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**Graduate Handbook, Consumer Sciences**

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## **Section I Introduction to the Consumer Sciences Graduate Program**

### **Introduction**

This Handbook for graduate students and faculty in the Consumer Sciences Graduate Program has been prepared:

- To supplement statements of policies and procedures related to graduate programs in the Graduate School Handbook published by the Graduate School,
- To set forth program policies, rules and procedures; and

The format of this Handbook is patterned after the Graduate School Handbook. Specific Graduate School policies, rules or statements in the Graduate School Handbook are not repeated in this handbook, but cross-referencing is provided to assist in locating essential information. Graduate students and graduate faculty members need to become thoroughly familiar with both publications

The Graduate School Handbook is available to graduate students and faculty at the Graduate School (250 University Hall) and online through the Graduate School website <http://www.gradsch.ohio-state.edu/>

The Consumer Sciences Graduate Handbook is available on the Department of Human Sciences website <http://ehe.osu.edu/human-sciences/graduate/>

Forms associated with policies and procedures of the graduate program in Consumer Sciences are included in the handbook (Appendix 1).

### **Mission of the Consumer Sciences Graduate Program**

The mission of the Consumer Sciences Graduate Program is to provide excellence in research and educational programming about the consumer/industry interface in the fields of Family Resource Management, Fashion and Retail Studies, and Hospitality Management.

### **Goals of Graduate Education**

The goals for graduate students in the Consumer Sciences Graduate Program are:

- To acquire skills for developing new knowledge, for carrying out cutting edge research, and for making significant contributions to our emerging discipline.
- To expand research knowledge and gain experience in developing, conducting, and evaluating research to improve consumer success in the market and consumer wellbeing.
- To function effectively in the profession and make a contribution to consumer wellbeing.

### **Objectives for Graduate Education**

Master's degree candidates will demonstrate:

- Knowledge of fundamental concepts and research methods in the defined area of study.
- Capacity to pursue independent, original research.
- Commitment to high standards for professional behavior and practice.

Doctoral degree candidates will demonstrate:

- Mastery of disciplinary knowledge and research methodology.
- Proficiency in conducting and disseminating impactful research.
- Commitment to the highest ethical standards for research and scholarly conduct as contributing members of their profession.

## **Section II Admission (OSUGSH II.1)**

### Application Deadlines (OSUGSH II.1)

Students are generally admitted to Consumer Sciences for Autumn Semester only. The deadline for receiving applications from domestic and international applicants is May 1st for Autumn Semester. Priority deadlines in order to be fully considered for all financial support inclusive of university fellowships, college and department fellowships and graduate associateships is November 30<sup>th</sup> for international applicants and January 5<sup>th</sup> for domestic applicants.

### Admission Credentials (OSUGSH II.2 & II.3)

All applicants must submit scores from the Graduate Record Exam (GRE) or Graduate Management Admission Test (GMAT) taken within the last five years.

### Specifying Conditions of Admission (OSUGSH II.4)

Applicants may be admitted on a conditional basis for one or more reasons listed in the Graduate School Handbook, Section II.4. Conditions and the time limit are specified on the notice of acceptance sent to applicants. In general, the time limit for satisfactory completion of conditions is within the first two semesters of the graduate program. Students can become eligible for admission on a regular status by successfully completing prerequisite courses for credit (graded A-D). Grades of B or better must be achieved on all prerequisite conditional courses.

### Conditional to Regular or Special (OSUGSH II.4)

Progress of students admitted with conditional status is monitored by the adviser. When conditions are met, the adviser notifies the Graduate Studies Chair who in turn informs the Graduate School. The Graduate School periodically sends a list of students with conditional status and the adviser shall communicate to the Graduate Studies Chair progress of the student on conditions.

### Spoken English Requirement

There are two English requirements that are relevant for applicants to graduate programs at Ohio State whose native language is not English. One English requirement is for admission to Ohio State, and one English requirement is for certification for classroom teaching.

English requirement for admission: (OSUGSH II.6)

Applicants to graduate programs at Ohio State whose native language is not English must meet minimum English proficiency requirements for admission to Ohio State. The English proficiency requirement for admission can be met by either achieving a minimum score on a standardized test OR receipt of a degree from an institution in an English speaking country. Information on the English proficiency for admission is described at [http://gradadmissions.osu.edu/TOEFL\\_requirement.html](http://gradadmissions.osu.edu/TOEFL_requirement.html)

English requirement for certification for classroom teaching: (OSUGSH II.7)

All international students enrolled in graduate programs in Consumer Sciences must meet the spoken English requirement for certification for classroom teaching within the first year of graduate study. To become "certified for teaching" (which is required before a TA can have any student contact) all international students must either (1) obtain a SPEAK score of 230 or higher or a TSE score of 60 or higher, or (2) complete required spoken English classes and pass the Mock Teaching Test. This work is coordinated through the ESL Program. Certification for classroom teaching is required in order to be eligible for associateship support in the Department of Human Sciences. Information on the Spoken English Requirement for certification for classroom teaching is described at <http://www.esl.ohio-state.edu/SEP/Index.html>

International students can take the SPEAK upon arrival and the Consumer Sciences Graduate Program asks international students to do this as soon as possible. The Department of Human Sciences will cover the cost of this test for students appointed as Graduate Associates in Consumer Sciences.

Transfer of Graduate Program (OSUGSH II.9)

Graduate students wishing to transfer from another graduate program into Consumer Sciences must present the same credentials as new applicants. The Request for Transfer of Graduate Program form is available from the Graduate School. The transferring student is responsible for submitting transcripts, the Statement of Purpose, vitae, and three letters of recommendation to the Graduate Studies Chair. The Graduate Studies Committee reviews the request and the Graduate Studies Chair returns a decision to the Graduate School. The Graduate School issues the appropriate notice to the applicant.

Assignment of adviser

A temporary adviser is assigned at the time of admission to advise the student during the first semester of enrollment. Students are encouraged to select an adviser during the first semester of enrollment. Master's students must have an adviser by the end Autumn semester (or the first semester of enrollment). Doctoral students must have an adviser by the end of Spring Semester (or the second semester of enrollment). New graduate students should make appointments with selected faculty members and explore potential research topics. The student and faculty member come to a mutual agreement with respect to the adviser-student relationship.

The Graduate Studies Chair is notified in writing of the adviser selection with signatures of both the student and the adviser. Graduate Faculty members with Category M or P status may advise Master's students. The official doctoral adviser must be a Graduate Faculty member with Category P status.

Role of Adviser

The master's or doctoral adviser provides counsel and advice to the graduate student in planning the program of study, preparation for the examination stages, selection and execution

of the master's thesis or doctoral dissertation research, and other student requests requiring assistance. The master's adviser chairs the master's examination committee. The doctoral adviser chairs the Advisory Committee and the Dissertation Committee. Appendix 9 contains additional guidelines for the role of the adviser and the graduate student.

#### Change of Adviser

Students may change advisers at any time during their program should it appear that another faculty member would better meet their needs. The adviser may also recommend such a change. A change does not reflect adversely on either student or adviser. The Graduate Studies Chair is notified of any change of adviser in writing with signatures of the student, previous adviser and new adviser.

### **Section III Registration and Scheduling (OSUGSH III)**

#### Former Students (OSUGSH III.2)

A student who has completed a master's degree within Consumer Sciences and wants to pursue a doctoral degree, or has had registration in his/her graduate program interrupted for one year or more, must obtain permission to re-enroll from the Graduate Studies Committee. The Application for Re-Enrollment (Form M-4) must be completed and submitted to the Graduate Studies Chair for review and approval by the Graduate Studies Committee. Approval must be received before the student can register for classes. Additional documentation may be required by the Graduate Studies Committee for the re-enrollment application.

### **Section IV Course Credit, Marks, and Point-Hour Ratio (OSUGSH IV)**

#### Credit by Examination (OSUGSH IV.2)

Students wishing to earn graduate or nongraduate credit on the basis of examination taken after admission to the Graduate School (EM credit) must achieve a minimum grade of B or 85% on each examination.

#### Transfer Credit (OSUGSH IV.2)

Requests for transfer of graduate credit earned at another university must be approved by the student's adviser and submitted to the Graduate Studies Chair for approval. Syllabi or course descriptions may be needed in order to determine the content of courses to be transferred. For transfer credit to be counted toward a master's degree, the courses must have been completed within the last five years at the time of consideration.

#### Fresh Start (OSUGSH IV.3)

The petition for Fresh Start must be accompanied by a completed Application for Re-enrollment (Form M-4) and submitted to the Graduate Studies Chair.

## **Section V Academic and Professional Standards (OSUGSH V)**

### Reasonable Progress (OSUGSH V.4)

Reasonable progress relates to a student's academic performance and to the completion of graduate program requirements in a timely manner. Students with a CPHR lower than 3.0 are not considered to be making reasonable progress. These situations are evaluated on a case-by-case basis. Individuals not showing a reasonable rate of improvement in their CPHR may be denied further registration in the graduate program.

### Annual Review of Satisfactory Progress for New and Continuing Graduate Students

To facilitate a review during each year of study, each graduate student should submit a progress form (see next page) and an updated C.V. to the Chair of the Consumer Sciences Graduate Study Committee. Graduate students will be evaluated for satisfactory progress in the program. The purpose of the annual review is to assess the student's progress toward completion of the degree requirements. The Graduate Studies Committee will conduct the review and assign one of the following assessments:

- A. continue unconditionally in the program
- B. continue pending successful completion of specific requirements
- C. terminal master's (doctoral only)
- D. withdraw from the program.

The Graduate Studies Chair will provide written notification of the review outcome to the student, the adviser, and the department chair.

### Denial of Further Registration (OSUGSH V.5)

After a student has been denied further registration in his/her graduate program, decisions on petitions to re-register in the original graduate program will be made by the Graduate Studies Committee in consultation with the student's former adviser and/or department chair. A letter of recommendation from the former adviser/department chair must accompany the petition addressed to the Graduate Studies Chair.

### Dismissal from University (OSUGSH V.7)

Recommendation to the Graduate School concerning dismissal actions will be made by the Graduate Studies Chair in consultation with the adviser and the department chair.

## **Section VI Master's Degree Program (OSUGSH VI)**

### Program of Study (OSUGSH VI.1)

For either option (thesis or non-thesis), the program is planned by the graduate student and the adviser with input from the student's Master's Examination Committee. The student submits the program plan (Form M-1) signed by the adviser to the Graduate Studies Chair by May 1 of the first year. The approved program of study is filed in the student's academic file in the department office.

The adviser is responsible for ascertaining that the program is followed by the student. Substantive changes to the program of study must be approved by the Graduate Studies Chair, and filed in the student's academic file in the department office.

### Foreign Language Requirement (OSUGSH VI.1)

The Consumer Sciences Graduate Program has no foreign language requirement for master's degrees.

### Credit Hours and Residence Requirements (OSUGSH VI.1)

A minimum of 30 graduate credit hours (including thesis 7999) is required to earn a master's degree.

### Time Limit (OSUGSH VI.1)

Requirements for the master's degree must be completed within six calendar years.

### Master's Degree By-Pass

Permission to by-pass the master's degree is recommended on a case-by-case basis by the adviser and must be approved by the Graduate Studies Committee. The adviser and student file a formal request with the Graduate Studies Chair after the student has completed 16 graduate credit hours of graded course work (A-E) at The Ohio State University. The request must be accompanied by a program of study for the doctoral degree (Forms P1, P2) signed by all members of the Advisory Committee, and a letter of support from the adviser outlining reasons that a master's by-pass would be in the best academic and professional interests of the student. The Graduate Studies Chair circulates these materials to Graduate Studies Committee for review and approval. By-pass students may receive a master's degree after passing the candidacy exam (OSUGSH VI.1)

### Thesis and Non-Thesis/Options (OSUGSH VI.1)

A decision on the appropriate program option -- thesis or non-thesis -- should be made by the student considering his/her academic and professional goals in consultation with the adviser. With careful planning, either program option can be completed in four semesters of full-time graduate credit enrollment (8 hours per semester), but five or more semesters are usual.

The program of study for the thesis option is designed to build research understanding that culminates in a master's thesis. The program of study for the non-thesis option is designed to build a systematic approach to a problem that culminates in an independent study project. The non-thesis option places emphasis on course work, whereas the thesis option places greater emphasis on the development and performance of research skills culminating in a thesis.

### Master's Program Requirements

Specific program requirements for the Master's program are described in Appendix 2. All



master's degree students are required to attend the Consumer Sciences seminar series and to earn one seminar credit.

#### Master's Examination Committee (OSUGSH VI.2)

Both thesis and non-thesis master's degree students have a Master's Examination Committee. The adviser serves as chair of the Master's Examination Committee and, with the student, chooses other faculty members to serve on the committee. For the thesis option, the committee consists of at least three Graduate Faculty members, including the adviser. For the non-thesis option, the committee consists of at least two Graduate Faculty members, including the adviser.

#### Attendance (OSUGSH VI.2)

Other faculty members and graduate students may attend the examination.

### THESIS OPTION

#### Master's Examination (OSUGSH VI.4)

An oral final comprehensive examination is required of all candidates for the thesis option Master's degree. The Master's Examination is two hours in length and consists of questions related to the student's fundamental knowledge of the discipline and course of study and questions related to the research involved for the master's thesis. The student learns about the scope and conduct of the thesis option Master's Examination from the adviser.

#### Thesis Proposal

Each student pursuing the thesis option is responsible for developing a thesis proposal. The topic and proposal are to be approved by the Master's Examination Committee (Form M-2) before the student begins thesis research. If the approved thesis proposal calls for the use of surveys, experiments, etc. using human subjects, the student should contact the Office of Responsible Research Practice at the Research Foundation (<http://www.orrp.ohio-state.edu>) and follow all guidelines.

#### Thesis Draft (OSUGSH VI.4)

A thesis draft is submitted to each member of the Master's Examination Committee for review when it is in a form satisfactory to the adviser. The student must obtain approval of the thesis draft from the Master's Examination Committee members (Form M-3) and submit the form to the adviser prior to taking the Master's Examination.

#### Thesis Approval (OSUGSH VI.4)

The adviser must be provided all data or copies thereof, as well as complete computer syntax files (e.g., SAS files) prior to signing the thesis approval form. At least three days before the Graduate School submission, the student must submit the thesis file to the Consumer Sciences Graduate Studies Committee Chair for an originality check, following directions provided by the Chair.

#### Thesis Submission (OSUGSH VI.4)

The Graduate School requires that all theses be submitted in digital form. Detailed guidelines for preparing theses are provided at <http://www.gradsch.ohio-state.edu/Depo/PDF/GuidelinesMasterTheses.pdf>

In addition to the Graduate School requirement, the Consumer Sciences Program requires

that electronic files containing one complete copy of the thesis and a copy of the Human Subjects in Research Approval Form, if applicable, be submitted to the Graduate Studies Chair no later than one week before commencement. Customary practice includes providing the adviser and all committee members with copies of the final thesis either in hard copy or electronically.

## NON-THESIS OPTION

### Master's Examination (OSUGSH VI.2)

A written examination is required of all candidates for the non-thesis option Master's degree. The written examination is a minimum four-hour written portion and is designed to test the student's fundamental knowledge of the discipline including topics from courses completed by the student. At the discretion of the Master's Examination Committee, the examination may be inclusive of the Plan B project. The student is informed in advance of general topics to be included in the written examination through discussion with the adviser. The written examination is evaluated by the student's Master's Examination Committee. If performance on the written examination is not satisfactory, an oral examination is conducted approximately one to two weeks after evaluation of the written examination. This oral examination is one hour in length.

### Non-Thesis Project Proposal

The nature of the non-thesis project is to be determined by the student in consultation with the adviser and Master's Examination Committee. A proposal meeting is held to review and approve the project. The independent study approval form (Form M-2) is signed by the student, the Master's Examination Committee members including the adviser, and the supervising faculty member(s), if other than the Examination Committee. Approval of the independent study signifies that all members of the Examination Committee and the supervisor of the work agree to the student's intent. The signed approval form (Form M-2) is filed with the Graduate Studies Committee chair. The adviser, Master's Examination Committee and supervisor are responsible for evaluating the student's performance in the independent study. The plan for the independent study must include a statement of agreement between the supervisor and the student as to the disposition of the product of the study. In the case of instructional resources, bulletins, etc., agreement as to dissemination and/or availability must be reached and indicated on the form.

### Non-Thesis Project Draft

Once the independent study project is completed, it is submitted to the Master's Examination Committee for review and approval. The completed Form M-3 signed by all members of the Master's Examination Committee is submitted to the adviser no later than the ninth week of the semester in which the student expects to graduate.

### Non-Thesis Project Submission

Non-thesis projects are not catalogued, but are retained in the department library. Electronic copies of the project are to be submitted to the Graduate Studies Chair and to the adviser. Additional copies for the other committee member may be requested.

### Graduate Specialization Transcript Designation

For students entering the Consumer Sciences Graduate Program before 2014, transcript designations are available corresponding to each of the three graduate specializations in the Consumer Sciences Graduate Program:

- Master of Science in Consumer Sciences: Specialization in Family Resource Management
- Master of Science in Consumer Sciences: Specialization in Fashion and Retail Studies
- Master of Science in Consumer Sciences: Specialization in Hospitality Management

Graduate students who first enrolled in the Consumer Sciences Graduate Program before 2014 and who complete all requirements for the Master's Degree may request one transcript designation corresponding to the respective specialization within the graduate program. Form G3, Graduate Specialization Transcript Designation, must be completed by the graduate student, signed by the Graduate Studies Chair, and submitted to the Graduate School with the Application to Graduate.

#### Responsibility

The adviser is responsible for verifying that the student is in compliance with the filed program of study and approved changes before the student may submit an application for graduation.

## **Section VII Doctoral Degree Program (OSUGSH VII)**

### Program of Study (OSUGSH VII.1)

The doctoral program of study is planned by the graduate student and the adviser in consultation with the Advisory Committee.

The Advisory Committee is composed of the adviser and a minimum of three Graduate Faculty members with Category M or P status from the student's major and minor areas of concentration. The Advisory Committee should be formed by March 1 and is formally established through the signatures on Form P-1. The adviser serves as chair of the Advisory Committee and, with the student, chooses faculty members for the Advisory Committee based on the faculty member's knowledge of the subject matter and familiarity with the student's program. The adviser may stipulate that at least one member of the Advisory Committee be from outside the graduate program area. The membership of the doctoral Advisory Committee may change during the course of a student's doctoral program of study.

The doctoral program of study should be discussed and formalized by the student and the Advisory Committee no later May 1. The student submits one paper copy of the doctoral program of study (Form P-1) signed by all members of the Advisory Committee, and the formal request for program approval (Form P-2) to the Graduate Studies Chair. The approved program of study is filed in the student's academic file in the department office.

Substantive changes in the approved program must also be approved by the Advisory Committee. The student must submit one printed copy of the approved revised doctoral program of study (Form P-1) signed by all members of the Advisory Committee to the Graduate Studies Chair. The adviser is responsible for ascertaining that the program is followed by the student.

### Doctoral Program Requirements

The specific program requirements for the doctoral program are described in Appendix 3. Doctoral students are required to attend the Consumer Sciences seminar series and to earn two seminar credits beyond any credits earned in the Master's program.

### Candidacy Examination (OSUGSH VII.4)

The purpose of the comprehensive examination is to determine if the student has adequate knowledge to understand and evaluate critically the literature in the field, to conduct independent research, and to recognize and apply appropriate principles and practices in the interpretation and resolution of issues and problems. The Candidacy Examination commonly consists of a written examination over the major area and each supporting area, and an oral examination. The content of the examination and the specific examination procedures are determined by the Advisory Committee.

### Written Portion of the Candidacy Examination (OSUGH VII.5)

The written portion of the Candidacy Examination may be taken in several parts over a period of not more than two semesters. The written examination is administered by the Advisory Committee.

The major written examination is read and evaluated by the Advisory Committee before the oral portion of the Candidacy Examination. A written evaluation is submitted by each Advisory Committee member to the student's adviser (Form P-4). However, the entire written portion is judged as satisfactory or unsatisfactory by each Advisory Committee member. In addition,

results of any supporting area examinations are reported to the Advisory Committee. The student is appraised by the adviser of the evaluations of the written examinations before the oral portion of the Candidacy Examination.

#### Oral Portion of the Candidacy Examination (OSUGSH VII.6)

The oral examination is two hours and is administered by the student's Advisory Committee. The oral portion of the Candidacy Examination normally must be completed within one month of the written portion.

The student is informed of general topics that may be included in the oral portion of the exam from discussions of the written portion of the exam with the adviser. Before the oral exam the adviser should explain to the student the manner in which the oral portion will be conducted. Typically this includes an introduction of the persons present and a short introduction of the student and his/her background. This is followed by questions from all of the committee members, including the Graduate Faculty Representative.

#### Candidacy (OSUGSH VII.8)

Three-credit hour policy (Adopted by the Graduate School and implemented Autumn Semester 2008) -- All doctoral students who are post-candidacy will be considered full-time when registered for three credit hours. Consumer Sciences post-candidacy doctoral students who receive fee authorizations and who wish to register for more than three credits in any given semester must discuss the request with their adviser. If the adviser supports the student's enrollment for additional credit hours above the three credits, a written request signed by the student and the adviser must be submitted to the Graduate Studies Chair by the 5th week of the preceding semester. The request must articulate the rationale for the request. Approval from the Graduate Studies Committee is necessary in order to register for the additional credit hours. Self-funded graduate post-candidacy students may register for more than three credits without permission.

#### Supplemental Candidacy Examination (OSUGSH VII.8)

A student's original Advisory Committee will serve on the Supplemental Candidacy Examination Committee. If necessary, substitutes will be selected by the adviser and student from the same subject matter area(s) as were represented in the major and minor areas of the original Advisory Committee. The content of the examination, including the proportions in the major and minor areas of concentration in the program of study will be determined by the student's Advisory Committee.

The duration of the written portion of the Supplemental Examination shall be determined by the student's Advisory Committee with consideration given to the student's professional involvement and developmental activities in the interim between the Candidacy Examination and the application for the Supplemental Candidacy Examination. The oral portion of the supplemental candidacy examination is two hours in length.

#### Dissertation (OSUGSH VII.9)

An area of interest for dissertation research should be identified early in the student's doctoral coursework so that the program of study can be planned with the dissertation research in mind. The research should contribute knowledge to the field of study or discipline. If the dissertation research involves the use of surveys, experiments, etc. using human subjects, the student should contact the Office of Responsible Research Practice at the Research Foundation (<http://www.orrp.ohio-state.edu>) and follow all guidelines. Freedom of choice in regards to the

dissertation topic is constrained by the availability and willingness of a faculty member with appropriate expertise to serve as dissertation adviser.

#### Dissertation Committee (OSUGH VII.9)

The Dissertation Committee is composed of the adviser who must be a Category P Graduate Faculty member and at least two other authorized Graduate Faculty members. The composition of the Dissertation Committee may differ from that of the Advisory Committee depending on the subject matter of the dissertation, the needed expertise from consultants external to the graduate program area, and the availability of Graduate Faculty members. The Dissertation Committee is formally established by submitting a completed Form P-5. The Dissertation Committee advises the student in research investigation, is kept informed of the student's progress, approves the dissertation proposal/concept paper (Form P-6), and approves the dissertation draft.

#### Dissertation Proposal/Concept Paper

The adviser determines if a dissertation proposal or a concept paper will be used to formalize the research preparation process. Within two semesters after completion of the candidacy examination, the student should prepare the dissertation proposal/concept paper that outlines the direction of the research. Form P-6 is used to indicate approval of the proposal/concept paper and to document recommended changes for the research.

#### Final Oral Examination (OSUGSH VII.10)

The Final Oral Examination lasts approximately two hours. A presentation of the dissertation research by the student is allowable. At least one hour of the two-hour examination period, however, must be allotted to discussion of the research and to questions of and answers by the student. Because a final dissertation seminar is strongly recommended of all doctoral students, the dissertation research can be presented at a regular seminar or at a special seminar as arranged by the student and adviser.

#### Final Oral Examination Committee (OSUGSH VII.10)

The Final Oral Examination Committee consists of the Dissertation Committee and the Graduate Faculty Representative. The adviser informs the student in advance of the procedure for and possible emphasis of the Final Oral Examination.

#### Attendance (OSUGSH VII.10)

Other faculty members and graduate students may attend the final oral examination.

#### Result of the Final Oral Examination, Decision (OSUGSH VII.11)

Only the Final Oral Examination Committee members are to be present for discussion of the student's performance and the decision about the outcome. The signed Dissertation Draft Approval Form is delivered to the Graduate School by the graduate student.

#### Dissertation – Final Copy (OSUGSH VII.12)

The adviser must be provided all data or copies thereof, as well as complete computer syntax files (e.g., SAS files) prior to signing the final dissertation approval form. At least three days before the Graduate School submission, the student must submit the dissertation file to the Consumer Sciences Graduate Studies Committee Chair for an originality check, following directions provided by the Chair.

#### Electronic Submission (OSUGSH VII.12)

The Graduate School requires that all doctoral dissertations be submitted in digital form.

Detailed guidelines for preparing dissertations are provided at <http://www.gradsch.ohio-state.edu/Depo/PDF/GuidelinesSubmissionandAccess.pdf>. The petition to delay electronic distribution of the dissertation is provided at <http://www.gradsch.ohio-state.edu/Depo/PDF/DissertationDelayForm.pdf>

In addition to the Graduate School requirement, the Consumer Sciences Program requires that electronic files containing one complete copy of the dissertation and a copy of the Human Subjects in Research Approval Form, if applicable, be submitted to the Graduate Administrative Assistant no later than one week before commencement. Customary practice includes providing the adviser and all committee members with copies of the final dissertation, either in hard copy or electronically.

#### Publication Based on Research

Throughout the process of research and writing the dissertation, the student and adviser should be planning the manuscripts that will be written. Ideally a draft of an article for publication should be completed prior to submission of the dissertation. Publication within one year after completion of the dissertation is typical. If the student delays longer, the adviser may seek an agreement to publish the material instead. Articles submitted for publication are co-authored by the student and adviser with the order of authorship agreed on early in the preparation process.

## **Section VIII Special Graduate Programs (OSUGSH VIII)**

### **Combined Bachelor's and Master's Degree Programs, College of Education and Human Ecology**

#### Admission Criteria (OSUGSH VIII.1)

Students applying for the combined bachelor's and master's degree program must meet all the requirements for admission to the graduate program. Combined degree applicants are also required to submit a program of study which has been approved by the graduate adviser and the Advisory Committee (Form M-1).

#### Admission Procedures (OSUGSH VIII.1)

The student follows the Graduate School admission instructions <http://gradadmissions.osu.edu/> and submits all materials requested by the Admissions Office and by the respective graduate program. The student secures a combined degree packet from the Undergraduate Student Services Office which includes the M.S. degree program plan form, two copies of the combined bachelor's and master's degree program plan form, and the Combined Graduate School/Undergraduate College Program approval form.

The student completes the combined bachelor's and master's degree program plan, working with the faculty member who has agreed to advise his/her master's degree program and indicates which courses will count as undergraduate and which as graduate credit. The Assistant Dean, Undergraduate Programs and Services, verifies the student's CPHR and hours completed by signing the completed combined degree program plan. The student also completes the M.S. degree program plan (Form M-1) and seeks approval from his/her adviser.

The program evaluates the completed application. The Graduate Admission Office notifies the program, the student and the Graduate School when the admission is approved. Once a student has been notified of admission approval, the student submits the combined degree approval form, signed by the Graduate Studies Chair, to the Graduate School.

#### Credit

Combined degree students must complete a minimum of 90 hours of undergraduate and 30 hours of graduate study. Programs may include additional credit hours in order to meet program requirements. PA/NP (Pass/Non-Pass) shall not be used for courses taken for graduate credit. The grade of S for S/U (Satisfactory/Unsatisfactory) will indicate A or B levels of performance in completion of graduate level course work.

#### Registration Procedures Once Admitted to Graduate School

Once a student has been admitted to the Graduate School, all registration procedures are handled by the Graduate School and graduate level fees will be charged. If the student still needs to register for undergraduate credit (U), a Course Enrollment Permission form must be filed with the Graduate School for each undergraduate course. These forms should be submitted at the same time that a student registers for the next semester.

#### Cumulative Point Hour Ratio

Students enrolled in combined programs have two cumulative point-hour ratios, one including all credit counted toward the graduate degree and one including all credit counted toward the professional or undergraduate degree.

#### Academic Standards

To be in good standing in the Graduate School, a student must maintain a graduate CPHR of



3.0 or better in all graduate credit courses and must maintain reasonable progress toward graduate program requirements. A student must comply with all requirements of the Graduate School, the College of Education and Human Ecology, and the program which administers the program of study. Selection of Plan A (Thesis) or Plan B (Individual Investigation) will determine examination requirements and credit hour minimum.

#### Withdrawal (OSUGSH VIII.1)

Students unable to fulfill the requirements or electing to withdraw from the combined program will be granted the degree of Bachelor of Science upon completion of the selected program requirements, provided the distribution of credits among university, college, and major requirements parallel a College of Education and Human Ecology program leading to that degree.

Upon withdrawal, the earned graduate credit may be retained as graduate credit in the Graduate School or transferred to the undergraduate degree, upon approval by the college. The student writes a letter of petition to withdraw to the adviser. The adviser and student determine which graduate courses taken in the graduate program will count toward the bachelor's degree and which will be reserved in case the student wishes to re-enroll in the Graduate School at a later time (maximum of 15 credit hours may be reserved). A copy of the student's petition is sent to the graduate studies committee chair with a memo from the adviser listing the courses to be counted toward the bachelor's degree and those to be reserved for graduate credit. The graduate studies committee chair writes a letter to the Graduate School explaining what is being done, listing disposition of graduate course credits accumulated, and semester to be effective. An Intra-University Transfer form is submitted to change the enrollment unit from Graduate School to Education & Human Ecology, Undergraduate.

#### Degrees

Both degrees (B.S. and M.S.) are granted in the same semester. If the student elects to obtain the B.S. degree in a separate semester, he/she is no longer in the combined program.

#### Graduate Associates

Combined degree students are eligible for graduate associateships consistent with Graduate School and departmental guidelines.

#### Financial Assistance

Financial assistance available to undergraduate students is also available to combined bachelor's and master's degree students.

## **Section IX Graduate Associates (OSUGSH IX)**

### **Guidelines for Graduate Associates, Department of Human Sciences**

The primary document providing rules and information related to graduate associate (GA) appointments at The Ohio State University is The Ohio State University Graduate School Handbook (Section IX). Each graduate student is responsible for obtaining the Graduate School Handbook and becoming familiar with the content. The following guidelines provide rules and information related to graduate associate (GA) appointments in the Department of Human Sciences, College of Education and Human Ecology, The Ohio State University.

#### Criteria and Procedures for Selecting GAs

The Department Chair is responsible for appointing graduate teaching associates (GTA), graduate research associates (GRA), and graduate administrative associates (GAA) within the department, and may consult with departmental faculty as needed.

The following criteria are generally considered in assessing applicants for associateship appointments: (1) performance in all previous undergraduate and graduate course work; (2) letters of recommendation from the adviser and other persons in positions to assess academic and professional potential; (3) experience in research (including publications), teaching and/or extension and non-University employment; (4) professional interests; (5) specific research and teaching program personnel needs; (6) length of availability for service; (7) evaluation of previous associateship performance; and (8) competence in oral communication.

A student may not hold a regular University administered fellowship and a graduate associateship simultaneously. Both fellows and associates may be eligible for departmental awards.

#### Criteria and Procedures for Reappointing GAs

Graduate associates will be considered for reappointment and students enrolled in the graduate program in the Department of Human Sciences will be considered for associateships based on (1) satisfactory work performance and academic record (must not be on academic probation in the Graduate School when the appointment becomes effective), and (2) availability of funds. Where funds are the constraint, graduate associates with degree programs in progress will receive priority consideration over new applicants. Reappointment as a graduate associate is dependent upon a student making satisfactory progress both academically (defined in the Graduate Handbook) and in the performance of previous associateship work (based on evaluation procedure described below).

#### Period of Appointment

Generally, in the College of Education and Human Ecology, graduate associate appointments are for two consecutive semesters beginning with Autumn Semester and with a fee authorization for the third (Summer Semester). All continuing appointments are predicated on satisfactory academic and work performance.

The typical maximum length of appointment is two regular 9-month appointments for Master's students, three regular 9-month appointments for Ph.D. students, and a maximum of four regular 9-month appointments for students who complete both the Master's and Ph.D. degree. These maximums apply to all appointments for which the Human Sciences Department has taken initiative to secure funding, including university fellowships, college fellowships, college associateships, department fellowships, and department associateships, including research associateships funded by OARDC or extramural funds. These maximums do not apply to

College Dissertation Fellowships, University Presidential Fellowships, Alumni Grants for Graduate Research and Scholarship, or externally funded dissertation fellowships.

#### Availability of Summer Semester Appointments

A limited number of summer semester graduate associate appointments in the department may be available.

#### Stipend Levels

Each year the College of Education and Human Ecology establishes stipend levels within the policies established by the University. GAs receive a monthly stipend plus fee authorization. The monthly paycheck is available on the last working day of the month.

#### Dates for Notifying Students of Appointments and For Receiving Acceptances or Refusals

Offers of regular GA appointments are for two or three semesters within a fiscal year or fraction thereof and are made during the Spring Semester or as soon thereafter as possible. The letter offering the appointment specifies the terms of the appointment including title, department, stipend, percent time, frequency of payment, effective date of the appointment, and period within the fiscal year for which the appointment is applicable. The student is to sign the letter of offer indicating acceptance of the appointment and the terms thereof before the appointment procedure can be completed. The student retains a copy of the letter and returns the original to the Department Chair.

#### Statement of Duties and Responsibilities

A graduate associate is a graduate student currently enrolled full-time (8 hours or more of graduate credit, or 3 hours if a PhD candidate) in the Graduate School who also holds an appointment calling for the performance of such responsibilities as research, research assistance, classroom instruction, student advising, and other scholarly or administrative duties. A student's appointment as a GA should serve both educational and financial needs as well as the department's research and teaching objectives.

The GA should consider himself/herself, and be considered by the faculty, as an integral part of the department. A GA is a member of the departmental team even though the membership is temporary in nature. The department considers associates, their education, and their professional output as essential ingredients in the determination of the department's progress. The faculty and GAs need to engage in frequent informal interaction as a means of professional development. This interaction includes regular meetings to discuss the progress, concerns, or any other matter related to carrying out the GA assignment

Generally, on a 50 percent appointment, an average of 20 hours of service per week is required of graduate associates. Where possible, a reasonable amount of flexibility in work schedules throughout a semester may be agreed upon by the faculty member and the graduate associate(s) concerned.

In some instances, a 25% associateship is awarded, and an average of 10 hours of service per week is required.

#### Space and Facilities

The department makes every effort to provide each graduate associate with desk space, access to a phone, and access to computers.

### Time Off

Graduate associates are entitled to time off for all University approved holidays specified in the current University calendar. Absence of a GA due to illness is considered on an individual basis.

### Criteria and Procedures for Evaluating and Reporting GA Performance

In order to facilitate progress toward a graduate associate's academic and professional goals and to enable the graduate associate to become an increasingly effective member of the academic community, the supervising faculty member and the graduate associate should engage in systematic evaluation of the graduate associate's performance. Frequent informal interaction between the faculty member and the graduate associate is encouraged as a highly effective means of professional development and performance appraisal. Faculty supervisors conduct formal reviews with graduate associates on a semester basis, including a review of the graduate associate's performance and achievements, as well as concerns, plans and goals for the future. The reviews should be conducted in the spirit of improving performance and professional competence. A copy of the assessment form (Form G4) used for this formative evaluation is included in Appendix 1.

Formal review of all graduate associates is conducted annually during Spring Semester by the Graduate Studies Committees. Completed reviews are submitted to the Department Chair and provide input to reappointment decisions.

### Criteria and Procedures for Terminating GA Appointments

The Department of Human Sciences follows the termination criteria as established by the Graduate School (OSUGSH IX.2). Notice of termination of a GA appointment prior to the end of the appointment period will be made in writing by the Department Chair. For two weeks after the date of the termination notice, a GA has the right to initiate an appeal to the Department Chair.

### Graduate Associate Grievance Procedures Within the Department of Human Sciences

Discussion with the adviser, supervisor, or Graduate Studies Chair will usually lead to satisfactory resolution of a grievance. It is generally preferable to settle local problems at the local level. But there may be instances when local processes do not lead to the resolution of a grievance. For these cases, the Department of Human Sciences has established a formal procedure to review grievances related to termination of GA appointments.

The purpose of the formal procedure is to allow a process for the systematic review of grievances filed by graduate students related to termination of GA appointments. The aim of the formal procedure is to ensure that a graduate student has access to a review by a knowledgeable group of neutral faculty who are not directly involved with the GA appointment or who in any other way have a conflict of interest.

### Procedures

Requests for review of a grievance related to termination of a GA appointment must be submitted in writing to the Department Chair who will determine first that appropriate discussion has occurred with the adviser, supervisor, or Graduate Studies Chair. For cases in which resolution was not achieved at the programmatic level, the Department Chair will appoint a hearing panel to conduct, expeditiously, a hearing for the review of the grievance. The hearing panel will consist of two department faculty members (with at least one faculty member having tenure), and one department graduate student. One of these members will be appointed by the Department Chair to chair the hearing panel.

At least one week prior to the hearing, the chair of the hearing panel will provide each member of the hearing panel with a letter detailing the nature of the grievance and establishing the time, location, and expected duration of the hearing; a copy of the grievance procedure; and a copy of the complainant's letter to the Department Chair. The student complainant and the student's GA supervisor are expected to attend the hearing in person to present his or her case and may call witnesses in his or her behalf. A party unable to attend the hearing may submit a written statement. All written documents related to the charges must be received by the chair of the hearing panel no later than three working days prior to the scheduled date of the hearing. All materials so submitted will be shared with all parties and the hearing panel members on a confidential basis. Notice must be given to the chair of the hearing panel at least one week prior to the hearing if any of the parties is to be accompanied by witnesses and/or legal counsel.

#### Conduct of the Hearing

At the beginning of the hearing, the chair of the hearing panel will announce that the hearing will be conducted in accordance with the Graduate School's Graduate Student Grievance Review Guidelines (OSUGH Appendix C).

#### Hearing Panel Decision and Action

The decision of the hearing panel is reached in closed session, with only the hearing panel members present. All members of the hearing panel vote on the outcome. The hearing panel will decide, by simple majority, whether actions taken with respect to graduate associate termination were in conformance with the Department Guidelines for Graduate Associates. The chair of the hearing panel will report the committee's findings in writing to the Department Chair. If the hearing panel finds that a violation of the Guidelines has occurred, the chair of the panel will also communicate a recommended resolution. The Department Chair shall make the final decision regarding the grievance and shall notify all the participants in the proceedings. In the event that this Departmental process does not lead to resolution of the grievance, the Graduate School is available to offer advice and, in certain situations, to provide formal hearing and adjudication in accordance with The Graduate School's Graduate Student Grievance Review Guidelines (OSUGSH Appendix C).

### **Section X     Graduate Fellowships and Financial Aid (OSUGSH X)**

#### College of Education and Human Ecology Fellowships

The College of Education and Human Ecology awards several fellowships. Service is not required of recipients of these awards and they typically are received by doctoral students in their dissertation year. Guidelines for these awards are published annually by the Associate Dean for Research.

## Section XI Other Awards

### Consumer Sciences Graduate Research Awards for Dissertation Research, Thesis Research, or Master's Plan B Projects

Subject to funding availability, the Consumer Sciences Graduate Program administers awards for the support of graduate research. Applications for graduate research awards are accepted two times a year and are due the fifth Friday of Autumn and Spring Semesters. The application should be submitted electronically to the Graduate Studies Chair for consideration. Research Awards are announced during the ninth week of Autumn and Spring Semesters.

- Subject to funding availability, awards are available for Ph.D. and M.S. students for expenses associated with dissertation or thesis research or plan B projects.
- The research awards can support duplicating questionnaires, labor and materials, laboratory instrument user fees, laboratory supplies, computer software, secondary data, reference books, film and developing.
- The research awards cannot support academic expenses such as copying of the dissertation, thesis or project summary.
- Ph.D. students may receive up to \$1,000 of dissertation support. M.S. students may receive up to \$750 of thesis support or \$300 of project support.
- While application for the award may be made prior to the approval of the research/project proposal, disbursement of the award stipend will not take place until the Graduate Studies Chair has been notified in writing of the approval of the proposal by the student's adviser and/or committee.

Applications for the Consumer Sciences (CS) Graduate Research Awards follow the College of Education and Human Ecology Graduate Fellowship Application guidelines.

- Cover letter from the student to the CS Graduate Studies Chair summarizing the request for support. This letter must indicate the date that the dissertation/thesis/project proposal was approved or the date that the proposal meeting is scheduled.
- An up to 6-page (excluding references and appendix section) proposal of dissertation, thesis or project research which includes the following sections:
  - Specific aims;
  - Background and significance;
  - Research design and methods;
  - Timelines for proposed research.
  - Plan for dissemination of research results including potential publication outlets.
- Endorsement letter from the major advisor:
  - Confirming that the proposal is the basis for the dissertation, thesis or project research;
  - Commenting on the student's research performance and the quality of the proposed research;

- Indicating expectations for student's post-graduate career and the likelihood of student's future success in research field.
- Curriculum vita containing information on:
  - Peer-reviewed publications (provide the impact factor of journal if it is an ISI journal. If not an ISI journal, indicate where it is indexed), if any;
  - Presentations at professional conferences, including abstracts and proceedings (indicate which are peer-reviewed);
  - Recognition/honors/awards;
  - Involvement in professional organizations.
- Advising Report from Graduate School.
- Itemized budget with justification of each budgeted item

#### Consumer Sciences Graduate Travel Awards

Funding for graduate student presentations at academic conferences may be available from the Human Sciences Department and from the College of Education and Human Ecology Research Office. Watch for announcements for procedures for applications.

## **Administration and Governance of Graduate Education, Consumer Sciences Graduate Program**

### **Graduate Studies Committees (OSUGSH XIV)**

The Graduate Studies Committees consists of all Category M and Category P Graduate Faculty members within the Consumer Sciences Graduate Program. The Graduate Studies Chair is appointed by the department chair.

The Graduate Studies Committee coordinates and facilitates the graduate program in accordance with the policies and procedures of the Graduate School and the Consumer Sciences Graduate Faculty. The Graduate Studies Chair is responsible for maintaining an academic file in the Department Office for each graduate student. The file contains items related to admission and academic progress of a student.

### **Graduate Faculty Membership (OSUGSH XV)**

Candidates for Graduate Faculty Category M and Category P status must meet all qualifications the Graduate School stipulates (OSUGSHXV.4). In addition, a faculty member nominated for Category P status must have a current program of significant research.

The Graduate Studies chair shall prepare and submit nominations for Graduate Faculty Category P status to the Graduate School following consultation with the Graduate Studies Committee. Category P Graduate Faculty will be reviewed every 5 years for retention of that status. To retain Category P status, a faculty member must maintain a current active and focused program of significant research. In addition, the faculty member must be actively involved in the Consumer Sciences Graduate program and have an appropriate level of service as a Graduate School representative to graduate exams. The Graduate Studies Chair shall notify the Graduate School of any recommendation for change of status if the faculty member does not qualify for renewal of Category P status.

The Graduate Studies chair shall prepare and submit nominations for Graduate Faculty Category M and Category P status to the Graduate School following consultation with the Graduate Studies Committee.

Category P Graduate Faculty will be reviewed every 5 years for retention of that status. The Graduate Studies Chair shall make that review with input from the Graduate Studies Committee. To retain Category P status, a faculty member must maintain a current active and focused program of significant research and demonstrate current involvement in graduate education, as defined above. In addition, the faculty member must be actively involved in the Consumer Sciences Graduate program and have an appropriate level of service as a Graduate School representative to graduate exams. The Graduate Studies Chair shall notify the Graduate School of any recommendation for change of status if the faculty member does not qualify for renewal of Category P status.



**Appendix 1**  
**Consumer Sciences Graduate Program Forms**

- M1 Program Plan – Master of Science Degree
- M2 Thesis/Independent Study Project Approval Form
- M3 Thesis/Project Draft Approval Form
- M4 Application for Re-Enrollment
- M5 Report to Student and Graduate Studies Chair on Results of the Written Final Comprehensive Examination for the Master's Degree (Nonthesis Option)
  
- P1 Doctoral Program of Study
- P2 Request for Graduate Studies Committee Approval of Doctoral Program
- P3 Request for Admission to Candidacy Examination Questions
- P4 Report to Adviser from Examination Committee Members or Faculty Members Submitting Questions for the Written Portion of the Admission to Candidacy Examination
- P5 Formation of the Doctoral Dissertation Committee
- P6 Approval of Dissertation Proposal/Concept Paper
  
- G1 Student Progress Toward Graduate Program Requirements
- G2 Announcement of Master's Examination/Ph.D Final Oral Examination
- G3 Graduate Specialization Transcript Designation
- G4 Graduate Associate Evaluation
- G5 Graduate Student Award Nomination Form

**THE OHIO STATE UNIVERSITY  
COLLEGE OF EDUCATION AND HUMAN ECOLOGY  
CONSUMER SCIENCES GRADUATE PROGRAM  
PROGRAM PLAN – MASTER OF SCIENCE DEGREE**

Name:

Date of Entry into Graduate School:

Option: (check choice)       MS/Thesis plan       MS/Nonthesis plan

Projected Degree Completion Date:

Directions: Complete M1 – Program Plan prior to May 1 of first year of enrollment. Complete "Instructor", "Grade", and Qtr/Yr Completed" columns only for courses completed at the time of program approval. Courses taken as a graduate student at the undergraduate level should be listed under "Prerequisite Courses", and may not be counted as part of the M.S. degree program.

Dept./No.	Title	Instructor	Credits	Grade	Term/Yr completed
<b>PREREQUISITES</b>					
<b>MAJOR COURSES</b>					
CONSCI 6000	Intro to Research in Consumer Sciences		G3		
CONSCI 7900	Graduate Seminar in Consumer Sciences		G1		
<b>SUPPORTING COURSES</b>					
<b>RESEARCH/STATISTICS</b>					

Dept./No.	Title	Instructor	Credits	Grade	Term/Yr completed
THESIS OR PROJECT					

Total Graduate Level Course Credits:

Signature of Student/Date: \_\_\_\_\_

Signature of Adviser/Date: \_\_\_\_\_

**THE OHIO STATE UNIVERSITY  
COLLEGE OF EDUCATION AND HUMAN ECOLOGY  
CONSUMER SCIENCES GRADUATE PROGRAM  
THESIS/INDEPENDENT STUDY PROJECT APPROVAL FORM**

Directions: To be used by the Advisory Committee at the time of a proposal meeting.

Name:

Graduate Program:

Proposed Thesis/Independent Study Project Title:

The proposed thesis/independent study project is approved with the following suggestions or recommendations:

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Disposition of completed product of independent study project (nonthesis option):

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Signature of Master's Examination Committee Member(s):

_____ Name	_____ Date
_____ Name	_____ Date
_____ Name	_____ Date
_____ Name	_____ Date

**THE OHIO STATE UNIVERSITY  
COLLEGE OF EDUCATION AND HUMAN ECOLOGY  
CONSUMER SCIENCES GRADUATE PROGRAM  
APPLICATION FOR RE-ENROLLMENT\***

Directions:

To be submitted by students who:

1) wish to re-enroll in the same or different department after an interruption of enrollment of one or more years (including those who apply for a fresh start after an absence of 5 years)

**OR**

2) have completed a master's degree in human ecology and wish to enroll for continued graduate study in the same or a different department within the college.

Additional documents may be required by the graduate studies committee including transcripts and written summary of the applicant's intentions while in graduate school and upon completion of graduate school. The Graduate School stipulates that a PhD student who has passed the Candidacy Exam but has withdrawn from a graduate program, should, if accepted by the previous graduate program, retake the Candidacy Exam.

(Student) \_\_\_\_\_ requests approval for re-enrollment to pursue graduate studies in Consumer Sciences

Degree sought: \_\_\_\_\_

Time of expected enrollment: \_\_\_\_\_

Department of previous enrollment: \_\_\_\_\_

Completion date of previous degree: \_\_\_\_\_

Adviser Assigned: \_\_\_\_\_

Comments:

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Approved  Not Approved

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

Signature of Department Chairperson or Designee: \_\_\_\_\_

Signature of Graduate Studies Chair: \_\_\_\_\_

**THE OHIO STATE UNIVERSITY  
COLLEGE OF EDUCATION AND HUMAN ECOLOGY  
CONSUMER SCIENCES GRADUATE PROGRAM  
REPORT TO STUDENT AND GRADUATE STUDIES CHAIR ON RESULTS OF THE  
WRITTEN FINAL COMPREHENSIVE EXAMINATION FOR THE MASTER'S  
DEGREE  
(NONTHESIS OPTION)**

Directions: The adviser uses this form to obtain approval of the written examination from the Master's Examination Committee members. Completed form must be returned to the adviser before the oral master's examination is taken.

This is to certify that all members of the advisory committee have read the written final comprehensive examination for:

Student: \_\_\_\_\_

Graduate Program: \_\_\_\_\_

Written Examination:  Satisfactory  Unsatisfactory

Comments on Written Examination:

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Oral Examination to be scheduled:  Yes  No

Signature of Master's Examination Committee Member:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Please return by \_\_\_\_\_ to \_\_\_\_\_ Adviser, Campbell Hall, 1787 Neil Avenue

**THE OHIO STATE UNIVERSITY  
COLLEGE OF EDUCATION AND HUMAN ECOLOGY  
CONSUMER SCIENCES GRADUATE PROGRAM  
DOCTORAL PROGRAM OF STUDY**

Name:

Date:

Directions: Complete P1 – Doctoral Program of Study no later than May 1 of first year of enrollment. Complete "Instructor", "Grade", and "Term/Yr Completed" columns only for courses completed at the time of program approval. Courses taken at the undergraduate level by a graduate student may not be counted as part of the M.S. or Ph.D. degree programs.

**MASTER'S PROGRAM**

Major:

Adviser:

University and Date Completed:

NOTE: Students must initiate a Request for Transfer of Graduate Credit prior to submitting doctoral program for Advisory Committee review unless credit for Master's Degree was transferred at time of admission. This can be checked with the Chair of the Graduate Studies Committee.

Dept/No.	Title	Instructor	Credits	Grade	Qtr/Yr completed

DOCTORAL PROGRAM

Major Area of Concentration:

Minor Area of Concentration or Areas of Specialization:

CONSUMER SCIENCES CORE					
Subject/No.	Title	Instructor	Credits	Grade	Term/Yr completed
CONSCI 6000	Intro to Research in Consumer Sciences		G3		
CONSCI 6010	Individual and Family Behavior in the Market Place		G3		
CONSCI 6020	Theories and Models in Consumer Sciences		G3		
CONSCI 7900	Graduate Seminar in Consumer Sciences		G2		
COURSES IN MAJOR AREA:					
SUPPORTING COURSES:					
RESEARCH/STATISTICS COURSES:					
COURSES IN MINOR AREA:					



CONSUMER SCIENCES CORE					
Subject/No.	Title	Instructor	Credits	Grade	Term/Yr completed
DISSERTATION RESEARCH					

Graduate credit hours in Master's Program accepted for doctoral program:

Graduate credit hours in consumer sciences core:

Graduate credit hours in major area (excluding 999):

Graduate credit hours in supporting courses:

Graduate credit hours in research courses (excluding 999):

Graduate credit hours in minor area:

Graduate credit hours in minor area:

Total graduate credit hours (excluding 999):

Graduate credit hours for dissertation (999):

Total credit hours for Ph.D. degree (Must be at least 50 credit hours beyond the M.S. degree):

Signature of Student

\_\_\_\_\_

Name

\_\_\_\_\_

Date

Signature of Advisory Committee Member(s):

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

Name

\_\_\_\_\_

Date

**THE OHIO STATE UNIVERSITY  
COLLEGE OF EDUCATION AND HUMAN ECOLOGY  
CONSUMER SCIENCES GRADUATE PROGRAM  
REQUEST FOR GRADUATE STUDIES COMMITTEE APPROVAL OF DOCTORAL  
PROGRAM**

Directions: Complete this form and submit along with Form P1 to the Graduate Studies Committee Chair.

\_\_\_\_\_ has completed \_\_\_\_\_ graduate credit hours at the Ohio State University  
(Name)  
and has planned a doctoral program of study. We request that the Graduate Studies Committee review  
and approve this program. Attached to this form is the planned program of study for the Ph.D degree  
(P1)

Signature of Student

\_\_\_\_\_  
Name Date

Signature of Advisory Committee Member(s):

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Name Date

Advisory Committee:  Approved  Denied

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

Advisory Committee Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE OHIO STATE UNIVERSITY  
COLLEGE OF EDUCATION AND HUMAN ECOLOGY  
CONSUMER SCIENCES GRADUATE PROGRAM  
REQUEST FOR ADMISSION TO CANDIDACY EXAMINATION QUESTIONS**

Directions: To be used by the Adviser to request input from the Advisory Committee Members.

TO:     Advisory Committee Member

FROM:  Adviser

\_\_\_\_\_ wishes to take the written portion of the Admission to  
(Student)  
Candidacy Examination for the doctoral \_\_\_\_\_ Semester.  
degree \_\_\_\_\_

The student has a minor/area of concentration \_\_\_\_\_ and has completed  
in \_\_\_\_\_  
the following courses in this area. The written examination in this area is \_\_\_\_\_ hours.

Course	Grade	Professor	Semester & year taken
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Tentative written examination dates: \_\_\_\_\_

Tentative oral examination date: \_\_\_\_\_

Please check below the procedure for the minor examination and return one copy to adviser.

- 1. Prefer to administer the examination
- 2. Prefer to forward questions by \_\_\_\_\_ (date) for adviser to administer.

**The Ohio State University College Of Education And Human Ecology  
Consumer Sciences Graduate Program  
Report to Adviser from Examination Committee Members or Faculty Members  
Submitting Questions for the Written Portion of the Admission to Candidacy Examination**

Directions: To be used by the Adviser to request evaluation and feedback on the written portion of the admission to candidacy examination.

Written Portion of the Examination

Area of Questioning: \_\_\_\_\_

Number of hours written in area: \_\_\_\_\_

Performance was  satisfactory  unsatisfactory

Comments on written performance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Examination Committee Member:

\_\_\_\_\_  
Name Date

Please return by \_\_\_\_\_ to \_\_\_\_\_ Adviser

**The Ohio State University College of Education and Human Ecology  
Consumer Sciences Graduate Program  
Formation of the Thesis or Dissertation Committee**

Directions: To be used to notify the GSC of the formation of the Doctoral Dissertation Committee.

TO: GRADUATE STUDIES COMMITTEE

\_\_\_\_\_ candidate for a master of science or doctoral degree in  
(Name)  
Consumer Sciences, is intending to pursue research in the area of

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The following persons will comprise the thesis or doctoral dissertation committee, participating in the guidance of research, attending the proposal meeting, reviewing the thesis or dissertation document, attending the oral defense of the thesis or dissertation and participating in all other responsibilities of a committee member.

Print name of each Dissertation Committee Member(s), and each member should also sign below:

_____	_____
Name	Date
_____	_____
Name	Date
_____	_____
Name	Date
_____	_____
Name	Date

Scan the completed form and email to committee members and the Chair of the Consumer Sciences Graduate Studies Committee

Directions: To be used by the Thesis/Dissertation Committee at the time of the proposal/concept paper meeting. Distribute this form to each committee member, and the Chair of the Consumer Sciences Graduate Studies Committee. If there is a proposal meeting, indicate the date it was held. If the committee agrees to skip a proposal meeting, indicate that on the form below. Each committee member should then email the student, with a cc to the other committee members and the Consumer Sciences Graduate Studies Committee Chair, including substantive comments and approval or disapproval.

Name of student:  
Graduate Program (MS or PhD):  
Title of Proposed Research:

Date proposal meeting was held:  
\_\_\_\_\_

The dissertation proposal/concept paper is approved with the following suggestions or recommendations:  
\_\_\_\_\_  
\_\_\_\_\_

Printed name of Committee Member(s) and date proposal was reviewed:

_____	_____
Name	Date
_____	_____
Name	Date
_____	_____
Name	Date
_____	_____
Name	Date

## Student Progress Toward Graduate Program Requirements

The Ohio State University. College Of Education and Human Ecology Consumer Sciences Graduate Program

Date of this form:

Cumulative GPA as of last term:

Directions: This form should be used by the adviser and student to track and record progress toward graduate program requirements.

Name of Student		
Name of Current Advisor		
Members of Master's Thesis Committee (NA if not applicable) (if not in Human Sciences, also list department)		
Members of Doctoral Advisory Committee (if not in Human Sciences, also list department)		
Members of Dissertation Committee (if not in Human Sciences, also list department)		
Date entered program (if currently PhD, date started PhD)		
Program focus (FRM/FRS/HM, or HRM or interdisciplinary)		
Expected date of graduation		
<b>Item</b>	<b>Date completed or expected</b>	<b>Comments</b>
MTT Speak Test date passed or scheduled		
Program of study approved		
Completed all course work <sup>1</sup>		
Candidacy exam completed		
Proposal meeting with committee		
Seminar or EHE forum– research not based on thesis or dissertation		
Seminar or EHE forum – thesis or dissertation research proposal		
Seminar or EHE forum – thesis or dissertation results <sup>2</sup>		
Number of manuscripts submitted to research journals		
Final oral exam completed		
Final thesis or dissertation submitted to the Graduate School and the CS Graduate Studies Chair		

Thesis/Dissertation Title:

<sup>1</sup> Completed all course work in compliance with the filed program of study and approved changes.

<sup>2</sup> If the oral exam time and topic is posted in a timely manner, that can serve as a substitute for a regular seminar presentation of dissertation results.

G1

List all manuscripts authored or coauthored by students (or submit C.V.)

Title	Date or complete citation of publication, or date and status of submitted manuscript

Awards/Recognitions:

Non-thesis plan master's degree students are required to present only one seminar on the independent study project, and to complete a final written examination on coursework. Non-thesis plan master's degree students submit copies of their tangible product to the Master's Examination Committee only.

### Teaching Experiences

Course	Student role (grading, office hours, lab/recitation section, complete responsibility for a course)	SEIs Received? Other Evaluations?

Please also email a C.V. (preferably in Word) to the Chair of the Consumer Sciences Graduate Study Committee. Include dates and titles of seminars, conference presentations, publications, and if a publication is in an ISI journal, the impact factor of the journal.

Also include details of teaching and university service experiences.



**CONSUMER SCIENCES GRADUATE PROGRAM  
ANNOUNCEMENT OF MASTER'S EXAMINATION/PH.D. FINAL ORAL  
EXAMINATION**

*All graduate students in Consumer Sciences should submit this completed form to the Graduate Studies Chair (or designee) **one week before** the Master's Examination or Final Oral Examination.*

Student's Name:

Date of examination:

Degree (*check one*):         MS                     PhD

Graduate Track (*check one*):  CS                     FRM                     FRS                     HM

Thesis/Dissertation Title:

Adviser:

Committee Members:

Abstract:

For theses and dissertations: Draft submitted to the Consumer Sciences Graduate Studies Chair for originality check?

If not yet submitted, type anticipated date of submission for originality check:

**THANK YOU**



## GRADUATE SPECIALIZATION TRANSCRIPT DESIGNATION

This form applies only to student enrolled before 2014: Student completes, obtains signature of Graduate Studies Chair and submits to the Graduate School with the completed Application to Graduate

This is to certify that \_\_\_\_\_ has completed  
*(Student's name)*

all requirements for the Graduate Specialization transcript designation (check one):

- Specialization in Family Resource Management
- Specialization in Fashion and Retail Studies
- Specialization in Hospitality Management

as identified by the Graduate Studies Committee and approved by the Graduate School.

---

*Signature, Chairperson, Graduate Studies Committee*

Check one:

- Master's Degree in Consumer Sciences
- Doctor of Philosophy in Consumer Sciences

Student Information:

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*Name (Last, First, Middle)*

---

*Local Address*

---

*City*

---

*State*

---

*Zip Code*

**THE OHIO STATE UNIVERSITY  
COLLEGE OF EDUCATION AND HUMAN ECOLOGY  
CONSUMER SCIENCES  
GRADUATE ASSOCIATE EVALUATION**

Name \_\_\_\_\_ Semester-Year \_\_\_\_\_

Title (check one):  GTA assisting faculty with course(s)  
 GRA  
 GAA  
 GTA with course responsibility – *In lieu of this evaluation, GTAs with course responsibility submit SEI scores plus a letter of evaluation from the supervising faculty member to the Department Chair.*

- The evaluation form should be completed by the supervising faculty member and should be based on performance of the graduate associate in relation to the description and expectation of duties established for the position.
- The supervising faculty completes the first part of the evaluation, using the comment section to explain any evaluations of marginal or unsatisfactory.
- The supervising faculty discusses the evaluation with the graduate associate. The graduate associate signs the evaluation to acknowledge that the discussion occurred.
- Completed evaluations are submitted to the Department Chair by the **Friday of final exam week.**
- Evaluations will be filed in the GA’s personnel folder.

Please use the following criteria in evaluating the GA:

- Excellent:** Far exceeds requirements. Exceptionally high quality performance.
- Good:** Exceeds requirements. Strong consistent performance.
- Satisfactory:** Meets requirements. Consistent performance.
- Marginal:** Improvement needed to meet the requirements. Inconsistent performance.
- Unsatisfactory:** Doesn’t meet expectations. Poor performance.

Evaluation Criteria	Unsatis.	Marginal	Satis.	Good	Excellent	N/A
1. Meets deadlines						
2. Demonstrates initiative in fulfilling responsibilities						
3. Shows commitment to assignments						
4. Quality/accuracy of work						
5. Accepts suggestions and constructive criticism						
6. Engages in professional development						
7. Overall Performance						

**COMMENTS (Required if any of the evaluations are Marginal or Unsatisfactory. Use the back of this form, if more room is needed.):**

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

**I hereby acknowledge that the supervising faculty has discussed the evaluation with me.**

---

Signature of Graduate Associate

---

Date

**Appendix 2  
Program Requirements  
Consumer Sciences, College of Education and Human Ecology**

The graduate program in Consumer Sciences is an integrated and distinct program that prepares graduates to positively impact consumers within the global economy. The Master of Science degree provides post-baccalaureate training and a foundation for doctoral study. The Doctor of Philosophy degree prepares researchers and scholars for employment in major research universities, as well as government or private sector research positions. Research and scholarship focuses on dynamic and complex interrelationships between consumers and markets. The foundation of graduate work in the Consumer Sciences graduate program is the study of consumers, consumer theory, consumption patterns, and consumer decision-making.

- Master’s students complete a minimum of 30 semester credit hours
- PhD students complete a minimum of 50 semester credit hours beyond the Master’s degree

<b>Master of Science in Consumer Sciences</b>		<b>Minimum of 30 credit hours required</b>
<b>Thesis Research (Minimum of 5 credit hours)</b>		
CON SCI 7999	Research for Thesis <i>Minimum of 5 credit hours required in program</i>	
<b>Consumer Sciences Graduate Core (7 credit hours)</b>		
CON SCI 6000	Introduction to Research in Consumer Sciences (G3)	
Select one of the following two courses:		
CON SCI 6010	Individual and Family Behavior in the Market Place (G3)	
CON SCI 6020	Theories and Models in Consumer Sciences (G3)	
CON SCI 7900	Graduate Seminar in Consumer Sciences (G1)	
<b>Research Methods and Statistics (Minimum of 6 credit hours and at least two courses)</b>		
<b>Major and Supporting Courses (Minimum of 10 credit hours and at least three courses)</b>		

<b>Doctor of Philosophy in Consumer Sciences</b>		<b>Minimum of 50 credit hours beyond the Master’s degree</b>
<b>Dissertation Research (Minimum of 6 credit hours)</b>		
CON SCI 8999	Research for Dissertation <i>Minimum of 6 credit hours required in program</i>	
<b>Consumer Sciences Graduate Core (11 credit hours)</b>		
CON SCI 6000	Introduction to Research in Consumer Sciences (G3)	
CON SCI 6010	Individual and Family Behavior in the Market Place (G3)	
CON SCI 6020	Theories and Models in Consumer Sciences (G3)	
CON SCI 7900	Graduate Seminar in Consumer Sciences (G1) <i>2 credit hours required in program</i>	
<b>Research Methods and Statistics (Minimum of 9 credit hours and at least three courses)</b>		
<b>Major and Supporting Courses (Minimum of 15 credit hours and at least five courses)</b>		
<b>Minor Courses (Minimum of 10 credit hours and at least three courses)</b>		

## **Appendix 3**

### **Checklist of Responsibilities**

#### **Graduate Studies Chair**

- Coordinate the study and administration of the graduate program policies and curricula in the Consumer Sciences Graduate Program
- Coordinates student recruitment
- Acts as liaison between Graduate School and graduate faculty
- Informs Graduate School when conditions of admission are met
- Makes recommendations for dismissal (in consultation with adviser and department chair)
- Makes final decisions on requests to by-pass Master's degree
- Coordinates the review of applications and selection of recipients of the Consumer Sciences Dissertation/Thesis Research Awards
- Coordinates the review of proposals and selection of students to be nominated for College Fellowships
  
- Receives Master's program of study signed by Adviser and notification of changes to the program of study
- Receives Doctoral program of study signed by Advisory Committee members and notification of changes to the program of study
- Receives notification of selection of adviser
- Receives department copies of theses and dissertations
- Receives notification of change of adviser and/or members of the Advisory and/or Dissertation Committee

#### **Graduate Studies Committees**

- Makes final decisions on admission to graduate programs, including applications for graduate non-degree, requests to transfer graduate programs, and requests to re-enroll
- Conducts annual review of satisfactory progress toward degree for new and continuing graduate students
- Reviews requests for Master's degree by-pass and forwards to GCC

#### **Adviser**

- Contributes to and guides preparation of the program of study and any changes to program of study for the Master's Degree
- Provides counsel and advice to graduate advisees on course selection, program development, selection of examination/advisory committee members, and selection of Dissertation Committee members
- Chairs examination/advisory committee, Candidacy Examination, Dissertation Committee, and Final Oral Examination
- Assists graduate advisees in identifying a thesis/dissertation topic and regularly monitors the advisee's research progress
- Mentors advisees with respect to dissemination of research through presentations at national meetings and publication in peer-reviewed journals
- Monitors progress of students admitted with conditional status
- Monitors completion of the approved program of study

### **Master's Examination Committee**

- Provides input to program of study
- Approves thesis proposal (Form M-2)
- Approves thesis draft (Form M-3)
- Administers Master's Examination

### **Doctoral Advisory Committee**

- Contributes to and approves program of study and any changes to program of study
- Administers Admission to Candidacy Examination

### **Dissertation Committee**

- Advises the student's research investigation
- Monitors student progress toward degree
- Approves dissertation proposal/concept paper
- Approves dissertation draft
- Administers Final Oral Examination

### **Graduate Student**

- Identifies and selects an adviser by the 2<sup>nd</sup> semester of the graduate program
- Plans program of study with the assistance of the adviser and Advisory Committee and submits the approved program of study to the Graduate Studies Chair
- Meets with the adviser regularly and updates the adviser on progress
- Remains in good academic standing and makes reasonable progress in program
- Maintains professional ethical standards in academic studies and research
- Networks with other students and faculty regarding course selection and opportunities
- Seeks opportunities to disseminate research through presentation at national meetings and publication in peer-reviewed journals
- Becomes familiar with all relevant policies outlined in the Graduate School and Consumer Sciences Handbooks
- Prepares proposal/concept paper describing research and submits the proposal first to the Adviser for comment and then to all members of the Examination/Dissertation Committee for comment and approval
- Takes leadership in ensuring that forms required by the Graduate School are prepared and submitted in a timely fashion. These include
  - Notification of Candidacy Examination
  - Application to Graduate
  - Dissertation Draft Approval Form and Notification of Final Oral Examination
- Submits final approved copy of the dissertation to the Graduate School along with the Final Approval form. Gives copies of dissertation to the adviser, the department, and committee members as requested.

**Appendix 4  
Blueprint for a Successful Ph.D. Program in Consumer Sciences**

	<b>Research Expectations</b>	<b>Teaching Expectations</b>	<b>Coursework Expectations</b>	<b>Professional Expectations</b>
<b>1<sup>st</sup> Year</b>	- Attend one academic conference	- Assist in teaching - Grade tests - Learn Canvas course mgmt. tool <b>-Complete mock teaching test as needed (international students)</b>	2 Major Courses 2 Supporting Courses 2 Statistics / Research Methods Courses (6 courses minimum)	-Select <b>MAJOR</b> adviser <b>-Form Program committee</b> -- submit Program of Study -FTAD / Grad School Workshops -Complete writing courses as needed
<b>1<sup>st</sup> Summer</b>	Literature Review / Data Analysis			
<b>2<sup>nd</sup> Year</b>	- Present a conference paper - Submit a paper to EHE Research forum and/or Haye's Research Forum	- Teach all or part of a course - Teaching practicum - Preparing Future Faculty Program	2 Doctoral seminars 2 Major courses 2 Supporting Courses Electives as needed (6 courses minimum) <b>-complete program of study except dissertation hours</b>	- Form Candidacy Committee - <b>Candidacy exam</b> -Prepare professional CV - Form <b>Dissertation Committee</b> -begin dissertation proposal Submit updated Program of Study to Graduate Studies Chair
<b>2<sup>nd</sup> Summer</b>	- Dissertation Proposal			--Job search preparation
<b>3<sup>rd</sup> Year</b>	1. <b>-Proposal approval</b> - Dissertation Research - Submit journal papers - Present conference papers - Haye's research Forum. <b>Defend dissertation.</b> <sup>3</sup>	- Develop syllabus for ONE UG course - Teach full course - Evaluated by students / faculty	- Research hours	- Job search - Mentor other GTAs - <b>Understand Tenure Process</b>
<b>3<sup>rd</sup> Summer</b>				- Prepare to move - Relocation Issues

<sup>3</sup> Note that the Graduate School's policy is that the dissertation draft submitted at the time of the scheduling of the Oral Defense should be comparable in quality to a submission to a research journal, so it should be complete and have good quality throughout.



## **Appendix 5**

### **Useful Resources**

Binding Services – OSU Library

<http://library.osu.edu/about/departments/preservation/bindery-preparation-division/instructions-for-preparing-materials-for-the-binding-of-osu-departmental-materials-and-for-personal-binding-e-g-thesis/>

Career Services/Career Planning

<http://asccareerservices.osu.edu/students/careerplanning>

Collaborative Institutional Training Initiative (CITI) web-based training course on Responsible Conduct of Research

<http://orrrp.osu.edu/irb/training/citi.cfm>

Consumer Sciences, Graduate Program

[http://ehe.osu.edu/human-sciences/graduate/ /](http://ehe.osu.edu/human-sciences/graduate/)

English as a Second Language

<http://esl.osu.edu/>

Faculty and TA Development

<http://ucat.osu.edu/>

Graduate School

<http://www.gradsch.osu.edu>

Graduate Student Code of Research and Scholarly Conduct

<http://www.gradsch.osu.edu/Depo/PDF/Code.pdf>

Human Subjects, including Institutional Review Board

<http://orrrp.osu.edu/irb/about/>

International Education

<http://oia.osu.edu/international-education-outreach.html>

Multicultural Center

<http://multiculturalcenter.osu.edu/>

Office of the Chief Information Officer

<http://cio.osu.edu/policies>

Office of Disability Services

<http://www.ods.ohio-state.edu/>

Office of Graduate Admissions

<http://gradadmissions.osu.edu/gpcontacts.html>

Office of Human Resources

<http://hr.osu.edu/>

Office of Minority Affairs

<http://odi.osu.edu/current-students/minority-scholarship-services/students/current-students/oma-renewal-guidelines.php>

Office of Research

<http://research.osu.edu>

Office of Student Financial Aid

<http://www.sfa.osu.edu/>

Office of Technology Licensing, including policies and guidelines related to patents, copyrights, conflicts of interest, plant varieties, consulting, entrepreneurship, intellectual property, and technology transfer

<http://tco.osu.edu/wp-content/uploads/downloads/2011/10/PatentCopyrightPolicy.pdf>

Policy on Responsible Use of University Computing Resources

<http://ocio.osu.edu/policy/policies/responsible-use/>

Research Foundation

<http://www.osu.edu/departments/dept/Research%20Foundation>

A COI disclosure is required for all investigators and key personnel participating in research. The online COI disclosure is currently available at <http://go.osu.edu/coi> <<http://go.osu.edu/coi>> Contacts: Technical support, [orhelpdesk@osu.edu](mailto:orhelpdesk@osu.edu); questions, [conflictinfo@osu.edu](mailto:conflictinfo@osu.edu).

## **Appendix 6**

### **Human Subjects Education Requirement**

If you plan to do research that involves human subjects (collaborative research with a faculty member, or research for your thesis or dissertation), a research protocol will need to be submitted to the Office of Research for review by the Institutional Review Board (IRB). IRB approval must be secured before initiating the research. University policy stipulates that all individuals who participate in human subjects research must complete a web-based training program before the IRB will review the research protocol, including applications for exemption. When the Office of Research receives a new research protocol, or a currently active research protocol submitted for continuing review, the office will confirm (via their database) that the principal investigator and all co-investigators, including graduate students, have completed the web-based training course.

The training course for Social and Behavioral Research consists of fourteen modules; each module consists of material to be read followed by an open-book quiz. Each module takes from 10 to 30 minutes to complete. Each module must be passed with a minimum score of 80% on the quiz (you can repeat quizzes if necessary). Quiz scores and completion records are recorded within the web-based course. The Office of Research accesses these records to verify that training has been completed.

The web-based training course can be accessed via [www.citiprogram.org](http://www.citiprogram.org)

If you plan to conduct research that involves human subjects, be sure to plan this training component into your plan of work so that review of your research protocol can move forward without delay!

## **Appendix 7 Authorship**

Guidelines for the determination of the assignment of authorship on manuscripts are provided in the following paragraphs.

"The co-authors of a paper should be all those persons who have made significant scientific contributions to the work reported and who share responsibility and accountability for the results. Other contributions should be indicated in a footnote or an 'Acknowledgement' section. An administrative relationship does not itself qualify a person for co-authorship (but occasionally it may be appropriate to acknowledge major administrative assistance.) Deceased persons who meet the criterion for inclusion as co-authors should be so included, with a footnote reporting date of death. No fictitious name should be listed as an author or co-authors. The author who submits a manuscript for publication accepts the responsibility of having included as co-authors all persons appropriate and none inappropriate. The submitting author should have sent each living co-author a draft copy of the manuscript and have obtained the co-author's assent to co-authorship of it." (Huth, *Annals of Internal Medicine* 104:273-274 (1986)).

There are many categories of involvement in the conduct and reporting of research. These include 1. conception of the idea, 2. development of research design, 3. participation in executing the experiment or collecting data, 4. analysis and interpretation of the data, and 5. writing the manuscript. In order to be included as an author, a person should have been involved with some creative aspect of the research and its reporting; performance of routine procedures, e.g. routine statistical analysis, or data entry does not constitute creative contribution to the research work. "Persons who have contributed intellectually to the article but whose contributions do not justify authorship may be named and their contribution described... Such persons must have given their permission to be named. Technical help must be acknowledged in a separate paragraph." "Each author should have participated sufficiently in the work represented by the article to take public responsibility for the content." (Huth, *Annals of Internal Medicine* 104:269 (1989)). It is unethical for anyone who did not contribute as described above to the conduct and reporting of the research to seek to be included as an author.

## **Appendix 8 Guidelines for the Role of the Adviser and the Graduate Student**

The following is intended to provide key guidelines for graduate students and their advisers concerning the obligations and expectations of their professional relationships in the academic environment. It is recognized that certain aspects of the relationship between adviser and graduate student are personal and vary with each individual. Such issues as the extent to which a particular student should be directed by the adviser, e.g. whether the student should devise the statistical procedures independently, are issues which require resolution on an individual case basis.

The graduate student - obligation to the adviser, the department, and to the university.

- The graduate student should maintain honesty, integrity and diligence in the conduct of research and in the completion of academic courses. The graduate student should conform to ethical and scientific standards in the conduct of research and in the presentation of research findings. These include the maintenance of systematic records throughout the course of research, appropriate citation and acknowledgement of contributors to the research of the graduate student, and honest reporting of the data generated by the student.
- The graduate student should consult the adviser at appropriate intervals regarding progress and should openly discuss relevant technical and administrative problems encountered. A graduate student enrolled for research course credit should develop a contract and is held accountable

for fulfilling that contract. If a problem arises which cannot be resolved with the adviser, the student should seek further guidance from an appropriate higher academic or administrative level, i.e., the department chair or graduate studies chair. In some cases, research problems which are encountered can be resolved by bringing them to the dissertation committee members. In problems of a more administrative nature, the Graduate Studies Committee of the Department can be of service.

- The student should diligently pursue research which should result in completion of the degree requirements in a reasonable time frame agreed upon with the adviser. This obligation includes timely completion of manuscripts for publication or presentation and the dissertation, timely completion of academic coursework, regular meetings with the adviser on a schedule to which both have agreed, and adherence to the rules of the Graduate School and the Graduate Program in Consumer Sciences.
- The student should take advantage of the opportunities to learn grant proposal writing, the process of manuscript review and publication, the delivery of research presentations, and to practice interview skills. These opportunities include instruction at the department and college level as well as individual experience with the adviser.

#### The adviser - obligations to graduate students

- Upon consenting to be an adviser, a commitment is made by the professor to provide a constructive research environment, to give regular guidance, direction, and periodic evaluation to the graduate student. The adviser monitors the scientific, intellectual, and ethical development of the graduate student throughout his/her tenure as a graduate student. Expectations of the adviser should be made clear upon the initiation of the adviser/student relationship including the availability of the adviser during his/her off semester, the schedule of meetings to be held, the time period which the faculty member requires for reading manuscript and dissertation chapters, and the research areas in which the adviser agrees to direct. The adviser should evaluate the progress of the graduate student throughout the course of his/her tenure in the graduate program and also should ensure congruence between the student's program of study and dissertation topic.
- The adviser should strive to help develop the initiative and independent thinking of students within the scholarly environment of the university. One method to achieve this goal is to give students the opportunity to think critically and to express those thoughts, to conceptualize, argue, and challenge the research literature and the research results being generated by the students own work. Another means by which the student learns independent thinking is through observation of the adviser as a role model in both teaching and research activities.
- The adviser should advise and assist graduate students in areas of career development. The Adviser encourages the graduate student and provides him/her with information concerning opportunities for the graduate student to deliver research presentations and to write research publications. The adviser educates the student on the appropriate handling of reference material, and on the proper ways to acknowledge authorship on presentations and publications. The adviser, along with instructors in the graduate courses, educates the students on the fundamental ethical standards of research including concerns such as misrepresentation of authorship of experimental research, falsification of data, plagiarism and other practices that are wrongful and damaging to the scientific community. The adviser provides the opportunity, as is possible, for the graduate student to be involved with and to learn grant proposal writing, the process of manuscript review and publication, the delivery of research presentations, and to practice interview skills.

- The adviser should strive to supervise the graduate student so that the research can be satisfactorily finished in a reasonable amount of time. A long range plan for completion of the intended degree should be developed with suitable flexibility built in to accommodate unforeseen difficulties. The plan should be agreed upon by the graduate student and adviser early in the course of the cooperative relationship. The plan should include goals, objectives, and specific activities, and should be reviewed periodically and revised as needed. If the adviser sees that a student is not making satisfactory progress in the degree program, he/she should inform the student that a problem exists and offer the student options which are available to him/her, including changing advisers, changing research problems, changing degree objectives, and leaving the degree program. The annual review of progress of the master's doctoral students in the department conducted each spring by the Graduate Studies Committee should be discussed by the adviser in conference with the graduate student.
- The adviser should recognize the research contributions of the graduate student by appropriate acknowledgement or coauthorship status in publications. (See the statement entitled "Authorship" in appendix 7). The adviser should be aware of the university policy toward intellectual property, such as authorship, patents, and copyrights, and should inform the graduate student of that policy.

## Appendix 9 Selected Quantitative Methods Courses

### Statistics

- 5301 Introduction to Data Analysis I (4)
- 5302 Introduction to Data Analysis II (3)
- 5510 Statistical Foundations of Survey Analysis (3)
- 5740 Introduction to SAS Software (2)
- 6301 Probability for Statistical Inference (3)
- 6610 Applied Nonparametric Statistics (3)
- 6201 Mathematical Statistics (4)
- 6302 Theory of Statistical Analysis (3)
- 6450 Applied Regression Analysis
- 6650 Discrete Data Analysis (2)
- 6560 Applied Multivariate Analysis (3)

### Economics

- 5410 Econometrics I
- 5420 Econometrics II
- 6731 Survey of Econometric Methods I (3)
- 6732 Survey of Econometric Methods II (3)

### Sociology

- 6608
- 6649 - Intro to Quantitative Research/Multiple Regression (3)
- 6650 - Categorical Data Analysis (3)
- 7652 - Sociological Survey Research Methods (3)
- 7653 - Sociological Survey Research II (3)
- 8607 - Causal Modeling (3)
- 8632 - Analysis of Longitudinal Data (3)

### Psychology

- 6810 Statistical Methods in Psychology I (4)
- 6811 Statistical Methods in Psychology II (4)
- 6863 Psychometrics (2)
- 6863 Psychometrics
- 7820 Fundamentals of Factor Analysis (3)
- 7821 Covariance Structure Models (3)
- 7822 Fundamentals of Item Response Theory (3)
- 7823 Analysis of Repeated Measures and Longitudinal Data (3)
- 7824 Non-Parametric Statistics (3)

### Agriculture and Extension Education

- 6110 Applied Quantitative Methods I (4)
- 6120 Applied Quantitative Methods II (4)
- 7110 Advanced Quantitative Methods I (3)
- 7120 Quantitative Methods II (3)
- 7130 Applied Econometrics I (3)
- 8850 - Research Methods (2)
- 8870 - Analysis and Interpretation of Data (2)
- 8880 - Instrumentation and Procedures for Data Collection (2)
- 8860 - Research Design (2)

### Education and Policy Leadership

8659 Structural Equation Modeling (3) ( 883)  
6625 Introduction to Educational Research (3) (785)  
6641 Introduction to Educational Statistics (4) (786)