

**INTERIOR DESIGN,
MERCHANDISING & TEXTILES**

GRADUATE PROGRAM HANDBOOK

University of Kentucky

Director of Graduate Studies

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**INTERIOR DESIGN, MERCHANDISING, AND TEXTILES
DEPARTMENTAL GRADUATE HANDBOOK
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I. PHILOSOPHY OF THE PROGRAM

The graduate program in the Department of Interior Design, Merchandising, and Textiles is philosophically committed to the well-being of individuals in their immediate environment. Each program of study is designed to meet the individual interests and career objectives of the graduate student.

II. MAJOR AREAS OF CONCENTRATION AND EMPHASES

Areas of study available within the Department are Interior Design, and Merchandising, Apparel and Textiles. The graduate program in Interior Design leads to a post-professional Master of Arts or Master of Science in Interior Design, Merchandising and Textiles. Graduate emphasis is individualized to meet each student's career interests using a combination of course work, independent study, and research experience. Coursework in Interior Design is selected support the following areas of emphasis: 1) Decorative Arts & Historic Preservation, (2) Color Theory & Lighting, (3) Creativity & Design Process, or (4) Special Populations. Coursework in MAT is selected to support the following foci areas: (1) Merchandising, (2) Social & Behavioral Studies, or (3) Textile Science.

III. GENERAL INFORMATION

A. General Regulations

It is the student's responsibility to be informed concerning all regulations and procedures required by the course of study being pursued. Therefore, the student should become familiar with *The Graduate School Bulletin*.

B. Selection of Coursework Committee

A temporary advisor will be assigned to each student upon entering the program. The student should consult initially with the Director of Graduate Studies to determine who will serve as temporary advisor.

By the end of the first semester or the completion of 9 semester hours of coursework, the student must select a Coursework Committee consisting of at least three faculty members. One faculty member from the Coursework Committee will serve as the student's Coursework Committee Chair. At least one Coursework Committee member must have full graduate faculty status and a second member must have full or associate graduate faculty status. (See Appendix A for faculty status listing.)

Each committee member must be asked by the graduate student in writing to serve on the Coursework Committee. Should the graduate student's interests change, requiring new committee members to replace former committee members, a letter must be written by the student informing the former committee member/s that they are being removed from the committee.

C. Filing a Plan of Work

Each graduate student must file a Plan of Work at the completion of the student's first semester. The student and the chair of the Coursework Committee will

establish the student's tentative program of study. As soon as a Coursework Committee is finalized, the other members of the committee also shall have input into the student's program. Changes in the plan of work may occur, but they must be submitted in writing and receive written approval by the Coursework Committee. (See "Plan of Work" in Appendix C)

D. Thesis/Non-thesis Option

Graduate students may satisfy the Master of Science or Master of Arts requirements by either of two options: Thesis Option (Plan A) or Non-thesis Option (Plan B).

The Thesis Option requires a thesis to be developed under the direction of a full or associate member of the Graduate Faculty. A minimum of 30 semester hours, including thesis hours, must be completed to satisfy requirements for the Thesis Option. Instructions for the preparation of thesis and dissertations are available from the Graduate School.

The Non-thesis Option requires that six or more graduate credit hours of coursework be submitted in lieu of a thesis under the direction of a Non-thesis Research Committee. A special project is developed with a research component. A minimum of 30 semester hours must be completed to satisfy requirements for the Non-thesis Option.

Thesis/Non-thesis

Thesis:

The primary objective of a thesis research component is to expand the existing knowledge base. Each student completing Option A must present a thesis which represents the culmination of a major research project. The thesis must be a well reasoned, original contribution to knowledge in the field of study and should provide evidence of high scholarly achievement. The major professor is the primary source of guidance in the planning and preparation of the thesis.

However, other members of the Research Committee may be involved in the process as well. The following guidelines apply:

Thesis prospectus must be submitted to Research Committee for approval
Thesis proposal must be reviewed and approved by Research Committee
Final thesis draft must be submitted at least 7 days in advance of the Final Exam
All members of the Thesis committee must read the thesis prior to signing the Approval Form.

Non-Thesis:

In a non-thesis creative project, the focus is on the application of new or existing knowledge to an identified problem. The non-thesis creative project culminates in a product. The product produced must demonstrate the application of knowledge in an original manner. The process used to produce the product must be documented in written form and illustrate how the product is an application of knowledge in the field.

E. Selection of Major Professor and Research Committee

By the end of the first year or the completion of 15-18 semester hours of course work, the student must select a Research Committee* consisting of at least three qualified members. One faculty member from this committee should be requested by the student to serve as the student's Major Professor*. At least one committee member must have full graduate faculty status (does not have to be major professor). A second member must have full or associate graduate faculty status (see Appendix A for faculty status listing). The student must file your committee selection with the department's Director of Graduate Studies, in addition the student must do the following:

1. By the end of the first year of study or completion of 15-18 semester hours of coursework, each graduate student should work with their major professor and develop a thesis\ non-thesis prospectus. This prospectus should be presented during the first scheduled meeting of the Research Committee.
2. By the end of the first semester of the second year the thesis\ non-thesis proposal should be submitted to the Research Committee for approval, prior to the collection of data.

***Note:** Coursework Committee and Chair may or may not be the same as the Research Committee and Major Professor. (See definition of terms p.g. #9) At least one person from the Coursework Committee must serve on the Research Committee.

F. Program Requirements

A minimum of 30 semester hours including six thesis credit hours is required of students in the Thesis Option (Plan A). For students in the Non-Thesis Option (Plan B), 30 semester hours also is required.

One-half of the course requirements must be taken in the department in the student's major field of study. The remaining one-half of the course requirements may be taken outside of the major field of study.

At least two-thirds of the minimum course requirements (16 credits for Plan A, 20 credits for Plan B) must be taken in regular courses which meet as organized classes and independent study or research courses in which the student carries on investigations independent of class meetings. Courses taken as independent study or research courses must not duplicate thesis work. At least half of the minimum course requirements must be completed in 600 or 700 level courses.

Courses numbered at the 500, 600, and 700 levels may be counted for credit toward a master's degree. Courses numbered at the 400G level may be counted for graduate credit only if the course is taken outside of the student's major. No graduate credit may be earned for correspondence courses or courses listed as deficiencies.

G. Academic Load

The normal course load for a graduate student is nine credit hours per regular semester. During the summer term, which may include a combination of the four-week intercession and the eight-week session, the total course load should not exceed 12 credit hours. The maximum course load is nine credit hours for the eight-week session and four credit hours for the four-week intercession.

H. Grades/Grade Average

An overall average of "B" (3.0) on all graduate work in the program must be attained before a master's degree will be awarded. "D" grades are not awarded to graduate students. Anything lower than a C will be recorded as an F. Also, graduate courses may not be taken Pass/Fail.

Students who have earned an average of less than 3.0 on 12 or more semester hours will be placed on scholastic probation and are subject to dismissal from the program. See section "I" entitled "Termination Policy" for additional information.

I. Termination Policy

Students having completed 12 or more credit hours with less than a 3.0 G.P.A. will be placed on probation. The Director of Graduate Studies will review the academic performance of graduate students in the department on a semester basis. Unsatisfactory progress on the part of the student will result in either a warning to the student or a recommendation to terminate enrollment in the program.

J. Transfer Credits

The student may elect to transfer regular graduate course credits earned prior to admission to the program from an accredited university, provided that the grades earned were A or B. Transfer credits are subject to approval by the student's Coursework Committee, the Director of Graduate Studies, and the Graduate Dean. Up to nine semester hours or 25% of the semester hours required for the degree (whichever is greater) may be credited toward the minimum course requirements excluding those required for thesis or residence credit.

K. Final Examination

For students enrolled in the non-thesis option, the final examination shall consist of topics covered in the student's coursework, independent studies and non-thesis research/project. Final examinations for students selecting the thesis option will consist primarily of a defense of the thesis. However, topics covered in coursework also may be included.

As indicated in The Graduate Bulletin, the final examination must be scheduled for a date no later than eight days before the last day of classes (excluding final examination week) in the semester in which the degree is to be awarded. The recommendation for a final examination must be filed with The Graduate School at least two weeks prior to the date of the examination. The recommendation for a final examination should be initiated by the student by arranging a date with his/her major advisor at least 30 days prior to the date on which the examination is to be given.

For students enrolled in the Thesis Option, it is strongly recommended that students schedule their final examination earlier than eight days prior to the end of classes to allow for changes required in the thesis following the final examination. Before the final examination, the thesis director and the Director of Graduate Studies must indicate to The Graduate School that the thesis is complete in content and satisfies all requirements of The Graduate School, and that the student is ready to be examined.

IV. FINANCIAL SUPPORT

There are a range of assistantship and scholarships for eligible graduate students both within IDMT and The Graduate School. Please contact the DGS for more information and review The Graduate School Bulletin for additional information on financial support.

V. IMPORTANT DEADLINES

<i>Selecting Coursework Committee and Chair</i>	To be selected by the completion of the 1st semester or 9 credit hours of coursework.
<i>Filing a Plan of Work</i>	To be filed before completion of the 1st semester or 9 credit hours of course work.
<i>Selecting Research Advisory</i>	To be selected by the completion of the 1st year and Major Professor 18 credit hours of coursework.
<i>Submission of Thesis or Non-Thesis Research Prospectus</i>	By the end of the first year during 1st committee meeting of Research Committee.
<i>Submission of Thesis or Non-Thesis</i>	By the beginning of the 2nd year and no later than the mid-point of the 3rd semester.
<i>Request for Final Examination</i>	Schedule with Major Advisor at least 30 days prior to the date of the final examination.
<i>Schedule Final Examination</i>	Schedule with The Graduate School two weeks prior to the date of the final examination.
<i>Complete Final Examination</i>	Must be taken at least 8 days prior to the last day of classes in the semester in which degree is to be awarded.
<i>Finalize Revisions and Format Thesis/Non-Thesis document</i>	Must meet the posted The Graduate School deadlines for review of thesis and submission

NOTE: Students must consult with major professor or committee chair prior to scheduling committee meetings. Students must submit drafts of all written work to major professor or committee chair prior to committee members. Students must submit written work to the committee members for review at least 5 days before a scheduled meeting otherwise the meeting may be canceled.

APPENDIX A

GRADUATE FACULTY

Allison Carll-White, Ph.D., Professor, Interior Design, Full Graduate Faculty Status, University of Tennessee.

Ann Whiteside-Dickson, Associate Professor and Director of the School of Interior Design, Interior Design, Associate Graduate Faculty Status, M.S., Florida State University.

Elizabeth Easter, Ph.D., Professor, Merchandising and Textiles, Full Graduate Faculty Status, University of Tennessee.

Susan Michelman, Ph.D, Associate Professor and Chair of Merchandising, Apparel, & Textiles, Merchandising and Textiles, Full Graduate Faculty Status, University of Minnesota

Kimberly Spillman, Ph.D., Associate Professor, Merchandising and Textiles, Full Graduate Faculty Status, University of Wisconsin-Madison.

Joseph A. Rey-Barreau, M.A., Associate Professor, Interior Design, Associate Graduate Faculty Status pending, University of Louisville.

Terry Rothgeb, M.A., Associate Professor, Interior Design, Associate Graduate Faculty Status, University of Missouri-Columbia.

Vanessa Wickliffe, Ph. D., Assistant Professor, Merchandising and Textiles, Associate Graduate Faculty Status, Michigan State University.

APPENDIX B

DEFINITION OF TERMS

Faculty Terminology:

Director of Graduate Studies (DGS)-- Coordinates department's graduate program. Advises all new graduate students.

Associate Graduate Faculty Status--Authorization to teach graduate level courses and supervise masters' theses. Appendix A contains a current listing of departmental faculty with associate and full graduate faculty status.

Full Graduate Faculty Status--Authorization to teach graduate level courses, supervise masters' theses, and direct doctoral students. Appendix A contains a current listing of departmental faculty with associate and full graduate faculty status.

Major Professor--Supervises thesis/non-thesis research progress.

Coursework Committee--Coursework Committee consists of at least three faculty members who supervise the graduate coursework. One member must be selected by the student to chair the committee.

Research Committee--Consists of at least three faculty members who supervise the master's thesis/non-thesis project. The committee consists of the following individuals: the student's major professor, one professor with graduate faculty status, and one professor with full graduate faculty status.

Degree Completion Terminology

Non-thesis Option--Creative project with a research component. The project includes graphic and written components (review of literature, summary of research methodology, and findings).

Research Prospectus-- Simplified proposal (3-5 pages) that outlines the research problem, hypotheses/ questions, significance, important prior research, possible research methodology, and potential outcomes of the study or final form.

Research Proposal-- Developed research plan (10-30 pages) that includes the research problem, hypotheses/questions, significance, limitations and key assumptions, literature review, research methodology, and potential outcomes of the study.

Final Examination--Members of the Research Committee pose questions on graduate coursework, and thesis/non-thesis project in the master's oral defense. The questions are not given to the candidate prior to the defense. Any member of the University community may attend.

Interior Design, Merchandising & Textiles
21 Checklist for the Completion of Degree Requirements

Check when completed

1. Select a Coursework Advisor _____
2. Submit a Plan of Work for your proposed courses to Coursework Advisor for preliminary approval. _____
3. Before preregistration for the second semester or upon completion of 9 semester hours of coursework (for part-time students only), select a three-member Coursework Committee. _____
4. Schedule a meeting with the Coursework Committee; the Plan of Work must be submitted to the committee one week prior to the meeting. *Note: This must be done at least one week prior to preregistration.
5. Obtain written approval of the Plan of Work from the Coursework Committee. _____
*Note: Future schedule changes must be approved in writing by the student's committee. _____
File a copy of your approved Plan of Work with the Director of Graduate Studies. _____
6. Select a Major Professor to head your Thesis/Non-Thesis Research Committee. _____
*Note: Your Major Professor may or may not be your Coursework Committee Chair.
7. Establish a Research Committee of at least three members. _____
*Note: Two members must be graduate faculty with a least one person being a full member.
File your committee selection with the department's Director of Graduate Studies.
8. By the end of the first year of study, file a Thesis/Non-Thesis Prospectus with your Research Committee after approval of your Major Professor. _____
9. If applicable, submit a Thesis Proposal to your Research Committee by the beginning of your second year of study and no later than the mid-point of the third semester. This should be done only after approval of your Major Professor. _____
10. If Thesis/Non-Thesis involves human subjects, gain IRB approval for the study. Check IRB deadlines for review. _____
11. Apply for competitive funding for data collection from the Graduate School. Check published deadlines. _____
12. Format Thesis/Non-Thesis document with The Graduate School manual entitled: *Instructions for the Preparation of Theses and Dissertations* _____
13. Check the following dates in The Graduate School Bulletin: _____
*Filing for graduation; walk through your application form _____
*Final date for paying thesis fee _____
*Deadline for scheduling final oral examination _____
*Deadline for submitting a final thesis copy to the Graduate School _____
*Note: The Department requires that the final examination be scheduled at least two weeks

prior to the Graduate School Deadline.

Interior Design, Merchandising & Textiles
Checklist for the Completion of Degree Requirements continued

14. At least 30 days prior to the desired date of the final oral examination, schedule a meeting time with your Major Professor. _____
*Note: Upon approval, schedule the examination with each committee member. Submit a final copy of your thesis/non-thesis project to your committee at least one week prior to your exam.

15. At least two weeks prior to the date of your final examination, schedule your examination with the Graduate School. (Final Examination Recommendation Form) _____
*Note: For the Thesis Option, a second form must be filed stating that the student is ready to defend (Thesis Approval Sheet Form)
*Note: Final Examination Recommendation Form should be filled out by the Graduate Student and presented to the DGS prior to the scheduling of final exam date for signatures.

16. Reverse a room for your defense. All faculty, students, and other interested parties are welcome to attend a short Powerpoint presentation about the thesis or project, followed by a closed two hour defense with the students' committee. _____

17. Successfully complete your Final Examination. _____

18. Complete final mandated revisions to the thesis or non-thesis project. _____

19. Schedule appointment to review Thesis with Graduate School using mandated paper and formatting requirements
File copy of Thesis with the Graduate School. _____
20. Get signatures from Major Professor and DGS on all official copies of Thesis/Nonthesis project _____

20. File a bound copy of your Thesis/Non-Thesis project with the DGS to place on file in Interior Design, Merchandising and Textiles. _____

21. Submit a CD Powerpoint Presentation of Thesis/Non-Thesis prepared for the Defense with the DGS. _____

22. Present a soft bound copy of your Thesis/Non-Thesis project to each member of your Research Advisory Committee along with a formal letter of appreciation to individual committee members. _____

23. Receive appropriate congratulations from all of those concerned in your graduate program. _____

**Plan of Work
For Master of Arts or Master of Science
Interior Design, Merchandising & Textiles**

Plan A

Option A (thesis)- 30 Hours

Department Core Requirements: Plan A _____ 12 Hours

Course prefix	Name	Cr. Hrs.	Date	Grade
DMT 772	Seminar	3		
DMT/HES 600	Research Methods	3		
DMT 650	Survey	3		
DMT 655**	Issues in Creativity and Design	3		
STA 570*	Basic Statistical analysis	4		

Thesis Requirement: Plan A: _____ 6 Hours

Course prefix	Name	Cr. Hrs.	Date	Grade
DMT 768	Residence Credit for Master Degree	3		
		3		

Support Selections: Plan A _____ 12 Hours

Course prefix	Name	Cr. Hrs.	Date	Grade

*3 hours in statistics is required for Master of Science

*3 hours in statistics is recommended for Masters of Arts

** DMT 655 is required for Master of Arts

Additional Requirements which apply to the Total Number of Hours Requested:

Plan A _____ 12 hours of course work 600-700 level

Plan A _____ 16 hours of regular courses (structured courses and not independent study)

Statement of Interest and long-term goals: (attached page)

Graduate Student _____ Date _____

Coursework Major Advisory Committee _____ Date _____

Coursework Major Advisory Committee _____ Date _____

Coursework Major Advisory Committee _____ Date _____

- Notes:
1. The plan of work must be completed and signed by the committee no later than the end of the 1st full semester the student is enrolled in graduate school.
 2. The graduate student is responsible for organizing his/her Coursework Committee and completing this form.
 3. Any change in the approved program must be submitted in writing to the committee for approval.
 4. Three copies of completed form are required: 1 for graduate student , 1 for advisor , 1 for Director of Grad Studies

The Coursework Committee may require a student to take more than the minimum number of courses required

**Plan of Work
For Master of Arts or Master of Science
Interior Design, Merchandising & Textiles**

Plan B

Option B (non-thesis)- 30 Hours

Department Core Requirements: Plan B _____ 18 Hours

Course prefix	Name	Cr. Hrs.	Date	Grade
DMT 772	Seminar	3		
DMT/HES 600	Research Methods	3		
DMT 650	Survey	3		
DMT 655**	Issues in Creativity and Design	3		
STA 570*	Basic Statistical analysis	4		
DMT 700	Research Problems in DMT	6		

Support Selections: Plan B _____ 12 Hours

Course prefix	Name	Cr. Hrs.	Date	Grade

*3 hours in statistics is required for Master of Science
 *3 hours in statistics is recommended for Masters of Arts
 ** DMT 655 is required for Master of Arts

Additional Requirements which apply to the Total Number of Hours Requested:

Plan B _____ 15 hours of course work 600-700 level

Plan B _____ 20 hours of regular courses (structured courses and not independent study)

Statement of Interest and long-term goals:

Graduate Student _____ Date _____
 Coursework Major Advisory Committee _____ Date _____
 Coursework Major Advisory Committee _____ Date _____
 Coursework Major Advisory Committee _____ Date _____

Notes:

1. The plan of work must be completed and signed by the committee no later than the end of the 1st full semester the student is enrolled in graduate school.
2. The graduate student is responsible for organizing his/her Coursework Committee and completing this form.
3. Any change in the approved program must be submitted in writing to the committee for approval.
4. Three copies of completed form are required: 1 for graduate student, 1 for advisor, 1 for Director of Grad Studies

The Coursework Committee may require a student to take more than the minimum number of courses required

THESIS APPROVAL SHEET

Thesis Title

Student's Name

We verify that this thesis satisfies the requirements of the Graduate School as approved by the Graduate Faculty on (DATE), and that the final examination should be scheduled.

Director of Thesis

Co-Director of Thesis

Director of Graduate Studies

Date

FINAL EXAMINATION RECOMMENDATION

(Master's Degrees and Specialist in Education)

(Please Type)

PROGRAM NAME **DATE**

STUDENT'S NAME..... **SS #**

ADDRESS

DEGREE TO BE CONFERRED

EXAMINATION INFORMATION

DATE

TIME

PLACE

Two Committee Members should be Graduate Faculty members. One must be a full member. The Chair must be a member.

Committee Members	Department	AM	FM
1.
2.
3.
4.
5.

ACADEMIC INFORMATION

Please complete the information requested below. Signing this form certifies to The Graduate School the student has satisfactorily met the Program requirements for graduation except for courses in progress and the final graduate grade point average. (Only students having a 3.0 or better graduate grade point average may sit for a Final Examination.) All "I's" and "S's" and missing grades must be removed before a final examination may be approved.

Plan A _____ **Plan B** _____ (Please check one)

- Total number of graduate credit hours completed
- Total number of 600-700 level credit hours completed
- Number of credit hours in progress
- Total number of credit hours transferred
- Date language completed, if required

Director of Graduate Studies

Send this form, accompanied by an Approval Sheet (if thesis has been written), to The Graduate School no later than two weeks before the date of the examination. Thank you.