



**Department of Textiles,
Apparel Design &
Merchandising**

tam.lsu.edu

Graduate Student Handbook

**MS and PhD Degrees in
Human Ecology**

Fall 2016

Table of Contents

Introduction	3
TAM Graduate Faculty	
Terminology	
Note for English as a Second Language Students	
Graduate Assistantships	
 Master's Degree	 7
M.S. Course Requirements	
M.S. Concentrations in TAM	
Minimum Undergraduate Course Preparation for M.S. Students in TAM	
Selection of Major Professor	
Graduate Advisory Committee	
Master's Program of Study	
 Doctoral Program	 17
Ph.D. Course Requirements	
Ph.D. Concentrations in TAM	
Minimum Undergraduate Course Preparation for Ph.D. Students in TAM	
Selection of Major Professor and Committee	
Doctoral Program of Study	
General Examination and Research Proposal	
Research	
Writing the Dissertation	
Final Examination/Defense	
Publications and Presentations	
Authorship	
 Appendix	 30
TAM Policy Statement on Student Work and Class Projects Authorship	
TAM Guidelines for Authorship	
List of Graduate School Forms and Applications	
List of TAM Forms and Applications	
Sample Title Page for MS and PhD Proposals	
TA Evaluation Form	
GA Evaluation Form	
MS and PhD Assessment Survey	

Introduction

Welcome to the Graduate Program in Textiles, Apparel and Merchandising at LSU. This Handbook provides direction and assistance to graduate students and faculty in the Department of Textiles Apparel Design and Merchandising (TAM). It contains general information applicable to both MS and PhD students in Human Ecology with concentrations in TAM. Requirements and procedures specific to each graduate program are discussed in the Handbook and additional information is available on the TAM web page. <http://www.tam.lsu.edu>.

This Handbook is a supplement to the LSU *General Catalog*, which is the authoritative source for academic regulation of the University. It is the responsibility of graduate students to fulfill the requirements described in LSU's current *General Catalog* and these Guidelines. Students are also responsible for being aware of and meeting the deadlines printed in the *Graduate Calendar*, which may be obtained on-line. <https://sites01.lsu.edu/wp/graduateschool/> Although the *Catalog* states explicitly that LSU reserves the right to change requirements at any time, TAM tries to apply those regulations that are in effect in the year students enter their programs.

Please note that due to changes in the university structure and the creation of the new Department of Textiles, Apparel Design and Merchandising, the former School of Human Ecology no longer exists. Currently the graduate degrees for TAM are still under the rubric Human Ecology (HUEC). This is expected to change in the near future. The Graduate Faculty of the Department of Textiles, Apparel Design & Merchandising (TAM) values your input regarding updating and improving the handbook and welcomes questions, comments and suggestions concerning any aspect of the graduate program in TAM.

TAM Staff:

TAM Department Head:

Dr. Jenna Tedrick Kuttruff, Beverly Griffin Shea Alumni Professor
Office: 129 Human Ecology, 578-2282, jkutt1@lsu.edu

TAM/HUEC Graduate Advisor:

Dr. Jenna Tedrick Kuttruff, Beverly Griffin Shea Alumni Professor
Office: 129 Human Ecology, 578-2282, jkutt1@lsu.edu

TAM/HUEC Graduate Coordinator:

Mrs. Melinda Mooney, Administrative Coordinator and Graduate Coordinator
Office: 125 Human Ecology, 578- 2448, mmooney@lsu.edu

TAM Accountant Technician

Mrs. Robin Saylor
Office: 125 Human Ecology, 578-1508, rsaylor1@lsu.edu

TAM Graduate Faculty:

Dr. Jenna Tedrick Kuttruff, Doris and Jules Carville Professor
Department Head of Textiles, Apparel Design & Merchandising
Office: 129 Human Ecology, 578-2282, jkutt1@lsu.edu
Ph.D., Ohio State University, 1988
Historic and socio-cultural significance of textiles and apparel, analysis; interpretation and conservation of archaeological textile remains

Dr. Chunmin Lang, Assistant Professor
Office: 143 Human Ecology, 578-7757, cmlang@lsu.edu
Ph.D., Oklahoma State University, 2015
Sustainability, product-service retailing models, consumer behavior, apparel retailing & brand management

Dr. Chuanlan Liu, Associate Professor
Office: 145 Human Ecology, 578-2400, clliu@lsu.edu
Ph.D., Auburn University, 2004
Consumer behavior; retail market research; retailing management and apparel merchandising; entrepreneurship

Dr. Lisa McRoberts, Assistant Professor
Office: 147 Human Ecology, 578-3957, lmcrob1@lsu.edu
Ph.D., Florida State University, 2008
Aesthetic and functional design research on posture, fit, body shape analysis; product development; creativity; couture techniques; sustainability

Dr. Ioan Negulescu, Professor
Office: 231 Human Ecology, Ph: 578-1684, inegule@lsu.edu
Ph.D., Technical University, 1973
Textile science; chemistry of natural fibers and fiber-forming polymers; physical and chemical characterization of textiles

Dr. Laurel Romeo, Assistant Professor
Office: 135 Human Ecology, Ph: 578-1724, ldromeo@lsu.edu
Iowa State University, 2013
Technology in apparel design and manufacturing; technology in teaching and learning; 3D garment design; 3D body scanning; apparel fit and body shape; apparel and niche markets; updating anthropometric data of US population

Dr. Casey Stannard, Assistant Professor
Office: 235 Human Ecology, Ph: 578-2404, stannard@lsu.edu
Oregon State University, 2014
Role of traditional textile handcrafts in contemporary society; sustainable aspects of apparel design; social psychological aspects of apparel design; creative scholarship incorporating fiber art techniques, theory based design, and computer-aided pattern making

Terminology

While the terminology is common between the M. S. and Ph.D. programs, it may apply to either or both programs.

- **Application for a degree (M.S., Ph. D):** Students must file an application for a degree no later than the registration period for the semester they intend to graduate. All applications must be signed and filed with the Graduate School.
- **Associate Member of the Graduate Faculty:** Assistant professors in tenure-track position, subject to annual review.
- **Dean's Representative: (Ph.D. only):** The Dean of the Graduate School appoints an outside member to the graduate advisory committee to ensure that the general and final examinations are conducted properly and in a manner consistent with maintaining program quality, and that students are questioned and treated fairly. The Dean's representative is a full voting member of the committee.
- **Full Member of the Graduate Faculty:** Associate or full professors with tenure, subject to annual review.
- **Graduate Advisor (M.S., Ph.D.):** The Graduate Advisor is appointed by the Department Head. The Graduate Advisor serves as liaison with the Graduate School; attends Graduate School orientations; networks with other Directors of Graduate Studies on campus and at state and national levels.
- **Graduate Advisory Committee (M.S., Ph. D):** The advisory committee includes the major professor and faculty members representing the major areas of study. The advisory committee prepares the general exam, evaluates the oral exam and signs off on the final defense.
- **Graduate Faculty (M.S., Ph.D.):** Graduate faculty members are either on a tenure track, have completed the tenure and promotion process or have been appointed to the graduate faculty because of having particular expertise. Graduate faculty will generally be assistant, associate, or full professors. Faculty members from other campuses, such as the LSU AgCenter, Pennington Biomedical Center or LSU Health Sciences, require approval from the Graduate School for appointment to graduate faculty. A full graduate faculty member is one who has completed the tenure and promotion process and is an associate or full professor.
- **Institutional Review Board (IRB):** To ensure that all research is conducted in an appropriate and humane manner, any research involving animals or humans must have approval from the LSU Institutional Animal Care and Use Committee (IACUC) or Institutional Review Board (IRB).
- **Major Professor (M.S., Ph.D.):** The major professor serves as the student's mentor and directs the student's program. The major professor guides the selection of other committee members and the program of study.
- **Non-Matriculating Student:** A student may take a maximum of 6 hours of 7000 level and an unlimited number of 4000 level courses before being admitted into the graduate program. This is suggested for students who do not meet all the requirements for full admission into the graduate program. Students may request that courses taken as a non matriculating student be transferred into their program of study once accepted into the program. It is the student's responsibility to request that courses be transferred and it is the decision of the student's graduate advisory committee as to whether the request will be accepted. Non matriculating students are encouraged to meet with the appropriate faculty member to ensure that any

courses taken will count toward their degree if accepted into graduate school. To download the request form, visit the LSU Graduate School website.

- **Non-thesis option:** In lieu of a thesis, students choosing this option will complete a final project which includes a research component that may focus more on an industrial issue or practical application. Students may also choose the non-thesis option if they are moving directly from the M. S. degree into the Ph.D. degree. Students who choose a non-thesis option will have a final exam comparable to a thesis defense.
- **Program of Study (M.S., Ph.D.):** The program of study is an agreement between the student and his/her department and outlines the student's individualized class requirements as determined by the student's major professor and advisory committee. Both M.S. and Ph.D. students must file a program of study with the Department of Textiles, Apparel Design and Merchandising.
- **Research Proposal:** All students must submit a written proposal for a research problem that will become the basis for either their thesis or dissertation. A formal proposal meeting must be held with the advisory committee.
- **TAM (Human Ecology) Graduate Coordinator:** The Graduate Coordinator serves as the liaison between the student, faculty and Graduate School regarding program requirements and is responsible for submitting documents that have been completed by the graduate student to the graduate school.

Note for English as a Second Language Students

If English is your second language or you were required to take an English exam upon entering the Graduate School, you are responsible for having your class papers, research proposals, grant proposals, thesis and dissertation edited for proper use of English before they are submitted. This is to be done at your own expense. Theses and dissertations will not be approved until significant writing issues are corrected.

Graduate Assistantships

- All graduate assistantships are one year contracts
- Reappointment is contingent upon the needs of the department, budget constraints and student performance (please see TA and GA evaluation forms in the Appendix)
- MS assistantships are for two (2) years
- PhD assistantships are generally for three (3) years and no more than four (4) years
- Please see "Assistantship Information" located on the Graduate School website

Graduate Assistantships are "real" jobs. Although you are a student first and your class schedules will be worked around, TAM business is not scheduled around personal business.

Master's Degree

M.S. Course Requirements

- In the thesis option, a minimum of 24 hours of coursework and 6 hours of thesis credit (HUEC 8000) are required.
- In the non-thesis option, a minimum of 30 hours of coursework and 6 hours of research and project development (HUEC 7900) are required.
- For both options, at least half (15-18 hours) of the minimum required credit hours must be in courses at or above the 7000 level (this includes the 6 hours of 8000/7900 credit).
- Students may be required to complete additional credit hours to make up deficiencies if entering the program without a background in Textiles, Apparel Design, & Merchandising.
- Additional coursework and/or thesis hours may be taken at the students' discretion or on the recommendation of the major professor and the advisory committee.
- There are course requirements for each concentration area.

M.S. Core Requirements – Thesis Option

TAM 7041	Introduction to Research in TAM	3
TAM 7043	Seminar in Textiles, Apparel Design, & Merchandising	1-2
HUEC 7090	Research Methods in Human Ecology (or equivalent)	3
Statistics 7000 level		3-4
HUEC 8000	Thesis Research	6
Area of Concentration and supporting courses		12-13
Minimum Required Credit Hours		30 hrs.

M.S. Core Requirements – Non-Thesis Option

TAM 7041	Introduction to Research in TAM	3
TAM 7043	Seminar in Textiles, Apparel Design, & Merchandising	1-2
HUEC 7090	Research Methods in Human Ecology (or equivalent)	3
Statistics 7000 level		3-4
HUEC 7900	Non-Thesis Project	6
Area of Concentration and supporting courses		18-19
Minimum Required Credit Hours		36 hrs.

Declared Minor

A declared minor is not required but the student may select one. Minors may be selected from other concentration areas in fields outside TAM. Some disciplines may require nine or more credits for a declared minor, depending upon the previous experience and education of the student. If a minor is formally declared, the student's advisory committee must include a representative from the minor area and this professor provides input in selecting the appropriate minor courses. The minor department determines the number of hours needed for a minor.

M.S. Concentrations in TAM

Students select appropriate Area of Concentration Courses from the lists below for Program of Study by consulting with their major professor. A minimum of 9 hours is required from one of the following areas of concentration.

Apparel Design

The concentration in Apparel Design offers students an opportunity to refine and enhance design skills beyond the bachelor's degree. Courses focus on creativity, product development, and problem solving for a specified target market.

Students who select the non-thesis option will be required to develop creative apparel design(s) for a juried competition and/or present a focused collection exhibition or other comparable creative endeavor.

TAM 4037	Advanced Apparel Product Design	4
TAM 4041	History of Textiles	3
TAM 4045	Synthesis: Textile and Apparel Product Processes	3
TAM 4070	Entrepreneurship in Human Ecology	3
TAM 4071	History of Dress and Adornment Prior to 1700	3
TAM 4072	History of Dress and Adornment After 1700	3
TAM 7030	Creativity in Product Design	3
TAM 7031	Social-psychological Theories of Dress, Appearance, and Fashion	3
TAM 7032	Comparative Studies in Dress and Culture	3
TAM 7035	Textile Manufacturing	3
TAM 7036	Apparel Merchandising and Global Expansion	3
TAM 7037	Consumer Behavior in the Apparel Merchandising Environment	3
TAM 7049	Advanced Individual Field Experience in TAM	3-6
HUEC 7091	Independent Reading and Research in Human Ecology	1-6

Historical/Cultural Textiles and Apparel

The concentration in Historic/Cultural Aspects of Textiles and Apparel provides opportunities to enhance understanding of textiles and apparel from a broad cultural and historical perspective. Practical experience in the LSU Textile and Costume Museum is available. Courses and experiences prepare students for museum work in textiles and apparel, costuming, and more advanced studies in the area.

Students who select the non-thesis option will be required to engage in experiential learning through participation in a professional field experience, develop and present a focused museum exhibit, or complete and present a special project within the area.

TAM 4041	History of Textiles	3
TAM 4043	Advanced Textiles	3
TAM 4070	Entrepreneurship in Human Ecology	3
TAM 4071	History of Dress and Adornment Prior to 1700	3
TAM 4072	History of Dress and Adornment After 1700	3

TAM 7031	Social-Psychological Theories of Dress, Appearance, and Fashion	3
*TAM 7032	Comparative Studies in Dress and Culture	3
TAM 7035	Textile Manufacturing	3
TAM 7037	Consumer Behavior in the Apparel Merchandising Environment	3
TAM 7042	Research in Textiles	3
TAM 7046	Microscopy of Fibers and Polymers	3
TAM 7049	Advanced Individual Field Experience in TAM	3-6
HUEC 7091	Independent Reading and Research in Human Ecology	1-6

*Cross-listed with Geography and Anthropology

Merchandising

The concentration in merchandising provides opportunities to enhance understanding of the textile/apparel industry, including supply chain and consumption. Courses focus on consumer behavior, international retailing, fashion theory, social-psychological theories, manufacturing, product development, and evaluation.

Students who select the non-thesis option will be required to engage in experiential learning through participation in a professional field experience or special project within the industry.

TAM 4044	Textile and Apparel Economics	3
TAM 4046	Advanced Topics in Apparel Merchandising	3
TAM 4070	Entrepreneurship in Human Ecology	3
TAM 4072	History of Dress and Adornment After 1700	3
TAM 7031	Social-Psychological Theories of Dress, Appearance , and Fashion	3
TAM 7035	Textile Manufacturing	3
TAM 7036	Apparel Merchandising and Global Expansion	3
TAM 7037	Consumer Behavior in the Apparel Merchandising Environment	3
TAM 7049	Advanced Individual Field Experience in TAM	3-6
HUEC 7091	Independent Reading and Research in Human Ecology	1-6

Textile Science

The concentration in textile science offers enhanced textile knowledge and preparation for a variety of positions in the industry such as: design and development of new consumer and industrial textiles, product development with bio-based materials, textile testing and textile services.

Students who select the non-thesis option will be required to engage in experiential learning through participation in a research or special textile science project within the division.

TAM 4041	History of Textiles	3
TAM 4034	Textile & Apparel Product Evaluation	3
TAM 4043	Advanced Textiles	3
TAM 4070	Entrepreneurship in Human Ecology	3
TAM 7031	Social-Psychological Theories of Dress and Appearance	3
TAM 7035	Textile Manufacturing	3

TAM 7036	Apparel Merchandising and Global Expansion	
TAM 7040	Bio-composites: Production and Evaluation	3
TAM 7042	Research in Textiles	3
TAM 7046	Microscopy of Fibers and Polymers	3
TAM 7047	Modern Fiber Science and Technology	3
TAM 7048	Thermal Characterization of Fibers and Polymers	3
TAM 7049	Advanced Individual Field Experience in TAM	3-6
HUEC 7091	Independent Reading and Research in Human Ecology	1-6

Minimum Undergraduate Course Preparation for M.S. Students in TAM

In order for graduate students to be adequately prepared for the course work and research requirements of the master's degree in Textiles, Apparel Design, and Merchandising, the following courses (or equivalents) should be included in their undergraduate curriculum, or taken after entering the master's program

Apparel Design

TAM 2040	Textile Science or equivalent	3
TAM 3037	Intermediate Apparel Product Design or equivalent	4

Historic/Cultural

TAM 2040	Textile Science or equivalent	3
----------	-------------------------------	---

Merchandising

TAM 2040	Textile Science or equivalent	3
TAM 2045	The Fashion Industry	3
	Micro and Macro Economics	6
	Principles of Marketing	3

Textile Science

TAM 2040	Textile Science or equivalent	3
CHEM 1202	Basic Chemistry or equivalent	3

Special Courses

The following courses are also available to students in the graduate program. These courses vary in topic or focus based upon student need and faculty expertise. Students may use two of these courses in fulfilling up to six (6) hours of the twelve (12) hour minimum of coursework in the concentration, provided the topic is approved by the major professor and advisory committee.

TAM 4091	Special topics in Human Ecology	3
TAM 7044	Selected topics in textiles, apparel design, merchandising	3-6

Selection of Major Professor

- New students should consult with the TAM department head and/or graduate advisor for first semester advising.
- The major professor is to be selected by the end of the first semester or beginning of the second semester before a program of study is submitted.

- Students must complete the program of study form with the major professor and submit it to the TAM Graduate Coordinator by the end of the second semester.
- Students may change their major professor following consultation with TAM Graduate Advisor and there is a justifiable reason.

Graduate Advisory Committee

Purpose

The graduate committee approves and directs the student's program of study and works with the student to identify research topics and selects the time and format for thesis proposal and defense.

Selection

- The major professor assists in the selection of committee members and chairs the committee.
- A Master's committee must have a minimum of 3 graduate faculty members including the major professor.
- 1 member must be a full member of the graduate faculty.
- 2 members must be full-time tenured or tenure-track faculty members.
- An adjunct or non-tenure track faculty member may serve with a full-time tenured or tenure track graduate faculty member as co-chair of the student's committee.
- If the student is completing a minor, one committee member must represent the minor department.
- The TAM Graduate Advisor must approve changes in the student's advisory committee.
- The committee should be selected as soon as possible after earning 9 credit hours, which is generally at the end of the first semester or beginning of the second for full-time students.

Master's Program of Study

Planning the Program of Study

- The student and major professor will list courses needed for the degree taking into consideration the recommendations from committee members.
- Only 6 hours of TAM 8000 can be applied toward the degree.
- The program of study must include any courses taken as a non matriculating student or in another program that the student wishes to be counted toward the degree.
- The program of study is to be approved when 9 graduate credits have been earned at LSU.
- A minor is not required but if one is declared, the minor department determines the number of course hours needed. Courses for the minor must be listed in the program of study.
- The student completes the TAM Approval Form for M.S. Program of Study and turns it into the TAM Graduate Coordinator.
- All advisory committee members must approve the program of study.
- A program of study can be changed, but requires a revised approval form signed by all committee members and submitted to the TAM Graduate Coordinator.
- Students are required to complete all courses listed on the approved program of study. To reduce the need to submit multiple changes, courses can be listed as either/or and only

one need be taken. Students can take more courses than the ones listed on their program of study form and only the minimum needed for graduation should be listed.

Revalidation of Course Work

Any M.S. student who does not complete the degree requirements within the 5-year period established by the Graduate School must successfully pass a revalidation examination. The revalidation examination will be administered by the student's graduate committee, headed by the major professor and in consultation with the graduate advisor. It is recommended that the faculty member who currently teaches the course re-examines the student and reports to the advisory committee. Nine credit hours of course work are the maximum number of credit hours that can be revalidated

Audit

Enrolled graduate students may audit courses with the consent of the instructor. Auditors will not receive degree credit, nor will they later be permitted to take a credit examination on work audited. However, audited courses may be later taken for credit. Prospective auditors should initiate registration obtaining an "Audit Only" form from the Records Office of the Graduate School.

Application for Degree

At the beginning of the final semester of study, students must apply for graduation through the Graduate School. The verification of Graduate Concentration form is completed by the TAM Graduate Coordinator at this time so that a student's approved concentration will appear on the official transcript once the degree is awarded. General deadline dates for submitting these materials to the Graduate School may be found in the LSU calendar, and usually occur within the first two weeks of the semester the student intends to graduate. Semester specific dates are provided in the Graduate Handbook, available from the Graduate School. If students do not meet the deadline dates for completion of the degree, new forms must be filed in the semester of graduation. Additional fees will be collected during registration for the final semester. If students fail to meet graduation deadlines, an additional fee will be assessed the following semester.

Master's Thesis

The master's thesis is an orderly presentation of student research that follows an acceptable bibliographic style. The faculty on the student's advisory committee must approve both the research and the style and guidelines for the thesis. Styles may vary within the Department but must conform to the Graduate School requirements. Details concerning the preparation of theses and dissertations at LSU, including other accepted style manuals, are given in the *Guidelines for the Preparation of Theses and Dissertations*, available on-line from the Graduate School (<http://etd.lsu.edu>). Students should work with the graduate school representative to finalize the thesis format.

Thesis Research Proposal

The research proposal is completed after much consultation with the major professor and other faculty members. It is important that all committee members approve the proposal before proceeding to reduce the chance of problems during the defense. Students generally complete their research methods course, prior to or while developing their proposal.

The proposal generally includes the first 3 chapters of the thesis:

- Cover sheet
- Chapter 1
 - Statement of problem
 - Research questions and Objectives
 - Justification, assumptions and abbreviations/definition of terms
- Chapter 2
 - Review of literature
 - Research framework or hypotheses development
- Chapter 3
 - Methodology
 - Plan for analysis of data

Research that involves animal or human subjects must have approval from the LSU or LSU AgCenter IACUC or IRB before the research can begin.

The proposal meeting is an opportunity for students to clarify any issues with their committee and reach a consensus on expectations. Proposal meetings are required for all master's students in TAM.

The Proposal Meeting

Once the proposal is complete and has been accepted by the major professor the student should schedule a proposal meeting with the advisory committee. Committee members should have a copy of the proposal at least one week in advance of the meeting. During the meeting the student makes a formal presentation and should be prepared to answer questions from the committee. The student will be asked to leave the room while the committee discusses the proposal. If approved the committee members sign two copies of the cover sheet. Originals go to the TAM Graduate Coordinator and the major professor. The committee may make recommendations for further work instead of approving at that time.

Following approval by the LSU or LSU AgCenter Institutional Animal Care and Use Committee (IACUC) or Institutional Review Board (IRB) students may begin the proposed research. Master's students should be enrolled in TAM 8000 (Thesis Research) while conducting the research.

Writing the Thesis

The handbook, *Guidelines for the Preparation of Theses and Dissertations* is available from the Graduate School and the guidelines required by the graduate faculty at LSU must be strictly followed (for the most recent version of the guidelines visit <http://etd.lsu.edu>). The latest edition of the guidelines should be obtained from the Graduate School. Students should not use theses accepted in prior semesters as a guide for formatting their own thesis because requirements change. This TAM Graduate Student Handbook neither summarizes nor supersedes the Graduate School *Guidelines*.

As presented in the *Guidelines*, the Graduate School now accepts a journal style for theses and dissertations. A thesis or dissertation in this style consists of at least one discreet journal manuscript instead of the more traditional single presentation. The decision of which style to select must be made in consultation with the major professor, and, if the journal style is selected,

the Graduate School provisions specified in the *Guidelines* must be followed. In addition, TAM requires an extensive review of literature in the introductory chapter. If a manuscript has been accepted for publication, a letter of permission from the publisher must be included as an appendix in the thesis or dissertation.

The Final Semester

During registration for the final semester

- Complete the Master's Application for Degree and submit to the TAM Graduate Coordinator
- The TAM Graduate Coordinator will prepare the Verification of Graduate Concentration form once the application for degree is submitted.
- Deadlines for submission of forms are set by Graduate School (usually within first 2 weeks)
- When students do not meet deadlines for completion of degree, new forms must be filed and additional fees will be assessed
- Order your cap, gown, invitations, etc. from LSU Bookstore

Request for Master's Examination

- Student initiates exam process with major professor prior to deadline
- Contact members of advisory committee to set date and place for exam
- Submit two copies of Request for Master's Examination form to the TAM Graduate Coordinator.
- Forms are due not later than date specified by Graduate School or at least three weeks prior to date of exam, whichever comes first
- The Graduate School will provide forms for reporting examination results
- Any changes in committee members or examination date must be cleared through the TAM Graduate Advisor and the Graduate School
- Complete draft of thesis delivered to the student's Advisory Committee at least two weeks prior to examination

Submitting Examination Reports and Approved Theses

- Allow enough time between examination date and final date for submitting theses to Graduate School to incorporate corrections and suggestions made by advisory committee
- In no case should the request for the final examination be submitted less than five (5) weeks prior to the final date for submission of approved theses and committee examination reports in a given semester

Following the Final Exam

- Major professor and committee must sign the examination forms
- Date and signatures must be same as listed on examination request forms
- Make rewriting and retyping changes as required
- Submit changes to major professor, and committee if requested
- Submit thesis to Graduate School in advance of final date for submission to allow time for corrections and final approval

Final Thesis Copies

The Graduate School's requirements for final copies of theses and dissertations are included in the *Guidelines for the Preparation of Theses and Dissertations*. **Please note that the Graduate School requires electronic submission.** Currently the following are required by the Graduate School, but it is up to the student to check to be sure the requirements have not changed.

- a. Approval sheets with correctly typed name, title and major field and with all signatures in black ink. (Can be found in your file in the TAM main office).
- b. One cataloging abstract (with special heading).
- c. Agreement form

TAM does not require hard copies of a thesis but individual faculty members may require their students to submit a hard copy to them.

Publications, Presentations and Authorship

No research is complete until its results are made available to other researchers. To this end, students are strongly encouraged to publish and/or present the findings of their research through appropriate channels. When the thesis is complete, students (with the aid of the major professor) should immediately begin development of a manuscript or manuscripts for submission to a scientific journal in the field. Although publications usually are based on thesis results, other research projects stemming from class assignments, independent study, or practice may serve as bases for publication. The TAM Guidelines for Authorship should be followed in all situations (see Appendix).

Research presentations at state, regional, or national meetings of professional organizations provide another method for dissemination of results. Students should consult with the major professor regarding submission of papers for presentation.

A full discussion of research publication philosophy, procedures, and authorship between the major professor and the graduate student should occur early in the course of study. The major advisor should ensure that students are aware of and understand TAM's philosophy on publication and authorship. The Student Acknowledgment of Guidelines for Authorship must be completed by students, and copies must be submitted to the TAM Graduate Coordinator and retained by both major professor and student. Various disciplines may follow different conventions for publication and authorship and this should be clarified and agreed upon prior to beginning research. Avenues of communication between students and the major professor should remain open to address changes that may occur as work progresses. The process should be flexible so that unique situations may be evaluated based upon specific conditions and individual merit. The communication process should allow for renegotiation of authorship if substantial changes in contribution to the research occur. In all instances, graduate students must be given the opportunity for first authorship of publications and presentations based on their research.

Masters Final Project

In lieu of the thesis, a student choosing the non-thesis option will be required to complete a final project that will include a research component. Students should enroll in TAM 7900 during the time they are working on the final project. The student should work with his or her major professor to identify the project and to have the project approved by the students' advisory committee in the proposal meeting. Upon completing the project, the student should complete the Request for Master's Examination from the graduate school. For students completing a final

project, the final exam will be comparable to a thesis defense and examination and will include a defense of the students' project and a written document made available to all committee members at least two weeks prior to the final exam.

The Last Semester

During registration for the final semester

- Complete "Master's Application for Degree" and submit to the TAM Graduate Coordinator
- The TAM Graduate Coordinator will prepare the "Verification of Graduate Concentration" form once the application for degree is submitted
- Deadlines for submission of forms set by Graduate School (usually within first 2 weeks of the semester) must be met
- When students do not meet deadlines for completion of degree, new forms must be completed and additional fees will be assessed

Doctoral Program

Ph.D. Course Requirements

- A minimum of 60 hours of formal coursework beyond the bachelor's degree. The TAM Graduate Advisor and the Student's Advisory Committee determines which of the M.S. courses will be counted.
- A minimum of 20 semester hours in the formulation and execution of original research (HUEC 9000) as demonstrated by production of a dissertation
- Students may be required to complete additional credit hours to make up deficiencies if entering the program without a background in Textiles, Apparel Design, & Merchandising
- Additional coursework and/or thesis hours may be taken at the students' discretion or on the recommendation of the major professor and the advisory committee.
- There are course requirements for each concentration area.
- **HUEC 9091** may be repeated for 1-6 hrs/sem credit; a maximum of 15 semester hours is allowed toward doctoral requirements. Credit in TAM 7091 is included in these 15 semester hours allowed.

We strongly advise any students entering the Ph.D. program without an M.S. to get the M.S. along the way. You will have completed the work, so you might as well have the degree to show for it.

Students who pursue the Doctor of Philosophy degree in Human Ecology in the Department of Textiles, Apparel Design, and Merchandising may select a concentration in Apparel Design, Historic/Cultural, Merchandising, or Textile Science.

Ph.D. Core Requirements

TAM 7041 Introduction to Research in Textiles, Apparel & Merchandising	3
TAM 7043 Seminar in Textiles, Apparel Design & Merchandising	2
HUEC 7092 Human Ecology Research Seminar (taken 2 times)	2
Research Methods 7000 level (TAM 7090 plus another course in another discipline)	6-8
Statistics 7000 level	6-8
HUEC 9000 Dissertation Research	20-30
Minimum of 12 hours in concentration courses	12 ++
Total (minimum)	80 hours

Declared Minor

A declared minor is not required but the student may select one. Minors may be selected from other concentration areas in Textiles, Apparel Design, and Merchandising; other specializations in Human Ecology; or fields outside Human Ecology. Some disciplines may require nine or more credits for a declared minor, depending upon the previous experience and education of the student. If a minor is formally declared, the student's advisory committee must include a representative from the minor area and this professor provides input in selecting the appropriate minor courses. The minor department determines the number of hours needed to complete the minor.

Ph.D. Concentrations in TAM

A minimum of 12 hours must be taken from one of the following areas: Apparel Design, Historic Costume, Merchandising, or Textile Science. Appropriate courses will be selected by the student in consultation with the major professor with approval of the Graduate Advisory Committee. Students who do not have experience or education in the area of emphasis will be required to complete additional undergraduate or graduate courses.

Apparel Design

The emphasis in Apparel Design offers students an opportunity to refine and enhance design skills beyond the bachelor's degree. Courses focus on creativity, product development, and problem solving for a specified target market.

TAM 4037	Advanced Apparel Product Design	4
TAM 4041	History of Textiles	3
TAM 4045	Synthesis: Textile and Apparel Product Processes	3
TAM 4070	Entrepreneurship	3
TAM 4071	History of Dress and Adornment Prior to 1700	3
TAM 4072	History of Dress and Adornment After 1700	3
TAM 7030	Creativity in Product Development	3
TAM 7031	Social-psychological Theories of Dress, Appearance, and Fashion	3
TAM 7032	Comparative Studies in Dress and Culture	3
TAM 7036	Apparel Merchandising & Global Expansion	3
TAM 7037	Consumer Behavior in the Apparel Merchandising Environment	3
TAM 7049	Advanced Individual Field Experience in TAM	3-6
HUEC 7091	Independent Reading and Research	1-6
HUEC 9091	Independent Research for Doctoral Students	1-6

Historic/Cultural Textiles and Apparel

The emphasis in Historic/Cultural Aspects of Textiles and Apparel provides opportunities to enhance understanding of textiles and apparel from a broad cultural and historical perspective. Practical experience in the LSU Textile and Costume Museum is available. Courses and experiences prepare students for museum work in textiles and apparel, costuming, independent research, and academia.

TAM 4041	History of Textiles	3
TAM 4043	Advanced Textiles	3
TAM 4070	Entrepreneurship	3
TAM 4071	History of Dress and Adornment Prior to 1700	3
TAM 4072	History of Dress and Adornment After 1700	3
TAM 7031	Social-Psychological Theories of Dress, Appearance, and Fashion	3
*TAM 7032	Comparative Studies in Dress and Culture	3
TAM 7035	Textile Manufacturing	3
TAM 7037	Consumer Behavior in the Apparel Merchandising Environment	3
TAM 7042	Research in Textiles	3
TAM 7046	Microscopy of Fibers and Polymers	3
TAM 7049	Advanced Individual Field Experience in TAM	3-6

HUEC 7091	Independent Reading and Research in Human Ecology	1-6
HUEC 9091	Independent Research for Doctoral Students	1-6
* TAM/ANTH 7032 Cross-listed with Geography and Anthropology,		

Merchandising

The emphasis in merchandising provides opportunities to enhance understanding of the textile/apparel industry, including supply chain and consumption. Courses focus on consumer behavior, international retailing, fashion theory, social-psychological theories, manufacturing, product development, and evaluation.

TAM 4044	Textile and Apparel Economics	3
TAM 4046	Advanced Topics in Apparel Merchandising	3
TAM 4070	Entrepreneurship in Human Ecology	3
TAM 4072	History of Dress and Adornment After 1700	3
TAM 7031	Social-Psychological Theories of Dress, Appearance , and Fashion	3
TAM 7035	Textile Manufacturing	3
TAM 7036	Apparel Merchandising and Global Expansion	3
TAM 7037	Consumer Behavior in the Apparel Merchandising Environment	3
TAM 7049	Advanced Individual Field Experience in TAM	3-6
HUEC 7091	Independent Reading and Research in Human Ecology	1-6
TAM 9091	Independent Research for Doctoral Students	1-6

Textile Science

An emphasis in textile science offers enhanced textile knowledge and preparation for a variety of positions in the industry such as: design and development of new consumer and industrial textiles, product development with bio-based materials, textile testing and textile services.

TAM 4041	History of Textiles	3
TAM 4034	Textile & Apparel Product Evaluation	3
TAM 4043	Advanced Textiles	3
TAM 4070	Entrepreneurship in Human Ecology	3
TAM 7031	Social-Psychological Theories of Dress and Appearance	3
TAM 7035	Textile Manufacturing	3
TAM 7040	Bio-composites: Production and Evaluation	3
TAM 7042	Research in Textiles	3
TAM 7046	Microscopy of Fibers and Polymers	3
TAM 7047	Modern Fiber Science and Technology	3
TAM 7048	Thermal Characterization of Fibers and Polymers	3
TAM 7049	Advanced Individual Field Experience in Textiles, Apparel Design and Merchandising	3-6
HUEC 7091	Independent Reading and Research in Human Ecology	1-6
HUEC 9091	Independent Reading and Research for Doctoral Students	1-6

Special Courses

The following courses are also available to students in the graduate program. These courses vary in topic or focus based upon student need and faculty expertise. Students may use two of these

courses in fulfilling up to six (6) hours of the twelve (12) hour minimum of coursework in the concentration, provided the topic is approved by the major professor and advisory committee.

HUEC 4091	Special topics in Human Ecology	3
TAM 7044	Selected topics in textiles, apparel design, merchandising	3-6

Minimum Undergraduate Course Preparation for Ph.D. Students in TAM

In order for graduate students to be adequately prepared for the course work and research requirements of the doctoral degree in Textiles, Apparel Design, and Merchandising, the following courses (or equivalents) should be included in their undergraduate curriculum, master's degree curriculum, or taken after entering the doctoral program.

Apparel Design

TAM 2040	Textile Science or equivalent	3
TAM 3037	Intermediate Apparel Product Design or equivalent	4

Historic/Cultural

TAM 2040	Textile Science or equivalent	3
----------	-------------------------------	---

Merchandising

TAM 2040	Textile Science or equivalent	3
TAM 2045	The Fashion Industry or equivalent	3
	Micro and Macro Economics	6
	Principles of Marketing	3

Textile Science

TAM 2040	Textile Science or equivalent	3
CHEM 1202	Basic Chemistry or equivalent	3

Selection of Major Professor and Committee

Ph.D. students often enter the program to work with a specific faculty member or a specific research project. However, it is important that students confirm their choice with the faculty member since most faculty limit the number of students they advise. Students who do not already have a faculty member in mind should meet with the TAM Department Head and Graduate Advisor for guidance. Once a major professor is selected students need to complete the major professor form and submit it to the Graduate Coordinator.

A good working relationship with the major professor is key to a successful program. The major professor approves and directs the student's program of study, assists in identifying a research topic and determines the appropriate time and format of the research proposal meeting as well as the format of the research proposal and dissertation. Students are encouraged to meet as early and as often as is necessary to accomplish these tasks.

Committee

The committee includes the major professor and a minimum of two other members of the graduate faculty. The faculty members should reflect and support the student's areas of interest. The committee will help develop and approve the program of study. They are formally appointed when the Program of Study form is submitted to the graduate school, prior to the general

examination.

An additional member of the committee will be appointed as a representative of the Graduate School Dean. The full committee, including the Dean's representative becomes official when the Request for Doctoral General Examination form is filed. The student and their advisor may recommend someone to serve as the Dean's Representative at this time.

If no minor outside of TAM is declared, the committee consists of a minimum of four graduate faculty members that meet the following criteria:

- The major professor
- One-half of the members must be full-time tenured or tenure-track faculty at LSU
- Two members must be from TAM and one of those must be a full member of the graduate faculty
- If major professor is adjunct or non-tenure-track faculty, then a full-time tenured or tenure-track graduate faculty member must co-chair the committee
- There must be a representative from the minor department if a minor is declared.
- The committee must include two full members of the graduate faculty, one of which must be from TAM
- The Dean's Representative

Changes

Changes to a student's committee must be approved by the Department Head, Graduate Advisor, and the major professor and submitted to the Graduate School.

Continuing students

Students who are in the MS program and wish to pursue their Ph.D. may continue with the same major professor and/or research project if the major professor agrees. Or, the student may choose to work with a different major professor. Students should complete their Master's degree before formally moving into the doctoral program. A student's masters committee could become the initial committee for the Ph.D. program if members agree to do so and the expertise of the committee is appropriate for the planned research.

Doctoral Program of Study

Planning the Program of Study

- The program is developed with the assistance of the major professor and the initial graduate advisory committee.
- Courses completed 10 or more years prior to entry into the Ph.D. program cannot be applied to the Ph.D.
- The courses in the program must be listed on the Program of Study for the Doctoral Degree form and submitted to the TAM Graduate Coordinator
- The form must be typed and the signatures of the committee members obtained.
- Copies distributed to the advisory committee, to TAM, and a copy retained by student

Changes in the Program of Study can be made but must be submitted to the TAM Graduate Coordinator. It is critical that students give careful consideration to the courses listed on their program and submit any necessary changes as appropriate.

- The Request for Change in Program of Study for Doctoral Degree form should be completed
- The form must be signed by the major professor, the Department Head, the TAM Graduate Advisor, the minor professor (if applicable), the chair of the department in which the minor professor resides, and the Graduate Dean.
- Copies should be retained by all signatories as well as by other members of the advisory committee and TAM

Selection of a Minor

- Minor is optional but recommended for doctoral students
- The specific content and hours required (generally 12 hours) determined by the minor department
- May be in another department.
- The University Graduate Council recommends at least one 7000-level course in the minor field
- If a minor is selected, a faculty member from the minor area must be a member of the full advisory committee.

General Examination and Research Proposal

All doctoral students must successfully complete a general examination in order to continue in the program. In TAM this examination is considered as an accumulation of knowledge across courses rather than a “super final.” It is a personalized examination to be given at a time appropriate for individual students. The exam consists of written and oral components that demonstrate subject matter competence. The exam is evaluated as pass or fail.

A student is responsible for current knowledge in all courses listed in the program of study and the general exam is the test of that knowledge for the doctoral program.

The research proposal may also be presented as part of the general examination or may be presented in a separate meeting.

Questions

Questions are determined by the advisory committee based on the program of study. Occasionally, faculty who taught core courses, are invited to submit questions. These faculty members are not considered members of the advisory committee and as such do not play an official role in the examination process.

At the discretion of the advisory committee, the representative of the Dean of the Graduate School may also submit written questions to the student. If the representative is asked to submit questions, the questions should be within the scope of the student’s program of study or research. If the representative is not asked to submit questions he/she should be given a copy of the student’s questions and answers prior to the oral examination

Request for Doctoral General Examination Form

- Before completing the written portion of the examination, students are responsible for obtaining the Request for Doctoral General Examination form from the Graduate School

- The form must be typed and contain all relevant signatures
- It must be submitted to the Graduate School at least three 3 weeks prior to the oral examination date
- Upon receipt, the Graduate School assigns the outside committee member
- Student/Advisor recommendation for a Dean's representative may be submitted at this time

Written Portion

- 20 hours allowed, time should not be a limiting factor for students in answering questions
- Students required to take the TOEFL exam for admittance into the Graduate School may be allowed up to a total of 4 additional hours
- The exam must be submitted in English within this allotted 24 hour time limit
- It is up to the student's major professor and committee members if any part of the exam is open book or other resources are permitted
- After the written exam, the student will be given a copy of the questions and answers
- Student may be allowed to review, correct, and make additions to improve the quality of responses at the discretion of the major professor and graduate advisory committee

Note: *Students should not plan taking either portion of the exam during summer term without a firm commitment from committee members that they will be available.*

Notification and Arrangements for Oral Defense

Students are responsible for all arrangements for the oral defense meeting including:

- notification of advisory committee members
- scheduling of the meeting room
- obtaining any audio/visual equipment that is necessary

Oral Portion

- Copies of the written examination are to be submitted to all committee members, at least 2 weeks prior to the scheduled oral examination
- Student must pass the written portion of the exam before being allowed to take the oral portion of the exam
- At the meeting, committee members may comment on the student's examination, ask for further clarification, or probe specific answers

Pass

- Both the written and oral portions of the General Exam must be passed and are dependent on successful completion and adequate discussion of the written examination
- No grade of pass or fail will be communicated to the student until after the oral exam
- Following the exam, the members of the advisory committee complete the examination forms and the Graduate Coordinator is responsible for submitting them to the Graduate School
- At the time of the General Exam, it is the student's responsibility to make sure the Graduate Coordinator submits the verification of concentration form so that a student's approved concentration will appear on the official transcript once the degree is awarded
- If the research proposal is included as part of the general examination meeting it is evaluated separately from the oral examination

Fail

- Students are allowed to take each part of the exam twice.
- The committee will provide explanations of why the exam was failed and suggestions on what the student should do to improve his/her chance for passing the examination in the future (e.g. readings, courses, etc.).
- The committee will also determine the time interval between the exams, with an interval of 6 months being strongly recommended
- Failure to successfully complete both the written and oral portions of the exam will result in termination of the student from the Ph.D. program.
- There is no penalty in recording the first failed examination if the student is to be given a second attempt.
- The student is not placed on probation and no entry is made on the student's academic record in the Office of the Registrar
- A failed exam does not become part of the student's record until the student has exhausted her/his attempts – in most cases this will be after the second failure

The Graduate School requests that one of the following actions takes place after a scheduled examination:

1. Examination papers are voided and returned when an examination is postponed
2. Examination papers are returned with the failed examination results accurately recorded, along with a brief memo stating that the student will be allowed a second attempt in the future
3. Examination papers are returned with the failed examination results accurately recorded, along with a brief memo stating that the student will NOT be allowed a second attempt and thus is dismissed from the program
4. Examination papers are returned with the passed examination results recorded.

Note: Students are not allowed to return examination forms to the Graduate School. Please give forms to the Graduate Coordinator. That person will copy the forms for our files and have them delivered to the Graduate School.

Doctoral Dissertation

The dissertation is based on research that makes an original contribution to the literature and research in textiles, apparel and merchandising. The Ph.D. is granted in recognition of a marked capacity for research and familiarity with its tools, demonstrated through long study, independent and comprehensive scholarship, and competence in a particular field of study.

Selecting Style

- The committee must approve the style and manual for dissertation writing
- Details concerning the preparation of theses and dissertations at LSU are given in the *Guidelines for the Preparation of Theses and Dissertations*, available on-line from the Graduate School (<http://etd.lsu.edu>)
- LSU requires the electronic submission of dissertations

Dissertation Proposal

- Students, with the assistance of their major professor, must develop a proposal for a research problem in their area of interest.

- The TAM graduate faculty recommends that students take the required two research methods courses prior to completing their dissertation proposal.
- The format for the coversheet of the proposal is illustrated in the Appendix.
- The proposal normally includes:
 - Statement of the problem
 - Justification
 - Objectives, hypotheses, and/or research questions
 - Review of literature
 - Methodology, theoretical framework, and plan for analysis of data

Proposal Meeting

- Students should schedule with the advisory committee after the major professor approves the written proposal
- Allows the graduate advisory committee the opportunity to evaluate the proposed research and related methodology and make recommendations for improving and implementing the research
- May be presented at the general examination or at a separate meeting (general examination must be passed before the proposal meeting is held)
- Students should contact each committee member and arrange a time and place for the proposal meeting, and should send all committee members a written *confirmation*
- Must submit the research proposal to all committee members at least 2 weeks prior to the scheduled committee meeting

Proposal Presentation

- Student should prepare a professional oral presentation of the proposal to the committee
- Audio/visual aids should be used to clarify and facilitate the presentation if appropriate.
- The major professor will open the proposal meeting and perform introductions, as appropriate
- Student should begin with a brief description of academic and professional background and then present the planned research in an orderly manner
- Be prepared to answer questions from committee members regarding any aspect of the proposed research and to clarify particular points
- After the presentation and response to questions and concerns raised by the major professor and graduate advisory committee, students will be asked to leave the room while the committee members discuss the proposal

Approval of Dissertation Proposal

- After agreement by the members is reached, the committee may formally approve the dissertation proposal, or further work may be requested
- If the proposal is approved, all members of the committee sign two copies of the cover sheet
- One copy is submitted to the Graduate Coordinator and the major professor retains the other
- It is recommended that students retain a copy in their personal file

Research

Dissertation IRB Approval

- If the proposed research involves human or animal subjects, approval must be obtained from the appropriate committee before the research is begun
- Following approval by the LSU Institutional Animal Care and Use Committee (IACUC) or LSU's Institutional Review Board (IRB) students may begin the proposed research

Dissertation Research Enrollment

- Ph.D. students should be enrolled in TAM 9000 (Dissertation Research) while carrying out their research
- While enrolled in TAM 9000, students should schedule regular appointments with their major professor to monitor the progress of the research and address any problems which may arise

Writing the Dissertation

Guidelines

- The handbook, *Guidelines for the Preparation of Theses and Dissertations* is available from the Graduate School
- The guidelines required by the graduate faculty at LSU must be strictly followed
- The latest edition of the guidelines should be obtained from the Graduate School.
- The TAM Graduate Student Handbook neither summarizes nor supersedes the Graduate School Guidelines

Journal Style Guidelines

- The Graduate School accepts a journal style for dissertations
- A dissertation in this style consists of at least two discreet journal manuscripts instead of the more traditional single presentation
- The decision of which style to select must be made in consultation with the major professor; if the journal style is selected, the Graduate School provisions specified in the Guidelines must be followed
- In addition, the TAM graduate faculty requires an extensive review of literature in the introductory chapter and then a conclusion chapter
- If a manuscript has been accepted for publication, a letter of approval from the publisher must be included as an appendix in the dissertation

Final Examination/Defense

Request for Doctoral Examination

- Obtain Request for Doctoral Examination form from the Graduate School
- It is the students' responsibility to obtain 2 copies from the Graduate School and to initiate the examination process with the major professor prior to the deadline printed in the Graduate Calendar
- Members of the advisory committee, including the Dean's Representative, should be contacted to determine a date and place for the examination

- The forms are then submitted to the Graduate School, through the Department of TAM, not later than a date specified by the Graduate School or at least 3 weeks prior to the date of the examination, whichever comes first (e.g., If the Graduate School deadline is September 20, the request for examination cannot be submitted later than September 20; however, if the exam is scheduled less than three weeks after September 20, the request for examination must be submitted before September 20)
- The Graduate School sets the final date for submitting committee examination reports and approved dissertations; dates are published in the Graduate Calendar each semester
- No extensions will be granted.
- It is important when setting examination dates to allow enough time between the examination and the final date for submitting dissertations to the Graduate School to incorporate corrections and suggestions in the dissertation made by the advisory committee during the examination
- In no case should the request for the final examination be submitted less than 5 weeks prior to the final date for submission of approved dissertations and committee examination reports.
- Upon approval of the request for the final examination, the Graduate School will send the Graduate Coordinator the appropriate forms for reporting the examination

Final examination/defense

- Students must defend the dissertation, and the research on which it is based, by successfully completing a final oral examination
- Any changes in committee members or examination date must be cleared through the Graduate School before the examination
- A complete draft of the dissertation must be delivered to each member of the advisory committee at least 2 weeks prior to the examination.
- The principal focus of the examination is the dissertation; however, the discussion and questions may extend into subject matter related to major and minor fields, as appropriate
- The procedure for the final examination is similar to that for the proposal meeting
- Students are responsible for scheduling the meeting with their advisory committee, reserving the examination room, and obtaining any audio/visual equipment necessary for a professional oral presentation of their research
- In addition to the formal presentation, students should be prepared to discuss in detail the methodology and results of their research, the relationship to prior published research in the field, and the potential contribution to the knowledge base of the discipline

Students should demonstrate a mastery of research techniques, competence in conducting original, independent, comprehensive research, and skill in formulating conclusions that enlarge upon or modify accepted ideas.

Following the examination/defense the student makes rewriting and editing if changes are required. These changes should be submitted and approved by the major professor or the major professor and other committee members as requested by the committee.

The Last Semester

- During registration for the final semester of work, students should obtain the Application for Degree from the Graduate School

- The date for submitting the application to the Graduate School is listed in the Graduate Calendar
- When students do not meet the deadline dates for the final examination and completion of the dissertation, new forms must be filed in the semester of graduation
- Following the examination, the major professor and committee members sign the examination papers indicating whether the student has passed or failed (P/F)
- Approval sheets for the examination and dissertation are signed in black ink by the major professor and committee members
- It is imperative that the date and signatures on the forms are the same as those listed on the examination request forms.
- It is advisable to submit the dissertation to the Graduate School in advance of the final date listed in the Graduate School calendar to allow time for the correction of any items not meeting the Graduate School requirements.

Note: *Students are not allowed to return examination forms to the Graduate School. Forms should be given to the TAM Graduate Coordinator who will copy the forms for our files and have them delivered to the Graduate School. The approval sheets stay in our office in the student's file until they are required for final submission of the dissertation.*

Final Copies

The Graduate School's requirements for final copies of theses and dissertations are included in the *Guidelines for the Preparation of Theses and Dissertations*. **Please note that the Graduate School requires electronic submission of these documents.** To date, the following are required by the Graduate School, but it is the student's responsibility to check to be sure the requirements have not changed.

- Approval sheets with correctly typed name, title and major field and with all signatures in black ink
- Two cataloging abstracts (with special heading)
- One extra title page
- Survey of Ph.D. form
- If copywriting, forms and fee

TAM does not require hard copies, but individual faculty members may require a hard copy.

Publications and Presentations

No research is complete until its results are made available to other researchers. To this end, students are strongly encouraged to publish and present the findings of their research through appropriate channels. When the dissertation is complete, students (with the aid of the major professor) should immediately begin development of a manuscript or manuscripts for submission to a scientific journal in the field. Although publications usually are based on dissertation results, other research projects stemming from class assignments, or independent study may serve as bases for publication. The TAM Guidelines for Authorship (see Appendix) should be followed.

Research presentations at state, regional, or national meetings of professional organizations are another method for dissemination of results. Students should consult with the major professor regarding submission of papers for presentation.

Authorship

A full discussion of research publication philosophy, procedures, and authorship between the major professor and the graduate student should occur early in the course of study. The major advisor should ensure that students understand TAM's philosophy on publication and authorship (see Appendix). The Student Acknowledgment of Guidelines for Authorship must be completed by the student and major professor. The original must be submitted to the TAM office and copies retained by both major professor and student. Various disciplines may follow different conventions for publication and authorship, and this should be clarified and agreed upon prior to beginning research. Avenues of communication between students and major professor should remain open to address changes that may occur as work progresses. The process should be flexible so that unique situations may be evaluated based on specific conditions and individual merit. The communication process should allow for renegotiation of authorship if substantial changes in contribution to the research occur. **In all instances, graduate students must be given the opportunity for first authorship of publications based on their research.**

Appendix

Contains additional information relevant to the graduate programs in TAM

Department of Textiles, Apparel Design and Merchandising Policy Statement on Student Work and Class Projects

September 4, 2015

Students who author or create assignments and projects in TAM classes will retain authorship/ownership of their assignments and projects. If materials for said projects are provided through the Department of Textiles, Apparel Design and Merchandising or through grants to the University, the student must credit the funding source(s) for these materials. Faculty members teaching the course in which these projects are created may not automatically claim credit for student work produced in their courses. It is acceptable for TAM faculty to acknowledge their role in supporting student work as a "sponsor." TAM faculty and staff have the right to photograph student work prior to returning it to the student and retain a digital copy of assignments and these materials may be used for the purpose of the promotion of the Department of Textiles, Apparel Design at Louisiana State University. If granting agencies wish to obtain photographs of student design work they must receive written consent from the students prior to publishing any images of student work.

Further clarification on authorship is available in the TAM Graduate Student Handbook in the appendix titled "TAM Guidelines for Authorship."

TAM Guidelines for Authorship

Note: These guidelines are intended to apply to all forms of scholarly work, including but not limited to, student projects, class projects, unfinished projects, designs, data, theses, dissertations, or any type of collaborative effort.

Career advancement in academia and scientific disciplines is highly correlated with the quality and quantity of publications produced. TAM strongly encourage M.S. and Ph.D. students to publish meaningful papers early and often in their career. The publication process requires input and approval from the major professor for all research conducted under his/her supervision, and the Department of TAM should be credited on all publications associated with the thesis or dissertation.

1. Authorship assigns credit for major contributions and designates responsibility and accountability for the results of the work.
2. Joint authorship/publication credit is reserved for the individuals who have made substantial and significant professional/scientific contributions to the work reported.
3. The name of the principal contributor should appear first, with subsequent names listed in order of decreasing contributions.
4. Minor professional contributions and extensive clerical or nonprofessional assistance may be acknowledged in footnotes.
5. The principal (first) author of manuscripts generated by graduate theses/dissertations is assigned to the individual who writes the article. Students should always be included as an author even if they did not participate in preparing the manuscript for publication. The student must be informed prior to the preparation of any manuscript based on their work.
6. Because student research is greatly influenced by the major professor's scholarship and experience, the student should include the major professor as a joint author of the publication.
7. If the thesis/dissertation or other research project concept is student generated, the research conducted independently, and the faculty member does not participate in preparing the manuscript and is not interested in joint authorship, the student may be the sole author of the publication of results. However, the faculty member, department, and university must be credited.
8. Graduate students have the right to be given first opportunity to draft the manuscript. Students are usually allowed up to six (6) months or more from the date of graduation to submit to joint authors a draft of a manuscript as first author.
9. If students decline to write the first draft of the article or do not meet the agreed upon deadline, the major professor is granted the right to proceed as first author. Students must be given co-authorship. The student must be informed prior to the preparation of any manuscript

based on their work. This policy should be reviewed with students prior to graduation and their written agreement obtained.

10. All joint authors should consent in writing to the final draft of the manuscript according to their contribution.

11. Agreement acknowledging contribution to the research through sole or joint authorship, order of authors' names, and acknowledgments through the use of footnotes should be obtained in writing from all potential authors prior to preparation of a manuscript for publication. This should be completed after data collection and analysis have been finalized and should be the first step in the group planning process for manuscript preparation.

12. Disputes over authorship will be resolved by the TAM Graduate Faculty. An aggrieved party may appeal for relief to the TAM Department Head or the Graduate Advisor, who are authorized to mediate disputes and render judgments concerning authorship. This appeals process does not preclude students' rights to appeal and seek redress under existing University policies, particularly PS-48.

13. Responsibility for payment of page charges and preparation of figures and other camera-ready materials should be determined by the authors before manuscripts are submitted.

13. Students working with faculty members on research projects should be aware that various research products such as data, original laboratory notebooks, photographs, and analyses are the property of LSU, the Department of TAM, the AgCenter, or other funding agency. Students are entitled to copies of such materials, at the student's expense.

DEPARTMENT OF TEXTILES, APPAREL DESIGN AND MERCHANDISING STUDENT ACKNOWLEDGMENT OF GUIDELINES FOR AUTHORSHIP

I have read and understand the LSU School of Human Ecology Guidelines for Authorship and have discussed them with my major professor.

DATE: _____

Student _____

Major Professor _____

List of Graduate School Forms and Applications

LSU Graduate School: <http://sites01.lsu.edu/wp/graduateschool/current-students/forms/>

(Aug. 2016 – Always use forms directly from the Grad School web site because the forms may change.)

ENROLLED STUDENT FORMS

These forms may be completed online and printed out. Obtain appropriate signatures and return to the Graduate School by the posted deadlines. Please note that the forms are in Adobe® and work best in Internet Explorer® or Firefox®. There are reported problems with pdf document display in Safari® that may result in some areas of the forms below displaying incorrectly.

General Forms

- Graduate Certificate Application for Degree
- Reinstatement Instructions
- Reinstatement Request Form
- Request for Change of Department
- Request for Dual Degree
- Request for Pass/Fail
- Request to Change Degree Title or to Delete Application for Degree

Master's Degree Forms

- Transfer Credit
- Accelerated Master's Degree Program Application
- Request for Master's Exam and Degree Audit
- Request for Remote Graduate Committee Participation
- Graduate Credit for LSU Seniors Program
- Application for Degree
- Request for Degree Update
- Request for ETD Logon ID and Password
- Thesis/Dissertation Access Request Form
- Master's Course Revalidation

Doctoral Degree Forms

- Doctoral Degree Audit and Request for General Examination
- Request for Change of Program of Study-Doctoral
- Request for Doctoral Final Exam
- Request for Remote Graduate Committee Participation
- Application for Doctoral Degree
- Request for Degree Update
- Request for ETD Logon ID and Password
- Thesis/Dissertation Access Request Form
- The Survey of Earned Doctorates (Required of all doctoral students prior to document approval)

List of TAM Forms and Applications

Department of Textiles, Apparel Design and Merchandising: <http://www.tam.lsu.edu>

Always use forms directly from Ms. Mooney or the TAM web site because the forms may change. (*List as of 8/19/2016. We will be updating the web site throughout the year and adding more forms.)

TAM Forms

- *TAM Selection of a Major Professor
- TAM Guidelines for Authorship
- TAM Authorship Agreement
- TAM Proposal Page
- TAM Graduate Presentation Evaluation Form
- TAM Graduate Research Paper Evaluation Form
- TAM Graduate Assistant Job Description
- TAM Graduate Assistantship Application
- *TAM Graduate Assistantship Evaluation Form
- *TAM Graduate Scholarship Application
- Harvey Lewis Graduate Student Travel Fund Application
- *M.S. Program of Study Form
- Ph.D. Program of Study Form

LOUISIANA STATE UNIVERSITY
DEPARTMENT OF TEXTILES, APPAREL DESIGN AND MERCHANDISING

Thesis/Dissertation Proposal

of

(Student Name)

(Title)

Required Changes:

Approved by:

Chair

Committee Members

Date Approved _____

Teaching Assistant Course Evaluation

Name: _____
Department: _____

Course taught: _____
Semester: _____

A = Strongly agree
B = Agree
C = Undecided
D = Disagree
E = Strongly Disagree

OR USE

S = Satisfactory
NI = Needs Improvement
U = Unsatisfactory
NA = Not Applicable

- ___ 1. The teaching assistant had a dedication to and enthusiasm for the subject being taught.
- ___ 2. The teaching assistant appeared to be prepared for class.
- ___ 3. The teaching assistant completed all tasks in a timely manner.
- ___ 4. The course was well organized.
- ___ 5. The teaching assistant was effective in teaching the subject matter in the course.
- ___ 6. The teaching assistant sought advice timely and appropriately from faculty mentor.
- ___ 7. The teaching assistant presented (communicated) the material clearly.
- ___ 8. When the teaching assistant sensed the class was confused, attempts were made to clear up the confusion.
- ___ 9. The teaching assistant took the initiative in getting things done
- ___ 10. Overall, I would evaluate this course as excellent.

Comments:

This evaluation has been reviewed by the graduate assistant and faculty mentor or supervisor.

_____ Faculty mentor/supervisor signature	_____ date	_____ Teaching assistant signature	_____ date
--	---------------	---------------------------------------	---------------

For faculty mentor/supervisor only: Please comment on how the results of this evaluation may be used to improve the effectiveness of this teaching assistant or of other teaching assistants in your program:

Graduate Assistant Evaluation

Name: _____ Job Title: _____

Appointment Period: _____

Key

U = Unsatisfactory

NI = Needs Improvement

S = Satisfactory

Job Performance

	<u>U</u>	<u>NI</u>	<u>S</u>
Quality of work	1	2	3
Timeliness of task completion	1	2	3
Focused on assignments	1	2	3
Takes initiative in getting things done	1	2	3
Makes suggestions for improvement	1	2	3
Works well with other staff	1	2	3
Punctuality for work/follows work schedule	1	2	3
Overall	1	2	3

Comments:

This evaluation has been reviewed by the graduate assistant and supervisor.

Supervisor Signature Date

Graduate Assistant Signature Date

Human Ecology Graduate Student Assessment
Department of Textiles, Apparel Design and Merchandising

MS/PhD (circle one)

Total Score: ____/20 (MS)/24 (PhD)

Student Name: _____ **Defense Date:** _____

Concentration (check)

- _____ Apparel Design
- _____ Historical/Cultural
- _____ Merchandizing
- _____ Textiles

Please write in the blank the number (1-4) that corresponds to the student's ability for each Student Learning Outcome

Student Learning Outcome 1: Demonstrate the ability to explain the existing literature and subject area into a cogent review of the salient literature

Score = _____

“4” = excellent ability to explain the appropriate existing literature and subject area

“3” = good ability to explain the appropriate existing literature and subject area

“2” = limited ability to explain the appropriate existing literature and subject area

“1” = does not exhibit basic knowledge nor have ability to explain the existing literature and subject area

Student Learning Outcome 2: Demonstrate the ability to analyze, synthesize, and apply existing knowledge to a defined research problem

Score = _____

“4” = excellent ability to analyze, synthesize, and apply current research knowledge to the research problem with minimal supervision of the faculty advisor

“3” = good ability to analyze, synthesize, and apply current research knowledge to the research problem under the guidance of the faculty advisor

“2” = limited ability to analyze, synthesize, and apply current research knowledge to the research problem requiring a high level of support from the faculty advisor

“1” = does not exhibit the ability to analyze, synthesize, and apply current research knowledge to the research problem

Student Learning Outcome 3: Demonstrate the ability to select and apply appropriate research methodology and clearly evaluate and explain the research results

Score = _____

“4” = excellent understanding of the use of appropriate methodology and can clearly evaluate and explain the results of the research

“3” = good understanding of the use of appropriate methodology and can adequately evaluate and explain the results of the research

“2” = limited understanding of the use of appropriate methodology and has a limited ability to clearly evaluate and explain the results of the research

“1” = does not exhibit understanding of the use of appropriate methodology and cannot evaluate and explain the results of the research

Student Learning Outcome 4: Demonstrate the ability to conduct autonomous, original research [PhD only]

Score = _____

“4” = excellent ability to conduct original and quality research work; excellent work ethic; highly independent of the faculty advisor; excellent problem-solving skill; methodical in designing the experiment and data analysis; complete the proposed project within the time limit

“3” = good ability to conduct original and quality research work; good work ethic; require moderate supervision of the faculty advisor; good problem-solving skill; good ability to design the experimental protocols and data analysis; complete the proposed project within the time limit

“2” = limited ability to conduct original and quality research work; good work ethic; require assistance with experimental design and data analysis; require supervision for routine work; complete most of the proposed project within the time limit

“1” = does not exhibit ability to conduct original and quality research work

Student Learning Outcome 5: Demonstrate the ability to communicate research efforts and findings

Oral communication skills

Score = _____

“4” = excellent ability to orally present the research through thorough and organized visuals with proper grammar and speech

“3” = good ability to orally present the research through thorough and organized visuals with proper grammar and speech

“2” = limited ability to orally present the research with proper grammar and speech

“1” = does not exhibit ability to orally present the research

Written communication skills

Score = _____

“4” excellent ability to prepare a written document with minimal problems with grammar and style; excellent ability to demonstrate understanding of the literature, subject area and research problem

“3” good ability to prepare a written document with some problems with grammar and style; good ability to demonstrate understanding of the literature, subject area and research problem

“2” limited ability to prepare a written document with major problems with grammar and style; limited understanding of the literature, subject area and research problem

“1” does not exhibit ability to prepare a written document

Committee member signature _____

Date: _____