

# MASTERS OF HOSPITALITY



*handbook*

The Hospitality Management Department advances the land-grant mission, hospitality industry, and discipline by:

- Preparing undergraduate and graduate students with educational experiences that will positively impact their careers and society;
- Providing theory-based instructions, practical experience and research through student-centered curricula and engagement; and
- Conducting applied, industry-centered research to enhance the well-being of individuals and communities

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# WELCOME

## *Graduate Students*

Welcome to the Department of Hospitality Management, we are happy you have chosen to pursue study of hospitality management as a graduate student at Kansas State. The Hospitality Management Program at Kansas State has been training hospitality professionals since the 1950's, while our curriculum in quantity food production dates back to the 1920's.

The program is designed to meet the needs of the vibrant hospitality industry. If you are interested in a dynamic career in lodging; foodservice; or meeting, convention, and event management you have come to the right place. Classroom, internship, study abroad, and leadership opportunities help to prepare students for professional careers in our service-oriented, information-based society.

Faculty in the department is committed to helping you excel and we strive to prepare you for an exciting career. While you continue your academic career, we hope that you will take advantage of one of our active student groups. Hospitality Management Society, Club Managers Association of America, and the Professional Event Management Society all provide unparalleled opportunities for experiential learning, networking, travel, and social experiences that will help you develop your professional identity.

Our faculty look forward to working with you as you continue your education. Please feel free to reach out to me, or any of our faculty, if you have any questions about the program. I can be reached via email at [kevrob@ksu.edu](mailto:kevrob@ksu.edu) or via phone at (785) 532-2399.

Cordially,

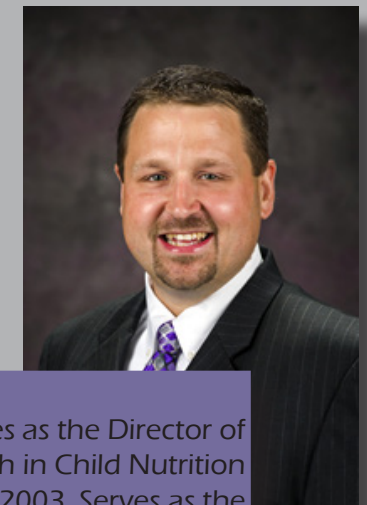
Kevin R. Roberts, PhD Associate Professor & Director Undergraduate Program in Hospitality Management

# HOSPITALITY MANAGEMENT

## *Directors*



**JUNEHEE KWON, PhD, RD**  
Graduate Program Director who joined the Department of Hospitality Management in Fall 2008. She teaches several courses in the department. She does research in Foodservice Management, Food Safety Education/ Training and Food Allergy Management.



**KEVIN ROBERTS, PhD**  
The Undergraduate Program Director and serves as the Director of the Center of Excellence for Food Safety Research in Child Nutrition Programs. He joined the department in Fall of 2003. Serves as the advisor for the Club Managers Association of America and Hospitality Management Society.

# BEFORE YOU START

## CHECKLIST

- K-State eID
- Meet with Mary Oborny
- Email professors
- HUMEC Network
- ID card
- Print class schedule
- GTA/GRA Handbook
- Familiarize yourself with lost and found locations

## DON'T FORGET TO:

- Join clubs
- Email teachers
- Start looking into research topics
- Get to know your cohort



## How To:

### K-STATE eID

K-State students must have an eID (electronic identifier). Your eID also serves as your e-mail address. Each student is allowed one K-State eID. Your eID is used to access your K-State email account, KSIS (the student information system), Canvas, HRIS Self-Service, and other K-State resources. To sign up for your K-State eID, visit [www.eid.k-state.edu](http://www.eid.k-state.edu). Passwords for your eID are changed twice per year in September and February.

### MEET WITH ADMINISTRATION SPECIALIST

Will help you get set up in the payroll system, get you the keys that you need, secure travel and travel reimbursements, set up events, schedule computer carts for classroom use, and assist you find any supplies that you might need. To set up a meeting, email her at

### HUMEC NETWORK

In order to sign onto any of the computers in Justin Hall, including those in the graduate room (Justin 110), students need to have a Human Ecology (HUMEC) network sign-on and password. Mary will assist you in filling out the appropriate paperwork to assure you have the network access you will need to be successful.

### K-STATE ID CARD

All K-State students, faculty, and staff are required to have a K-State ID Card. Students acquire their ID card when they arrive on campus. Your K-State ID Card will serve as your official campus photo ID, vending/printing card, library card, and meal debit plan card (if you have a meal plan with the university). Students should visit the K-State ID Center on the first floor of the Student Union to obtain their card.

### COURSE SCHEDULE

The list of courses offered each semester is published online and is generally available a few months prior to the beginning of the next semester. To access the online course schedule, select "Academics" from the K-State homepage ([www.k-state.edu](http://www.k-state.edu)) and then "Catalogs & Courses". Here you will also find the academic calendar, fee payment schedule, final examination schedule, and the link to the Graduate Catalog.

### ENROLLMENT PROCEDURES

Once admitted to the Graduate Program in Hospitality Management, students will be assigned a temporary advisor until the student finds a major professor with whom they would like to work. Your advisor will assist you in finding classes and enrolling during your first semester at K-State.

### LOST AND FOUND

Lost and found is located in the Dean's office of Justin Hall, Justin 119. There is also a water bottle lost and found located above the microwave in the small hallway with the vending machines.

## *Philosophy*

Graduate study in the Department of Hospitality Management prepares graduates for management and academic careers in hospitality administration. Graduate faculty and students collaborate to conduct applied research and disseminate findings through scholarly publications and presentations. Flexibility in planning the program of study allows students to meet personal and professional objectives while enhancing departmental research. Supportive faculty and peer relationships foster an environment where students gain the knowledge, skills, and confidence for leadership positions in their chosen field.

Graduates of the Master of Science in Hospitality Management will demonstrate:

- efficient management of human, material, technological, and financial resources
- ability to recognize emerging trends and implements strategies to accommodate change
- analytical decision making
- application of research methods and findings
- leadership and administration in foodservice and hospitality operations
- commitment to ethical business practices and assumption of the responsibilities for self-direction, self-evaluation, and professional development
- effective oral and written communication skills

### **SCHOLARSHIPS**

The College of Human Ecology scholarships are available on a competitive basis to Hospitality Management graduate students. Interested students must complete the KSU General Scholarship application through the Student Financial Office (Fairchild 104) to be eligible. Scholarships applications are available from the receptionist in the Human Ecology Deans Office or on the web at: [www.k-state.edu/grad/financing/fellowships/index.html](http://www.k-state.edu/grad/financing/fellowships/index.html)

Notices about scholarships are available in late December or early January. Completed applications are due in early February for the following academic year. Many professional and trade associations also have scholarships and fellowships available for students accepted or enrolled in a graduate program. Information about scholarships and fellowships are published in the association's publication or website. Some professional associations require applicants to be members to be eligible for scholarships or fellowships awards. For more information about available scholarships check the Graduate Board in Justin 110.

Graduate students also are encouraged to review material about scholarships and fellowships in the Non-Traditional student office in Holton Hall.

**NOTE:** Most scholarships/fellowships require letters of recommendation. Please allow at least ten working days for faculty to write a letter of recommendation. You must provide faculty with the following information when requesting a letter of recommendation: Current resume, name and address or sponsoring organization, criteria for awards, and statement of why you are eligible for the award.

### **TRAVEL AWARDS**

Graduate students are eligible to apply for the HEHC Travel awards for graduate students. Applications are available from Karen Pence in JU 119 and are due February 15<sup>th</sup> and July 15<sup>th</sup>. Students also can apply for travel support from the graduate student council.

Applications and guidelines are available at: [www.ksu.edu/grad/gsc/](http://www.ksu.edu/grad/gsc/). Deadlines are November 1 and April 1 each academic year. As funds are available, HM may provide some travel support for graduate or poster session accepted. For further assistance you may contact Mary Oborny at [moborny@ksu.edu](mailto:moborny@ksu.edu).

# POLICIES

## **GRADE REQUIREMENTS**

Graduate work is graded as A, B, C, D, or F. To earn graduate credit for a graded course, the student must earn at least a C. To remain in good academic status, graduate students must maintain a cumulative GPA of 3.0 or higher. To graduate, the student must have earned a 3.0 GPA on all graded courses on the program of study.

If a student earns lower than a 3.0 in a course listed on the program of study, the student's supervisory committee may require that student retake the course. "If the course is retaken by the direction of the supervisory committee, the original grade is noted as a retake and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade. A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses in a degree plan."

The retake form may be found in the Guidelines and Form Section of the Graduate School website at [www.ksu.edu/grad](http://www.ksu.edu/grad).

The deadline for submission of the signed form to KSU Graduate School is the last day to drop a course without a W being recorded, as designed in the KSU Academic Calendar, in the semester the course is being retaken. Information on the retake form is in the Student Guidelines and Forms section of the Graduate School website.

Students must earn at least a B in all undergraduate courses taken as prerequisites. Undergraduate prerequisites must be completed before enrolling in required HMD courses.

Research hours are graded as credit (CR). These hours will be listed as "incomplete" (I) until the thesis or dissertation is successfully completed. At that time, the hours are changed to credit by the Graduate School. Incompletes for research hours do not convert to an F. Students should work with their major professor to determine the expectations for the number of research hours in which they are enrolled.



## **TRANSFER OF CREDIT**

Kansas State University accepts graduate credit from another institution only under the following conditions:

- The other institution is accredited by the cognizant regional accrediting association to offer graduate degree programs appropriate to the level of the credit to be transferred;
- The credit is fully acceptable to the other institution in satisfaction of its own advanced degree requirements; and
- The credit is applicable to the student's program of study for an advanced degree at Kansas State University.

The program of study should consist solely of courses directly related to the master's degree.

Subject to the recommendation of the supervisory committee, master's students with professional doctorate degrees (DVM, MD, etc.) may include a maximum of 12 graduate credit hours from a professional doctorate degree in their 30-hour master's program. As an earned degree, the transfer credit is not subject to the six year time limit.

Under normal circumstances, graduate credit transferred from other institutions may not exceed 10 credit hours for the master's degree, and then only for courses graded B or better. Credits that were earned more than six years prior to the semester in which the program of study is approved cannot be transferred except as noted above. Research conducted outside an academic program cannot be accepted for credit as part of a program of study.

## **ACADEMIC WARNING**

The KSU Graduate Handbook indicates that a student who fails to make satisfactory progress in his/her graduate program is subject to academic probation and may be denied enrollment in the Graduate School the next semester. Any of the following conditions may warrant academic warning:

- a grade point average lower than 3.0
- advice of the major professor that the student's progress is unsatisfactory

A student placed on probation after recommendation by the major professor or supervisory committee may be restored to good standing only following the notification by the major professor and supervisory committee that the student is making satisfactory progress.

HMD graduate students must be in good academic standing to enroll in unstructured graduate courses (i.e. research, problems, or readings courses) and to complete the Master's comprehensive examination, and/or to defend his/her thesis.

## **INCOMPLETE POLICY**

The grade of Incomplete (I) is given in regular courses (except for theses and directed research courses) upon request of the student for personal emergencies that are verifiable. The faculty member has the responsibility to provide written notification to the student of the work required to remove the incomplete. The student has the responsibility to take the initiative in completing the work and is expected to make up the work during the next semester (Fall or Spring) after receiving the grade (except for theses and directed research courses). If the student does not make up the (I) during the next semester after receiving it, a grade may be given by the faculty member without further consultation with the student.

If, after the end of the next semester, the (I) remains on the record, it will be designated as F (previously IX) for record keeping and will be computed in the student's GPA, weighted at 0 points per credit. A grade of NR will be treated in a like manner.

## **RETAKE POLICY**

If the student received less than 3.0 in a course, the student may retake the course with approval of the major professor and the supervisory committee. If the course is retaken by the direction of the major professor and the supervisory committee, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade. A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses in the program of study. An approved program of study must be on file in the Graduate School at the time the retake request is submitted. Retake requests must be made prior to enrolling in the course.

## **INACTIVE STATUS**

After consultation with the student's department/graduate program, a student not yet admitted to candidacy will be placed in inactive status if he or she is not currently enrolled and has not been enrolled during the previous two years.

Once in inactive status, a student must reapply to (and be accepted into) a graduate program before being considered for re-entry by the Graduate School. In order to be allowed to resume graduate studies, the student must meet all requirements for entry in force at the time of the new application. Inactive students who seek to regain active status will not, however, be required to recreate materials submitted with their original applications and held in their files by the Graduate School.

If allowed to regain active status, the formerly inactive student will be subject to all requirements in force in his or her graduate program and in the Graduate School at the time the student returns to active status.

## **REINSTATEMENT**

A student who has been denied continued enrollment may petition for reinstatement to the same program or for admission to a different one. The procedures for reinstatement are described in Appendix C Graduate Student Reinstatement Procedure.

Students whose petitions are granted are readmitted on probation as a condition of readmission. In such cases, the Readmission Committee usually stipulates enrollment in a specific number of hours or courses, as well as other conditions for probation.

## **PROBATION**

Students may be placed on probation as a condition of their admission to graduate programs, if warranted by their academic record (Chapter 1.C).

In addition, students who fail to make satisfactory progress in their graduate programs will be placed on probation. Either of the following conditions will warrant probation:

- A grade point average lower than 3.0,
- The recommendation of the major professor or student's committee that the student's progress is unsatisfactory.

## **REMOVAL FROM PROBATION**

Students on probation as a condition of admission will acquire good standing if they achieve a cumulative GPA of 3.0 in the first 9 credit hours of graduate level course work.

Students placed on probation for deficient grades will be restored to good standing if they achieve a cumulative GPA of at least 3.0. This must be achieved within 2 semesters for full-time students and within 12 credit hours for part-time students.

Students placed on probation after recommendation by the major professor or supervisory committee may be restored to good standing only following the notification by the major professor and supervisory committee that the students are making satisfactory progress.

## **DISMISSAL**

The KSU Graduate Handbook indicates that a graduate student may be denied continued enrollment at Kansas State University or in their department's graduate program in the following cases:

- Failure of a student on probation as a condition of admission to achieve a minimum cumulative GPA of 3.0 in the first 9 credit hours of graduate level coursework.
- Failure of a student placed on probation for deficient grades to achieve a cumulative GPA of at least 3.0 within 2 semesters for full-time students and within 12 credit hours for part-time students.
- Failure to meet publish departmental requirements or University requirements.
- Failure to maintain satisfactory progress toward a graduate degree.
- Failure of the final degree examination(s)
- Failure to acquire mastery of the methodology and content in a field sufficient to complete a successful thesis or dissertation.
- Qualifying for placement on probation a second time, except when the first period of probation is a condition of admission or when the second period is a condition for reinstatement (KSU Graduate Handbook).

## **ACADEMIC INTEGRITY**

Intellectual integrity is a core value of every HM faculty member and student. Graduate students should be extremely mindful of any acts that could be considered a breach of academic integrity. Plagiarism is the most common breach of academic integrity. Below are some examples of instances when plagiarism can occur:

- **PARAPHRASING.** Whenever you take ideas from or paraphrase something that you have read, either online or in print (whether published or unpublished), it must be documented with appropriate citations. This is true for both research papers for publication and class assignments. Failure to do so is considered plagiarism.
- **QUOTATIONS.** Any direct quote must be cited properly. Failure to do so is considered plagiarism.
- **REFERENCES.** Falsifying or incorrectly citing sources also can be considered plagiarism.

Graduate students are expected to cite all sources using appropriate APA format unless the instructor explicitly states otherwise. Every graduate student should have a copy of the Publications Manual of the American Psychological Association, 6th edition, 2009. (ISBN:978-1433805615)

Faculty in the department of HM are committed to imposing appropriate sanctions for any breach of academic integrity. If a student is found to have breached academic integrity standards, each individual faculty member will handle the situation in accordance with his or her classroom policy.

However, regardless of the sanction a faculty member chooses to impose, a formal report will always be filed with Kansas State University's Honor and Integrity System. For more information on K-State's definition of plagiarism, please see Appendix F of the University Handbook at: [www.k-state.edu/academicpersonnel/fhbook/fhxf.html](http://www.k-state.edu/academicpersonnel/fhbook/fhxf.html).



HM offers several assistantships: Graduate Teaching Assistant (GTA), Graduate Research Assistant (GRA), and Graduate Assistant (GA). The Department of Housing and Dining Services cooperates with HM to offer graduate assistantships for select students to work in part-time management positions in the Residence Hall foodservices. Duties and responsibilities vary depending on the assignment and source of funding. Graduate assistants are expected to attend the orientation provided by the Graduate School when scheduled. All new graduate students are expected to complete the Virtual Orientation section of the KSU Graduate School website ([www.k-state.edu/grad/gsprospective/orientation/](http://www.k-state.edu/grad/gsprospective/orientation/)).

## **PAY PERIODS**

Graduate assistants are paid biweekly on Fridays. Checks are direct-deposited. Students can check their pay status by visiting HRIS Self-Service.

## **RESPONSIBILITIES**

GTAs are assigned to assist faculty in course preparation, teaching, and grading. In some instances, doctoral students may serve as the instructor of record but work under the supervision of a senior faculty member. GRAs are part of a research team and are funded by outside agencies/organization. The roles of GRAs vary depending on the goals of the research project. GRAs work directly with the principal investigator of the research project.

Students on assistantship are expected to work 20 hours per week. Time sheets documenting time worked are to be turned into the Mary in the HM main office (Justin 104) each week.

## **ENROLLMENT REQUIREMENTS**

Students on assistantships must be enrolled at KSU during the semesters they are salaried. A student on assistantship must abide by the following credit hour restrictions, which include both undergraduate and graduate credits:

- **FALL AND SPRING SEMESTER** – Students may enroll in a maximum of 12 credit hours and a minimum of 6 credit hours.
- **SUMMER SEMESTER** – Student may enroll in a maximum of 6 credit hours and a minimum of 3 credit hours.

## **BENEFITS**

Student holding 0.5 full time appointments as graduate teaching or research assistants may have their tuition waived at the in-state rate according to an established schedule.

Students who receive stipend checks from September 1 through November 17 receive benefits for the fall semester, and students who receive stipend checks from February 1 through April 17 receive tuition benefits for the spring semester. For information regarding summer school waivers, please contact the Enrollment Center for details regarding employment requirements.



## *Clubs and Organizations*

Several social events are scheduled throughout the semester to facilitate networking opportunities. Participation in these events is encouraged.

In addition to the HM Graduate Club, the Human Ecology Graduate Club, and the KSU Graduate Student Council, graduate students should consider joining one or more professional organizations, and participate in activities.

### **PROFESSIONAL CLUBS**

**CLUB MANAGERS ASSOCIATION OF AMERICA-** This national association represents over 7,000 members and more than 3,000 country, city, athletic, faculty, yacht, town and military clubs throughout the United States and abroad. By joining CMAA, students can begin to further their professional development through meetings, events, practical experiences, internships, education and conferences. Contact the CMAA advisor, Dr. Kevin Roberts (kevrob@k-state.edu), for more information.

**PROFESSIONAL EVENT MANAGEMENT SOCIETY-** PEMS is a student organization that specializes in exploring the field of conventions, meetings, events and wedding planning. PEMS members network with professionals in the field through national student memberships in Professional Convention Management Association (PCMA) and/or Meeting Professional International (MPI). Contact the one of the faculty sponsors, Dr. Kristin Malek or Nancy Hansen (nhansen@k-state.edu), for more information.

**HOSPITALITY MANAGEMENT SOCIETY-** Students learn firsthand about issues and opportunities in the hospitality industry and its related fields, while assisting in networking and personal development. HMS participation enhances classroom learning, increases the visibility of hospitality management and its career opportunities, and stimulates the flow of information between members and alumni, faculty and professionals. Contact Dr. Kevin Roberts (kevrob@k-state.edu), for more information.

### **TEACHING AND RESEARCH**

**INTERNATIONAL COUNCIL ON HOTEL, RESTAURANT, AND INSTITUTIONAL EDUCATION-** [www.chrie.org](http://www.chrie.org)

**TRAVEL AND TOURISM RESEARCH ASSOCIATION-** [www.ttra.com](http://www.ttra.com)

**FOODSERVICE SYSTEMS MANAGEMENT-** [www.fsmec.org](http://www.fsmec.org)

Attendance at local, state and national meetings of various professional organizations provides additional opportunities to learn about developments in foodservice, hospitality management, travel and tourism, gaming, and food science, as well as to network with professionals in these industries. Announcements will be sent via e-mail or posted in the Graduate Room (JU 110) (i.e. Annual Graduate Student Education and Research Conference, Hotel/Motel show, National Restaurant Association, etc.).

### **COMPUTER USE**

Computers in JU 110 are available for use by HM graduate students. Priority is given to GRAs/GTAs/GAs completing departmental work. Spouses, children, or friends of HM graduate students are not allowed to use the computers in JU 110.

If a printer needs new print cartridge, please contact the student assistant or administrative assistant in JU 104.

Questions regarding software should be addressed to Human Ecology Network Support. Manuals are available in JU 110 for software on departmental computers. Instructions and manuals are also available at the following website: [www.humec.k-state.edu/support](http://www.humec.k-state.edu/support)

### **PRINTING**

Students are encouraged to use recycled paper and the draft mode when printing draft copies of manuscripts/reports. **Students are expected to provide their own paper for printing the final copy of class reports and projects and any personal work such as resumes.** The laser printer should be used to print only one copy. Multiple copies should be made at a local copy center for class assignments; copies for departmental work can be made in HM copy room. See Mary for instruction and your supervisor for the copy machine's billing code. Students using the university computer labs are provided \$10 (fall and spring semesters) and \$5 (summer) of limited free printing.

### **MAIL**

Graduate students are assigned a mailbox in JU 110. Telephone messages and mail will be placed in the appropriate boxes. Graduate students are encouraged to check their mailboxes on a regular basis. Upon leaving the university, please leave a forwarding address. In addition, inform organizations and publishers of change in address to avoid delay in receiving correspondence and subscriptions. No personal mail should be forwarded to Justin Hall.

### **TELEPHONE**

Telephones are for business purposes only. The direct number for the graduate office is (785) 532-5164. If no one is in JU 110 to answer the telephone, the person will be transferred to the main office (532-5521) and the administrative specialist will take a message. Should you answer the telephone, be sure to take a complete message including date and time of call, person's name, telephone number, and a detailed message. Place the message in the individual's mailbox. Incoming calls are discouraged unless they are business-related or an emergency.

**ON-CAMPUS CALLS:** All campus phones have the prefix 532. On-Campus calls only require dialing 2 and the last four digits.

**LOCAL CALLS:** All off-campus Manhattan calls require dialing 9 and a complete phone number.

**LONG DISTANCE CALLS:** Graduate students whose supervisors request them to make long distance telephone calls are given an access number or a prepaid calling card. Follow the same procedure for making off campus local calls. Dial 9 plus 1 plus the area code and the 7-digit phone number at the tone, you will then enter the access number. All long distance telephone calls should be recorded on a log provided by the administrative specialist. Be sure to indicate the name of the project for which the telephone call was made. These should be submitted on a monthly basis after receiving approval from your supervisor. This documentation is important to charge the appropriate budget for the telephone calls.

# COURSEWORK

## Thesis

- ❑ 24 Credit Hours of Graduate Coursework
- ❑ 6 Hours of Research
- ❑ Program Of Study
- ❑ Written Proposal Page
- ❑ Approval of Human Subjects Committee
- ❑ Oral Examinations
- ❑ 2 Seminars
- ❑ Abstract and Bibliography
- ❑ Work Experience
- ❑ Electronic Submissions of Thesis
- ❑ Hardbound Copy of Thesis

### REQUIREMENTS

Thesis and reports completed in the Department of Hospitality Management should be written following the American Psychological Association (APA) style (6<sup>th</sup> edition).

A packet of information on the Graduate School's requirements and deadlines for completing a thesis is available in the Graduate School office in Fairchild Hall or on their website. Students should obtain this information at least two semesters prior to graduation.

## Non-Thesis

- ❑ 36 Credit Hours of Graduate Coursework
- ❑ Written & Oral Comprehensive Examinations
- ❑ Form of Final Examinations
- ❑ 2 Seminars
- ❑ Abstract and Bibliography
- ❑ Work Experience



### THESIS PROPOSAL

All Master's students in the thesis option complete a written proposal prior to conducting their research. The proposal must be presented in a seminar and approved by the student's supervisory committee before data collection begins.

The proposal must contain the following:

- Title Page, excluding signature lines
- Signature Page
- Introduction, including background literature statement of problems, justifications for study, purpose, objectives, hypotheses or research questions, and definition of terms.
- Review of Literature (comprehensive)
- Methodology- procedures including statistical analysis, etc.
- Appendices- instruments and other supporting documents

Proposals must be submitted to supervisory committee a minimum of two weeks (10 business days) prior to the proposal seminar and subsequent committee meeting. The major professor must give approval for the proposal to go to the committee members. Approval of a research proposal by the supervisory committee means that all committee members have signed the proposal signature page to indicate acceptance of the proposal.

A signed copy of the proposal excluding review of literature is filed with the graduate program director. The American Psychological Association (APA) style is the only approved reference style acceptable for HM.

### GUIDELINES

All students in the non-thesis option must complete both written and oral comprehensive examinations during the last semester enrolled in the program. The comprehensive examination will not be administered if a student has an incomplete on his/her transcript.

The written examination will be scheduled for two half-day sessions and is usually taken during a student's final semester. Students will be tested in foodservice and hospitality administration, cost control, research methods, HM elective course(s), and a support area. The HM graduate faculty, with input from the student, will plan the date and time period for administering the comprehensive exam. The student will notify his/her major professor as to the exact time during the exam schedule they plan to take the exam. Students may make arrangements with the graduate program director to write their exam using a computer for word processing. All students scheduled to sit for their final written examination in any given semester will take the exam at the same time and thus should coordinate with each other and their major professors as to the scheduling of the written examinations.

A minimum of ten days prior to the examination, a Graduate School Approval for Final Examination form signed by committee members needs to be submitted to the Graduate School by the student. This form is available on the KSU Graduate School website in the section "Student Guidelines and Forms" at: [www.ksu.edu/grad](http://www.ksu.edu/grad) and is also included in Appendix B. The faculty members' signatures indicate their approval for scheduling the written examination.

Orals are scheduled a minimum of 10 business days after the last day of the written comprehensive examination. Orals are to be scheduled for a two-hour block of time. Additional courses or rewriting the comprehensive examination may be required if the student does not perform at a satisfactory level.

# GUIDELINES

## **HUMAN SUBJECTS**

The Human Subjects Committee must approve all research involving human subjects including survey research. Students and faculty must complete the required training prior to submission of the application. Instructions and application materials are available at: [urco.ksu.edu/](http://urco.ksu.edu/).

Approval must be obtained prior to data collection. Your major professor must approve and sign the application.

## **RESEARCH FUNDING**

All costs incurred as part of the research project will be the responsibility of the student unless the research is the part of a funded project.

## **FINAL ORAL EXAMINATION**

An oral examination is required. The KSU Graduate School publishes a time schedule that lists the late date for the Master's final examination.

\*The examination cannot be scheduled until the supervisory committee certifies that a satisfactory copy of the thesis has been presented. The candidate must file with the Graduate School on Approval for Final Examination Form signed by each member of the committee. By signing this form, the faculty member indicates only that the form of thesis is acceptable for review and that a final examination can be scheduled.

This form is available on the KSU Graduate School website in the section "Student Guidelines and Forms" at: [www.ksu.edu/grad](http://www.ksu.edu/grad) and included in Appendix B.

When a committee member signs this form, it does not imply that the content of the thesis is satisfactory. When the examination has been scheduled, the Graduate School will send the ballot to the major professor and notify in the writing all members of the committee regarding the time and place (KSU Graduate Handbook).

Supervisory committee members should receive a copy of the proposed thesis to review at least two weeks (10 business days) prior to the oral examination.

## **ELECTRONIC SUBMISSIONS**

Electronic submission of your thesis is mandatory in addition to your hardbound submission. A MS Word template should be used from the outset in preparing the thesis, report, or dissertation. The template can be used by anyone submitting work, whether electronic or paper copy. In addition to the template file, instructions on how to use the template and additional instructions for using Word are available at the following website: [www.kstate.edu/grad/etdr/template/index.htm](http://www.kstate.edu/grad/etdr/template/index.htm)

## **SEMINAR**

Master's students are required to present two seminars before completion of the degree program. Master's students in the thesis option must present the first seminar on their research proposal and the second on the results of the research. Master's students in the non-thesis option must present two topic seminars on subjects mutually agreed upon between the student and his/her major professor. Although two seminars must be provided, students only need to take HM 885 once for their degree program.

The seminar coordinator will arrange presenters, topics, and dates prior to the beginning of each semester. Graduate students must coordinate with their major professors when determining the topics and the timing of the presentation and inform the seminar coordinator prior to the semester when they intend to present. The seminar coordinator will arrange the schedule on a first-come-first-serve basis.

## **PEER EVALUATION**

Seminar attendees will evaluate students presenting a seminar using an online survey. A link to the evaluation survey will be sent to attendees on the following day of the presentation. Results of the survey will be downloaded and sent to the presenter as well as his/her major professor the following week.

## **ABSTRACT AND BIBLIOGRAPHY**

Each student presenting a research topic must provide an abstract (300 word limit). The abstract should not contain citations of references. The abstract must also contain a list of four to six keywords and the word count at the bottom.

In addition to the abstract, the student must also provide a bibliography of resources utilized in preparation for the seminar. This must include all references cited within the presentation, along with others the student found useful as supporting material or background reading. Master's students should submit no less than 10 references.

The student's major professor should review and approve the abstract and bibliography before submitting it to the seminar coordinator for dissemination. These documents are due to the seminar coordinator by Monday morning prior to the scheduled presentation. Once received by the seminar coordinator, the submitted documents will be sent to all graduate students and faculty without further edition/revision. Therefore, the student should not submit working copies to the seminar coordinator without the major professor's approval.

The bibliography should be prepared using Publication Manual of the American Psychological Association, 6<sup>th</sup> Edition, 2010. The majority of references should be selected from peer-reviewed publications.

**NOTE:** Not meeting designated deadlines will result in student's grade being lowered by one letter grade

## **OUTDATED CREDITS**

All credits on the student program of study must be completed within six (6) years. Outdated credits may be revalidated as described in the Graduate Handbook.

The final Master's examination normally includes an examination over the body of coursework listed on the program of study. The form and content of this examination is determined by each Master's program and may impose additional requirements for revalidating the students competency in supporting coursework over six years old.

# COURSEWORK

## **PROGRAM OF STUDY**

All Master's students will work with their major professor to plan their program of study. The program of study should be submitted on the form required by the KSU Graduate School by the time a student has completed nine hours of graduate credit, which is usually near the end of the student's first semester. A copy of the completed form should also be filed with your major professor and the department's administrative assistant. The Program of Study form is available on the KSU Graduate School website in the section "Student Guidelines and Forms" at: [www.ksu.edu/grad](http://www.ksu.edu/grad) and is also included in Appendix B.

Required courses for all Master's students are outlined on the Master's Program of Study Guide. Graduate students are encouraged to take support courses outside the HM department. The student, in consultation with their major professor, schedules a meeting of the supervisory committee to approve the program of study. The supervisory committee must approve any transfer credit. Research, seminar, or other independent study courses will not be transferred from another university.

At least 18 hours of the program of study should be at the 700 or above level. A maximum of six hours of 500 level courses can be included in your program of study from departments outside of HM.

Any change in the program of study after approval by the supervisory committee and Graduate School must be submitted to Graduate School. All members of the supervisory committee must sign the Change in Program/Committee form. This form is available on the KSU Graduate School website in the section "Student Guidelines and Forms" at: [www.ksu.edu/grad](http://www.ksu.edu/grad) and is also included in Appendix B. The original is submitted to the Graduate School and a copy is given to the student's major professor and the graduate program director for the student's departmental file.

## **COURSES**

The needs and desires of the individual student are considered in planning the Master's program. Approximately two-thirds of the credits must be from courses in the major field and one-third from supporting courses. All credits in the program of study must be completed within six calendar years.

Prerequisite courses or requirements should be completed within the first two semesters.

Prerequisite coursework must be completed (earning a B or higher) before HM 890 Administration of Hospitality Organizations, HM 895 Financial Management and Cost Controls for the Hospitality Industry, and HM 805 Food Production Management can be taken.

## **WORK EXPERIENCE**

A minimum of 1000 hours industry work experience is expected of all students, preferably at a supervisor or manager level at the time of admission to the program. Master's students who do not have this previous work experience will be required to obtain the 1000 hours of experience before completion of the Master's degree, through summer internships. International students whose visa status prohibits employment off-campus may enroll in a for-credit internship experience that will allow them to work off-campus as a part of their education.

The student is responsible for locating his/her own experience. Documentation of the 1000 hours of industry-related work experience must be provided to the major professor prior to graduation from the program. Students should begin obtaining their work experience during their first semester at KSU.

Students desiring to obtain an internship should register at the Career and Employment Services. Students should also be sure to participate in the on-campus interviews with recruiters for both internship and employment opportunities.

## **REQUIRED COURSES (19 CREDITS)**

STAT 703 Statistics

ACCTG 810 Accounting Concepts and Analysis

HM 805 Food Production OR HM 664 Lodging Management Theory

HM 810 research Techniques for Foodservice & Hospitality

HM 885 Seminar in Foodservice & Hospitality Management

HM 890 Administration of Foodservice & Hospitality Organizations

HM 895 Cost Control for Foodservice & Hospitality

## **THESIS OPTION (11-12 credits)**

HM 899 Research in Foodservice or Hospitality Management

Graduate Course Electives

## **NON-THESIS OPTION (17-18 CREDITS)**

Graduate Course Electives

## **MAJOR PROFESSOR & SUPERVISORY COMMITTEE**

Master's students will be assigned a temporary advisor prior to starting their first semester at KSU based on their potential research interest and their preference for working with a particular graduate faculty member. The temporary advisor or the graduate program director will assist the student in selecting courses for his/her first semester as well as provide direction to the student on forming the supervisory committee and on selecting the student's major professor. If a major professor is not chosen before the end of the student's first semester, the temporary advisor will advise the student during enrollment for the second semester.

The faculty member who agrees to serve as a student's major professor assumes the role of working with the student to plan a program of study and directing his/her research.

The supervisory committee for Master's students shall consist of a minimum of three graduate faculty members, including the major professor. Students are encouraged, but not required, to have one member of the committee be a faculty member from outside of the HM department. The supervisory committee advises the student in developing a program of study, supervises the student's progress, and conducts the final examination(s). Refer to the Graduate Handbook for more information about Supervisory Committee composition.

## **AUTHORSHIP OF PUBLICATIONS**

All issues regarding authorship will be discussed in advance with the graduate student, committee members, and major professors. The decisions made regarding authorship will be presented in writing to all parties. Time lines for manuscript submission will be discussed with the major professor.

**STUDENT RESEARCH:** If a student does the majority of the work and prepares the manuscript as directed by the major professor and reviewers, the student will serve as first author. If, after six months from completion of the thesis or dissertation, no manuscript has been written, the major professor has the right to write the paper and serve as lead author.

**FUNDED PROJECTS:** The individual who is designated as the "principal investigator" for the funded project will serve as lead author. The major professor or co-major professors prior to submission must review all manuscripts.

