



Department of  
Apparel, Merchandising, Design and Textiles

Graduate Student  
Policies and Procedures  
2021-2022

# Apparel, Merchandising, Design and Textiles

## GRADUATE PROGRAM

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## PREFACE

This handbook is a guide to graduate study in the Department of Apparel, Merchandising, Design and Textiles (AMDT) at Washington State University. Graduate students will be governed by the rules that are in effect at the beginning of the semester graduate studies are initiated, for the degree to which they were admitted in AMDT at Washington State University. The graduate programs in AMDT are under the rules and regulations of the Graduate School. This handbook does not contain all policies and procedures of the Graduate School, and the policies and procedures are continually being revised, so this manual may not be current. When situations or problems develop that are not mentioned in this manual, the student should contact his or her advisor, the Chair of the Graduate Studies Committee, the Director of the School of Economic Sciences, or the Graduate School at Washington State University.

## WELCOME

Welcome to graduate study in the Department of Apparel, Merchandising, Design and Textiles (AMDT) at Washington State University! We are pleased that you have made the decision to invest in yourself and pursue an advanced degree in AMDT at Washington State University. You are joining a team of dedicated and professional scholars that are committed to excellence in all we do.

This handbook was carefully developed to guide you to successfully complete your program of study in a timely manner. We encourage you to pay close attention to our graduate student expectations and learning outcomes on the next page. In addition, page 20 lists the expectations for professional conduct within our department.

Again, welcome to the program. I look forward to getting to know you better and feel free to contact me with any and all questions you may have. This is an exciting time in your life and I am honored to share it with you.

Go Cougs!

*Ting Chi*

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## **MISSION STATEMENT FOR THE GRADUATE PROGRAM**

The mission of graduate education in the Department of Apparel, Merchandising, Design, and Textiles (AMDT) is to educate professionals for whom the master's degree may or may not be a terminal degree and who will leave the program with research expertise in one or more areas in the design/development, production, distribution and consumption of textile and apparel products.

Specifically, the graduate program is dedicated to the advancement of knowledge and development of theory related to textiles, apparel and merchandising. We emphasize multiple methods of inquiry. Our interdisciplinary program assists students in understanding the integrated nature of the field. Students become scholars capable of contributing in a global domain through study of specialized topics related to consumers, producers, and distributors. In an atmosphere of collegiality, faculty and students assimilate, evaluate, develop and implement theoretical and applied research that addresses relevant issues of the textile/apparel/retail industry, consumers and individuals. Our aim is to recruit and serve students from diverse backgrounds that exhibit both analytical and verbal skills and show a high degree of motivation. Graduates enter positions in business and industry, higher education, and public and private agencies.

## **AMDT GRADUATE STUDENT EXPECTATIONS AND LEARNING OUTCOMES**

All students will demonstrate the ability to work in teams, design and conduct a research, and communicate in writing and orally. In addition, all students are expected to be aware of societal, professional, and ethical issues related to the discipline. The Master's degree program is designed to prepare individuals with state-of-the-art knowledge for managerial and leadership positions in industry, business, and non-profit organizations; teaching careers; or continued graduate study.

### **Upon successful completion of the graduate program, AMDT graduates will**

1. Assimilate, integrate, and evaluate SCHOLARSHIP in OUR MULTI-DISCIPLINARY FIELD.
2. Understand basic research design, AND VARIED RESEARCH METHODS AND ANALYSIS.
3. Develop expertise AND CONDUCT RESEARCH in one or more specific areas of the discipline.
4. Describe the impact of current trends and FORECAST FOR OUR FIELD.
5. Expand CREATIVE AND CRITICAL THINKING skills.
6. Make STRATEGIC AND ETHICAL decisions and develop EFFECTIVE SOLUTIONS for organizations.

## INTRODUCTION

The Department of Apparel, Merchandising, Design, and Textiles (AMDT) offers program leading to the Master of Science. The faculty of the AMDT hope to instill in students a lifelong commitment to professional and intellectual growth and to provide them with the fundamentals on which to base that growth. The department wants its graduates to be capable of making independent analyses and communicating the results to potential users. Each student works under the supervision of a major advisor and a committee.

## NEW STUDENT INFORMATION

Welcome to the Department of Apparel, Merchandising, Design, and Textiles (AMDT). In this section, we hope to provide you with information to assist you, the new student, and update the current student body. During the beginning of the semester we have an orientation. Students that are on assistantships, their duties begin August 16<sup>th</sup>.

### ***Orientation***

- Graduate School has an orientation, usually the week before school starts.  
<https://gradschool.wsu.edu/orientation/>
- Students on an assistantship must meet with the budget person in AMDT. You will receive office assignment and keys.
  - International students need to bring their passport and I-20 form
  - Domestic students must bring passport or form of ID
- A schedule for AMDT graduate orientation will be given to all students.
  - Welcome and information for graduate program
  - Graduate Computer Lab orientation
  - MS students will meet with the graduate coordinator
  - Graduate students on teaching assistantship will meet with their assigned faculty supervisors.

## GENERAL INFORMATION

The main office for AMDT is located in Johnson Annex C30. You will have a mailbox, located in Johnson Annex C22. This area is only open during office hours. The Johnson Annex Building is open from 7:00 a.m. through 8:00 p.m. You can e-mail staff directly for questions or use the [amdt@wsu.edu](mailto:amdt@wsu.edu) e-mail address.

You will need to use your WSU e-mail address for communication and the department will not use any other form of e-mail communication.

Links to various places on campus: WSU

Graduate School <http://www.gradschool.wsu.edu/>

Cub <http://cub.wsu.edu/>

Parking <http://www.parking.wsu.edu/>

Libraries <http://www.wsulibs.wsu.edu/>

Counseling Services <http://counsel.wsu.edu/walkin/>

Writing Support Program <http://WritingProgram.wsu.edu/profedit>

Department of Apparel, Merchandising, Design, and Textiles (AMDT)

<http://amdt.wsu.edu/>

Graduate Coordinator's web page <http://amdt.wsu.edu/people/faculty/chi/>

AMDT Chair's web page <https://people.ses.wsu.edu/mccracken/>

## PROGRAM OF STUDY GUIDELINES

The Department of Apparel, Merchandising, Design and Textiles offers a program of study leading to the Master of Science (M.S.) degree in Apparel, Merchandising and Textiles. The program is specialized for each student to enable them to meet their specific goals while developing an understanding of theories in the discipline and knowledge to conduct and interpret related research. Standard requirements and coursework that all students must complete to earn the M.S. degree in Apparel, Merchandising and Textiles include a minimum of 30 hours of coursework which will include a minimum of 6 hours in research techniques (of which there must be a minimum of 3 hours of statistics) and a minimum of 6 hours of 700 credits or 702 credits. Students will choose to specialize in Apparel/Textile Product Development, Creative Scholarship and Design, Merchandising, Sustainability and Corporate Social Responsibility, or Consumer Studies and choose to complete a thesis or a thesis project. This document is intended to be a supplement to the *Graduate School Policies and Procedures* (<https://gradschool.wsu.edu/policies-procedures/>). The following table lists the course information for graduate students to complete **required minimum 24 graded credits and 30 total credits for the thesis option or required minimum 26 graded credits and 30 total credits for the thesis project option** to earn the M.S. degree in Apparel, Merchandising and Textiles.

	Course Number	Credit Hours	Course Title	Semester & Year Taken or Planned
AMDT Content Core Courses Required for All Students (18 credits)	508	3	Environmental and Social Issues in the Apparel Industry	Spring ____
	515	3	Textile Product Development and Innovation	Spring ____
	517	3	Theory and Methods of Culture, Gender and Dress	Fall ____
	518	3	Apparel Merchandising Analysis	Spring ____
	520	3	Aesthetic Analysis of Fashion Design	Spring ____
	550	3	Social Networking and Omni-channel Retailing	Fall ____
Research Core Courses Required for All Students* (6 – 7 credits)	519	3	Research Methods	Fall ____
		3 or 4	Statistics course	_____
Thesis or Thesis Project Credits Required for All Students (minimum 6 credits)	700 <b>OR</b> 702	Minimum 6	Master's Research, Thesis, and/or Examination <b>OR</b> Master's Special Problems, Directed Study and/or Examination	_____
Additional Elective AMDT graded courses to reach minimum total 24 graded credits and 30 (graded and ungraded) credits for thesis option; or to reach minimum total 26 graded credits and 30 (graded and ungraded) credits for thesis project option	598	1-3 variable	Topics in Apparel and Textiles	<u>Every Semester</u>
	600	1-18 variable	Special Projects or Independent Study	<u>Every Semester</u> _____

\* Students are strongly encouraged to take additional 3-6 credits of statistics appropriate to their thesis or thesis project studies.

### **Thesis Option**

Master's degree students choosing the thesis option must prepare a thesis acceptable to the student's advisory committee and the Graduate School. The major purpose of this requirement is to give the student direct experience in conducting independent research in the field of textiles and apparel. Students electing this option must take a minimum of 24 of their 30 required credit hours in letter-graded (not pass/fail) courses, 18 credit hours of which must be at the 500-level, and up to 6 credits of non-graduate credit (300-400 level) that are not used to fulfill another degree requirement may be used.

### **Non-Thesis Option**

The non-thesis option (i.e., thesis project option) may be selected if the student and his/her committee consider it preferable. Students electing this option must take a minimum of 26 of their 30 required credit hours in letter-graded (not pass/fail) courses, 18 credit hours of which must be at the 500-level, and up to 9 credits of non-graduate credit (300-400 level) that are not used to fulfill another degree requirement may be used. A special study (AMDT 702 Master's Special Problems, Directed Study and/or Examination) must be conducted.

### **Leveling Courses**

Students accepted for the graduate program who lack supporting course work in their chosen areas of emphasis generally are required to make up deficiencies by course work or, in some cases, by readings and examination. These requirements vary by desired area of study within the department and by a student's individual advisory committee. A grade of B or higher is mandatory for all required leveling courses. Leveling courses may be taken for a Pass/Fail grade **ONLY** with prior approval from the Department Chair. This request must be submitted in writing. The details on required leveling courses are listed below.

The course required for all students is Textiles (AMDT 210)	
Those pursuing advanced study in merchandising	Fashion Forecasting (AMDT 314) and Softgoods Supply Chain Management (AMDT 430)
Those pursuing advanced study in creative scholarship and design not involving illustration or construction of design collections	Apparel Flat Patterning and Design (AMDT 311) and Apparel Draping, Fitting, and Design (AMDT 312)
Those pursuing advanced study in creative scholarship and design intending involving illustration or construction of design collections	Apparel Assembly (AMDT 211), Apparel Flat Patterning and Design (AMDT 311), Apparel Draping, Fitting, and Design (AMDT 312) and Communicating Creative Concepts in Fashion (AMDT 268)
Those students pursuing advanced study in ethnic textiles and clothing	Multicultural Perspectives on the Body and Dress (AMDT 417)
Students pursuing other areas of advanced study may also require competency in specific areas.	

### **Transfer Credit**

A maximum of 1/2 of the graded course credits of graduate credits (grade B or better) may be transferred from other accredited institutions. There is a time limit for viable coursework. The Graduate School determines if coursework may be transferred in and the Thesis Advisory Committee determines relevancy of coursework to intended scholarship direction.

### **Credits Earned as a Non-Degree or Undergraduate Student**

A maximum of six semester hours appropriate to a thesis master's program or nine semester hours appropriate to a non-thesis master's program, which were earned at Washington State University and not utilized to fulfill another degree requirement, may be applied toward a graduate degree if approval is obtained from the Associate Dean of the Graduate School before enrollment in the

courses. Approval must be granted before the time of registration. Reservation of Graduate Credit Form must be submitted 2 weeks prior to the semester in which you are requesting enrollment. The form is available on <https://gradschool.wsu.edu/documents/2014/12/reservation-of-graduate-credit-2.pdf>.

### ***Seminar Requirement***

All master's students are encouraged to present a department-wide seminar on their research (thesis or project). The purpose of these seminars is to improve communication of research activities among interested members (students and faculty) of the department. The timing of the seminar is at the discretion of the student and the student's committee, but is normally done in conjunction with the student's final examination.

### ***Final Examination***

A master's candidate must pass a final oral examination that covers both resident and nonresident coursework and tests the student's ability to integrate material in his/her major field of interest. The examination also includes work presented in his/her thesis or thesis project. (See the section on "Examinations" for a description of the examination procedure.)

### ***Time Limitations***

Students are encouraged to complete their programs in the shortest period of time consistent with maximum academic achievement. A short time period facilitates attainment of the professional aspirations of the student and enhances the School's capacity to educate qualified students. The time limit for the use of graduate credit toward a master's degree is six years from the beginning date of the earliest course applied toward the degree.

## **PROGRAM OF STUDY FORM**

Preparation of the ***Program of Study form*** is the responsibility of the student in consultation with his/her committee chair and thesis advisory committee. Specific procedures are:

1. Find all forms online at <http://www.gradschool.wsu.edu/Forms/>.
2. Use the online "Program of Study Request" form (PDF version) to create a draft of the Program of Study form during your advising consultation with thesis advisory committee chair.
3. After consultation with your thesis advisory committee chair to identify other committee members, schedule a thesis advisory committee meeting to discuss your *Program of Study* and discuss your thesis proposal. Prior to this meeting, work through a draft of your proposal with your committee chair.
4. Prior to submission of the Program of Study form for the department chair's approval, the thesis advisory committee must sign the Program of Study Form.
5. After your thesis committee has approved and signed the Program of Study form, submit **TWO** copies with original signatures to the department chair for approval **by the end of the second month during the second semester of study** (i.e., end of September or end of February). **The department submits this form to the Graduate School for final approval.** Students and the department receive the approved copy for their records. \*\*

**\*\*The final approval of your program of study form from the Graduate School must be received prior to your proposal defense.**

## **STRATEGIZE PUBLISHING M.S. SCHOLARSHIP**

The type of theses (traditional or manuscript) will be determined through discussions between the students' Committee Chair and the student and the final decision will be at the discretion of the Committee Chair.

**Do not** use the format of existing theses for preparing your thesis. You may be copying mistakes and/or the rules may have changed. Students are responsible to obtain copies of the *Thesis Guidelines for WSU Students* online from the Graduate School prior to developing their graduate scholarship proposal so that they have format guidelines in mind <https://gradschool.wsu.edu/facultystaff-resources/18-2/> .

The department allows M.S. students to prepare a thesis in manuscript format, *i.e.*, a publishable paper(s). Theses written in this format must contain an introduction, a comprehensive literature review and a summary/conclusion section. If a thesis is written in manuscript format, a minimum of 1 manuscript suitable for submission to a refereed journal(s) is suggested. To be proactive, use the style of your intended journal submission for thesis format whether or not you choose manuscript submission at this time, for example

*Clothing and Textiles Research Journal*  
*The Journal of Family & Consumer Sciences*  
*Journal of Fashion Marketing and Management*  
*Journal of the Textile institute*  
*International Journal of Fashion Design, Technology and Education*

Design competitions typically require reformatting to submit work. It is best to have a format that is compatible with the thesis exhibition and project document to easily review the relationship between the project and the background research and visual analysis that went support the work created in the project.

## **GRADUATE ADVISOR AND GRADUATE COMMITTEE**

The Graduate Coordinator advises each student on courses that fit the AMDT Graduate program for their first semester. Students should begin to identify an area of research and the faculty in the department with expertise to direct a research project in this area during the first semester in the program. Students are encouraged to meet the faculty to learn more about their research interests and mentoring styles as they consider various faculty for their advisor. The advisor also serves as the Advisory Committee Chair (from here on referred to as Committee Chair) and is responsible for academic and research/design advising.

## **SELECTION OF COMMITTEE CHAIR**

The advisor-advisee relationship is a critical dimension of your graduate studies. It is important to select someone with whom you can work well, is interested in your field of study, and who has the expertise necessary to see you through the project. The Committee Chair is responsible for academic and research/design advising and serves as the chairperson of the Thesis Advisory Committee. By the beginning of the student's second semester (or earlier) the student should select their Committee Chair who will also serve as their faculty advisor and Selection of Committee Chair Form (Form A) should be submitted to the Department Chair.

## **SELECTION OF THESIS OR THESIS PROJECT ADVISORY COMMITTEE**

At the beginning of the second semester of study, the student should form a Thesis or Thesis Project Advisory Committee; identification of appropriate faculty to serve on the committee should be made in consultation with your Committee Chair. The Thesis Advisory Committee is responsible for advising your program of study and evaluating your progress toward completion of the Master's degree program and thesis. **The committee consists of a minimum of three (3) members:** Two tenure track graduate faculty members from the AMDT department (including your Committee Chair) and one member from outside program at WSU. The member from outside the program must be graduate faculty within their academic department. A committee member from an outside institution must be approved by WSU. Additional committee members may also be included on committees if they have demonstrated a level of expertise in the research topic. All committee members should have an expertise complimentary to the scholarship topic area. Formal appointments to a student's thesis or thesis project committee are made in consultation with the Department Chair, the student's faculty advisor, and the student.

## RECOMMENDED TIMETABLE FOR DEGREES

In working toward your degree, there are a number of departmental and university requirements that are time sensitive. To complete your graduate program in a timely manner, these requirements must be completed within a recommended time frame. The following section provides details to aid you in moving through the program timely. In addition, the Timeline for AMDT Graduate Students Form is a check list you can use with your Committee Chair in meeting departmental and university requirements for completion of the degree.

### M.S. Candidates

#### Upon Admission to the Department:

- Inform the department of your intentions regarding enrollment date and provide appropriate contact information prior to the beginning of the semester.
- Meet with Graduate Coordinator to determine course work for your first semester and any deficiency coursework that will need to be completed.

#### First Semester:

- Meet with the Department Chair for an advising appointment. At this time any deficiency coursework needed to be accomplished in the first two semesters will be identified. Once the student has formed an advisory committee, additional deficiency coursework that needs to be completed may be identified.
- Take graduate coursework you are qualified to take and be careful of prerequisites to move through the program in a timely manner.
- Be proactive! Learn about the scholarly programs within the department, the wide range of expertise our faculty has achieved and the many topics they have knowledge in. Begin to consider the topics you find interesting. Explore those topics you are interested in through class related papers and projects.
- Identify research area.
- Explore graduate courses and/or 300-400 level courses outside of the department that will compliment your studies and expand your expertise in an emphasis area such as: merchandising, design, socio-cultural aspects of dress, textiles, business, and/or art.
- **Select Committee Chair and complete the Selection of Committee Chair Form (Form A, See Appendix) before the end of the first semester of study.**
- Discuss proposed coursework and research with Committee Chair and identify courses to take in the second semester. This may include deficiency work necessary to prepare you for your research area.

#### Second Semester:

- In consultations with Committee Chair, develop research questions for thesis.

- In consultation with Committee Chair, select thesis advisory committee and ask members to serve.
- Schedule a committee meeting to discuss and approve Program of Study and discuss research/design area.
- Submit Program of Study to the Department Chair for approval and then Graduate Coordinator submit the form to the Graduate School for approval **no later than the end of the second semester of study**.
- Prepare a thesis or thesis project proposal (usually the first three chapters of a thesis or a thesis project) by working closely with your Committee Chair.

#### Third Semester:

- Defend thesis proposal at the beginning of the third semester of study.
- Conduct thesis or thesis project research

#### Fourth Semester:

- Complete scholarship component, courses, and any other requirements.
- File *Application for Degree* with the Graduate School.
- Schedule thesis or thesis project final examination.
- Conduct thesis or thesis project final examination.

## **KEY STEPS TOWARD COMPLETING YOUR THESIS SCHOLARSHIP**

Below we describe in fair detail the main steps toward completing your thesis or thesis project successfully.

### 1. Preliminary Topic Meeting

Students are strongly encouraged to meet with their Thesis Advisory Committee (TAC) *prior* to scheduling a formal proposal meeting. The purpose of the preliminary thesis meeting is to discuss informally what the student is planning to do in terms of:

- Theoretical conceptualizations and hypotheses as center point of review of literature
- Design of the study
- Data collection/potential analyses (or use of existing data sets) or project goals and processes

This meeting gives students an opportunity to ask committee members for advice and feedback about their proposed scholarship *before* the formal proposal meeting, while allowing committee members an opportunity to ask for clarification and voice any concerns about the proposed study.

### 2. Formal Proposal Defense

The proposal defense is scheduled when the proposal is in the *final* stage of development (i.e., the first three chapters have been fully developed). At this meeting, the student is expected to make a formal presentation of the proposal which is followed by discussion and suggestions from all who attend. Final approval of the thesis proposal, and recommendations for change, are the responsibility of the Thesis Advisory Committee. It may be the case that during that meeting, committee members request written revisions to the proposal prior to moving to the final stages of the thesis. This process is managed by the Committee Chair. The student should seek IRB Human Subjects approval after the proposal has been successfully defended. At this point, recommendations from committee faculty can be incorporated into the project. It is usually preferable, if approval is given by the committee, for a student to seek IRB Human Subjects

approval at this point in the process rather than wait until after the formal proposal meeting (see “Getting IRB Approval for Your Research”).

### 3. Final Defense (Final Examination)

A formal thesis *defense* is required and is seen as the “final examination” of the masters’ student. This meeting is open to the entire university community and students must announce this meeting to the department faculty and students **at least 14 days in advance** of the scheduled defense date. *The graduate school requires that the defense is scheduled at least two weeks prior to the actual defense date.* Additionally, *the graduate school requires signatures, from all committee members, before the final defense can be scheduled.* Signing this form indicates that committee members believe the student will be ready to defend his/her work at the scheduled defense.

Thus, committee members need to have seen, and read, a *complete* version of the thesis *before* they can sign off on the form for scheduling a defense date. To make this determination, committee members need at least two weeks to read the completed thesis and time must be built in to allow for revisions that are recommended or required by committee members for approval of the work. Therefore, a completed copy of the final thesis should be submitted to committee members a minimum of 5 weeks prior to the scheduled defense date. At the time the defense meeting is announced (at least two weeks before the defense date), a copy of the completed thesis must be made available in the main office of the department for review by all faculty and students. The final oral examination cannot proceed until all other requirements for the degree have been met.

At the final thesis defense, the student presents a seminar which summarizes the research and emphasizes the findings and conclusions of the study. This presentation usually lasts between 30-40 minutes and is followed by approximately 20-30 minutes of questions and/or discussion. The oral defense or examination will immediately follow the seminar. The oral defense is limited to committee members only.

The examination (i.e., defense) centers around the thesis/thesis project, but the student should be prepared to address related substantive and theoretical issues emerging from the thesis/thesis project.

At the conclusion of the examination, the committee may stipulate changes before certifying to the graduate school that the student has met the requirements for graduation (i.e., signing off on the thesis). The student is required to make the requested written changes and give copies to each committee member before the committee can sign off on the thesis. Once the committee has so certified, it is the responsibility of the student to prepare the required forms and comply with the Graduate School’s guidelines regarding submission of the final version of the thesis.

## SCHEDULING GRADUATE DEFENSE

1. Review the *Graduate School Policies and Procedures Manual* and the available online from the Graduate School <http://gradschool.wsu.edu/policies-procedures/>
2. Those students enrolling solely for the purpose of taking credits for his/her graduate defense **must** register for the minimum of **two** semester hours of 700/702 credits at WSU. Consult the *Graduate School Policies and Procedures Manual* for specifics. International students and students with assistantships have other expectations to meet so should consult with the International Programs office or the Department Chair. Prior to graduation, students must maintain enrollment each semester of the academic year (fall, spring) to maintain their graduate status. There is a timeline for completion of the degree that is relative to point of beginning and if student is domestic or international.
3. The *Application for Degree* must be on file in the Graduate School before the final oral examination may be scheduled.
4. **Draft Thesis:** Thesis track master's students must submit an electronic draft of their final thesis (formatted in as complete a form as it will be before formal defense) two weeks prior to the final thesis defense. Send the thesis draft to [gradschool@wsu.edu](mailto:gradschool@wsu.edu) in pdf format. In the email, provide your name, WSU student ID, and exam date. For submission guidelines and formatting requirements, see <https://gradschool.wsu.edu/documents/2014/12/dissertation-andthesis-submission-guidelines.pdf>.
5. Two weeks prior to the final thesis defense, the student should submit an announcement suitable for distribution to the AMDT faculty and CAHNRS faculty to [amdt@wsu.edu](mailto:amdt@wsu.edu).
6. The student should reserve an appropriate room for your seminar, defense, or project **well in advance**. If you wish to reserve a room in Johnson Annex, send a request to [amdt@wsu.edu](mailto:amdt@wsu.edu) and specify the time, date and any equipment you will need.
7. Complete the *Final Examination Scheduling* form available from the Graduate School. The Graduate School ordinarily requires **ten working days** in advance of the preferred day for the defense. Your committee and/or chair may require greater than 10 days. Your committee must have signed off that the scholarship is ready for defense prior to obtaining the Department Chair's signature. If any committee member will not be present and must attend from a distance, consult the Graduate School for those arrangements. The grad school website lists the specific dates for each semester; please consult the website to make sure you are meeting the grad school deadlines.
8. At least **ten working days** before your final defense, the student should submit an announcement of the seminar and a complete abstract suitable for distribution to the AMDT faculty, staff, and graduate students to [amdt@wsu.edu](mailto:amdt@wsu.edu). This will be distributed accordingly. The seminar announcement will also be distributed to CAHNRS.
9. At least **five working days** prior to the oral defense, supply a complete copy of the thesis written component for departmental review by giving a copy to the AMDT Office Staff.

10. The numbers of copies of thesis required are as follows:

Graduate School	<p>Doctoral and master's candidates must submit their theses/dissertations in digital PDF format. Policies and procedures have been established by WSU to receive master's theses in digital format via a networked server; master's theses remain at WSU.</p> <p>The doctoral dissertations are submitted directly to ProQuest Dissertation Publishing for publication in digital format. If the dissertation or thesis is in other than PDF digital format or if the dissertation or thesis contains other formats embedded in the PDF document, contact Jerry Becker (5-2012, beckerj@wsu.edu) in the Library Systems Office to discuss how to submit the digital copy.</p> <p>An electronic copy of the completed thesis must be submitted to the graduate school within <b>five working days</b> of the final exam per the guidelines provided in the following link: <a href="http://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf">http://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf</a></p>
Department	One copy, hardbound for placement in department archive with name, degree and year on front and spine.
Graduate Advisor and Committee Members	One copy, hardbound each.
Library	All theses are submitted to the WSU Libraries for inclusion and accessed through the Libraries' catalog. Submission information can be found on the Libraries website at <a href="http://www.dissertations.wsu.edu">www.dissertations.wsu.edu</a> . Deposit requires your WSU Network ID and password. Network ID information at: <a href="https://webutil.wsu.edu/apps/myNetworkProfileHelp/aboutUserIDs.aspx">https://webutil.wsu.edu/apps/myNetworkProfileHelp/aboutUserIDs.aspx</a> .
Graduate Committee	Provide all committee members with a final hardbound copy of your thesis.

## GETTING INSTITUTIONAL REVIEW BOARD APPROVAL

Federal and university regulations require that *all* research involving human participants conducted by WSU faculty and students be approved by the Institutional Review Board (IRB). The intent of the policy is to ensure that participants are treated in an ethical manner (NB: approval is *not* required when students are using existing data for which IRB approval has already been secured).

A project using human subjects must have Institutional Review Board (IRB) approval of the project's protocol. Prior to initiating any portion of the project, approval from the IRB *must* be received. Failure to comply with university review procedures may make it impossible for the Graduate School to accept theses or dissertations. Protocols should be reviewed by department level committees *prior* to being submitted to the IRB for review. (OGRD Memo # 4, 1997)

In order to help students complete their thesis requirements in a timely manner, the following sequence for IRB approval is presented:

### 1. Thesis Advisory Committee Approval

Prior to applying for IRB approval, students *must* have the approval of their Thesis Advisory Committees. Such approval is typically given at the conclusion of a committee meeting (the Formal Proposal Meeting). Students should be prepared to justify to their Thesis Advisory Committees their methodology or plan of work (i.e., proposed data collection, description of the sample, use of deception, potential risks to participants, and expected benefits to participants and society). Once the Thesis Advisory Committee has approved the student's plans, the

student can then complete the WSU Human Subjects Form for submission (with required documentation) to the Committee Chairperson (as sponsor) who then forwards the form to the Department Chairperson (final departmental approval).

## 2. IRB Approval

Once the student's Committee Chair and the Department Chairperson has approved the student's research protocol as described on the WSU Human Subjects Form, the student can then submit the application to the IRB. Students must determine *which* type of review is appropriate: exempt, expedited, or full board. Exempt and expedited reviews require approximately three weeks for approval. Full board reviews are held at monthly IRB meetings (except during summer months), *if* applications are received at least 10 working days prior to the scheduled meeting. If a full board review is required, students are strongly encouraged to attend the IRB meeting to answer any concerns IRB members may have about the proposed research. Once the student's research protocol is approved, the student is free to begin data collection.

## GRADUATE ASSISTANTSHIP AWARDS AND EXPECTATIONS

Graduate assistantships constitute nine-month, half-time or quarter-time employment commitments to highly qualified graduate students in good academic standing. They are awarded on a competitive basis to students who demonstrate excellent promise for academic and scholarly performance in their graduate program in AMDT. Graduate assistants are expected to work an average of 20 hours (half-time assistantship) or 10 hours (quarter-time assistantship) per week.

Students should budget accordingly. The length of time a student may hold an appointment is determined by availability of funds, student work performance, and rate of progress toward the degree.

1. M.S. students in AMDT are to be considered for TA appointments. A student who loses his/her appointment as a result of conditions specified in 6 below will not normally be considered for reappointment for the future.
2. All half-time or quarter-time assistantship appointments qualify for health insurance and generally qualify for waivers from most resident and non-resident tuition. Students are required to pay the remaining fees and deposits. To qualify for a waiver, the appointment must be for the full semester (August 16-December 31 or January 1-May 15), and the student must reside within the state of Washington. Any change to the duration of the appointment that causes it to be for a period less than a full semester normally will cause an immediate termination of tuition.
3. Graduate assistants are assigned to faculty based on the teaching need of the department, faculty need, and faculty-student interest.
4. Enrollment while on appointment must be at least 10 credit hours during the fall and spring semesters.
5. To provide incentives for graduate students to gain both more control in their dissertation/thesis topics and potentially higher remuneration, graduate students are encouraged to become involved with faculty in grant and contract proposal writing. Graduate students who assist in writing grant contract proposals, after joint consideration with the major professor, shall include their full salaries in the proposal budget. Such salaries may exceed normal graduate assistantship salaries. Participating students whose proposals are funded must document their involvement in the proposal writing through initiation of the proposal, developing a separate literature review, writing a separate paper on the topic, participating in the actual solicitation of funds with the granting institution, or other such actions that represent a substantive contribution to the proposal on the part of the student. The documentation must be verified by the major professor and project leader and submitted to the School Director when the proposal is submitted for funding. The Director determines at the time of
6. Assistantships may be terminated immediately for any of the following conditions: inadequate work or academic performance (as determined by the Department Chair in consultation with work supervisor or student's advisory committee, respectively), or inadequate progress toward the graduate degree for which the assistantship is awarded (as determined by the Department Chair in consultation with student's advisory committee). Scholastic eligibility for reappointment requires a (3.0) average in all coursework taken subsequent to admission to the Graduate School. In addition, graduate students may not carry an incomplete grade longer than one semester or summer session while on appointment. Students for whom English is a second language must take the International Teaching Assistant Exam in the International Programs (<https://ip.wsu.edu/learn-english/teaching-assistant-evaluations/>) and obtain the needed level of English proficiency during their first semester as a TA.

7. Students funded on assistantship are expected to complete all requirements for the graduate degree while enrolled as full-time students. Failure to do so may result in their being dropped from the graduate program.
8. All students with a teaching assistantship appointment must complete FERPA training at <https://www.ronet.wsu.edu/main/apps/ferpatest.asp> and Discrimination and Sexual Harassment Prevention Training at <http://hrs.wsu.edu/dshp>.
9. It is also expected that a student on half-time assistantship will not hold other employment during the term of the appointment.

Immediately upon entering the graduate program, non-resident domestic students must start the process of establishing Washington residency. Policies and procedures to establish residency and the documents needed to do so can be found at <http://www.gradsch.wsu.edu/FutureStudents/StudentLife/Residency.aspx>

## **ACADEMIC STANDARDS AND PERFORMANCE REVIEW**

The Graduate School requires that an annual review of progress and performance be conducted for each graduate student. This will normally be done in the second half of the spring semester. Evaluations will be requested from the student's committee chair and/or the faculty members for whom they have worked if on an assistantship. Each graduate student will be provided a copy of this review.

### ***General Standards***

Admission to the graduate program in AMDT allows students to continue graduate study and research only as long as they maintain satisfactory performance and progress toward completion of their graduate degree programs. To determine satisfactory performance or progress the following criteria shall be used:

1. Grades in graded coursework, which includes cumulative GPA and program GPA standards established by both the Graduate School (see Graduate Course Catalog (<http://www.gradsch.wsu.edu/Documents/PDF/PoliciesAndProceduresManual07-10.pdf>)) and by AMDT for specific courses or groups of courses.
2. Rate of completion of graded coursework eligible for listing on graduate programs.
3. Research capability, progress, and performance.
4. Other School academic requirements, including but not limited to timely scheduling and passing of written and preliminary examinations.

### ***Procedure for Disenrollment***

A determination of unsatisfactory performance or progress may be made upon review of all the factors indicated above and consideration of the student's progress relative to other comparable students (full-time/part-time, pre-MS/post-MS, deficiencies, etc.) in the program or relative to an individually negotiated schedule of progress. When the review of a student's performance or progress results in a determination that either or both have been unsatisfactory, the following provisions shall apply.

1. Graduate School procedures shall apply if the unsatisfactory performance is defined by a low cumulative or program GPA. Two "U" grades is also an indication of deficiency.
2. The School will forward a recommendation to the Graduate School that the student's enrollment be terminated if the unsatisfactory performance or progress is defined by deficiencies other than low GPA. The recommendation will be accompanied by a statement of the circumstances involved. (NOTE: Washington State University Graduate School procedure is to "warn" students by sending them a notice of enrollment termination. For any deficiency, a reinstatement requires the approval of the Graduate Program Policy Committee of the College.)
3. A student will be defined as deficient at that point in time when he or she has failed to meet the requirements of an academic standard, or when, given the student's course or other requirements, it is clear that a deadline cannot be met. (For example, a student who does not enroll in a course required to meet an examination date standard is deficient when the course is missed, not when the examination date occurs.)
4. Reinstatement normally will be recommended on the occasion of first deficiencies, provided that an individually negotiated program of performance and progress has been approved. An individually negotiated program defining satisfactory progress and performance may be possible in cases where the student enters with identified deficiencies or with problems of course scheduling or language difficulties. Such negotiated programs must be in writing and must be approved by the graduate program director and/or such other advisory committee(s) as may be designated. Students who negotiate such programs are required to meet all academic standards not specifically waived or modified by the negotiated program.

### ***Specific Academic Standards***

A student must have a 3.0 cumulative GPA (or higher) for all coursework on his/her program taken at Washington State University, and a 3.0 average or higher on all courses taken in any post-baccalaureate status at WSU. A student receiving an appointment as a TA must have a 3.25 cumulative GPA. (The first grade reported for a repeated course is not counted in this calculation). The student will not be permitted to graduate unless the overall GPA is 3.0 or higher. No coursework receiving a grade of B- or less may be dropped from a program for an advanced degree, nor can a course be repeated for a higher grade if the final grade is C or higher. Any course included in the advanced degree program in which a grade of C- or below is earned must be repeated for graded credit (not on a pass/fail basis).

An incomplete (I) grade can be given to a graduate student. An incomplete grade given in all courses numbered 500 and above and all courses numbered 499 or lower will revert to an F in one semester if the student does not complete the work required in the course. A student on assistantship appointment may not carry an incomplete grade longer than one semester or summer session.

A 3.0 cumulative GPA (or above) is required for continued regular enrollment in the Graduate School. A student who has completed only one semester of graduate study with a grade point average of 2.75 or above may appeal for continued enrollment under probation for a maximum of one semester upon the approval of the Department Chair. The enrollment of a student who fails to maintain the minimum GPA specified above will be terminated. A student who has completed one semester of graduate study with a grade point average below 2.75 may be reinstated upon favorable recommendation of the Department Chair and approval by the Associate Dean of the Graduate School.

A student who fails to establish and/or maintain at least a 3.0 cumulative GPA at the end of the first two semesters (or one semester and one summer session) of graduate study may be reinstated by the Associate Dean of the Graduate School only if the cumulative GPA is 2.75 or above and upon favorable recommendation of the Department Chair. The student will then have one additional semester or summer session to increase the cumulative GPA to 3.0. Failure to do so requires termination of the enrollment.

An academic load of 10 credits per semester is required for a full-time student in the fall or spring semester. Full-time students may enroll for up to 18 credits, at no additional cost, if the curriculum is appropriate for that student. Part-time graduate students register for an academic load of 2 to 9 credits in fall and spring semesters. Students on appointment as summer teaching, research, or staff assistants are expected to register for 3 credits during the summer sessions. The student is responsible for tuition and fees associated with credits taken in excess of this 3-hour total in the summer sessions.

Loads in excess of 18 hours in a regular semester, or 8 or 10 hours in six- and eight-week summer sessions, respectively, are considered overloads and must have the approval of the major professor and the concurrence of the Dean of the Graduate School. Students on appointment as teaching, research, or staff assistants or associates also must have approval of their supervisors in order to take an overload. Credit hours of enrollment in "Audit" status are not included in calculating the student's academic load.

All full-time thesis students must register for a minimum of 1 credit of AMDT 700 or AMDT 702 each semester, excluding summer, in accordance with university policy.

A minimum of 2 credits of AMDT 700 OR AMDT 702 must be taken in the semester of the final exam and/or thesis/thesis project completion, in accordance with the university policy.

A minimum 3.0 cumulative GPA is required for a graduate student to be considered in good academic standing. No graded courses of "B-" or below may be dropped from a program of study for an advanced degree nor can a course be repeated for a higher grade if the final grade is "C" or higher. Any course listed on the program of study for which a grade of "C-" or below is earned must be repeated for a letter grade, not on a Pass/Fail basis.

See the Graduate Program Policies and Procedures Manual (<http://gradschool.wsu.edu/chapter-six-c/>), for university policies on minimum GPA, probationary enrollment, termination of enrollment and reinstatement.

## ***Grades***

The grades assigned by the professor generally indicate how you are doing in the program. Regardless of how understanding and sympathetic a professor is, a B- or lower grade says you are not doing acceptable graduate-level work.

## **MISCELLANEOUS**

### ***Academic Honesty***

All members of the University community share responsibility for maintaining and promoting the principles of truth and academic honesty. Students assume an obligation to conduct themselves in a manner that is compatible with the University's function as an educational institution, which includes assuring academic honesty. Academic honesty requires that all assignments and

examinations are the work of the individual student unless permission is expressly given by the instructor to do otherwise.

Academic dishonesty includes cheating, plagiarism, and fabrication in the process of completing academic work or research. As commonly defined, plagiarism is knowingly representing the work of another as one's own, without proper acknowledgment of the source. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to, submitting as one's own work the work of a "ghost writer" or work obtained from a commercial writing service; quoting directly or paraphrasing closely from a source without giving proper credit; using figures, graphs, charts, or other such material without identifying the sources.

Plagiarism constitutes academic dishonesty and is a serious academic offense because the plagiarist destroys the fundamental trust that must exist among colleagues for education to take place or research to be safely communicated.

As an institution of higher education, Washington State University is committed to principles of truth and academic honesty. All members of the University community share the responsibility for maintaining and supporting these principles. When a student enrolls in WSU, the student assumes an obligation to pursue academic endeavors in a manner consistent with the standards of academic integrity adopted by the University. To maintain the academic integrity of the community, the University cannot tolerate acts of academic dishonesty, including any forms of cheating, plagiarism, or fabrication. WSU reserves the right and the power to discipline or to exclude students who engage in academic dishonesty. Student found responsible for academic integrity violations may receive an F on the particular assignment or exam, as well as an F for the course. Serious and/or repeated offenses may result in referral to the conduct board and expulsion from WSU.

Academic Integrity Statement and link to WSU's Policy

<http://www.academicintegrity.wsu.edu/>

[www.wsulibs.wsu.edu/plagiarism/main.html](http://www.wsulibs.wsu.edu/plagiarism/main.html)

Washington State University employees, regardless of position, rank, or professional relationship, may rightfully develop consensual relationships. Washington State University values an environment of inclusion, trust, and respect as beneficial for learning and working. However, Faculty or anyone in a supervisory role is prohibited from having supervisory responsibility over a student or subordinate with whom he or she is currently having a romantic and/or sexual relationship.

For more information: <http://public.wsu.edu/~forms/PDF/EPM/EP28.pdf>

### ***Exceptions to Policy***

Any request for an exception to policy for an individual student should be submitted in writing by, or through the major professor and the chair of the major department to the Associate Dean of the Graduate School. The associate dean may then act upon the request or refer it to the Graduate Studies Committee. Any decision by the Graduate School may be referred to the Graduate Studies Committee for review upon request of a school director or a thesis committee chair.

## GRIEVANCES

Many avenues are available to Washington State University graduate students to resolve differences that may arise during the pursuit of an advanced degree.

For issues related to academic progress and other complaints by current graduate students, the graduate student grievance process may involve several steps depending on the nature of the grievance. In general, the operational principal that should be followed is to maintain open communication at the most immediate point of access and to work upwards from there when appropriate.

This means that the student should work with their major professor or advisor to resolve matters if possible. The next level would be the director of the relevant graduate program. There are cases, of course, where this is difficult. In these cases, graduate and professional students should make an appointment with one of the Associate Deans of the Graduate School for further advice. An important role of the Graduate School is to serve as an impartial arbitrator in these matters and to provide advice to both students and faculty that will result in the student continuing in good academic standing.

## Other Expectations of AMDT Graduate Students

To help clarify some commonly asked questions regarding the expectations of graduate students and so they will have a quality experience, the AMDT faculty considered the following questions:

- What characteristics should graduate students have that differentiate them from undergraduate students?
- How should graduate-level courses differ from courses designed for undergraduates?

The graduate faculty in AMDT has listed the following qualities of graduate students and graduate courses in an attempt to answer these questions and provide guidance for students.

### **Graduate students are expected to:**

- a) exhibit a good work ethic, be self-directed and motivated.
- b) be adequately prepared for each class.
- c) participate actively in class discussion.
- d) be critical thinkers and evaluate their own work and potential.
- e) be aware of quality in presentation; work is revised and refined before submission.
- f) critique current concepts and generate their own interpretation.
- g) proceed from analysis to evaluation and on to synthesis in their understanding of concepts.
- h) be professional in interactions with students and faculty.

### **The graduate student experience will include:**

- a) emphasis on theory as it relates to application.
- b) exposure to leading-edge literature.
- c) opportunities to apply research concepts.
- d) end-products orientation (i.e. publishable material, teaching units, refereed presentations).
- e) participation in professional organizations.
- f) participation in the evaluation of courses.
- g) acquisition of advanced knowledge and skills.

### **Safety**

Safety is an important issue within the department. Any safety concerns should be brought to the attention of the Department Chair who will forward to the Safety Committee. The departmental facilities are subject to inspection at any time by the university's safety authorities and every attempt should be made to avoid potentially hazardous situations.

### ***Work and Vacation Time***

Students holding assistantship appointments do not earn annual leave. However, students are entitled to all designated university holidays that occur during the period of his/her appointments but are expected to work even when classes are not in session. Designated university holidays are listed <http://www.hrs.wsu.edu/general/holiday.pdf> and <http://www.hrs.wsu.edu/utis/showfile.asp?fileid=900>. Students who register for independent study, thesis research, and doctoral research (AMDT 600, 700,) should devote an average of three hours per week for each credit hour.

## FACILITIES AND SERVICES

### *Work Space*

Each graduate student enrolled full time will be assigned office space by the Principal Assistant. Your request for this space should be made in writing and submitted to [amdt@wsu.edu](mailto:amdt@wsu.edu). Students not enrolled full time will be assigned space if available.

Each graduate student desiring workspace for research should work with their Committee Chair in identifying suitable space. If this space is in a component of departmental space, then consultation with the Principal Assistant is necessary for the space to be allocated to the student. Each studio/laboratory is under the control of the AMDT department and any student using these spaces is subject to the rules and regulations applying to it. Cleanup of work areas and proper care of equipment is the responsibility of the person using the work area and equipment.

Some equipment is purchased by the department and is available for general use but most instruments are purchased with grant funds by individual faculty members and are under the control of the purchaser. It is departmental policy to maximize the use of equipment since it is often not feasible to duplicate items. Equipment in your graduate Committee Chair studio/laboratory will be generally available to you but the use of any other equipment or facilities **must be with permission of the faculty member in charge**. Broken and/or non-functioning equipment **MUST** be reported immediately to the student's advisor and the person in charge of the particular instrument. If the problem is due to misuse, the student and/or advisor will be held responsible for repairs or replacement. No items or equipment may be taken from teaching laboratories without written permission from the laboratory supervisor.

### *Office Supplies/Equipment*

Office supplies kept in the departmental workroom are not to be used for any purpose except activities authorized by your Committee Chair or the course instructor whom the student is assisting. Please check with office personnel before taking items and please notify them if you take the last items.

LCD Projectors – LCD Projectors are available for loan to students. These must be checked out from the Principal Assistant. Please note, these will be provided when available; it is recommended that you check availability in advance.

Camera – Departmental cameras are available for students to use if working on projects for AMDT faculty; these must be checked out from the Principal Assistant. Please note, these will be provided when available; it is recommended that you check availability in advance.

Copy Machine - Students making copies for classes as part of his/her teaching assistant's duties can obtain a special copy code from the course instructor or main office. If students are making personal copies, please fill out the appropriate form so your student account can be billed accordingly.

Fax Machine - The fax number is (509) 335-7299 and may be used to send/receive information. Long distance faxes require an authorization code; please see the AMDT staff for proper codes. Remember to alert any potential sender to clearly list your name as the recipient so the office staff can deliver it to your mailbox. Directions for using the fax are listed near the fax machine.

### *Keys*

All outside door keys and keys to specific rooms to which a particular student may require access can be obtained from the main office. The keys are stamped with a code and you will be responsible for

those particular keys. **Do not lend your keys to anyone.** You will be required to sign for the keys you receive and you **MUST** return them upon graduating or when you no longer need access to the room. The university reserves the right to impose sanctions if keys are not returned.

### ***Mailboxes***

All graduate students have a mailbox located in the faculty conference room which is accessible by using the office keys assigned to you. Occasionally, the office staff may restrict access to the room due to reservation for other uses. It is against university policy to use the departmental address to receive personal mail.

### ***Resource Materials***

Theses written by past graduate students in the department are housed in the AMDT graduate office. These may be examined and/or checked out from the main office.

### ***Computer/Printing Lab***

Johnson Hall 70 is the computer and printing lab. Access to these spaces is through coded key pads on the doors which graduate students will be given. Printing is charged to the student's account.

### ***Conference Room***

The Conference Room (Johnson Annex C22) is available and can be used by graduate students, faculty, and staff as a lunch or coffee room or for special meetings. To reserve the room, please send an e-mail to [amdt@wsu.edu](mailto:amdt@wsu.edu) to check room availability and schedule. Please do not remove equipment from the room including chairs.

### ***Telephones and Internet Services***

While graduate offices have internet access, telephone service is not typically provided. There are telephones located on the first floor for local and emergency calls. Each graduate student office has one Ethernet hook up as well.

## **Student Organizations**

Graduate students are encouraged to seek graduate student membership in the AMDT Graduate Student Association and ***International Textiles and Apparel Association***. Students are encouraged to participate in these groups and are welcome to take leadership roles.

## **Graduation/Leaving Department**

1. To apply for graduation, complete the application for degree located at <http://gradschool.wsu.edu/graduation-application/> and pay the appropriate fees. Graduation ceremonies are in early May and December, therefore, your cap and gown should be ordered through the Bookie by the appropriate deadline.
2. Schedule an exit interview with the Department Chair.
3. All committee members and the AMDT department must be provided with a **hardbound** copy of your thesis. Please provide the departmental copy to office staff so it can be placed in the departmental library. Your name/title/degree should appear on the cover and your name/year should be on the spine.
4. Check with the AMDT department office staff to determine when you need to vacate your office space. New students may be scheduled to move into your space. Clean your desk and area prior to leaving.
5. Return ALL keys to office staff. Fees will be charged and/or the university may employ sanctions against the completion of your degree for keys not returned.
6. Return all checked-out or borrowed items (books, theses, equipment, etc.). Check with the AMDT office staff to see if there are any checkout cards for you.
7. Change your address with WSU for payroll, mail, and contact information and leave your forwarding address with the AMDT office staff so that mail can be forwarded to you. Please forward all your mail to a new address – forms available at the U.S. Post Office.

If you are on appointment or time-slip, please check with the Principal Assistant concerning your final paycheck.

APPENDIX A

AMDT GRADUATE FACULTY AND AREAS OF RESEARCH

NAME	TITLE	RESEARCH AREAS
Dr. Ting Chi	Professor and Department Chair	Sustainable Supply Chain Design and Management, Corporate Social Responsibility, International Trade/Global Sourcing, Product Lifecycle Analysis, Electronic/Mobile Commerce, Consumer Behavior.
Dr. Hang Liu	Assistant Professor	Textile Product Development, Nanofibers, Biomaterial, Sustainable Textile Materials, Testing and Structure-Property Analysis
Dr. Chanmi Hwang	Assistant Professor	Computer-Aided Design in Textiles and Apparel; Virtual Simulation: Product Design and Testing; Sustainable Apparel Design; Functional, Expressive, and Aesthetic Needs of Clothing for the Aging Population.
Dr. Jihyeong Son	Assistant Professor	Consumer Behavior, Consumer Social Interaction, Social Media Marketing, Omni-Channel Retailing, Retail Branding, Small Business, Visual Culture and Media.
Dr. Armine Ghalachyan	Assistant Professor	Sustainable Materials and Apparel, Apparel product development, Functional Apparel Design: Design for Human Well-being, Enhancement and Empowerment.
Dr. Xingqiu Lou	Teaching Assistant Professor	New product development, emerging textiles and apparel technologies, mass customization, sustainability, statistical analysis, product lifecycle management.

## Appendix B

## FACULTY AND STAFF DIRECTORY

<http://amdt.wsu.edu/faculty/index.htm>

<b>FACULTY</b>	<b>TITLE</b>	<b>PHONE</b>	<b>OFFICE</b>	<b>EMAIL</b>
Dr. Chi, Ting	Professor and Department Chair	335-8536	Johnson Annex C23	<a href="mailto:tchi@wsu.edu">tchi@wsu.edu</a>
Dr. Armine Ghalachyan	Assistant Professor	335-7827	Johnson Annex C17	<a href="mailto:armine.ghalachyan@wsu.edu">armine.ghalachyan@wsu.edu</a>
Dr. Liu, Hang	Assistant Professor	335-8851	Johnson Annex C21	<a href="mailto:hangliu@wsu.edu">hangliu@wsu.edu</a>
Dr. Chanmi Hwang	Assistant Professor	335-7453	Johnson Annex C15	<a href="mailto:chanmi.hwang@wsu.edu">chanmi.hwang@wsu.edu</a>
Dr. Son, Jihyeong	Assistant Professor	335-1651	Johnson Annex C29	<a href="mailto:jihyeong.son@wsu.edu">jihyeong.son@wsu.edu</a>
Dr. Lou, Xingqiu	Teaching Assistant Professor	335-7890	Johnson Annex C27	<a href="mailto:Xingqiu.lou@wsu.edu">Xingqiu.lou@wsu.edu</a>
Manal Shaheen	Lecturer		Johnson annex C25	<a href="mailto:manal.shaheen@wsu.edu">manal.shaheen@wsu.edu</a>
<b>STAFF</b>	<b>TITLE</b>	<b>PHONE</b>	<b>OFFICE</b>	<b>E-MAIL</b>
Anastasia Blaisdell	Clerical Assistant III	335-7949	Johnson Annex C30B	<a href="mailto:ablaisdell@wsu.edu">ablaisdell@wsu.edu</a>
Shanna Hiscock	Academic and Intern Coordinator	335-3823	Johnson Annex C13	<a href="mailto:s.pumphrey@wsu.edu">s.pumphrey@wsu.edu</a>

## Appendix C

# LINKS TO IMPORTANT RESOURCES

Graduate School Web Site	<a href="http://www.gradschool.wsu.edu/">http://www.gradschool.wsu.edu/</a>
Graduate School Forms	<a href="http://www.gradschool.wsu.edu/Forms/">http://www.gradschool.wsu.edu/Forms/</a>
Graduate School Policies and Procedures	<a href="http://gradschool.wsu.edu/159-2/">http://gradschool.wsu.edu/159-2/</a>
General University Assistantship Information	<a href="http://gradschool.wsu.edu/assistantships/">http://gradschool.wsu.edu/assistantships/</a>
AMDT Departmental Contact Information	<a href="http://amdt.wsu.edu/">http://amdt.wsu.edu/</a>
AMDT Graduate Program	<a href="http://amdt.wsu.edu/graduate/">http://amdt.wsu.edu/graduate/</a>
New Student Information	
Residency requirements	<a href="http://www.gradschool.wsu.edu/FutureStudents/StudentLife/Residency.aspx">http://www.gradschool.wsu.edu/FutureStudents/StudentLife/Residency.aspx</a>
Campus map	<a href="http://map.wsu.edu/central/">http://map.wsu.edu/central/</a>
International Student Information	<a href="https://gradschool.wsu.edu/international-requirements/">https://gradschool.wsu.edu/international-requirements/</a>
Campus Resources	
Libraries	<a href="http://www.wsulibs.wsu.edu/">http://www.wsulibs.wsu.edu/</a>
Parking	<a href="http://www.parking.wsu.edu/">http://www.parking.wsu.edu/</a>
Student Recreation Center	<a href="http://urecfacilities.wsu.edu/">http://urecfacilities.wsu.edu/</a>
Compton Union Building	<a href="http://cub.wsu.edu/">http://cub.wsu.edu/</a>
Counseling Services	<a href="http://counsel.wsu.edu/Default.asp">http://counsel.wsu.edu/Default.asp</a>

## KEY GRADUATE SCHOOL/DEPARTMENTAL FORMS

- Selection of a Committee Chair Form (Form A)
- Timeline for AMDT Graduate Students Form (Form B)
- Thesis Evaluation Form
- Evaluation of Assistantships Forms
- Program of Study Form

Selection of Committee Chair Form

Student Name \_\_\_\_\_

Date entered program: \_\_\_\_\_

Expected date of graduation: \_\_\_\_\_

Information regarding proposed research:

Proposed Thesis Title:

Description of proposed research:

M.S. Committee Chair: \_\_\_\_\_

\_\_\_\_\_ has asked me to serve as chair of their thesis committee  
(Student's name)  
focusing on the above topic. I have agreed to serve in this capacity.

\_\_\_\_\_  
Faculty Signature/Date

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Department Chair Signature/Date

*Students – this form should be completed and submitted to the AMDT departmental office by the end of your first semester in the program.*

(Form A)

## Timeline for AMDT Graduate Students Form

Student Name \_\_\_\_\_

TASK	DEADLINE			DATE COMPLETED
		AMDT	Graduate School	
Student picks major advisor (*)	As soon as possible and no later than by the end of first semester	√	√	
Student files a Selection of Committee Chair Form (Form A)				
With Committee Chair, Student picks committee members	No later than by second semester	√		
Student files Program of Study Form depending on Committee Chair		√	√	
Submit final proposal draft to committee	Determined by Committee Chair allow several weeks to review.	√		
Student defends thesis proposal	No later than end of third semester	√		
Student prepares and submits IRB if needed	Must be approved prior to data collection	√	√	
Submit final draft of thesis to committee members	No later than 2 weeks before scheduled defense date.	√	√	
Submit application for graduation	No later than 2 months before graduation	√	√	
Submit exam date to Graduate School	The defense is scheduled at least two weeks prior to the actual defense date		√	
Submit thesis to the graduate school after committee's approval of draft.  Master's students must submit an electronic draft of their final thesis. Send your thesis draft to <a href="mailto:gradschool@wsu.edu">gradschool@wsu.edu</a> in pdf format. In the email, provide your name, WSU student ID, and exam date.		√	√	
Student Conducts defense	No later than 1 month before graduation	√		
Submit final thesis  Final theses must be submitted within 5 working days of a successful defense. Submission includes uploading a copy to the library at <a href="http://dissertations.wsu.edu">dissertations.wsu.edu</a> and delivering the properly formatted title page (on a 100% cotton paper), signature page (signed in black ink), and abstract to the Graduate School, by	Within 5 working days of a successful defense		√	

5:00 p.m. on the 5th workday following your successful defense.				
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(\*) Timeline differs with various faculty: Students are encouraged to ask as soon as they get admitted to the AMDT graduate program.

(\*\*) Check the graduate school for updated forms and deadlines

(Form B)

## Thesis Evaluation Form

Apparel, Merchandising, Design and Textiles Evaluation: THESIS OR THESIS PROJECT

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Thesis/Thesis Project : \_\_\_\_\_

	<i>Poor</i>	<i>Competent</i>	<i>Excellent</i>		
1. Generates a viable question within the field of study.					
2. Reviews the literature in a way that demonstrates comprehensive knowledge of previous and current research in the field of study.					
3. Uses research design or plan of work that has a strong theoretical foundation.					
4. Analyzes/interprets research data or manages inputs to design process in manner that leads to effective outcome in either thesis or project formats.					
5. Demonstrates what has been accomplished and how it makes a contribution to the field of study within the conclusions and implications components.					
*6. Demonstrates qualities of independent, self-motivated research with the ability to recognize problems in the field of study and formulate solution to the problems.					

*\*If unable to evaluate, please write NA (Not Able to Evaluate)*

Comments:

**Apparel, Merchandising Design and Textiles  
Graduate Assistantship Teaching/Research Evaluation**

\_\_\_\_\_ (term)

Faculty Supervisor's Name: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Student's Responsibilities: \_\_\_\_\_ TA \_\_\_\_\_ RA

1. How long has this student been working for you and in what capacity? How many hours per week are they assigned to work for you? (e.g., 20 hrs, 10 hrs, etc)

2. Please provide any other comments you may have in addition to the completion of following evaluation form.

This evaluation has been discussed with me and I am aware that I may respond to this assessment in writing.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Faculty Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Due to the office no later than \_\_\_\_\_.

## Evaluation of the Graduate Research Assistant Performance

(Please check the appropriate category)

	Unsatisfactory	Needs Improvement	Acceptable	Satisfactory	Outstanding	N/A
Professional behavior						
- is dependable						
- is punctual						
- is in attendance when required						
- exhibits ethical behavior						
- exhibits professional attitude						
- honors time commitment to appointment						
Accomplishment of assigned tasks						
Ability to work independently to accomplish assigned tasks						
Seeks actively to improve skills and knowledge and to incorporate them into work						
Reliability in accomplishing assigned tasks						
Produces adequate quantity of work within time allotted to assistantship assignments						
Accepts suggestions and constructive criticism						
Communication and personal skills						
Overall RA performance						

## Evaluation of the Graduate Teaching Assistant Performance

(Please check the appropriate category)

	Unsatisfactory	Needs Improvement	Acceptable	Satisfactory	Outstanding	N/A
Professional behavior						
- is dependable						
- is punctual						
- is in attendance when required						
- exhibits ethical behavior						
- exhibits professional attitude						
- honors time commitment to appointment						
Technical knowledge of the course material						
Performance during office hours and review sessions						
Ability to communicate student concerns to the instructor						
Ability to grade homework and exam problems accurately and in a timely manner						
Availability to students						
Planning and supervising of laboratory experiments (for TAs in laboratory courses)						
Communication and personal skills when interacting with students						
Overall TA performance						

# PROGRAM OF STUDY INSTRUCTIONS AND FORM

Actual form located at <https://gradschool.wsu.edu/documents/2016/08/program-study-request.pdf>