

## **PROGRAM POLICY STATEMENT FOR MS IN FASHION STUDIES**

### **Part I: Program History**

In 2008, the Department of Fashion & Apparel Studies at the University of Delaware began offering a Master of Science in Fashion Studies. The program will be reviewed for permanent status in 2013. The program joins a graduate certificate in Socially Responsible and Sustainable Apparel Business (SRSAB) that commenced in 2007.

The Master of Science in Fashion Studies is designed to prepare students to be effective professionals in the global apparel industry. The growth and dominance of large multinational apparel brands and retailers has created a need for professionals who are globally oriented, innovative, have both apparel product design and consumer behavior expertise along with an understanding of social responsibility and sustainability, and strong communication skills. Graduates will be able to serve as integrators who can create value for a firm by integrating knowledge about consumer research, product design, product merchandising, product sourcing, and product presentation.

The MS program is unique in that all students complete design innovation and consumer behavior courses to bring an understanding of both to solving problems in the global fashion industry. Concepts and practices from social responsibility and sustainability will underlie the graduate program. Students take 32 credit hours of course work and research. Twenty credits are taken in fashion and apparel studies courses in topics such as research analysis in fashion studies, global fashion consumer, theory of design and aesthetics, and interdisciplinary approaches to problem solving. Six additional credits are taken in research methods and statistics, and six credits support the thesis research.

The graduate certificate in Socially Responsible and Sustainable Apparel Business is comprised of nine, one-credit courses that are offered through the Internet. Students select a Labor or Environment track. A set of seven core courses are taken by all students and two specialized courses are taken for each selected track. If students wish, they may pursue both tracks by taking all four specialized courses in addition to the seven core courses.

The graduate certificate provides a foundation of knowledge needed to manage international production and sourcing of apparel, textiles, and footwear in ways that are socially responsible and sustainable. The competencies and skills embedded in the courses are based on research with industry leaders and professionals who lead nongovernmental organizations and civil society groups with a stake in the global apparel business. The coursework is grounded on principles of the United Nations (UN) Global Compact, a voluntary international initiative bringing together companies, labor and civil society groups, and various UN agencies in support of human rights, labor, and the environment.

UD's Fashion and Apparel Studies faculty are uniquely positioned to support the graduate programs offered. Faculty produce high quality empirical research and creative scholarship, winning awards in international competition for designs and research, and having considerable success in grantsmanship. The proposed graduate programs build upon particular strengths of faculty research and scholarship which center around consumer behavior, design, visual style, and social responsibility and sustainability. The faculty is committed to a graduate program that creatively blends empirical research and creative scholarship.

## **Part II. Admission to MS degree**

### **A. Admission requirements.** Applicants for admission meet the following requirements:

1. A cumulative grade-point average (GPA) equivalent to at least 3.0 on a 4.0 scale in all prior undergraduate college-level course work.
2. A GRE (Graduate Record Exam) score (taken within past 5 years), with a minimum combined verbal and quantitative score of 1050 and no less than 550 on the verbal GRE.
3. Students whose first language is not English must take the Test of English as a Foreign Language (TOEFL) unless a prior degree was obtained from the U.S. institution. The minimum score for TOEFL should be 550 or higher (paper-based test) or 213 (computer-based test) or 79 on the Internet-based TOEFL to be considered for admission. TOEFL scores more than two years old cannot be validated or considered official.
4. An interview with member(s) of the Fashion and Apparel Studies graduate faculty may be required.

### **B. Prior degree requirements.** Applicants must have an earned baccalaureate degree from an accredited institution.

### **C. Application deadlines.** Review of applicants begins on February 1. Some funded assistantships are available; applications received by February 1 will be considered for funding.

### **D. Special competencies needed.** Candidates for admission need not have majored in fashion related areas previously, but they will be expected to possess:

1. Strong written and oral communication skills
2. An understanding of computer systems and basic word processing and spreadsheet applications
3. Knowledge of consumer behavior or social psychological aspects of clothing
4. Knowledge of the global fashion industry
5. Understanding of design and aesthetic concepts
6. Applicants interested in a creative design focus should have had a minimum of one patternmaking course

These competencies will be evaluated by the Fashion and Apparel Studies Graduate Committee and may be satisfied through coursework, evaluation of transcripts, a writing sample, or in some cases relevant industry experience. These evaluations will be communicated to prospective students by letter when they are accepted into the program.

### **E. Admission categories.**

1. **Regular status** – This is offered to students who meet all admission requirements of the university and of the Fashion and Apparel Studies department.
2. **Provisional status** – This is offered to students who are seeking admission to a degree program but lack specific subject matter prerequisites (see **Special competencies above**) needed in the Fashion and Apparel Studies department. If an applicant does not have the special competencies listed in the previous section D, he/she may be admitted provisionally. Students admitted with provisional status will receive a letter specifying the courses in which they will need to receive the appropriate background necessary for the MS program. All provisional requirements must be met within 2 semesters for regular status to be granted. Grades of B or better must be achieved on all prerequisite provisional department courses. In order to continue to progress toward degree any student who fails to receive B or better on provisional courses must repeat the course and receive a B. In addition, having to repeat a

provisional course is considered in the review for satisfactory progress to degree [See page 7-8, Section III.C.1 (departmental review procedures for evaluating normal progress and evaluation of performance of master's students)]. Students admitted with provisional status to a degree program are generally not eligible for assistantships or fellowships.

**3. Non-degree Status - This is offered to (a) students** who are unable to achieve regular status because of enrollment limits in the Fashion and Apparel Studies department or (b) students wishing to earn graduate credit but do not intend to work for a degree. Non-degree students are not required to follow course sequences, but they are held to the same performance standards as other graduate students. Admission with non-degree status is valid for a stated limited time and implies no commitment by the university or the department about later admission with regular status. If a student desires to change from non-degree status, the student must be recommended for a change of status by the Fashion and Apparel Studies department and seek approval from the Office of Graduate Studies. Earned graduate credit may or may not be accepted if the student's status is changed. In general, graduate credit must fit into an approved program of study and all credits must have been completed within the appropriate time limit. Upon the recommendation of the student's advisor, no more than 9 credit hours of graduate non-degree credit may be transferred to the graduate degree program.

Non-degree admission is also offered to students who wish to transfer graduate credits to another institution. In such cases, students must submit a letter from their graduate dean or registrar certifying that they are graduate students in good standing at another institution. Letters will be accepted in lieu of the transcripts and GRE scores which are required of all other applicants.

**F. Other documents required.** Candidates for admission must submit 3 letters of recommendation and a personal statement describing interests, intellectual goals, and how this program would meet their goals and objectives. A resume and a writing sample (research paper from a senior level course) are required. Portfolios may be required.

**G.** Admission to the graduate program is competitive. Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

### **Part III. Academic**

#### **A. Degree Requirements**

##### **1. Course Requirements for Master of Science in Fashion Studies**

Master's students are required to take the following courses:

FASH 822 Global Fashion Consumer	3
FASH 689 Apparel Supply Chains & Social Responsibility	1
FASH 691 Socially Responsible Apparel: Global Policy	1
FASH 692 Sustaining Global Apparel Supply Chains	1
or FASH 695 Bringing Social Responsibility to Apparel Corporate Culture	1
FASH 825 Interdisciplinary Approaches to Creative Problem Solving	3
FASH 800 Research Analysis in Fashion Studies	3
FASH 665 Fashion Studies Seminar (taken twice)	2

EDUC 665 Elementary Statistics (or equivalent)	3
Research Methods (IFST 615, EDUC 607 or equivalent)	3
Department electives (600 or 800 level)	6
FASH 869 Thesis	<u>6</u>
	32

The master's requires a minimum of 32 hours of graduate coursework, including 6 hours of thesis, 6 semester hours of research methods and statistics, 14 required hours of departmental courses, and 6 elective hours of additional focus area courses in the department.

The master's program prepares students to be "integrators" in industry, professionals who can create value by integrating knowledge about consumer research, product design, product merchandising, product sourcing, and product presentation. All students will complete design innovation and consumer behavior courses to bring an understanding of both to solving problems in the global fashion industry. The program has a strong emphasis on understanding design, theory, and research as it relates to fashion phenomena. Concepts and practices from social responsibility and sustainability will underlie the graduate program.

The selection of major courses (beyond the required core courses) is done in consultation with the student's advisor and is based on research/specialization area and stated goals. Students without a previous degree in the field may be required to complete additional undergraduate or graduate level courses.

## 2. Non-Registered Requirements

### Registration and Residency Requirements

Graduate students must maintain continuous enrollment each fall and spring semester to be eligible to continue in the Fashion Studies program. Continuous enrollment must be through course work, sustaining credit for candidates completing thesis work, or an approved leave of absence.

### Seminar

All students must register for FASH 665 Seminar each year.

### Language requirement

There is no formal foreign language requirement in the Fashion Studies graduate program. The need for proficiency in another language for a student's research will be determined by the advisory committee.

## 3. Petitions for variance in degree requirements

### Time limits for completing degree requirements

Typically, the master's program can be completed in two years. The university allows ten semesters from the date of matriculation for completion of the master's degree for students entering the doctoral program with an earned master's degree. Graduate course credits expire five years after the course has been completed. Extension of this time limit may be granted for circumstances beyond a student's control and must be approved by the student's academic advisor and the department chair.

#### **4. Grade minimums**

Students must maintain a 3.0 average on courses within their major field of study. Further, as per university policy, a student must maintain a 3.0 grade point average (on a 4.0 scale) each semester to be considered in good standing. Credit hours and courses for which the grade is below a B- do not count toward the degree, however the grade is applied to the index. In order to continue to progress toward degree any student who fails to receive B or better on courses in their major field of study must repeat the course and receive a B. In addition, having to repeat a course is considered in the review for satisfactory progress to degree [See page 7-8, Section III.C.1 (departmental review procedures for evaluating normal progress and evaluation of performance of master's students)].

#### **5. Courses which may not be used toward the degree**

No more than 3 credits of independent study (FASH 666: Special Problems) and 3 credits of supervised research (FASH 868: Supervised Research) may count towards the degree.

A maximum of 9 graduate credits may be applied toward the graduate degree through Continuing Education non-degree classification with approval of the department chair and the student's advisor.

Graduate credit earned at another institution will be evaluated at the student's request. A maximum of 9 credits required for the degree will be accepted provided the course meets university requirements for transfer approval. Graduate courses for transfer credit must have a B or better.

#### **6. Facility of Expression in English**

Candidates for the degree must have acquired the ability to express themselves clearly in English, both orally and in writing. The major department has the responsibility of determining whether candidates have met this requirement.

### **B. COMMITTEES FOR MASTER'S EXAMS AND THESES**

#### **1. ADVISEMENT**

For the first semester of graduate study, the department's director of graduate studies serves as the student's temporary advisor. Students should seek opportunities to meet all faculty members in the department to discuss their areas of study during the first semester. Master's students must decide whom they would like as their advisor by the beginning of the second semester. To request an advisor, students will write a statement of research interests and indicate with whom they want to work and will submit this to the graduate studies director. The department will try to accommodate each student's interests/requests. However, faculty availability will be considered for the number of students who need advisement.

#### **2. SELECTION OF MASTER'S THESIS COMMITTEES**

The thesis committee consists of one faculty advisor and two other faculty members. Two faculty members including the student's advisor who will serve as committee chairperson should be from the Fashion and Apparel Studies department. By the beginning of the

second semester, the student will write a statement of research interests and indicate who in addition to his or her advisor would be appropriate members of the thesis committee. With the approval of the advisor, it is the student's responsibility to discuss the topic with potential committee members and gain their agreement to serve as committee members.

### **3. REQUIREMENT FOR COMPREHENSIVE EXAMS FOR MASTER'S DEGREE**

Master's students have no official comprehensive exam such as a qualifying exam. However, master's students will write, present, and be examined over a research/scholarship proposal. In addition, they will be examined over their theses and program of study at the thesis defense (See Part III.C.3).

#### **RESEARCH/SCHOLARSHIP PROPOSAL**

Before or during their third semester in the program, master's students must submit a written proposal for research/scholarship. The proposal will be presented at a meeting of the student's graduate committee and must be approved by the graduate committee. This proposal should include a detailed review of pertinent literature, justification for the scholarly activity, methods and procedures to be used, and a timetable for completion. The proposal will be reviewed and refined as necessary, based on the committee's input. If major emphasis is shifted during the course of the research/scholarship, the proposal should be amended with the advice and consent of the committee.

### **4. POLICIES FOR DATES OF EXAMINATIONS**

Since thesis defenses typically occur at the end of a course of study, a convenient time to hold them might be in the summer. However, holding exams during the summer may be difficult because faculty on nine-month contracts or on Sabbatical may not be available during the summer. Therefore, the student needs to plan with the graduate committee well in advance to negotiate appropriate scheduling of the defense.

### **5. HUMAN SUBJECTS RESEARCH GUIDELINES**

University policy and federal law (45 CFR 46) require that all research involving living human subjects be reviewed and approved by the Human Subjects Review Board (HSRB). This body is also commonly referred to as an Institutional Review Board (IRB). This requirement applies to all research involving human subjects conducted by University faculty, staff, and students.

As defined by federal law, there are three levels of appropriate review: exemption from full board review, expedited review, and full board review. The level depends on who the subjects will be and how much risk they will experience. For information on how to decide which type of review may be required, see the section on protocol review and approval procedures available in <http://www.udel.edu/research/preparing/protocolreview.html>

University investigators planning research projects involving the use of human subjects are required to (1) make available to the Review Board the plans for anticipated research before beginning the projects and in sufficient time to allow the board to take action; (2) make clearly evident in the written research plan or through any further information that may be needed precisely how the rights and welfare of the research subjects are to be protected, how informed consent of human subjects is to be obtained, and whether written consent forms are to be used; and (3) during the course of the project make known to the committee any changes in protocol or any emerging problems of investigation that may significantly alter the original concept; (4)

report to the Review Board any instances of injuries or unexpected problems involving risks to subjects or others; and (5) carry out the continuing responsibilities delineated in Section E.6, "Responsibilities of the Research Investigator."

Students should submit the application for human subjects review to the chair for human subjects in the CHEP who serves as a member of UD's IRB prior to conducting research and must obtain the approval before collecting data.

## **6. APPROVAL OF THESES**

### **THE MASTER'S THESIS**

The master's thesis must reflect the ability to conduct scholarly work and to report the results in a manner worthy of publication. The following items are to be submitted to the Office of Graduate Studies: (a) Three original sets of the signature pages showing approval of the thesis; (b) Three copies of the abstract; (c) The thesis as a PDF file. The thesis must be approved by (a) the chair of the committee in charge of the candidate's degree program or the advisor, (b) the chair of the department of major concentration or the chair of the committee in charge of an area of study, (c) the Dean of the College, and (d) the Provost.

## **7. DEPARTMENTAL AND STUDENT OBLIGATIONS FOR DETERMINING COMMITTEE MEMBERS AND CHANGES IN COMMITTEE MEMBERS**

Although it is not desirable to change faculty advisors, students may feel that it is best to work with another faculty member advisor due to unusual circumstances. In that case, the students can petition the graduate studies director in writing of the desire to change advisor at any time before initiating the thesis or dissertation proposal. The graduate studies committee will consider the petition and make a decision.

## **C. TIMETABLE AND DEFINITION OF SATISFACTORY PROGRESS TOWARDS THE MASTER'S DEGREE**

**1. Academic load (full & part-time) expectations.** Fashion and Apparel Studies students are encouraged to enroll in 9-12 credit hours each semester to make timely progress toward degree. Those enrolled for fewer than 9 credit hours are considered part-time students. Generally, a maximum load is 12 graduate credit hours; however, additional credit hours may be taken with the approval of the student's adviser and the Office of Graduate Studies. A maximum course load in either summer or winter session is 7 credit hours. Permission must be obtained from the Office of Graduate Studies to carry an overload in any session.

**Normal progress** toward the master's degree includes adherence to the timelines indicated in the Fashion and Apparel Studies graduate handbook as well as achievement of grades of B or better in Fashion and Apparel Studies courses. Fashion and Apparel Studies graduate students must maintain an overall 3.0 GPA.

**Define departmental review procedures for evaluating normal progress and evaluation of performance of master's students.** At the end of each year of study, master's students will be evaluated for satisfactory progress in the program. The Fashion and Apparel Studies Graduate Studies Committee will conduct the review, and in addition, may seek oral or written appraisal of the student from professors the student has had outside the department. The purpose of these annual evaluations is (a) To assess the student's potential for continuing toward successful completion of the MS, (b) To identify any areas of concern which warrant special attention, such

as the ability to perform satisfactorily or the timely progress in the program, (c) To make any recommendations which would address such concerns, (d) To make a recommendation to the student regarding continuation in the program.

Review of student's progress will consist of consideration of the following characteristics that are related to successful completion of the MS: (a) The student exhibits ability to do independent work, (b) The student does not have a pattern of incompletes, (c) The student has achieved B grades or better in the courses from the program of study including the provisional courses, (d) The student exhibits self-motivation and discipline, (e) The student exhibits the talent necessary for graduate study and research, (f) The student demonstrates professional responsibility, (g) The student exhibits creativity in thought processes, (h) There is continued congruence between student's and faculty research interests, (i) The student follows professional and personal ethical principles, (j) The student follows handbook rules regarding suggested timeline and completes these steps in a timely manner.

A recommendation will be made to the student in a letter. Copies of the recommendation letter will also be placed in the student's permanent records with the director of graduate studies, with the student, and with the student's advisor. The outcomes of the recommendations are: (a) Student should continue unconditionally in the program, (b) Student should continue in the program pending successful completion of specific recommendations that may include coursework or other strategies necessary to strengthen areas of weakness, (c) Student will be recommended to the Office of Graduate Studies for dismissal from the program. Students remaining in the program, but with recommendations to strengthen areas of weakness, will receive a recommendation letter with a timeline for process and correction. Such students will be reviewed at the end of each semester to assess continued progress. Students who fail to make progress for two consecutive semesters will be recommended for dismissal from the program.

**2. Grade requirements (general and specific).** Include any special departmental expectations such as minimum grades in specific courses, limits on special problem courses, etc.

Students must achieve grades of B or better in Fashion and Apparel Studies courses. Fashion and Apparel Studies graduate students must maintain an overall 3.0 GPA. All graduate-numbered courses taken with graduate student classification at the University of Delaware are applied to the cumulative index. Credit hours and courses for which the grade is below "B-" do not count toward the degree even though the grade is applied to the index. Candidates should see that all final grades have been submitted by their instructors. Temporary grades of "S" (Satisfactory) are assigned for 868 (Research) and 869 (Master's Thesis) until a final letter grade is submitted upon the completion of the thesis or dissertation.

**3. Thesis progress timetable guidelines.**

Maintenance of steady, reasonable progress toward the master's degree is the responsibility of the student and the advisor. Regular meetings with the graduate committee members to discuss progress are strongly encouraged. Each student is responsible for monitoring his or her progress. At the end of each year of study, master's students will be evaluated for satisfactory progress in the program. The Fashion and Apparel Studies Graduate Studies Committee will conduct the review. Results of the review and the committee's recommendation will be made available to the student. Copies of the recommendation will also be placed in the student's permanent records with the director of graduate studies and with the student's advisor. Deficiencies in progress will be communicated in writing by the advisor to the student and to the Office of Graduate Studies. In the case of deficiencies in progress, the recommendation letter will contain a timeline and information about the process for correction.

Before or during their third semester in the program, students must submit to their committee for review and approval, a written research proposal describing the intended thesis research and a timetable for completion. Students are required to present their proposal in FASH 665 (Fashion Studies Seminar) to the department. The date of the thesis defense should be scheduled to precede the University deadline for thesis submission by at least two weeks to allow sufficient time for any necessary changes.

#### **4. Thesis defense guidelines.**

The thesis should reflect the student's ability to conduct independent scholarship and to present the results in a formal manner. It must conform to the university's Thesis and Dissertation Guidelines (available on the university web site) as to format and other mechanics. Students may write the thesis in a style suitable for a manuscript(s) ready for submission to a journal in consultation with their advisor. The student may register for Master's Thesis (FASH 869) after the student's committee has approved the proposal to accumulate the required minimum of 6 credit hours. The student will receive a temporary grade of S or U until successful completion of the thesis, when the advisor will record a letter grade.

The Thesis Defense is conducted by the student's graduate committee. Decisions concerning passage of the defense and recommendations stemming from it are decided by the committee based on a simple majority vote. If the first attempt results in failure, the second examination cannot be taken earlier than 90 days nor later than 365 days following the first examination. The defense shall be announced by the student's advisor at least one week in advance by memorandum to department faculty. The student must provide each graduate committee member with a refined (but not final) draft of the thesis at least two weeks before the thesis defense. The date of the thesis defense should precede the University deadline for thesis submission by at least two weeks to allow sufficient time for any necessary changes. The Thesis Defense is open to all University of Delaware faculty members. No other students may attend the Thesis Defense.

#### **5. Forms required.**

The Application for Advanced Degree is available at [www.udel.edu/gradoffice/current/advanceddegree.pdf](http://www.udel.edu/gradoffice/current/advanceddegree.pdf) and due dates are approximately three months prior to degree conferral.

The Change of Classification Form for Graduate Students is the form used to request a change in a graduate student's academic classification when the change occurs within the same program or department. This form is available at <http://www.udel.edu/gradoffice/gradindex.html#f>

**6. Identify consequence for failure to make satisfactory progress.** Protocol for grievance procedure if student has been recommended for termination for failure to make satisfactory progress.

A student who does not maintain satisfactory progress toward a degree or who does not fulfill other graduate program requirements, including those regarding professional standards and misconduct, may be denied further registration in that program by the Office of Graduate Studies on the recommendation of the Fashion and Apparel Studies Graduate Studies Committee. If, in the professional judgment of the Fashion and Apparel Studies Graduate Studies Committee, a student has failed to make satisfactory progress toward meeting the

academic standards of the program in which that student is enrolled, the committee may vote to dismiss that student from the program. In the case of dismissal, the director of graduate studies is required to send a report to the Office of Graduate Studies that states the Graduate Studies Committee vote on the decision causing dismissal and the justification for the action. The Office of Graduate Studies will notify a student in writing when the student is being dismissed for failure to make satisfactory progress in the program. In the case of academic dismissal, the student may appeal the termination by writing to the Office of Graduate Studies. This appeal must be made within ten class days from the date on which the student has been notified of academic dismissal. If the Vice Provost for Academic Affairs grants reinstatement, the student must meet the conditions of the reinstatement. Failure to meet these conditions will result in dismissal from the program. A graduate student may be reinstated only once to a given major. The student's academic transcript will reflect the reinstatement with academic probation status.

## **PART IV. FINANCIAL AID**

### **A. FINANCIAL AWARDS**

**1. Types of awards, policies for granting awards, summer appointments, and years of support.** The Department Chair is responsible for appointing graduate teaching assistants and graduate research assistants within the department, based on recommendations of the Fashion and Apparel Studies Graduate Studies Committee.

The following criteria are generally considered in assessing applicants for assistantship appointments: (1) performance in all previous undergraduate and graduate course work; (2) letters of recommendation from the advisor and other persons in positions to assess academic and professional potential; (3) experience in research (including publications), teaching and/or non-University employment; (4) professional interests; (5) specific grant-related and teaching program personnel needs of the department; (6) length of availability for service; (7) evaluation of previous assistantship performance; and (8) competence in oral communication.

Typically appointments will be made for 9 months. Occasionally, 12-month appointments may be available associated with specific faculty grants.

The typical maximum length of appointment is two regular 9-month appointments for Master's students.

**2. Responsibilities of students on contract.** A graduate assistant is a student currently enrolled full-time (nine hours or more of graduate credit) in graduate courses who also holds an appointment calling for the performance of such responsibilities as research, research assistance, classroom instruction, and such duties. A student's appointment as a graduate assistant should serve both educational and financial needs, as well as the department's research and teaching objectives.

Graduate assistants are an integral part of the department, even though their tenure is temporary in nature. The department considers graduate assistants, their education, and their professional output as essential ingredients in the determination of the department's progress. The faculty and graduate assistants need to engage in frequent informal interaction as a means of professional development. This interaction includes regular meetings to discuss the progress, concerns, or any other matter related to carrying out the graduate assistantship assignment.

An average of 20 hours of service per week from September 1 through May 31 (including Winter Session) is required of graduate assistants.

### **3. Evaluation of students on contract.**

Graduate assistants will be considered for reappointment based on (1) application, (2) satisfactory work performance and academic record (must not be on academic probation when the appointment becomes effective), and (3) availability of funds. Where funds are the constrained, graduate assistants with degree programs in progress will receive priority consideration over new applicants. Reappointment as a graduate assistant is dependent upon a student making satisfactory progress both in classes and in the performance of previous assistantship work.

Current graduate assistants and other graduate students interested in assistantships should notify the Fashion and Apparel Studies Department Chair and the Fashion and Apparel Studies graduate studies director of their interest by February 28<sup>th</sup> for appointments to begin the following August. Failure of a current graduate assistant to follow this procedure will be assumed to mean that the assistant does not desire continuation of appointment beyond the period of current employment.

In order to facilitate progress toward a graduate assistant's academic goals and to enable the graduate assistant to become an increasingly effective member of the academic community, the supervising faculty member and the graduate assistant should engage in systematic evaluation of the graduate assistant's performance. Frequent informal interaction between the faculty member and the graduate assistant is encouraged as a highly effective means of professional development and performance appraisal. Faculty are strongly encouraged to conduct informal reviews with graduate assistants on a semester basis, including a review of the graduate assistant's achievements, as well as concerns, plans and goals for the future. The reviews should be conducted in the spirit of improving performance and professional competence.

Formal review of all graduate assistants will be conducted annually during Spring semester by the Fashion and Apparel Studies Graduate Studies Committee. Completed reviews will be submitted to the Department Chair and may provide input to reappointment decisions.