

CONSUMER, APPAREL, & RETAIL STUDIES GRADUATE STUDENT HANDBOOK

Welcome to graduate study in the Department of Consumer, Apparel, & Retail Studies at The University of North Carolina at Greensboro. We expect your experience will be exciting, challenging, and rewarding.

As you enter graduate studies, you enter a world of scholarship. Your course work is a small fraction of the knowledge you will need to excel as a professional, so it is your responsibility to seek out experiences and opportunities for learning, to immerse yourself in the literature, and to engage in scholarship.

Graduate education emphasizes new knowledge, rather than restating observations. Your tasks involve reading original literature with a critical eye. The focus is on theory and use of content to bring to light new ideas and new knowledge through intellectual discussion and research. Your work outside the classroom is equally important to that which occurs inside. We strive to train scholars as critical thinkers who have the ability to evaluate, communicate, and to change lives. Your work will focus on integration, analysis and synthesis, on insight rather than recognition. Learning goes beyond the ability to answer questions, and includes asking questions to gain knowledge and insight into the topic and its context.

Accomplishing this requires education that includes a one-to-one mentor relationship with a faculty member, considerable hard work, and the use of much intellectual energy. Your role is to immerse yourself in an environment of scholarship and strive to learn and to develop your own intellectual abilities. The work is intense and research experiences are necessary. Accomplishing what is necessary to be a scholar requires extra reading and thinking, and further development through professional presentations and publications.

Our role is to provide the setting that fosters your motivation, perseverance, curiosity, and intellectual development. You have our support and encouragement, but much of what you will learn and how you develop professionally is your responsibility.

**Graduate Faculty
Consumer, Apparel, & Retail Studies**

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INTRODUCTION

This handbook has been prepared to provide information about the policies, procedures, and degree requirements of graduate programs in the Department of Consumer, Apparel, & Retail Studies (CARS) at UNCG. The information provided here adds to that already covered in the *Graduate School Bulletin*. It is the responsibility of the Director of Graduate Studies (DGS) to keep the handbook current.

The *CARS Graduate Handbook* reviews some of the information that can be found in greater detail in the *Graduate School Bulletin*. We have limited much of the Handbook's coverage to the expectations, guidelines, and requirements specific to graduate study in CARS. The course work, research requirements, and expectations described represent the **MINIMUM** requirements. Depending on your academic preparation upon admission, the DGS in consultation with the graduate faculty may require you to take course work as prerequisites. Depending on your interests, professional goals, and scholarly preparation, your advisory committee may require additional coursework above the minimum requirements. This ensures that you are adequately prepared for your eventual entrance into your discipline.

New graduate students should read this Handbook in its entirety and consult their advisor or the DGS if any of the requirements described in it are unclear. Students also should be familiar with University regulations and policies for graduate students as described in the *Graduate School Bulletin*. To benefit from the information in this Handbook, you must be responsible for your progress in the program. **Do not assume that your advisor or other faculty members will automatically remind you of every step that you need to take.** The Yearly Student Review will help you and your advisor keep track of your progress.

THE GRADUATE FACULTY COMMITTEE

The CARS Graduate Faculty Committee is chaired by the DGS and is responsible for the formation and implementation of policies, procedures, and curriculum changes of the programs in accordance with the policies set down by the UNCG Graduate School. The CARS Graduate Committee also considers student petitions for course substitutions and the waiving of certain requirements. The CARS Graduate Committee consists of the DGS and members of the graduate faculty.

GRADUATE PROGRAMS

CARS offers graduate programs leading to the Master of Science and Doctor of Philosophy degrees. The Master of Science Degree and the Doctor of Philosophy programs focus on the development of theory and research knowledge. However, the M.S. degree does have some professional and applied components. The Ph.D. program is multidisciplinary, calling for a synthesis and application of knowledge and theory from marketing, economics, and the social and behavioral sciences applied to consumers and markets of the Textile, Apparel, Retail and Consumer Complex and the Fiber, Household Textiles/Home Furnishings, and Industrial

Textiles industries. Ph.D. students have some flexibility in selecting their areas of specialization to accommodate their interests and career goals within the expertise of the faculty. Faculty research interests include, but are not limited to, micro-analytic analyses of consumers of textile/apparel products and home furnishings, consumer behavior and consumer services environment, strategic analysis of the textile products industry and firms, brand analysis, international trade in textile/apparel/retail complex, social psychological, historic, and cultural aspects of dress, and the dynamics of the textile products industries.

THE GRADUATE CURRICULUM

REQUIREMENTS FOR THE MASTER OF SCIENCE IN CONSUMER, APPAREL, AND RETAIL STUDIES

The Department of Consumer, Apparel, and Retail Studies offers a graduate program of study leading to a Master of Science degree with both a thesis option requiring a minimum of **30** hours or a concentration in integrated apparel and related industries requiring **39** hours.

THESIS OPTION (MINIMUM 30 HOURS)

The MS in Consumer, Apparel, and Retail Studies, thesis option, requires a minimum of 30 semester hours and focuses on research in consumer, apparel, and retailing issues. It is designed to provide students with the necessary knowledge and skills to pursue careers in academics and business.

Required Core Courses (10 hours)

RCS 562 Behavior of Softlines Consumers (3)
 CRS 620 Analysis of Apparel and Related Industries (3)
 CRS 630 Economic Dynamics of the Retail Complex (3)
 CRS 682 Graduate Seminar (1)

Required Research Techniques (9-11 hours)

CRS 605 Research Methodology in Consumer, Apparel, and Retail Studies (3)

and one of the following options:

STA 571, 571L Statistical Methods for Research I (4)

STA 572, 572L Statistical Methods for Research II (4)

or

ERM 680 Intermediate Statistical Methods in Education (3)

ERM 681 Design and Analysis of Educational Experiments (3)

or

MBA 701 Quantitative Analysis for Decision Making (3)

ERM 681 Design and Analysis of Educational Experiments (3)

Electives (6 hours)

The student will select 6 hours, as approved by the student's chair in consultation with the committee, from available CRS 600- and 700-level courses.

Thesis (6 hours) (Capstone Experience)

CRS 699 Thesis (6)

Thesis Advisory Committee

The student will select a graduate advisor and two other graduate faculty members to serve as a Thesis Advisory Committee. The graduate advisor must be from the Department of Consumer, Apparel, and Retail Studies. The committee must be chosen and a program of study approved no later than the second semester enrolled in graduate courses.

The thesis option is focused on research in consumer, apparel, and retailing issues. It is designed to provide students with the necessary knowledge and skills to pursue careers in academics and business.

**INTEGRATED APPAREL AND RELATED INDUSTRIES CONCENTRATION
(39 HOURS)**

The MS in Consumer, Apparel, and Retail Studies with a concentration in integrated apparel and related industries requires 39 semester hours and prepares graduates to apply research findings in consumer, apparel, and retail industry settings and to seek professional industry positions. This option provides considerable flexibility in course work to pursue areas of interest. Passing a comprehensive examination and completing an applied research experience in the form of a project and/or paper are required.

Required Core Courses (13 hours)

CRS 620 Analysis of Apparel and Related Industries (3)

CRS 682 Graduate Seminar (1)

RCS 560 Advanced Retail Buying and Planning (3)

RCS 562 Behavior of Softlines Consumers (3)

RCS 584 Retail Strategy (3)

Industry Practicum (3 hours)

CRS 632 Supervised Industry Practicum (3)

Applied Research Techniques (9-11 hours)

CRS 605 Research Methodology in Consumer, Apparel, and Retail Studies (3)

and one of the following options:

STA 571, 571L Statistical Methods for Research I (4)

STA 572, 572L Statistical Methods for Research II (4)

or

ERM 680 Intermediate Statistical Methods in Education (3)

ERM 681 Design and Analysis of Educational Experiments (3)

or

MBA 701 Quantitative Analysis for Decision Making (3)

ERM 681 Design and Analysis of Educational Experiments (3)

Electives (9-12 hours)

The student will select 9-12 hours, as approved by the student's chair in consultation with the advisory committee, depending upon whether 11 or 9 research techniques hours were taken.

Comprehensive Examination

All students in the integrated apparel and related industries concentration are required to pass the comprehensive examination. This examination is taken upon completion of core course work.

Applied Research Experience (3 hours) (Capstone Experience)

A comprehensive applied research project and/or paper completed in either CRS 683, 684, or 685.

Applied Research Experience Advisory Committee

The student will select a graduate advisor and two other graduate faculty members to serve as an advisory committee. The graduate advisor must be from the department. The committee must be chosen and a program of study approved no later than the second semester enrolled in graduate courses.

REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN CONSUMER, APPAREL, AND RETAIL STUDIES

The Department of Consumer, Apparel, and Retail Studies offers a graduate program of study leading to a Doctor of Philosophy degree requiring a minimum of 58 hours (minimum of 90 hours beyond the B.S.). At least 75% of the hours credited to the Ph.D., exclusive of the dissertation, must be in 600- or 700-level courses.

Required Core Courses (19 hours)

CRS 700 Seminar in Consumer, Apparel and Retail Studies (1)

CRS 701 Literature and Thought in Consumer, Apparel, and Retail Studies (3)

CRS 712 Theory Development in Consumer, Apparel and Retail Studies (3)

CRS 713 Qualitative Methodology in Consumer, Apparel, and Retail Studies (3)

CRS 714 Methodology and Modeling in Consumer, Apparel and Retail Studies (3)

CRS 720 Social Psychology of Consumption (3)
 CRS 721 Consumer Behavior in Apparel and Retailing (3)

Research Techniques (9 hours)

STA 661 Advanced Statistics in Behavioral Science Research I (3)
 STA 662 Advanced Statistics in Behavioral Science Research II (3)
 STA 671 Multivariate Analysis (3) or ERM 682 Multivariate Analysis in Education (3)

Cognate Area (9 hours)

In consultation with the student's chair and Advisory/Dissertation Committee, the student will identify a supporting area that will enrich and expand his or her research interest. The student will take a minimum of 9 hours within this area.

Electives (3 hours)

The student will select 3 hours, as approved by the student's chair in consultation with the Advisory/Dissertation Committee, from available CRS 600- and 700-level courses.

Research and Dissertation (15 hours)

CRS 790 Independent Doctoral Research (3)
 CRS 799 Dissertation Problem (12)

Teaching (3 hours)

CRS 765 College Teaching Practicum in Consumer, Apparel and Retail Studies (3)

Preliminary and Final Oral Examination

Advisory/Dissertation Committee

The student should consult the Advisory/Dissertation Committee section of The Graduate School Bulletin. The graduate advisor must be from the Department of Consumer, Apparel, and Retail Studies and one member must be from outside the CARS Department. The committee must be chosen no later than upon the completion of the first 18 semester hours.

GRADUATE REGULATIONS, POLICIES, AND PROCEDURES

The Academic Integrity Policy

Academic Integrity is fundamental to a successful academic community. UNCG is a member of the Center for Academic Integrity and subscribes to the fundamental values of academic integrity (honesty, trust, fairness, respect, and responsibility). Each member of the academic community must stand accountable for his or her actions. Typical violations include cheating, plagiarism, and misuse of academic resources, falsification, and facilitating academic

dishonesty. Students and faculty should be familiar with all aspects of the Academic Integrity Policy. Information related to UNCG's Academic Integrity Policy can be found at the following web site: www.academicintegrity.org/.

Substituting Previous Courses for MS or PhD Requirements

Preliminary evaluations of requests for substitutions by incoming students are completed by the DGS and approved by the Graduate Committee. If you have taken graduate courses in another department or at another university that you wish to substitute for requirements, you must first have these requested substitutions approved by your advisor. Following this approval, a written request (with an approval signature from your advisor) is sent to the DGS, including copies of course syllabi, required textbooks, and any other materials that describe the content of the courses. The materials you provide will be examined by the student's Advisory Committee to decide whether the courses are acceptable for substitution. If acceptable, and *if they were not already counted toward the requirements of an earlier-received degree*, they can be entered on your transcript according to the university's policy for "transfer credit", and you will not have to take additional (elective) courses in their place. However, be aware that the 7-year period for completion of Ph.D. work holds for transfer courses as well as courses taken at UNCG. If the substituted courses were counted toward an earlier-received degree, the advisory committee will determine which additional courses must be taken to meet the minimum number of semester hours required for the degree program.

Areas of Specialization

The M.S. and Ph.D. programs require that some elective course work be taken. This course work must be approved by the student's advisory committee, and is to assist the student in tailoring the program of study to the student's interest/specialization area.

Minor/Cognate Area

The Ph.D. program requires that 9 semester hours be taken in a supporting area that will enrich the research area. All courses must be approved by the Advisory Committee.

Advisory/Examination Committees

You must designate a faculty committee to advise you on your program of study, and/or to assist in examining your theoretical and research knowledge (e.g., the Preliminary Examination of doctoral course work), or research progress (i.e., your proposal or defense of a thesis or a dissertation). The Chair of each committee must be a member of the graduate faculty in CARS. The chair of a Master's student committee can be either an Associate or a Full Member of the Graduate Faculty (see listings in the *Graduate Bulletin*), but the chair of a doctoral committee must hold an Endorsement to Chair Doctoral Committees. The Chair is selected by the student but approved by the CARS Graduate Faculty.

The selection of your chair and advisory committee must be completed by **the middle of your second semester** (for doctoral students a plan of study must be approved by the completion of 18 hours of work toward the degree). It is best to identify your chair first and then consult with him or her about selections for your committee. Next, arrange individual meetings with prospective committee members to discuss your research interests and plans and to determine

their willingness to serve on the committee. Once you have determined your committee, you must distribute the appropriate form (for the appointment of a committee) to the committee members for their signatures. The form can be obtained from the website: <http://www.uncg.edu/grs/forms/Committee&POS.pdf>. The completed form used for an M.S. committee goes directly into the student's file in the CARS Office and is not required to go to the Graduate School for approval. For doctoral students, the appropriate form must be signed by the DGS and then is forwarded for approval by the Department Chair and the Dean of the Graduate School.

Changes in appointed committees can be made by filing the appropriate form with the DGS. Such changes may be necessary because faculty leave the university, your research focus changes, or scheduling conflicts make the original committee structure unworkable. It is inadvisable to change a committee between the approval of a thesis or dissertation proposal and completion of the research.

Annual Review of Progress

CARS graduate faculty members meet during the Spring semester of each year to review the progress of graduate students. The review is intended both to acknowledge good progress and to identify those who may need additional mentoring from faculty. Also, it is intended to identify students whose academic progress or accomplishments may be inadequate or who may not be sufficiently prepared or suited for a career in the field. The results of the review are summarized in a letter sent to each student near the end of the Spring semester. If concerns are noted, students are encouraged to discuss the content of the letter with their advisor.

Time Limits

The master's curriculum, including the thesis, must be completed within 5 years from first enrollment. All requirements for the doctorate, including the dissertation, must be completed within 7 years from the date of the first enrollment for study. The 7-year time limit does not apply to MS/PhD students who are admitted directly to the doctoral program upon completion of the baccalaureate. In this case, the time limit is 10 years.

Continuous Enrollment

The Graduate School requires that you be continuously enrolled from the time of entry through the completion of all requirements. The policy (see the section on "Leaves of Absence" below) states that normally you should be enrolled in course work that has been approved for your program each fall and spring semester during the academic year or one semester during the academic year in combination with Summer Session. If you have already enrolled in the maximum number of 699/799 hours but have not completed the requirements of the thesis or dissertation, you must enroll in thesis/dissertation extension courses (CRS 801/802 for 1-3 credit hours) each semester, including the semester you graduate. Students who move out of North Carolina and do not complete their degree within 1 year of the move must enroll in these extension hours as an out-of-state student.

If you are admitted to the program but have not completed any 500-level or above courses for 2 consecutive semesters, or a semester and a summer session, you will be considered to have withdrawn from the program. At that point, you will be required to file an application for

readmission to the Graduate School to resume your course of study. A student who withdraws will be required to comply with regulations and requirements in effect at the time of readmission to the Graduate School.

Leaves of Absence

Graduate students may leave the University for one semester in a calendar year and maintain continuing student status. Students absent for more than the 1 semester without an approved leave of absence must apply for readmission through the Graduate School, after first receiving the endorsement of the DGS. An Educational Leave of Absence is appropriate for students who will be engaged for the majority of the leave time in an activity (other than attending an accredited college or university) that is directly related to their formal academic careers. Students must (a) apply in advance for an educational leave of absence, (b) be recommended by the DGS, and (c) gain the approval of the Dean of the Graduate School. See the *Graduate Bulletin* for additional information. Application forms can be obtained at <http://www.uncg.edu/grs/forms/LeaveOfAbsence.pdf>. The Graduate School upon the recommendation of the DGS will consider other forms of leaves of absence on a case-by-case basis.

Grading Policy

Most courses that you take are graded on a scale of A, B, C, and F. The grade of "A" is awarded for "superior" performance, and the grade of "B" is awarded for "very good" or "good" performance. A grade of "C" indicates that one's performance has been weak and marginal relative to the expectations for graduate students. Any grade below a "C" is considered a failure. Students who are working on their thesis or dissertation receive "IP" (incomplete) grades for their enrollment in 699/799 until they complete the research. Upon completion, the "IP" reverts to an "S" (satisfactory) or a "U" (unsatisfactory). The grade of "I" is given in content courses where the student is unable, for reasons beyond the student's control, to complete course requirements by the end of the term in which the course was offered. The "I" is removed by completion of the deferred requirements within 6 months from the last day of examinations in the term in which the course was taken. An "I" not removed within this time limit automatically becomes an "F."

For completion of a graduate degree program, an overall average of "B" is required. No more than 3 credit hours of "C" may be applied toward the minimum hours required of the master's degree. Grades in all courses applied toward the doctorate must be "B" or better.

Establishing In-State Residency for Tuition Purposes

Residency for tuition purposes is defined by state statute. To qualify as a resident of North Carolina for tuition purposes you must have established legal residence ("domicile") in North Carolina and maintained that legal residence for at least 12 months before you apply for classification as a North Carolina resident. In addition to this 12-month physical presence requirement, numerous other factors must be considered in determining whether an individual is a resident for tuition purposes.

Domicile is a legal term defined as a place where a person intends to remain and live permanently, and the place a person intends to return to after any absence. Permanency is the key. Thus, a person who lives in a place for a temporary purpose (e.g., for a vacation or to attend

college) and who intends to live elsewhere when that purpose is accomplished, is not considered to be a legal resident for tuition purposes. To obtain an in-state residency status for tuition purposes, University administrators must be able to conclude from the information you provide them that your intent is to make North Carolina your permanent dwelling place. Rather than a single action, it is a group of events that must produce a preponderance of circumstantial evidence suggesting your intent to remain here permanently. In other words, have you done the kinds of things that a permanent resident would do, or have you been acting like a temporary visitor? Each case has its own set of facts, and there is no set checklist of items that will guarantee that you will be classified as a resident for tuition purposes. However, some important questions that are likely to be asked are: Do you have a current North Carolina Drivers License? Is your vehicle registered in North Carolina? Are you registered to vote in North Carolina? Where and when did you last vote? Where do you keep your personal property? Have you filed a North Carolina Income Tax return indicating that you were a resident during the last tax year? Do you own real estate in North Carolina? Do you participate in or volunteer for community activities away from the campus? Where did you live before enrolling in an institution of higher learning? Are you financially independent of your parents? This is not a complete list, but it should give you an indication of the types of factors that will be considered in determining your residency status. Thus, to qualify for in-state tuition for a given term, you must prove the following: (1) that you established your bona fide domicile in North Carolina 12 months before the beginning of the term in which you are seeking in-state residency status through (a) being physically present in the State, (b) performing acts that support your intent to make North Carolina your permanent residence, and (c) performing acts that support the contention that you are not in North Carolina solely to attend a college or university program; and (2) that you have maintained your domicile in North Carolina for at least 12 continuous months.

Initial residency determinations are made by the admitting office of the Graduate School. To file for re-classification, you need to obtain and complete the Residence-and-Tuition Status Application. If you believe your answers to the questions do not give an accurate picture of your situation, attach additional written explanations. If the classifier determines that you are not a resident for tuition purposes, you have the right to appeal that decision to the Campus Residence Appeals Committee. Consult the DGS for assistance in preparing your documents.

Master of Science Program:

Selecting Your Advisor. All incoming M.S. and M.S./PhD students are advised by the DGS until the student has identified a chair for her/his advisory committee, usually before the end of the second semester. By the end of this period, a program of study must be approved by this committee and forwarded to the Graduate School. At this time, the student must also indicate the MS concentration—Thesis or Integrated Apparel and Related Industries—that will be completed.

Selecting Your Advisory Committee. The first committee you will form is your Master's Advisory Committee. Since your advisor typically assists you in planning your program of study, the primary purpose of the advisory committee is to evaluate your thesis proposal and your defense of the thesis. The committee consists of at least three faculty members, two of whom, including the chair, must be from CARS. This committee should be identified by the end of your second

semester. A "Master's Advisory Committee Appointment Form" can be obtained from <http://www.uncg.edu/tdm/documents/MS-Advis-Comm-Appt-Form.docx> and that must be signed by the committee members and returned to the DGS for signature. Copies will be made for your advisor and for the department files.

Filing a Plan of Study. A Plan of Study is an outline of courses and capstone experiences that the student will engage in during the graduate program. The Plan of Study must be signed by the student, their advisory committee, and the DGS. The Graduate School requires students enrolled in all master's degree programs to file both a preliminary Plan of Study at the earliest practical time following admission to The Graduate School (but no later than 50% of the program's completion) and a final of Plan of Study at the time the student applies for graduation. Plan of Study forms are available at <http://www.uncg.edu/grs/forms/PosMastr.pdf>.

Master's Thesis Concentration Thesis Proposal and Defense. As soon as you and your advisor have formed preliminary plans for a thesis, you should prepare a proposal for approval by your advisory committee. The proposal consists of chapters 1-3 (Introduction, Literature Review, and Method). The proposal document must be delivered to committee members at least two weeks before the meeting, to allow time for reading the document. The committee will meet with you to discuss the merits of the proposal and to suggest changes when advisable. The proposal meeting is intended to be constructive and advisory rather than evaluative, and frequently leads to important improvements in the research project. The committee may approve the research as proposed or may ask for revisions, in which case another proposal meeting would be called. Note: It is the student's responsibility to secure Institutional Review Board (IRB) approval for research with human subjects prior to ANY data being collected, even if the student's committee has approved the thesis proposal. The student will work with the committee Chair to submit the requisite paperwork for review by the IRB. Once IRB approval has been received, and the committee has approved the proposal, data collection may commence.

Once accepted and the research is completed, a written thesis is submitted to your committee for approval. The advisor works closely with the student until satisfied that the written document is sufficiently complete for a meeting of the entire committee. At such time, the student arranges a suitable time and place for the meeting. Both the proposal and the final defense meeting must be scheduled through the CARS office. The student schedules the meeting for a date at least two weeks after delivering the complete thesis document to the committee. In the majority of cases, the master's defense meeting will result in a number of suggested or required revisions in the document. In addition to the stylistic preferences of your advisor and committee members, the UNCG Graduate School has some Guidelines for the preparation of the thesis that can be obtained from http://www.uncg.edu/grs/forms/T_dguide.pdf.

Because most faculty members are not on appointment during the summer months, they are not expected to work with students during these months unless agreed upon in advance. Further, students should not schedule their thesis defense during this period.

Filing the Thesis in the Graduate School. After approval by the Advisory committee, the thesis must be filed electronically through the Graduate School by the deadline date as specified in

the Calendar of Events for that academic year (the Calendar of Events is posted each semester in or near the CARS Department Office). It is the student's responsibility to provide the department with payment to cover the cost of bound copies of the final document for the advisor and the department.

Master's IARI Concentration Comprehensive Exam. Upon completion of the core coursework MS IARI concentration students must take a comprehensive examination. The student must pass this examination in order to continue in the degree program. The closed-book exam is given once a year to all qualified students and is scheduled at the end of spring semester. The student will sit for one four-hour period and respond to two examination questions. Questions are selected by the student's committee members and cover key elements of the core coursework. Students are encouraged to meet with their committee members to discuss preparation for the comprehensive exam. Exams are worth 25 points and are evaluated by the student's committee. A passing grade on the exam is a C, or 75%, which equals a minimum of 18 points out of 25. In the event that the student fails the exam, a second exam may be taken and scheduled with the approval of the student's committee. If the student does not pass the re-examination, then he or she will exit the program. The student's committee reserves the right to delay the approval of a non-thesis paper/project outline until the comprehensive examination has been passed.

Master's IARI Concentration Culminating Research Experience. As soon as you have selected your advisor and committee members, together you should decide the topic of your project. Upon passing the Comprehensive Exam, a detailed outline of the paper and project content must be approved by the advisor prior to beginning work on the project. Note: It is the student's responsibility to secure Institutional Review Board (IRB) approval for research with human subjects prior to ANY data being collected, even if the student's committee has approved the project. The student will work with the committee Chair to submit the requisite paperwork for review by the IRB. Once IRB approval has been received, and the committee has approved the project, data collection may commence.

Once the project has been approved, the student begins work on the project by registering for graduate level independent study hours (CRS 681, CRS 684 or CRS 685). This generally occurs during the third and fourth semesters of the student's plan of study. The advisor works closely with the student until satisfied that the written document is sufficiently complete for a meeting of the entire committee. The student schedules a meeting of the committee for a formal presentation of the project. This presentation must be scheduled through the CARS office. At least two weeks before this meeting, a copy of the paper should be given by the student to each committee member.

Presentation and committee approval of the project must be completed before the last day of the final exam period. A copy of the final paper does not need to be submitted to the Graduate School, however, it is the student's responsibility to provide a bound copies for the student's advisor, and the CARS department.

Applying for Graduation. All students expecting to graduate must file an application for a

degree and pay the graduation fee by the end of the first week of classes of the term in which the degree will be granted. If you decide not to participate in graduation ceremonies, you still must apply for graduation in order to be awarded the degree.

**Recommended Timeline for M.S. Students in the Department of
Consumer, Apparel, & Retail Studies**

<u>Action</u>	<u>Time</u>
Selection of MS advisor	By the end of 2nd semester
Develop and file CARS Plan of Study	By the end of 2nd semester
Selection of advisory committee (3 members, one is advisor)	By the end of 2nd semester
Majority of course work completed	End of the 3rd semester
Comprehensive Exam (MS IARI Concentration only)	End of Spring semester
Thesis/project proposal approved	During the 2nd year (variable)
Distribution of thesis or project/paper to committee members	During the 4th semester (no later than 2 weeks prior to defense meeting)
Thesis defense meeting	During the 4th semester
M.S. IARI concentration research presentation and paper	By the last day of final exam period during 4 th semester
Applying for graduation	By the end of the 1st week of the semester in which the degree is to be granted

Doctor of Philosophy Program

Students Continuing in the M.S./Ph.D. Track. If you were admitted to the graduate program in the MS/PhD track, then you do not have to reapply for doctoral study after finishing the master's course work, including the thesis requirement. However, approval to begin satisfying doctoral requirements is contingent on making good progress throughout the master's program.

Students not completing their theses by the end of 3 years will be permitted to complete the Master of Science program, but will not be permitted to continue in the Ph.D. program. Under exceptional circumstances, the student may appeal this decision to the Graduate Committee. To obtain an exception, students must make formal written appeal to the Graduate Committee with the written support of their advisor, and the Committee will make the final decision regarding continuation.

Evaluations of students by the entire faculty will occur during each academic year, and students will receive written feedback regarding their progress and if necessary, the letter will remind them about the 3-year deadline and the removal of funding and discontinuation of enrollment, if the thesis is not completed by the end of the next academic year. **Careful planning is the responsibility of the student.**

Prerequisite Courses for Entering Ph.D. Students. If you earned your master's degree from a department similar to CARS in the last 7 years, and your program included an empirical (data-based) thesis requirement, you will not be required to take the current M.S. core requirements. We assume that you possess the basic core knowledge that is needed. However, this assumption does not preclude you from having to update your knowledge if your committee requires you to do so; they may recommend core courses in addition to the minimum course requirements for the Ph.D. degree or as part of the course requirements.

If you earned a master's degree from a related field (e.g., business, sociology, textile science, etc.), the DGS, in consultation with the Graduate Committee, will do a preliminary evaluation of your transcripts to determine any prerequisite requirements you will be expected to fulfill prior to beginning the doctoral program of study and, when possible, in advance of your enrollment.

If you entered with a master's degree from an unrelated field, you are expected to complete all of the requirements for the M.S. degree as designated in the *Graduate Bulletin*. This includes successful completion of the thesis or thesis-equivalent research.

Devoting some of the first year of study to CARS M.S. core courses means that although you have been admitted to the doctoral program of study and will be studying toward the doctoral degree, you will not be fully "on-track" as a doctoral student until the M.S. requirements are satisfied. Satisfying the master's core requirements can be accomplished either by taking the courses during your first year or by requesting that previously taken courses be substituted. The latter process requires that you send a letter to the DGS indicating the substitution requests. The letter must have an approval signature from the advisor and include supporting information (e.g., a

syllabus) related to the content and texts used in the previously taken courses.

Selecting Your Ph.D. Advisory/Dissertation Committee. New students entering the Ph.D. program are advised by the DGS until a Chair is selected and program of study filed. During the first year of doctoral course work, the advisor helps the student select courses that are either required by the program, or in the case of electives, are likely to be central enough to a plan of study and probable specialization area to be agreeable to all subsequently chosen committee members. By the end of one full year of study (no later than completion of 18 semester hours of course work), the student must select an advisory/dissertation committee consisting of a minimum of four faculty members, including the Chair. The selection of committee members should be a joint decision between student and advisor, and the composition of the committee must be acceptable to the student and to all committee members. At least two members of the committee (including the Chair) must be Full members of the Graduate Faculty, and no more than one Adjunct faculty member can be appointed. The Chair must be Endorsed by the Graduate School to chair dissertation committees. The majority of the committee must be CARS faculty. If the student selects more than four members, tenure-track faculty within CARS must represent the voting majority. Committee members should be chosen based on their expertise relative to the student's area of specialization and dissertation research. High-expertise faculty members are in a better position both to assist the student and to examine the student's competence and progress. Faculty members are not required to supervise dissertation research outside of their area of expertise.

Gaining initial consent from committee members is usually done by discussion of the student's research interests and career plans with prospective members. After these discussions, the student should determine each faculty member's willingness to serve as a member of the dissertation committee. Once consent has been given informally, the student obtains the appropriate forms (Committee Appointment and Plan of Study) from <http://www.uncg.edu/grs/forms/Committee&POS.pdf> and obtains the consenting committee members' signatures at a Plan of Study meeting with the committee. After the plan of study form and committee appointment forms are complete, they must be submitted to the Graduate School for review. A formal letter of approval of the committee and the plan of study is sent by the Dean of the Graduate School to the student and the student's Chair.

The committee will typically remain intact throughout the student's program of study, but changes in committee members (including the committee chair) are possible. Students should feel free to discuss their wishes openly with the faculty involved in the change within a supportive atmosphere and without fear of penalty. A form for changing the composition of the advisory committee is at: <http://www.uncg.edu/grs/forms/CommitteeRevision.pdf>

Filing a Plan of Study. After completing no more than 18 semester hours of doctoral-study requirements, you must file a "Plan of Study" with the Graduate School. Delaying this "Plan of Study" until late in your program places your committee members in the difficult position of being asked to approve a program of study to which they had limited input. Students also are placed at risk, as the committee may recommend that you take additional course work when you assumed you were close to completing all requirements. The "Plan" includes all of the courses you have

taken or plan to take in meeting the requirements for the Ph.D. degree and the expected dates of their completion. The "Plan of Study" signature page can be found at: <http://www.uncg.edu/grs/forms/Committee&POS.pdf>. The "Plan of Study" form can be found at: http://www.uncg.edu/tdm/documents/Doctoral_Plan_of_Study-Form.docx. A sample of a completed plan of study can be found at: <http://www.uncg.edu/tdm/documents/MS-Advis-Comm-Appt-Form.docx>.

The review and approval of your proposed plan of study requires a formal meeting that is typically the first meeting you have with your advisory committee. You, your committee chair, and all other committee members should attend the meeting together. The student, chair, and majority of committee members must be present in the same location for the meeting to take place. This allows a sharing of information that cannot occur through meetings with individual faculty. The meeting should be used to discuss the strengths and weaknesses of your background education, as well as your research interests and future goals, and then to evaluate the appropriateness of your proposed plan of study in direct relation to these factors. Depending on your background experiences, your strengths and weaknesses, and your preferred area(s) of specialization, the committee may decide to require more than the minimum number of semester hours. This would be particularly appropriate (a) if your area of specialization is broadly conceived, (b) if you need prerequisite course work, or (c) if you have difficulty in mastering the subject matter or research areas, including mastery of written language. As such, students for whom English is a second language may be required to take additional course work to achieve mastery.

Approval of the plan of study requires the committee members' signatures on a final copy of the form. The completed form is approved by the DGS, the Department Chair, and the Dean of the Graduate School.

The Teaching Practicum. The Teaching Practicum (CRS 765) is taken for 3 semester credits. Students usually complete the practicum during the second or third year of doctoral study. The practicum is to ensure that doctoral students have some supervised teaching experience prior to leaving their graduate program. The requirement can be waived by the DGS, if the student has had previous college teaching experience and provides evidence of teaching competence. Usually, the student takes CRS 765 with a faculty member (sometimes the advisor) who is teaching a 100-, 200-, 300-, or 400-level course during the desired semester; however, prior consent is necessary before enrollment. The student is required to attend all lectures, assist in the administration of the course, and present materials as a co-instructor.

In CRS 765, the student takes increasing responsibility for class lectures as the semester progresses and participates in the process of student evaluation and student management. Ongoing feedback is provided from the supervising faculty after each lecture and plans are developed for improving teaching skills and strategies. During the last 5 or 6 weeks of the semester, the student may be teaching once or more a week.

Taking The Preliminary ("Prelim") Doctoral Examination. The prelim exam is preparatory to beginning work toward the dissertation and must be passed before submitting a dissertation proposal to the committee. The purpose of the prelim is to examine students in

advanced specialization areas. The exam can be taken once you have (a) satisfied the M.S. requirements, (b) completed a minimum of 75% of the doctoral course work contained in the program of study (i.e., a minimum of 41 semester hours in the CARS Department), and (c) completed the research skill requirements (the statistics and methods courses).

Prelims consist of both a written and an oral exam and are scheduled during the first two or last two weeks of either the fall or the spring semester. Scheduling of the preliminary examination must be approved by the committee. The written exam is prepared by the advisory committee chair who asks members to assist by submitting questions in areas relevant to your program and specialization areas. The questions may cover any phase of your course work (e.g., statistics, research design and methods, theory, content knowledge) in the doctoral program, or any subject logically related and basic to your major areas of study.

Questions for the written exam can be of one or two types. "Closed-book" questions require an immediate response to a question without prior knowledge of the question and without the opportunity to use external resources to respond to the question. "Take-home" questions typically allow you to work from 1 to 2.5 days total, using whatever external resources you are able to locate. The written exam may be composed of all "closed-book" questions, a combination of "take-home" and "closed-book" questions, or all "take-home" questions. The decision regarding the types of questions or combination of types of questions is made by the prelim committee. However, the testing period may not extend beyond 7 continuous days.

Your advisor/chair will confer with the other committee members to decide the format (closed-book, take-home, or a combination) of the written questions, and then will request each member to submit questions. Committee members who submit closed-book questions are typically asked to design questions that allow for approximately four hours of response time. Students who receive all closed-book questions write four hours per day over four successive weekdays. Students who receive closed-book questions from three committee members and a take-home question from a fourth committee member write four hours per day for the first three days (i.e., Thursday, Friday and Monday) on the closed-book questions. Upon handing in the last closed-book question at mid-day Monday, the student will receive the take-home question and must return the answer by 5:00 p.m. on Wednesday. Students who receive closed-book questions from two committee members and take-home questions from two committee members write four hours per day for the first two days (i.e., Thursday and Friday). Upon handing in the second closed-book question at mid-day Friday, the student will receive the first take-home question, which must be handed in before 12:00 p.m. on Monday. At this time, the student will receive the second take-home question that must be handed in by 5:00 p.m. Wednesday. For students whose testing format consists of all take-home exams, the student will have seven consecutive days over which to complete their responses to the four questions.

Several weeks prior to the exam, you should notify the DGS of the written exam dates and ask for a location to write. Space is scarce, so make your request as early as possible. Arrange with the CARS Administrative Assistant to obtain a departmental laptop. The CARS Administrative Assistant typically gives the questions for each day's written exam to you. Upon completing each day's questions, return your responses to the CARS Administrative Assistant to have that day's

questions/answers copied for the department's initial record. If the exam has been hand-written, type the exam after completing all questions and provide the CARS Administrative Assistant with a final copy that matches the initial copy within one week of completing the exam. The CARS Administrative Assistant will check this copy to assure it matches exactly the original copy.

A copy of the final, word-processed answers to all questions will be given to each member of the advisory committee at least two weeks before the oral exam is scheduled. The oral exam should be scheduled within one month of the written exam. The oral exam typically lasts approximately 2 hours. Most questions focus on your responses to questions asked on the written exam, but some may focus on other areas that the committee believes to be appropriate in evaluating your competence. The complete advisory/dissertation committee must participate in the preliminary oral examination and unanimous approval on both the written and oral portions of the exam is required for an Approval. Approval may be Conditional. Conditional Approval will be noted by the student's committee on the Conditional Approval form, which will outline the terms of the Conditional Approval. Terms of the Conditional Approval will be determined by the committee and may mean that additional work is required by the student. If terms of the Conditional Approval are not met, and thus the student does not pass the first preliminary examination attempt, at least one entire semester must elapse before a second examination is permitted. No more than one second examination is allowed and there is no Conditional Approval allowed for the second examination. The second examination consists of both written and oral exams, and the student should assume that different questions will be asked. When the student passes both the written and oral exams, notification is sent to the Graduate School via the required Results of Doctoral Preliminary Exam form. If the student fails to receive an Approval on the second examination, The Graduate School will send the student a letter of dismissal.

The Dissertation Proposal Meeting. After passing the prelim exams, but before applying for candidacy, you and your committee chair will schedule a meeting of the entire committee to review and approve your dissertation proposal. An approved dissertation proposal is considered a contract between the student and the committee. That is, once the committee approves the rationale, questions, proposed methods, and proposed analyses, the committee cannot ask the student to do more than was originally agreed. This protects the student from additional, after-the-fact requirements, unless, of course, the project was not conducted competently.

It follows that the proposal needs to be sufficiently detailed and extensive for the committee members to make an informed decision to approve and accept. It is important to consult with your dissertation advisor regarding the format of the proposal and to work closely with your committee members in the preparation of the proposal. You must prepare and submit a full-length Introductory, Review of Literature, and Methods chapters for the proposal meeting, with an additional section on proposed analyses. Although this requires more time and effort initially, it eliminates the burden of writing the early chapters at a later time when the data have been collected and you are most interested in focusing on the findings and their significance.

Your committee's primary function at the proposal meeting is to evaluate the merits and feasibility of the proposed research. The committee also serves to provide conceptual and technical assistance on selected, limited aspects of the research, but not to help you develop major

aspects of the project from scratch. This is for you to work out with your committee chair beforehand. **Therefore, you should not schedule a meeting until your committee Chair is satisfied that the project is a good one, and that the written document is sufficiently clear and detailed for the committee to make a decision.** This may entail several re-writes of each chapter before presenting the work to the committee. Two weeks should be allowed for the committee to read the proposal document prior to the proposal meeting. Following the approval of the proposal, the approval form will be signed by the committee members. The approval form then goes for signatures to the DGS, the Department Chair, and the Dean of the Graduate School. Note: It is the student's responsibility to secure Institutional Review Board (IRB) approval for research with human subjects prior to ANY data being collected, even if the student's committee has approved the dissertation proposal. The student will work with the committee Chair to submit the requisite paperwork for review by the IRB. Once IRB approval has been received, and the committee has approved the proposal, data collection may commence.

Filing for Admission to Ph.D. Candidacy. When you have completed all required course work, passed the preliminary written and oral exams, and submitted a dissertation research proposal that has been approved by the committee chair and advisory/dissertation committee, you must make formal application in the Graduate School for admission to candidacy for the doctoral degree. To obtain the form, visit: <http://www.uncg.edu/grs/forms/candiapp.pdf>

Writing and Defending the Ph.D. Dissertation. As the dissertation is being written, your committee Chair is the main person who will give you feedback, although you may approach any of your committee members with a request that they read sections or chapters. Your committee Chair may be willing to give you feedback on each chapter, individually, but regardless of how much feedback is given on individual chapters, the most important feedback will come when the dissertation is complete. Once complete, several re-writes may still be necessary, and you should allow sufficient time for this to occur prior to a preferred deadline for defending. The committee Chair decides when the written dissertation is sufficiently acceptable and defensible, before asking you to call a meeting of the entire committee. **The committee chair's decision on this may exceed the student's preferred timetable, but this procedure avoids premature defenses.**

Recommended Timeline for Ph.D. Students in CARS

<u>Action</u>	<u>Time</u>
Selection of permanent Chair	By the end of the 2nd semester
Selection of advisory committee	By the end of the 2nd semester
Plan of study approved	By the end of the 2nd semester
Written and oral Prelim exams taken	During the 4th semester
Dissertation proposal presented	During the 5th semester

Distribution of dissertation to committee AND announcement of dissertation defense to UNCG Graduate School	No later than 2 weeks prior to oral defense meeting
Dissertation oral defense meeting	During the sixth semester
Dissertation acceptance form signed by committee	After revisions have been made to dissertation

As with the proposal, the final dissertation should not need major foreseeable revisions. However, the student should understand that what feels like a final copy is still a draft and that revisions will almost certainly be forthcoming. Committee members should be provided with a hardcopy of the dissertation document for review **no less than 2 weeks** ahead of the meeting. Should there be major committee concerns about the dissertation prior to the meeting time, committee members typically approach your committee Chair in advance of the meeting to decide how to proceed.

Most faculty members are not on appointment during the summer months, and this time is dedicated to the completion of any number of other professional responsibilities. Thus, students cannot expect to complete their programs during the summer months unless all members of the advisory committee agree upon this change in advance. Further, students should not schedule committee meetings during any period when the faculty members are not required to be available to students except by mutual agreement. **Careful planning is the responsibility of the student.**

Two weeks prior to the oral examination (defense) of the dissertation, the student must file with the Graduate School a completed Final Oral Examination Schedule form (see <http://www.uncg.edu/grs/forms/oralexsc.pdf>). Graduate School policy is that all dissertation examinations are open to all members of the University community who wish to attend. The completion of the form allows the Graduate School to publish the dissertation title, date, time, and location of the oral examination at least 2 weeks prior to the examination period.

FINANCIAL SUPPORT

The Department attempts to provide support for all eligible students through their program of study. Typically, departmental financial support is limited to 3 years for Ph.D. students from the semester the student first enrolls in the program of study. The support is intended to (a) assist you in meeting the expenses of graduate study without having to find employment outside of the University, and (b) provide assistance to faculty in meeting their research and teaching responsibilities. Most support comes from departmental Research Assistantships, but other sources of support are available. Beginning with the 09-10 academic year, the department is no longer able to offer financial support to MS Students. This may change as the economy improves.

Departmental Assistantships

Initial offers of support are made to the best-qualified applicants to the graduate program at the same time, or shortly after, an offer of admission is extended. If you are not offered support at the time of admission, you may be offered support later, as it becomes available. In addition to an assistantship, out-of-state students may be granted an out-of-state tuition waiver (or money in lieu of the waiver), which pays the out-of-state portion of tuition costs only. Tuition waivers are in limited supply and highly competitive. We urge students who are not North Carolina residents, to seek residency as soon as possible so as to reduce the demand on the limited number of tuition waivers available (see earlier statement on Establishing In-State Residency for Tuition Purposes). The DGS can provide information on how to proceed with this process.

The service required by a departmental assistantship may be teaching, research, or administrative assistance, or some combination of these. Doctoral students with teaching experience may be assigned teaching assistantships to meet the instructional needs of the department. Service assignments are made before the beginning of each year by the Department Chair and the DGS. The service obligation of a Teaching Assistant (TA) will vary somewhat with the size and format of the course that you are teaching and whether you have previous experience teaching the particular course. The responsibilities of a Graduate Assistant (GA) call for the student to work on faculty or faculty-student research projects under the supervision of one or more faculty members in the Department. Graduate Assistantships typically range from quarter-time appointments (10 hours of work per week) to half-time appointments (20 hours of work per week). When a student accepts a half-time appointment, UNCG and CARS require that s/he is not employed elsewhere. Assistantship start and end dates are determined each semester by the Graduate School. Hourly assignments can vary from week to week depending on project timetables, the needs of faculty, and the needs of students. As much as possible, your assignment will be made by mutual agreement between you and your supervisor, but you must remember that these assignments are an obligation. An assistantship constitutes a job, for which you are being paid, therefore you are expected to treat it as such as work the hours you receive payment for. If you fail to meet (or refuse to carry out) the responsibilities of your assigned duties, you may lose your assistantship. If you believe that you are being asked to perform excessive or inappropriate work as a graduate assistant, you should discuss this with your supervisor. If you cannot resolve the problem, you should discuss it with the DGS.

An annual review of graduate assistants serves as the basis for reappointment to an assistantship the following year. There is no absolute guarantee that students' support will remain the same from year to year; however, if the student has performed well and funding continues to be available, typically the student receives continuing financial support. Further, students who fail to maintain a B average cannot qualify for continued financial support.

The stipends for assistantships (GA, and TA) are paid in four monthly installments each semester. In the fall semester, the first paycheck does not arrive until the last working day of September. The remaining checks in the fall arrive at the end of October, November, and December. In the spring semester, paychecks arrive on the last working day of January, February, March, and April.

Fellowships and Scholarships

In addition to Departmental assistantships (which have a service requirement), UNCG has non-service fellowships and scholarships that are awarded by the Graduate School to exceptionally qualified students who meet the particular requirements of the award. Included among these awards are Greensboro Scholar Awards, Excellence Fund Fellowships, Charles A. Hayes Fellowships, and Adelaide Fortune Holderness Fellowships, Alumni Fellowships, and Lyon Fellowships. Students who have been granted non-service university fellowships do not have the required service responsibilities that Graduate Assistantship students have. However, the Department believes that, if fellowship students are to progress most successfully through their graduate programs, they also should align themselves closely with the research program(s) as soon as possible. This should be accomplished by meeting with a faculty member at the beginning of each fall semester to contract a mutually agreeable plan of collaborative participation for the year. This research could be developed into a thesis equivalent project and typically is, if a thesis equivalent is required of these students.

The School of Human Environmental Sciences and CARS also offer a number of fellowship and scholarship awards each year to students in the School. Of these, CARS graduate students have received the following awards over the past few years: the VF Fellowship, the Naomi G. Albanese Doctoral Fellowship, the Mary Elizabeth Keister Fellowship, the Dr. Richard Klemmer Memorial Fund Award, the Rebecca McCulloch Smith Scholarship, and the Dr. Josie Nancy White Fellowship. The amounts of the awards vary from year to year with the growth of the endowment but typically range from \$100 to \$15,000. Some are based largely on financial need; some on merit only. The CARS faculty decides upon the recipients of some of these awards, but the students must indicate their interest in being considered for a fellowship by submitting an application. Applications are available to students in all departments in the School at the end of November of each year through the HES Dean's Office. They must be returned in December (look for the exact dates as posted). These deadlines are well advertised. The fellowships and scholarships are announced at the School's Honors Convocation held during the spring each year.

Summer Assistantship Support

Each spring semester, the Graduate School asks Deans and Department Chairs to nominate deserving students for summer assistantships, most of which are for the first summer session. The DGS announces the availability and criteria for appointment of the assistantships and confers with faculty and students before making requests to the Dean of the Graduate School. These assistantships are usually for the student's own research, and graduate students currently are required to submit a proposal to be considered for a summer assistantship. Based upon availability of funds, the Dean's office also may make available summer assistantships. Research assistantships may be available from research grants obtained by faculty.

External Grants

Some private foundations and government funding agencies make grants available to support graduate student research and dissertation progress (e.g., Foundations, the American Educational Research Association, National Science Foundation, Department of Commerce, and Department of Education). You are strongly encouraged to explore these types of funding

opportunities by inquiring at the Office of Sponsored Programs website (described at a later point in this Handbook) and by looking for announcements in newsletters of professional organizations, as well as those that may be posted near the CARS Office area. Your advisor or DGS may know about others. They can assist in identifying possible sources of external support and in the preparation of the proposal. Formal proposals for research must be routed through the Office of Sponsored Programs. If the application process requires a formal proposal and involves human subjects, the proposal needs to be approved by The University Institutional Review Board.

SPECIAL EVENTS

Annual Symposium

The Annual CARS Symposium, focusing on significant contemporary issues in the field is hosted by CARS in conjunction with the fall meeting of the CARS Advisory Board. In the past, speakers have included CEOs, industry leaders, and other accomplished people from management, product development, marketing, marketing research, consulting and government. Although not purely academic research, the Symposium provides foundation knowledge of domestic and global issues in our industries, and, in so doing, provides a valuable source of ideas for research. Graduate students are expected to attend the Symposium.

Research Seminar

The CARS Research Seminar, when offered, is primarily for CARS graduate students and faculty and supports the research culture in CARS. Seminar sessions provide opportunities for graduate students and faculty to present and discuss current research projects in an open and professional format. Occasionally, speakers of interest are invited because of their expertise. Graduate students are expected to attend because they are encouraged and expected to present their research in the seminar and at professional society meetings.

FACILITIES AND SERVICES FOR TEACHING, RESEARCH, AND SERVICE

The School of Human Environmental Sciences provides a Research Statistician (Dr. Ken Gruber) to assist graduate students and faculty with data processing, management, and statistical consultation. This assistance includes instrument development, testing, data coding, data entry, and general instruction concerning computer operating systems, file development, documentation, and statistical analysis. Students should contact the statistician early in the process of thesis and dissertation research to receive the most benefit from the available services. However, the initial meeting must include your advisor.

Departmental Facilities and Service

The Department has access to the Behavioral Science Research Center, which includes an observation laboratory, located on the 1st floor of the Stone Building.

University Facilities and Services

Jackson Library. The Walter Clinton Jackson Library serves both instructional and

research needs of the University. The collection includes over 2.7 million items (books, journals, documents, microtexts, and maps). Jackson Library subscribes to 5,100 newspapers, periodicals, and other serials. Individual assistance is available during library hours, and orientation tours as well as class instruction are scheduled throughout the year.

The Library provides access to 120 online full-text and bibliographic databases and the Internet vastly expands the information resources available to students and faculty. The Library's Home Page is: <http://library.uncg.edu/> and is an excellent starting point for learning about all Library services and resources. Materials in Special Collections and University Archives can also enrich graduate research. Materials may be borrowed by presenting a validated UNCG ID card. The regular borrowing period is three weeks, and materials may be renewed unless another user has requested them. Materials may be renewed online by accessing your library account. UNCG graduate students writing theses and dissertations may borrow material until the end of the current term. Fines are set by the library for overdue or lost materials, and borrowing privileges are blocked when the amount owed is \$150 or more. In addition, materials are available at no charge to graduate students through inter-library loan. This service can be accessed through JACLIN Plus, the online system of Jackson Library. Remote access to JACLIN is available to search for materials and to request Interlibrary Loan materials.

Card-operated photocopiers are available in the Library. Group study rooms are available in the Tower and may be reserved at the Circulation Desk. Group study rooms may also be reserved for typewriter or microcomputer use. Study carrels and lockers are available at no charge to graduate students.

Center for Information Technology and Instruction of Jackson Library is a computer facility lab on the main floor of the Library, near the Circulation Desk. The CITI Lab Home Page is: <http://library.uncg.edu/depts/docs/instruct.asp>. The primary purpose of this lab is to provide information and instruction for access to electronic information including Internet and multimedia materials. In addition, the Computing and Information System's SuperLab, an open computer lab with 90 PC's and Macs, is available for use by UNCG students, faculty, and staff. All campus buildings offer wireless internet access for UNCG students with laptops.

Teaching and Learning Center (TLC) This center provides instructional support for students and faculty at UNCG through three divisions and the Office of the Director. TLC's Home Page is: <http://www.uncg.edu/tlc/>. The **Creative Services** section of the TLC provides production of audio, video, graphic and photographic materials for use by faculty in instruction and research. Staff of this division also will consult with faculty concerning various aspects of desktop publishing and multimedia production and presentation. The **Electronic Technical Services** section provides a variety of support services to faculty including repair and maintenance of instructional and research equipment, training in the operation of instructional equipment, consultation on the purchase of equipment, and design and installation of instructional presentation systems. **Media Services** provides services related to the acquisition, circulation, and use of instructional videotapes and equipment, small group videotaping and viewing, optical mark scanning for test scoring and data collection, the sale of selected instructional supplies, and K-12 print materials. Instructional equipment and instructional videotapes are available to students with

written permission on departmental letterhead and to faculty for classroom use. In addition to the instructional collection, an entertainment collection of 1500+ feature videotapes is available for free loan to the campus. Some restrictions may apply. The **Instruction Development Office** of the TLC assists faculty in enhancing teaching skills, improving courses, and resolving instructional problems. The office sponsors seminars, workshops, and teleconferences and offers individual consultation. The office also administers several grants including the Instructional Development Fund, the Faculty Instructional Development Minigrants, and the John and Mary Hamil Fund for Innovation in Undergraduate Education.

Instructional and Research Computing Center (IRC). Instructional and Research Computing, a department of Computing and Information Systems, offers support for student and faculty computing at UNCG. IRC operates 20 computer labs with approximately 500 computers, all are fully networked, allowing students access to an abundance of software and full internet access. IRC maintains a home page at <http://its.uncg.edu/>. Printing services are available in each lab. Different labs maintain different operating hours; 24-hour access is available during peak periods. One such lab is located in the Stone Building (Rm. 127).

Each student on campus may activate a UNIX account for electronic communications programming. Graduate students conducting research will find both SAS and SPSS available under the Windows operating system and on UNIX. IRC staff members are available for consulting in both of these statistical packages. In addition, the Student Consulting Center, located in the SuperLab of Jackson Library, is available to answer general consulting questions. IRC conducts free workshops on various topics each Spring and Fall semester, including Word, Excel, PowerPoint, E-mail, the World Wide Web, SAS, and SPSS. IRC offers a wide variety of documentation, available on-line on their home page.

Office of Sponsored Programs. The Office of Sponsored Programs (OSP), located in the HHRA Building, provides the campus with many important services for our research mission. OSP maintains a Home Page at <http://www.uncg.edu/rss/>. These services include holding workshops on topics related to grant-writing and the management of funded research projects, announcing monies that are available from private foundations and state and federal agencies to support research service or creative projects, and providing the application materials needed to write research proposals to some agencies and foundations. All research proposals for external funding (that is, funding to be received from outside the university) must be routed through OSP. If you have written a proposal to obtain external support for a research (perhaps your dissertation research), service, or creative project, you should begin and end the proposal development process at the OSP. They may also be helpful in suggesting funding sources for graduate student research.

Office of Research Compliance. Any research conducted by faculty or graduate students affiliated with UNCG that involves human participants must first be approved by the Institutional Review Board (IRB). Research with human participants can include a wide range of data collection methods, including surveys (paper and electronic), interviews, and observation as well as others. The IRB operates through the Office of Research Compliance (ORC), www.uncg.edu/orc. An application to gain permission to conduct research that involves human participants is available on the ORC's website and must be submitted by a faculty member on your behalf. Students work with their committee chair (or professor if the research is being conducted for a class project) to satisfy

the application requirements. IRB requires that there must be a period of at least one month between submission of the application and the projected start of data collection. **This requires careful planning on the part of the student, as data collection may not commence until approval has been received from IRB.** Certification of training in research with human participants must be acquired prior to submitting an application and can be achieved through a variety of training programs available via the ORC website. Certification is valid for five years. The application and required supporting documents are updated each year, so be sure you are submitting the most up to date materials.

Statistical Consulting Center. The Statistical Consulting Center is a campus-wide service center available to faculty, staff and students seeking statistical advice during any stage of research including planning, proposal writing, design or analysis. Students who wish to use the SCC should contact the Director. Information on using the SCC also can be obtained from the Mathematical Sciences homepage at <http://www.uncg.edu/mat/index.html> .

Some Additional Important Web Sites for UNCG Graduate Students. These web sites are useful for obtaining basic information quickly. Other web sites are contained throughout this handbook in their topical sections.

Survival Skills for Graduate Students.

http://www.physpharm.fmd.uwo.ca/undergrad/survivalwebv3/s4_skill/index_sk.html

Guide for the Preparation of Theses and Dissertations:

http://www.uncg.edu/grs/forms/T_dguide.pdf

TA Handbook: http://www.uncg.edu/grs/current/teaching_assistant_handbook.html

M.S. Student Policies: http://www.uncg.edu/grs/bulletin/masters_regulations.html

Ph.D. Student Policies: http://www.uncg.edu/grs/bulletin/doctoral_regulations.html

FUNDING FOR RESEARCH AND TRAVEL

Departmental Funds

CARS may be able to support graduate student travel to professional conferences or events. Written requests must be sent to the Department Chair well in advance of the travel dates. Faculty members may have travel funds associated with their research grants that can be used to support your travel. When traveling on university business, you should always fill out an official travel form 10 days to 2 weeks before the travel date.

School of Human Environmental Sciences Funds

Each year, when funds are available, the Associate Dean of HES announces the availability of small "research grants" (up to \$250) and "travel grants" (up to \$200) for graduate students in the School. Travel grants are usually limited to students who are presenting papers. Application forms

are available at <http://www.uncg.edu/hes/images/gradtravelform.pdf> . The form requires that a letter of application be sent to the Department Chair for review. Once reviewed, the letter is forwarded by the Chair to the Associate Dean for approval. On research grants, include detailed information including the total cost of the research project, a proposed budget and rationale. On travel grants, describe the professional meeting, location, dates, anticipated expenses, and include a copy of the acceptance letter for your presentation.

Graduate Student Association (GSA) Funds

The GSA represents the interests of graduate students on campus. Each department that grants graduate degrees, including CARS, has representatives. The GSA ensures that graduate students have a voice in all aspects of university life. The GSA also sponsors some activities of interest to graduate students and provides funds for some professional activities (in addition to those that you may have received for the same activities through the Department of CARS or the School of HES). Typically, Professional Development Funds are available for students who present original work at professional conferences (Type A up to \$175) and student attending professional development events but not presenting work (Type B up to \$75). If presenting, students can receive up to two awards per year. If attending, only one award per year is the allowed. Application forms are at <http://www.uncg.edu/student.groups/gsa/funding/> .

In addition, GSA has application forms for Thesis/Dissertation Funds awards to help offset the cost of completing a thesis or dissertation for currently enrolled UNCG students. Type A funding is a competitive grant of up to \$300. Type B funding is a non-competitive award of up to \$100. Students cannot receive both types of awards in the same academic year. Consult the GSA website for additional information: <http://www.uncg.edu/student.groups/gsa/funding/>

Both types of funding from GSA are available on a first-come, first-serve basis. As soon as you know you have a need for such support, complete and submit the application.

APPENDICES

Expected Professional Responsibilities of Graduate Students and Members of the Graduate Faculty

Graduate student must:

- **conduct** themselves in a mature, professional, and civil manner in all interactions with faculty and staff;
- **acknowledge** the contributions of the faculty advisor and other faculty that contributed to the student's work in all publications and conference presentations;
- **take** primary responsibility to inform themselves of regulation and policies governing their graduate studies;
- **recognize** that the faculty advisor provides the intellectual and instructional environment in

which the student conducts research;

- **recognize** that faculty have broad discretion to allocate their own time and other resources in ways which are academically productive;
- **recognize** that the faculty advisor is responsible for monitoring the accuracy, validity, and integrity of the student's research; careful, well-conceived research reflects favorably on the student, the faculty advisor, and the university;
- **exercise** the highest integrity in taking examinations and in conducting and presenting research;
- **devote** an appropriate amount of time and energy toward achieving academic excellence and earning the advanced degree;
- **be** aware of time constraints and other demands imposed on faculty members;
- **take** the initiative in asking questions that promote understanding of the academic subjects and to advance the field;
- **communicate** regularly with faculty advisors especially in matters related to research and progress within the graduate program.

Members of the graduate faculty must:

- **interact** with students in a professional and civil manner in accordance with university policies governing nondiscrimination and sexual harassment.
- **impartially** evaluate student performance regardless of religion, race gender, sexual orientation, nationality, or other criteria that are not germane to academic evaluation.
- **serve** on graduate student committees without regard to the race, gender, sexual orientation, or national origin of the graduate student candidate.
- **prevent** personal rivalries with colleagues from interfering with their duties as graduate advisors, committee members, or colleagues.
- **excuse** themselves from serving on particular graduate committees when there is potential for a conflict of interest.
- **acknowledge** student contributions to research presented at conferences, in professional publications, or in application for copyrights and patents.
- **teach** and demonstrate ethical behavior in research/creative efforts.

Thesis/Dissertation Proposal Format Requirements

The M.S. / Ph.D. Proposal

The thesis/dissertation proposal is a description of the research you intend to conduct for your degree. It should contain a clear conceptual/theoretical basis for the research and a concise description of the methods to be used to complete the research. Cooperation between the advisor/chair and the student is essential to the completion of a quality thesis proposal. Topics are sometimes chosen by students from funded projects or from ideas provided by the advisor. Occasionally, a student will enter the graduate program with the understanding that s/he will work on specific funded project because her/his assistantship is funded by that project. In these cases,

the topic and research usually will be chosen from the project.

Students should write the proposal no later than the third semester. Many students write the proposal during the summer following the second semester. There are many formats for a proposal. The standard proposal format is for the student to write the first three chapters of the thesis/dissertation. In this format, Chapter I is Introduction; Chapter II is Review of Literature; Chapter III is Methodology, and the proposal may be 25-50 or more pages in length. Length will be determined by the topic scope, complexity of research design, and as approved by the chair.

a. Introduction

This section describes the rationale and the intellectual basis for the proposed research. M.S. thesis proposals should clearly present and define a research problem and the purpose or one or two specific aims related to the research problems that are to be accomplished by the proposed research.

b. Review of Literature

This section summarizes the previous research conducted by other investigators pertaining to the proposed research. Students should avoid simply listing results of published research. Instead, they should interpret, integrate, and critically evaluate studies to clearly explain how these studies led to the formulation of the research problem, the specific purpose or aims of the proposed thesis research, and the hypotheses to be tested.

c. Research Design and Methodology

In this section, students should state (or restate) the research problem, present the research hypothesis or hypotheses, present the research design, describe the procedures, sample data, and methods that will be used to test the hypothesis(es) and complete the specific aims of the proposed thesis research, including the plan for analysis. The description of procedures and methods should be sufficient to demonstrate that the student has a clear understanding of what s/he plans to do. The proposed data collection instrument (i.e., survey, interview schedule) must be included as an appendix to the proposal

Thesis/Dissertation Format Requirements

Note: The Graduate School has very specific margin, typeface, spacing, and abstract guidelines that must be met before the university will accept a Thesis or Dissertation. Students should check the *Guide for the Preparation of Theses and Dissertations* at: http://www.uncg.edu/grs/forms/T_dguide.pdf before starting their writing.

A. Abstract

This is a brief synopsis of the research hypothesis and specific aims, experimental approaches, and major findings of the thesis or dissertation.

B. Table of Contents (including major sections, figures, tables, and appendices).

C. Introduction (as in proposal).

This section describes the rationale and the intellectual basis for the proposed research. In other words, Why is this research important? M.S. theses should clearly define a research hypothesis as well as one or two specific aims related to the hypothesis that is to be accomplished by the proposed research. Ph.D. dissertations should clearly define the research hypothesis and usually include three specific aims related to the hypothesis.

D. Review of Literature (as in proposal, but must be updated).

This section explains the research that has been conducted by other investigators pertaining to the Thesis or Dissertation research. The length of this section can be explicitly defined by the Thesis or Dissertation Committee prior to initiation of writing. Students should be selective in the areas that are reviewed and they should avoid rambling discussions of issues only peripherally related to the thesis or dissertation research. Students should avoid simply listing results of published research. They should interpret and integrate previous studies and clearly explain how these studies led to the formulation of the research hypothesis and the specific aims of the proposed thesis research. This section should include all of the references that were cited in the Introduction and the Review of Literature. The CARS department follows APA format guidelines.

E. Research Design and Methodology (as in proposal, but must be updated).

In this section, the research problem is restated, research hypothesis or hypotheses are presented, and research design is discussed, including procedures, sample data, and methods that were used to test the hypothesis(es) and complete the specific aims of the thesis research. Brief discussion of the approach to analysis is also included.

F. Results and Discussion

This section presents the results of the study. If hypotheses are used, results should be organized around them. This is followed by a section with the interpretation/discussion of the results in light of the extra research and theory. The purpose of the discussion is to explain the results.

G. Summary and Conclusions

The aim of this section is to integrate the information and to provide an overall conclusion to the thesis or dissertation research. In addition, a student should use this section to describe the problems and limitations that were encountered during the research process and to suggest alternate approaches to use to overcome such problems. Finally, the student should give his/her opinion regarding the directions that their research project might take in the future.

H. Appendices

This section should include any relevant information that was not included in the manuscripts but which is necessary for a complete understanding of the research. Students should consult with their advisors for specific inclusions. Some appropriate items include:

- data collection instruments
- preliminary data that was not included in the manuscripts

- full detailed descriptions of unique methods developed in the course of the thesis or dissertation research.

Guidelines on the Ownership of Research

Many students ask the question “Who does my Thesis/Dissertation research belong to? My advisor/mentor or me?” This can be a difficult question to answer unambiguously for all students in all circumstances, but typically, the work (data and research) is considered to belong to the student because s/he must make an original and significant contribution to the research and to research in the field. However, if the student is part of a funded, research group the student is expected to share any data and research generated during the thesis or dissertation and may be obligated to do so by the nature or type of the funding for the research project/group. A more difficult issue in many fields, but not as prevalent in ours, is how students and their advisors should address the possession of ideas. Intellectual property rights are an area of legal controversy; there are no clear guidelines regarding who owns an idea especially one generated during routine discussions between the student and the mentor. In our field, the advisor/chair, and possibly other faculty, usually publish an article or even several articles from the thesis/dissertation with the student as extended mentoring and because during the work on most theses and dissertations in our field the student and advisor/chair work closely together. It should be stressed that clear communication and open discussion of these issues is the best way to limit the potential for future misunderstandings. It is a CARS expectation that if a student writes the first draft of a manuscript for publication which is based on his or her thesis/dissertation research, then the student will have first authorship and the faculty advisor second. If a student elects not to write a draft of the findings for publication by the end of the first year after degree completion, then the faculty advisor has the right to do so and to determine the order of authorship. The ultimate purpose of publishing thesis/dissertation research is not faculty gain but to share findings with a larger academic audience. The dissemination of knowledge gained from any research is an expectation within the academic community at large.

Other authorship issues:

If the student is working for a faculty member on an assistantship and the responsibilities of that assistantship are research-related, then the faculty supervisor may consider putting the student as an author on any manuscripts resulting from the project. If the faculty supervisor does so, then the student will follow behind any faculty named as authors in order of authorship. It should be noted that faculty supervisors are under no obligation to name student assistants as authors, regardless of the extent to which the student worked on the particular research project. The decision rests entirely with the faculty supervisor.

Oftentimes a professor teaching a graduate level course will give assignments that yield a product suitable for dissemination (e.g., professional presentation, publication). In such cases, it is expected that the student(s) will include the professor as an author. However, if the student’s research is thesis/dissertation related, then the thesis/dissertation advisor would be listed as second author and the class professor as third.