at the bottom of the page to which they pertain unless special instructions are given by the major department. All final copies must be either printed or copied on 20 lb (minimum) white, 25 percent (35%) rag content watermarked bond paper not designed for easy erasure” (Bulletin, pp. 15-16).

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. APPLICATION FOR FINAL ORAL EXAMINATION

The dissertation and abstract must be approved by the supervisory committee chair and the reading committee prior to filing the **Application for the Final Oral Examination** or Waiver in the Office of Graduate Studies. The Application, signed by the readers, must be presented for approval to the doctoral clerk in the Office of Graduate Studies **at least three weeks prior to the date of the oral examination**. At the time the Application is submitted, a preliminary review of the abstract and dissertation is made by the doctoral clerk. Please submit one copy of the abstract/dissertation for this review. The final oral exam packet will be given to the student at this time. This packet includes the Report on Doctoral Degree, Title Sheet pages (2), Survey of Earned Doctorates and the University Microfilms International Dissertation Agreement Form (Office of Graduate Studies information).

## 11. FINAL ORAL EXAMINATION

“The final examination for the doctoral degree is oral and open to members of both the University community and the public. During the dissertation presentation and general questioning all persons may be present. However, at the end of the public

hearing there will be a closed questioning portion of the examination where all persons except the Candidate, doctoral supervisory committee, and invited faculty must be excused. It is conducted by the supervisory committee after the Candidate's studies have been completed and the dissertation or field investigation approved by the reading committee. The committee determines the character and duration of the examination. The examination may be devoted to the dissertation or field investigation, to the Candidate's general professional knowledge, or to a test of their judgment and critical powers, or to all three of these. Only in extremely unusual circumstances and with the unanimous consent of the supervisory committee may the final oral examination be waived. The committee reports the results of the final examination or the reason for its waiver to the Office of Graduate Studies."

The final oral examination for the Ph.D. will not be scheduled unless the chair of the supervisory committee and at least two other members of the committee are available for the examination. Exceptions may be made only by permission of the Dean for Graduate Studies. In any event, the supervisor of the dissertation must have seen and approved the completed dissertation before the examination will be scheduled.

"In the event that members of an oral examining committee are not unanimous regarding passing a candidate, the student is to be approved for the degree if only one examiner dissents. However, in each case, the dissenting member of the committee will be expected to file a letter of explanation in the Office of Graduate Studies."

"If a student fails to pass the final oral or written examination for an advanced degree, his/her committee must file a report on the failure in the Office of Graduate Studies and indicate what the student must do before taking another examination. Another examination may not be held during the same semester or the same summer session in which the student failed" (Bulletin, p. 15).