

**Department of
Apparel, Textiles, and Interior Design**

Graduate Student Handbook

This handbook presents information of importance to all students in the Apparel and Textiles Master's and Doctoral programs. It is not intended, however, to provide all the information related to graduate study at Kansas State University. The KSU Graduate Handbook, KSU Graduate Catalog (course descriptions), and forms (e.g., program of study) are available on the Graduate School's web site at www.ksu.edu/grad.

General Policies

Enrollment

All graduate students making use of faculty time and university facilities should be enrolled; each student must be enrolled in the term in which the degree is awarded. A doctoral student admitted to candidacy must be continuously enrolled for at least one hour per term (except for summer absences) to maintain candidacy. Consult your advisor, department head, or the Graduate School for further details.

Maximum and Minimum Hours of Enrollment

Maximum enrollment in a fall or spring semester is 16 credits. Graduate assistants must enroll in at least 6 credits but no more than 12 if on 0.5 appointment. If on a summer GA appointment, the student is not required to be enrolled. Full-time employees of the university may not exceed 6 credits in a regular semester. Scholarship and fellowship recipients and international students must be enrolled full time which is at least **9 credits per semester**.

Communication Skills

All graduate students are expected to demonstrate competence in verbal and written communication. If problems are experienced in either area, students should be prepared to take remedial courses, including intensive English courses offered by Kansas State University and/or hire persons to assist them (e.g., an editor or tutor). Work submitted in courses should be original and documented according to a recommended bibliographical form (e.g., APA Publication Manual).

Plagiarism

Plagiarism is using another person's words or ideas without giving credit to the other person. When you use someone's exact words, you must put quotation marks around them and give the writer or speaker credit by revealing the source in a citation. Even if you revise or paraphrase another person's words or just use their ideas, you must still give the author credit in a citation or footnote. Not giving due credit to the creator of an idea or written text is very much like lying. (Source: Anti-plagiarism Strategies for Research Papers by Robert Harris, 2001 www.virtualsalt.com/antiplag.htm) In addition, handing in a paper, assignment, thesis, or dissertation that was written wholly or partially by someone else is plagiarism.

Kansas State University has an Undergraduate Honor Policy that states that **students should not give or receive unauthorized help on their academic work**. This policy applies to graduate students in our department also. In addition, if a graduate student is dishonest in the collection or treatment of data in their research or assistantship work, he/she will face severe penalties. For more information, visit the Honor System web page at: www.ksu.edu/honor.

Grades and Incompletes

Letter grades will be given for most graduate courses with the exception of thesis or dissertation research hours, which are graded credit/no credit. Students are discouraged from taking incompletes in courses. University policy requires a student to make up the work necessary for changing the "I" to a letter grade during the following semester of enrollment. Otherwise, the "I" is counted as an "F" in the student's GPA. Incompletes in research hours do not automatically become grades of "F"; time is allowed to complete the research project.

Award of Degrees

Degrees are awarded at the end of each term. If a student submits his/her thesis or dissertation to the Graduate School before the first day of registration for the next term, the student will not have to enroll for the next term, and the student's name will appear on the next graduation list. Those who require degree certification before receipt of diplomas can obtain such statements from the Graduate School.

Undergraduates Enrolled in Graduate Courses

An undergraduate student may enroll in up to 9 hours of graduate credit as long as:

1. the student has senior standing – more than 90 hours in a degree program
2. the student has a 3.0 GPA or higher
3. the courses are at the 600 or 700 level
4. the courses are not being used as part of the undergraduate degree.

If a student wants to take an 800 level course, the teacher of the course (not the advisor) must write a letter to the Dean of the Graduate School requesting permission and explaining why an undergraduate student should be allowed to take that high of level course. A student can apply up to 9 graduate credit hours taken as an undergraduate toward a graduate degree program.

Graduate Assistantships

Graduate assistantships to support instruction and research are available each year in the Department of Apparel, Textiles, and Interior Design. Award of assistantships is based on departmental needs and the applicant's ability and potential. All graduate assistants are expected to participate in department and college functions (specified by their faculty supervisor and/or the department head). Graduate teaching assistants must meet the spoken English competency requirements of the university also.

Graduate Teaching Assistants

Graduate Teaching Assistants (GTAs) are members of the faculty and are expected to assume certain types of faculty responsibilities beyond instruction and grading (e.g., helping with visitors or working with students). Each assistant is directly responsible to a faculty member in charge of the work with which the assistant is associated. The responsible faculty member must co-sign the grade sheet for each course taught by a GTA.

Graduate Teaching Assistants in the department should make arrangements with the ATID administrative assistant to have the TEVAL forms administered to their students. The forms will be administered after the tenth week of the semester. A specific time is arranged with the office staff. Comments written by students will be copied and retained by the department head. The GTA is required to submit one copy of the computer summary sheets from each class/lab taught to their supervisor and to discuss the results. Then the TEVAL summary sheet should be given to the department head. The department head will review the TEVAL information to assess the GTAs teaching performance also. Poor performance in teaching may lead to a reassignment of duties or loss of the GTA appointment.

Graduate Research Assistants

Graduate Research Assistants (GRAs) are members of the faculty and are expected to assume certain responsibilities beyond those related specifically to the conduct of research. Each assistant is directly responsible to the faculty member in charge of work with which the GRA is associated. An annual evaluation of the work of each GRA will be completed by the supervising faculty member and shared with the assistant. This performance evaluation will be considered in reappointment decisions.

A GRA funded by the Agricultural Experiment Station is expected to participate in selected AES functions. For example, attendance is required of a GRA at Annual Agricultural Experiment Station Conference, usually scheduled in the Fall.

Graduate Assistants

Graduate Assistants (GAs) generally are funded by grant (soft) funds and have certain privileges and obligations inherent in their appointments. Each GA is directly responsible to the respective supervisory faculty member.

Work Expectations

Most graduate assistants are expected to work **16 hours per week** or 32 hours per pay period. Thus, a graduate assistant with a two semester contract will receive compensation for 20 pay periods, including pay for the period during the winter and spring break. However, part-time employees at K-State are not eligible for vacation pay. Therefore, graduate assistants are expected to work 640 hours (32 hrs x 20 pay periods). Graduate assistants may arrange with their faculty supervisor the necessary hours to work **per week** if they are to be away during the winter holidays or the week of spring break, as long as they complete the number of hours expected during their contract period. For example, if you expect to be away for two weeks during the winter holidays, you may decide with your faculty supervisor to work 18 hours per week instead of 16 hours. If you do not know when you might want some time off, you may record your hours on a time sheet and adjust your work schedule as needed (in consultation with your supervisor.) Many different arrangements are possible.

Compensation

Graduate Assistants do not all receive the same compensation. Amount received may vary by type of assistantship (e.g., GTA or GRA), degree level (e.g., M.S. or Ph.D), time in job, quality of job performance, and source of funding (e.g., AES, grant, etc.) GTAs generally receive a lower stipend than GRAs; however, GTAs receive a tuition waiver where as GRAs do not. In some cases a GRA may receive a scholarship to help pay for tuition. Summer funding, if available, is usually negotiated with the supervisor. Thus, compensation received by graduate assistants may vary.

Renewal of Assistantships

Recipients of an assistantship are not guaranteed renewal of that assistantship in subsequent years. However, every effort will be made to fund departmental GTA's and GRA's for the amount of time needed to complete a graduate degree program. Generally, Master's students will be funded for up to two years, and Ph.D. students will be funded for up to three years assuming the student's academic and job performance is acceptable and sources of funding are available.

Students with assistantships will automatically be considered for the following year. Other students in the department must submit an application to the department by February 1st if they wish to be considered. Since only a limited number of assistantships are available, students are encouraged to seek other sources of financial assistance.

Scholarships

The department has a limited number of scholarships available for graduate students. To be eligible for university scholarships, students must fill out the official scholarship application at www.ksu.edu/sfa by February 1st. The graduate faculty members select the scholarship recipients each year based on the criteria specified for each award. The amount of each scholarship varies from year to year and from fund to fund. If a student receives a scholarship one year, he/she should not expect to receive one a second year because the faculty want to support as many students as possible.

Income Tax Withholding for Assistants

The payment of Federal Income tax is a matter between the individual and the Internal Revenue Service. Where stipends are received by graduate students in connection with activities required for all students, it is frequently possible to exclude such income from taxation. These are matters interpreted by each regional office of the Internal Revenue Service. New questions continually arise about the tax status of stipends received by graduate research assistants; therefore, students should seek tax information on a yearly basis. Aside from the foregoing, any U.S. resident who had no tax liability for the previous year and who anticipates no liability for the current year may eliminate withholding by filing a W4E Certificate with the Dean of Human Ecology secretary. Information about income tax matters can be obtained by calling the IRS toll-free number 1-800-362-2190.

Requirements for the Master's Degree

The department offers a Masters degree in Apparel and Textiles through the on-campus program and through the GPIDEA Distance Education program in merchandising. The requirements given below apply to resident students.

Temporary Advisor

The student's temporary advisor will assist the student in registering for course work until the student selects a major professor and files the program of study.

Program of Study

The Graduate School requires students to select their major professor, members of their supervisory committee, and to file their program of study upon completion of 9 credit hours. Students in Apparel and Textile Master's program must file their program of study according to the following time table:

1. Graduate students whose first semester of enrollment was summer or fall must file their program of study no later than **February 15th** of the following spring semester (i.e., prior to enrollment for the following summer and fall semesters; prior to faculty selection of graduate assistantships for the following year).
2. Graduate students whose first semester of enrollment was spring must file their program of study no later than **October 1st** of the following fall semester (i.e., prior to enrollment for the following spring semester).

Programs of study must follow requirements listed in this handbook or a vote of the entire graduate faculty must be taken to grant exceptions. The department head will not sign a program that does not follow requirements. The official **Program of Study: Master's Form** should be signed by the student, all members of the supervisory committee, and the department head and submitted to the Graduate School. Subsequent changes in the program or committee membership must be submitted to the Graduate School using the official **Program/Committee Change Form**. The changes must be approved by the student, all members of the supervisory committee, and the department head. If the changes are not consistent with the program requirements listed in this document, the entire graduate faculty must vote to approve them before the department head will sign the change form.

Major Professor

Students are encouraged to select a major professor by the end of their first semester of enrollment. The student must select a major professor from the Apparel and Textile faculty with Graduate Faculty Status.

Important Note. We encourage graduate students to select a major professor with academic and research interests similar to their own. However, if a **graduate research assistant** chooses not to

work with the faculty member who is his/her GRA supervisor, the faculty member may choose not to renew the assistantship for another year. Therefore, students are encouraged to see if other funding opportunities are available before selecting another faculty member as their major professor (e.g., a GRA with the selected major professor, a departmental GTA, a scholarship, other employment at the University or in the community, etc.). Graduate teaching assistants will not lose their GTA appointments if they select a faculty member other than their GTA supervisor for their major professor. In fact, they may have more than one GTA supervisor, depending upon their work assignments.

Supervisory Committee

The student (in consultation with the major professor) will select two additional faculty members with Graduate Faculty Status to serve as members of the supervisory committee. At least two of the three members of the supervisory committee (including the major professor) must be faculty in Apparel and Textiles. Emeritus faculty may serve on committees also.

Program Emphases, Requirements, and Degree Options

A student may focus on Design, Product Development, Marketing, or plan a General program. Within these areas of emphasis are the thesis/design project option, coursework only option, and the professional track option which requires an internship.

1. Design Emphasis

The emphasis in Design focuses on the design process to research, design, develop, and evaluate apparel and textiles using both creative and technical methods. This program prepares students for professional careers as designers, technical designers, artists, or college instructors.

1a. Design Project Report Option

The Design Project Report option provides the M.S. student opportunity for advanced creative design of apparel and/or textiles that demonstrates the student's synthesis of a defined problem or context that results in a written report and a body of original works for University exhibition and submission for juried review. The Design Project Report option requires 30 credit hours, of which 2 credit hours are AT 896 Design Project Report and 4 credit hours are AT 897 Design Project Exhibit.

Required Courses (18 hours)

AT 800	Textile Surface Design (3)
AT 805	Theory and Process in Creative Apparel and Textile Design (3)
AT 850	Research Methods in Apparel and Textiles (3) or EDCI 816 Research Methods in Education (3)
AT 880	Physical Analysis of Textiles (3)
AT 896	Design Project Report (2)
AT 897	Design Project Exhibit (4)

Recommended Additional Coursework (select the hours needed to reach 30)

Students should consult with their major professor and supervisory committee to select courses that match their program objectives. Other courses may be selected in place of the recommended courses upon consultation with their major professor.

AT 610	Computer-Aided Design for Apparel (3)
AT 655	Pattern Development I(3)
AT 695	Pattern Development II (3)
AT 670	Apparel Pre-Production Processes (3)
AT 830	Fashion Theory (3)
AT 835	Strategic Economic Analysis of Apparel and Textile Industries (3)
AT 840	Product Development (3)
AT 845	Consumers in the Apparel and Textile Market (3)
THTRE 711	Topics in Technical Theatre (3)

1b. Design Coursework Option

The Design Coursework option requires 33 credit hours of coursework and a written comprehensive examination. Students should follow the requirements given above – except that AT 896 Design Project Report and AT 897 Design Project Exhibit and should not be included in their program. Additional courses should be taken to bring their total to 33 hours.

1c. Design Professional Track

The Design Professional Track option requires 33 credit hours of coursework including an internship in the industry (AT 875 Practicum). Students should follow the requirements given for the Coursework option except that AT 875 Practicum course is required. Students are required to take a written comprehensive exam over their coursework also.

2. Product Development Emphasis

The emphasis in Product Development includes the research, design, engineering, evaluation, management, and marketing of innovative apparel and textile products for specialty markets, such as but not limited to medical, sports, military, agricultural, therapeutic, and protective. This program prepares students for employment in various fields related to product development in a range of apparel and textile companies as well as government agencies (i.e., Nike, Maidenform, Cyberknit Textiles, North Face, Tencel, US Army, etc.).

2a. Product Development Thesis Option

The Thesis option requires 30 credit hours of which 6-8 hours are AT 899 Thesis Research. Students are required to present the results of their research in an open forum and take an oral exam over their work.

Required Courses (24-26 credit hours)

AT 840	Apparel and Textile Product Development (3)
AT 880	Physical Analysis of Textiles (3)
AT 850	Research Methods in Apparel and Textiles (3) or EDCI 816 Research Methods in Education (3)
STAT	Graduate Level Statistics Course such as STAT 702 or STAT 703 (3)* *Note: Two undergraduate 3-hour courses in statistics may substitute for this requirement.
AT 835	Strategic Economic Analysis of Apparel and Textile Industries (3)
AT 845	Consumers in the Apparel and Textile Market (3)
AT 899	Master's Thesis Research (6-8)

Recommended Additional Coursework (select the hours needed to reach 30)

Students should consult with their major professor and supervisory committee to select courses that match their program objectives. Other courses – including those in other disciplines such as management, marketing, and finance – may be selected in place of the recommended courses listed below upon consultation with their major professor.

AT 655	Pattern Development I (3)
AT 670	Apparel Pre-Production Processes (3)
AT 725	Theory and Practice of Apparel and Textile Marketing and Distribution (3)

Note: Students should have knowledge of sourcing for apparel and textile products. If not, the committee may recommend AT 545 Global Production and Distribution (3).

2b. Product Development Coursework Option

The Coursework option requires 33 credit hours and a written comprehensive examination. Students should follow the requirements given above – except that AT 899 is not taken. Additional courses should be taken to bring their total to 33 hours.

2c. Product Development Professional Track

The Product Development Professional Track option requires 33 credit hours of coursework including an internship in the industry (AT 875 Practicum). Students should follow the requirements given for the Coursework option except that AT 875 Practicum course is required. Students are required to take a written comprehensive exam over their coursework also.

3. Marketing Emphasis

A Marketing emphasis focuses on relevant theories and practices used to satisfy the apparel and textile consumer with the right product, the right price, the right promotion, and the right distribution of products and services. Students will utilize enhanced knowledge of the consumer to build a deeper understanding of marketing processes necessary for success in the highly competitive apparel and textile marketplace. Completion of this degree emphasis provides a

strong foundation for career opportunities in apparel and retail companies or for teaching positions in higher education institutions.

3a. Marketing Thesis Option

The Thesis option requires 30 credit hours of which 6-8 hours are AT 899 Thesis Research. Students are required to present the results of their research in an open forum and take an oral exam over their work.

Required Courses (21-23 hours)

AT 725	Theory and Practice of Apparel/Textile Marketing and Distribution (3)
AT 835	Strategic Economic Analysis of Apparel and Textile Industries (3)
AT 845	Consumers in the Apparel and Textile Market (3)
AT 850	Research Methods in Apparel and Textiles (3) or EDCI 816 Research Methods in Education (3)
STAT	Graduate Level Statistics Course such as STAT 702 or STAT 703 (3)* *Note: Two undergraduate 3-hour courses in statistics may substitute for this requirement.
AT 899	Master's Thesis Research (6-8)

Recommended Additional Coursework (select the hours needed to reach 30)

Students should consult with their major professor and supervisory committee to select courses that match their program objectives. Other courses – including those in other disciplines such as Marketing, Sociology, and Management – may be selected in place of the recommended courses listed below upon consultation with their major professor.

AT 830	Fashion Theory (3)
AT 840	Apparel and Textile Product Development (3)
AT 880	Physical Analysis of Textiles (3)

3b. Marketing Coursework Option

The Coursework option requires 33 credit hours and a written comprehensive examination. Students should follow the requirements given above – except that AT 899 is not taken. Additional courses should be taken to bring their total to 33 hours.

3c. Marketing Professional Track

The Marketing Professional Track option requires 33 credit hours of coursework including an internship in the industry (AT 875 Practicum). Students should follow the requirements given for the Coursework option except that AT 875 Practicum course is required. Students are required to take a written comprehensive exam over their coursework also.

4. General Apparel and Textiles

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4a. Coursework Option Only

Some Master's students may want to take a variety of graduate level courses to supplement their undergraduate degree program and help them achieve their career goals. The Coursework option requires 33 credit hours and a written comprehensive examination. Students should take the following courses:

AT 835	Strategic Economic Analysis of Apparel and Textile Industries (3)
AT 845	Consumers in the Apparel and Textile Market (3)
AT 850	Research Methods in Apparel and Textiles (3) or EDCI 816 Research Methods in Education (3)
AT 880	Physical Analysis of Textiles (3)
STAT	Graduate Level Statistics Course such as STAT 702 or STAT 703 (3)*

*Note: Two undergraduate 3-hour courses in statistics may substitute for this requirement.

Additional courses should be taken to bring their total to 33 hours.

Information on Courses and Scheduling

Most of the graduate level courses offered in Apparel and Textiles are offered in alternate years (i.e., on a two-year cycle). If a student takes a full course load and plans to graduate in one year (3 semesters) or a year and a half (4 semesters), the student may miss a required course. In this case, a substitution must be approved by the graduate faculty. A list of the Apparel and Textiles courses currently available are listed in Appendix A. A chart indicating when they will be offered is found in Appendix B.

Distance Education Courses. At least one course in merchandising is offered each semester as part of the GPIDEA distance education masters degree program. Students may include some of these courses in their program of study (with the approval of their supervisory committee). However, the fees for these courses are higher than those for courses taught on campus (for students receiving in-state tuition). Information on distance education courses can be found on the departmental website.

Level of Courses. A Master's student's program of study must have **at least 18 hours or more of the credit hours in courses numbered 700 or above.** Thesis hours and design project hours may be used to meet this requirement. Courses at the 600 level may be included, but 500 level courses in the student's major area are expected to have been completed as undergraduate prerequisites to graduate study or as undergraduate deficiency courses assigned upon admission. The use of 500 level supporting courses in Master's programs is therefore restricted as follows: No course in the student's major area may be at the 500 level. No more than 6 credit hours (two courses) in the student's master's program may be at the 500 level, and these courses must be taken in another department.

Independent Courses. The Graduate school limits the number of hours that a student can take in independent courses such as problems (AT 870), practicum (AT 875), or readings (AT 855).

Masters students can only take up to 3 hours of credit in independent courses (not counting thesis research hours or design project and report hours).

University policy states that a student should have a minimum of 1 contact hour and 1-2 study hours outside of class for every credit hour of enrollment for 15 weeks in a semester. Therefore, a student should plan to be involved in learning activities for at least 90 hours when enrolled in a 3-hour independent study course (6 hours per week x 15 weeks). Internship work hours will be more than that minimum because a student is probably not learning new concepts at the graduate level during every hour of their work time for a company.

Prerequisites. If the apparel and textiles faculty determine that a student's admission into the Masters program is contingent upon the completion of certain undergraduate prerequisites, these courses will be listed in the student's acceptance letter. These courses may be taken at the same time graduate level courses are taken by the student. The Graduate School will not let a student graduate until these prerequisite courses have been taken.

Taking an Undergraduate Course for Graduate Credit. Occasionally, a student may wish to take a prerequisite course or another undergraduate level course under a graduate level course number, **AT 860 Contemporary Topics**. This can be done if 1) the instructor agrees, 2) the student's temporary advisor or major professor agrees, and 3) the student completes all of the work required of the undergraduate students and completes a special project or paper to bring the course experience to the graduate level.

Transfer Courses. A student may transfer up to 10 hours of graduate credit from another institution and include them in the program of study. If the student wants any of the transferred courses to substitute for a required course, he/she should explain this in writing on a sheet attached to the program of study form.

Master's Comprehensive Written Examination (Coursework and Professional Track Options)

1. **Purpose of exam.** A comprehensive written examination is required for Master's students choosing the coursework option and professional track option. The objective of the written examination is for students to review the concepts and information they have learned in courses and to synthesize and apply this information in writing a paper for the exam.

2. **Scheduling the exam.** The examination will be administered during the fall or spring semester in which the student plans to complete the courses required on his/her program of study. If the student plans to graduate during the summer term, he/she must take the exam the previous spring semester. The following time table will apply:

- Students are responsible for notifying their major professor no later than September 15th of their intent to take the exam during the fall semester and no later than February 15th for spring semester.
- The student and major professor should schedule the exam no later than the 10th week of the semester. The student will have only one week to complete the exam.

- At least 10 days prior to the start of the exam, students should submit the **Approval to Schedule Final Examination** form (which is signed by the major professor, department head, and all committee members) to the Graduate School. The Graduate School will then send a ballot to the major professor.
- The committee members will have two weeks to grade the exam paper and give the results to the student.

3. **Content.** The major professor – in consultation with other faculty on the student’s supervisory committee – will prepare the exam. Students will be asked to write a paper on a topic specified by their committee members. The exam may require the student to answer a detailed question, write a research proposal on a particular topic, describe a process for developing a product, complete a case analysis, or solve a particular problem. Students may use their course materials and other sources of information in answering the exam question.

4. **Format.** The paper must be typed in 12 point font, with double line spacing and 1 inch margins. It should have a title in bold font that says “**Comprehensive Exam for Name of Student**”, followed by the date on the next line, followed by the text. (Students should not retype the exam question/problem, but submit it with the paper.) The maximum length of the paper will be specified with the exam question. The student may use citations and references in the paper, if appropriate, using APA format. Plagiarism of any kind will result in failure of the exam.

5. **Grading.** The supervisory committee members will grade the exam and determine if the student passes or fails the exam. (If a student fails the exam, the Graduate School requires that the student wait at least three months before taking another exam.) The committee members will sign the ballot and file it with the Graduate School. The major professor shall retain the examination paper in the student’s permanent file.

Exit Surveys

The Graduate School will contact you regarding your graduation status and instruct you to fill out the **exit survey** online. The departmental secretary will also send you an exit survey to complete. Students are encouraged to fill out these surveys so that their feedback can be used to improve the program for future students. All responses will be given a code number and kept confidential.

Requirements for the Ph.D. Degree in Human Ecology (Apparel & Textiles Specialization)

Temporary Advisor

The student's temporary advisor will assist the student in registering for coursework until the student selects a major professor and files the program of study.

Program of Study

The Graduate School requires students to select their major professor, members of their supervisory committee, and to file their program of study upon completion of 9 credit hours. Students in the Apparel and Textile specialization must file their program of study **earlier** according to the following time table:

1. Graduate students whose first semester of enrollment was summer or fall must file their program of study no later than **February 15th** of the following spring semester (i.e., prior to enrollment for the following summer and fall semesters; prior to faculty selection of graduate assistantships for the following year).
2. Graduate students whose first semester of enrollment was spring must file their program of study no later than **October 1st** of the following fall semester (i.e., prior to enrollment for the following spring semester).

Major Professor

Students are encouraged to select a major professor by the end of their first semester of enrollment. The student must select a major professor from the Apparel and Textile faculty with Graduate Faculty Status who is certified to direct doctoral students.

Important Note. We encourage graduate students to select a major professor with academic and research interests similar to their own. However, if a **graduate research assistant** chooses not to work with the faculty member who is his/her GRA supervisor, the faculty member may choose not to renew the assistantship for another year. Therefore, students are encouraged to see if other funding opportunities are available before selecting another faculty member as their major professor (e.g., a GRA with the selected major professor, a departmental GTA, a scholarship, other employment at the University or in the community, etc.). Graduate teaching assistants will not lose their GTA appointments if they select a faculty member other than their GTA supervisor for their major professor. In fact, they may have more than one GTA supervisor, depending upon their work assignments.

Supervisory Committee

The student (in consultation with the major professor) will select three additional faculty members with Graduate Faculty Status to serve as members of the supervisory committee. At

least two of the four members of the supervisory committee (including the major professor) must be faculty in Apparel and Textiles, and at least one member should be from another academic unit.

Course Requirements

The Ph.D. requires a minimum of 90 semester credit hours beyond the bachelors degree – including 60 hours of coursework and 30 hours of dissertation research. Up to 30 hours from the student's Master's degree may be applied toward the coursework requirement.

The following courses are required of all doctoral students (unless they were taken as part of a Master's program)

AT 850	Research Methods in Apparel and Textiles (3) or EDCI 816 Research Methods in Education (3)
AT 835	Strategic Economic Analysis of Apparel and Textile Industries (3)
AT 845	Consumers in the Apparel and Textile Market (3)
AT 880	Physical Analysis of Textiles (3)
EDCI 943	Principles of College Teaching (3)
AT 990	Dissertation Proposal Seminar (1)
AT 999	Dissertation Research (minimum of 30 hours)

The student should take at least two more AT courses at the 700 level or above - not including independent courses. A current list is given below:

AT 725	Theory and Practice of Apparel and Textile Marketing and Distribution (3)
AT 800	Textile Surface Design (3)
AT 805	Theory and Process in Creative Apparel and Textile Design (3)
AT 830	Fashion Theory (3)
AT 840	Apparel and Textile Product Development (3)
AT 995	Grantsmanship and Publication (3) or another course on this topic

The student will take one of the following four sequences in Statistics.

1. STAT 702 Statistical Methods for Social Sciences (3) **or** STAT 703 Statistical Methods for Natural Scientists (3)
STAT 704 Analysis of Variance (2)
STAT 705 Regression and Correlation Analyses (2)
2. PSYCH 802 Quantitative Methods in Psychology (3)
PSYCH 805 Experimental Design in Psychology (3)
3. SOCIO 825 Quantitative Methods (3)
SOCIO 925 Specialized Approaches to Sociological Research (3)

4. EDCI 817 Statistical Methods in Education (3)

EDCI 917 Experimental Design in Education Research (3)

Students will take the additional coursework needed to meet total hour requirement.

Programs of study must follow requirements listed here or a vote of the entire graduate faculty must be taken to grant exceptions. The department head will not sign a program that does not follow requirements. The official **Program of Study: Doctoral Form** should be signed by the student, all members of the supervisory committee, and the department head and submitted to the Graduate School. Subsequent changes in the program or committee membership must be submitted to the Graduate School using the official **Program/Committee Change Form**. The changes must be approved by the student, all members of the supervisory committee, and the department head.

Information on Courses and Scheduling

Most of the graduate level courses offered in Apparel and Textiles are offered in alternate years (i.e., on a two-year cycle). If a student takes a full course load and plans to graduate in one year (3 semesters) or a year and a half (4 semesters), the student may miss a required course. In this case, a substitution must be approved by the graduate faculty. A list of the Apparel and Textiles courses currently available are listed in Appendix A. A chart indicating when they will be offered is found in Appendix B.

Distance Education Courses. At least one course in merchandising is offered each semester as part of the GPIDEA distance education masters degree program. Students may include some of these courses in their program of study (with the approval of their supervisory committee). However, the fees for these courses are higher than those for courses taught on campus (for students receiving in-state tuition). Information on distance education courses can be found on the departmental website.

Level of Courses. A doctoral student's program of study must have **at least 15 hours or more of the credit hours in courses numbered 800 or above.** Dissertation hours may **not** be used to meet this requirement. Courses at the 600 level may be included, but 500 level courses in the student's major area are expected to have been completed as undergraduate prerequisites to graduate study or as undergraduate deficiency courses assigned upon admission.

Independent Courses. A 60 hour graduate program may include up to 6 hours of problems (AT 870), practicum (AT 875), and/or readings (AT 855). AT 870 and AT 875 may be taken for up to 3 hours in a semester; each course may be repeated once.

University policy states that a student should have a minimum of 1 contact hour and 1-2 study hours outside of class for every credit hour of enrollment for 15 weeks in a semester. Therefore, a student should plan to be involved in learning activities for at least 90 hours when enrolled in a 3-hour independent study course (6 hours per week x 15 weeks). Internship work hours will be more than that minimum because a student is probably not learning new concepts at the graduate level during every hour of their work time for a company.

Prerequisites. If the apparel and textiles faculty determine that a student's admission into the Masters program is contingent upon the completion of certain undergraduate prerequisites, these courses will be listed in the student's acceptance letter. These courses may be taken at the same time graduate level courses are taken by the student. The Graduate School will not let a student graduate until these prerequisite courses have been taken.

Taking an Undergraduate Course for Graduate Credit. Occasionally, a student may wish to take a prerequisite course or another undergraduate level course under a graduate level course number, **AT 860 Contemporary Topics**. This can be done if 1) the instructor agrees, 2) the student's temporary advisor or major professor agrees, and 3) the student completes all of the work required of the undergraduate students and completes a special project or paper to bring the course experience to the graduate level.

Transfer Courses. Students may transfer up to 30 hours of graduate credit from a completed Master's degree to their doctoral program of study. In addition, students may transfer up to 10 hours of graduate credit from another institution and include them in the program of study. The transfer credit hours that are included in the program of study are determined by the student and supervisory committee. If the student wants any of the transferred courses to substitute for a required course, he/she should explain this in writing on a sheet attached to the program of study form.

Preliminary Examinations

1. **Purpose of exam.** A written preliminary examination is required for doctoral students when they have completed the majority of their coursework. The objective of the written examination is for students to review the concepts and information they have learned in courses and to synthesize, integrate, and apply this information in written responses to exam questions. According to the Graduate School, the examination should cover the student's major area of study (Apparel and Textiles) and research methods/statistics.

2. **Scheduling the exam.** The examination will be administered during a fall or spring semester after the student has completed at least 2/3 of the course work on the program of study. The student may not take the exam during the summer term because most faculty members have 9-month appointments. The following time table will apply:

- Students are responsible for notifying their major professor no later than September 15th of their intent to take the exam during the fall semester and no later than February 15th for spring semester.
- The student and major professor should schedule the exam no later than the 10th week of the semester. The student is responsible for consulting with the major professor about the exact dates, times, and place for the exam. The student will have no more than one week to complete the exam. The student's major professor will be responsible for administering the "closed book" portion of the exam.
- At least 10 days prior to the start of the exam, students should submit the **Request for Preliminary Exam Ballot** form (which is signed by the major professor, department

head, and all committee members) to the Graduate School. The Graduate School will then send a ballot to the major professor.

- The committee members (and other faculty) will have two weeks to grade the exam components and give the results to the student.

3. **Content.** The major professor – in consultation with other faculty on the student’s supervisory committee – will prepare the exam. The written examination questions will be drawn from course work included in the student's program of study. In addition, questions related to the student’s research topic and research methods/statistics may be included. The major professor will solicit questions from professors who taught courses listed on the student’s program of study. The committee members may also write a question or questions that require the student to integrate and synthesize knowledge from several courses in their answer or to apply knowledge from several courses in solving a problem or analyzing a case study. The department does not maintain a file of questions from previous written examinations for use by students preparing for exams. Therefore, doctoral students are encouraged to meet individually with faculty members to get a perspective on topics that might be covered on the exam.

4. **Format. Part I** of the exam will involve answering questions for 6-8 hours. The writing time and questions may be spread over two days (i.e., 3-4 hours each day), if desired. This part of the exam is “closed book” like a traditional test. The major professor may expect the student to take the exam on a computer so that the answers are typewritten.

Part II of the exam will be “take home” and require the student to answer a detailed question, write a research proposal on a particular topic, describe a process for developing a product, complete a case analysis, or solve a particular problem. Students may use their course materials and other sources of information in answering this exam question. The response must be typed in 12 point font, with double line spacing and 1 inch margins. It should have a title in bold font that says “**Preliminary Exam for Name of Student**”, followed by the date on the next line, followed by the text. (Students should not retype the exam question/problem, but submit it with the paper.) The maximum length of the paper will be specified with the exam question. The student may use citations and references in the paper, if appropriate, using APA format. Plagiarism of any kind will result in failure of the exam.

5. **Grading.** The supervisory committee members will grade the exam (in consultation with faculty members who wrote questions from their courses for the exam) and determine if the student passes or fails the exam. (If a student fails the exam, the Graduate School requires that the student wait at least three months before taking another exam.) If a student fails one or two exam questions, but not the entire exam, the supervisory committee determines the actions to be taken. Students may be required to complete additional coursework, take another written exam in the failed area, take an oral exam, or some other action deemed appropriate by the supervisory committee. The committee members will sign the ballot and file it with the Graduate School. The major professor shall retain the examination papers in the student’s permanent file. Approval by the supervisory committee results in admission to candidacy. In addition, the Graduate School will appoint an outside chairperson to your supervisory committee. This person will chair the oral defense of the dissertation research.

Dissertations

Students will work with their major professor to develop a dissertation proposal. When it is ready, the student enrolls in AT 990 Dissertation Proposal Seminar and presents the proposal to students and faculty. Detailed instructions for preparing the dissertation can be found on the Graduate School website. After the dissertation is completed, students should present a dissertation draft to the committee along with an **approval form**. The student should consult with the major professor concerning the date, time, and place for the oral defense of the dissertation. After the oral defense, the student prepares a final dissertation and submits it to the Graduate School.

Exit Surveys

The Graduate School will contact you regarding your graduation status and instruct you to fill out the **exit survey** online. The departmental secretary will also send you an exit survey to complete. Students are encouraged to fill out these surveys so that their feedback can be used to improve the program for future students. All responses will be given a code number and kept confidential.

Policies Regarding Graduate Student Research

Students should not expect any funding from the department for their theses or dissertations. Some faculty members have research funds that can be used for student projects if the faculty member chooses. Students should discuss their needs for supplies, equipment, services, subjects, visuals, etc. with their major professor to determine what costs (if any) the major professor will pay and what costs must be assumed by the student.

The Kansas State University Graduate Catalog states that "Since master's theses and reports are submitted as part of degree requirements, the University retains the right to publish any portion as a contribution to knowledge." Results of research by graduate students in the department become the property of Kansas State University and are to be communicated in a manner (e.g., order of authors, selection of journal) determined by the major professor or faculty project director. Patentable items created under university auspices are subject to the Regents patent policy.

Students writing a thesis or dissertation are requested to complete the **American Association of Family and Consumer Sciences (AAFCS) Reporting Form** for submission to the AAFCS office for subsequent listing in the Family and Consumer Science Research Journal.

Graduate students will be able to obtain one final copy of their thesis or dissertation printed on the department laser printer, following completion of the oral defense. This is to be handled through the major professor. It is expected that the graduate student who completes a thesis or dissertation will provide a paper copy and disk copy of the final document to the major professor. Members of the committee should receive a paper copy also, if they request one.

Appendix A

Graduate Level Courses in Apparel and Textiles

AT 610. Computer-Aided Design of Apparel. (3) II. Overview of computer-aided design as it relates to the apparel industry; introduction and application of computer hardware and software to apparel design, including apparel technical drawings, web design, and graphic presentation skills. Six hours lab a week. Pr.: AT 400.

AT 625. Apparel and Textile Store Planning. (3) I. Evaluation of the planning process utilized to develop successful apparel and textile retail organizations; consideration given to the unique challenges encountered by a firm with fashion-related products. Coreq.: AT 576.

AT 645. Private Label Apparel Product Development. (3) I, II. Capstone course using a team approach to synthesize and perform activities used by apparel retailers to create a line of private label merchandise for a targeting consumer marker. Pr.: AT 460; AT 576, or AT 610, 655; senior standing.

AT 650. Apparel and Textiles Study Tour. (1-3) I, II, S. Supervised off-campus tour of facilities or equivalent experience where textile products are designed, manufactured, tested, marketed, exhibited, and/or conserved. Pr.: Instructor's Permission.

AT 655. Apparel Pattern Development I. (3) I. Principles and techniques of flat pattern design; basic pattern drafting; development of knit slopers. Use of flat pattern and drafting to achieve original designs in knit and woven fabrics. Two hours lecture and four hours lab a week. Pr.: AT 400.

AT 670. Apparel Pre-Production Processes. (3) I. Computer application of pattern drafting, pattern grading, and marker layout for apparel pre-production processes. Computer applications for design development. Pr.: AT 655.

AT 695. Apparel Pattern Development II. (3) I. Apparel production development by draping to achieve original designs; pattern grading and marker techniques; line development for a variety of markets; portfolio and resumé evaluation. Two hours lec. and four hours lab a week. Pr.: AT 655.

AT 720. Professional Advancement in Merchandising. (3) I, II, S. Analysis of leadership in a merchandising form and how it affects organizational culture and change. Various leadership styles will be examined and a personal leadership philosophy will be developed.

AT 725. Theory and Practice of Apparel/Textile Marketing and Distribution. (3) I, odd years. Theoretical and applied analysis of apparel/textile marketing and distribution strategies, with an emphasis on the effectiveness of a market-oriented approach for decision-making; assessment of environmental forces affecting strategic decisions by firms in the apparel/textile distribution channel; synthesis of past and present trends in order to forecast probable future patterns.

AT 735. Promotional Strategies in Merchandising. (3) I, II, S. Examination of promotional strategies and techniques used by merchandising firms, emphasizing cultural and global awareness, social responsibility, and ethical decision making.

AT 800. Textile Surface Design. (3) I, odd years. Application and analysis of textile surface design to include color and image addition and removal through wet processes and stitched surface manipulations.

AT 805. Theory and Process in Creative Apparel and Textile Design. (3) I, even years. An examination of theories and processes in creativity and design, including sustainable design, and their application to the design of creative apparel and textiles. Two hours lec. and four hours lab each week.

AT 810. International Merchandise Management. (3) I, II, S. Comprehensive understanding of theory, practices, and trends in international merchandise management. An analysis of the global merchandising system and the way goods are distributed to consumers in various countries.

AT 815. Financial Merchandising Implications. (3) I, II, S. The advanced study of financial trends in the merchandising industries. Focus will be on the financial implications of recent advances in the field.

AT 830. Fashion Theory. (3) I, even years. Examination of historical, sociological, psychological, marketing, and economic concepts, theories, and research that contribute to current understanding of the fashion process and fashion prediction in the apparel and textile field.

AT 835. Strategic Economic Analysis of Apparel and Textile Industries. (3) II, even years. Analysis of the current economic situation in the U.S. apparel and textile industries; examination of the internal and external forces affecting global production and distribution of apparel and textile products with emphasis on formulating strategies for industry success. Pr.: AT 545.

AT 840. Apparel and Textile Product Development. (3) II, odd years. Interdisciplinary teams generate ideas and develop concepts for innovative apparel and textile products or modifications of existing products; evaluate market and manufacturing potential; prepare marketing and technology transfer plan. Pr.: AT 645 or permission of instructor.

AT 845. Consumers in the Apparel and Textile Market. (3) II, odd years. Analysis of apparel and textile consumers and their decision-making processes; examination of internal and external factors influencing evaluation and purchasing behavior in order to predict future behavior consumption and purchasing patterns. Pr.: AT 645.

AT 850. Research Methods in Apparel and Textiles. (3) II, even years. Review of current literature with implications for future research; analysis of research methodologies. Pr.: A graduate-level course in statistics and 6 hours in AT.

AT 855. Readings in Apparel and Textiles. (1-2) I, II, S. Directed reading and study of selected topics in apparel and textiles. Pr.: AT 850.

AT 860. Contemporary Topics in Apparel and Textiles. (2-3) I, alternate S. Analysis of social and environmental factors related to apparel and textiles. May be taken more than one semester with consent of student's advisory committee. Pr.: Eight hours of credit basic to field.

AT 870. Problems in Apparel and Textiles. (Var.) I, II, S. Independent study in apparel design, textiles, history of costume, or apparel and textile marketing. Pr.: Six hours credit basic to the field.

AT 875. Practicum in Apparel and Textiles. (Var.) I, II, S. Preplanned and supervised off-campus experience in business, industry, museums, government agencies, or the cooperative extension service. Pr.: Twelve hours in the field.

AT 880. Physical Analysis of Textiles. (3) II, even years. Theory, principles, and procedures in evaluating the physical properties of textile fibers, yarns, fabrics, and products for apparel, interior furnishings, and industrial uses. Two hours lec. and three hours lab a week. Pr.: AT 265.

AT 896. Design Project Report. (1-2, cr/nc) I, II, S. Research and written documentation for the M.S. Design Project Report option in Apparel and Textiles. Pr: Consent of major professor.

AT 897. Design Project Exhibit. (1-6, cr/nc) I, II, S. Design development for the M.S. Design Project Report option in Apparel and Textiles resulting in a body of original works to be exhibited on campus during the final semester of the student's program. Pr: Consent of major professor.

AT 899. Master's Thesis Research in Apparel and Textiles. (6-8) I, II, S. Research in apparel or textiles for the master's thesis. Pr.: Consent of major professor.

AT 990. Dissertation Proposal Seminar. (1) I, II. Presentation and discussion of proposals for dissertation research. Pr.: Six hours of statistics, three hours of research design or methods, and consent of major professor.

AT 995. Grantsmanship and Publication. (3) I, even years. Grant writing, identifying external funding, managing grants, preparing manuscripts for peer-reviewed publication, and preparing papers and poster for presentation at professional meetings. Pr.: AT 850.

AT 999. Dissertation Research in Apparel and Textiles. (Var.) I, II, S. Research in apparel or textiles for the doctoral dissertation. Pr.: Consent of major professor.

Schedule of Graduate Course Offerings for Apparel and Textile Students*
2007 - 2008

New Two-Year Plan	
FALL even years (2008)	SPRING odd years (2007)
AT 805 Theory and Process in Creative Design (Haar)	AT 845 Consumers in the Apparel and Textile Market (Meyer)
AT 830 Fashion Theory (LeHew)	AT 840 Apparel and Textile Product Development (Senanayake)
AT 995 Grantsmanship (McCullough and Medeiros)	AT XXX Possibly a new 600 level marketing course in the future (Kozar)
FALL odd years (2007)	SPRING even years (2008)
AT 800 Textile Surface Design (Haar)	AT 880 Physical Analysis of Textiles (Senanayake)
AT 725 Theory and Practice of Apparel/Textile Marketing and Distribution (LeHew)	AT 850 Research Methods (Meyer)
	AT 835 Strategic Economic Analysis of Apparel and Textile Industries (Kozar)

*Students should take statistics in the fall or summer, if possible. Other courses can be taken in other departments. Independent courses (problems, practicum, readings, research) are offered each semester also. Distance education courses in merchandising are available also.

All international students must enroll in a minimum of 9 hours. Students receiving scholarships must enroll in a minimum of 9 hours. Students receiving graduate assistantships must enroll in a minimum of 6 hours.