



GRADUATE PROGRAM HANDBOOK

**Department of
Retailing & Tourism
Management**

University of Kentucky

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RETAILING AND TOURISM MANAGEMENT

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I. PHILOSOPHY OF THE PROGRAM

The graduate program in the Department of Retailing and Tourism Management is philosophically committed to the well-being of individuals in their immediate environment. The program is designed to meet individual student interests and career objectives.

II. MAJOR AREAS OF CONCENTRATION AND EMPHASES

The graduate program leads to a Master of Science Retailing and Tourism Management with a formal option in HMT (Hospitality Management & Tourism) or MAT (Merchandising, Apparel and Textiles). The program is individualized to meet each student's career interests using a combination of course work, independent study, and research experience. Coursework in RTM is selected to either the HMT (Hospitality Management & Tourism) or MAT (Merchandising, Apparel and Textiles) focus.

III. GENERAL INFORMATION

A. General Regulations

It is the student's responsibility to be informed concerning all regulations and procedures required by the course of study being pursued. Therefore, the student should become familiar with *The Graduate School Bulletin*. The link is <http://www.research.uky.edu/gsbulletin/bullinfo.shtml>.

B. Selection of Coursework Committee

The DGS (Director of Graduate Studies) will serve as temporary advisor to each student upon entering the program until the student selects a permanent advisor they want to work with.

By the end of the first semester or the completion of 9 semester hours of coursework, the student will select a Coursework Committee consisting of at least three faculty members. One faculty member from the Coursework Committee will serve as the student's Coursework Committee Chair. If the DGS is still the student's temporary advisor, they will serve as the committee chair and serve on the committee. At least one Coursework Committee member must have full graduate faculty status and a second member must have full or associate graduate faculty status. (See Appendix A for faculty status listing.)

Each committee member must be asked by the graduate student in writing (an email will suffice) to serve on the Coursework Committee. Should the graduate student's interest change, requiring new committee members to replace former committee members, an email will be sent by the student informing the former committee member/s that they are being removed from the committee.

C. Filing a Plan of Work

Each graduate student will file a Plan of Work at the completion of the student's first semester. The student and the chair of the Coursework Committee will establish the student's tentative program of study. As soon as a Coursework Committee is finalized, the other members of the committee shall also have input into the student's program. Changes in the plan of work may occur, but they should be submitted in writing and receive written approval by the Coursework Committee. (See "Plan of Work" in Appendix C)

D. Thesis, Non-Thesis & Internship Option

Graduate students may satisfy the Master of Science requirements by either of two options: Thesis Option (Plan A) or Non-thesis Option (Plan B).

Thesis Option

The Thesis Option requires a thesis to be developed under the direction of a full or associate member of the RTM Graduate Faculty. A minimum of 30 semester hours, including thesis hours, must be completed to satisfy requirements for the Thesis Option. Instructions for the preparation of thesis and dissertations are available at <http://www.research.uky.edu/gs/thesdissprep.html>.

If a student selects the Thesis Option, they must complete 6 credit hours of RTM 768. In doing so, the first 3 hours of this requirement should result in the completion of Chapters 1, 2, & 3 of their thesis and will result in an official Proposal Meeting of their committee and the approval of their topic. See the Thesis Proposal Approval Sheet.

The primary objective of a thesis research component is to expand the existing knowledge base. Each student completing Option A must present a thesis which represents the culmination of a major research project. The thesis must be a well-reasoned, original contribution to knowledge in the field of study and should provide evidence of high scholarly achievement. The major professor is the primary source of guidance in the planning and preparation of the thesis. However, other members of the Research Committee may be involved in the process as well. The following guidelines apply:

- Thesis proposal must be submitted to Research Committee for approval and will include Chapters 1, 2, & 3 of thesis.
- Thesis proposal must be reviewed and approved by Research Committee before student can begin work on thesis research and/or collect data for their thesis work.
- The official Thesis Proposal Approval Sheet must be filed with the DGS before student can proceed with the completion of their thesis.
- Student must obtain IRB approval before any thesis research data may be collected.
- Final thesis draft must be submitted at least 7 days in advance of the Final Exam.
- All members of the Thesis committee must read the thesis prior to signing the Approval Form.

Non-Thesis Option

The Non-thesis Option requires six or more graduate credit hours of either RTM 690 Industry Experience in RTM or RTM 790 Research Problems to be submitted in lieu of a thesis under the direction of a Non-thesis Research or Industry Internship Committee.

When selecting to complete RTM 790, students are choosing to complete a non-thesis creative project. In a non-thesis creative project, the focus is on the application of new or existing knowledge to an identified problem. Non-thesis options require the completion of 6 hours (RTM 790) of research problems. The non-thesis creative project culminates in a product. The product produced must demonstrate the application of knowledge in an original manner. The process used to produce the product must be documented in written form and illustrate how the product is an application of knowledge in the field.

A non-thesis student may also opt to complete RTM 690 Industry Experience in RTM. This will involve the completion of an industry internship approved by the DGS and the student's Research Committee. This experience must be within the student's field of study and must include 400 work hours.

The following guidelines apply to the non-thesis or internship process:

- Non-Thesis or Internship proposal must be submitted to the Non-Thesis or Internship Committee for approval and will include a written description of either the proposed research project or the proposed industry internship experience.
- Non-Thesis or Internship proposal must be reviewed and approved by Non-Thesis or Internship Committee before student can begin work on their Non-Thesis project or Internship experience.
- The official Non-Thesis or Internship Proposal Approval Sheet must be filed with the DGS before student can proceed with the completion of their Non-Thesis or Internship experience.
- Final Non-Thesis or Internship requirements must be submitted at least 7 days in advance of the Final Exam.
- All members of the Non-Thesis or Internship committee must read the submitted requirements prior to signing the Approval Form.

A minimum of 30 total semester hours must be completed to satisfy requirements for the Non-thesis Option. See the Non-Thesis Proposal Approval Sheet.

E. Selection of Major Professor and Committee

By the end of the first year or the completion of 15-18 semester hours of course work, the student must select a Research/Internship Committee* consisting of at least three qualified members. One faculty member from this committee should be requested by the student to serve as the student's Major Professor*. At least one committee member must have full graduate faculty status (does not have to be major professor). A second member must have full or associate graduate faculty status (see Appendix A for faculty status listing). The student must file their committee selection (email is sufficient) with the department's Director of Graduate Studies, in addition the student must do the following:

1. By the end of the first year of study or completion of 15-18 semester hours of coursework, each graduate student should work with their major professor to develop a thesis/non-thesis proposal. This proposal should be presented during the first scheduled meeting of the Research/Internship Committee.
2. The thesis/non-thesis proposal must be submitted to the Research/Internship Committee for approval prior to the collection of data.
3. The appropriate Proposal Approval Sheet must be filed with the Director of Graduate Studies after the proposal committee has met and approved the student's thesis research, non-thesis project, or industry internship experience. If the student is completing a thesis, this approval will include the submission of Chapters 1, 2, & 3 of their thesis.

**Note: Coursework Committee and Chair may or may not be the same as the Research Committee and Major Professor. (See definition of terms pg 9) At least one faculty member from the Coursework Committee must serve on the Research Committee.*

F. Program Requirements

A minimum of 30 semester hours including six thesis credit hours RTM 768 (Residence Credit for Master's Degree) is required of students in the Thesis Option (Plan A). For students in the Non-Thesis Option (Plan B), 30 semester hours is required including 6 hours of either RTM 690 Industry Experience in RTM or MAT 790 Research Problems in RTM.

At least two-thirds of the minimum course requirements (16 credits) must be taken in regular courses which meet as organized classes. Courses taken as independent study or research courses must not duplicate thesis work. At least 12 hours of the minimum course requirements must be completed in 600 or 700 level courses.

Courses numbered at the 500, 600, and 700 levels may be counted for credit toward a master's degree. Courses numbered at the 400G level may be counted for graduate credit only if the course is taken outside of the student's major. No graduate credit may be earned for correspondence courses or courses listed as deficiencies, or undergraduate courses.

G. Academic Load

The normal course load for a graduate student is nine (9) credit hours per regular semester. During the summer term, which may include a combination of Summer Session I and II, the total course load should not exceed 13 credit hours. The maximum course load is nine credit hours for the eight-week session and four credit hours for the four-week intersession.

H. Grades/Grade Average

An overall average of "B" (3.0) on all graduate work in the program must be attained before a master's degree will be awarded. "D" grades are not awarded to graduate students. Anything lower than a C will be recorded as an E. Graduate courses may not be taken Pass/Fail.

Students who have earned an average of less than 3.0 on 12 or more semester hours will be placed on scholastic probation and are subject to dismissal from the program. See section "I" entitled "Termination Policy" for additional information.

I. Termination Policy

Students having completed 12 or more credit hours with less than a 3.0 G.P.A. will be placed on scholastic probation. The Director of Graduate Studies will review the academic performance of graduate students in the department on a semester basis and consult with all RTM Graduate Faculty. Students will have one full-time semester (9 hours) to remove the probation by attaining a 3.0 G.P.A. If probation is not removed, they will be dismissed from the Graduate School.

J. Transfer Credits

The student may elect to transfer regular graduate course credits earned prior to admission to the program from an accredited university, provided that the grades earned were A or B. Transfer credits are subject to approval by the student's Coursework Committee, the Director of Graduate Studies, and the Graduate Dean. Up to nine semester hours or 25% of the semester hours required for the degree (whichever is greater) may be credited toward the minimum course requirements excluding those required for thesis or residence credit.

K. Final Examination ("Final Defense")

For students enrolled in the non-thesis option, the final examination shall consist of topics covered in the student's non-thesis research/project or presentation of the student's industry internship experience. Final examinations for students selecting the thesis option will consist primarily of a defense of the thesis.

As indicated in *The Graduate Bulletin*, the final examination must be scheduled for a date no later than eight days before the last day of classes (excluding final examination week) in the semester in which the degree is to be awarded. The recommendation for a final examination must be filed with The Graduate School at least two weeks prior to the date of the examination. The recommendation

for a final examination should be initiated by the student by arranging a date with his/her major advisor at least 30 days prior to the date on which the examination is to be given.

However, the RTM Graduate Faculty strongly recommend that a student schedule his/her final examination earlier than eight days prior to the end of classes to allow for changes required in the thesis following the final examination. Before the final examination, the major professor and the Director of Graduate Studies must indicate to The Graduate School that the student is ready to be examined.

IV. FINANCIAL SUPPORT

There are a range of assistantships, scholarships and fellowships for eligible graduate students both within the RTM department and The Graduate School. Please contact the DGS for more information and review The Graduate School Bulletin and the College of Agriculture Food and Environment for additional information on financial support.

V. IMPORTANT DEADLINES

<i>Selecting Coursework Committee and Chair</i>	To be selected before the completion of the 1st semester or 9 credit hours of coursework.
<i>Filing a Plan of Work</i>	To be filed before completion of the 1st semester or 9 credit hours of course work.
<i>Selecting Research Advisory Committee</i>	To be selected by the completion of the 1st year (18 hrs. coursework) and in consultation with Major Professor.
<i>Submission of Thesis, Non-Thesis or Internship Proposal</i>	By the end of the first year during 1st committee meeting of Thesis, Non-Thesis, or Internship Committee.
<i>Submission of Thesis or Non-Thesis</i>	By end of the 2nd year.
<i>Request for Final Examination</i>	Schedule with Major Professor at least 30 days prior to the date of the final examination.
<i>Schedule Final Examination</i>	Schedule with The Graduate School two weeks prior to the date of the final examination.
<i>Complete Final Examination</i>	Must be taken at least 8 days prior to the last day of classes in the semester in which degree is to be awarded.
<i>Finalize Revisions and Format Thesis/Non-Thesis or Internship document</i>	Must meet the posted The Graduate School or the Retailing and Tourism Management deadlines for review of thesis and submission

NOTE: Students must consult with major professor or committee chair prior to scheduling committee meetings. Students must submit drafts of all written work to major professor or committee chair prior to distribution among committee members. Students must submit written work to the committee members for review at least 5 days before a scheduled meeting otherwise the meeting may be canceled.

VI. RESOURCE & BEHAVIOR POLICY

The following guidelines are to be followed at all times when completing your TA or RA responsibilities in the Department of Retailing and Tourism Management:

Departmental Resources

- Room 303 EH provides a **computer with internet connection** and **limited storage space** for your work as a TA or RA. These resources are provided by the Retailing and Tourism Management Department and are restricted to departmental business. You may leave items at your workspace, but please keep the space clean and neat. Do not leave random papers and/or items on the tables. Please put things away in

the storage spaces above the desks. If you need folders or notebooks to organize TA or RA materials, please see Linda Marshall or your faculty supervisor.

- All computers in 303 EH are open to all TAs and RAs in RTM. Please choose **any open computer** when you are working on department business.
- Teaching Assistants and Research Assistants are to use a department provided **flash drive** for their assigned work rather than saving documents on the hard drive of computers in 303 EH.
- Use of space and computers in 303 EH are restricted to **departmental work** as assigned by your faculty supervisor.
- Please do not personalize your space as other TAs/RAs will need to use it. You may not always be seated at the same computer each time you are working. Keep this in mind.
- **Activities not allowed include:** playing music, videos, or TV programs (please use headphones when listening to music); engaging other students in loud conversations across the space of the room so that others' work is interrupted or disturbed; viewing your Facebook page or other social media for extended periods of time or any other use of the computers that are not work related. This is a **professional work space**, and it needs to be treated as such accordingly.
- **Each computer is set up to print to the copier machine.** You should use your faculty supervisors' copy code for DEPARTMENT WORK ONLY. The number of copies is tracked by copier code on a regular basis. The department is on a tight budget with paper being one of our largest expenditures. **Please do not make personal copies from computers in 303** – this includes copies for your own thesis and/or project work. If/should the number of copies become excessive, the ability to print to the copier from a computer in 303 will be removed.
- **Department copy machine** – the copy machine is located in Room 315 of Erikson Hall. Use of this copy machine is limited to copies made for your TA/RA assignment only. You may not make any personal copies using this machine. Please keep in mind the following:
 - A separate **copy code** should be used for each of your TA/RA assignments. See your faculty supervisor for the copy code.
 - **No personal printing** is allowed on this copy machine for any reason. If you make personal copies on this machine, you will be asked to stop.
 - **Changing paper** – when you change the paper in the copier from white to a color, please change the paper back to white. When you leave color paper in the copier this causes an inconvenience to the next person printing copies.
- **It is critical that you LOCK the door to 303 if you are the last to leave in the afternoon or if you come in at night or on the weekend.** If the door to 303 is left unlocked, there is a danger that computers and personal items from this room could be stolen. It is your responsibility to lock the door if you are the last person to leave.

Behavioral Guidelines

While serving as a TA or RA in the Department of Retailing and Tourism Management, the following guidelines are to be observed:

- **You are expected to make your TA or RA assignment a priority.** The first priority you have at the University of Kentucky is as a student. We want you to be successful and perform well in your classes. Your next priority is your TA or RA assignment. If you have outside employment of any kind, the scheduling of your TA or RA hours should be done first. You must work with your faculty supervisor to determine when they need you available. The only activity that should make you unavailable to your faculty supervisor will be the courses you are enrolled. You may not tell your supervisor you are unavailable to them due to any other employment commitments.
- **You are expected to be on time for any TA or RA scheduled activity.** If you agree with your faculty supervisor to be in the office at a certain time, you are expected to be there at that time. If for some

reason you are unable to be on time, it is your responsibility to contact your supervisor immediately and let them know you will not be showing up. This is critical! Being late or not showing up for office hours, scheduled meetings, or commitments of any kind associated with your TA or RA is not tolerated and can result in your immediate dismissal.

- **Abuse of TA or RA privileges.** Being awarded a TA or RA at the University of Kentucky in the Department of Retailing and Tourism Management is a privilege. With this opportunity comes much expectation. If you continuously abuse the privileges you have been given your TA or RA assignment may be revoked. Abuse of your TA or RA assignment includes, but is not limited to the following:
 - Making a habit of changing your TA or RA hours for personal reasons
 - Continually being late or not showing up for your TA or RA hours
 - Not communicating appropriately with your TA or RA supervisor as necessary
 - Not conducting yourself in a professional manner at all times when representing yourself as a TA or RA of the Department of Retailing and Tourism Management
 - Being disrespectful to fellow TA/RA's, faculty and/or students

APPENDIX A

RTM Department GRADUATE FACULTY

Full Time Graduate Status

Desmond Brown, Ph.D. - HMT

Elizabeth Easter, Ph.D. – MAT

Vanessa Jackson, Ph.D. – MAT

Min-Young Lee, Ph.D. – MAT

Scarlett Wesley, Ph.D. – MAT

Associate Graduate Status

Rayecarol Cavender, Ph.D. – MAT

Tracy Lu, Ph.D. – HMT

Jason Swanson, Ph.D. – HMT

APPENDIX B

DEFINITION OF TERMS

Faculty Terminology:

Director of Graduate Studies (DGS)-- Coordinates department's graduate program. Serves as Temporary Advisor to all new graduate students.

Associate Graduate Faculty Status--Authorization to teach graduate level courses and supervise masters' theses. Appendix A contains a current listing of departmental faculty with associate and full graduate faculty status. Abbreviated as **AM** (Associate Member of the Graduate Faculty) on the FINAL EXAMINATION RECOMMENDATION.

Full Graduate Faculty Status--Authorization to teach graduate level courses, supervise masters' theses, and direct doctoral students. Appendix A contains a current listing of departmental faculty with associate and full graduate faculty status. Abbreviated as **FM** (Full Member of the Graduate Faculty) on the FINAL EXAMINATION RECOMMENDATION.

Major Professor--Supervises thesis/non-thesis research progress.

Coursework Committee--Coursework Committee consists of at least three faculty members who supervise the graduate coursework. One member must be selected by the student to chair the committee.

Research Committee--Consists of at least three faculty members who supervise the master's thesis/non-thesis project. The committee consists of the following individuals: the student's major professor, one professor with associate graduate faculty status, and one professor with full graduate faculty status.

Degree Completion Terminology

Non-thesis Option--Creative project with a research component. The project includes graphic and written components (review of literature, summary of research methodology, and findings) or completion of an industry experience approved by the department.

Research Proposal – Chapters 1, 2, & 3 that outlines the research problem, hypotheses/ questions, significance, important prior research, possible research methodology, and potential outcomes of the study or final form.

Final Examination (or “Final Defense”)--Members of the Research Committee pose questions on graduate coursework, and thesis/non-thesis project in the master's oral defense. The questions are not given to the candidate prior to the defense. Any member of the University community may attend.

Plan A for HMT

PLAN OF WORK FOR _____ (student's name)

Retailing & Tourism Management (RTM)

HOSPITALITY & TOURISM MANAGEMENT Formal Option

Master's Degree Program

Plan A (thesis) – 30 hours

CORE COURSES = 15 hours				
Course	Name	Cr. Hrs.	Date	Grade
RTM/HES 600	Research Methods in RTM	3		
RTM 650	Survey of Current Theories & Literature	3		
STA 570	Basic Statistical Analysis	4		
RTM 772	Seminar in RTM	3		

THESIS REQUIREMENT: 6 hours				
Course	Name	Cr. Hrs.	Date	Grade
RTM 768	Residence Credit for Master's Degree	3		
RTM 768	Residence Credit for Master's Degree	3		

SUPPORT SELECTIONS: 12 hours				
Course	Name	Cr. Hrs.	Date	Grade

Additional Requirements which apply to the Total Number of Hours Requested:

Plan A _____ 12 hours of course work 600-700 level

Plan A _____ 16 hours of regular courses (structured course and not independent study)

Graduate Student _____ Date _____

Coursework Major Advisory Committee _____ Date _____

Coursework Major Advisory Committee _____ Date _____

Coursework Major Advisory Committee _____ Date _____

- Notes:**
1. The plan of work must be completed and signed by the committee no later than the end of the 1st full semester the student is enrolled in graduate school.
 2. The graduate student is responsible for organizing his/her Coursework Committee and completing this form.
 3. Any change in the approved program must be submitted in writing to the committee for approval.
 4. Three copies of completed form are required: 1 for graduate student, 1 for advisor, 1 for Director of Graduate Studies

The Coursework Committee may require a student to take more than the minimum number of courses required.

Plan B for HMT

PLAN OF WORK FOR _____ (student's name)

Retailing & Tourism Management (RTM)

HOSPITALITY MANAGEMENT AND TOURISM Formal Option

Master's Degree Program

Plan B (non-thesis) – 30 hours

CORE COURSES = 12 hours				
Course	Name	Cr. Hrs.	Date	Grade
RTM/HES 600	Research Methods in RTM	3		
RTM 650	Survey of Current Theories & Literature	3		
STA 570	Basic Statistical Analysis	4		
RTM 772	Seminar in RTM	3		

NON-THESIS REQUIREMENT: 6 hours				
Course	Name	Cr. Hrs.	Date	Grade
RTM 690	Industry Experience in RTM	6	RTM 690	
Or MAT 790	Research Problems in MAT	6	Or MAT 790	

SUPPORT SELECTIONS: 12 hours				
Course	Name	Cr. Hrs.	Date	Grade

Additional Requirements which apply to the Total Number of Hours Requested:

Plan B _____ 12 hours of course work 600-700 level

Plan B _____ 16 hours of regular courses (structured course and not independent study)

Graduate Student _____ Date _____

Coursework Major Advisory Committee _____ Date _____

Coursework Major Advisory Committee _____ Date _____

Coursework Major Advisory Committee _____ Date _____

- Notes**
1. The plan of work must be completed and signed by the committee no later than the end of the 1st full semester the student is enrolled in graduate school.
 2. The graduate student is responsible for organizing his/her Coursework Committee and completing this form.
 3. Any change in the approved program must be submitted in writing to the committee for approval.
 4. Three copies of completed form are required: 1 for graduate student, 1 for advisor, 1 for Director of Graduate Studies

The Coursework Committee may require a student to take more than the minimum number of courses required.

Plan A for MAT

PLAN OF WORK FOR _____ (student's name)

Retailing & Tourism Management (RTM)

MERCHANDISING, APPAREL & TEXTILES Formal Option

Master's Degree Program

Plan A (thesis) – 30 hours

CORE COURSES = 12 hours				
Course	Name	Cr. Hrs.	Date	Grade
RTM/HES 600	Research Methods in RTM	3		
RTM 650	Survey of Current Theories & Literature	3		
STA 570	Basic Statistical Analysis	4		
RTM 772	Seminar in RTM	3		

THESIS REQUIREMENT: 6 hours				
Course	Name	Cr. Hrs.	Date	Grade
RTM 768	Residence Credit for Master's Degree	3		
RTM 768	Residence Credit for Master's Degree	3		

SUPPORT SELECTIONS: 12 hours				
Course	Name	Cr. Hrs.	Date	Grade

Additional Requirements which apply to the Total Number of Hours Requested:

Plan A _____ 12 hours of course work 600-700 level

Plan A _____ 16 hours of regular courses (structured course and not independent study)

Graduate Student _____ Date _____

Coursework Major Advisory Committee _____ Date _____

Coursework Major Advisory Committee _____ Date _____

Coursework Major Advisory Committee _____ Date _____

- Notes:**
1. The plan of work must be completed and signed by the committee no later than the end of the 1st full semester the student is enrolled in graduate school.
 2. The graduate student is responsible for organizing his/her Coursework Committee and completing this form.
 3. Any change in the approved program must be submitted in writing to the committee for approval.
 4. Three copies of completed form are required: 1 for graduate student, 1 for advisor, 1 for Director of Graduate Studies

The Coursework Committee may require a student to take more than the minimum number of courses required.

Plan B for MAT

PLAN OF WORK FOR _____ (student's name)

Retailing & Tourism Management (RTM)

MERCHANDISING, APPAREL & TEXTILES Formal Option

Master's Degree Program

Plan B (non-thesis) – 30 hours

CORE COURSES = 12 hours				
Course	Name	Cr. Hrs.	Date	Grade
RTM/HES 600	Research Methods in RTM	3		
RTM 650	Survey of Current Theories & Literature	3		
STA 570	Basic Statistical Analysis	4		
RTM 772	Seminar in RTM	3		

NON-THESIS REQUIREMENT: 6 hours				
Course	Name	Cr. Hrs.	Date	Grade
RTM 690	Industry Experience in RTM	6		
Or MAT 790	Research Problems in MAT	6		

SUPPORT SELECTIONS: 12 hours				
Course	Name	Cr. Hrs.	Date	Grade

Additional Requirements which apply to the Total Number of Hours Requested:

Plan B _____ 12 hours of course work 600-700 level

Plan B _____ 16 hours of regular courses (structured course and not independent study)

Graduate Student _____ Date _____

Coursework Major Advisory Committee _____ Date _____

Coursework Major Advisory Committee _____ Date _____

Coursework Major Advisory Committee _____ Date _____

- Notes:**
1. The plan of work must be completed and signed by the committee no later than the end of the 1st full semester the student is enrolled in graduate school.
 2. The graduate student is responsible for organizing his/her Coursework Committee and completing this form.
 3. Any change in the approved program must be submitted in writing to the committee for approval.
 4. Three copies of completed form are required: 1 for graduate student, 1 for advisor, 1 for Director of Graduate Studies

The Coursework Committee may require a student to take more than the minimum number of courses required.

THESIS PROPOSAL APPROVAL SHEET

Thesis Title _____

Student's Name _____

We verify that this thesis proposal satisfies the requirements of the Department of Retailing and Tourism Management, and that the research committee has met and approved the thesis proposal.

Director of Thesis

Committee Member

Committee Member

Date

**Note:* A signed copy must be turned into the Director of Graduate Studies in the Department of Retailing and Tourism Management after proposal has been approved by the committee.

NON-THESIS PROPOSAL APPROVAL SHEET

Non-Thesis Title _____

Student's Name _____

We verify that this non-thesis proposal satisfies the requirements of the Department of Retailing and Tourism Management, and that the research committee has met and approved the non-thesis proposal.

Director of Non-Thesis

Committee Member

Committee Member

Date

**Note:* A signed copy must be turned into the Director of Graduate Studies in the Department of Retailing and Tourism Management after proposal has been approved by the committee.

INDUSTRY INTERNSHIP PROPOSAL APPROVAL SHEET

Internship Title _____

Student's Name _____

We verify that this internship proposal satisfies the requirements of the Department of Retailing and Tourism Management, and that the internship committee has met and approved the internship proposal.

Director of Internship

Committee Member

Committee Member

Date

**Note:* A signed copy must be turned into the Director of Graduate Studies in the Department of Retailing and Tourism Management after proposal has been approved by the committee.