PURDUE UNIVERSITY

White Lodging-J.W. Marriott, Jr. School of Hospitality and Tourism Management

WORKING WITH GRADUATE STUDENTS

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Introduction

Graduate learning and research is at the heart of the Purdue's School of Hospitality and Tourism Management. We are committed to ensuring a positive environment for our students to reach their goals and take their place in academia or industry.

This document brings together key pieces of information useful to students and the faculty that are working with them. It covers:

- General Policies applicable to all graduate students
- The PhD Program
- The Master's Program
- Grants and Scholarships
- Teaching Resources for Graduates and their Instructors

This document is designed to be a guide and is updated regularly. Please note – the definitive reference for graduate policies and procedures can be found here.

Common Abbreviations:

- GS – Graduate School
- HHS – The College of Health and Human Sciences (the "College")
- SHTM – White Lodging-J.W. Marriott, Jr. School of Hospitality and Tourism Management (the department, the "School")
- HTM – Hospitality and Tourism Management (the program)
- CSR – Consumer Science (the program)
- ePOS – electronic Plan of Study

General Graduate Policies

Minimums and Maximum Registrations

Maximum (GS Rules)

The Graduate School has rules for the maximum number of credits a student may register for in a semester. They are:

- 18 credits for Fall/Spring
- 9 credits for Summer

Minimum (ISS Rules)

International students need to follow International Students and Scholars (ISS) rules. They include:

- 8 graduate level credits for international students Fall/Spring (6 in Summer)
- 6 graduate level credits for international students with a GA/Fellowship
- LAST semester – international students may be eligible for a Reduce Course Load (RCL)
- May be different minimums because of funding source (U.S./International)

Grade Policy

- All HTM/CSR and Statistics (Related) Courses must be a B- or better on the graduate electronic Plan of Study (ePOS) for residential students.
- GPA Index needs to be a 3.0 or higher upon graduation.

Research Courses: 590s, 690s, 697s/698s/699s

HTM has a number of courses that allow students to conduct research and move towards the completion of their thesis or dissertation.

- 590’s: Open scholarly exploration of a topic with a faculty member, does not have to be related to their dissertation or be with a faculty member on their committee (can have 1 of this type on an ePOS)
- 690’s: Should be a research “piece” of their dissertation, such as an early research exploration (part of a professor’s project), pilot study, focus group, research where they learn a particular technique, etc. – not intended for simply writing their introduction or literature review, if they are completing a non-traditional dissertation – this could be one of the studies. 690s may be conducted with any graduate faculty member but are often used for preliminary research with a potential committee chair or committee member.
- 697’s: Non-Thesis Project (CSR). This project is a response to the increasing market demand for professionals who are able to solve practical issues in the field in addition to mere epistemological pursuits. Course Grading Attribute is Pass/Not Pass Only.
- 698’s/699’s: All other thesis/dissertation-related work.

698/699 Reporting

- Before the end of the 2nd week of each session of registration for 698/699, a written set of minimum expectations (e.g. data set, draft of chapter, sampling plan, IRB, lit review, manuscript, objectives of proposal) will be submitted to the student by the departmental/program representative (faculty member, program chair) supervising the credits through the myPurdue portal. Ideally, these expectations would be discussed and developed jointly by the student and departmental representative. The expectations and deliverables should align with the number of credits that the student is registered for (i.e. greater expectations for more credits). The student should acknowledge receipt of the expectations. If questions or concerns surface regarding expectations and credit load at any time through the semester, the student and departmental/program representative should discuss the concerns and resolve the concern to an agreed-upon endpoint.
- If a faculty member anticipates assigning an unsatisfactory grade due to the student's failure to meet expectations in one or more of the areas lists, a detailed description of the specific expectations must be provided and these expectations discussed with the student at the time of registration.

Sample of Expectations

Setting Expectations for independent research.

Enrollment in [590/690/697/698/699] entails a reasonable expectation towards scholarly research. These expectations include:

The following are suggestions that you may consider.

- *Conducting secondary/ desk-based research to justify future research activities 9lit review)*
- *Development of research methodologies*
- *Ethical ad Responsible conduct of research activities including IRB submissions*
- *Study/Research Execution*
- *Writing associated with thesis/dissertation*
- *written and oral dissemination of research findings*
- *Support for projects associated with the lab/professor*

This list is substantial, and it is unlikely that all the above would be expected to be achieved in a single semester. I'd suggest that the faculty member and the student discuss what is reasonable to achieve within the semester. The faculty member and student should then monitor progress towards these goals. The faculty member then has a clear set of mutually agreed criteria by which to assess the independents study.

The faculty may also discuss expectations regarding other elements of the work including:

- Meetings
- Key Dates through the semester
- Specific Deliverables

Responsible Conduct of Research

Purdue is committed to research integrity and the responsible conduct of research (RCR). It is important for all faculty and graduate students conducting research to be aware of the requirements of Purdue's RCR Standard (S20). All graduate students conducting research must complete RCR training including online CITI training as well as field-specific provided by the School.

Information on responsible conduct of research can be found on purdue.edu under the University Policy Office's webpage. The link is here.

Authorship of Scholarly Works

Pulled from Graduate Council Document 21-H:
Accuracy of authorship attribution is paramount to scholarly integrity and maintaining the public trust in the research and scholarship generated from Purdue University. Attribution of authorship is as critical to the integrity of the publication record as the reported methodology, interpretation or conclusions. Inaccurate identification of authors harms the participating scholars and the credibility of the research and the institution.

This standard affirms the university's commitment to research and scholarship integrity as represented by listed authors and associated acknowledgment sections. This standard and its requirements are rooted in, and informed by, Purdue's overarching Statement of Integrity and Code of Conduct.

Suitable Authorship Practices

All Purdue Associates are required to list authors of scholarly works in accordance with authorship norms commonly accepted within a particular domain of scholarship and in accordance with the following:

- List authors accurately and completely;
- Do not list any gift authors, guest authors or ghost authors (see Unacceptable Authorship Practices below); and
- Apportion credit fairly and accurately (through the order of authorship or other means).

This standard applies to all situations that include, or allegedly should include, a Purdue Associate as a co-author.

Authorship Defined

Many organizations, journals and conferences publish guidelines for author identification. In the absence of such a guideline, include authors based upon the following from the Committee on Publication Ethics (COPE):

- Substantial contribution to the work (e.g., conception, design, acquisition, analysis or interpretation); and
- Accountability for the work that was done and its review, approval and presentation in a publication.

At Purdue University, substantial contribution to a work that deserves credit as an author requires both material participation and intellectual contribution. Credit for Co-author is expected when an individual both materially participates in a research project and provides intellectual contribution for which a resulting publication would suffer if it were lacking.

Acknowledgements may be used to denote contributions to the work that do not meet the criteria of authorship, such as supporting the study, general mentoring, acting as study coordinator and other related auxiliary activities.

Author Order

The meaning of author order may vary by discipline or publication. Purdue Associates are encouraged to follow discipline or source conventions in the ordering of authors. Typically, the order of authorship conveys level of contribution. If there is equal involvement, authors are often ordered alphabetically by surname.

Where there is no prevailing convention and authorship is unequal, Purdue Associates should strive for correct representation based on contribution to the work. It is encouraged that Purdue Associates discuss and agree upon authorship and author order at the outset of a project.

Unacceptable Authorship Practices

Purdue Associates are required to avoid any manipulation of author identification to mislead the reader. In particular, the following practices are unacceptable:

- Gift authorship – co-authorship given as reward or repayment to someone who did not contribute significantly to a work; "quid pro quo" authorship.
- Guest authorship – co-authorship given due to reputation or influence to increase the potential for acceptance of the publication, when the co-author did not contribute significantly to the work; "honorary" authorship.
- Ghost authorship – concealment of an author's hand in the research or report of research.

Resolution of Authorship Disputes

A Purdue Associate who experiences an inaccurate or omitted authorship identification is encouraged to seek satisfactory resolution from the lead author or Corresponding author. If attempts to resolve the issue fail, the associate may report the concern in writing to the Research Integrity Officer.

The Research Integrity Officer and/or a tenured faculty member of their choosing, with no conflict of interest, will mediate among authors to obtain a voluntary resolution to the dispute. Choices of tenured faculty could be: disinterested faculty in the appropriate discipline, the chair of a unit graduate program, the associate dean of research, or others. If a voluntary resolution is not reached, the Research Integrity Officer will, in consultation with the Office of the Provost, refer the dispute to an appropriate academic head or dean to advise the Office of the Provost on an appropriate resolution.

In the event that a credible allegation of plagiarism exists in addition to the authorship dispute, the allegation will be subject to review under the University's policy on Research Misconduct (III.A.2).

This standard does not supersede intellectual property rights outlined in University Policy I.A.1. Intellectual Property and Standard S-19 Courseware and Online Modules.

Responsibilities

Purdue Associates

- Understand this standard and use it as a guide for establishing authorship credit, author order and appropriate acknowledgement in all scholarly activities.
- Report in good faith inaccurate, omitted or unacceptable authorship information as outlined in this standard.
- Abstain from the unacceptable practices of gift, guest and ghost authorship.
- Communicate this standard to other Purdue Associates in the course of research work and graduate advising at Purdue University.

- When requested, work with Purdue officials to resolve authorship disputes.

Dean/Associate Dean and School/Department Head/Chair

- Understand this standard and use it as a guide for establishing authorship credit, author order and appropriate acknowledgement in all scholarly activities.
- Report in good faith inaccurate, omitted or unacceptable authorship information as outlined in this standard.
- Using this standard as a guide, assist in resolving authorship disputes.

Off Campus Research and Research in Absentia

Traditionally, the School of Hospitality and Tourism Management normally does not approve part-time study or research done away from the campus. All students are expected to be full-time resident students throughout their programs. Considerations can be made on a case by case scenario.

The G.S. Form 19 is for master's or doctoral students who may be conducting **research off-campus** for greater than 22 days. Students will need to file this form prior to each session they plan to be conducting off-campus research. Ph.D. students conducting research off-campus who have already completed prelims and coursework need to file a **Research in Absentia** form (G.S. Form 12). The student doing research off-campus/absentia is to be supervised or guided by the major professor and must maintain frequent contact so that the major professor can monitor the student's progress.

Finally, if students happen to conduct business as part of their employment obligations away from the campus, they would need to fill out a Change of Duty Station through the RLA mechanism from their business office (Forms 12s are academic, Change of Duty station is related to employment/business procedures).

Students that have been approved for Research in Absentia may not have Purdue funding.

Committee Member Policy

(December 2019)

The School of Hospitality & Tourism Management (SHTM) supports the graduate student's choice in the selection of their committee members and chair. SHTM also supports each faculty member's responsible choice of whether to become a member or chair of a graduate student's committee. The SHTM recognizes the importance of that relationship in making this serious commitment as productive and mutually satisfying as possible.

The School of Hospitality and Tourism Management's policy is that graduate students seek expertise to support their research project and should be allowed to request members from faculty within the department, within the university, and outside the university from other accredited university programs as desirable. All committee members and chairs must be at the appropriate graduate faculty status according to both university and department policies in order to be approved for a committee. All committee members and chairs must also be approved by the Graduate School in order to be placed on a graduate student's research committee. In addition, chairs and co-chairs are to be from the SHTM. Faculty with a courtesy appointment to SHTM can serve only in a co-chair capacity (with an SHTM faculty member), or as a committee member. Fifty percent or more of the committee must be from the School of HTM, with additional members from outside the department or university if the graduate student should so choose.

Selection of at least three research committee members must be completed when Plans of Study are filed according to the Graduate School policy (for PhD students it is recommended by the end of their first year, for MS students by the Graduate School calendar date at the beginning of their graduating semester). PhD students may select additional committee members before their Plan of Study is filed or wait as late as the second to the last semester of their program (after their prelim examinations have been given, but generally before the beginning of the last semester of their program). Changes in committee membership may be filed until the Graduate School deadlines do not allow further changes.

PhD Programs

PhD Programs

HTM Program Requirements

Requirement Category	Credit Requirement	Notes
Hospitality and Tourism Courses	15 credit hours	a) 9 of the 15 credits must come from HTM courses at the 600 level. (HTM 602, 690, and 699 do not count towards this fulfillment.) b) The remainder of the 15 credits not spent can be fulfilled with HTM courses at the 500 level. One HTM 590; Problems in Hospitality and Tourism (for 1 or 3 credits) may be used to fulfill part of this requirement.
Outside Specialization	9 credit hours	Courses at 500-600 levels
Statistics/Methodology	9-12 credit hours	Dependent on M.S. coursework and previous thesis experience
Department Research Seminar	3 credit hours	Three sequential HTM 602 - Topics include: Research, Teaching, and Professionalism
Supporting Research Project	6 credit hours	HTM 690 -This required special project is developed to strengthen research techniques or topic knowledge important to the development of the dissertation. This work may lead to a published paper.
Dissertation	15-24 credit hours	HTM 699 - A typical 18-credit program would include 1-3 credits per semester for the 2nd year and 6-9 credits per semester for the 3rd year.

CSR Program Requirements

Consumer Behavior

Requirement Category	Credit Requirement	Notes
Consumer Science and Retail Courses	6 credit hours	CSR 600 CSR 631
Statistics	6 credit hours	Dependent on M.S. coursework and previous thesis experience. Must be at 500 & 600 levels.
Department Teaching Seminar	1-3 credit hours	HTM 602 – Teaching (1 credit) OR EDCI 589 (3 credits)
Outside Specialty	21-29 credit hours	Electives can come from CSR courses at the 500-600 level that are not listed as CB requirements, HTM 500-600 level courses, or from Outside Specialty Electives.
Dissertation	18-24 credit hours	CSR 699 - A typical 18-credit program would include 0-3 credits per semester for the 2nd year and 6-9 credits per semester for the 3rd year.

Family and Consumer Economics

Requirement Category	Credit Requirement	Notes
Consumer Science and Retail Courses	12 credit hours	CSR 600 CSR 631 CSR 681 CSR 682
Statistics/Econometrics	6 credit hours	Dependent on M.S. coursework and previous thesis experience. Econometrics courses must be at 600-level.
Department Teaching Seminar	1-3 credit hours	HTM 602 – Teaching Seminar (1 credit) OR EDCI 589 (3 credits)
Outside Specialty	15-23 credit hours	Electives can come from CSR courses at the 500-600 level that are not listed as FCE requirements, HTM 500-600 level courses, or from Outside Specialty Electives.
Dissertation	18-24 credit hours	CSR 699 - A typical 18-credit program would include 1-3 credits per semester for the 2nd year and 6-9 credits per semester for the 3rd year.

Time Requirement

The PhD programs are designed for a three-year period of residential study following a master's degree. No guarantee of program completion in three years is made. During the program at Purdue University, you will be given guidance and opportunity to develop:

- Record of publication in leading journals
- Record of presentation for academic societies
- Record of assistance to industry groups
- Record of successful teaching
- Strong competency in your area of interest
- Strong competency in research skills
- Body of research upon which a national reputation can be built

Path to Graduation

Steps in the graduation process…

Year One -

- Completion of any special requirements listed in the university letter of acceptance. Many students must provide final transcripts or other records within the first semester of study. Failure to meet these requirements will prevent future class registration and cause the freezing of all university records.
- Completion of the Oral English Proficiency Test, if required (a requirement for students in order to be offered a teaching assignment if they are international students whose native language is not English).
- Completion of the course in teaching methods offered through the Center for Instructional Excellence. Completion is required before any teaching assignment can be made.
- Core course work – By the end of the academic year, ideally student had taken 20 to 30 credits of core course work.
- Additionally, the student would declare their chair.
- Start a draft electronic plan of study- must be completed no later than the second semester of study. This document provides guidance for the student and serves to protect the student in case of late changes to the examining committee.
- Completion of Human Subjects training requirements and any required Human Subjects forms. Make any necessary revisions or file any later reports on research projects as required by the Human Subjects Committee.

Year Two -

- Complete course work - By the end of the academic year, student had finished the remainder of the Core Couse work and at starting the early stages of their dissertation. Student may engage in a light load of HTM 699 courses. (16 total credits for AY) Summer courses ought to be considered.
- Student would have a rough idea on who (2 remaining professors) would make up their committee in addition of their chair, to make up the preliminary committee.
- Authorship agreements should be completed for all publications. Determination about the public release of the project(s) results should also be understood by all committee members
- A plan of study will be submitted. Students are free to take courses other than HTM/CSR 699 after the plan has been submitted, but we want to deter students from submitting a plan with future dating of courses on the plan.

- Student should be ready to hold a preliminary examination by the end of year two or start of year three. The examination should be scheduled as soon as possible and must be completed with at least two sessions of registration (including summer session) before the date of the doctoral final examination. For example, a doctoral student who passes the preliminary examination during a spring session is not eligible to take the final examination (provided that the student is registered for HTM/CSR 699 the subsequent summer session and fall session) before the following spring session. If you fail the prelim, at least one academic session (Fall, Spring, or Summer) must elapse before a re-examination is permitted.

Year Three -

- Dissertation course work – Students will be working on a heavy load of HTM/CSR 699 dissertation credits. Summer registration ought to be considered. If research is being done in the summer, registration must occur. Plan of Study will be checked against transcripts to be sure they agree. If not, a Change in Plan of Study will need to be submitted.
- Attend training session on dissertation given by the Graduate School
- IRB approval (if needed).
- A fourth committee member is added.
- Final examination is scheduled at the end of the academic year. Submission of Request for Appointment of Examining Committee (G.S. Form 8 – a dissertation defense request for a time and place). This form must be completed 2 weeks prior to Final Defense.
- After the final defense has occurred, committee members are asked to complete (approve, disapprove, abstain) final defense outcome forms within 24 hours of defense.
- Any edits the student needs to make on their manuscript can occur after the defense but before the deposit.
- Student will initiate the Electronic Thesis Acceptance Form (ETAF), chair or lead-chair will run iThenicate and share the results with the student, and committee can sign off of the ETAF once appropriate edits have been made.
- Deposit Thesis to the Thesis Library. Distribute final dissertation copies to all members of the examining committee.
- Complete Exit Questionnaire

Note: The Graduate School publishes deadline dates for all university forms and document deposits. Each student is responsible for securing these from the G.S. website: www.purdue.edu/gradschool each of the last two semesters of study and for meeting all deadlines. Failure to meet requirements in a timely manner will subject the student to a delay in graduation and possibly to additional registration fees.

Be careful of the overall length of the program.

International student visas have a limitation on how long they can be full-time students in legal status. Students may be eligible to extend their status up to 1 year past their original duration without changing status. Please see your ISS liaison to learn about the current policies and how they may be applicable to certain student scenarios.

Preliminary Examination

*Before any student initiates an exam, a plan of study must be submitted and approved by the department.

To ensure timely academic progress, the preliminary examination is to be taken by PhD students at the end of their second of or beginning of their third year of the program before the date outlined in the **Graduate School Deadline Calendar** in which prelims needs to be passed in order to graduate in a particular term.
For example: If a student wishes to graduate at the end of Summer 2023, s/he will need to complete the preliminary exam at the end of the Summer 2022 term.
To request the Preliminary Examination (form 8 – Graduate School Web Database), the following three conditions must first be fulfilled:

- The Plan of Study (ePOS) for the degree must be submitted and fully approved.
- Students must have at least 3 of the 4 committee members selected by the time of their preliminary examinations. These three members will need to be present for the prelim. A fourth committee member can be added later if yet to be determined.
- Students must be registered for HTM/CSR 699 in the semester in which the prelim will take place.

Since one of the goals of the preliminary examination is to provide research direction and feedback, it should be taken early enough to allow the graduate research committee to make an effective contribution. The written thesis proposal should be submitted to members of the graduate research committee at least **14 business days** before the examination. Students must arrange their prelim with their graduate research committee (and graduate secretary if booking a space in Marriott Hall) at least **14 business days** before the desired date and initiation of the form 8.

Purpose of Exam

In order to clarify the policy for new graduate student advising faculty and reaffirm the department policy on preliminary examinations, the HTM Graduate Policy Committee has described the School of HTM policy below. The goal of the examinations is to make sure the student has a solid understanding of their field of study and is ready to fully profit from the dissertation experience.
The preliminary examinations are regarded as an important part of the doctoral work in this department. It allows determination of the:

- student's general understanding of the field, including appropriate theoretical constructs, and how this field fits into concerns of the overall industry;
- student's depth of understanding of his/her particular segment of focus within the field; and
- degree of mastery of the methodological approaches and statistical tools appropriate for the student's field of concentration.

Method

The exact structure of the preliminary examinations is determined by the student's examining committee (the committee members as listed in their approved Plan of Study). Students must have at least 3 of the 4 committee members selected by the time of their preliminary examinations. All selected committee members participate in the preliminary examinations.
The examination committee decides as a group how to divide responsibility for each of the 3 sections of the written exam (as described in the 2nd paragraph) among the 3-4 committee members. If there are 4 members on the committee at the time of the preliminary examination, the committee may decide to divide the 3 sections as appropriate to the role and expertise of each member on the committee. Each committee member then develops specific questions and grades their portion of their exam. The types of questions that are asked, the time allowed for the examination, the location,

and allowed resources for taking the examination may vary and should be discussed between the student and the committee members.

After the 3 written portions are completed, an oral portion will be held with all interested faculty and students invited to attend. Students must follow all other Graduate School policies in regards to the request to hold the examination and filing the completed forms. **This includes submission of the G.S. Form 8 a minimum of 2 weeks prior to the oral prelim examination.** The purpose of the oral examination is 2-fold. One part of the oral exam will be used to further test the student's knowledge in their field of study and ensure that mastery has been achieved. The remainder of the oral examination is used to propose and defend the preparation for and the methodology of the proposed dissertation project.

Major Professor Role

The role of the major professor is to participate in this process, but more importantly as the coordinator of the overall process. If disputes occur during the examination process, the major professor is charged with the responsibility of assisting the student and faculty members towards resolution.

Timing

The timing of the preliminary examinations is conducted after completion of all (or almost all) of the coursework listed in the Plan of Study. **It is strongly recommended that full –time doctoral students take preliminary examinations by the end of their third year.** **In addition, it must be finished by the end of a semester followed by a minimum of two entire semesters between the semester of the completion of the oral prelim and the semester in which the final defense is taken.** In other words, if a student wishes to graduate in May of 2023, they must complete both the written and oral preliminary examinations with their research registration by the end of the spring semester of 2022, followed by research registration in the summer of 2022 and the fall of 2022 (followed by research registration for their defense in spring of 2023). Deadlines for preliminary examinations, final examinations, and dissertation deposit are listed in the Graduate School's Graduation Deadlines calendar.

Outcome

Based on the outcome of the written and oral examination, the examining committee may approve the student's official candidacy for the doctoral degree, may require additional reading, assignments, or coursework, or may fail the student-necessitating another examination. There is no department set time limit for retaking of an examination, if this should become necessary. Students are only allowed to retake the examination one time. The Graduate School may allow for a subsequent examination after that with special approval from the Dean of the Graduate School. The committee may also recommend that the student be dropped from the program.

Final Examination

After a student completes the bulk of his or her research credit and is in their final term, they can then schedule their final examination through the form 8 in the Graduate School Database.

To request the final examination, following conditions must first be fulfilled:

- Students must be registered for HTM/CSR 699 in the semester.
- If you are planning to graduate during the same semester, you must declare your candidacy before the term's deadline (see **Graduate School Deadline Calendar**).
    - Additionally, surveys will become available to complete on the candidate's Plan of Study portal during the semester in which they register as a candidate for graduation.
        - Doctoral candidates need to complete the Graduate School Exit Questionnaire and the Survey of Earned Doctorates before their defense.
- Student will need to complete the recommendations from the graduate research committee based on comments from the preliminary examination and other progress meetings.

Students must arrange their final exam with their graduate research committee (and graduate secretary if booking a space in Marriott Hall) at least **14 business days** before desired date and initiation of the form 8.

Remote Defense

In response to the COVID-19 pandemic, the Purdue University Graduate School modified the policy requiring thesis and dissertation defenses to be conducted in a face-to-face modality. After surveying faculty and students in the fall of 2020 on the effectiveness and convenience of this approach, the Graduate School is planning to extend this exception, possibly permanently, pending approval by the Graduate Council. Likely a decision concerning the permanence of this practice will be decided in the fall of 2021. In the meantime, the guidelines in this document are being provided to create a set of shared expectations and guidance across campus. It is our hope that the information contained herein assists faculty advisors/chairs, graduate students and committees as plans are made for upcoming defenses.

Faculty Advisors/Chairs

Before the defense

- Work with the student to determine the best video conference software to use (Zoom, WebEx or Teams). Zoom is recommended. It is best if the faculty advisor creates the invitation and sends it out via Outlook to the student and all committee members.
- The faculty advisor/chair should be the host of the meeting and if possible, set up a "waiting room" or similar feature to facilitate private discussions amongst the committee members and to manage who can get into the meeting. You may need to set preferences in the software to enable this.
- Consider making at least one other committee member a host or co-host at the meeting.
- Ensure you know how to permit the student to share their slides and/or control the screen.
- Consider offering a practice run with your student to ensure the technology works and create a backup plan for how you might communicate if the technology fails (for example, texting or a voice call).
- A day before the defense, check in with committee members to ensure they have the information they need to access the meeting. Encourage them to wear headphones in the meeting to reduce noise, feedback and echoes.
- Ask the candidate if they plan to invite guests; have them provide you a list of names ahead of time.
- With the increased security concerns of video conferencing, you may want to check the latest information provided by ITaP:
  - Zoom: https://www.itap.purdue.edu/zoom/
  - WebEx: https://itap.purdue.edu/services/webex.html
  - Teams: https://www.itap.purdue.edu/services/microsoft-teams.html

At the defense

- If possible, start the virtual defense at least 15 minutes before the scheduled start time and check with the candidate to ensure that the audio and video are working correctly.
- At the beginning of the meeting, have the members of the committee introduce themselves, which provides an opportunity to test microphones, speakers and cameras.
- Introduce the candidate as you would in a face-to-face meeting.

- To begin the defense, provide instructions to the candidate, committee and any guests as to the order, etiquette and expectations of the meeting:
    - Microphones and cameras – Committee mics muted (recommended)? Cameras on or off?
    - Order of events – presentation, questions, deliberation, etc.
    - Questions - can they be provided during the presentation? Via audio, chat or handraising?
    - Public guests - Dismissed at some point or placed in a waiting room?
    - How will the committee privately deliberate?
    - How will results be communicated to the candidate?
    - What is the plan if a committee member or the candidate momentarily drop off the meeting?
    - If "board" work is expected of the candidate, makes sure plans are made to accommodate this option.
    - If part of the committee is virtual and part is in the room, how will discussion occur?
- At the end of the meeting, remind committee members that they will receive electronic forms to complete in the Graduate School Database.

Committee Members

- All committee members are responsible for ensuring that they know how to use the chosen conferencing platform (Zoom, WebEx, or Teams) in advance of the defense.
- As with all video conference meetings, please ensure you remain muted and are in a distraction free location.
- If needed, contact the faculty advisor/chair to do a practice run of the meeting to ensure your technology is functioning correctly.

Candidate Defending

Before the defense

- Work with your graduate coordinator to complete the Graduate School Form 8: Request for Appointment of Examining Committee at least two weeks before the defense.
- Coordinate with your major advisor/chair on the video conference software being used (Zoom, WebEx, or Teams) and make sure you know how to use the software.
- Conduct a practice run with another graduate student to make sure your technology works and that you are prepared for the presentation.
- Consider requesting a practice run with your major advisor/chair.
- Talk with your advisor about how questions will be handled: Chat? Raise hand? Vocally? During the presentation or at the end of the presentation?
- Share your slides with at least your advisor so that they can run them from their computer if something goes wrong on your end.
- Ask your major advisor/chair about the agenda for the meeting and how you will “step out” of the meeting during the committee deliberation period.
- Inform your major advisor/chair about any guests you are expecting to attend the meeting. If you plan to share a URL for the meeting (such as with Zoom or WebEx) do not post it broadly (for example, on Facebook) because it may increase the odds of a “Zoom bomber” or other such event.
- Plan your environment for the defense:

- Reduce visual distractions (avoid glare, shadow, or an overly cluttered backdrops).
- Make sure you are properly illuminated and can be seen without a shadow (use a ring light if possible).
- Make sure you are in a quiet area that will not have distractions.
- If possible, use a computer that has two monitors so that you may see your slides and your committee at the same time.
- If board work is expected, make sure you have the ability to accomplish this – ask and plan in advance

At the defense

- Log onto the meeting at least 15 minutes before the scheduled start time.
- When delivering your presentation, make sure there is a good view of you in the camera from the shoulders up. The camera should be at eye level (not above looking down nor below looking up).
- If possible, stand as you present to enable better gestures and non-verbal cues. Even if sitting, remember to use gesture and non-verbal's.
- Remember to look at the camera when speaking rather than a computer screen or other area away from the camera.
- When sharing your screen, it is best to share a specific application window (such as PowerPoint) rather than the entire screen to avoid inadvertently sharing something you don't intend to.

For all participants (including "public" participants)

- Respect your colleagues and don't multitask during the defense.
- Latency creates delays in response; pause before speaking and yield conversational right of way.
- Reduce visual distractions (avoid glare, shadow, or an overly cluttered backdrops).
- Use headphones, if possible, to reduce any potential background noise, feedback or echoes.
- Facial expressions and gestures are often more effective than audio. Use these more frequently.

Deposit

Thesis Format

HTM has its own template and can be found on the Thesis Website

Traditional

1. Introduction
2. Literature Review
3. Methodology
4. Results
5. Conclusion
6. References
7. Appendices

Non-Traditional (2 or more research projects in a focused area)

1. Introduction
2. Literature Review
3. Study One
4. Study Two
5. Conclusions
6. References
7. Appendices

Once a final defense has been passed by all the committee members and the student can initiate the Electronic Thesis Acceptance Form (ETAF). This form is also located in the Graduate School Web Database. On the committee's end the form turns into two separate forms automatically, which are:

- Form 9 Thesis Acceptance
- Form 32 Thesis/Dissertation Agreement, Publication Delay, and Research Integrity & Copyright Disclaimer ***(iThenticate)***

Once a student's ETAF has been approved through the thesis forms, they will receive an email containing a notification that they may proceed with the deposit process. At this point, a student will be able to log-in to Database and find the link to submit their thesis to HammerRR.
Without the forms 9 and 32 completed by the major professor, the committee, and the HTM graduate program, the student cannot continue to HammerRR

Students will need to pay the deposit fee to finalize their submission.
After the student submits their thesis, a staff member of the Thesis & Dissertation Office will review the submission for any formatting errors and will contact the student regarding necessary changes. This process will continue until you have met a satisfactory formatting condition, after which, the student and the department will receive an email regarding the acceptance of the thesis to the Graduate School.

Students must upload their thesis to HammerRR at least 24 hours in advance of the Deposit Deadline to allow the Thesis Office staff adequate time to review the submission.
The form 9 must be approved by the 5pm deposit deadline.

Committee Consideration For Student Guidance:

1. *Students will need to have completed or will be completing their course work the semester of their first examination.*
2. *The final defense/prelim is a formal presentation*
3. *Committee submits their signatures electronically after the prelim/final exam (this should be done within 24 hours after), chair signs first, then others.*
4. *iThenticate must be run by the committee chair prior to deposit*
    - *Need to have an iThenticate account in advance*
    - *Email the Thesis Office to activate an account*
    - *Allow yourself plenty of time to run the software, sometimes it is helpful to divide the thesis into parts (particularly if it is non-traditional)*
    - *Share the results openly with the student*
    - *Faculty are responsible for assuring approximately 15% or less duplication*

MS Programs

Masters Programs

HTM Program Requirements

Residential Thesis

Year 1:	Year 2:
FALL	*FALL*
HTM 50200	HTM 59100
HTM 58100	HTM 61200
STAT 50100 or 51100 or SOC 58000	HTM 69800 (3 credits)
SPRING	*SPRING*
HTM 50100	HTM elective (3 credits)
HTM 50101	HTM 69800 (3 credits)
HTM 57100	CAND 991
STAT 50200 or 51200 or SOC 58100	

Summer Optional:
Thesis students may also add 1 credit of HTM 59001 – Graduate Professional Industry Internship.
Thesis Committee:
The thesis plan of study requires a minimum of three committee members. The members of the committee may all be HTM or CSR faculty, although students may be encouraged to include one member from another department. The chair must be an HTM faculty member.

Residential Non-Thesis

Year 1:	Year 2:
FALL	*FALL*
HTM 50200	HTM 53100
HTM 58100	HTM 59100
STAT 50100 or 51100 or SOC 58000	HTM 61200
SPRING	*SPRING*
HTM 50100	HTM 64200
HTM 50101	HTM elective (3 credits) OR HTM 5900 (3 credits)
HTM 57100	CAND 991
HTM 54100	

Summer Optional:
Thesis students may also add 1 credit of HTM 59001 – Graduate Professional Industry Internship.
Non-Thesis Committee:
The non-thesis plan of study requires a minimum of three committee members. The chair of the committee is the Program Director, the two remaining members are the Associate Dept. Head of HTM and the Dept. Head.

Online Non-Thesis

- HTM 51200 — Leadership in Hospitality and Tourism
- HTM 57100 — Economics of Travel and Tourism
- HTM 50300 — Business Statistics and Quantitative Analysis
- HTM 54100 — Advanced Hospitality Accounting and Finance Systems
- HTM 53600 — Advanced Service Management for Hospitality and Tourism
- HTM 64200 — Advanced Personnel Systems in Restaurants, Hotels and Institutions
- HTM 51100 — Hospitality Business Law and Risk Management
- HTM 54200 — Strategic Revenue Management in the Hospitality Industry
- HTM 53100 — Hospitality and Tourism Marketing 2
- HTM 61200 — Management Challenge Analysis
- HTM 59500 — Applied Management Concept

Note — Course order is subject to change. The program is designed to be completed in two academic years, with two courses registered every 8-weeks.

CSR Program Requirements

MS - Residential Thesis

Consumer Behavior

Year One	
Fall	**Spring**
CSR 600 (3 Credits)	CSR 631 (3 Credits)
Related Elective (3 credits)	Related Elective (3 credits)
STAT 501/STAT 511 (3 Credits)	STAT 502/STAT 512 (3 Credits)
Year Two	
Fall	**Spring**
CSR Course (3 credits)	CSR Course (3 credits)
Elective (3 credits)	Elective (3 credits)
CSR 698 - Thesis (3 Credits)	CSR 698 - Thesis (3 Credits)

Family and Consumer Economics

Year One	
Fall	**Spring**
CSR 600 (3 Credits)	CSR 631 (3 credits)
Related Elective (3 credits)	Related Elective (3 credits)
STAT 501/STAT 511 (3 Credits)	STAT 502/STAT 512 (3 Credits)
Year Two	
Fall	**Spring**
CSR 681 (3 credits)	CSR 682 (3 credits)
Elective (3 credits)	Elective (3 credits)
CSR 698 - Thesis (3 Credits)	CSR 698 - Thesis (3 credits)

Related Elective:
Related Elective is defined as an elective course that comes from the same department in the outside specialization of the student's choice. A student must have a total of 6 credits in Related Electives.
Summer Optional:
Thesis students may also add 1 credit of HTM 59001 – Graduate Professional Industry Internship.
Thesis Committee:
The thesis plan of study requires a minimum of three committee members. The members of the committee may all be HTM or CSR faculty, although students may be encouraged to include one member from another department. The chair must be a CSR faculty member.

MS - Residential Non-Thesis

Consumer Behavior

Year One	
Fall	Spring
CSR 600 (3 Credits)	CSR 631 (3 Credits)
Related Elective (3 credits)	Related Elective (3 credits)
STAT 501/STAT 511 (3 Credits)	STAT 502/STAT 512 (3 Credits)
Year Two	
Fall	Spring
CSR Course (3 credits)	CSR Course (3 credits)
Elective (3 credits)	Elective (3 credits)
CSR 697 - Non-Thesis Project (3 Credits)	

Family and Consumer Economics

Year One	
Fall	Spring
CSR 600 (3 Credits)	CSR 631 (3 credits)
Related Elective (3 credits)	Related Elective (3 credits)
STAT 501/STAT 511 (3 Credits)	STAT 502/STAT 512 (3 Credits)
Year Two	
Fall	Spring
CSR 681 (3 credits)	CSR 682 (3 credits)
Elective (3 credits)	Elective (3 credits)
CSR 697 - Non-Thesis Project (3 Credits)	

Non-Thesis Final Project:
After a student completes the bulk of his or her course work they will start work on a non-thesis project. This project is a response to the increasing market demand for professionals who are able to solve practical issues in the field in addition to mere epistemological pursuits. Course Grading Attribute is Pass/Not Pass Only.
Related Elective:
Related Elective is defined as an elective course that comes from the same department in the outside specialization of the student's choice. A student must have a total of 6 credits in Related Electives A student must have a total of 6 credits in Related Electives.
Summer Optional:
Non-thesis students may also add 1 credit of HTM 59001 – Graduate Professional Industry Internship.
Non-Thesis Committee:
The non-thesis plan of study requires a minimum of three committee members. The chair of the committee is the Program Director, the two remaining members are the Associate Dept. Head of CSR and the Dept. Head.

Path to Graduation - Residential Thesis

Steps in the graduation process…

Year One -

- Core course work – By the end of the academic year, students should have registered for the course outline by the department. It is recommended students take advantage of summer internships to boost their portfolio regarding their job experiences.
- Start a draft electronic plan of study
- (Thesis) The student would declare their chair and start working on their thesis research HTM/CSR 698.

Year Two -

- Complete course work - By the end of the academic year, student had finished the remainder of the courses in the program.
- A plan of study will be submitted.
- (Thesis) IRB approval (if needed).
- (Thesis) Student would have a rough idea on who (2 remaining professors) would make up their committee in addition of their chair.
- (Thesis) Final examination is scheduled at the end of the academic year.
- Complete Exit Questionnaire

**Students who take a heavier course load in year one, or take advantage of the summer internship, may be eligible for a reduce course load in their final semester. An RCL may be unadvisable if the nature of their research or ability to self-manage make cause the student to move into summer registration if the student is international due to visa regulations and restrictions.

Be careful of the overall length of the program.
International student visas have a limitation on how long they can be full-time students in legal status. Students may be eligible to extend their status up to 1 year past their original duration without changing status. Please see your ISS liaison to learn about the current policies and how they may be applicable to certain student scenarios.

Final Examination

*Before any student initiates an exam, a plan of study must be submitted and approved by the department.

After a student completes the bulk of his or her research credit and is in their final term, a student can then schedule their final examination through the form 8 in the Graduate School Web Database.
To request the final examination, following conditions must first be fulfilled:

- Students must be registered for HTM/CSR 698 in the semester.
- If you are planning to graduate during the same semester, you must declare your candidacy before the term's deadline (see **Graduate School Deadline Calendar**).
    - Additionally, surveys will become available to complete on the candidate's Plan of Study portal during the semester in which they register as a candidate for graduation.
        - Master's candidates need to complete the Graduate School Exit Questionnaire before their defense.

Students must arrange their final exam with their graduate research committee (and graduate secretary if booking a space in Marriott Hall) at least **14 business days** before desired date and initiation of the form 8.

*Before any student initiates an exam, a plan of study must be submitted and approved by the department.

Remote Defense

In response to the COVID-19 pandemic, the Purdue University Graduate School modified the policy requiring thesis and dissertation defenses to be conducted in a face-to-face modality. After surveying faculty and students in the fall of 2020 on the effectiveness and convenience of this approach, the Graduate School is planning to extend this exception, possibly permanently, pending approval by the Graduate Council. Likely a decision concerning the permanence of this practice will be decided in the fall of 2021. In the meantime, the guidelines in this document are being provided to create a set of shared expectations and guidance across campus. It is our hope that the information contained herein assists faculty advisors/chairs, graduate students and committees as plans are made for upcoming defenses.

Faculty Advisors/Chairs

Before the defense

- Work with the student to determine the best video conference software to use (Zoom, WebEx or Teams). Zoom is recommended. It is best if the faculty advisor creates the invitation and sends it out via Outlook to the student and all committee members.
- The faculty advisor/chair should be the host of the meeting and if possible, set up a "waiting room" or similar feature to facilitate private discussions amongst the committee members and to manage who can get into the meeting. You may need to set preferences in the software to enable this.
- Consider making at least one other committee member a host or co-host at the meeting.
- Ensure you know how to permit the student to share their slides and/or control the screen.
- Consider offering a practice run with your student to ensure the technology works and create a backup plan for how you might communicate if the technology fails (for example, texting or a voice call).
- A day before the defense, check in with committee members to ensure they have the information they need to access the meeting. Encourage them to wear headphones in the meeting to reduce noise, feedback and echoes.
- Ask the candidate if they plan to invite guests; have them provide you a list of names ahead of time.
- With the increased security concerns of video conferencing, you may want to check the latest information provided by ITaP:
    - Zoom: https://www.itap.purdue.edu/zoom/
    - WebEx: https://itap.purdue.edu/services/webex.html
    - Teams: https://www.itap.purdue.edu/services/microsoft-teams.html

At the defense

- If possible, start the virtual defense at least 15 minutes before the scheduled start time and check with the candidate to ensure that the audio and video are working correctly.

- At the beginning of the meeting, have the members of the committee introduce themselves, which provides an opportunity to test microphones, speakers and cameras.
- Introduce the candidate as you would in a face-to-face meeting.
- To begin the defense, provide instructions to the candidate, committee and any guests as to the order, etiquette and expectations of the meeting:
    - Microphones and cameras – Committee mics muted (recommended)? Cameras on or off?
    - Order of events – presentation, questions, deliberation, etc.
    - Questions - can they be provided during the presentation? Via audio, chat or handraising?
    - Public guests - Dismissed at some point or placed in a waiting room?
    - How will the committee privately deliberate?
    - How will results be communicated to the candidate?
    - What is the plan if a committee member or the candidate momentarily drop off the meeting?
    - If "board" work is expected of the candidate, makes sure plans are made to accommodate this option.
    - If part of the committee is virtual and part is in the room, how will discussion occur?
- At the end of the meeting, remind committee members that they will receive electronic forms to complete in the Graduate School Database.

Committee Members

- All committee members are responsible for ensuring that they know how to use the chosen conferencing platform (Zoom, WebEx, or Teams) in advance of the defense.
- As with all video conference meetings, please ensure you remain muted and are in a distraction free location.
- If needed, contact the faculty advisor/chair to do a practice run of the meeting to ensure your technology is functioning correctly.

Candidate Defending

Before the defense

- Work with your graduate coordinator to complete the Graduate School Form 8: Request for Appointment of Examining Committee at least two weeks before the defense.
- Coordinate with your major advisor/chair on the video conference software being used (Zoom, WebEx, or Teams) and make sure you know how to use the software.
- Conduct a practice run with another graduate student to make sure your technology works and that you are prepared for the presentation.
- Consider requesting a practice run with your major advisor/chair.
- Talk with your advisor about how questions will be handled: Chat? Raise hand? Vocally? During the presentation or at the end of the presentation?
- Share your slides with at least your advisor so that they can run them from their computer if something goes wrong on your end.
- Ask your major advisor/chair about the agenda for the meeting and how you will “step out” of the meeting during the committee deliberation period.
- Inform your major advisor/chair about any guests you are expecting to attend the meeting. If you plan to share a URL for the meeting (such as with Zoom or WebEx) do not post it broadly

(for example, on Facebook) because it may increase the odds of a "Zoom bomber" or other such event.

- Plan your environment for the defense:
    - Reduce visual distractions (avoid glare, shadow, or an overly cluttered backdrops).
    - Make sure you are properly illuminated and can be seen without a shadow (use a ring light if possible).
    - Make sure you are in a quiet area that will not have distractions.
    - If possible, use a computer that has two monitors so that you may see your slides and your committee at the same time.
    - If board work is expected, make sure you have the ability to accomplish this – ask and plan in advance

At the defense

- Log onto the meeting at least 15 minutes before the scheduled start time.
- When delivering your presentation, make sure there is a good view of you in the camera from the shoulders up. The camera should be at eye level (not above looking down nor below looking up).
- If possible, stand as you present to enable better gestures and non-verbal cues. Even if sitting, remember to use gesture and non-verbal's.
- Remember to look at the camera when speaking rather than a computer screen or other area away from the camera.
- When sharing your screen, it is best to share a specific application window (such as PowerPoint) rather than the entire screen to avoid inadvertently sharing something you don't intend to.

For all participants (including "public" participants)

- Respect your colleagues and don't multitask during the defense.
- Latency creates delays in response; pause before speaking and yield conversational right of way.
- Reduce visual distractions (avoid glare, shadow, or an overly cluttered backdrops).
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Thesis Format

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The Deposit Process

Once a final defense has been passed by all the committee members and the student can initiate the Electronic Thesis Acceptance Form (ETAF). This form is also located in the Graduate School Web Database. On the committee's end the form turns into two separate forms automatically, which are:

- Form 9 Thesis Acceptance
- Form 32 Thesis/Dissertation Agreement, Publication Delay, and Research Integrity & Copyright Disclaimer ***(iThenticate)***

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Without the forms 9 and 32 completed by the major professor, the committee, and the HTM graduate program, the student cannot continue to HammerRR

Students will need to pay the deposit fee to finalize their submission.

After the student submits their thesis, a staff member of the Thesis & Dissertation Office will review the submission for any formatting errors and will contact the student regarding necessary changes. This process will continue until you have met a satisfactory formatting condition, after which, the student and the department will receive an email regarding the acceptance of the thesis to the Graduate School.

Students must upload their thesis to HammerRR at least 24 hours in advance of the Deposit Deadline to allow the Thesis Office staff adequate time to review the submission.

The form 9 must be approved by the 5pm deposit deadline.

Committee Consideration for Student Guidance:

- *Students will need to have completed or will be completing their course work the semester of their first examination.*
- *The final defense/prelim is a formal presentation*
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    - *Allow yourself plenty of time to run the software, sometimes it is helpful to divide the thesis into parts (particularly if it is non-traditional)*
    - *Share the results openly with the student*
    - *Faculty are responsible for assuring approximately 15% or less duplication*

Assistantships & Fellowships

Graduate Employment (Assistantship or Fellowship Administered as an Assistantship) VS Fellowship

The University makes assistantships and fellowships available as one form of financial aid to support graduate study. Employment is incidental to graduate study. Graduate students who are employed by the University provide services (teaching, research, administrative/professional) that further the missions of the University while providing students with valuable professional experience and financial remuneration in the form of tuition remission and a modest salary. These students are considered employees and are subject to the policies and procedures outlined in the Graduate Staff Employment Manual.

Students who receive true fellowships (fellowships not administered as assistantships) are not employees and are not obligated to provide services to the University. The purpose of a fellowships is to recognize outstanding graduate students and to support their education. For more information about fellowships, see the Graduate School Fellowship Manual.

Departmental Funding in the School

Over the past few years, about two-thirds of the school's graduate students had been funded in some manner. This includes part-time work (which may or may not include tuition waivers), graduate assistantships and fellowships, positions in other University offices, and scholarships. It is the School's goal to continue funding at this percentage of its students and to continually look for new sources of funds. While the School's goal is clear, finding additional sources of funds can be difficult. For this reason, graduate students should make plans to fund the program through private sources.

Historically, applicants that are admitted with funding are often the beneficiaries of graduate assistantships (teaching assistantships in particular).

Teaching Assistantships

The School has teaching assignments in several areas. Most of the assignments have some involvement with the School's undergraduate laboratories. There are limited offerings in other areas dependent on University funding in a specific year. Teaching assignments are awarded considering the utilitarian need of the School; such as, if the School is in need of a foodservice laboratory teaching assistant, the offer of the position will be given to the admitted applicant with the most foodservice operations experience determined in their application resume. Because of this nature, priority is often given to PhD students who often hold more work experience than their MS applicant peer cohort. A typical duration for a TA position is three (3) academic years, provided the department budget and student's academic progress and standing. During that three years, supervisors will try to cultivate students to progress in their responsibilities. Normal progression of responsibilities tends to have the TA as a grader their first year, an assistant who may teach or create a segment under the supervision of the supervisor in their second year, and the third and final year they are instructors of record. There is no promise from the School that this progression will occur as a lot will depend on the student's willingness and readiness to grow professionally as an instructor and the supervisor validating this readiness.

There is an English proficiency requirement for graduate students whose first language is not English.

Research Assistantships

Research assistantships are assigned to individual professors based on funded research projects. These limited offerings are awarded to students qualified to assist with a particular project. The projects cover the full spectrum of hospitality and consumer interests. The individual professors choose their research assistants and the duration in which they are able to support.

Depending on the nature of the research, there may be certifications, training or other authorizations required for student to obtain to maintain the RA position. Principal Investigators (PI) supervising the RA should ensure the student is able to perform their responsibilities of their position.

Working with the Business Office

Rates

The School abides by the GS Minimum Salary Rates. A comprehensive table with additional information with specifics as it relates to benefits, remission etc. can be located out on the GS Website (Fellowship and Graduate Staff Employment Manuals):
https://www.purdue.edu/gradschool/faculty/publications.html

.25 FTE for 1 year (based on FY21- 22 budget rates)
Salary: $7,956
Fringes: $ 628.00
Fee Remits: $7,980

.50 FTE for 1 year (based on FY21-22 budget rates)
Salary: $15, 912
Fringes: $ 1,640.92
Fee Remits: $7,980

A couple of things to remember:

- Grad students on AY appointments are eligible to receive additional ~5,746 (.5 FTE) and 2,873 (.25 FTE) for summer employment provided that the student is enrolled for a minimum of three credit hours. Also, be advised that there are limitations on the allowable FTE for international students through the summer.
- Grad's who previously held a Fellowship Administered as an Assistantship (ie: Ross) or a Research Assistantship, may have a higher salary. Practice is to retain salary level; not reduce when moving from one appointment to another.
- Department has to evaluate the financial plan a.k.a. budget for Graduate Salaries as decisions about funding are being considered. This is something that the business office (HTM BO) can assist with.
- Scholarships can be awarded as a supplement any time throughout the year and these are not part of the base salary. Before committing to offer any type of scholarships in the offer letter or throughout the academic year, it would be advisable and best practice to insure that the student is eligible, etc.

Offer Letter

The College of Health and Human Sciences Employment Center has a particular system to hire students for graduate employment. Once a faculty member has determined that they want to employ a student within a graduate assistantship role, they will need to reach out to the graduate program coordinator to obtain an offer letter of employment. The coordinator will work with the Employment Center in obtaining the offer letter, the student to ensure they satisfy the academic components outlined in the applicable manual, and the business office on your behalf. *Do not draft your own letter to issue to the student*.

While templates are accessible to faculty, the College's system is to ensure the student is following academic policy and procedures and business functional areas are able to provide salary and benefits on time and correctly.

Grants, Scholarships, and Resources

Grants and Scholarships

HTM Scholarships

- Rosfeld Scholarship
  - This endowment was established in April 1987 by Howard B. Rosfeld. Income shall be used to support a graduate scholarship for students in the School of Hospitality and Tourism Management in the College of Consumer and Family Sciences (now known as the College of Health and Human Sciences). Recipients must be of good character, show strong potential, have a grade point average of at least 3.0 for hospitality and tourism courses, and have been admitted for graduate studies in hospitality and tourism management. Only HTM students are eligible to receive. Applications are announced.
- Almanza PhD Student Research Grant
  - This grant is to commemorate Barbara's 33 years of excellence in research, teaching, and service for the Purdue School of Hospitality and Tourism Management (SHTM), along with 16 years as the Graduate Program Director for the school. All SHTM PhD candidates (i.e., passed the prelim examination) will be eligible to apply for the grant. Applications are announced.

Travel Grants for Students

- PGSG Travel Grant – Due once a month
  - To augment the costs for students who are attending academic conferences outside of Indiana. Three-tiered funding placement. Funding awarded based on number of applicants and the placement of student's applicant against their criteria. travelpgsg@gmail.com
  - Tier 1 – Excellent - $750, Tier 2 – Good - $500, Tier 3 – Meets Lowest Criteria - $250, Tier 4 – Doesn't Meet Criteria – No Award.
- HHS Compton for the Academic Year – due at the start of October to Graduate Program Director

Professional Grants for Students

- PGSG Professional Grants – Due once a month.
  - Grant is intended to reimburse costs that fall outside-the-scope of research oriented expenses. Funding is awarded based on the student's application against their criteria. $750 is the maximum amount that can be awarded, but partial awards can be provided based on how much the criteria is met. professionalpgsg@gmail.com
  - Excellent – Fully Funded, Fair – Partial, Poor – No Funding.

Strategic Partnership

- PGSG Strategic Partnership – Rolling Basis
  - A grant program that offer co-sponsorship funding for graduate student focused events that complete the mission of PGSG: Life, Career, Community. Must have at least one-additional source of funding. Applicant can request the amount of either $750, $500, or $250. Must fit the criteria outline by PGSG President: pgsg.president@gmail.com And will proceed to the PGSG Executive Board if deemed appropriate for a vote to issue the award.
- PGSG Mental Health Partnership – Rolling Basis

Awards and Recognition

Outstanding HTM

- Doctoral Student
  - Nominated by a faculty member, voted on by HTM GPC to move forward to HHS for higher recognition.
  - Based on Research Excellence.
  - An annual award of $1000 will be presented to a student who has exhibited outstanding ability in scholarly activities, service to his/her department and to the College, and promise for a productive career in his/her field.
- Master's Student
  - Nominated by a faculty member, voted on by HTM GPC to move forward to HHS for higher recognition.
  - Based on Research Excellence.
  - An annual award of $500 will be presented to a student who has exhibited outstanding ability in scholarly activities, service to his/her department and to the College, and promise for a productive career in his/her field.
- Teaching Assistant
  - Nominated by GPC to forth to HHS.

Graduate School

- Graduate School Excellence in Teaching Award
  - Typically the HTM nomination is the HTM Outstanding TA of the previous academic year. HHS decides the college nominees.
  - Applicants must be registered as full-time graduate students (enrolled for eight credits or more) during the Spring semester.
  - Applicants must have served as a Graduate Teaching Assistant for at least two sessions during their Purdue graduate program.
  - Previous recipients of the Graduate School Excellence in Teaching Award are not eligible.
  - The award, which is considered the highest honor given to teaching assistants at Purdue, includes a $500 prize and recognition during the annual honors banquet
  - Due March 21

National Midwestern Association of Graduate Schools (MAGS)

- Excellence in Teaching Award
  - One (1) Master's nominee
  - One (1) Doctoral nominee
  - Each award includes a citation and a $750 honorarium that will be presented at the MAGS Annual Meeting
  - Due Jan 15

Teaching Resources

Center for Instructional Excellence

College Teaching Development Program

The College Teaching Development Program is open to all faculty, staff, postdocs, and graduate students. We define teaching broadly (classes, mentoring, advising, etc.), and have designed these programs to meet varied goals. The program consists of two certificates:

- The Certificate of Foundations in College Teaching
- The Certificate of Practice in College Teaching

The two certificates are both standalone and can be completed in any order. The Practice Certificate can also be completed multiple times with different emphases. Below are descriptions, as well as the requirements to complete each certificate.

CIE Consultations

CIE offers confidential consultations for faculty and instructors at Purdue. Our consultants have pedagogical expertise and significant teaching experience across a variety of disciplines. We start by discussing your individual teaching goals in a cooperative, developmental framework. We offer a variety of research-based teaching strategies tailored to your specific needs.

Common consultation subjects include:

- Learning environment and student motivation
- Soliciting and interpreting student feedback
- Measuring student learning
- Course outcomes and learning strategies
- Scholarship of Teaching & Learning

We can schedule consultations at your convenience and at a location of your choosing. We also provide walk-in consultation services at our Center in Young Hall 4th floor during normal business hours. Please contact the Center for Instructional Excellence by email **cie@purdue.edu** or phone (765) 496-6422 to schedule an individual, confidential consultation.

Small Group Instructional Diagnosis (SGID)

Research has shown that collecting and responding to student feedback in the middle of the semester offers instructors a productive way to improve their teaching, and encourages students to invest in their own learning process. For over three decades, Purdue has been conducting Small Group

Instructional Diagnosis (SGID) consultations, as a means of identifying both what is working well and class elements that can be improved, using the following process:

1. Pre-SGID consultation: CIE staff members meet with you to learn about your course and teaching goals.
2. 20-minute focus group: Either at the beginning or end of a class session, two staff members work with your students to come to consensus regarding two questions:
    - *What about the environment, activities, and structure of this course are helping your learning?*
    - *What specific suggestions do you have for changing the environment, activities, or structure of the course to better help your learning?*
3. Soon after the focus group, CIE staff members share with you the results in a confidential consultation, in which they can help you plan next steps for the class.
4. In the following class session, you discuss these results and your plans with the students.

To schedule an SGID, complete and submit the form here.

- SGIDs are generally conducted between Weeks 5 and 10 of the semester.
- Please submit your SGID request two weeks in advance.
- We respond to requests within 48 hours. If you do not hear back within that time, please email **cie@purdue.edu**.

IMPACT

Instruction Matters: Purdue Academic Course Transformation

IMPACT supports instructors in enhancing their pedagogical practices in order to create autonomy-supportive and inclusive learning environments to foster student success.

Specifically, the IMPACT program aims to support faculty's ability to:

- Implement pedagogical practices that are student-centered and engaging
- Create learning environments that are equitable and inclusive
- Create learning environments that are autonomy-supportive
- Continuously refine practice by evaluating explicit learning outcomes

To register for the IMPACT program, review the website.