



Master's Handbook

Textile and Apparel Management



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INTRODUCTION

The graduate handbook is designed by the graduate faculty to help potential and enrolled students with understanding and implementing departmental policies and procedures. The handbook is designed to explain requirements for various options and corresponding procedures to be followed. The purpose of this booklet is to help students avoid confusion from misinterpretations of the policies and procedures. However, it is students' responsibility to follow the policies and procedures published by the Graduate School at the University of Missouri. The complete set of policies and procedures are available at <http://gradschool.missouri.edu/> . Students are encouraged to talk to their Graduate Advisor or the Director of Graduate Studies if any of the materials provided in this handbook are not clear to them.

TAM GRADUATE PROGRAM (M.S.)
DEPARTMENT OF TEXTILE AND APPAREL MANAGEMENT
University of Missouri- College of Human Environmental Sciences

I.ADMISSION REQUIREMENTS

A. Degree Candidate Status

All graduate program applications are accepted through an MU Graduate Studies online application submission system:

Applications would require the following documents. *The review of applications will not start until all materials are submitted.*

1. **Test information and Transcripts** (You may upload these in the online Graduate School application to expedite review of your application by the program):
 - Your official GRE scores (sent directly from the Educational Testing Service). A minimum **153 (or 500 in prior scoring systems)** score is recommended for the Verbal Reasoning and **144 (or 500 in prior scoring systems)** for the Quantitative Reasoning tests. A minimum of **3.0** score is recommended for the Analytical Writing category. * GMAT score is not allowed.
 - Your official transcripts from every college or university you have attended (sent directly from the college or university). Evidence of a 3.0 G.P.A. (in last 60 hours of baccalaureate degree and in the Master's degree)
2. **The TAM application form:** 1 page
3. **Statement of professional objectives** (Upload to the Supplemental Information section of your application): 1-3 pages, addressing the following questions
 - What are your specific scholarly interests and objectives directly related to the expertise of TAM faculty members? Feel free to include professional and academic experiences
 - Why do you want to earn the graduate degree for which you are applying?
 - What are your primary strengths that you believe ensure your success in graduate school?
 - What limitations may impede your success in graduate school?
 - What is your overall goal after earning a graduate degree from MU TAM?
4. **Three letters of reference/recommendation:** Three academic recommendations are required and must be submitted through the Recommendation section online of the Graduate School application.
5. **Latest vitae or resume:** Please make sure to include the month/year for the start and end dates of all work experience (Upload to the Supplemental Information section of your application).

6. **Others:** If necessary (not required), you may submit a recent writing sample of at least 20 pages in length (Upload to the Supplemental Information section of your application).
7. **Others for design students:** A digital portfolio is required for design students. It can be submitted via a link to the website or digital storage unit. A portfolio saved in a digital storage unit can be sent directly to the Director of Graduate Studies by mail.

In addition, international students must include:

8. **Official TOEFL* scores** (sent directly from the Educational Testing Service), A minimum score of **550** paper-based, **213** computer-based, or **79-80** Internet-based, is recommended.

B. Financial Assistance

- Graduate students admitted to the program may apply for several department, college, and university level scholarships. Generally, the deadline for these scholarships is **January 15**. Check with appropriate offices for updated information.
- A student's advisor can sometimes seek funding from the Research Catalyst Fund of the College of Human Environmental Sciences for research support. You should contact the Associate Dean of Research and Graduate Studies in 114 Gwynn for further details.
- If you seek financial support, contact the Chairperson and/or the Director of Graduate Studies in the department. The deadline for assistantship applications is January 15. The assistantship requests may accompany the admission application materials. To qualify for teaching assistantships in the department, the international students from countries where English is not the native language are required to take the Language and the oral communication skills test in collaboration with the Program of Excellence in Teaching.
- Sometimes, teaching or research assistantships are available through the department or in collaboration with the Campus Writing Board. Depending on the student's background, assistantships may also be sought in departments other than the degree-seeking department.

C. Application Deadline for Admission

The application, letters of recommendation, and transcripts should be received as follows:

- **January 15** to be considered for university, college and departmental scholarships. Applications will still be accepted after that date. Departmental decisions regarding assistantships will be made during the spring semester of year of application for the Fall semester, and
- **September 1** of the calendar year preceding the semester of application for the Spring semester.

*International students should allow at least two semesters before the expected date of registration to allow time for the U.S. Citizenship and Immigration Services requirements. This timeline holds true if the application materials include all of the required materials. Incomplete submission of application materials can result in unwarranted delays.

D. Probational Graduate Student Status

An applicant who does not meet the degree candidates' requirements may be admitted on probation until the requirements are met. The requirements for removal of probation will be identified in the acceptance letter, and can include any of the following.

1. A student on probation must achieve a 3.0 grade point average in the first nine hours of graduate course work.
2. An international student may be required to take Intensive English courses as recommended by the English Language Support Program (ELSP). The scores on the English Proficiency test serve as the basis for this recommendation. There is an additional charge for this service.
3. A student will be required to fulfill other deficiencies depending upon the applicant's background as identified at the time of admission.
4. A student must have support from the Graduate Adviser and the Director of Graduate Studies for removal from probation. The removal from probation must be decided within the first year from the time of admission.

E. Non-degree Graduate Student Status

For additional details refer to the latest Graduate School Catalog.

The Non-degree Option:

- Is for the student who has not yet selected a major or a specific program.
- Allows a student to prepare for admission to a graduate degree program either at MU or elsewhere.
- Allows a student to explore various options, a new discipline, or career enhancement.
- Allows transition time between completion of a baccalaureate degree and initiation of a graduate degree.
- Allows a student to seek enrichment experiences.
- Provides for up to 12 hours of graduate credit taken as a non-degree graduate student to be applied toward a graduate degree program if approved by the department.
- Does not qualify students for financial aid.

II. SELECTION OF ADVISOR AND ADVISORY COMMITTEE

Advisor

1. The Director of Graduate Studies will assign a temporary advisor to assist the student in registering for course work and to discuss the various aspects of the graduate program.
2. During the first semester, the student should discuss her/his particular subject matter/potential research interest with various members of the Graduate Faculty to ascertain whose expertise and interests are most compatible. The major advisor should be selected prior to completion of nine (9) hours of graduate work and before the program of study is developed.
3. Faculty who are members of the MU Graduate Faculty serve as thesis advisors to students enrolled in the graduate program. Check the faculty profiles available on TAM's departmental Web site for the list of Graduate Faculty members.

Advisory Committee

An Advisory Committee is essential for the planning and implementing the research or project. The committee is selected in consultation with the permanent advisor.

1. The Master's Advisory Committee should consist of at least 3 persons with one member from an outside department. The M-2 form, "Request for Thesis Committee" should be filed by **the end of the second semester of enrollment**.
2. Members of the Advisory Committee should be consulted regularly by the student during the development of the program of study as well as the research.
3. Change in advisor or an Advisory Committee member is sometimes necessary due to change in faculty position, faculty interests, student interest, etc. In such case, the students should file a "Change of Committee" form.

III. DEVELOPMENT OF A PROGRAM: MASTER'S DEGREE

A master's degree is an individualized plan of study. Each program will vary according to the interest, background, and ability of the student. The focus of the graduate degree at MU is research. The research thesis builds upon the program of study.

The Plan of Study

1. Required forms for degree completion are downloaded through the MU Graduate School website.
2. The student must file the approved form titled, "M1, Program of Study for the Master's Degree" for the degree by **the end of the second semester**. Note. If a student is receiving research or teaching assistantships, one should understand that the financial support applies only to courses applicable and relevant to the student's degree program and to courses approved by the student's adviser. Therefore, the coursework that the student takes must be on the Plan of Study. This includes English courses for non-native English speakers. The department also has a separate Plan of Study form available on the website (http://tam.missouri.edu/academics_grad.html#studyplans) .

3. Changes in the approved form are requested on the "Program of Study Substitution Form." No course, once taken, can be removed from the study program.
4. The student must file "M3, Report of the Master's Examining Committee" as soon as possible after the thesis defense.

Course Credit and Regulations

1. Graduate course credit does not insure that a course will be counted in a plan of study since the graduate courses must contribute to overall program direction. The members of the student's Advisory Committee will decide with the student which courses will contribute to this goal.
 - a. Graduate students must be enrolled for course credit (even if for research hours only) when faculty time or facilities for research are being used.
 - b. Graduate students must be enrolled for the semester in which the degree is conferred. If all work is complete, except the final oral examination, they should be enrolled "for exam only."
 - c. Graduate credit is given for courses numbered 7000 and above.
2. Requirements and regulations concerning graduate course credit are listed below.
 - a. Minimums of 30 credit hours are required for the Master's degree (at 7000 level or above) with at least 15 credit hours at the 8000 level or above. The student must maintain a 3.0 GPA in all graduate courses to continue enrollment in good standing. Frequently, the student is required to complete more than 30 hours to finish the degree depending on her/his background and academic goals. If the student is doing the master's degree in two departments simultaneously, he/she should take at least 15 credit hours at the 8000 level or above from each department. The student is responsible for meeting the requirements for both departments.
 - b. It is expected that master's students will have a minimum of 9 credits in Research/Qualitative/Quantitative methods, of which 3 credits will be Research Methods, and 3 credits will be Statistics. The remaining credits will be determined in conjunction with the students' committee.
 - c. A research thesis (8090) is required for completion of the degree. Six credit hours can be earned for this portion of the degree.
 - d. A maximum of six (6) credit hours may be transferred from another accredited institution, but must be accepted by the student's Advisory Committee. A student must take at least 24 hours with MU faculty.
 - e. The MU Graduate School accepts eight (8) credit hours of correspondence course offerings at the graduate level provided they are taught by MU faculty through the MU Center of Independent Study at 136 Clark Hall.
 - f. Master's students intending to take such courses for credit must have completed one semester or summer session of satisfactory residence. Please refer to The Graduate School Catalog.

- g. A maximum of six (6) credit hours in problems and/or readings may be counted toward the required 30 credit hours.
 - h. Applicants with a degree in another field may have to complete undergraduate prerequisites before becoming a candidate for a graduate degree in the Department of Textile and Apparel Management. The student's Advisory Committee will determine these.
 - i. Students have a period of eight (8) years to complete the master's degree, from the time they first enroll to completion.
 - j. Unless special permission from the Graduate Dean is received, a student may enroll for a maximum of 16 hours using each regular semester or nine hours for the summer semester. Enrollment of nine (9) hours for the fall and winter and 4 hours for the summer session is considered full-time enrollment for graduate students.
 - k. Arrangement to be a traveling student can be made. This allows coursework taken within the UM system to be counted at MU. Please consult the graduate school.
3. The core requirements (minimum of 30 credits excluding deficiency courses) for the Master of Science in Textile and Apparel Management include:
- | | | |
|----|--|--|
| a. | Textile and Apparel Management
(focused group of courses) | minimum 9 credit hours |
| b. | Research Methods/Statistics | minimum 9 credit hours |
| c. | Supporting areas (for broadening the
theoretical base for the research project) | minimum 6 credit hours |
| d. | Research (8090) | minimum 6 credit hours
(including pre-proposal,
proposal, job market research,
and defense presentations) |

A MINIMUM OF 30 HOURS (excluding deficiency courses) IS REQUIRED FOR GRADUATION.

IV. RESEARCH-MASTER'S DEGREE

All candidates will conduct research resulting in a thesis (8090) directed by the advisor and approved by the Advisory Committee.

Development of a Proposal

1. The research thesis option should be discussed with the advisor and/or committee members informally before a proposal is developed.
2. When a dissertation proposal idea has been shaped, with consultation with the advisor, informal presentation(s) must be delivered to all TAM graduate faculty and TAM graduate students to get initial feedback on research plans.

3. In consultation with the advisor, the student should write a proposal, which meets the expectations of the advisor and Advisory Committee members.
4. The advisor should have ample time to review the proposal. Typically, the proposal will require more than one "rewrite" prior to submission to the Advisory Committee.
5. Once the proposal is prepared, it should be submitted to the student's Advisory Committee at least two weeks prior to the time the committee will review the proposal.
6. It is the student's responsibility to ensure that the proposal is editorially and intellectually sound. This may require that the graduate student hire an editor or other consultants.

Conducting the Research and Writing the Thesis

1. The advisor assumes major responsibility for supervising the student in the research or problem. For the thesis option, the additional committee members should be consulted to the extent that each member has indicated her/his desire to participate. It is strongly suggested that the readers have reviewed the chapters for substantive content during the writing process rather than reading it for the first time before the defense.
2. If research involves human subjects, approval must be obtained from the Institutional Review Board of the University prior to proceeding with data collection.
3. The student must discuss the preparation of a thesis outline with the advisor and/or committee members.
4. Once the thesis outline is approved, the student will schedule regular conferences with the advisor and present work in a readable form. Periodic conferences should be scheduled with the other committee members to provide progress reports. It may be necessary to hire an editor to assist with the manuscript preparation. The advisor will let the student know if this is necessary.
5. The student must secure "Guidelines for Preparing Theses and Dissertations" from the MU Graduate School Office or from the Graduate School website.

Developing the Final Thesis (TAM 8090)

The student will submit a final thesis draft to the advisor (first reader) and after that approval, to the other committee members, with a two-week turn-around time. The advisor and the committee members will make recommendations and work with the student to produce the final draft. Due to the nature of the research process, it will be necessary to do numerous revisions (called rewrites) to get the thesis into an acceptable form. The student is responsible for obtaining guidelines from the graduate school and following them with precision.

1. The outside reader may have indicated that he/she wishes to be consulted on a regular basis, in which case, the student should do so. In some cases, the outside reader may prefer to see only the final copy of the thesis, although this approach is not encouraged. The student must plan to have the final thesis draft to the outside committee members approximately 6-8 weeks prior to the graduation date; a two-week turn around for feedback is needed.
2. When the thesis meets with the approval of the advisor, and the other committee members, the student:

- a. Sets the date for the oral defense.
 - b. Takes a good electronic copy of the thesis to the Graduate School for a format evaluation on or prior to the official deadline set by the Graduate School.
 - c. Checks for any outstanding payments to the university.
3. The "M3 Report of the Master's Examining Committee" is due two weeks prior to commencement. Incomplete grades are also due at that time. The student may need to remind his/her professors that the change of incomplete grade forms are due. The final electronic copy is due very close to the graduation date. Contact the Graduate School's website for deadlines.

Oral Examination

1. For the final oral examination the student is responsible for material covered in the program of study and the completed research. The student may wish to discuss the examination with her/his advisor to reduce anxiety and assist in preparation. Oral examination will be open to TAM graduate students and faculty.
2. The student is expected to distribute copies of the defensible thesis to committee members at least two weeks in advance.
3. At the conclusion of the oral examination, the committee members must reach a consensus on the performance of the student. The result of this decision is reported to the Director of Graduate Studies of the department on the form titled, "Report of the Master's Degree Examining Committee." It is the M-3 form for Master's students. This form is signed by all members of the Advisory Committee, and the Director of Graduate Studies for the department. The form must be submitted to the Graduate School within 30 days of completing the defense.
4. A page to be inserted into the original thesis indicating approval of the thesis by the examining committee is signed at the conclusion of the oral examination.
5. In the event of failure of the examination, a written exam may be given or the Advisory Committee may suggest other remedial measures. Following an agreed-upon measure and time, another examination may be given.

Completion of Requirements for Graduation

1. The student should check with the advisor to see that all incomplete research grades have met the requirements to be transformed to regular grades. These are incomplete until the oral examination is completed. The course instructors should also change any other incomplete grades to the acceptable letter grade by the deadline provided by the Graduate School.
2. Usually the Advisory Committee makes suggested changes in the body of the thesis. These changes may necessitate some minor or major re-estimation or writing. When the thesis has been corrected, duplicate copies should be made prior to returning the corrected copy to the Graduate School. Check to determine the deadline for returning the corrected thesis to the Graduate School.
3. Graduate students, in consultation with their advisor, are encouraged to publish or present the results of the research. Since the graduate advisor served a major role in the guidance and development of the research project, it is appropriate that any research manuscript or presentation carry the name of the advisor as the second co-author. When

co-advisers are involved, the both advisors' names could be listed as the send and the third co-author. The order the name could be decided between the student and the co-advisors. Other committee members (depending on their contributions in the thesis development) may also have their names on the manuscript if the level of their contribution to the work warrants it. In case when the student is unable to submit manuscripts to journals within the 18 months period after the completion of dissertation defense, the adviser(s) may be able to use some of the contents from the dissertation and submit manuscripts to journals in consultation with the student. In such case, the order of the authorship must be discussed between the student and the adviser(s) before manuscript submission. The results of this discussion must be reported to the Director of Graduate Studies in writing.

APPENDIX A

CHECKLIST FOR COMPLETION OF A GRADUATE DEGREE

Year 1, Semester 1

- Is assigned a temporary advisor.
- Meets with graduate faculty to determine their areas of research interest.
- Selects a permanent advisor by the end of the first semester.
- Update progress on Graduate Student Progress System (gsps.missouri.edu)

Year 1, Semester 2

- Selects and contacts Advisory Committee Members. Files the “M1 Program of Study for the Master’s Degree” by end of the second semester.
- Formulates Plan of Study in consultation with Advisory Committee.
- Files the form “M2 Request for Thesis Committee” by the end of the third semester.
- Update progress on Graduate Student Progress System (gsps.missouri.edu)

Year 2, Semester 1

- Presents initial thesis research ideas to TAM graduate faculty and TAM graduate students to received initial feedback.
- Develops a dissertation proposal in consultation with advisor and Advisory Committee.
- Plans and holds a dissertation proposal meeting. If the proposal is accepted, the research process begins.
- Secures from the MU Graduate School “Regulations and Guidelines for Dissertations and Thesis.”
- Seeks approval for the research project from the Institutional Review Board (if applicable).
- Update progress on Graduate Student Progress System (gsps.missouri.edu)

Year 2, Semester 2

- Completes research, working with Advisory Committee as appropriate.
- Let the Director of Graduate Studies know of the semester of graduation by the second week of the semester.
- Plans time and place for final oral examination with the Advisory Committee after the outside reader approves the thesis defense.
- Schedules the oral examination at least six weeks prior to the commencement date, to be able to participate in commencement. Files "M3 Report of the Master's Examining Committee" within one month after the defense.
- Defend thesis research.
- Checks with the advisor on incomplete grade reports (generally two weeks prior to commencement.) The faculty member responsible for the course in which an incomplete was obtained files a change of grade form with the Graduate School.
- Makes a final check with the advisor, the Director of Graduate Studies and the MU Graduate School to see if all requirements for graduation have been met.
- Arranges for participation in commencement activities if desired.
- Has the thesis corrected.
- Make PDF of final copy and send to all committee members.
- Submits the corrected electronic copy of the dissertation to the Graduate School.
- Develops manuscript submission plans from the research with the consultation of the advisor.
- Update progress on Graduate Student Progress System (gsps.missouri.edu)

APPENDIX B

OTHER OPTIONS AND CONSIDERATIONS

A. Senior Dual Enrollment

- Undergraduate students in the last semester as seniors can register for six graduate credit hours if they:
 - Rank in the upper half of the classes in their major;
 - Have a B average in the last 45 hours of credit;
 - Are within 15 hours of graduation; and
 - Have approval of the divisional and graduate Deans.
- To qualify for dual enrollment, the department the student is entering must accept the student. A copy of the student's transcript must be submitted to the Graduate School with the application.
- Dual Enrollment must be completed and approved by the Graduate School within one month after the start of fall or winter semester and within three weeks after the start of the summer session.

B. Credit toward a Second Master's Degree

- It is possible to count up to a maximum of eight hours from a previously earned degree toward a second master's degree. However, the final decision depends on the consensus of the advisor and the Advisory Committee.

APPENDIX C

SATISFACTORY PROGRESS AND THE DISMISSAL POLICY

1. **The faculty advisor and/or the Director of Graduate Studies conduct annual evaluation of each graduate student.** The student is believed to make satisfactory progress if he or she continually maintains a grade point average of 3.0 on a four point scale, and receives a positive endorsement on research progress from the faculty advisor at the end of each year after completion of the course work. Students have a period of 8 years to complete the master's degree, from the time they first enroll.
2. **If unsatisfactory progress is identified, the following course of action should be taken.**
 - a. The faculty advisor writes a letter to the student indicating unsatisfactory progress and meets with the student to discuss his/her progress.
 - b. The Graduate School is informed of all students who are not making satisfactory progress each year.
 - c. In case of disagreement, the faculty advisor should ask the student to write a separate letter to the Director of Graduate Studies.
 - d. Copies of both letters should be made available to the student, maintained in department file, and forwarded to the Graduate School.
3. **If the problem persists the following steps should be followed.**
 - a. The faculty advisor and the Director of Graduate Studies of the department determine a probationary period and notify the student in writing.
 - b. The probation letter should state explicitly the tasks to be accomplished and timeline to be followed prior to removal of the probationary status and return to good standing by the student.
4. **In case of noncompliance by the student, the following two steps should be followed.**
 - a. The faculty advisor and the Director of Graduate Studies co-write a letter of dismissal and send a copy to the Graduate School.
 - b. The Graduate School sends an official notice to the student regarding dismissal from the program.
5. **The student can file a grievance to challenge the dismissal decision by following the process below.**
 - a. A student may appeal the dismissal to the Graduate Faculty Senate's Committee on Graduate Student Appeals.
 - b. The committee may consider the issues of due process only.
 - c. The student shall provide written notification to the Associate Graduate Dean of his/her intent to appeal within 10 working days of receipt of the dismissal notice.
 - d. The Associate Graduate Dean will then forward the written appeal to the chair of the Committee on Graduate Student Appeals.
 - e. The Associate Graduate Dean and the Committee on Graduate Student Appeals will complete the review within 90 days after the receipt of the appeal, and communicate the decision to all involved.

APPENDIX D

Intellectual Property

The Collected Rules and Regulations of the University (100.020 Patent and plant variety regulations) are the detailed guidelines for intellectual property. The following sentences are intended to give some background information.

Students and graduate assistants with or without monetary compensation working on any project under the direction and control of the University shall be subject to the patent and copyright regulations to the same extent as an employee. Bound laboratory notebooks and raw data are to be kept in the manner prescribed by the student's research advisor in a way that also protects the intellectual property of the University. Generally, only copies (not originals) of notebooks or data may be removed from the laboratory for computations, analysis, or report preparation. It is expected that research advisors will give students credit for their authorship contribution to published work. Students should not submit publications or grant applications resulting from research conducted in a research advisor's laboratory without the approval of the research advisor.

Quoted from an e-mail sent by:

George Justice
Dean of the Graduate School
University of Missouri-Columbia
and based on comments by
Sheryl Tucker in Chemistry, Carol Lorenzen in Food Science and others