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WELCOME

The Master’s Degree in Merchandising is designed for professionals in a variety of merchandising fields. This program provides students with a global perspective of the interaction of cultural, economic, political, social, and environmental systems as they relate to the industry. In the ever-changing global environment, the ability to merchandise products to the consumer is a strategic advantage, and will distinguish graduates of this program from their peers in the industry.

WITH THIS DEGREE YOU WILL BE ABLE TO:

- Gain leadership skills for ever-changing situational contexts.
- Advance within the field of merchandising or begin a new career.
- Work at every level, from product development to promotions and retail management.
- Think critically about issues related to consumers, technology, industry trends, product development and distribution, the research and strategic planning process, ethics and social responsibility.

PROGRAM DESCRIPTION

The Department of Apparel, Design and Hospitality Management offers graduate study leading to the Master of Science degree or a Graduate Certificate in Merchandising in collaboration with the Great Plains Distance Education Alliance (GP-IDEA). The Master’s degree in Merchandising is an online program offered through Distance and Continuing Education at NDSU. The fully online program allows students to complete coursework while maintaining their professional lives.

Participating faculty members from the GP-IDEA have jointly developed the merchandising curriculum. Courses are taught by faculty within the Alliance from Kansas State University, North Dakota State University, Oklahoma State University, South Dakota State University, and the University of Nebraska – Lincoln.

PURPOSE OF THIS GRADUATE MANUAL

It is in your best interest to read this manual carefully at the beginning of your program and to talk with program faculty about any unclear points. Please consult this manual often throughout your program.

Here is what the manual will do:

- Assist you in completing a variety of important milestones during the graduate school experience to help you succeed as effectively and efficiently as possible.
- Provide you with information about the policies, procedures, and degree requirements related to graduate study in the Department of Apparel, Design and Hospitality Management at North Dakota State University.
- Provides basic information about each step of the program.
- Gives an overview of the program requirements.
- Informs you of necessary administrative steps and forms to be filed and completed.
Includes representative copies of forms required by the graduate school or links to the forms on the Grad School webpage.

Explains the procedures for following the various Plans for completing the degree.

Here is what the manual will NOT do:

- This manual is not meant to take the place of or in any way void the Graduate School Bulletin. All NDSU graduate students are held to the basic requirements and regulations of the Graduate School as designated in the bulletin. A helpful link to the Graduate School webpage is http://bulletin.ndsu.edu/graduate/
- While this manual will be updated regularly, it may be superseded by Great Plains IDEA faculty decisions or changes in University policy.
- It does not include specific deadlines. Deadlines change slightly each term, so be sure to check the Graduate School website for important dates for filing the Plan of Study, Graduation Applications, and Examination scheduling requests.
- It may not contain up-to-date graduate school forms. Forms can change slightly over time. The forms here are provided to give you general familiarity of the kind of information required, and the structure for providing that information. Again, please go to the Graduate School website to insure that you have the most up-to-date version of the necessary forms.
- It does not address all circumstances for potential students. For further guidance contact your ADHM faculty advisor or the Campus Coordinator for Distance and Continuing Education (see contact information on below).

IMPORTANT OFFICES AND PHONE NUMBERS
Apparel, Design and Hospitality Management
Department Graduate Faculty:

Rebecca Woods, Ph.D., Professor/Head email: rebecca.woods@ndsu.edu 701.231.8223
Linda Manikowske, Ph.D., Assoc. Professor email: linda.manikowske@ndsu.edu 701.231.7352
Ann Braaten, Ph.D., Asst. Professor email: ann.braaten@ndsu.edu 701.231.7367
Jaeha Lee, Ph.D., Asst. Professor; email: jaeha.lee@ndsu.edu 701.231.8220
Administrative Assistant: RaeAnn Berg email: raeann.berg@ndsu.edu 701.231.8604

Distance and Continuing Education
Campus Coordinator: Karen Murie.......................701-231-8638
Customer Account Services (Business Office)........ 701-231-7320
Financial Aid Office........................................... 701-231-7533
Graduate School...............................................701-231-7033
Registrar............................................................ 701-231-7981

APPLICATION AND ADMISSION

Students enter the Great Plains IDEA program through application and admission to the North Dakota State University Graduate School. While there are not specific deadlines, all application materials should be submitted to the graduate school at least two months prior to the term you plan to begin taking classes. Application forms are available on the Graduate School website http://www.ndsu.edu/gradschool/
Admission Requirements and Considerations
The Graduate School requires a minimum undergraduate GPA of 3.0 for unconditional admission into any program. Given that this program is directed toward nontraditional and professional students, we do take into account life experience for conditional admission to our program. The relevance, breadth, and strength of this experience should be presented in the application and reflected in letters of recommendation. Conditional admission requires that a student complete 9 graduate credits in the program with grades of B or higher to be considered for admission at full status.

Recommended skills and academic preparation
Adequate technical skills and access are essential to be successful in an on-line program. Unlimited web access at high speeds is helpful. Word processing programs that are up-to-date are important as is knowledge of writing and publishing programs. Familiarity with diverse learning management systems is helpful. NDSU currently uses Blackboard but other institutions have similar but different programs. An ability to self-motivate and learn independently is necessary for programs where face-to-face interactions are not available.

GRADUATE STUDENT RESPONSIBILITIES

Time and motivation are needed to fulfill the demands of your classes, and other program requirements. In order to be successful in your graduate work, you will need to outline your goals and work towards them. In this way, graduate school differs from your undergraduate experience. You will need to take on more responsibility and initiative than you did in college in order to successfully complete the Master of Science program. You are required to plan your program, participate in classes allowing time for reading, writing, and thinking, and complete an independent final project. More specifically, it is your responsibility to know what classes you need, take these classes when offered, keep in touch with your major professor, know when deadlines are, and know what forms need to be completed and when to hand them in. It is not your major professor/advisor’s responsibility that you complete your degree—it is yours. Everyone in the department supports you and wants you to succeed; however, it is your responsibility to be prepared for classes and examinations.

PROGRAM REQUIREMENTS

Both a Graduate Certificate and Master of Science (M.S.) Degree are available for this program at NDSU.

Graduate Certificate Requirements
The 12 credit graduate certificate program consists of three required 3-credit courses and one elective credit course, listed below.

- Consumer Behavior
- Professional Advancement
- Retail Theory and Current Practice
- Product Design, Development and Evaluation OR Promotional Strategies in Merchandising

When the courses have been successfully completed, a form is submitted to the Graduate School to receive the Certificate (See Appendix F).
https://www.ndsu.edu/fileadmin/gradschool.ndsu.edu/Forms/Student_Forms/Verification_of_Certificate.pdf

Master of Science Degree Requirements
The 36 credit master’s degree program consists of ten required 3-credit courses, listed below, as well as three different Plans to obtain the final six credits – see information below and on page 9.
Course descriptions and tentative schedules are available at http://www.ndsu.edu/adhm/merchandising/about.html

Required Courses are as follows:

- ADHM 710 - Consumer Behavior
- ADHM 720 - Professional Advancement
- ADHM 730 - Product Design, Development and Evaluation
- ADHM 740 - Promotional Strategies in Merchandising
- ADHM 750 - Retail Theory and Current Practice
- ADHM 760 - Historical and Contemporary Issues in Trade
- ADHM 770 - International Retail Expansion
- ADHM 775 - Research Methods in Merchandising
- ADHM 780 - Financial Merchandising Implications
- ADHM 785 - Strategic Planning

Options for six credits to complete the degree (more detailed information follows on pages 9 and 10. You will select one plan from the three listed below.

Plan A – Thesis (ADHM 798). This Plan is only recommended if the student is able to travel to NDSU to meet with the major professor as deemed necessary by the professor.

Plan B – Comprehensive Study – This Plan is recommended if the student has an idea for a research-based project that would be of interest personally or in their work situation. After consulting with the major advisor and selecting a topic, students will carry out planning and completion of this research-based project in frequent interactions with the advisor. The culmination of this project would be a comprehensive report or a manuscript that could be submitted to a journal or trade publication. The paper would be submitted to the Graduate School in the same manner as a thesis. See pages 9-10 in this Manual and Appendix D for more information.

Plan C – Coursework Only - This plan would require 36 credits of coursework in addition to a presentation of a project done for the Strategic Planning course. Elective graduate courses totaling six credits will be taken from those available on-line and approved by the advisor. This plan would be the best choice for students who do not have a strong interest in doing research or plan to continue on for a doctoral degree.

Course registration
Each semester the NDSU GP-IDEA Campus Coordinator will contact you about registration. You should also take responsibility for contacting your advisor to discuss which course or courses to take, and then contact the NDSU GPIDEA Campus Coordinator, to register for the course(s). Contact information is on p. 4 of this Manual.

Recommended course load/progression
The average course load per semester for students in this program is from 3-6 credits. Most students also work full-time, and the time demands for on-line learning are very high. If you are working fulltime, we strongly suggest that for the first year of coursework, you take no more than 3 credits per term if you have never had an on-line learning experience and no more than 6 credits per term if you have previous on-line learning experience. Once you are familiar with the time demands and the process of distance learning, you may be able to increase your course load. If you are applying for financial aid or student insurance, please check credit load requirements for full-time student status.
Maintaining Continuous Enrollment

The NDSU Graduate School requires students to maintain continuous enrollment for fall and spring semesters each year until all degree requirements are completed (see the Grad School website for these policies -- https://bulletin.ndsu.edu/graduate/policies/).

Students who need to interrupt their studies may obtain a leave of absence by applying in writing to the Graduate Dean. The penalty for not maintaining continuous enrollment until submitting final paper copies can become expensive. The Graduate Dean will not approve the degree until the student has registered for the appropriate number of credits of research for any Fall and/or Spring Semesters not covered by either registration or leave of absence. The number of these credits, determined by the Graduate Dean after consulting with the student and the chair of the student’s supervisory committee, will amount to at least one (1) credit per semester not covered by either registration or leave of absence, but not more than four (4) credits total. A student who has not registered and/or is on a leave of absence for longer than a continuous two-year period must reapply for admission to the program and is subject to the degree requirements at the time of readmission. Students who move out of the state may maintain their North Dakota residence status for up to 12 months, after which it is assumed that out-of-state tuition applies.

**Note:** Remaining information in this manual refers to the Master of Science in Merchandising degree. This information is not required for those obtaining a Graduate Certificate.

WORKING WITH YOUR MAJOR PROFESSOR AND YOUR COMMITTEE

When you first begin your program, you are assigned an advisor. You have the right to continue with that professor or switch to someone else in the department if you feel there is a better match with your interest in doing a thesis or comprehensive study. If you decide to continue working with that Advisor, they become your Major Professor.

Plan of Study

After completing four courses (in your second or third semester), your Advisor will assist you in preparing your Plan of Study (see Appendix B). The Plan of Study is required of all students regardless of which Plan (A, B, or C) that is selected. For Plan C, the committee is formed from the department faculty and consists of three members. If doing Plan A or B, a committee of three members is required but you may add an additional member if you wish. The three (3) member composition of this committee is required as follows:

- Advisor / Major Professor
- One additional member from the department (ADHM Graduate Faculty member)
- One member from outside the department – as requested by your major professor or appointed by the graduate school.

The Plan of Study Committee and the Dean of the graduate school must approve the selection of courses that comprise your program. Revisions to the Plan of Study require the completion of a Request for Change form and approval by the major professor, the Plan of Study Committee, ADHM Department Head, and the Graduate Dean. The Plan of Study Form can be found on the Graduate School website: http://www.ndsu.edu/gradschool/current_students/forms/

Transfer credits

Graduate credits earned at other institutions may be applied toward your degree if they were awarded a grade of at least “B” (3.0), and if approved by the Advisor and the Dean of the Graduate School. Requests for transfer of credits are usually made at the time a Plan of Study is approved and must be supported by an official transcript filed with the Graduate School. Generally no more than nine graduate transfer credits are accepted for program completion.
Advisor / Major Professor Responsibilities
Advisors serve a number of important functions. Your major professor will work with you as you develop and revise both your proposal and your comprehensive study or thesis. This professor must approve your final draft of each of these documents before you can set up your proposal or study defense meetings. In addition to these clearly defined functions, though, major professors may serve in other capacities. They can provide a wealth of information related to your graduate study if you choose to initiate a higher level of interaction. It is important to keep in close contact with them.

Department Head Responsibilities
The Department Head will give final approval for several decisions that are made during your graduate career. The Head must approve the Plan of Study Committee and changes to the Plan of Study. He or she is also responsible for approving your scheduled oral examination date (defense), as well as signing the final copy of your paper. If your study involves the collection of data with human participants, the Head must also approve the request to the Institutional Review Board.

Annual Activity Reports
Every year, each student in the ADHM M.S. in Merchandising program is required to submit a Cumulative Activity Report for Evaluation of Progress by April 15th of the academic year. A form for this report can be found in Appendix A and on the ADHM department webpage https://www.ndsu.edu/adhm/merchandising/requirements.html

The form should be submitted to your advisor and to the Graduate Coordinator. Because this form is cumulative, students are encouraged to save an electronic copy of the form and simply add to and update it each year.
A culminating experience is required to earn a master’s degree. The culminating experience should verify the student’s competence to synthesize information across the student’s program of study. The culminating experience will be completed prior to or during the semester the student expects to graduate based on the recommendation of the major professor and supervisory committee. The majority of the Supervisory Committee must vote in favor for the student to pass his/her defense (a tie vote is a failure). The major professor is responsible for returning the signed form to the Graduate School.

For students pursuing Plans A or B, the culminating experience shall be an oral defense of the thesis or paper. Candidates who undertake a thesis or report should schedule their work to allow sufficient time for review by the major professor and the supervisory committee and for making any necessary revisions before proceeding to the final examination. The six credits should be spread over at least two semesters.

An oral, video-conference presentation will be done for all three final examinations using Skype or Zoom.

**Plan A – Thesis** (ADHM 798): While this Plan is available, it is only recommended to students who are planning to continue on for a doctoral degree and those who are able to travel to campus to meet with the Major Professor as needed. A master's thesis presents the results of an original investigation of a problem or topic approved by the candidate’s supervisory committee. Its purpose is to demonstrate the candidate’s ability to conduct original research of a type appropriate to the academic discipline, to analyze the information obtained from the research, and to present the results in a form acceptable to the supervisory committee with the possibility of publication. Most of the information on this Plan is included on the Graduate School webpage and will not be included in this manual.

**Plan B – Comprehensive Study** (ADHM 797S): A Comprehensive Study paper is generally shorter than a thesis, and it may present the results of a more limited original investigation. Alternatively, it may review the state of a particular scholarly problem, or it may describe a project appropriate to the discipline. The six-credit project should be related to marketing and merchandising research related to their goals in the industry. It must be research-based and should answer some aspect of merchandising that is generated by an in-depth literature review. The culmination of this project would be a comprehensive report or a manuscript that could be submitted to a journal or trade publication or possibly a research journal depending on the paper. (See detailed Plan B guidelines in Appendix D).

Students work with their Major Professor to agree on the number of credits and the goals that will be achieved during the given semester to earn those credits. A Comprehensive Study Contract (see Appendix C) must be completed and signed by the student and the Major Professor each semester that the student is registered for 797S credits. Careful consideration of these goals is important as they form the basis for grading the credits for the ADHM 797S course. The possible grades for the work for these credits are S (Satisfactory) or U (Unsatisfactory). In order to achieve an S the student must complete all the goals set forth in the contract. Students planning to make use of faculty time in the summer must also complete a contract and enroll in credit for the summer term. The six credits can be done in any combination – from 1-6 any semester. If work is not completed after these six credits, students must register for additional 797S credits and be registered in the semester they graduate.

After consulting with the major professor and selecting a Comprehensive Study topic, the student will carry out planning and other preliminary activities in frequent interactions with all supervisory committee members [primarily working with your major professor]. Once the overall goals and procedures have been established, the student is expected to conduct the project in an expeditious manner and to keep committee members informed. Failure to maintain an appropriate channel of communication can result in rejection of the paper before anticipated completion. The copy of the paper submitted to the supervisory committee is considered a draft which is subject to changes the committee requires. Such changes could involve rewriting major sections. The copy that the supervisory committee has approved should be produced in final form, with meticulous attention paid to Graduate School requirements, and submitted to the disquisition editor for approval. Final review and approval decisions rest with the Dean of The Graduate School.
Plan C: Coursework Only
This plan would require 36 credits of coursework in addition to a presentation of their capstone project to their major professor and supervisory committee. Elective graduate courses totaling six credits will be taken from those available on-line and approved by the committee. Some possibilities include the following but these are subject to change as they are not always offered. Communications might have other options but this varies with semester.

Possibilities at NDSU include:
STAT 725 – Applied Statistics
MRKT 640 – International Marketing
ADHM 625 – Experiential Retailing – offered summer

Other courses may be available at other GP-IDEA institutions and can be transferred in when completed. Your advisor will assist you in finding these elective courses.

The culminating experience will use an assignment from the capstone course ADHM 785 Strategic Planning. This course involves experiential learning focused on the executive planning process utilized to develop successful corporate strategies.

To fulfill the requirements of a culminating experience, students must resubmit the Case and Situation Analysis assignment completed in the Strategic Planning course. A Final Examination time will be scheduled with the Plan of Study committee no later than October 31 of Fall Semester, March 31 of Spring Semester, and July 31 of Summer Session. All course work must be completed by the semester that the Final Examination is scheduled. As there will likely be time between taking the course and the due date of the Final Exam, students are allowed to make modifications to their original assignment before submitting to the Major Professor. Information for the exam will be sent to the student during the semester it is scheduled to be completed. Students will plan a video conference presentation with the committee for the final exam meeting time. A date will be set and the paper submitted a minimum of two weeks prior to the exam.

Please be aware that this is a comprehensive examination to assess your knowledge and ability to synthesize the subject matter covered in your graduate level courses. Receiving a passing grade on the Case and Situation Analysis assignment in the Strategic Planning course does NOT guarantee a passing grade on the exam. The examination is graded on a PASS/FAIL basis and therefore the expected level of effort is high. Students who fail the exam will have to retake it the following semester. Please be aware that the Graduate School also requires that students be enrolled in at least one credit hour the semester of planned graduation.

Upon completion of the coursework and culminating experience, with approval by the supervisory committee, the candidate will be considered to have completed their master’s degree and their name will be forwarded to the Graduate School to be placed on the Graduation List.
PROGRAM POLICIES

Financial Aid
The North Dakota Board of Higher Education offers scholarships for returning graduate students. Application forms are on the Graduate School website. If finances are an issue for you, keep in mind that proper planning can help you minimize the length of time required to complete your program and thus minimize expenses. Keep your financial status in mind as you follow through on your program of study.

Checking NDSU Email Address
Each student is issued an NDSU email address (usually of the form firstname.lastname@ndsu.edu). Students are required to check this address regularly, as it is the primary mode of communication from University faculty, staff, and administration. If students do not wish to set up their email program to make their NDSU email account primary, NDSU email can be checked without an email program via the Internet here: http://www.ndsu.edu/pubweb/itdivision/mailhub/.

Alternatively, students can have all of their NDSU email delivered to another account (such as yahoo) by following the instructions here: http://www.ndsu.edu/its/email_services/. If this option is chosen, students must insure that any spam filters they use do not delete mail from NDSU. The DCE Campus Coordinator can assist with this process. You may need to call the Help Desk for assistance (701-231-8685).

Participating in Commencement
Students are eligible to participate in commencement at the end of the semester in which they complete their final examination. A Commencement Application form must be completed and submitted to the Graduate School by October 31st for fall commencement or March 15th for spring commencement. The final examination must be scheduled at least one week prior to the date of commencement. Participating in commencement is not proof of earning a degree. The degree is earned and graduation is posted on the date that the Graduate School grants final approval to the student's disquisition. For the degree application, an exit survey must be taken. The link to this survey is on the Grad School website.

Time Limitations
Graduate credit for any course work that is more than seven (7) calendar years old at the time of the final examination cannot be used to satisfy a master's degree program. Following the final examination (i.e. oral defense), the candidate has one (1) additional year during which to provide The Graduate School a disquisition for which the Graduate Dean will sign final approval of all requirements for the degree. Should the disquisition not be deposited as specified or any other degree requirements not be completed within this time limit, the student must repeat the final examination. Leaves of absence do not amend in any way the seven year time limit.

Full-time and half-time status
Full-time graduate students take 9 or more credits per semester; half-time students take 5 credits. However, taking fewer than 5 credits, if those credits are for the Comprehensive Study, will count for half-time status for financial aid purposes.

RESEARCH AND INSTRUCTIONAL FACILITIES
Libraries. As a member of the Tri-College University, the NDSU Libraries share resources with Moorhead State University and Concordia College. The Interlibrary Loan Service and Document Delivery Service provide access to books, articles, and other materials not available at the NDSU libraries. The on-line catalog interfaces with other on-line catalogs in North Dakota, Minnesota, the remainder of the United States, and Canada. The NDSU libraries also possess multiple databases accessible on-line. Library subject specialists, including a Social Sciences librarian, are also available to provide in-depth assistance in locating and using various print and electronic information resources.

Center for Writers. The Center for Writers serves the NDSU community by providing free writing assistance to students, faculty, and staff in all departments. The link to the center is provided here. http://www.ndsu.edu/cfwriters/ Consultations can be online or by phone.
Graduate students are professionals in training and being an effective professional requires more than what can be learned in a classroom setting. In addition to meeting the academic standards, graduate students are expected to conduct themselves in an ethical, responsible, and professional manner.

In order to connect the student to professional standards of conduct, an Agreement to Abide by Professional and Academic Standards is sent to students when they begin the program. [Note: This is new in 2015] A copy of this form is found in Appendix G. The signed copy will be retained in student files. When the student completes and signs this document, they agree to:

- Abide by the NDSU Student Code of Conduct. [Link]
- Abide by the NDSU University research conduct standards. [Link]
- Abide by the NDSU Graduate School policies and scholastic standards. [Link]

Academic Standards
Only grades of A, B, C, or S are acceptable for graduate credit. All courses taken by a graduate student for which grades are given will be used in calculating the grade point average, except where a course has been repeated. Both grades will appear on the transcript, but only the second grade will be used in calculating the grade point average. (A specific course can be retaken only once, and only three total courses can be retaken). S (satisfactory) or U (unsatisfactory) is assigned for research credits, and they are not used in calculating the GPA. Acquisition of more than two grades of C, D, F or U may be grounds for dismissal upon recommendation by the program administrator.

The NDSU Graduate School indicates scholastic standards and levels of performance that can lead to Academic Warning, Academic Probation, or Dismissal.

A student on academic PROBATION may not continue the pursuit of the graduate degree program without a waiver from the Dean of the Graduate school acting on a recommendation from the appropriate department/program chair. This recommendation must include a review of the student's status and a proposed plan of remediation which will allow the student an opportunity to return to a cumulative grade average of at least 3.0 within one additional semester. If the cumulative grade average is not at least 3.0 within one additional semester this student will be DISMISSED from his/her graduate program. A student on academic PROBATION is not eligible for a graduate assistantship or tuition waiver. These minimal scholastic requirements apply to all students enrolled in the Graduate School. Additional requirements may exist for certain graduate departments and programs.

Grievances
Step 1. The first step in grievance resolution is to discuss the problem with the faculty person it concerns. If resolution cannot be obtained between concerned parties, the student should move to Step 2. Do not proceed to Step 2 until Step 1 has been completed.

Step 2. It is the right and responsibility of the Department Chair to work toward conflict resolution within the Department. The student may request a meeting with the individual faculty person and the Department Chair.

Step 3. Only if satisfactory resolution is not forthcoming in Step 2, the concerned parties move to Step 3, contacting the Dean of the college and or the Dean of the NDSU Graduate School. Resolution of grievances beyond this stage should follow grievance policies of the university.
Professional and Career Development

The Graduate School has a Professional Development listserv to provide students with a range of professional development information. Topics include applying for jobs, resumes and curricula vitae, leadership, professional networking, teaching, and communication. To sign up for the Listserv, go to the following link and follow the instructions. Other resources are also posted there including the Career Center at NDSU.

http://www.ndsu.edu/gradschool/current_students/professional_and_career_development/#c228167

Students should consider developing a LinkedIn Profile and connecting with students and potential employers in this way.
APPENDIX A

Apparel, Design, and Hospitality Management
GP-IDEA Master’s in Merchandising Program

CUMULATIVE GRADUATE STUDENT
ACTIVITY REPORT
FOR EVALUATION OF PROGRESS

Name ____________________________________________________________

Period covered by this report _________________________________________

Date of entry to graduate program ____________________________________

Major Professor ____________________________________________________

Committee Members: (only if Plan of Study has been completed)

_________________________________________________________________

_________________________________________________________________

(outside member)

Fill out all the items below that apply to you. Please be sure to give enough information for every item to ensure clarity. Not every student will have something to put in every category. This is to be expected. First year students in particular will leave a lot blank.

This report is due to your Advisor/Major Professor AND the Graduate Program Coordinator by April 15 of each year. Keep a copy for your records as it is cumulative and you will just add to it every year.

1. List all coursework taken and completed thus far.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Crse #</th>
<th>Title</th>
<th>Instructor</th>
<th>Grade (if known)</th>
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</tbody>
</table>
2. Incompletes: If you have received an incomplete in any course, report on the status.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Crse #</th>
<th>Title</th>
<th>Instructor</th>
<th>Status of Coursework</th>
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3. If you have decided to follow Plan B – What is your progress toward the Comprehensive Study

Do you have an idea for your topic? If so, what?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Title of project: __________________________________________________________

Has your proposal been approved by the committee? ______________________
Date proposal approved:____________________________________________________

If working with Human Subjects, have you completed the required IRB training? □ Yes □ No

Does your research plan have IRB approval? □ Yes □ No

If yes, date of approval ______________________________________________________

And IRB number __________________________________________________________

Is the date collection complete? □ Yes □ No

Are the results written? □ Yes □ No

Final Exam date (or planned date)? __________________________________________

(ALL STUDENTS) Date of completion or expected completion:

___________________________________________________________________________
4. What have been your academic and professional goals in the past year and how well have you met your goals?

5. Identify the areas in which you would like to make additional progress.

6. How can we be of assistance to you?
Master’s Degree Plan of Study and Supervisory Committee

Student: ____________________________________________  Student ID#: __________________

(Type Name) ________________________________________

(Signature) ________________________________________

Degree: ___________________________  Program: _______________________________________

Option (if needed): ____________________________

NDSU Graduate Courses:

*Enter courses in the order in which you have taken (or plan to take) them. Please list research credits as one entry of total credits.*

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<th>Dept. and Course #</th>
<th>Title</th>
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Total: ____________________________

PLEASE NOTE: If a proposed graduate research project involves human or animal subjects, or biohazards, it must be submitted for review and approval by the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), and/or the Institutional Biosafety Committee (IBC). The student should initiate this process after his or her supervisory committee has approved the final research design because IRB, IACUC, and IBC approval must be obtained before the research project commences.
Committee (IACUC), and/or Transfer Credits

Official transcripts showing completion of credit to be transferred from other institutions must be in the Graduate School PRIOR to approval of the Plan of Study.

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<tr>
<th>Institution</th>
<th>Department</th>
<th>Course #</th>
<th>Title</th>
<th>Term Taken</th>
<th>Credits</th>
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Credit hours transferred to master’s program (in semester credit hours): ______________

Total credit hours: NDSU __________ Transfer __________ Total __________

Supervisory Committee Approval

The supervisory committee must be at least three members, one of which must be from outside of the student’s department/program. If this committee member is not a full or associate member of the graduate faculty, the approval of the Dean of the Graduate School is required. Please attach a recommendation from the program administrator accompanied by rationale and curriculum vitae. The supervisory committee approves the following courses and research to satisfy the master’s degree requirements.

(Please type names) __________________________ Signature (Recommends approval) __________________________ Department __________

Chair of Supervisory Committee __________________________

__________________________

Approved by: __________________________________________

Department/Program Chair Signature

Student Services Associate Review

601-689, 691: 700-789, 791: 800-889, 891: 69x, 79x, 89x: Research: Total:

Approved by Graduate Dean

The Graduate School will send copies to Student, Committee, and Program Administrator 2/2014
APPENDIX C

Apparel, Design, and Hospitality Management
GP-IDEA Master’s in Merchandising Program

COMPREHENSIVE STUDY CONTRACT

1. Major Professor should review the grading procedure with the student and then use the contract as a guide for determining the grade based on the goals set for this semester.

   Possible Grades:
   S = Satisfactory
   U = Unsatisfactory Progress
   I = Incomplete; to be used in extenuating circumstances

   **Students without a Contract will receive a grade of Unsatisfactory.**

2. E-mail signed contract to Major Professor for permission to register for ADHM 797s course.

PLEASE PRINT
Student’s Name _______________________________ EMP ID# ___________________________

Contact email address __________________________

Major Professor ______________________________

Semester ________________ Year ______________

Number of Credits This Semester/Contract ________________

   **A Contract MUST be completed each semester student is registering for 797s credits.**

Semester Paper Goals:

SIGNATURES

Student _______________________________ Date _______________________________

Major Professor _______________________________ Date _______________________________

GRADE RECEIVED: __________________________

ORIGINAL IN STUDENT’S FILE
Copy to Student
Apparel, Design, and Hospitality Management Department – 178 EML Hall - NDSU, Fargo, ND
APPENDIX D

GUIDELINES FOR COMPLETING A PLAN B COMPREHENSIVE STUDY

PROPOSAL PROCESS

Step one: A Brief proposal
The student will propose a project based upon his or her goals, work experience, and course work. A brief proposal will be provided to the student’s Major Professor for preliminary approval. Do extensive reading of the literature regarding your topic to formulate your research question and make decisions about your methodology. Work very closely with your major professor to refine your paper topic and primary research question. A student may choose to register for one 797S credit as they prepare the brief proposal.

Parts 1-9 of the Detailed Project Proposal Guidelines (see below) should be followed for the Brief Proposal with one exception. For Part 4, Review of Literature, the student will not need to develop the complete review of literature for the brief proposal. Rather, an outline of the review of literature would be expected. The complete Review of Literature is required for the detailed proposal.

Step two: Detailed Proposal
Upon approval by the advisor, the student will develop a detailed proposal for the Program of Study Committee for approval of the project. The student along with the Advisor will arrange a conference by teleconference or face-to-face with the committee to present the proposal. The printed proposal must be sent to the committee a minimum of 10 days prior to the proposal meeting. Guidelines for the proposal follow. A student might choose to register for 1 or 2 – 797S credits when working on the detailed proposal.

Detailed Project Proposal Guidelines for the Comprehensive Study **

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<th>Title of Project:</th>
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<td>Give your project a working title, which may or may not become the title of your paper.</td>
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|   | Background: Explain your interest in and experience with this topic. Describe any previous research you have conducted on this or related topics, any classes you have taken on this or related topics, or any reading you have already done in the field. If you have personal experience that has led you to want to do more study of the topic, describe that here as well. |

|   | Statement of purpose: Explain what you hope your study will find or the purpose it will serve. State your question or series of questions you will answer. After you have conducted significant research you should be able to answer these question(s) in one or two sentences, which may become the thesis of the final paper. |

|   | Review of Literature: Examine the scholarly and professional literature concerning your topic to summarize previous research and to build a picture of what's out there. Bring the committee up to date with current literature. Work to form and lay out a need for the study or project you are proposing. A well-structured literature review is characterized by a logical flow of ideas; current and relevant references with consistent, referencing following APA Guidelines; proper use of terminology; and an unbiased and comprehensive view of the previous research on the topic. |
**Significance:** Explain why this topic is worth considering, or this question or series of questions is worth answering. Answer the following questions: Why should your committee let you select this topic? What do you hope to learn from it? What will this new knowledge add to the field of knowledge that already exists on this topic? What new perspective will you bring to the topic? What use might your final paper have for others in this field or in the general public? Who might you decide to share your findings with once the project is complete?

**Methods:**
Explain how you will conduct your study in as much detail as possible. If you will consult others (such as a statistician, an ethnographer, or a librarian) explain what role they will serve and how you hope they will enhance your development of appropriate methods for this project. Discuss the kinds of sources you hope to consult and the methods you will use to extract and process the information you gather in as much detail as is possible at this stage. For a research project, if you plan to gather data and use statistics to explain your findings, you should meet with the statistician as you are developing your survey. It is important to determine which theories you might be testing before finalizing your instrument and collecting any data.

**Bibliography:**
Make a list of sources you plan to consult. These will ultimately be used in your Review of Literature. You should aim to make a list of at least 30 potential sources, which you will then narrow down or increase as you proceed with the study. Many sources initially seem relevant, but turn out not to be, so it is always better to list all sources that might be of interest. As you eliminate sources, cross them off of this list. Mark sources that are particularly useful, and add new sources as you come across them. This will enable you to make a Works Cited list at the end of your project (i.e.: a list of only the works you have summarized, paraphrased, or quoted from in the paper.)

**Problems:**
Describe the problems you expect to encounter and how you hope to solve them. For example, sources might be unavailable, necessitating travel to other libraries or use of inter-library loan facilities; people you had hoped to interview might be unavailable or unwilling to participate, necessitating that you select other interviewees or change the focus; internet sites might be down or no longer available, etc. (Try to imagine every possible problem so that you have contingency plans and the project doesn't become derailed.)

**Format:** For a research study, focus your writing to conform to the author requirements of a scholarly research journal of your choosing. For an industry study, focus your writing to create a report that is useful to the industry or a paper that could be submitted to a trade journal.

**Adapted from material written by Rebecca Moore Howard and Sandra Jamieson, http://www.users.drew.edu/sjamieso/research_proposal.html**

Once the proposal is in final form and approved by the Major Professor, a meeting is scheduled with the supervisory committee. Following the proposal meeting, the plan of study committee will indicate whether or not it approves the proposal. **Until approval is received you may not proceed.** Working closely with your major professor, make all changes to the research project that were required in the proposal meeting. Work then begins on the final project / paper.

Please be aware that most professors are on 9 or 10 month positions and may be unavailable for 2-3 months during the summer. Make sure to map out work with your major professor and committee members with regard to their summer schedules.
If working with human subjects, you must follow the NDSU IRB guidelines (http://www.ndsu.edu/research/integrity_compliance/irb/) for any research which utilizes this data. Expect this process to take a minimum of six to eight weeks. Also, the IRB may request that you furnish additional justification for the methodology and/or make changes in the methodology which may further delay the process. **No participants may be recruited nor may any data on human participants be collected until you receive approval from the IRB.** If the IRB requires/recommends any changes in the methodology these must be discussed with and approved by the program of study committee. Your major professor will help you to complete the form necessary for this process. Recruit participants and obtain Informed Consent as necessary. Begin collection of data strictly as outlined in your IRB approved protocol.

**Expectations and Outcomes:** It is expected that your work on the Comprehensive Study will meet the following guidelines for quality, content, and organization.

| Learning Outcomes | • Critical examination of merchandising issues, opportunities and/or challenges.  
|                   | • Demonstration of experience in applying key components of merchandising or putting ideas into practice.  
|                   | • Demonstration of research skills using secondary information and existing data sources.  
|                   | • Understanding of the setting/context of the merchandising issue under examination.  
| Literature Review | • Comprehensive discussion of literature that demonstrates an understanding about why this issue or concern is worthy of consideration and or recommendations.  
| Methods           | • Abbreviated discussion of how similar problems have been examined.  
|                   | • Justification as to why the methods utilized by the student are appropriate especially if they differ from the methodology used in other cases.  
| Research and Analysis | • Demonstrates thorough understanding of issue or concern that persuasively supports the report’s key findings or recommendations.  
| Conclusions / Implications | • Makes recommendations or proposes solutions.  

After your major professor approves the final draft of your paper, contact all committee members with some Plans for scheduling your final defense. Coordinate with all committee members to find a date and time acceptable to all.

- Submit the form “Request to Schedule Examination” (Appendix E) http://www.ndsu.edu/gradschool/current_students/forms/ to the Graduate School at least **two weeks** prior to the examination.
- Give a copy of your paper to all committee members **two weeks** prior to the final exam.
- After the exam, the major professor will submit the Report of Final Examination form to the Graduate School. http://www.ndsu.edu/fileadmin/gradschool.ndsu.edu/Forms/Student_Forms/Report_of_Final_Examination.pdf
- Complete the final revisions that were agreed upon by the committee in the final examination.

Once your Major Professor and Graduate Committee have given your Comprehensive Project final approval, it can be submitted to the Graduate School. The NDSU Graduate School has detailed information on how to prepare and submit the final paper. http://www.ndsu.edu/gradschool/graduating_students/dtp/
Request to Schedule Examination

- The student scheduling the examination has an approved Plan of Study on file at the Graduate School.
- The student must be enrolled during the semester of the examination.
- The Request to Schedule must be received in the Graduate School at least two weeks before the examination.
- A copy of the disquisition must be given to the committee members at least seven days prior to the Final Examination.

Failure to meet the above mentioned conditions may result in this form being returned to the student’s department without approval of the Graduate School.

Student: ____________________________  Student ID #: ____________________________

Examination to be scheduled:  ○ Comprehensive/Preliminary  ○ Final

Graduate Program: ____________________________  Degree:  DMA DNP EdS EdD MA MEd MM MS PhD

Is there a language requirement for this degree?  ○ Yes  ○ No  If so, is the requirement complete?  ○ Yes  ○ No

Date/Time/Place of examination: ____________________________

Date/Time  Building  Room

The following are members of the examining committee:

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Committee Chair

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Adviser Signature

Department/Program Chair Signature

Student Services Associate Review  Approved by Graduate Dean

3/2015
**Verification of Certificate**

**Please note:** To receive a certificate, you must have completed an application and been accepted by the appropriate certificate program.

The original copy of this report should be forwarded to the Graduate School as soon as the requirements are completed. If the student is NOT recommended, please explain the committee’s action (attach letter if necessary). Certificates are awarded at the end of the semester by the Office of Registration and Records. They will be mailed to the ‘Home’ address indicated in Campus Connection approximately 6 weeks after the end of the semester.

**Candidate:** ____________________________  **Student ID #:** ______________

**Certificate:**

**Graduate Courses required:**

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The Departmental Committee approves the courses listed above to satisfy the certificate requirements. The Committee has examined the candidate with respect to completion of the courses and project and recommends that the student be awarded the above-designated certificate.

**Approve**  **Disapprove**  **Typed Name**  **Signature**  **Date**

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Remarks and other Recommendations: (must be completed if candidate is not approved)

**Student Services Associate Review**  **Approved by Graduate Dean**

02/2014
APPENDIX G

Agreement to abide by Professional and Academic Standards
Merchandising Program – Apparel, Design, and Hospitality Management Department
College of Human Development and Education

Graduate students are professionals in training and being an effective professional requires more than what can be learned in a classroom setting. In addition to meeting the academic standards, graduate students are expected to conduct themselves in an ethical, responsible, and professional manner. The purpose of this document is to connect you to student and professional standards of conduct and create a record of your agreement to abide by these standards during your graduate program. When you complete and sign this document, you agree to:

- Abide by the NDSU Student Code of Conduct.
- Abide by the NDSU University research conduct standards.
  [http://www.ndsu.edu/research/integrity_compliance/irb/](http://www.ndsu.edu/research/integrity_compliance/irb/)
- Abide by the NDSU Graduate School policies and scholastic standards.
  [http://bulletin.ndsu.edu/graduate/graduate-school-policies/](http://bulletin.ndsu.edu/graduate/graduate-school-policies/)

Before officially entering the program, you must complete this form and submit it to ________________________________.

☐ I have reviewed the standards identified above and agree to fully abide by them.

☐ I understand the process for establishing consequences for violations of professional and academic standards and my rights of review and appeal.

☐ I understand that if I violate the professional standards indicated above, consequences could include action up to dismissal from the program.

Signed: ____________________________ Date: __________________________

Printed name ________________________________