DEPARTMENT OF HOSPITALITY MANAGEMENT

Doctor of Philosophy Handbook

Department of Hospitality Management
College of Human Ecology
Kansas State University
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A letter from the Graduate Program Director:

Dear HM Graduate Student:

On behalf of the faculty and staff in the Department of Hospitality Management, I would like to welcome you to K-State and the department. We are honored that you decided to pursue your advanced degree at K-State and are committed to supporting you in achieving your goals.

We aim to provide easy access to the information you need for the successful completion of your graduate degree. This graduate handbook includes pertinent information in one easy-to-access location. Please read and refer back to this document as you progress through your studies.

Although we would be happy to assist you in person, it is a good idea for each student to fully understand what successful degree completion entails through the use of this document. I encourage you to check this handbook first when you have questions about policies or procedures for anything related to your graduate program. While we don't claim that this handbook is all-inclusive, it is an excellent place to start in trying to find answers to questions you may have.

It is our intention to update this document as needed and to make it available for current and prospective students. New students are assigned a temporary advisor when they first come to K-State, followed soon by the selection of your major professor. Your major professor is your primary "go to" person for questions that you may have. However, I would be more than happy to receive any comments, questions, or concerns you may have or compliments that you want to share.

It is our goal for you to have the best possible graduate experience while you are at K-State. If you have questions about your degree program or departmental policies or procedures, look in this handbook first to see if you can find an answer. If you still can't find the information, visit with your major professor or myself. I wish you the very best as you complete your advanced degree in hospitality management.

Sincerely,

Junehee Kwon, PhD, RD
Associate Professor
Graduate Program Director

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Program Overview

Hospitality Management Vision Statement

The Hospitality Management Department at Kansas State University will be an internationally recognized program for preparing the next generation of leaders in their respective professions and be globally recognized by:

- Prospective students as a top hospitality program;
- Industry leaders for preparing the next generation of hospitality industry leaders; and
- Peer-institutions for delivering a top quality graduate education.

Graduate Program Philosophy

The interdisciplinary doctoral program in Human Ecology offers a specialization in Hospitality Administration. The doctoral program requires a minimum of 90 semester credit hours beyond the baccalaureate degree, including 75 hours of coursework and 15 hours of dissertation research. Up to 30 hours from the student's master's degree may be applied toward the 75-hour course work requirement.

Graduate Program Mission

The mission of the graduate program is to provide the theoretical and research base to prepare graduates for managerial, educational, or research positions in foodservice and hospitality management organizations. 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 can gain the knowledge, skills and confidence for leadership positions in their chosen field. The program provides a variety of research opportunities in foodservice, food safety, lodging, event and meeting management, and dietetics education.

Doctor of Philosophy (PhD) Outcomes

Graduates of the Doctor of Philosophy program in Human Ecology with a specialization in Hospitality Administration will demonstrate the following:

- Efficient management of human, material, technological and financial resources
- Ability to recognize emerging trends and implement strategies to accommodate change
- Analytical decision-making

- Commitment to ethical business practices
- Effective oral and written communication skills
- Application of research methods and findings
- Skills in research proposal development
- Publication and application of research findings
- Leadership in the design and implementation of theoretical or applied research
- Application of skills in leadership and administration in dietetics and/or foodservice and hospitality operations
- Assumption of the responsibilities for self-direction, self-evaluation and professional development
- Effective skills in instruction in higher education settings
- Appreciation of the importance of the internal and external environments and their impact on educational and operational effectiveness
- Leadership in the administration of dietetic or hospitality and tourism management educational programs

HM Graduate Faculty and Staff
- **Jichul Jang, PhD** Assistant Professor
  - Research interests include: employee engagement and its impact on customer outcomes, employee and customer relationship, employee knowledge sharing and service innovation, green human resource management, emotional labor and intelligence, servant leadership, supervisor/subordinate relationships, employee retention and turnover
- **Junehee Kwon, PhD, RD** Associate Professor and Director of Graduate Programs
  - Research interests include: Food safety education and training for noncommercial and commercial foodservice, dietetics and hospitality education, waste management, and institutional foodservice production and distribution systems
- **Kevin Roberts, PhD** Associate Professor, Director of Undergraduate Programs, Director, Center of Excellence for Food Safety Research in Child Nutrition Programs
  - Research interests include: Food safety and HACCP implementation in foodservice operations, employee and managerial behavior related to food safety programs
- **Kristin Malek, PhD, CHE** Assistant Professor
  - Research interests include: consumer behavior and various issues that affect event management to include marketing, destination image, sustainability and organizational behavior

- **Rebecca Gould, PhD, RD** Professor and Director of the KSU Information Technology Assistance Center
  - Research interests include: cost controls and financial management in foodservice and hospitality management, rural tourism, and the use of technology to enhance teaching and learning
- **Mary Oborny**, Administrative Specialist
  - Mary maintains departmental files, corresponds with perspective graduate students, coordinates mail distribution, coordinates the scheduling of computer carts for classroom use, and can assist you with any supplies you might need. She is also in charge of human resources and payroll for the department and will assist you in filling out appointment papers and payroll documentation. Mary can also assist you with securing a University vehicle if you are traveling for a sponsored project or other department funded activity. She also arranges travel requests and reimbursements for students.

Getting Started at Kansas State University

Acceptance Letter
Once accepted into a graduate program at K-State, students will receive an acceptance letter from the K-State Graduate School. Read all information contained within the letter. This letter will contain a plethora of information that will make your transition to K-State easier. Moreover, the acceptance letter will outline important steps that you need to take to finalize your admission to Kansas State University including required prerequisites.

Your First Days on Campus
When you arrive on campus, visit with Mary Oborny in Justin 152. Mary will assist you in getting issues resolved and will assure you have keys to appropriate offices.

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 while at K-State. Your eID is used to access your K-State e-mail account, KSIS (the student information system), K-State Online, HRIS Self-service, and other K-State resources. To sign-up for your K-State eID, visit https://www.k-state.edu/its/eid/ . The password for your eID must be changed every six months.

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.

International Student Center
International students are required to report to the International Student Center as soon as they arrive on campus. Complete information about services offered by the Center may be found at: http://www.k-state.edu/intlstucenter/

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.

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) and then "Catalogs and Courses". Here you will also find the academic calendar, fee payment schedule, final examination schedule, and the link to the Graduate Catalog.

Enrollment Hours per Semester
Students consult with their advisor and the Graduate School to determine the appropriate number of credit hours to enroll in each semester. All students must be enrolled in at least one credit hour the term in which their degree will be awarded. Doctoral students must enroll in at least one credit hour each semester once they are admitted into candidacy (summers are excluded from this rule).

Professional Development and Networking Opportunities
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 and the KSU Graduate Student Council, graduate students should consider joining one or more professional organizations and participating in activities.

Attendance at local, state, and national meetings of various professional organizations provides additional opportunities to learn about developments in 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.)

Scholarships

College of Human Ecology scholarships are available on the competitive basis to HM 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 (Justin 119) or on the web at http://www.k-state.edu/grad/financing/fellowships/index.html

Notices about scholarships are typically available in late December or early January. Completed applications are typically due around February 1st for the following academics 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. Faculty members often receive notifications of available scholarships and share with the graduate students via email and posting on the Bulletin Board in the Graduate Student Office (JU 110).

Graduate students are also 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 7-10 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

Grants

The Foodservice Systems Management Education Council (FSMEC) and the School Nutrition Association Foundation sponsor mini-grants to fund research projects. Students and their major professor can apply for these grants, if the scope of the dissertation research meets the established criteria of the sponsorships organization.

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 15th and July 15th. Students also can apply for travel support from the graduate student council. Applications and guidelines are available at http://www.ksu.edu/grad/gsc/ Deadline are November 1 and April 1 each academic year. As funds are available, HM may provide some travel support for graduate students for oral or poster presentations.

Program Components

The department participates in the College of Human Ecology interdisciplinary Ph.D. program and offers an emphasis in Hospitality Administration. Additional information about the Ph.D. program is available online http://www.ksu.edu/humec and in the KSU Graduate Catalog and Graduate Handbook. Doctoral students are responsible for obtaining a copy of the Handbook for the Ph.D. Program in Human Ecology the first semester of enrollment.

Doctoral Checklist

- Obtain copy of a departmental handbook or other documents outlining specific program requirements from the graduate program director and review these documents.
- Complete the prerequisite/deficiency requirements early in the program. If applicable, request the advisor to submit a letter to the Graduate School stating prerequisite/deficiency requirements noted in the admission letter have been completed.
- Select a major professor.
- Select topic for the dissertation research in consultation with the major professor.
- Select a supervisory committee. A minimum of four graduate faculty (including the major professor) who are approved members of the KSU Graduate Faculty, one of whom must be from outside the program, serve as the supervisory committee. Check with the major professor or department to determine if there are departmental or program requirements regarding composition of the supervisory committee. If a faculty member from another university is selected, a vita is required.

- Prepare a program of study in consultation with the major professor and supervisory committee. Review Information for Doctoral Candidates. Note the program of study form can be downloaded from the Graduate School website. The program of study should be submitted after completing 9 hours of graduate credit.
- Schedule a meeting with the supervisory committee to discuss the following: language requirements (if any), program of study, preliminary examination, residency requirement (if any), courses, and dissertation topic. Obtain supervisory committee's signature on the approved program of study. It is suggested to provide a copy of the proposed program of study to the supervisory committee prior to the meeting.
- Submit to the Graduate School the original and 1 copy of the approved Program of Study signed by all members of the supervisory committee, the major professor, the department head or the graduate program director, and the student.
- If changes need to be made to the Program of Study at a later date, submit the Program/Committee Change form to the KSU Graduate School. This form can be downloaded from the Graduate School website.
- Preliminary Examinations and/or Qualifying Examination-Written & Oral Preliminary Examinations should be scheduled a minimum of 7 months prior to date of graduation. The majority of your coursework should be completed. Check with the department or major professor to determine when to schedule the Preliminary/Qualifying Examinations and for further information.
- Submit Request for Preliminary Examination Ballot to the Graduate School at least one month prior to the date of the examination(s). Note: Required form is available on the Graduate School website.
- Submit the signed ballot to the Graduate School within one week following the completion and determination of the results of the examination. Retain a copy for personal file and give one copy to the major professor.
- Enroll continuously for the Fall and Spring semesters after passing the preliminary examination. If living more than 30 miles from Manhattan, you should contact the Graduate School for enrollment information. NOTE: Check the date of completion of the preliminary examination.
- Approval of Proposal. Follow specific departmental guidelines for preparation and presentation, if applicable for the proposal. Follow departmental timelines for submission of proposal to the supervisory committee.
- Obtain approval form from Institutional Review for Use of Human Subjects and/or Animals, or other compliance requirements, if applicable, prior to collecting data. Please Note: If using human subjects or animals you will have to go through the Training and Educational Modules for Researchers. This is mandatory for IRB approval. Please see

the University Research Compliance Office for more information and to complete the training modules.

- Collect and analyze data.
- Write dissertation following departmental guidelines and formatting specified by the Graduate School. Review Templates and Tutorials.
- Contact the outside chairperson who was selected by the Graduate School to serve as the chair for your final examination (defense) to determine available dates to schedule the defense. This contact should be made at least a month before the possible defense date.
- Provide members of the supervisory committee a copy of the dissertation a minimum of 10 working days prior to the scheduled defense.
- Submit the Approval to Schedule Final Examination form signed by the major professor, department head or graduate program director, all committee members, and the outside chair to the Graduate School 10 working days prior to the examination. Note: You must be enrolled the semester you defend your dissertation. The number of hours needed for enrollment will depend upon your employment status with the University. A copy of the abstract and abstract title page should also be submitted at this time. The Graduate School will send an email message to you whether or not the degree requirements have been satisfied. Note: Deadlines to graduate each semester are on the Graduate School website. If you do not graduate the same semester in which you defend, you must still maintain continuous enrollment in the fall and spring semesters and in the semester you graduate.
- Complete KSIS Graduation Application.
- Submit the final examination ballot to the Graduate School after signatures of the Supervisory Committee and outside chair have been obtained. Retain one copy for personal file and give one copy to the major professor.
- Make revisions to the dissertation based on feedback obtained from the committee. Work closely with the major professor in preparing the final copy of the electronic dissertation.
- Submit ETDR (electronic theses/dissertations/reports) final electronic submission ballot to the Graduate School after major professor's signature has been obtained.
- Submit electronic dissertation. See electronic submission guidelines at Electronic Theses, Dissertations, and Reports.
- Complete the online questionnaires, surveys, and K-State Alumni Association information. Bring the Survey of Earned Doctorates form to the Graduate School prior to submitting the dissertation electronically.
- Pay appropriate fees to the Cashier's Office in Anderson Hall.

- If attending commencement, deadlines and information about the event are available on the Graduate School website.

Program of Study

The needs and desires of the individual student are considered in planning the program of study. Programs of study for Ph.D. students are planned in accordance with the College of Human Ecology minimum requirements for Ph.D. students. Doctoral students in the Hospitality Administration specialization are expected to meet the same prerequisite and Master's level coursework requirements as M.S. students in the HM Department with the same required grades.

Students who have had similar content in courses from their Master's program at another university will not be required to retake the course at KSU, but will be expected to be current in that information for their preliminary examination. The majority of the course work credit hours in the program of study should be in courses numbered at the 800- level or higher. A minimum of 15 hours of formal course work should be at the 800-level or above, in addition to the doctoral research credit hours. A maximum of six credit hours of 500 level courses beyond those accepted as part of Master's degree. No 500 level courses taken in the student's field of study may be included in the program of study.

For students who bypass the Master's degree, the program of study must include at least 15 credit hours (formal courses) at 800-level or above, in addition to doctoral research credit hours. No more than 12 credit hours of 500-level courses are permitted in a PhD program. No 500-level courses taken in the student's major field of study (e.g. HM or similar department) may appear on a doctoral program of study (KSU Graduate Handbook).

The program of study is completed in consultation with the major professor. The program of study form is available in the Student Guidelines and Form section of the Graduate School website http://www.ksu.edu/grad

A supervisory committee meeting is scheduled where the committee reviews the program of study, makes recommendations, and approves the program of study. The student makes any changes required by the supervisory committee and submits the program of study form and supporting documents to the Graduate School. A copy of the completed Program of Study should also be filed with the major professor and department.

Credits from Master's Degrees

Credits in a doctoral program that have been earned as part of a Master's degree and have been approved by the supervisory committee for inclusion in the doctoral program remain valid.

Doctor of Philosophy Major Professor and Supervisory Committee

Upon admission to a doctoral program, the student confers with the head of the academic program and selects an advisor or major professor from among the graduate faculty who are certified to direct dissertations and who are willing to assume the responsibility. Upon the recommendation of the head of the academic program, the Dean of the Graduate School then appoints a supervisory committee consisting of the major professor, who chairs the committee, and at least three other members of the graduate faculty. On doctoral committees having co-major professors, at least one must be certified to direct dissertations. One member of the supervisory committee must be a graduate faculty member from outside the major professor's department. In addition to the members recommended, the Dean of the Graduate School may appoint other members to the supervisory committee from the graduate faculty. All members of a student's supervisory committee participate as peers and have the responsibility for planning the program of study, advising the student, administering the preliminary and final examinations, ensuring that University regulations and program requirements are met, and ensuring that the student's doctoral program is of high quality.

The supervisory committee also is responsible for ensuring that no conflicts of interest exist. Conflicts of interest to be avoided include those that may arise from personal or professional relationships between committee members, committee members and the student, with funding sources, and with any other stakeholders.

Preliminary Examinations

Preliminary examination dates are scheduled in advance by the graduate faculty to aid graduate students in planning their academic career and to assure that applicable graduate school deadlines have been met. A full-time doctoral student typically completes the preliminary examination within three years of entry into the doctoral program. Upon satisfactory completion of the examination, the student is advanced to candidacy for the degree.

Preliminary examinations, including orals, must be successfully completed at least seven months before the defense of the student's research. Once the supervisory committee agrees and the student decides to take the examination, the student should notify the Graduate

School at least one month prior to the date. The form is available in the "Student Guidelines and Forms" section of the Graduate School website: http://www.ksu.edu/grad .

Satisfactory performance on both the written and oral examinations is an indication that the student is prepared to perform independent work toward the doctoral degree and results in the student being classified as a doctoral candidate upon affirmative recommendation by the supervisory committee.

The purposes of preliminary examinations are to provide doctoral students the opportunity to:

- Demonstrate a broad based knowledge of hospitality management
- Demonstrate the ability to synthesize,organize, and apply knowledge
- Illustrate knowledge beyond the final examination of a course i.e. to move beyond memorization to application and synthesis of knowledge.

The four areas in which students must demonstrate competency include:

- Hospitality Management
- Research Methods and Statistics
- Program Administration and Higher Education
- Support areas as designated in the program of study

The Hospitality Management section will include questions on a manager's responsiveness to the environment, organizational change, organizational culture, strategic planning, quality issues, current management strategies, systems, and trends within the food service and hospitality industry. Included in the questions will be the relationship of the above to the education of future hospitality and dietetic professionals. Financial management and cost controls also will be included in the Hospitality Management scenario. Other hospitality management courses in the student's program of study such as food production management, resource procurement, computer applications, and entrepreneurship may be included when appropriate. Students are expected to demonstrate knowledge of current trends in these areas and the implication of the trends to the scenario provided.

For the Research/Statistics area, the questions will focus on the critical analysis of an article to demonstrate a students' understanding of research design, the appropriateness of the statistics for the design, limitations, redesign of the study, and how results can be generalized. Students also must demonstrate knowledge of current research in hospitality

management and sources of potential funding. Graduate faculty will annually determine the readings to prepare for this portion of the preliminary examinations.

For the Program Administration and Higher Education area, students must understand trends in higher education and the impact on hospitality management programs. Students will be asked to address the relationship between trends in higher education and their role as a faculty member/administrator. Committee member(s) representing the support area will be asked to submit questions that will require the student to demonstrate competency in the support area.

Students may contact the members of the committee to obtain guidance in preparing for preliminary examination. The role of the committee members, including the major professor, is not to tutor the student, but to provide guidance.

Preparation, Administration, and the Grading of the Preliminary Examination
The major professor will be responsible for coordinating preliminary examination questions in consultation with the supervisory committee. Preliminary examination questions will be gathered from the supervisory committee and HM graduate program faculty.

When feasible, exam questions pertaining to a specific graduate level HM course will be posed by the professor who taught the course. The outside committee member will develop the question relating to their area of expertise.

Each block of questions will be designed to allow doctoral students to demonstrate the ability to synthesize information and demonstrate competency in the four areas. Each section of the examination must be completed in four, four hour sections. Preliminary examination can be completed at any time between 8:00 a.m. - 5:00 p.m. The examinations must be completed within a two-week period. Students will provide copies of all responses to each HM committee member for evaluation. The committee will evaluate the answers to the written examination. HM committee members will determine how the responses to the preliminary questions will be evaluated. The major professor will be responsible for obtaining feedback from all committee members.

After the student has successfully passed all four areas of the written examination, the major professor will schedule the oral examination.

If all sections of the written examination are not passed, the student will be required to rewrite these sections if approved by the supervisory committee with no more than one dissenting vote. All sections of t h e written examination must be passed before orals can be scheduled. If a student fails one exam, he/she may be given the opportunity to take another written exam in the area, at least three months after the notification of the initial failure. The student must again notify the Graduate School one month in advance before the scheduled date of the second examination.

The composition of the supervisory committee shall not be changed before a final decision is reached on admission to candidacy. A second failure constitutes denial of admission to candidacy for the doctoral degree in the field of study of the graduate program.

After the student has passed the preliminary examination and has been admitted to candidacy, the major professor will submit the preliminary examination questions and student responses to the HM office for filing.

Oral Examination
If student passes the written examination, orals are scheduled approximately two weeks following completion of written examination. This will be an oral defense of preliminary examination questions and additional comprehensive questions from supervisory committee.

Once the oral examination is passed, the student should take the signed original ballot to the Graduate School and provide a copy to t h e Program Director and the Human Ecology Dean's office. At this point the student is admitted to candidacy.

Degree Requirements
Doctor of Philosophy Program Requirements
The Ph.D. requires a minimum of 90 semester hours of credit beyond the bachelor's degree, including at least 15 credit hours of dissertation research. The number of hours from a previously completed Master's degree, which may be counted toward the 90-hour requirement, is decided upon by the student's supervisory committee and reviewed by the College of Human Ecology Ph.D. Coordinating Committee and the Graduate School. In no case will more than 30 semester hours be transferred from a completed Master's degree. Up to nine hours taken as a KSU special student (see KSU Graduate Handbook) or up to nine hours taken at another university also may be included, if approved by the supervisory committee.

Doctor of Philosophy Course Requirements

- **Hospitality Administration (23 Credit Hours)**
  - HM 805 Advanced Foodservice Management (3)
  - HM 835 Survey of Research in Hospitality Management (3)
  - HM 880 Hospitality Strategic Management (3)
  - HM 885 Seminar in Hospitality Management (1)
  - HM 890 Administration of Hospitality Organizations (3)
  - HM 895 Financial Management and Cost Controls for the Hospitality Industry (3)
  - HM 980 Higher Education System in Hospitality Administration (3)
  - HM 990 Dissertation Proposal Seminar (1)
  - HM 995 Grantsmanship and Publication (3)
- **Teaching (6-15 Credit Hours)**
  - HM 993 Hospitality Management Teaching Practicum (3-9)
  - EDCI 943 Principles of College Teaching (3)
  - Research and Methodology (33 Credit Hours)
  - Dissertation Research (15 Credit Hours)
  - HM 999 Research in Hospitality Management (1-15)
- **Research Methods (9 Credit Hours)**
  - HM 975 Research and Applied Theories in Consumer Behavior in Hospitality Management (3)
  - FSHS 902 Qualitative Research Methods (3)
  - Three additional credit hours from below
    - MANGT 665 Business Analytics and Data Mining (3)
    - MANGT 670 Social Media Analytics & Web Mining (3)
    - MKTG 880 Advanced Business Intelligence for Strategic Decision Making (3)
    - FSHS 888 Research Methods in FSHS I (3)
    - FSHS 890 Research Methods in FSHS II (3)
- **Statistics (9 Credit Hours from below)**
  - STAT 703 Introduction to Statistical Methods for the Sciences (3)
  - STAT 705 Regression and Analysis of Variance (3) **or** STAT 713 Applied Linear Statistical Models (3)
  - STAT 720 Design of Experiments (3) **or** EDCEP 917 Experimental Design in Educational Research (3)
  - FSHS 806 Statistical Methods in FSHS (3) **and** FSHS 906 Statistical Methods in FSHS II (3)
  - EDCEP 817 Statistical Methods in Education (3)
  - PSYCH 802 Psychological Research Design and Analysis I (3) **and** PSYCH 805 Psychological Research Design and Analysis II (3)
  - PSYCH 956 Seminar in Psychological Measurement (3)
  - PSYCH 958 Seminar in Mathematical Models of Behavior (3)
- **Other Elective Graduate Courses (22-28 Credit Hours, 12 hours should be from HM)**
  - HM 621 Hospitality Law (3)
  - HM 662 Foodservice Systems Management (3)

- HM 663 Convention, Meeting, and Event Management Systems (3)
- HM 664 Lodging Management Theory (3)
- HM 785 Practicum in Foodservice Systems Management (3)
- HM 820 Problems in Hospitality Management (3)
- HM 985 Advances in Foodservice and Hospitality Management (3)
- HM 999 Research in Hospitality Management (1-15)

Research, seminar, or other independent study hours will not be transferred from a Master's degree into the Ph.D. program of study. No courses with a grade below a B will be accepted from a Master's degree into the Ph.D. program of study.

Information provided to all members of the supervisory committee in advance of the scheduled meeting to review your Program of Study includes:

- Program of study form
- Program of requirements
- Sequence sheet with semester in which courses will be taken
- List of committee members and their areas of expertise
- Tentative title of dissertation and preliminary examination content areas

Graduate Seminar
All graduate students, whether officially enrolled in graduate seminar or not, are expected to attend all seminar presentations. Students who have a conflict with the scheduled time should discuss this with the seminar coordinator. The graduate seminar generally meets on Wednesday from 4:00pm – 5:00pm while classes are in session. Seminar is an opportunity to learn about other areas of research and alternative methodological approaches and/or statistical analysis and is considered by graduate faculty as an integral part of the graduate students' education. More information on the graduate seminar is included in Appendix A.

Dissertation

Dissertation Requirements
The dissertation is expected to be a rigorous exercise that results in the contribution of new knowledge. The dissertation will be formatted in one of two ways:

- Option 1
  - Chapter I Introduction with references
  - Chapter II Review of Literature with references
  - Chapter III Methodology with References

- o Chapter IV Article 1
- o Chapter V Article 2 (Must have at least 2 articles; preferably 3)
- o Chapter VI Summary, Conclusions, Implications, Recommendations for future studies with references
- Option 2
  - o Chapter I Introduction
  - o Chapter II Review of Literature
  - o Chapter III Methodology
  - o Chapter IV Results
  - o Chapter V Discussion
  - o Chapter VI References

Funding your Research

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

Dissertation Proposal

All Ph.D. students will complete a written proposal. The proposal must be presented in a seminar and approved by the supervisory committee before data collection begins. The proposal must contain the following:

- **Title Page** (Use Format for Thesis/Dissertation) excluding signature lines
- **Introduction** including background literature statement of problems, justification for study, purpose, objectives, hypotheses or research questions, and definition of terms.
- **Review of Literature** (comprehensive)
- **Methodology** - procedures including statistical analysis, etc.
- **Appendix** - instruments and other supporting documents

All Ph.D. students will complete a written proposal for their research. The proposal must contain an introduction, the research purpose and objectives, a complete review of the literature, and a description of the proposed methods including data collection instruments and procedures. Proposals should follow the KSU Guide to Theses and Dissertations and the American Psychological Association (APA) style. The major professor gives approval for the proposal to go to committee members. Proposals must be submitted to supervisory committee members a minimum of two weeks (10 working days) prior to the proposal seminar and the committee meeting. A supervisory committee meeting is scheduled to review the proposal.

All Ph.D. students are required to enroll in HM 990 Dissertation Proposal Seminar and orally present their proposed research to faculty, supervisory committee members, and Ph.D. students in the College of Human Ecology prior to data collection. A supervisory committee meeting is scheduled after the seminar presentation.

Approval of the research proposal by the supervisory committee means that all committee members have signed the proposal title page to indicate acceptance of the proposal. A signed copy of the proposal title page, introduction, methodology, and references should be stapled together. The final proposal that reflects revisions recommended by supervisory committee should be submitted to the Graduate Program Director prior to data collection.

Human Subjects Approval
The Human Subjects Committee must approve all research involving human subjects including survey research. Students and faculty must complete the required online training prior to submission of the application. Approval must be obtained prior to data collection. Your major professor must approve and sign the application.

Final Examination and Dissertation
An oral final examination of the dissertation research is required. The KSU Graduate School publishes a time schedule that lists the last date for the final examination on their website. This information is also available in 103 Fairchild Hall. The "Approval for Final Examination" form must be submitted to the Graduate School at least 10 business days prior to the date of oral defense. This form is available on the KSU Graduate School website in the Student Guidelines and Forms section at: http://www.ksu.edu/grad. The Supervisory committee members sign this form when they receive a copy of the dissertation. The major professor must approve the dissertation before it is given to the supervisory committee members. Supervisory committee members should receive a copy of the proposed dissertation to review at least two weeks (10 business days) prior to the oral examination. Students should provide their major professor a hard bound copy of their final dissertation.

Electronic Submission of Dissertations
Electronic submission of dissertations is mandatory for all theses and dissertations. An MS Word template is available and 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: http://www.k-state.edu/grad/etdr/template/index.htm.

Graduate Assistantships

Students may apply for an assistantship by uploading the completed application form below to the online graduate application system (College Net). Students may indicate their preferences for an assistantship in the letter of application to the graduate program form and also state in the application letter. Review of assistantship applications begins January 15th of each year for fall admission and as needed for spring admission and the application can be found at: http://www.he.k-state.edu/hm/grad/on-campus/asstappformnewstud.docx.

The HM department 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.

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/organizations. 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 in to the Mary in Justin 152 each week.

Enrollment Requirements

Students on assistantship are expected to work 20 hours per week and must be enrolled at K-State during the semesters they are salaried.

- Fall and spring semesters – Students may enroll in a maximum of 12 credit hours and a minimum 6 credit hours.

- Summer semester – Student may enroll in a maximum of 6 credit hours and a minimum of 3 credit hours.

GPA Requirements

Students must maintain an overall 3.0 GPA for both graduate and undergraduate courses.

Pay Periods

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

Tuition and Fee Benefits

Tuition responsibilities for students appointed as graduate assistants for 0.5 full-time equivalents (FTE) or greater depends on the nature of the appointment. Students holding 0.5 FTE appointments as graduate teaching or research assistants will 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.

HM Graduate Office

Desks are assigned to Graduate Research Assistants, Teaching Assistants, and assistants working on specific projects in JU 110. Other graduate students share desks that have not been assigned. Security of this room is of extreme importance. If you are the last one to leave the room during the day or at night, please shut off the lights and lock the door. All students are responsible for maintaining the cleanliness and order of the room. Never leave materials currently not in use on work tables or in file cabinets. The main graduate office is located in JU 326 which is found on the third floor.

Computer Use by Graduate Students

Computers in JU 110 are available for use by HM graduate students. Priority is given to GRAs/GTAs/GAs completing departmental work. Students working on personal research or coursework should limit the time they spend on the public computers to one hour. Additional computers for class assignments and personal work are available in Hale Library, Dickens 1,

Justin 325, Nichols 21, Seaton 22, and the K-State Student Union. Spouses, children, or friends of HM graduate students are not allowed to use the computers in JU 110.

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.

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 résumés. 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 billing code. Students using the university computing labs are provided $10 (fall and spring) and $5 (summer) of limited free printing. If a printer needs a new print cartridge, please contact the student assistant or administrative assistant in JU 152.

Use of Departmental Copier
The copier in JU 111 should only be used for departmental work, such as sponsored research and coursework. Your supervisor will give you the code number to use for each project. The copier should not be used for personal research or class work.

Mail and E-mail Messages
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 mailbox 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.

Faculty members frequently use e-mail to communicate messages regarding seminar, social events, assignments, meeting announcements, etc. Graduate students are encouraged to check their e-mail daily. If requested to respond to e- mail, please do so immediately upon receipt of the message.

If you prefer using a personal email such as Hotmail, Gmail, yahoo, etc., please have your KSU email forwarded to that address. Instructions for this may be found at: http://www.k-state.edu/its/e-mail/forwarding.html.

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 pre-paid 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.

Program 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 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 a degree plan." The Retake form may be found in the Guidelines and Form Section of the Graduate School website at: 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 HM courses. In some instances an instructor may give an Incomplete (I) as a grade for a course if circumstances have prevented completion of the course requirements. If the course requirements are not completed within the following semester, the incomplete will be changed to an F on the transcript and will be calculated in the grade point average as an F. Students cannot take the comprehensive examination until all incompletes have been removed from their transcript.

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.

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.

HM 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 doctoral preliminary exams and/or to defend his/her dissertation.

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 published departmental requirements or University requirements.
- Failure to maintain satisfactory progress toward a graduate degree.
- Failure of the preliminary and for 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).
- A recommendation for suspension or expulsion by the Honor Council.

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 implicitly states otherwise. Every graduate student should have a copy of the Publication Manual of the American Psychological Association, 6th edition, 2009. (ISBN: 978-1433805615)

HM Faculty members 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 the Honor and Integrity System, please visit: http://www.k-state.edu/honor.

For more information on K-State's Definition of plagiarism, please see Appendix F of the University Handbook at: http://www.k-state.edu/academicpersonnel/fhbook/fhxf.html.

APPENDIX A

Graduate Seminar Information

Seminar Requirements

Number of seminar presentations:

Doctoral students are required to present three seminars before completion of the degree program: dissertation proposal, dissertation defense, and a topic seminar. Doctoral students must enroll for HM 885 for their research proposal presentation and HM 990 for their final defense presentation. A topic seminar may be given at any point of a student's degree program whether or not enrolled in the seminar class.

Topic seminars can include any of the following:
- Operations-related case studies
- Current review of industry-related trends
- Previously completed or presented research

Coursework-related research papers/topics that have not been presented as an oral presentation regardless of the type of topic seminar a student wishes to do, it must be based upon a thorough literature review, which must also be incorporated into the presentation of the seminar.

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. Contact the seminar coordinator early if students have a specific date request.

Abstract and bibliography:
Each student presenting research and/or a topic presentation 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 key words and the word count at the bottom of the abstract.

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. Doctoral students should submit no less than 15 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, 6th Edition, 2009. 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.

Peer evaluation of seminar:

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.

APPENDIX B

Deadlines at a Glance

Deadline	Requirement
2nd semester or completion of 9 hours	• Review Graduate Handbook and departmental handbook. • Complete prerequisite/deficiency requirements. (if applicable) • Select major professor. • Select supervisory committee. • Prepare Program of Study. • Identify compliance requirements regarding research for notation on Program of Study. • Submit Program of Study to the Graduate School.
7 months prior to graduation date	• Submit Program/Committee Change Form if any changes have been made to courses and/or committee. • Schedule Preliminary Examination(s) and/or Qualifying Examination(s) **a minimum of 7 months prior** to date of graduation. • Submit "Request for Preliminary Examination Ballot" form **at least one month prior** to date of examination. • Submit signed preliminary examination ballot to the Graduate School **within one week following** examination. • Obtain approval of dissertation/research proposal if required by the program. • Obtain a compliance number for use of human subjects/animals/biohazards. (if applicable) • Collect and analyze data.
Semester of intent to graduate	• Select dates to schedule final examination in consultation with major professor, supervisory committee and assigned outside chairperson. • Provide major professor, supervisory committee and assigned outside chairperson a copy of the dissertation a **minimum of 10 working days prior** to scheduled final examination. • Submit "Approval to Schedule Final Examination" form a **minimum of 10 working days prior** to final examination to the Graduate School. • Complete Graduation Application in iSIS. • Complete online commencement registration **IF** participating in commencement. • Submit final examination ballot to the Graduate School. • Make revisions to dissertation until expectations of major professor and supervisory committee are met. • Submit ETDR ballot to the Graduate School. • Prepare final copy of ETDR and submit to KREx and UMI/ProQuest.

APPENDIX C

Doctoral Program of Study Form

Program of Study: Doctoral

The Graduate School

Kansas State University

Name:	
K-State eID:	Doctor of Education
Student Number	Doctor of Philosophy
Degree Program:	
College:	☐ AG ☐ AR ☐ AS ☐ BA ☐ ED ☐ EN ☐ HE ☐ TC ☐ VM

Course Number	Course Title Example: Basic	Credit Hours	Semester Taken
	Review instructions on page 3 prior to completing.		

Total KSU credits _____

Transfer Credit(s) - Indicate where/when transfer courses and/or degree work was/will be completed. Official transcript required.

Total transfer credits _____

Supervisory Committee

The signatures below signify agreement between the student and the Supervisory Committee for composition of the program of study, approval by the graduate program, and approval by the Dean of the Graduate School.

Names & Depts (printed)   *Signatures*

Student	Dept.	Student
Major Professor	Dept.	Major Professor
Supervisory Committee Member	Dept.	Supervisory Committee Member
Supervisory Committee Member	Dept.	Supervisory Committee Member
Supervisory Committee Member	Dept.	Supervisory Committee Member
Supervisory Committee Member	Dept.	Supervisory Committee Member
Dept Head / Graduate Program Director	Dept.	Dept Head / Graduate Program Director

Dean of the Graduate School (Signature):

Dean of the Graduate School   Date

RESEARCH APPROVAL

Review and approval by a federally mandated Compliance Committee is required for all research activities that involve the use of subjects or materials as listed below. Please indicate if your research involves any of these and the Compliance Committee's approval number. If you have not yet received approval, you must do so before beginning any research activities. The Compliance Office is located in *Room 203 Fairchild Hall.* Information is available at http://www.k-state.edu/research/comply/.

Does your program involve: (check all categories as yes or no)

☐ Yes ☐ No Human Subjects. (Institutional Review Board) IRB# _____
☐ Yes ☐ No Radioactive Materials. (Radiation Safety Committee)
☐ Yes ☐ No Live vertebrates. (Institutional Animal Care and Use Committee) IACUC# _____
☐ Yes ☐ No Biohazards including recombinant DNA and infectious Agents
             (Institutional Biosafety Committee) IBC# _____

Planned date for completion of the preliminary examination: _____

A Request for a Preliminary Exam Ballot form should be submitted to the Graduate School one month before the examination begins. See policy at www.ksu.edu/grad/handbook/chap3.htm.

Proposed Title of Dissertation:	
(if known at this time)	

Additional Co mittee Members Appointed by the Dean of the Graduate School

Professor   Department

_____   _____

Professor   Department _____

Professor   **Department** _____

For Graduate School Use Only:

Outside Chair Assigned_____ Date: _____

Typed copies of the program signed by the student, major professor, all committee members, and the department head or group chairperson are forwarded to the Dean of the Graduate School, 103 Fairchild Hall. *(Department head or graduate program director signs twice if also a committee member.)*

INTRODUCTION

Upon admission to a doctoral program, a student confers with the head of the academic program and selects (from members of the Graduate Faculty) an advisor, or "major professor," who is certified to direct dissertations and who is willing to assume this responsibility. At the recommendation of the head of the academic program, the Dean of the Graduate School will appoint a supervisory committee consisting of the major professor, who chairs the committee, and at least three other members of the Graduate Faculty. One member of the supervisory committee must be a graduate faculty member from outside the major professor's department. On doctoral committees having co-major professors, at least one must be certified to direct dissertations. In addition to the members recommended, the Dean of the Graduate School may appoint other members from the Graduate Faculty to the supervisory committee. (See Graduate Handbook, Section 3.B.).

A full-time student must file a program before the end of the second semester of graduate study, and part-time students must do so upon completion of nine credit hours. If courses have already been taken, department codes, course numbers, course names, credits earned, and the semesters taken should be listed on the program of study exactly as they appear on the transcript(s). Dissertation research should be listed on one line with the total sum of hours. Credits to be transferred, other than a master's degree, that were earned more than seven years prior to the semester that this program is approved should not be included. If transferring the maximum 30 hours from a master's degree, please list where/when degree was completed on one line with the total sum of hours. If less than 30, please list individual courses and credit hours. Indicate where/when transfer course work was or will be completed.

All members of a student's supervisory committee participate as peers and have the responsibility for planning the program of study, advising the student, administering the preliminary examination, and ensuring the student's doctoral program is of high quality. In consultation with the student, the supervisory committee is responsible for advising on the courses to be taken, approving plans for developing the student's capacity for productive scholarship, ensuring that University regulations and program requirements are met, and making adjustments to the program of study. Note: the department head or group chairperson must sign the program of study. The department head or group chairperson signs twice if also a committee member.

The following members of the graduate faculty at Kansas State University are recommended to the Graduate Dean as the Supervisory Committee. The signatures on the first page signify that the student and the recommended Supervisory Committee members have agreed to the Program of Study.
SUBMISSION

Pages are submitted to the Dean of the Graduate School, 103 Fairchild Hall

APPENDIX D

Final Exam Approval Form

**APPROVAL TO SCHEDULE
FINAL EXAMINATION:
DOCTORAL**

The Graduate School

Kansas State University

Name:	**Examination to be taken:**
K-State eID:	Date:
Student:	Time:
Degree	Place:
College:	☐ AG ☐ AR ☐ AS ☐ BA ☐ ED ☐ EN ☐ HE ☐ TC ☐ VM

Dissertation Title: _____

A committee member's signature on this form indicates that the student named above is approved to take a final examination. Information regarding final examinations and graduation is available on the Graduate School website at http://www.k-state.edu/grad/students/gradandcomm.html.

Return this form at least two weeks in advance of the examination to 103 Fairchild Hall with a copy of the Abstract and Abstract Title Page when the date, time, and place of the final examination have been approved by all committee members.

Major Advisor (print name)	K-State Email	Signature	Date

Supervisory Committee Member (print name)	K-State Email	Signature	Date

Supervisory Committee Member (print name)	K-State Email	Signature	Date

Supervisory Committee Member (print name)	K-State Email	Signature	Date

Supervisory Committee Member (print name)	K-State Email	Signature	Date

Outside Chairperson (print name)	K-State Email	Signature	Date

Dept Head/Grad Program Director (print name)	K-State Email	Signature	Date

Upon receipt of the "Approval to Schedule Final Examination" form, your records will be checked to see if all requirements have been met so that you may receive your degree this semester. The Graduate School will send a message to your email address either that your materials are in order or that you have specific problems that must be resolved prior to graduation. **If you do not have access to email, please indicate a postal address for sending a letter.**

APPENDIX E

Useful Contact Information

Campus Offices		
OFFICE	**PHYSICAL LOCATION**	**PHONE NUMBER**
Campus Phone Information		785-532-6011
Department of HM Office	152 Justin Hall	785-532-5521
College of Human Ecology Office	119 Justin Hall	785-532-5500
International Student Center	International Student Center	785-532-6448
IT Help Desk	214 Hale Library	785-532-7722
Graduate School	103 Fairchild Hall	785-532-6191
K-State Union Copy Center	K-State Union, 1st Floor	785-532-6596
Registrar's Office	118 Anderson Hall	785-532-6254
K-State ID Center	K-State Union, 1st Floor	785-532-6399
Lafene Health Center	1105 Sunset Ave.	785-532-6544
Campus Post Office	103 Dykstra Hall	785-532-6306
Enrollment Center	210 Willard Hall	785-532-6321

HM Graduate Faculty Contact Information			
NAME	**EMAIL**	**OFFICE LOCATION**	**PHONE NUMBER**
Dr. Jichul Jang	**jichul@ksu.edu**	148C Justin Hall	785-532-2207
Dr. Junehee Kwon	**jkwon@ksu.edu**	148A Justin Hall	785-532-5369
Dr. Kevin R. Roberts	**kevrob@ksu.edu**	106 Justin Hall	785-532-2399
Dr. Kristin Malek	**kristinmalek@ksu.edu**	107 Justin Hall	785-532-2208
Dr. Rebecca Gould	**ragou@ksu.edu**	214 Hale Library	785-532-2298

Off-Campus Contact Information		
OFFICE	**PHYSICAL LOCATION**	**PHONE NUMBER**
Copy Services, FedEx Kinkos	1329 Anderson Ave.	785-537-7340
Directory Assistance, Manhattan		1411 (off campus)
Internal Revenue Service (IRS)		1-800-829-1040
Manhattan Time and Temperature		785-776-3111
Riley County Motor Vehicle/Driver's License Information	110 Court House Plaza	785-537-6320