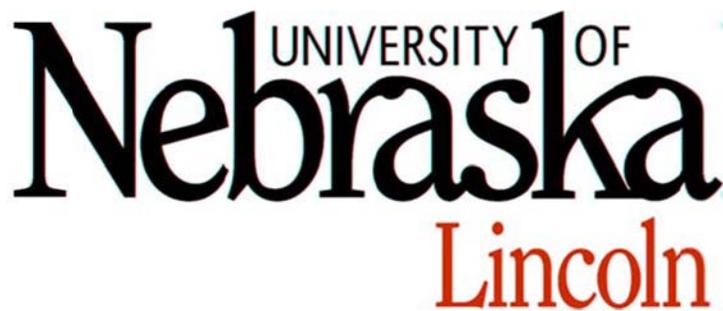


GRADUATE STUDENT HANDBOOK

Revised 8/20/2014

Revised 11/30/2015



DEPARTMENT OF TEXTILES,
MERCHANDISING & FASHION
DESIGN

<http://cehs.unl.edu/TMFD/>

College of Education and Human Sciences

It is the policy of the University of Nebraska-Lincoln not to discriminate based upon age, race, ethnicity, color, national origin, gender, sex, pregnancy, disability, sexual orientation, genetic information, veteran's status, marital status, religion or political affiliation.

TEXTILES, MERCHANDISING AND FASHION DESIGN
GRADUATE STUDENT HANDBOOK
TABLE OF CONTENTS

	Page
Introduction	1
Department Policies	1
Admission Categories.....	1-2
Academic Advisor/Major Advisor	2-3
Minimum Degree Requirements.....	3
Residential Programs.....	3-5
Distance Delivery Program	5-6
Memorandum of Courses	6
Proposals	6-7
Academic Standards	7-8
Option I - Thesis.....	8-9
Option II - Special Project and Publicity Tools for Option II Project Exhibitions	9-10
Option III - Coursework Option.....	10
Comprehensive Examination-Written.....	10-11
Final Examination-Oral.....	11-12
Registration Guidelines	12-13
Grounds for Probation and Termination	13
Assistantships	13-15
Policy for Termination of TMFD Graduate Assistantship and UNL Graduate Fellowship.....	15
Responsibility for Tuition Payment	15
Minor in Textiles, Merchandising and Fashion Design	15
Student Code of Conduct	15
 APPENDICES	
Proposal Formats.....	16-20
Checklist for TMFD Graduate Students	21

The Department of Textiles, Merchandising and Fashion Design 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, Merchandising and Fashion Design, the TMFD Graduate Faculty establishes policies and procedures to implement its graduate program. The statements in this handbook refer to graduate programs in TEXTILES, MERCHANDISING AND FASHION DESIGN. *This handbook supplements the Graduate Studies website* <http://www.unl.edu/gradstudies>. *It does not replace any information found on the website.*

1. DEPARTMENT POLICIES

Funding: Research and/or teaching assistantships are available on a competitive basis to support graduate students.

2. ADMISSION CATEGORIES

All applicants are asked to upload the following information of the UNL Graduate Admissions Management and Evaluation System (GAMES): a letter to the chairperson of the Textiles, Merchandising and Fashion Design Graduate Committee describing his/her background, experience, and goals for pursuing graduate study. After careful consideration of our masters programs, subject areas, and options, applicants should clearly indicate their intended area of study selecting from the following areas of specialization (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 III (Distance Delivery)
Merchandising	MS Option I or III
Merchandising	MS Option I or III (GP IDEA Distance Delivery)
Textile Science	MS Option I or III

The TMFD Graduate Committee considers the qualifications of applicants for admission to graduate study in Textiles, Merchandising and Fashion 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 permission of 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, Merchandising and Fashion Design or the equivalent from a related area such as Art or History. In addition, students should have a minimum undergraduate G.P.A. of 3.00 and minimum scores on the Graduate Record Exam (GRE) as follows: Verbal 150 (450 prior to 11/1/11); Quantitative 141 (450 prior to 11/1/11); and 4.0 Analytical Writing (200 prior to 2002). For textile science students, the minimum scores are 143 for Verbal (350 prior to 11/1/11); 155 Quantitative (700 prior to 11/1/11); and 4.0 Analytical Writing (200 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 TOEFL paper test, or 79 on the TOEFL internet-based test is required for consideration for admission. A minimum score of 6 is required for the International Language Test System (IELTS).

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 TMFD Graduate Committee Chairperson. This request must be approved by the TMFD Graduate Committee and the Graduate College before application for graduation. Students admitted on provisional standing are not eligible to receive an assistantship until the removal of the provisional status.

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 TMFD Graduate Committee Chair. Unclassified students wishing to enter the TMFD graduate program are expected to complete the full application to the TMFD department and to fulfill all the requirements.

Unclassified status may be granted to applicants who could be accepted into the program after completing specific requirements established by the TMFD 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 TMFD master's program, a temporary academic advisor will be assigned to each graduate student. (If unsure of your assigned academic advisor, check with the secretary, TMFD office, 234 Home Economics Building). Based on mutual interests, the selection of a permanent major advisor will be a matter between the student and professor. The major advisor advises on academic coursework, the program of studies, and thesis or special project. It is the student's responsibility to secure the commitment of a TMFD 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, to the extent possible.

When the Major Advisor 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 TMFD faculty member holds expertise in the student's area of research or creative activity, he/she will be asked to assume the Major Advisor's position. When no current TMFD faculty holds expertise and the former Major Advisor has left the University's employment, the committee will work in concert with the student to solidify and appoint a temporary Major Advisor to chair the committee until a new faculty member will be in place.

4. MINIMUM DEGREE REQUIREMENTS

Graduate students should consult the Graduate Studies website for information concerning master's program requirements, thesis and project proposal guidelines and deadlines. The Graduate Studies Bulletin is available on line <<http://bulletin.unl.edu/>> and Graduate Studies forms (application, Memorandum of Courses, Final Examination Report) can be found at <www.unl.edu/gradstudies> or obtained from the Office of Graduate Studies, 1100 Seaton Hall, City Campus. Each academic year and each summer, Graduate Studies announces deadlines for submission of forms. In addition, information and downloadable forms are available on the Graduate Studies website.

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 program (33 hours) should be chosen by students preparing for scientific careers in business, research, industry or college teaching. The required number of hours for an Option I MS in the Department of Textiles, Merchandising and Fashion Design is 33 hours. The Master of Arts degree under Option I requires 33 hours of 800 or 900 level courses, including 6 hours thesis. Included are 10-12 hours of approved classes (course title and descriptions listed in Graduate Studies Bulletin <<http://bulletin.unl.edu/>>). Independent Study or Problems, if taken, must be in addition to these 10-12 hours. In addition to thesis credit, 8 credit hours must be earned in course work open exclusively to graduate students. Distribution of courses for Option I include:

- ...12 hours minimum in TMFD, including TMFD 874.
- 6 hours of thesis (TMFD 899)
- 3 hours research methods
-6 hours minimum of statistics (it is recommended that the 3 hours of statistics be from coursework beyond EDPS 859, or the 6 hours be taken in Biometry)
- 6 hours to be arranged with TMFD 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)

Option I Master of Arts program (30hours) should be chosen by students preparing for professional careers in textiles and apparel including, but not limited to, studio practice, museums, research or college teaching. The Master of Arts degree under Option I requires 30 hours of 800 or 900 level courses, including 6 hours thesis. Included are 10-12 hours of approved classes (course title and description listed in Graduate Studies Bulletin < <http://bulletin.unl.edu/> >). Independent Study or Problems, if taken, must be in addition to these 10-12 hours. In addition to thesis credit, 8 credit hours must be earned in course work open exclusively to graduate students. Distribution of courses for Option I include:

- **12** hours minimum in TMFD including TMFD 874
- 6 hours of thesis (TMFD 899)
- 6 hours minimum of research methodology (TMFD-876, EDPS 859 or 860, EDPS 900K 935, 936, EDAD 990, SOCI 807)
- 6 hours to be arranged with TMFD major advisor (may be in major area or outside area _____ or a combination of the two)
- 30 hours TOTAL (8 hours must be in graduate-only courses in addition to 6 thesis hours)

Option II Master of Arts requires 36 hours of 800 and 900 level courses. Candidates for the Option II master's degree must complete at least 18 of the 36 hours in TMFD courses. At least 12 hours must be in approved graduate level TMFD courses. No more than 6 of the 18 hours required in TMFD 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 TMFD including TMFD 874, and either TMFD 873 or TMFD 876.
- 6 hours for approved Option II project (TMFD 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 TMFD major advisor (may be in major or minor area)
- 36 hours TOTAL (12 hours must be in graduate-only courses; 3 hours of TMFD 996 may apply).

Note: Residential students with a history emphasis should take TMFD 876: *Artifact Analysis and or another appropriate research methods course such as EDAD 990, SOCI 801, EDPS 859 or 860, 900K, 935, 936.*

Option III. Master of Science or Master of Arts program requires a minimum of 36 semester hours of 800 and 900 level courses. Candidates for the Option III master's degree must complete at least 20 hours in TMFD 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:

- ...18 hours minimum in TMFD courses including TMFD 874.
- 3 hours of research methods (TMFD 875 or 876) and/or statistics (recommend course beyond EDPS 859)
- ...15 hours of course work (minimum) inside or outside the Department
- 36 hours TOTAL (18 hours must be in graduate-only courses)

Note: *A Formal Presentation and a Comprehensive Examination (Oral or Written) are required.*

Note: *Other appropriate research methods course can be substituted for TMFD 875, such as EDAD 990 or EDPS 900K, 935 or 936, or SOCI 801.*

B. DISTANCE DELIVERY PROGRAM

Option III – Master of Arts Distance Delivery program in Textile History/Quilt Studies requires a minimum of 36 credit hours. Candidates must complete at least 20 hours in TMFD courses. In addition, 18 of the 36 hours must be earned in advanced courses open exclusively to graduate students. Distribution of courses for this Option III program:

Distance Delivery Courses - 9 credits:

TMFD 818 History of Quilts - 3 hours

TMFD 815 Aesthetics and the Quilt

TMFD 814 The Studio Quilt Movement: Genesis and Development

EDAD 900 Historic Methods in Educational Research

or

EDPS 900K Qualitative Approaches in Educational Research

Spring Semester of on-campus Residential Courses - 9 credits:

TMFD 808 History of Textiles - 3 hours

TMFD 809 Care and Conservation of Textile Collections - 3 hours (offered only in odd years)

TMFD 896 Independent Study Textile Science (properties of fibers, yarns, fabrications and dyes, includes a unit on fiber microscopy and fiber identification) - 3 hours

Internship - 9 credits (TMFD 997) Supervised independent professional experience under direction of a practicing professional. Student may intern at the International Quilt Study Center & Museum 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 synchronous online transmission to the TMFD seminar (to be arranged). **Need portfolio requirements**

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

Complete courses offered on campus or on-line by the Dept. of Textiles, Merchandising & Fashion Design or other UNL Departments such as TMFD 890 Workshop or TMFD 978 Seminar in Textile History - 1 to 6 credits. TMFD 890 and 978 are typically one-week summer workshops or seminars led by UNL faculty or guest instructors. A range of topics are offered including dating of antique textiles, influences on quilt making practices and the quilt as a medium of artistic expression.

Or

Transfer credit 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, Merchandising and Fashion Design

or in a supporting field such as history, art history, and museum studies subject to the approval of the supervisory committee.

This distance learning 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 on campus (January to May) at the University of Nebraska-Lincoln. Student must come to campus for final oral or written exam (approved September 10, 2001).

GP IDEA Merchandising Degree - The 36 credit hour on-line master's degree program consists of ten required courses plus 6 credit-hours of practicum, thesis or elective credits. UNL students are to follow UNL procedures for completing a degree. Visit the GP IDEA website for program /course/ information. <http://www.hsidea.org/programs/merch/>

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 1/2 of course work or 15-18 hours must be taken after the Memorandum of Courses Form is approved AND FILED WITH GRADUATE STUDIES (SEH 1100, City Campus, 0619) on or before the date of the proposal meeting.* 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 is filed, the student must submit the topic and scope of the project in writing. 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. The Memorandum of Courses is approved by the supervisory committee at the time of proposal meeting.

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 of Graduate Studies. All other revisions must be approved by the student's Supervisory Committee, the Major Advisor, and the Dean of 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 TMFD Graduate Chair. REQUEST FOR CHANGE OF PROGRAM forms are no longer needed. New procedure: Advisor sends an email with changes to: Terri Eastin (Masters) or Eva Bachman (Doctoral) 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 TMFD Graduate Faculty, but at minimum, must be comprised of the student's supervisory committee, which includes 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's responsibility to name a committee no later than the 6th 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 confirm their committee members during their first semester.* If a student has a minor, one of the additional members of the 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, a 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 both their proposal and their Option I thesis or Option II paper. Notation is to be made in the proposal of the style manual selected.

The student should establish a date for proposal review with his/her Supervisory Committee at least 30 days in advance, and deliver the proposal to the Supervisory Committee at least seven days in advance of the proposal meeting. Students should refrain from scheduling proposal meetings during dead week or final exam week. All TMFD 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 TMFD Graduate Faculty, IQSCM curators 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 TMFD. This introduction is followed by a brief overview of the proposed work, the work previously completed in the area of study, and the procedures or approach planned for the proposed project. After such a presentation, the graduate student will open the session to questions. 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 noted in the Graduate Studies Bulletin <<http://bulletin.unl.edu/>> are as follows:

1. A minimum grade of B is required for graduate credit in 800-level courses with 400 or
 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 TMFD 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.
- "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.
- "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.
- "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, which must be completed within 10 consecutive years. Students must be enrolled for at least one credit of TMFD 899 (Option I) or TMFD 996 (Option II) during the semester or summer session that they graduate.

8. OPTION I - THESIS OPTION

The Option I master's program requires a thesis. The thesis represents original research which is a systematic, controlled, and/or critical investigation of hypothetical propositions about the presumed relations among natural, cultural, psychological, social or historical phenomena. The thesis involves a minimum of six credit hours (TMFD 899). One credit hour of TMFD 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 found on the - graduate studies website** <<http://www.unl.edu/gradstudies>>. A copy of the Research Compliance Assurance Form must be 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 TMFD 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.
- "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.
- "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.
- "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, which must be completed within 10 consecutive years. Students must be enrolled for at least one credit of TMFD 899 (Option I) or TMFD 996 (Option II) during the semester or summer session that they graduate.

8. OPTION I - THESIS OPTION

The Option I master's program requires a thesis. The thesis represents original research which is a systematic, controlled, and/or critical investigation of hypothetical propositions about the presumed relations among natural, cultural, psychological, social or historical phenomena. The thesis involves a minimum of six credit hours (TMFD 899). One credit hour of TMFD 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 found on the - graduate studies website** <<http://www.unl.edu/gradstudies>>. 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. Check the Graduate Studies website for the most current information regarding the Human Subjects Institutional Review Board.

According to the Graduate Studies Bulletin...An electronic copy of the thesis and abstract must be presented for preliminary review to the Master Degree Specialist in the Office of Graduate Studies at least two weeks (one week in summer session) before the date for the Candidate's oral examination. A Candidate is not eligible for an oral examination until the thesis is completed and approved by the major advisor. After the thesis has been successfully defended, it needs to be electronically submitted to the MDS for a final review prior to being uploaded to digital commons.

Additional bound printed copies must be provided to the 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 request/ require copies of the thesis.

Before graduation, the student should send an electronic copy of his/her approved abstract of the thesis or dissertation to Phyllis Fogerty <pfogerty1@unl.edu> for posting on the CEHS website.

9. OPTION II - SPECIAL PROJECT

The Option II master's 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
- creative activity emanating from a defined source of inspiration which results in a visual statement for public/peer review
- curating an exhibition.

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 6 credits may be devoted to the Option II project, taken as TMFD 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. 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 two copies of the Option II project report is required: Major Advisor, 1 copy; and student 1 copy. Co-major advisors, advisors from the minor or supporting department or funding agencies may request/ require for copies of the Option II project report.

Before graduation, the student should send an electronic copy of his/her approved abstract of the Option II project to Phyllis Fogerty <pfogerty1@unl.edu> for posting on the CEHS website.

10. OPTION III - COURSEWORK OPTION

The Option III master's 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, who are NOT enrolled in the Distance Delivery Textile History/Quilt Studies Program or Great Plains Merchandising Program.* 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 TMFD 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.

The format (closed book and/or take home) and time set for the comprehensive examination will be determined by the Major Advisor with input from the student's Supervisory Committee. It is recommended that the comprehensive examination be designed to fit within the framework of two,

four-hour blocks of writing time. The Major Advisor will be responsible for scheduling the examination and determining the exam venue.

Conditions of the Examination

1. The writing time for each section of the examination will not exceed the designated period.
2. For the closed book portion of the comprehensive exam Students may bring a dictionary, paper and writing instruments. If desired, the student may request that a departmental laptop be provided.
3. Upon completion of each writing period, the student will submit electronically the examination to the Major Advisor.
4. A photocopy will be made and placed in the student's folder. The original will be circulated among students Supervisory Committee for evaluation.
5. The student's Supervisory Committee will evaluate the student's performance on the written comprehensive. 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 week period.

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 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 TMFD 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 TMFD Faculty and graduate students. A copy of the thesis must be left with the TMFD 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 TMFD 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 TMFD Faculty and graduate students.

Procedures for Option III in Textile History/Quilt Studies Distance Delivery Program

A final oral examination is scheduled at completion of the Option III project. The student is expected to give a presentation concerning his/her internship experience. Following the presentation, the committee may ask questions concerning the internship or any aspect of the student's program of study. The oral examination is designed to assess the student's knowledge of the subject matter in the program. The student's supervisory committee will convene for the final oral examination. All TMFD faculty, IQSCM curators and graduates students are encouraged to attend the oral presentation. Notification of the oral examination date and time should be given at least one week in advance to all TMFD faculty, staff 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 are to:

- Allow student to defend the Option I or Option II project
- Assess the candidate's ability to express him/herself
- Satisfy the committee of the adequacy of the research/project/internship 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, Merchandising and Fashion 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 number of 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.

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 master's 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.

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. 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 Student Code of Conduct as specified in the UNL Graduate Studies Bulletin <<http://bulletin.unl.edu/>> (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 latest [Graduate Studies Bulletin](http://bulletin.unl.edu) <<http://bulletin.unl.edu>> 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. All matriculated graduate students are considered for available assistantships, which are awarded as a function of availability of funds and relevance of the assistantship to the student's area of study. 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 Office of Graduate Studies

IF YOU HAVE QUESTIONS REGARDING ASSISTANTSHIPS, PLEASE CALL THE GRADUATE OFFICE (472-2875) or check the website <<http://www.unl.edu/gradstudies>>.

The culture of the Department of Textiles, Merchandising and Fashion 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 TMFD GRADUATE ASSISTANTSHIPS AND UNL GRADUATE FELLOWSHIPS

Continuation of TMFD graduate assistantships and UNL graduate fellowships may be denied to recipients under the following conditions (see Graduate Studies website for specifications): (a) failure to satisfy Scholastic Grade Requirements (b) violations of the Student Code of Conduct 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 (see Graduate Studies website <<http://www.unl.edu/gradstudies>>).

18. MINOR IN TEXTILES, MERCHANDISING AND FASHION DESIGN

Graduate students from other programs who wish to declare a minor in Textiles, Merchandising and Fashion Design must complete at least one 900 level course in TMFD. Students may elect 12 credit hours of 800/900 level work in TMFD 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 TMFD Graduate Committee Chairperson.

19. STUDENT CODE OF CONDUCT

Graduate Students are advised to refer to the current Graduate Studies Bulletin regarding Student Rights and Responsibilities <<http://bulletin.unl.edu/graduate/Probation, Termination and Appeals>>.

APPENDIX 1. 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 OR SOURCES
 - 4.1. General Research Design/experimentation 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.

APPENDIX 2. PROPOSAL FORMAT FOR OPTION II for Design Projects

This format relates to Option II projects that result in an exhibition or runway show of original student design works. 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. Research or 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
 - 4.4. Reflection/on Outcome and future directions
5. BIBLIOGRAPHY
6. APPRENDICES
 - 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.*

APPENDIX 3. PROPOSAL FORMAT FOR OPTION II- TEXTILE HISTORY/QUILT STUDIES

This format relates to Option II projects that represent a curated exhibition of historic or contemporary quilts or other historic or ethnographic textiles and dress.

Outline for Option II Project Proposal for a Curated Exhibition:

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
 - 2.2 Purpose
 - 2.3 Limitations
 - 2.4 Definition of Terms
3. REVIEW OF LITERATURE OR SOURCES
4. EXHIBITION DEVELOPMENT
 - 4.1. Curatorial Approach or Research Strategy
 - 4.2. Exhibition Design
5. ENDNOTES
6. BIBLIOGRAPHY
7. APPENDICES
 - 7.1. Budget
 - 7.2. Timeline
 - 7.3. Other – Maps, Images, etc.

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

APPENDIX 4. PUBLICITY TOOLS FOR OPTION II PROJECT EXHIBITIONS

The following are publicity tools for Option II project exhibitions held in the Robert Hillestad Textiles Gallery:

A. Gallery Web page and Annual Exhibition Calendar. Each spring the gallery director organizes the design and printing of the gallery calendar. This is the first opportunity you have to publicize your exhibition. In April, provide your major advisor and the gallery director:

1. your exhibition title,
2. a two sentence description of your exhibition,
3. a photograph that captures the idea of the work you are going to show and
4. the name of the photographer.

B. Announcement Postcard. The gallery will underwrite up to \$100 worth of printing postcards for your exhibition. Currently we are using an internet printer that can print 1000 5” x7” full color cards for under \$100. You must provide the gallery director and your major professor:

1. the artwork at least 7-9 weeks prior to the opening date of your exhibition and
2. descriptive text for the back side of the announcement card.

C. Photographs. Each press release requires:

1. 2-3 high resolution tiff files or PDF files at 300 dpi, approximately 8”x5” or 5”x8” and
2. the same images as JPEG files at 72dpi 4”x3” or 3”x4”
3. include photo credit: title of work, date produced, size, materials, technique and photographer’s name
5. The high resolution images are for print reproduction and the small files are for digital distribution.

D. Press Release Sample Template. Please refer to the gallery web page, <http://textilegallery.unl.edu/> to study previous press releases. Below is a general idea of what is required, however it is more interesting if each press release is somewhat varied, but does include essential information. The purpose of the press release is to provide concise details of your pending show and an active description of the work to entice people to come see it.

E. Text

Exhibition Title opens on **date** and continues on exhibition at the University of Nebraska-Lincoln's Robert Hillestad Textiles Gallery through **date**. A public opening reception with the artist will be from **time and date**. **One or two sentence description of overall exhibition concept.**

Refer to the gallery web page to see examples of exhibition press releases for recent TMFD graduate students. In general, you should **identify your major advisor** and refer to your Option II project proposal to find text that effectively describes the work you have set out to achieve. You can quote yourself. Include **your name**, **“insert your quotation”** as to what inspired this body of work.

State what is interesting or unusual about your work—materials, technique, concept—get people interested to see what you are up to.

The Robert Hillestad Textiles Gallery is part of the Department of Textiles, Merchandising and Fashion Design in the UNL College of Education and Human Sciences. The gallery is on the second floor of the Home Economics Building on East Campus, on 35th Street north of East Campus Loop (map at <http://go.unl.edu/j5v>). Hours are 8:30 a.m. to 4:00 p.m. Monday-Friday and by appointment. Admission is free. Guest parking is available near the building and metered stalls are located in the Nebraska East Union lot. For more information, call (402) 472-2911 or visit <http://textilegallery.unl.edu>. School groups are welcome. Please complete the Request for Tour Form on the Gallery website.

Facebook. Create a Facebook event for your exhibition. We can link this event to the Hillestad Gallery Facebook page.

APPENDIX 5. CHECK LIST FOR TMFD 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** <<http://bulletin.unl.edu/>> for UNL 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 TMFD 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 TMFD Graduate Committee.
- _____ 8. File application for taking written comprehensive exam. (Option III only)
- _____ 9. File exam form for Option I and II and Option III Distance Delivery Textile History/Quilt Studies.
- _____ 10. Take comprehensive written examination. (Option III non-Distance Delivery Students only)
- _____ 11. Schedule oral examination through major advisor. Have thesis stamped by Graduate Studies two weeks before oral examination.
- _____ 12. Prepare abstract of thesis.
- _____ 13. Make arrangements for binding corrected Option I thesis or Option II R