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Welcome to Colorado State University and the Department of Design and Merchandising within the College of Health & Human Sciences!

Colorado State University (CSU) is a Carnegie I institution that offers master’s, doctoral, and professional degrees. The College of Health & Human Sciences comprises eight units and is one of the largest colleges on the Colorado State University campus. The College is human-centered with a focus on educating students for people-oriented professions. Our goal is to help students learn to apply creative, interdisciplinary research to solve social problems. Each of our units offers professional education for careers and lifelong learning.

The Department of Design and Merchandising offers one master’s degree with two areas of specialization: Apparel/Merchandising and Interior Design (post professional degree). The number of graduate students in our department is approximately 35.

The Graduate School at CSU provides assistance to graduate students in academic matters, offers advice in university-wide degree requirements, and gives final clearance for theses or dissertations. The Department of Design and Merchandising delivers the curriculum for the Master’s of Science for the two aforementioned specializations and provides assistance in specific graduate advising.

The Department of Design and Merchandising is well known for its commitment to social responsibility/sustainability and its infusion of current technologies. The graduate program emphasizes the development of research skills needed to address problems in the apparel and merchandising and interior design disciplines.

This handbook is a compilation of processes, tips, and sample forms to assist you in completing your graduate degree in a timely manner. Website addresses also are provided to offer you more specific information on certain topics.

Again, congratulations on your acceptance into our graduate program! We look forward to working with you and assisting you toward your achievement of your master's degree.

College Mission
The mission of the College of Health & Human Sciences is to promote the well-being of people, and the environment in which they live, through education, research, and community service in the areas of individual and family development, education, human services, nutrition, wellness, design, and the application of technology.

Department Mission
The mission of the Department of Design and Merchandising is that through research-based problem solving strategies, we will address issues of design, distribution, and consumption. We believe our research contributes to social and ecological responsibility and cultural and international sustainability. See http://www.dm.chhs.colostate.edu/.
Faculty
The Department of Design and Merchandising has a distinguished faculty of 14+ full-time members. The faculty is supplemented by adjunct instructors as needed. All faculty members hold a Ph.D. or terminal degree from major universities. The majority of our faculty holds professional memberships in a variety of organizations including ITAA, ASID, IIDA, and IDEC. For more information about each faculty member and their area of expertise, please visit http://www.dm.chhs.colostate.edu/faculty-staff/index.aspx.

Facilities
The facilities for our department span three buildings: Gifford, Aylesworth, and the newly remodeled University Center for the Arts. Faculty offices are located in both Gifford and Aylesworth. Our main departmental office is located in Aylesworth SE 150. See our main department website for departmental contact information: http://www.dm.chhs.colostate.edu/about-us/contact.aspx.

Career Opportunities
The Design and Merchandising graduate program prepares students for a variety of careers in academia and practice. Graduates from our program have moved into faculty positions at various universities such as Oklahoma State University, Texas State University, Kent State University, University of Nebraska-Kearney, Rocky Mountain College of Art & Design, Front Range Community College, Kean College, and California State University. Apparel/Merchandising graduates moving into industry have been employed in such firms as Nike, Rocky Mountain Jeans, Target, Asics Tiger, Pearl Izumi, AllSteel, Mirage Hotels, Macy’s, and Einstein Bagels. Interior design graduates have moved into design positions with well known design firms such as Callison, Gensler, Oglesby Design, HOK, AI, The Neenan Company, and Gallun Snow.

Key Websites and Acronyms

Websites
- CSU, A to Z: http://www.colostate.edu/
- Library: http://lib.colostate.edu/ DM Librarian: Naomi Lederer, 150 Morgan Library (970.491.0593); naomi.lederer@colostate.edu.
- Graduate School: http://www.graduateschool.colostate.edu
  - Includes Graduate and Professional Bulletin, which provides information on degree programs, financial support, tuition costs and rules and regulations pertaining to Graduate School
  - Includes Graduate School Forms: http://www.graduateschool.colostate.edu/current-students/forms/index.aspx
- Directory Service (to find faculty, staff, student contact information):
  - http://www.search.colostate.edu/search-directory.aspx

Acronyms
- AM – Apparel and Merchandising (Program Area)
- ASID – American Society of Interior Designers
- CHHS – College of Health & Human Sciences
- DM – Design and Merchandising (Department)
- GS – Graduate School (all graduate school forms begin with “GS”)
- GRA – Graduate Research Assistant
- GTA – Graduate Teaching Assistant
- INTD – Interior Design (Program Area)
- IDEC – Interior Design Educators Council
- IIDA – International Interior Design Association
- ITAA – International Textiles and Apparel Association
Expectations for Design and Merchandising Graduate Students

The Department of Design and Merchandising faculty expect students enrolled in the Master of Science program to set specific and timely goals toward the achievement of the degree. In particular, Design and Merchandising graduate students are expected to

- demonstrate initiative
  - be a self-starter/be self-directed, showing motivation toward achievement of the degree
  - critique their own work, including revising and refining prior to submission and in response to feedback

- contribute to a healthy and productive learning environment
  - be well-prepared for classes and meetings
  - contribute constructively to class discussions
  - engage in respectful teamwork with other students and faculty

- commit to producing high-quality work worthy of dissemination (e.g., through conference presentation, journal publication, and/or inclusion in a juried exhibit)
  - stay abreast of current developments in the literature within their area of specialization
  - interpret, analyze, and synthesize key concepts and theories within the literature (i.e., be critical consumers of others' research)

Establishing State Residency

To establish state residency, you will need to gather the following documentation that demonstrates your intent to remain in Colorado:

- a signed lease
- a voter's registration card
- vehicle registration
- a driver's license

Begin this process before the start of classes. During your first year at CSU, you also should be sure to pay your state taxes for Colorado.

The Student Financial Services Office will offer orientations on how to complete the residency forms. Please plan to attend one of these seminars. Also, retain copies of all residency forms and related documentation for your own records. The residency packet has to be returned to the Student Financial Services office before mid-summer, usually in late June. Submitting your documentation early will be to your advantage, as residency requests are processed in the order in which they are received, and if your resident status is not approved by the beginning of the fall semester, you will be responsible for the out-of-state portion of your tuition.
Your Program of Study:
Formulating a Plan for Degree Completion
PLAN A VERSUS PLAN B MASTER OF SCIENCE DEGREES

Students pursuing a Master of Science in Design and Merchandising may choose to complete a Plan A or Plan B degree. Both Plan A and Plan B degrees require the completion of 30 credits, but the distribution of credit requirements does vary somewhat across the degree plans (please see the plan checksheets).

- **Plan A** master’s degrees require the preparation of a thesis. The thesis is typically a written formal document which addresses, in an original fashion, some important concern of the discipline. A thesis involves significant independent work. Within the Department of Design and Merchandising, six (or more, in some instances) credits are allowed for the preparation of the thesis. More information about the thesis can be found within the section of this document entitled, “The Thesis.”

- **Plan B** master’s degrees do not require a thesis; instead, a scholarly paper/project is required. Within the Department of Design and Merchandising, three credits are allowed for the preparation of a Plan B paper/project. More information about Plan B projects can be found within the section of this document entitled, “Plan B Guidelines and Policies.”

COLORADO STATE UNIVERSITY CONTINUOUS REGISTRATION POLICY

All students admitted to a graduate program at Colorado State University are required to be continuously registered in the fall and spring semester throughout their degree programs. This policy applies from the time of first enrollment through the graduation term. Students may fulfill this requirement by registering for any graduate credit-bearing course (regular or non-regular). As an alternative, students may opt for a Continuous Registration (CR) status. Registration for CR status is accomplished in the same way as registration for courses. Section CRN numbers appear in the class schedule under the CR prefix. Students registering for CR will be assessed a fee for each semester of CR registration. Students graduating in summer term are required to be registered for at least one credit or CR.

When a student who has enrolled in multiple semesters of CR returns to active engagement in his/her thesis or Plan B work, it is possible that his/her original advisor may not be available to work with him/her, owing to the faculty member’s obligations to his/her currently active graduate advisees. As such, in some cases, it may be necessary for the student to change advisors upon his/her return.
<table>
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<tr>
<th>Departmental Core (9 credits)</th>
<th>Semester/Year taken</th>
<th>Credits</th>
<th>Grade</th>
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<tr>
<td>DM 501 Research &amp; Theory (3)</td>
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<td>DM 551 Research Methods (3)</td>
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<td>Specialized research/data analysis methods (select a minimum of one course) (3)*</td>
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<td>Research Seminar: Attend (Year 1) (Required)</td>
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<td>Research Seminar: Attend &amp; Present (Year 2) (Required)</td>
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**A) Total Number of Department Core Courses Taken**

| Content Coursework (12 credits) |
|----------------------------------|-----------------|---------|-------|
| Content Coursework (at least 12 credits) Courses to be selected from AM, DM, or INTD prefix with help of advisor. | | | |

**B) Total Number of Content Courses Taken**

| Breadth (minimum of 3 credits) |
|---------------------------------|-----------------|---------|-------|
| Breadth (minimum of 3 credits) In addition to the specialized research/data analysis course, at least three credits must be taken outside the Design and Merchandising Department. | | | |

**C) Total Number of Breadth Taken**

| Thesis (6 credits) ** |
|-----------------------|-----------------|---------|-------|
| DM 699 (3)            |                 |         |       |
| DM 699 (3)            |                 |         |       |

**D) Total Number of Thesis Credits Taken**

| Total Number of Credits Taken |
|-------------------------------|-----------------|---------|------|
| Row A + B + C + D must = minimum of 30 | | | |

Must meet Graduate School Requirements (see below)***

*The selected course must be approved by the student’s committee. In some cases, students may need to complete prerequisites before enrolling in approved data analysis courses.

**The University requires that a minimum of six credits be allocated to thesis work. Additional thesis credits may be taken, but may not be substituted for other degree requirements. All thesis credits are evaluated on a satisfactory/unsatisfactory basis.

*** Students’ programs of study must meet the following requirements of the CSU Graduate School:

a) A total of 30 credits, 24 of which must be earned at CSU (i.e., not transferred in)

b) 21 CSU credits earned after full admission to the program

c) 16 credits in courses that are at least 500-level

d) 12 of these 16 credits must be regular courses (i.e., not variable credit courses, which are numbered X80 – X99)

e) Grades in classes numbered X82 – X99 are calculated in the cumulative but not the regular graduate GPA.
# Master of Science Check Sheet – AM Emphasis - *Plan B*

<table>
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<tr>
<th>Department Core (9 credits)</th>
<th>Semester taken</th>
<th>Credits</th>
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<tr>
<td>DM 501 Reading &amp; Understanding Research (3)</td>
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<td>DM 551 Research Methods (3)</td>
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<tr>
<td>Specialized research/data analysis methods (select a minimum of one course) (3) *</td>
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<td>Research Seminar: Attend (Year 1) (Required)</td>
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<td>Spring</td>
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**Content Coursework** (at least 15 credits) Courses to be selected from AM, DM, or INTD prefix with help of advisor.

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<th>Semester</th>
<th>Credits</th>
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**Breadth** (minimum of 3 credits) In addition to the specialized research/data analysis course, at least three credits must be taken outside the Design and Merchandising Department.

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<th>Semester</th>
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**Paper/Project** (minimum 3 credits) **

DM 698 Research (3)

**D Total Number of Project Credits Taken**

<table>
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<tr>
<th>Semester</th>
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</table>

**Total Number of Credits Taken**

Row A + B + C + D must = minimum of 30

Must meet Graduate School Requirements (see below)***

---

*The selected course must be approved by the student’s committee. In some cases, students may need to complete prerequisites before enrolling in approved data analysis courses.

** Paper/project must be approved by student’s committee.

*** Students’ programs of study must meet the following requirements of the CSU Graduate School

a) A total of 30 credits, 24 of which must be earned at CSU (i.e., not transferred in)

b) 21 CSU credits earned after full admission to the program

c) 16 credits in courses that are at least 500-level

d) 12 of these 16 credits must be regular courses (i.e., not variable credit courses, which are numbered X80 – X99)

e) Grades in classes numbered X82 – X99 are calculated in the cumulative but not the regular graduate GPA.
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(A) Total Number of Department Core Credits Taken

<table>
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<tr>
<th>Content Coursework (12 credits)</th>
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<tr>
<td>Content Coursework (at least 12 credits) Courses to be selected from AM, DM, or INTD prefix with help of advisor.</td>
<td></td>
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</tbody>
</table>

(B) Total Number of Content Credits Taken

<table>
<thead>
<tr>
<th>Breadth (minimum of 3 credits)</th>
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<tbody>
<tr>
<td>Breadth (minimum of 3 credits) In addition to the specialized research/data analysis course, at least three credits must be taken outside the Design and Merchandising Department.</td>
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(C) Total Number of Breadth Credits Taken

<table>
<thead>
<tr>
<th>Thesis (6 credits) **</th>
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<tbody>
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<td>DM 699 (3)</td>
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(D) Total Number of Thesis Credits Taken

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<td>Rows A + B + C + D must = minimum 30 credits</td>
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</table>

* The selected course must be approved by the student’s committee. In some cases, students may need to complete prerequisites before enrolling in approved data analysis courses.

** The University requires that a minimum of six credits be allocated to thesis work. Additional thesis credits may be taken, but may not be substituted for other degree requirements. All thesis credits are evaluated on a satisfactory/unsatisfactory basis.

*** Students’ programs of study must meet the following requirements of the CSU Graduate School:

a) A total of 30 credits, 24 of which must be earned at CSU (i.e., not transferred in)
b) 21 CSU credits earned after full admission to the program
c) 16 credits in courses that are at least 500-level
d) 12 of these 16 credits must be regular courses (i.e., not variable credit courses, which are numbered X80 – X99)
e) Grades in classes numbered X82 – X99 are calculated in the cumulative but not the regular graduate GPA.
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<td>DM 501 Research and Theory– Design &amp; Merchandising (3)</td>
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<tr>
<td>DM 551 Research Methods (3)</td>
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<tr>
<td>Specialized research/data analysis methods course (3) *</td>
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<td>Research Seminar: Attend (Year 1) (Required)</td>
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<tr>
<td>Research Seminar: Attend &amp; Present (Year 2) (Required)</td>
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</table>

(A) Total Number of Department Core Courses Taken

Content Coursework (at least 15 credits) Courses to be selected from AM, DM, or INTD prefix with help of advisor.

(B) Total Number of Content Courses Taken

Breadth Coursework (Select a minimum of 3 credits)

Breadth (minimum of 3 credits) In addition to the specialized research/data analysis course, at least three credits must be taken outside the Design and Merchandising Department.

(C) Total Number of Breadth Courses Taken

Paper/Project (minimum 3 credits) **

DM 698 Research (3)

(D) Total Number of Project Courses Taken

Total Number of Credits Taken

Row A + B + C + D must = minimum of 30 credits

Must meet Graduate School Requirements (see below) ***

* Select a minimum of one course with approval by the student’s committee. Students may need to complete prerequisites before enrolling in approved data analysis courses.

** Paper/project must be approved by student’s committee.

*** Students’ programs of study must meet the following requirements of the CSU Graduate School:

a) A total of 30 credits, 24 of which must be earned at CSU (i.e., not transferred in)

b) 21 CSU credits earned after full admission to the program

c) 16 credits in courses that are at least 500-level

d) 12 of these 16 credits must be regular courses (i.e., not variable credit courses, which are numbered X80 – X99)

e) Grades in classes numbered X82 – X99 are calculated in the cumulative but not the regular graduate GPA.
**Advising Template for the Two-Year Master’s Plan of Study**

Student’s name _________________________________________

**Semester One - Fall**

<table>
<thead>
<tr>
<th>Assignment</th>
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<tr>
<td>Attend DM orientation.</td>
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<td>Begin procedures to establish Colorado residency*</td>
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<td>Register for classes. This is done before week one. If you do not register before the first day of class, you must pay a late registration fee.</td>
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<td>Meet with temporary advisor: AM: Dr. Jen Ogle ID: Dr. Katharine Leigh</td>
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<td>Talk with your temporary advisor about possible areas of interest.</td>
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<td>Select your permanent advisor: complete paperwork (Advisor Declaration Form)</td>
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<tr>
<td>Examine various thesis/Plan B project topics. Discussion of the differences between thesis and Plan B projects will occur in DM501.</td>
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<tr>
<td>Continuously examine your short and long-term goals for acquiring a master’s of science degree.</td>
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</table>

- **Note:** Shading indicates the recommended week(s) the task is to be worked on and ultimately completed. For example, it is recommended that a student select a permanent advisor by the end of the 12th week of semester one.

* **State residency is required for domestic students wishing to be considered for an assistantship during their second year of graduate study.**
### Semester Two - Spring

<table>
<thead>
<tr>
<th>Assignment</th>
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<th>13</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Discuss committee member options with your advisor.</td>
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<td>X</td>
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<tr>
<td>Interview prospective committee members.</td>
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<tr>
<td>Confirm committee with each committee member.</td>
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<tr>
<td>Program of study meeting: advisor (committee chair) and committee members meet with student to discuss and agree on coursework.</td>
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<tr>
<td><em>File GS 6 form</em></td>
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<tr>
<td>Literature search is undertaken.</td>
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<tr>
<td>Attend Research Seminars in DM551 (as scheduled)</td>
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</tbody>
</table>

*GS 6 form: Program of study (i.e., classes student will take) must be filed before the registration period of the student's fourth semester.*

### Semester Two - Summer

<table>
<thead>
<tr>
<th>Assignment</th>
<th>1</th>
<th>2</th>
<th>3</th>
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</thead>
<tbody>
<tr>
<td>Review of literature is refined – continual process</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Identification of problem</td>
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<tr>
<td>Development of hypotheses/research questions</td>
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<tr>
<td>Formulate outline of method to be used for thesis/Plan B project research</td>
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</table>
**Semester Three - Fall**

| Week → | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|--------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|
| Assignment |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
| ↓ |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
| Develop proposal |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
| Advisor provides approval for proposal meeting to be arranged. |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
| Disseminate hard copies of proposal to committee members at least **two weeks** (thesis) or **one week in advance** (Plan B project) of meeting. |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
| Proposal day – you give a short presentation. Remember to bring the sign off paperwork. |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
| The advisor completes the **Components of A Proposal paperwork** (thesis). |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
| Obtain Human Subjects approval on instrument and design prior to data collection (if appropriate). See Colorado State University home page. |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
| Collect data and begin analysis |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |

- **Note:** Data collection and analysis cannot begin until after (a) the committee has approved the proposal and signed the paperwork and (b) the Institutional Review Board has approved the human subject’s application (which cannot be filed until the committee approves the proposal).
# Semester Four - Spring

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<tr>
<th>Assignment</th>
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<tbody>
<tr>
<td>Research Seminar: Schedule and make own research seminar presentation to DM 551 students.</td>
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<tr>
<td>Registered for at least one credit or CR in order to defend</td>
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<td>File GS 25 form – application for graduation</td>
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<tr>
<td>Thesis/ Plan B project completion</td>
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<tr>
<td>Disseminate hard copies of thesis or Plan B project to committee members at least <strong>two weeks (thesis) or one week (Plan B project)</strong> in advance of defense (this is required).</td>
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<tr>
<td>Defense/Oral exam*</td>
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<td>The advisor completes the Components of Thesis paperwork.</td>
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<tr>
<td>File GS 24 form (Report of Final Examination Results) within 2 working days after results of oral exam are known</td>
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<td>Upload electronic copy of thesis</td>
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<td>Bound copy of thesis due at the department office</td>
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<td>Copies of thesis distributed to advisor and committee members</td>
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<td>University keys returned to room 153 Aylesworth SE</td>
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<td>Graduation commencement</td>
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* During Fall or Spring semester, the oral exam must be completed by the 12th week of the semester. During the summer session, the oral exam must be completed by the 5th week of the session.
Selection of Advisor and Committee Members

Incoming graduate students will be advised by a temporary advisor until they select a permanent/thesis advisor. The Graduate Coordinator will advise new Apparel and Merchandising students, and an Interior Design faculty member will advise new Interior Design students. Temporary advisors will guide students in the selection of a permanent/thesis advisor.

Selection of Thesis/Plan B Advisor

The selection of a thesis advisor should be made sometime between the end of the student's first semester and the beginning of the student's second semester. During the first semester, each student should familiarize him/herself with the research programs of the faculty. To foster this awareness, faculty members will dialogue with students about their research within the context of DM 501. Additionally, students are encouraged to make appointments with individual faculty members to discuss their research interests. It is important to note that not all faculty members may be accepting new advisees. Therefore, students should identify more than one possible advisor as they plan their programs of study.

Please note that students may select an advisor as well as a co-advisor. This approach is typically taken for one of two reasons. First, in some cases, a student may be pursuing an interdisciplinary thesis topic that is best informed by the expertise of two faculty members who will jointly advise him/her in the work. Second, in other cases, a student may wish to invite a faculty member who is new to the DM Department to serve as his/her advisor. In such cases, it is appropriate to ask this individual to serve as a co-advisor and a more senior faculty member to serve as an advisor.

Once an individual advisor (and co-advisor, if applicable) is selected, the student and the advisor will need to complete the Advisor Declaration Form. A copy of this form is included within this section of the Graduate Handbook.

Selection of Thesis/Plan B Committee

In the Department of Design and Merchandising, the committees are composed of at least three members: the student's advisor (who will serve as chair); at least one additional departmental faculty member (who may be a co-advisor), and at least one faculty member from outside the department. The committee, led by the advisor/co-advisor, will guide the student in the planning, execution, and reporting of a research project (i.e., the thesis). The committee also reviews and provides approval for the student's program of study (as described in the GS6 - Program of Study).

Advisors will give guidance to students regarding the selection of members for their committee. Additionally, as students contemplate the composition of the committee (i.e., whom to invite to participate as a member on their committee), they are encouraged to meet with individual faculty members to discuss their research interests.
Advisor Declaration Form

I have chosen my advisor (or co-advisors). We have discussed our expectations and timelines for me and my graduate program. He/she/they have signed indicating agreement to be my advisor.

Signatures:

Advisor ________________________________ Date ________________

Co-advisor ______________________________ Date ________________

(if applicable)

I understand it is important to proceed to identify the additional committee members and my Program of Study on the GS Form 6 and submit the form in a timely manner to avoid registration stops. {Note that the program of study and/or committee members can be easily amended after the GS Form 6 is filed.}

Signatures:

Student ________________________________ Date ________________

Department Head _________________________ Date ________________

Plan A  ☐

Plan B  ☐
**Notice:** A copy of this report has been emailed to the address listed in your RAMweb account. You may print or save a copy now. After closing this window, you will only have access to your Program of Study through a printed copy, saved copy or the copy sent to the email address listed in your RAMweb account.

**Program of Study**

**GS Form 6**

Rev. 09/2011

Graduate School

1005 Campus Delivery

108 Student Services

Fort Collins, Colorado 80523-1005

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**Name** __________________________  **CSU ID** __________________________

**Program Code** __________________________  **Degree** __________________________

**Program** __________________________  **Committee Code** __________________________

**Admit Term** __________________________  **Site** __________________________

### Prior Admission Courses

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<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
</table>

**NOTE:** In this section, credit hours for courses with the same subject and course number have been combined and totaled.  **Total Prior Admission Credits:** 0

### After Admission Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
</table>

**NOTE:** In this section, credit hours for courses with the same subject and course number have been combined and totaled.  **Total After Admission Credits:**

### Credits from Master's Degree

If a master's degree is to be used as part of a Ph.D. program fill in the following information:

- **Year master's degree awarded** __________
- **Institution** __________
- **Credits** __________

### Transfer Coursework

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Term and Year Taken</th>
<th>Institution</th>
</tr>
</thead>
</table>

**Area Reserved for Graduate School**

**Credits Approved and Recorded**

### Non-Course Requirements

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<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>Requirement</th>
<th>Status</th>
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<tbody>
<tr>
<td>Master's Final Defense (GS24)</td>
<td>Required</td>
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</table>

### Committee

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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</table>

### Signatures

- **Student** __________________________  **Date** __________
- **Advisor** __________________________  **Date** __________
- **Co-Advisor (if applicable)** __________________________  **Date** __________
- **Department Head** __________________________  **Date** __________
- **Graduate School** __________________________  **Date** __________
GRADUATE RESEARCH SEMINARS

Background

One of the key aims of the Design and Merchandising Master of Science program is to develop students’ research skills. Students enrolled in the program gain valuable experience conducting their own research and also practice becoming critical consumers of others’ research. To build a culture that affords students the opportunity to exchange research ideas and to develop a rich appreciation for multiple ways of knowing, faculty in the Department of Design and Merchandising have instituted a research seminar requirement for all students enrolled in the Design and Merchandising Master of Science program.

Seminars will be held in the spring semester of every academic year, with differing requirements for first and second year students. Please see specific details below. Please note that each student’s graduation is contingent upon fulfilling the seminar requirements.

Seminar Requirements for First Year Students

The Department has integrated a research seminar component into DM 551 (Research Methods), which is a first-year core course taken by all students pursuing the Master of Science in Design and Merchandising. As such, for first-year graduate students, the seminar requirement is fulfilled through the successful completion of the following activities, which also constitute class assignments for DM 551 (Research Methods):

- Attend oral research seminar presentations made by second year students to DM 551 students. Prepare written responses to questions raised by seminar presenters.
  - To accommodate online students, the seminars will be filmed and posted on a RamCT site that has been established for this purpose (Design and Merchandising Graduate Research Seminar). The DM 551 instructor will email online students once films have been posted.
  - If you are unable to attend a seminar session due to a serious illness, a death in the family, an emergency, or an accident, you will need to view the filmed version of the presentation posted on the RamCT site.
- Develop a poster presentation summarizing the DM 551 term project (a brief research proposal) and present your research by participating in the poster session at end of the semester.

Specific details and policies about these requirements will be distributed in DM 551.

Seminar Requirement for Second Year Students

Second year (or continuing) graduate students are required to give a seminar presentation (with oral and PowerPoint components) to DM 551 students summarizing their thesis or Plan B project. The seminar presentation is part of the work to be completed to earn DM 698 (Research, Plan B) or DM 699 (Thesis, Plan A) credits. Thus, students cannot receive a final grade in DM 698 (3 required credits) or DM 699 (final 3 credits) without having fulfilled the seminar presentation requirement. Specific directions for the seminar presentation requirement are below.
• **Schedule your presentation:** This must be done within the first week of the spring semester that you will present. During this time, Dr. Tremblay will post a sign-up sheet of seminar time slots outside of his office door (Aylesworth SE 155). Students sign up for a presentation date on a first come, first served, basis. After you schedule your presentation, please make arrangements for any equipment (e.g., laptop and projector) that you will need for your presentation. Please note: It is highly recommended that you make your presentation during your second spring semester in the graduate program. If you do not do so, you will be required to make your presentation in a subsequent spring semester, which may delay your graduation and require a return trip to campus if you have relocated elsewhere at that time.

• **Develop your presentation:** Work with your advisor to create a PowerPoint presentation in which you outline the research problem that you are addressing with your thesis work. The presentation itself should be about 30-45 minutes in length. Please allow approximately 5 minutes for questions at the end. It is certainly appropriate for students to present their work at the proposal stage. Some students, however, may wish to present their work after data have been collected.

• **Develop a short answer question about your presentation:** Presenters are responsible for preparing an open-ended, essay-style question about the content of their presentation that requires students to engage in critical thinking. Your question must be approved by your academic advisor and will form the basis for an assignment that will be completed by online students and by residential instruction students who cannot attend the seminar on campus. Please email your approved question to Ken Tremblay on (or prior to) the day you present your seminar (Kenneth.R.Tremblay@colostate.edu).

• **Give your presentation:**
  
  • If you are an online student, you will be required to give your presentation synchronously (i.e., in real time), via conference call. Your academic advisor will assist you by managing the presentation of your PowerPoint slides to the CSU audience (i.e., setting up a laptop and projector and manning your slide presentation), while you provide oral interpretation of the content included on your slides (via the conference call).

  • Your graduation is contingent upon your development and presentation of a research seminar. If you do not fulfill the presentation requirement, you will not receive a grade in DM 698 or DM 699.
Funding Your Program of Study: Assistantships, Scholarships, and Fellowships
Types of Financial Assistance Available for Graduate Students

Students in the Department of Design and Merchandising may fund their graduate studies through varied means. Some opportunities include:

**Assistantships:** The Department of Design and Merchandising has a limited number of assistantships available. Assistantships are awarded on a competitive basis, with consideration given to the strength of the applicant’s previous academic performance and the fit between his/her background and the Department’s teaching and research needs. Assistantships include a partial tuition waiver and a stipend for the fall and spring semester, but not for the summer term. Students work 10 or 20 hours per week with a faculty or administrator in the Department for the fall and spring semester. To be considered for assistantships, students must apply by March 1. To be eligible for and to hold an assistantship, students must
- Be admitted to a graduate degree program
- Be enrolled for at least one on-campus credit during each fall and spring semester
- Be enrolled for such credits as the appointing department may require for the summer term
- Maintain good academic standing at Colorado State University by maintaining at least a 3.0 grade point average and not being placed on academic probation
- Take and obtain a satisfactory score on prescribed language competency tests (non-native speakers of English)
- Continue an association with and enrollment in an academic department
- Avoid suspension, expulsion, or withdrawal from the University, Graduate School, or department
- Be eligible to work with appropriate visa status and work permits
- Perform assigned duties and functions in a timely and competent fashion as indicated in the contract

**Fellowships:** Fellowships are awarded to first year students enrolling in the Design and Merchandising Master of Science program. These are one-year, nonrenewable awards made on the basis of academic merit. All awardees must meet the following criteria:
- Be a first time admit to CSU Graduate School for fall semester
- Register for a minimum 6 credits for both the fall and spring semesters
- Maintain a minimum 3.0 GPA during first year
- Maintain satisfactory progress toward a graduate degree

**Scholarships:** Continuing students may apply for scholarships, which are available from the Department of Design and Merchandising and the College of Health & Human Sciences on an annual basis. Applications are due in the spring semester. Additionally, students are encouraged to apply for scholarships from external professional organizations such as the American Association of Family and Consumer Sciences, American Society of Interior Designers, International Textiles and Apparel Association, Kappa Omicron Nu, and Phi Upsilon Omicron, among others.

**Work-study:** There are limited opportunities for hourly employment in the department. Students who have work-study allotments as part of their financial aid package and non-resident students willing to apply for merit-based work-study should contact the department to see if any positions are available.

**Loans/Grants:** For information about student loans and grants, please contact an advisor at the student financial services office: [http://sfs.colostate.edu/](http://sfs.colostate.edu/)
The Thesis
Department of Design and Merchandising Policy Regarding DM 699 (Thesis) Credits

The following policies relate to all DM 699 (Thesis) credits taken:

Evaluation:

DM 699 (thesis) credits are graded on a satisfactory/unsatisfactory basis.

Registration:

A student who has outstanding incomplete credits in DM 699 (thesis) may not register for additional DM 699 credits until he/she has finished the incomplete DM 699 credits.

Progress:

Throughout the course of the thesis, it is the graduate student's responsibility to update his/her advisor as per progress made toward completion, even if the student is not on campus.

Proposal Guidelines

What students are required to bring to the proposal meeting

- Components of a Proposal form
- Proposal Approval Form
- GS-6 (if not yet submitted)

Students must distribute a hard copy of the proposal document to all committee members at least TWO WEEKS prior to the proposal meeting.
COMPONENTS OF A PROPOSAL: DEPARTMENT OF DESIGN AND MERCHANDISING

The components identified here are to be present in all DM proposals. The components do not refer to titles of proposal chapters (although they may be used for such a purpose). Other words or phrases appropriate to the selected research approach and method may be used at the discretion of the advisor and committee. The intent is to ensure a similar level of quality in all department proposals. The explanatory notes are provided as aids and are not intended to be all-inclusive.

Upon completion of the proposal, it is the responsibility of the student to insert the page number (see far right hand column) whereby information can be found that satisfies each of the required components (listed on the far left hand column). The advisor/committee chair verifies that the components of the proposal have been satisfied before signing the sheet. The signed sheet is to be handed in with the signed Proposal Approval form to the DM graduate coordinator.

<table>
<thead>
<tr>
<th>Components</th>
<th>Explanatory Notes</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title page</td>
<td>Includes proposed title, your name, date of proposal meeting, names of committee members.</td>
<td></td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Identifies all of the major components in the proposal.</td>
<td></td>
</tr>
<tr>
<td>Introduction</td>
<td>Includes a clearly stated purpose and justification and key definitions.</td>
<td></td>
</tr>
<tr>
<td>Review of Literature</td>
<td>Includes a synthesis of relevant scholarly literature. In most cases, also will include a discussion of theory or a conceptual framework.</td>
<td></td>
</tr>
<tr>
<td>Methods</td>
<td>Includes procedures for data collection and analysis.</td>
<td></td>
</tr>
<tr>
<td>Expected Budget</td>
<td>Estimates all expected costs (copy work, survey printing and mailing, photographs, cost of binding department copy, etc.) for completion of the study and identifies the source(s) of funding.</td>
<td></td>
</tr>
<tr>
<td>Timeline</td>
<td>Indicates when you will complete various parts of the thesis process. Check with your advisor and the Graduate School for important dates.</td>
<td></td>
</tr>
<tr>
<td>References</td>
<td>Includes only those references cited in the text. Should a committee require evidence that the student is familiar with a broader spectrum of literature than that immediately relevant to their research, the reference list is a called a bibliography.</td>
<td></td>
</tr>
<tr>
<td>Data Collection Instrument</td>
<td>If appropriate, a draft of the data collection instrument to be used should be included.</td>
<td></td>
</tr>
<tr>
<td>Proposal Approval Form</td>
<td>Bring this form to the proposal meeting for completion and signatures.</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>All proposals must utilize APA format, unless the student's committee approves another format for reasons specific to the study and/or resulting publication. Also, students have the option (with approval of their advisor and committee) to complete a manuscript-length thesis (which will be shorter than the typical thesis and in a format suitable for journal submission).</td>
<td></td>
</tr>
</tbody>
</table>

Committee Chair Signature/Date               Student's Signature/Date               Graduate Coordinator/Date

1 Acceptance of the proposal must be made prior to collection of data and no later than the term before planned completion of the degree.

2 APA Publication Manual, p. 333-334
Master's Plan A Proposal Approval Form
Department of Design and Merchandising

PROPOSAL TITLE/TOPIC

This form must accompany the proposal and be completed for the proposal to be accepted. Acceptance must be made prior to collection of data and no later than the term before planned completion of the degree. Any conditions related to the acceptance of the proposal are to be listed prior to the signing. This includes filing for and receiving approval from the Committee on Human Research to study human subjects.

CONDITIONS:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

COMMENTS/RECOMMENDATIONS/ADDITIONAL COURSES REQUIRED:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

SIGNATURES:

________________________________________________________________________

Graduate Student Date Committee Member Date

________________________________________________________________________

Advisor Date Committee Member Date

________________________________________________________________________

Co-Advisor Date DM Graduate Coordinator Date

DISTRIBUTION: Student, Advisor, Committee Members, Department Records

Attach Copy of Proposal
THESIS DEFENSE GUIDELINES

Format for the Defense
A portion of the Graduate thesis defense will be open/public, but the dialogue among the student and the committee members will remain closed. Details are as follows:

- Once the student schedules his/her thesis defense, the advisor should provide time/date/location information to the Graduate Program Assistant and request an email announcing the defense be sent to all DM faculty and graduate students. This email should be sent to all DM faculty and graduate students one week prior to the defense.
- Graduate thesis defenses within the Department of Design and Merchandising will begin with a 20 minute PowerPoint presentation by the student. This presentation will be open to the public and should focus upon the key points of the thesis, with an emphasis upon the research findings and conclusions. The presentation will be followed by a 10 minute period during which guests will be invited to pose questions. After 10 minutes of discussion, the public portion of the defense will come to an end and guests will be invited to leave. The committee members will then begin their dialogue with the student.
- No food will be allowed at the thesis defense.

What students must bring to the thesis defense
- GS 24 (Report of Final Examination Results)
- Components of a Thesis form
- Thesis/Dissertation Submission Form
- Copies of Raw Data (for advisor, as required by CSU)
- Student Contact Sheet

Policies
- Students must distribute a hard copy of the thesis document to all committee members at least TWO WEEKS prior to the thesis defense meeting.
- It is NOT possible to submit the GS-6 and to defend in the same semester. There is no Graduate School policy preventing a student from proposing and defending in the same semester.
- The Department Head must sign the signature pages of the final copy. The department head signs only after the thesis advisor has signed. Allow at least 24 hours for the Department Head to review and sign the thesis.
- All thesis credits are graded on a satisfactory/unsatisfactory basis.
The components identified here are to be present in all DM theses. The components do not refer to titles of thesis chapters (although they may be used for such purposes). Other words or phrases appropriate to the selected research approach and method may be used at the discretion of the advisor and committee. The intent is to ensure a similar level of quality in all department theses. The explanatory notes are provided as aids and are not intended to be all-inclusive.

Upon completion of the thesis, it is the responsibility of the student to insert the page number(s) (see far right hand column) whereby information can be found that satisfies each of the required components (listed on the far left hand column). This sheet is to be submitted to the advisor/committee chair, who will verify that the components of the thesis have all been included. After reviewing and signing this sheet, the advisor/committee chair will return the form to the student who will then forward this form and the thesis to the Department Head for signature approval.

<table>
<thead>
<tr>
<th>Components</th>
<th>Explanatory Notes</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Pages</td>
<td>Includes a title page, approval page, acknowledgment page, table of contents, list of tables and figures and abstract. (Refer to Colorado State's Graduate School instructions for required specifics.)</td>
<td></td>
</tr>
<tr>
<td>Abstract</td>
<td>The abstract is limited to a 300 word maximum; a longer abstract is acceptable but is in addition to the 300 word abstract.</td>
<td></td>
</tr>
<tr>
<td>Introduction</td>
<td>Includes a clearly stated purpose and justification and key definitions.</td>
<td></td>
</tr>
<tr>
<td>Review of Literature</td>
<td>Includes a synthesis of relevant scholarly literature. In most cases, also will include a discussion of theory or a conceptual framework.</td>
<td></td>
</tr>
<tr>
<td>Methods</td>
<td>Includes procedures for data collection and analysis.</td>
<td></td>
</tr>
<tr>
<td>Results/Findings, Evaluation and Discussion</td>
<td>Identifies and discusses the findings. In a design thesis, this section includes process documentation and professional photographs of the item/object or collection. It also cites the results of the evaluation.</td>
<td></td>
</tr>
<tr>
<td>Conclusion(s)</td>
<td>Conclusions are based on the synthesis and evaluation discussed in the previous chapter. This would also include limitations/implications/future work. Limitations, suggestions for future work can be the main contribution to the body of knowledge. In a design thesis this may result from process documentation and/or evaluation of the work by viewers or users.</td>
<td></td>
</tr>
<tr>
<td>References</td>
<td>Generally, only references cited in the text are included in the reference list. Should a committee require evidence that the student is familiar with a broader spectrum of literature than that immediately relevant to their research, the reference list is a called a bibliography.</td>
<td></td>
</tr>
<tr>
<td>Appendices</td>
<td>The need for complete documentation may dictate inclusion of various materials in a thesis (e.g., verbatim instructions to participants, human subjects' approval, original scales or questionnaires, raw data, etc.).</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>All approved DM theses must:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Utilize APA format, unless the student's committee approves another format for reasons specific to the study and/or resulting publication.</td>
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<tr>
<td></td>
<td>• Contain sufficient information to allow others to replicate the method or approach to the study.</td>
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<tr>
<td></td>
<td>• Be bound in black with gold print on the spine and turned into the Department (1 copy). Students have the option (with approval of their advisor and committee) to complete a manuscript-length thesis (which will be shorter than the typical thesis and in a format suitable for journal submission).</td>
<td></td>
</tr>
</tbody>
</table>

Committee Chair Signature/Date   Student’s Signature/Date
Report of Final Examination Results

Student’s Name_______________________________ CSU I.D. Number _________________________
Degree Sought__________ Department___________________________ Program Code ________

Date on which examination occurred: ______________________________
For multi-part examinations, this date refers to the final part only.

Date on which examination was graded (if different than the date above): ________________

It is the student’s responsibility to submit this form to the Graduate School Office within TWO WORKING DAYS after the results of the examination are known.

Results of examination: _____ PASS _____ FAIL

For all Ph.D. and Plan A & B Master Degrees:
(Plan B common departmental final examination signature in section below)

Committee members voting to PASS
(Please print name next to signatures) Committee members voting to FAIL

__________________________________________  ____________________________________________
___________________________________________  ____________________________________________
___________________________________________  ____________________________________________
___________________________________________  ____________________________________________
___________________________________________  ____________________________________________
___________________________________________  ____________________________________________

This section is for the Plan B Common Departmental Final Examinations ONLY

For Plan B Master’s degrees where a common departmental final examination is given:

Departmental Examining Committee Chair signs here: ________________________________

If, following failure, a second examination is to be permitted, please list the conditions that must be met beforehand.

________________________________________________________________________________________
________________________________________________________________________________________
THESIS CHECKLIST FOR FORMAT REQUIREMENTS

Formatting
- For details on requirements, see the following website:
  http://graduateschool.colostate.edu/documents/eTD-Formatting-Guide.pdf

Miscellaneous
- Date shown on the title page and abstract is the same as the term and year in which the student is officially graduating. The date on the signature page is the month, day and year the page was signed.

Submission
- Graduate School: You must submit your thesis electronically. For details, please see
- Department of Design and Merchandising: one hard bound copy of the thesis must be submitted to the Graduate Program Assistant in Aylesworth 150.
- Committee Members: one spiral bound copy of the thesis must be provided for each committee member.
# Thesis/Dissertation Submission Form

(Please fill out this form online before printing)

**Instructions:**
1. Fill out the information on this form and obtain the required signatures after the final thesis/dissertation has been **reviewed and approved** by your committee.
2. Submit this form to the Graduate School by the published deadline of your graduating term.

## Student Information

<table>
<thead>
<tr>
<th>Date</th>
<th>Current Phone No</th>
<th>Email</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>CSU ID Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Degree</th>
<th>Term of Graduation</th>
</tr>
</thead>
</table>

Embargo Request: ____Yes [Requires ETD Embargo Restriction Request Form]

## Thesis/Dissertation Title


## Required Thesis/Dissertation Committee Approval

We hereby recommend that the thesis or dissertation prepared under our supervision by the above student be accepted as fulfilling in part requirements for his/her degree.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member</td>
<td></td>
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<tr>
<td>Committee</td>
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<tr>
<td>Member</td>
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<tr>
<td>Committee</td>
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<tr>
<td>Member</td>
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</table>

<table>
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<tr>
<th>Department</th>
<th>Chair: Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Advisor: Name</th>
<th>Signature</th>
<th>Date</th>
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</table>

Co-Advisor: (if applicable)

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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<tr>
<th>Pending ETD Submission</th>
<th>Corrections</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDP</td>
<td>Corrections</td>
</tr>
<tr>
<td>Title Entered</td>
<td>Corrections</td>
</tr>
</tbody>
</table>

ETD Submission Approved by Graduate School: Date

---

29
The Plan B Project
Committee Composition, DM 698 Credits, and Procedure

Students convene a Plan B committee, which comprises an advisor, a departmental member, and an outside member. Students register for 3 credits of DM 698 (research) with their advisor. These three credits must include an oral presentation of a proposal and a final oral report to the committee. The committee provides feedback on the proposal as well as on the final decision as to the student's performance on the DM 698 credits. DM 698 credits are graded on a traditional basis (A-F). A summary of the steps needed to complete a Plan B paper/project is provided below:

1. Identify Plan B Advisor and Committee.
2. Register for DM 698 (3 credits) during the semester you will be presenting your project proposal and completing DM 698. Students may register for these credits anytime after completion of the first semester.
3. Develop proposal in consultation with your advisor. Examples of Plan B projects are included at the end of this section.
4. Convene committee and present proposal (written and oral) to committee for their approval. Students must distribute the Plan B proposal to committee members at least one week prior to the proposal meeting. Please bring Plan B Proposal Approval Form to your proposal meeting.
5. Complete Plan B paper/project. Throughout the course of the Plan B project, it is the graduate student's responsibility to update his/her advisor as per progress made toward completion, even if the student is not on campus.
6. Convene committee and successfully defend paper/project to the committee (i.e., the student must pass the defense).
   • Students must distribute the Plan B paper to committee members at least one week prior to the defense meeting.
   • Once the student schedules his/her Plan B defense, the advisor should provide time/date/location information to the Graduate Program Assistant and request an email announcing the defense be sent to all DM faculty and graduate students. This email should be sent to all DM faculty and graduate students one week prior to the defense.
   • Plan B defenses will begin with a 20 minute Power Point presentation by the student. The presentation will be open to the public and should focus upon the key points of the Plan B project, with an emphasis upon the results/findings and conclusions. The presentation will be followed by a 10 minute period during which guests will be invited to pose questions. After 10 minutes of Q & A, the public portion of the defense will come to an end (i.e., the guests will be invited to leave), and the committee members will begin their dialogue with the student.
   • The defense must be held by the published deadline of the student's graduating term. The completed and signed form (GS24) must be submitted to the Graduate School Office within two working days after the results of the examination are known.
7. Students will receive a final grade (A-F) from their advisor with input from their committee for work completed to satisfy their DM 698 credits. A grade of "C" or higher is required for credits to "count" toward graduation.
Plan B Proposal

- The proposal for a Plan B paper/project includes: purpose, objectives, key research literature, plan of work, and timeline.
- The proposal is to be no longer than five pages (not including the reference list and appendices).
- Students must distribute the Plan B proposal to committee members at least one week prior to the proposal meeting.
- Please bring Plan B Proposal Approval Form to your proposal meeting.

Plan B Final Paper or Project

- All students who complete the Plan B project will need to submit a written report in which they discuss/describe/document their work and situate it within the scholarly literature. The written documentation for the project is to be no longer than 20 pages, not including the reference list and appendices. In some cases, students may need to submit two components for the Plan B project: (a) the written report and (b) the actual “project” that is completed (e.g., apparel design/interior design creative scholarship, a prospectus for a new course, a teaching module, a textbook proposal).
- The components included in the written documentation will vary depending upon the project completed, but may include sections such as “introduction,” “abbreviated review of literature,” “process,” “reflection,” and “conclusions” (e.g., these sections would be appropriate for reports documenting creative scholarship and/or curriculum development projects).
- The following types of materials should be included in appendices: photographs/sketches, project samples (e.g., fabric swatches, design plans/programs), curricular materials (e.g., lesson plans, Power Point lectures, class activities, assignments), and feedback/evaluation tools.
- Students must insert a “signature page” after the title page for a Plan B written report. This signature page must include the following verbiage and must be signed by the advisor: “I have read the final Plan B document submitted by [student’s name], and have concluded that it satisfies the requirements set out by the committee.” An example signature page is included at the end of this section.
- Submit spiral-bound copies of the Plan B project (including the paper and the appendices, with plastic covers on the front and back) to: (a) the Department of Design and Merchandising (one copy) and (b) all committee members (one copy per committee member). The department copy must be submitted to Graduate Program Assistant in Room 150 Aylesworth SE. Copies must be distributed prior to receiving final departmental clearances.

Eligibility

- Option 1: Plan B is available to any student who has not previously registered for DM 699 credits.
- Option 2: Plan B is available to any student who is currently enrolled in the graduate program or who is eligible to re-enroll in the graduate program to complete his/her degree AND whose GS-6 includes DM 699 credits with a grade of “S” or “C” or higher. Students with a grade of “I” in DM 699 must complete the incomplete credits and earn a grade of “S” before commencing a Plan B project.
  - A student who has a grade of “D” or “F” for DM 699 must submit a written petition to her/his advisor to complete work for removing the “D” or “F”. Once the “D” or “F” is removed, the student can commence a Plan B project.
Plan B Project Examples
3 credits

Note: These examples are to be considered as possibilities and not an exhaustive list of Plan B projects. All projects are to have a research base as integral to the project.

Apparel design creative scholarship
- Inspiration or conceptual/theoretical framework
- Target market
- Design process
- Reflective journal
- Final garments/textiles
- Evaluation with link back to inspiration/framework and target market

Interior design creative scholarship
- Inspiration or conceptual/theoretical framework
- Client needs/program
- Design process
- Reflective journal
- Final product: furniture design prototype, interior space, custom design
- Evaluation with link back to inspiration/framework and client need

Case study of a business/firm/design/community
- Company/firm/design/community profile with focus on a problem and its solution (e.g., social responsibility, sustainability, introduction of new technology, product development, supply chain issue, community issue, client need, etc.)
- Review of research and industry/market/practice trends
- Description of outcome
- Assessment of outcome based on research and industry/market/practice trends
- Recommendations for future action

Industry or practice-based problem
- Company/firm profile
- Problem: definition, importance, scope
- Method for addressing the problem
- Research-based solutions
- Recommendations for future action

Capstone-style project (e.g., research-based design)
- Link needed to evidence based design
- Research of design problem
- Develop client program/case studies/issues
- Indicate scope of project and services of design
- Final design boards with link back to research and program
Business plan
- Need for the business: Environmental scan, including industry-based research
- Description of proposed company, including products/services
- Marketing plan, including target market research
- Operations and management plan
- Start-up expenses
- Longer range financial plan

Prospectus for a new course/curriculum
- Review of literature and rationale for new course/curriculum
- Textbook + rationale
- Proposed topics and rationale for sequence
- Fit within the course or program
- Discussion and assessment for proposed course/curriculum

Teaching module/unit
- Review of literature for subject matter
- Indicate course module limitations/audience/context
- Rationale/timing of module
- Topics/subtopics taught
- Sample lectures/demos
- Sample lesson plans/exercises/assignments
- Sample pedagogies used

Textbook proposal
- Offer rationale for need of textbook
- Indicate how it builds the body of knowledge
- Review of literature and popular press background (with references)
- Market/audience need
- Could include visuals or prototype created if desired
Master's Plan B Proposal Approval Form
Department of Design and Merchandising

PLAN B PROPOSAL TITLE/TOPIC

This form must accompany the proposal and be completed for it to be accepted. Approval must be made prior to beginning the Plan B project.

Any conditions related to the acceptance of the proposal are to be listed prior to the signing. This includes filing for and receiving approval from the Committee on Human Research to study human subjects.

CONDITIONS:

________________________________________
________________________________________
________________________________________

COMMENTS/RECOMMENDATIONS:

________________________________________
________________________________________
________________________________________

APPROVAL GRANTED _____ YES _____ NO _____ YES, UPON CONDITIONS ABOVE

SIGNATURES:

________________________________________
Graduate Student Date

________________________________________
Advisor Date

________________________________________
Co-Advisor Date

________________________________________
Committee Member Date

________________________________________
Committee Member Date

________________________________________
DM Graduate Coordinator Date

DISTRIBUTION: Student, Advisor, Committee Members, Department Records

Attach Copy of Proposal
PLAN B

TITLE

Submitted by

Name

Department of Design and Merchandising

In partial fulfillment of the requirements

For the Degree of Master of Science

Colorado State University

Fort Collins, Colorado

Semester 20XX

Master’s Committee:
Department Head: XXX
Advisor: XXX
Committee Member
Committee Member
Plan B Signature Page

[Example]

I have read the final Plan B document submitted by [student’s name] and have concluded that it satisfies the requirements set out by the committee for the final document.

___________________________  _______________________
Advisor signature          Date
Completing Your Degree
SATISFACTORY ACADEMIC PERFORMANCE AND SATISFACTORY PROGRESS

Students are expected to meet two standards in their course of study:

- **Satisfactory Performance** refers to the requirement of minimum grade performance in course work.
- **Satisfactory Progress** refers to the speed and timeliness of progression through course work and completion of the Plan A thesis or Plan B project.

A student whose performance or progress is not satisfactory is subject to dismissal from the program, and, in general, must petition to remain in the program. Even in instances in which the petition process is waived or petitions are approved, students are expected to get back on schedule to meet satisfactory progress standards. Students are responsible for discussing with their academic advisors, and for bringing to the attention of the Graduate Coordinator, any circumstances that will prevent their meeting academic progress standards.

**Satisfactory Performance Standards**

Graduate students must maintain a 3.0 grade point average across all DM courses, a 3.0 grade point average across all regular courses, and a 3.0 GPA in all regular and non-regular courses combined. Regular courses are distinct from independent or group study, thesis or dissertation credits, study abroad, supervised college teaching, internships, or any courses graded on a pass/fail basis. Failure to meet the minimum GPA requirements will result in academic probation and, if not rectified, dismissal from the program.

**Satisfactory Progress Standards**

The standard expectations for satisfactory progress include the following

- Students are expected to select a permanent advisor (i.e., a major professor) before the conclusion of their second semester.
- Students are expected to submit the GS-6 prior to their registration period for their third semester.
- In general, graduate students are expected to take at least nine credits of regular courses each semester until all course work has been completed. Exceptions to the nine-credit rule include: (a) students who have completed all offered course work and are awaiting the offering of courses identified in their GS6; (b) students who are privately funded and are pursuing the degree on a part-time basis.
- Enrollment in continuous registration is required upon completion of required coursework as outlined the GS6 (through semester of graduation).
- Students are expected to make continuous, substantial progress throughout their engagement in the Plan A thesis/Plan B project research process, including the development of a proposal, the research and writing of the thesis/project report, the participation in the final oral examination (final defense), the attention to follow-up revisions, and the submission of the Plan A thesis/Plan B project in accordance with university and department requirements.

The duration of the MS program of study is 2 years, with most students completing the program within 2-3 years. Availability of faculty to work with students during summer months on their research is at the discretion of individual faculty. Students should be aware of the “10 Year Rule” imposed by the Graduate School, as stated in the Graduate Bulletin.
**Dismissal**

Failure to meet the satisfactory performance and progress standards as noted above may result in dismissal from the program at the discretion of the DM Graduate Committee. Failure to make continuous, substantial progress toward completion of the Plan A thesis or Plan B project for two continuous semesters will result in a warning letter from the Graduate Committee (unless there are extenuating circumstances or the student has made arrangements with the advisor to extend his/her program of study). After three semesters of failure to make continuous, substantial progress toward completion of the Plan A thesis or Plan B project, the student may be dismissed from the Design and Merchandising Graduate Program (unless there are extenuating circumstances or the student has made arrangements with the advisor to extend his/her program of study).

**Time Limit**

There is a ten-year time limit for completion of the master's degrees. Courses to be applied toward fulfilling the requirements for the master's degrees, including any which may have been transferred from another institution, must have been registered for and completed within the ten years immediately preceding the date of completion of requirements for the degrees. Students who fail to progress and complete requirements within this time frame may be dismissed from the program.

**Funding Limits**

Satisfactory Progress standards imply limitations on the number of semesters the Department of Design and Merchandising will support students on assistantships. In most cases, the maximum term of funding for an MS student will be 4 semesters.

**Departmental Role in Supporting Graduate Students**

The faculty are very supportive of the Department's graduate students and make every effort to create a collegial atmosphere in which young scholars can develop. The faculty realize that individual circumstances vary and that good students may on occasion encounter academic problems. Evaluation of student performance and progress is conducted on a case-by-case basis and the faculty are aware of the responsibility they have to exercise judgment in this regard. However, students must stay fully aware of the standards, of their academic responsibilities with respect to those standards, and of the normal consequences of falling short of the standards.
CSU Graduate School Graduation Checklist and Deadline Dates

Prior to graduation from Colorado State University, you will need to do the following:

1. Submit the GS 25 (Application for Graduation). Students applying for the first time submit the GS 25. If you applied to graduate in a previous term, the Reapplication for Graduation form is required and can be accessed online through the CSU Graduate School website.

2. Submit the GS 24 (Report of Final Examination Results) (Master's Plan A, Master's Plan B). Signatures of all committee members are required on the GS 24 form. If a committee member is unable to attend the final examination, the student should submit a Change of Committee Form (GS 9A) prior to the final examination or obtain prior approval from the Graduate School for a temporary replacement.

   - One (hard cover) bound copy for the Department
   - Spiral bound copies for your advisor and committee members

4. Clear all incompletes, complete all course requirements, clear all departmental requirements.

Deadlines dates for the above change by semester and are posted on the CSU Graduate School website: [http://graduateschool.colostate.edu/current-students/student-resources/](http://graduateschool.colostate.edu/current-students/student-resources/)
Advisor Evaluation

Effective mentoring is essential to the completion of a graduate student's academic program and to her or his professional development. Your feedback about graduate advising will help us to improve this important aspect of teaching. As well, university and department guidelines for tenure and promotion call for documentation of the impact of mentoring on student development. Therefore, would you please take a few minutes to answer the following questions related to the academic/thesis and career advising you received in our graduate program? If you would like to make more extensive comments, please feel free to use additional paper. Please return your completed evaluation to the Graduate Program Assistant in 150 Aylesworth SE.

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Strongly Agree</th>
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My advisor was emotionally supportive

  e.g., Demonstrated a respectful, caring attitude toward me
  e.g., Built a trusting, honest relationship with me

I could communicate openly with my advisor

  e.g., I could express concerns and disagreements without fear of reprisal
  e.g., My advisor had effective communication skills, esp. listening

Comments:

<table>
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<tr>
<th>Strongly Disagree</th>
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My advisor was available

My advisor was approachable

My advisor followed through with help when promised

Comments:
My advisor helped to clarify my career goals

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<thead>
<tr>
<th>Strongly Disagree</th>
<th>Neutral</th>
<th>Strongly Agree</th>
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My advisor encouraged career exploration

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<th>Strongly Disagree</th>
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<th>Strongly Agree</th>
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- e.g., Gave accurate information about career options
- e.g., Facilitated decision making about career options
- e.g., Was accepting of indecision or differing opinions about career goals

My advisor helped to clarify my academic goals

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<thead>
<tr>
<th>Strongly Disagree</th>
<th>Neutral</th>
<th>Strongly Agree</th>
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</table>

- e.g., Gave helpful suggestions for relevant course work
- e.g., Gave relevant suggestions about conferences, publishing
- e.g., Was helpful in linking academic experiences, including internships, to my career goals

Comments:

Regarding thesis guidance, my advisor was

- Knowledgeable about the relevant literature
  - OR did what was necessary to become knowledgeable
  - 1 2 3 4 5 6
- A good resource for research methods and analyses or guided me toward the appropriate resource
  - 1 2 3 4 5 6

Helpful in providing helpful feedback about my writing

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<tr>
<th>Strongly Disagree</th>
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<th>Strongly Agree</th>
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Helpful in making the writing of my thesis more manageable

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<th>Strongly Disagree</th>
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<th>Strongly Agree</th>
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- e.g., by identifying goals and explaining steps in the process

Helpful in the selection of thesis committee members

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<tr>
<th>Strongly Disagree</th>
<th>Neutral</th>
<th>Strongly Agree</th>
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Willing to give concrete help when I got "stuck" or anxious

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<th>Strongly Disagree</th>
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<th>Strongly Agree</th>
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- e.g., with a thesis topic, the sample, analyses, writing, defense

My advisor set high standards; pushed me to do my best

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<thead>
<tr>
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<th>Strongly Agree</th>
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Comments:
My advisor gave me ...

<table>
<thead>
<tr>
<th>Clear, accurate information about university policies</th>
<th>1</th>
<th>2</th>
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<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accurate information about DM policies &amp; procedures</td>
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<td>6</td>
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<tr>
<td>e.g., including paperwork and deadlines</td>
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<td></td>
</tr>
<tr>
<td>Appropriate referrals to obtain procedural information</td>
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<td>6</td>
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</table>

Comments:

I didn't have much need for this information

What did your advisor do that helped you the most while in graduate school?

What (if anything) was problematic in your advisee/advisor relationship?

Are there other informal mentors, teachers, or support personnel at CSU who were particularly helpful in advising you relative to your academic program and skills? If so, please list them below and describe their contributions:
Finally, in hindsight, what did you think about our graduate program in general? (What would you tell someone who expressed an interest in applying to our program?)

Second, do you have additional suggestions for how our graduate advising might be improved?
Design & MERCHANDISING

DEPARTMENTAL CLEARANCE FOR GRADUATE STUDENTS
(This completed form remains in the student's file)

Name: ______________________________

Date: ______________________________ Graduation Semester & Year: __________________

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SIGNATURE</th>
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</thead>
<tbody>
<tr>
<td>Seminar attendance – Year 1</td>
<td>Graduate Coordinator</td>
</tr>
<tr>
<td>Seminar presentation – Year 2</td>
<td>Graduate Coordinator</td>
</tr>
<tr>
<td>Bound copy of thesis/report for department</td>
<td>Department Graduate Program Assistant</td>
</tr>
<tr>
<td>Spiral bound copy of thesis or report for advisor</td>
<td>Advisor</td>
</tr>
<tr>
<td>Raw data/Research materials/Computer printouts</td>
<td>Advisor</td>
</tr>
<tr>
<td>Laboratory clearance</td>
<td>Advisor</td>
</tr>
<tr>
<td>Key clearance</td>
<td>Department Accounting Technician</td>
</tr>
<tr>
<td>Borrowed theses returned</td>
<td>Department Graduate Program Assistant</td>
</tr>
<tr>
<td>Advisor evaluation</td>
<td>Department Graduate Program Assistant</td>
</tr>
<tr>
<td>Current resume with contact information</td>
<td>Department Graduate Program Assistant</td>
</tr>
<tr>
<td>Authorization for recommendation letters</td>
<td>Department Graduate Program Assistant</td>
</tr>
<tr>
<td>Final clearance</td>
<td>Department Head</td>
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</tbody>
</table>

*Theses must be bound in black with gold print on the spine. Information to be included on the spine is as follows: (See Thesis Title form for character spacing instructions)

<table>
<thead>
<tr>
<th>CSU</th>
<th>Year</th>
<th>Thesis Title</th>
<th>Last name of Author</th>
</tr>
</thead>
</table>

In addition to the bound copy for the department, students must supply the Graduate School with two unbound copies of the thesis prior to the end of the 12th week of the graduation term for fall or spring or prior to the end of the 5th week of the eight-week summer term. For specific deadlines, please see the Graduate School website, www.colostate.edu/Depts/Grad
Student Contact Sheet

Please fill in your contact information below. This information will be included within a DM database so that in the future, we are able to keep in touch with you. If you plan to move in the near future, but do not yet know your new address, please provide a permanent address (i.e., an address of someone who will know where you are living). Please return your completed form to the department Graduate Program Assistant (150 Aylesworth) for your file.

Name: ________________________________

Semester of Graduation: ________________________________

Address: _____________________________________________

________________________________________________________________________

________________________________________________________________________

Phone: ________________________________

Email: ________________________________
Policy Regarding Participation in Graduation Ceremonies

A graduate student may participate in graduation ceremonies for a given semester provided that he/she successfully defends his/her thesis/Plan B project on or prior to the last day of regularly-scheduled classes for that semester (not including final exam week).