Graduate Students
School of Hospitality & Tourism Management
365 Human Sciences
Oklahoma State University
Stillwater, Oklahoma 74078-6173

Dear Graduate Students:

Welcome to the Graduate Program in the School of Hospitality & Tourism Management (HTM), Spears School of Business (SSB), Oklahoma State University (OSU). We are pleased to provide you with the current edition of our Graduate Student Survival Handbook. It provides most of the information you need during your study at HTM.

We have a wonderful group of faculty that specialize in a variety of hospitality areas, and enjoy challenging our students to excel in their area of specialization. We hope you have the chance to get to know each one of us.

The hospitality associations in our state (the Oklahoma Restaurant Association, the Oklahoma Hotel and Motel Association, the Oklahoma Travel Industry Associations, and the Club Managers Association) are supportive of our program and offer many opportunities for our students to be involved and develop their professional expertise. We would encourage you to be involved, it is a wonderful way to develop life-long friendships and continue the development process that begins in the classroom.

The Graduate Program Administrative Assistant will be sending messages to you on a regular basis to keep everyone informed of the activities and opportunities available to you.

We are truly glad you are here, and we look forward to working with you throughout your study and beyond.

Sincerely,

Lisa Slevitch, Ph.D.
Associate Professor and Interim Graduate Coordinator

GRADUATE STUDENT

SURVIVAL HANDBOOK

School of Hospitality & Tourism

Management

Spears School of Business

Oklahoma State University

2020

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I. INTRODUCTION

The phenomenal growth of the hospitality and tourism industry and the demand for hospitality professionals with strategic skills has resulted in tremendous opportunities for graduates with an advanced degree in Hospitality and Tourism Management. Graduates from this program can integrate newly acquired skills and knowledge in hospitality, tourism, operations, or hospitality education.

This program develops students' intellectual capabilities and enhances the marketability of their professional competencies. The multidisciplinary program allows students to develop additional knowledge in areas of specialization within the hospitality and tourism industry while incorporating other programs to refine expertise in specialized areas.

Students are exposed to current practices and developments in the industry, as well as social and ethical issues which will impact their careers in the future. Research projects allow students to explore issues, contribute to the knowledge base, and the economic impact of their chosen segment of the industry.

Students design programs based on their academic background, professional experiences, and goals. Individualized study allows students to make maximum use of their time in the program while allowing HTM to make maximum use of research and teaching facilities.

GOAL (M.S.)

The goal of the Master of Science in Hospitality and Tourism Management program is to provide excellent academic experiences through appropriate course work and research for hospitality graduate students focusing on one area of specialization.

GOAL (Ph.D.)

The primary goal of the doctoral program specialization in Hospitality and Tourism Management is to prepare competent educators, researchers, and practitioners for successful careers in higher education institutions, hospitality or tourism consulting firms, or government agencies requiring strong research skills and broad-based study.

II. M.S. IN HOSPITALITY AND TOURISM MANAGEMENT

A. Program Structure

Students entering the MS degree program must have a BS/BA degree in hospitality and tourism management or a related field and relevant work experience. Prerequisite courses will be required for students with other degrees and limited professional experience. The MS degree in Hospitality and Tourism Management may be earned by utilizing one of two options: Thesis Plan or Non-Thesis Plan.

Thesis Plan

Thesis Plan requires 32 credit hours of approved graduate courses including six credit hours of thesis (HTM 5000). This track should be utilized by those students seeking a career in higher education or those interested in a better understanding of the research process in their career.

Core Courses 14 hrs.

HTM 5112	Hospitality & Tourism Graduate Education and Research (2)
HTM 5513	Hospitality Strategic Management (3)
HTM 5813	Research Methods in Hospitality and Tourism Administration (3)
REMS 5953	Statistical Methods or STAT 5013 (3)
HTM 5413	Hospitality Human Resources Management (3) or HTM 5323 Hospitality & Tourism Financial Management (3) or HTM 5423 Hospitality & Tourism Marketing Management (3)

Elective Courses   12 hrs. (6 hours need to be HTM courses)
Thesis (HTM 5000)   6 hrs.
Total Required Hours   32 hrs.

Non-Thesis Plan

Non-Thesis Plan requires 32 credit hours of approved graduate coursework. This track is designed for those students who believe they need more graduate level major or minor courses and intend to go into hospitality operations upon graduation.

Core Courses 17 hrs.

HTM 5112	Hospitality & Tourism Graduate Education and Research (2)
HTM 5513	Hospitality Strategic Management (3)
BADM 5513	Fundamentals of Business Analytics (or Elementary Stats) (3)
HTM 5413	Hospitality Human Resources Management (3)
HTM 5323	Hospitality & Tourism Financial Management (3)
HTM 5423	Hospitality & Tourism Marketing Management (3)

Elective Courses   **15 hrs. (9 hours need to be HTM courses)**

Total Required Hours   **32 hrs.**

Notes:

- 50% of course work must be in Hospitality and Tourism Management (HTM).
- No fewer than 27 semester hours of 5000 level courses.
- A student can only take maximum 3 credit hours of independent study (HTM 5870)
- All coursework must be approved by the committee.
- A Hospitality Internship is required of all students (can be waived with appropriate industry experience by graduate admission committee).
- Students may transfer a maximum of nine graduate credit hours with a grade "B" or better to OSU with the approval of their advisory committee and the Dean of the Graduate College.
- All requirements must be completed within 7 years. No course on plan of study may be more than 10 years old at the time of graduation.
- None of the leveling credit hours can be included in the plan of study.
- If students take a HTM 4000 level course with a "*" as part of the plan of study, students must fill out a contract with the instructor for extra assignments.
- If students take a HTM 4000 level course with a "*" as the leveling requirement, students do not need to fill out a contract with the instructor for extra assignments.
- Students entering the MS degree program must have a BS/BA degree in hospitality and tourism management or a related field and relevant work experience. Prerequisite courses will be required for students with other degrees and limited professional experience.

Thesis

The thesis is written documentation that the student has successfully utilized the critical thinking process to create new knowledge in their area of interest. The thesis is a rigorous examination of a problem related to the hospitality and tourism field. The results of this examination have an impact on the hospitality and tourism field, and contribute to the body of knowledge in a student's academic and professional area of interest.

When writing a thesis, graduate students must conform to the guidelines within the Graduate College Thesis/Dissertation Handbook. This manual can be downloaded from the Graduate College's website.

An ultimate goal of the graduate research component is to enable the student to professionally publish their results. The OSU School of Hospitality & Tourism Management requires the thesis to be written in the American Psychological Association style, otherwise referred to as APA style.

The policies and procedures of the OSU Graduate College are described in the OSU Catalog. It is the student's responsibility to ensure all applicable policies and procedures are being followed.

B. List of HTM Elective Courses

HTM 5233   Convention and Special Event Management (3)
HTM 5263   Applied Revenue Management in Hospitality and Tourism Management (3)
HTM 5313   Hospitality & Tourism Information Technology (3)

HTM 5333   Hospitality Business Analysis (3)

HTM 5503   Big Data Analytics in Hospitality and Tourism Management (3)
HTM 5680   Seminar in Food Service Management (1-6)
HTM 5780   Seminar in Lodging Management (1-6)
HTM 5813   Research Methods in Hospitality and Tourism Administration (3) **(for non-thesis plan)**
HTM 5850   Special Topic (3)

C. Recommended Outside Elective Courses

Accounting & Finance
ACCT 5103   Seminar in Contemporary Accounting Theory
ACCT 5123   Enterprise Resource Planning
ACCT 5183   MBA Financial Reporting
ACCT 5233   Valuation and Advanced Cost Management
ACCT 5283   MBA Managerial Accounting
ACCT 5603   Accounting-based Information Systems

Entrepreneurship
EEE 5223   Entrepreneurial Marketing
EEE 5263   Corporate Entrepreneurship
EEE 5313   Emerging Enterprise Consulting
EEE 5663   Imagination in Entrepreneurship

Human Resources
HRAE 5433   Instructional Design for Training
HRAE 5533   Human Resource Development
HRAE 6533   Critical Issues in Human Resource Development

Management
MGMT 5113   Management and Organization Theory
MGMT 5123   Contemporary Management Topics
MGMT 5223   Seminar in HR Management
MGMT 5313   Seminar in Organizational Behavior
MGMT 5533   Leadership Challenges

Marketing
MKTG 5133   Marketing Management
MKTG 5213   Services Marketing
MKTG 5223   Entrepreneurial Marketing

MKTG 5553   International Marketing Strategy
MKTG 5613   Seminar in Consumer Behavior

Information and Technology
MSIS 5123   Enterprise Resource Planning
MSIS 5133   Advanced Web Application Development
MSIS 5623   Information and Network Technology Management
MSIS 5633   Business Intelligence Tools and Techniques

D. Responsibilities of Students

1. Read thoroughly:
   a. Graduate College portion of the OSU Catalog.
   b. HTM Graduate Student Survival Handbook.

2. With the assistance of your advisor:
   a. develop a plan of study before the end of the first semester.
   b. organize advisory committee before the end of the first semester.
   c. plan each semester's enrollment.
   d. determine research interest.
   e. plan advisory committee meetings.
   f. obtain IRB approval of research proposal, if required.
      And
3. When enrolling for the semester in which the degree will be conferred, recheck plan of study (plan and transcript must match). Complete diploma application.
4. Meet Graduate College deadline dates in the current catalog regarding:
   a. plan of study.
   b. draft copy of thesis.
   c. oral examination.
   d. final copy of thesis.
   e. complete application of degree.

5. File copies of your thesis abstract with the department offices and the Spears School of Business and Graduate Studies.

6. Exhibit professional challenging attitudes toward the rigors of academic performance indicative of graduate education.

E. Master's Advisory Committee and Defense

Advisory Committee Member Composition

Upon recommendation of the Graduate Program Coordinator and approval of the Dean of the Graduate College, an Advisory Committee of no fewer than three members of the Graduate Faculty with committee privileges will be appointed. The Chair of the Advisory Committee need not necessarily serve as the student's Advisor, but must hold an OSU faculty appointment, be a member of the Graduate Faculty with master's committee chairing privileges, and have familiarity with the academic requirements of the graduate degree sought.

Graduate students must work collaboratively with their Advisor, Advisory Committee Chair and/or Graduate Program Coordinator to recommend membership for their Advisory Committee. It would be very difficult, if not impossible, to successfully complete a graduate degree with an Advisory Committee composition that is not supported by the Advisor. Recommendations for Advisory Committee membership should be based on expertise of the faculty member and his/her ability to positively contribute to the graduate student's education and not other intangible factors or perceptions.

Graduate Advisory Committee Members' Role and Responsibilities

Advisory Committee members should actively participate in the academic endeavors of graduate students. It is best practice for Advisory Committee members to regularly meet with the student to provide guidance and input. In many programs, the frequency of the meetings will change as the student moves from coursework to the research, creative component or final report phase. Advisory Committee members should be part of the Plan of Study (POS) development and contribute to the required annual evaluation process. In the case of graduate degrees where there are a series of academic milestones, such as seminar presentations, qualifying or comprehensive examinations and defenses, the engagement of the Advisory Committee is imperative at these stages. More specific roles and responsibilities are detailed below for master's committees. Please note that this does not negate the fact that graduate students are ultimately responsible for degree progress and completion. Graduate students should consult the members of the Advisory Committee frequently and keep them informed on the progress of their work.

Master's Advisory Committee

Upon recommendation of the graduate program and approval of the dean of the Graduate College, an Advisory Committee of no fewer than three voting members of the Graduate Faculty will be appointed. The roles of the Advisory Committee members are Chair, Advisor and Expert Member(s). The general duties of the Advisory Committee include advising the graduate student and assessing the student's progress as follows: (1) meeting regularly, (2) assisting with developing the POS as well as its approval and revisions, (3) assisting with the planning, conducting and/or redirecting of the research, (4) supervising the writing of the research document (i.e., thesis, final report, or creative component), (5) conducting the defense of the research document, and (6) approving the final research document. The student and the members of the Advisory Committee should consult regularly to review the progress of the student's work.

Chair: The Chair's primary responsibility is to monitor the progress of the student toward degree completion. In the case of research degrees, the Chair is commonly the research Advisor, but this is not a requirement. Irrespective of other considerations, the Chair must have a strong familiarity with the academic requirements appropriate to the degree sought. The Chair must hold an appropriate OSU Graduate Faculty appointment, typically a tenure-track appointment in the academic unit in which the graduate degree is housed. The Chair's duties include convening meetings of the Advisory Committee, as appropriate; ensuring compliance with University and Graduate College policies, procedures and requirements; overseeing the POS and research document submission processes; and ensuring that the research topic undertaken is appropriate to satisfy degree requirements with the results openly accessible. The Chair serves

as the representative of the Graduate College and ensures a high level of integrity in the processes that the Advisory Committee utilizes to review and evaluate the student throughout the graduate program. If the Chair is not also the Advisor, the Chair should serve as a liaison with the Advisor with regard to progress of research in fulfillment of degree requirements.

When the Advisor is not a member of the OSU faculty, the Chair should ensure compliance with applicable research regulations, such as Responsible Conduct of Research training and Institutional Review Board (IRB) requirements for research involving human subjects.

Advisor: The Advisor's primary responsibility is as a mentor. As a result, it is expected that the Advisor establish the closest working relationship with the student. As mentioned previously, the Advisor is typically the primary resource for the graduate student in identifying potential committee members for the student's Advisory Committee. The Advisor may also serve as the Chair of the Advisory Committee. The Advisor must hold an appropriate OSU Graduate Faculty appointment, but need not hold an OSU faculty appointment if not serving as Chair. The Advisor guides and counsels the student in the research or scholarly effort, ensuring compliance with applicable research regulations, such as Responsible Conduct of Research training and Institutional Review Board (IRB) requirements for research involving human subjects. The Advisor is responsible for reporting to the Advisory Committee on the student's progress. It is the Advisor's responsibility to mentor the student toward a research, scholarly or creative project that is original and worthy of the degree sought. The Advisor is typically involved in the preparation of scientific or creative presentations, manuscripts for publication, etc. which may be a degree requirement in some graduate programs.

Expert Member(s): The Advisory Committee must include at least one Expert Member whose expertise and counsel serve the graduate student in attaining the research, scholarly, creative or professional preparation goal that is worthy of the degree sought. Expert Members must hold an appropriate OSU Graduate Faculty appointment. The [Graduate Faculty Database](#) is an excellent resource for identifying potential Expert Members. Typically, such individuals are faculty members in the student's graduate program. An Expert Member's responsibilities include guiding the research, scholarly or creative activities throughout the process, approving the POS, reviewing draft documents, attending regular meetings of the Advisory Committee, and interacting regularly with Advisory Committee members to facilitate and monitor degree completion progress.

Selection of the Potential Advisory Committee: The selection of the potential Advisory Committee members should be a collaborative activity between the student and their Advisor and/or Committee Chair. Although the student has the ultimate responsibility for recommending his/her Advisory Committee membership, his/her Advisor is a valued resource that can provide insight that will help the student make informed decisions. The student should meet with potential Advisory Committee members prior to recommending them to better understand their experience, availability, mentoring style and willingness to serve as an Advisory Committee member.

Non-thesis Plan

The requirements for the non-thesis Master's degrees vary slightly among graduate programs in which this option is available. The quality of the work expected of the student is identical to that expected for the thesis plan. The role of the Advisory Committee is the same as the thesis plan and includes the Chair, Advisor and Expert Member(s).

Preparation of the Thesis

The thesis should be prepared according to the Graduate College Thesis/Dissertation Guidelines. Thesis-plan master's students are required to meet the thesis format review deadline by either attending a thesis format workshop or viewing the online version of the workshop by the deadline specified in the Graduate College academic calendar for the semester they intend to graduate. Completion of the workshop requirement at least one semester before they intend to graduate is ideal and recommended.

The draft thesis that is distributed should include the title/signature page, literature citations and the body of the document (i.e., all chapters from the introduction through the conclusions). The inclusion of the "front matter" (Table of Contents, List of Tables and Figures, Acknowledgments, etc.) is at the discretion of the Advisory Committee, as the pagination of these items may change depending on the necessary edits.

Thesis Draft Distribution

With the Advisory Committee Chair's and/or Advisor's approval, the defense copies should be provided to all Advisory Committee members at least two full weeks prior to the defense day. Holidays and breaks when the University is closed should not be counted in this two-week minimum requirement. Ideally, Advisory Committee members should inform the Advisory Committee Chair at least 48 hours in advance of the scheduled defense time if they find the document indefensible in its current state. An explanation should be provided about the concerns so that a substantive discussion can occur and appropriate measures can be taken.

Thesis Defense

The thesis defense should be publicized within the graduate program at least one week prior to the event, and the Graduate College strongly encourages advance notification for our posting on the College website. The defense should only take place during the standard semesters and sessions (Fall, Spring and Summer). Given Advisory Committee members' extensive obligations, the defense should be scheduled well in advance to ensure all members will be available and present. The student should bring official copies of the signature pages to the defense for the Advisory Committee Chair. See additional information about Advisory Committee member signatures below.

Format: OSU allows each graduate program to choose between two types of general formats for a master's thesis defense. One has the entire defense open to the public and the other is a two-part process, in which the public presentation is separated from the "examination" portion which is conducted as a closed session. Irrespective of the format, the structure of the defense should be determined by the graduate program and uniformly applied and communicated to graduate students and Advisory Committee members.

Oral Presentation. Most master's thesis defense have a public presentation, which may range from 15-60 minutes depending on the culture of the graduate program, nature of the work, etc. The Advisory Committee Chair should advise the student on what is expected for the presentation. The presentation is open to the public and should be held in a space that allows others, beyond the Advisory Committee, to attend. In a two-part format, the presentation portion

may occur earlier than the defense examination. For example, an oral presentation may be incorporated into a departmental seminar. Separating the public presentation from the examination does not preclude the requirement that Advisory Committee members attend both the public presentation and the examination. Questions from the audience at the public presentation are welcomed and encouraged.

Questioning. In a two-part defense format, the examination is a closed session with the student that is generally only attended by the Advisory Committee. In addition to the Advisory Committee, only members of the Graduate Faculty may attend the closed examination portion of the defense without permission of the Graduate Dean. When the public presentation and examination are scheduled together, the exam usually begins after a short break following the public presentation. The exam is generally a series of questions by the Advisory Committee members that are orally answered with communication aids, such as white boards and an occasional PowerPoint slide.

Scheduling: Given the nature of faculty work, it is best to obtain Advisory Committee members' general availability at the beginning of the term in which the defense will take place. Defenses should be scheduled in such a manner to ensure enough time is allowed for the presentation and examination. The length of the questioning generally does not go beyond two to three hours. If it does extend beyond two hours, a break is expected. It would be highly unusual for the examination portion of the defense to last more than three hours or to extend into another day.

Attendance: All required Advisory Committee members, Chair, Advisor and Expert Member(s), and the graduate student are expected to be physically present at the same location for the thesis defense. However, there may be scheduling challenges due to travel, illness, etc. Technology, such as teleconferencing and videoconferencing, may be used for a physically absent Advisor or Expert Member; the student and Chair must be physically present. In exceedingly rare cases where scheduling is particularly challenging, the Graduate College must approve alternative attendance formats. A change of Advisory Committee member may also be necessary for defenses where a member cannot be available in any format for an extended period of time. In such circumstances, a conversation should occur with the affected committee member prior to selecting a replacement committee member for consideration by the Dean of the Graduate College. A *Committee Change Request Form* is available for these situations and requires signature approval of all Committee members. Submission of questions via another Advisory Committee member is not an acceptable way to participate in the final thesis defense.

Advisory Committee Members' Signatures

There are two aspects of the thesis defense that require signatures – the oral defense and the written thesis.

Oral Defense Outcomes

At the close of the defense after the candidate has been excused, the members of the Advisory Committee should discuss the student's defense of the research associated with the thesis. There are two possible outcomes of a thesis oral defense: Pass – Student has satisfactorily completed the final defense and Fail – Student has not satisfactorily completed the final defense. Each member of the Advisory Committee must sign under one of the above statements recommending either a satisfactory or unsatisfactory defense. To be a considered a

passing thesis defense, the thesis Advisor must vote in the affirmative and **no more than one member** of the Advisory Committee may cast a dissenting vote on the *Oral Defense Results Form*. The form must be signed and returned to the Graduate College **immediately** following the defense, irrespective of the outcome. If the oral defense is judged inadequate, a re-examination decision will be made by the Advisory Committee in accordance with Graduate College and graduate program requirements. Generally, only a single re-examination is permissible. Graduate programs may impose more stringent requirements. The result of the thesis defense does not indicate approval of the thesis document, but only the oral defense of the student's work.

Thesis Document Outcomes

Ideally, signatures may be obtained at the defense for the thesis signatory pages. If extensive corrections are necessary, the Advisory Committee Chair can hold the signed forms until members have given their approval of the final document. This will prevent the difficulties of obtaining signatures at a later date. However, Advisory Committee members may choose to wait to sign the thesis signature page until after the corrections are deemed satisfactory. To be considered an approved document, the thesis Advisor must sign the thesis signatory page and **no more than one member** of the Advisory Committee may decline to sign the signatory page. It is rare not to have all Advisory Committee members' signatures, indicating approval of the document.

Due to scheduling challenges, "signatures" may not be easily obtained. If another person is signing for an absent Advisory Committee member with his/her written permission and permission of the Advisory Committee Chair, the signature should include clear initials of the individual signing (ABC) for the Advisory Committee member (Jane John Faculty) as follows:

Jane John Faculty by abc

III. DOCTORAL PROGRAM

A. Program

The interdisciplinary Doctor of Philosophy degree is awarded in Business Administration with a specialization in Hospitality and Tourism Management.

The Ph.D. program specialization in hospitality and tourism management is one of only a handful offered in the world. The program prepares new scholars with the competencies and confidence needed to teach and conduct research and apply research findings in teaching and hospitality and tourism industry. A successful doctoral student is distinguished by a strong research orientation and commitment, a focused academic goal, and a commitment to excellence.

The program emphasizes flexibility, independence, and inter-discipline to accommodate the needs and research interests of each student. The philosophy of the program is to encourage each student to take an active role in developing a plan of study suited to his/her own areas of interest and future career goals.

As part of the program, doctoral students are expected to pursue experience in instruction, research, and engagement and they are strongly encouraged to collaborate with graduate faculty on research and disseminate findings through scholarly publications and presentations that contribute to the literature in hospitality and tourism management.

B. Competency

Ph.D. students will participate in activities in Sharing Knowledge, Community Engagement, and Resource Generation to develop competence. A doctoral student is expected to engage in all of the activities under Generating Knowledge. The School and College have developed an acceptable means to accomplish these goals. Recognizing the importance of accountability, the student in consultation with his or her committee regarding how the necessary experiences will be completed during the doctoral program. A work sheet will be attached to the student's plan-of-study. The annual doctoral review will provide another mechanism to check on the student's progress. A portfolio will document a student's accomplishments relative to these experiences.

The notion of reflective practice, that is, observation and reflection plus practice, critique and reflection, will permeate doctoral students' OSU experiences. Instilling this concept in doctoral students facilitates an understanding that reflective practice is another way of learning in addition to reading the scholarly literature, attending conferences, etc.

Recognizing the importance of technology, the School and College will incorporate technology into the entire doctoral program. The goal is to produce graduates capable of using state-of-the-art technology in support of their professional careers.

Doctoral students will gain experience in Resource Generation, Sharing Knowledge, Community Engagement, and Generating Knowledge, as well as their major and supporting content areas.

Sharing Knowledge
(i.e. classroom instruction, providing training, etc.)

- Present educational and/or training materials in an effective manner to facilitate learning.

- Assess student learning and educational experiences.
- Apply learning theory/educational pedagogy to plan and organize course/workshop.
- Write sound proposals, abstracts, and manuscripts related to instruction/training.
- Engage in collaborative teaming to facilitate learning.
- Understand the fundamentals of critical thinking and creative problem solving and learn practical strategies for engaging student thinking.
- Mentor in a one-on-one situation.

Generating Knowledge

(i.e. research and other forms of creative scholarship, etc.)

- Search the research literature and summarize findings for formulation of research questions.
- Develop research objectives and plan methods to meet the objectives.
- Develop sound proposals using appropriate research methodology, research instruments, techniques, and analyses (quantitative and qualitative).
- Plan and conduct research, including problem solving, data handling and statistical analyses.
- Interpret data appropriately and determine implications.
- Engage in collaborative teaming to plan and conduct research.
- Disseminate findings to appropriate audiences (i.e. presentation followed by manuscript for peer review, followed by integration with instruction and outreach programming).
- Critique manuscripts using analytical skills for effective evaluation.

Resource Generation

(i.e. Grants, contracts, development, etc.)

- Identify appropriate sources of funding.
- Develop sound proposals targeted to meet the interests of funding sources and identify expected impact.
- Develop budget.
- Critique proposals using analytical skills for effective evaluation.
- Engage in *collaborative teaming* to develop fundable proposals.

Community Engagement

(i.e. outreach, cooperative extension, professional organizations, public policy, etc.)

- Develop program objectives; plan for implementation and evaluation.
- Present educational sessions to a variety of audiences.
- Assess audience learning, including impact on audience behavior.
- Work effectively as a member of a team to plan and/or deliver outreach programs.
- Write sound proposals, abstracts, and manuscripts for outreach programs.
- Solve problems creatively.
- Communicate priorities and technical information to policy makers.
- Advocate for relevant legislation or policy for positive change in society.
- Influence the strategic direction of a professional organization.

C. Program Structure

The doctoral program includes a strong research methods and statistics component that comprises a minimum of 18 credit hours, an extensive hospitality and tourism management component with 18-30 credit hours, and a doctoral dissertation of 15 credit hours.

Required Hours

The minimum number of total hours required for graduation is 60 past the Master's degree. If a thesis was not completed as a part of the Master's program, a thesis or equivalent must be completed in addition to the minimum 60 hours past the Master's degree.

Doctoral students must take at least 30 hours at Oklahoma State University. However, <u>no more than nine hours</u> with a grade "B" or better in each course may be transferred from departments that do not grant doctoral degrees. The average Ph.D. student takes three to four years to complete his/her degree.

All requirements must be completed within 9 years and 4 years from the passing of Qualifying Exam. No course on plan of study may be more than 10 years old at the time of graduation.

1. Hospitality and Tourism Management Required Core Courses ....10 Hrs.

    HTM 6111 Hospitality and Tourism Doctoral Studies and Research
    HTM 6713 Contemporary Hospitality and Tourism Theory
    HTM 6993 Advanced Hospitality and Tourism Research Seminar
    HTM 6113 Hospitality & Tourism Education or EDUC 5993 Instructional Effectiveness in Higher Education or EDLE 6713 Effective Teaching in Colleges and Universities

3. Electives (Specialization)...17 Hrs.

4. Research Support Courses ....18-30 Hrs.
    Must Include:

    One Intermediate Statistics

SOC 5243	Social Research Design
SOC 5213	Techniques of Population Analysis
STAT 5023	Statistics for Experimenters II
STAT 5043	Sample Survey Designs
STAT 5223	Statistical Inference
STAT 5303	Experimental Design
STAT 5323	Theory of Linear Models – I
STAT 5333	Theory of Linear Models – II
STAT 5513	Multivariate Analysis
REMS 5373	Educational Measurements
REMS 6003	Analyses of Variance

    and

    One Advanced Statistics

HDFS 6143	Structural Equation Modeling for HDFS Applications
HDFS 6153	Multilevel Modeling for HDFS Applications

MGMT 6553   Structural Equation Modeling Applications in Business
MSIS 6343   Advanced Methods for MSIS Research
MKTG 6913   Measurement and Experimental Design
REMS 6013   Multiple Regression Analysis in Behavioral Studies
REMS 6033   Factor Analysis in Behavioral Research

STAT 5073   Categorical Data Analysis
STAT 5303   Experimental Designs
STAT 5333   Theory of Linear Models II
STAT 5513   Multivariate Analysis
STAT 6113   Probability Theory
STAT 6203   Large Sample Inference
STAT 6223   Advanced Statistical inference

and

One Advanced Research Methods
MKTG 6413   Advanced Marketing Research

MGMT 6353   Advanced Methods in Management Research
REMS 6663   Applied Multivariate Research in Behavioral Studies
SOC 5263   Quantitative Analysis of Social Research
SOC 5273   Qualitative Research Methods
STAT 5063   Multivariate Methods

5. Dissertation .... 15 Hours

Strongly encouraged:

- Approved internship in research and/or instruction (Maximum of 3 hours for each intern program).
- Foreign or computer language skills.

Notes:

- The minimum number of years of study for the doctoral degree at HTM is 3.5 years. During that period, students must present at least one refereed conference paper and submit/in press/publish one refereed journal article for graduation.

- Minimum 16 credit hours course work (excluding dissertation credit hours) MUST be in HTM.

- Requirements include a minimum of 90 credits with 60 credit hours past the M.S. Degree.

- If a thesis was not completed as a part of the M.S. Program, a thesis or equivalent must be completed in addition to the minimum 60 credit hours past the M.S. Degree.

- None of the leveling credit hours can be counted as the graduate credit hours and included in the plan of study.

- No more than 6 credit hours of independent study will be included in the plan of study. The independent study authorization form must be filled out to offer an independent study.

- A 3-hour graduate internship is required unless waived by the graduate admission committee.

- No fewer than 51 credit hours of 5000 level courses for Ph.D. students.

D. Doctoral Plan of Study

After the preliminary conference with his/her advisory committee, the student should file a plan of study. The plan must include all of the acceptable graduate work that has been completed beyond the master's degree and all that will be taken for the degree. The plan should include 15 hours of dissertation credit for the Ph.D. The plan of study is to be submitted **prior to the pre-enrollment date during the third full semester of enrollment beyond the master's degree**. Students are expected to complete the requirements of the doctoral degree within six (6) years. After that time, a new plan of study must be arranged with the advisory committee and filed in the Graduate College. If all of the degree requirements are not completed within four (4) years after the qualifying examination is passed, a second qualifying examination must be repeated successfully.

As a means of giving depth and breadth to their doctoral programs, some departments require work in a minor field or at least a selection of extra-departmental courses. To minor in a subject or field, the graduate student must, as a minimum, complete graduate level work beyond the requirements for an undergraduate degree in the minor department. A department in which a student indicates a minor must certify to the Dean of the Graduate College the satisfactory completion of the requirements for a minor.

Ph.D. students are recommended to follow the framework described in the table below when they develop their plan of study.

HTM PhD expectations and recommended courses

Year	Expectations	Recommended Courses
1st Year	- GPA ≥ 3.0 - Select dissertation advisor and committee members - Must submit the **first-year paper** by **1st day of their second year** to the Graduate Program Administrative Assistant	**HTM 6111**- Hospitality &Tourism Doctoral Studies & Research **REMS 6003** - Analyses of Variance **HTM 5813** - Hospitality and Tourism Research Methods **REMS 6013- Multiple Regression Analysis in Behavioral Studies** **SOC 5243**- Social Research Design / **STAT 5303**- Experimental Design / **SOC 5263**- Quantitative Analysis of Social Research **REMS 6033** - Factor Analysis in Behavioral Research **HTM electives**
2nd Year	- GPA ≥ 3.0 - Submit to first-year paper to Graduate Education and Graduate Student Research Conference in Hospitality and Tourism between *August* and *January*. - Plan of study is to be submitted prior to the pre-enrollment date during *the third full semester* of enrollment. - Submit the **second-year paper** by the **1st day of their third year**.	**HTM 6113** Hospitality & Tourism Education/**EDUC 5993** Instructional Effectiveness in Higher Education/ **EDLE 6713** Effective Teaching in Colleges & Universities **HTM 6713** - Contemporary Hospitality & Tourism Theory **SOC 5273** - Qualitative Research Methods **STAT 5023** -Statistics for Experimenters II **REMS 6663**- Applied Multivariate Research in Behavioral Studies /**STAT 5513**- Multivariate Analysis/**MKTG 6413**- Advanced Marketing Research (multivariate statistics) **MGMT 6353** - Advanced Methods in Management Research **HTM electives**
3rd Year	- Complete the degree requirement for coursework at the end of the third year of full-time graduate study. - Pass Qualifying Exam - Defend Dissertation Proposal	**HTM 6993**- Advanced Hospitality & Tourism Research Seminar **HDFS 6153**- Multilevel Modeling for HDFS Applications **MGMT 6553** - Structural Equation Modeling Applications in Business/ **HDFS 6143**- Structural Equation Modeling for HDFS Applications/ **MSIS 6343** –Advanced Methods for MSIS Research **HTM 6000**- Dissertation (6 credits before proposal defense)
4th Year	- Submit one or more refereed journal papers - Complete the degree requirement for dissertation	**HTM 6000** – Dissertation **MGMT** -6453 – Advanced Measurement in Management Research **HTM Electives**

E. Advisory Committees and Defenses

Advisory Committee Member Composition

Upon recommendation of the Graduate Program Coordinator and approval of the dean of the Graduate College, an Advisory Committee of no fewer than four members of the Graduate Faculty with committee privileges will be appointed. The Chair of the Advisory Committee need not necessarily serve as the student's research Advisor, but must hold an OSU faculty appointment, be a member of the Graduate Faculty with doctoral chairing privileges, and have familiarity with the academic requirements of the graduate degree sought. Each doctoral Advisory Committee must have at least one member of the Graduate Faculty from outside the student's graduate program and academic unit, who is named the Outside Member and represents the Graduate College on the Advisory Committee.

Graduate students must work collaboratively with their research Advisor, Advisory Committee Chair and/or Graduate Program Coordinator to recommend membership for their Advisory Committee. It would be very difficult, if not impossible, to successfully complete a graduate degree with an Advisory Committee composition that is not supported by the research Advisor. Recommendations for Advisory Committee membership should be based on expertise of the faculty member and his/her ability to positively contribute to the graduate student's education and not other intangible factors or perceptions.

Graduate Advisory Committee Members' Role and Responsibilities

Advisory Committee members should actively participate in the academic endeavors of graduate students. It is best practice for Advisory Committee members to regularly meet with the student to provide guidance and input. In many programs, the frequency of the meetings will change as the student moves from coursework to the research phase. Advisory Committee members should be part of the Plan of Study (POS) development and contribute to the required annual evaluation process. Because doctoral degrees involve a series of academic milestones, such as seminar presentations, qualifying or comprehensive examinations and defenses, the engagement of the Advisory Committee is imperative. More specific roles and responsibilities are detailed below for doctoral Advisory Committees. Please note that this does not negate the fact that graduate students are ultimately responsible for degree progress and completion. Graduate students should consult the members of the Advisory Committee frequently and keep them informed on the progress of their work.

Doctoral Advisory Committee
Upon recommendation of the graduate program and approval of the dean of the Graduate College, an Advisory Committee of no fewer than four voting members of the Graduate Faculty will be appointed. The roles of the Advisory Committee members are Chair, Advisor, Expert Member(s) and Outside Member. The general responsibilities of the Advisory Committee include advising the graduate student and assessing the student's progress as follows: (1) meeting regularly, (2) assisting with developing the POS as well as its approval and revisions, (3) preparing and examining the student for candidacy, (4) assisting with the planning, conducting and/or redirecting of the research, (5) supervising the writing of the dissertation, (6) conducting the dissertation defense, and (7) approving the final research

document. The student and the members of the Advisory Committee should consult regularly to review the progress of the student's work.

Chair: The Chair's primary responsibility is to monitor the progress of the student toward the degree completion. The Chair is commonly the research Advisor, but this is not a requirement. Irrespective of other considerations, the Chair must have a strong familiarity with the academic requirements appropriate to the degree sought. The Chair must hold an appropriate OSU Graduate Faculty appointment, typically a tenure-track appointment in the academic unit in which the graduate degree is housed. The Chair's duties include convening meetings of the advisory committee, as appropriate; ensuring compliance with University and Graduate College policies, procedures and requirements; overseeing the POS and dissertation submission processes; and ensuring that the research topic undertaken is appropriate to satisfy degree requirements with the results openly accessible. If the Chair is not also the Advisor, the Chair should serve as a liaison with the Advisor with regard to progress of research in fulfillment of degree requirements.

When the Advisor is not a member of the OSU faculty, the Chair should ensure compliance with applicable research regulations, such as Responsible Conduct of Research training and Institutional Review Board (IRB) requirements for research involving human subjects.

Advisor: The Advisor's primary responsibility is as a research mentor. As a result, it is expected that the Advisor establish the closest working relationship with the student. The Advisor may also serve as the Chair of the Advisory Committee. The Advisor must hold an appropriate OSU Graduate Faculty appointment, but need not hold an OSU faculty appointment. The Advisor guides and counsels the student in the research effort, ensuring compliance with applicable research regulations, such as Responsible Conduct of Research training and Institutional Review Board (IRB) requirements for research involving human subjects. The Advisor is responsible for reporting to the Advisory Committee on the student's research progress and hooding the student at commencement. It is the Advisor's responsibility to mentor the student toward a research project that is original and worthy of the degree sought. The research Advisor is typically involved in the preparation of presentations and manuscripts for publication, which may be a degree requirement in some graduate programs.

Expert Member(s): The Advisory Committee must include at least one Expert Member whose expertise and counsel serve the graduate student in attaining the goal of original research that is worthy of the degree sought. Expert Members must hold an appropriate OSU Graduate Faculty appointment. The [Graduate Faculty Database](#) is an excellent resource for identifying potential Expert Members. Typically, such individuals are faculty members in the student's graduate program. An Expert Member's responsibilities include guiding the research throughout the process, reviewing the draft dissertation, participating in examinations per Graduate College and graduate program requirements, attending regular meetings of the Advisory Committee, and interacting regularly with Advisory Committee members to facilitate and monitor degree completion progress.

Outside Member: The Advisory Committee must also include one *Outside Member* who serves as the representative of the Graduate College and ensures a high level of integrity in the processes that the Advisory Committee utilizes to review and evaluate the student throughout the graduate program. The Outside Member must be a member of the OSU faculty and Graduate Faculty. [The Graduate Faculty Database](#) is an excellent resource for

identifying potential Outside Members. The Outside Member must not be a faculty member from the academic unit or graduate program of either the graduate student, Advisor or the Chair of the Advisory Committee. The Outside Member ensures that appropriate academic standards are applied in evaluating the student, and that the student is dealt with in a fair manner consistent with OSU policies. The Outside member also provides expert advice when appropriate to the student in the conduct of research and writing of the dissertation.

Selection of the Potential Advisory Committee: The selection of the potential Advisory Committee members should be a collaborative activity between the student and his/her Advisor and/or Committee Chair. Although the student has the ultimate responsibility for recommending his/her Advisory Committee membership, his/her Advisor is a valued resource that can provide insight that will help the student make informed decisions. The student should meet with potential Advisory Committee members prior to recommending them to better understand their experience, availability, mentoring style and willingness to serve as an Advisor Committee member.

F. Review Process

Annual Review
The annual review is designed to enable the student and their major advisor to determine the overall progress of the student's course of study. All Ph.D. students are required to complete the necessary materials for the annual review process. After the review, the student will receive a letter from their advisor listing the recommendations for further progress during their course of study.

HTM Requirements

Year	Requirements
1st Year	In this contingent period, continuing study is based on: • Student's performance review based on the completion of 12 credit hours with overall GPA ≥ 3.0 • Students must submit the first-year paper before or on the 1st day of their second year to the Graduate Program Administrative Assistant or Graduate Coordinator and submit to Graduate Education and Graduate Student Research Conference in Hospitality and Tourism in Fall semester of their second year.
2nd Year	• Submit and present one or more refereed conference papers • Students must submit the second-year paper by the 1st day of their third year. • Students must submit their second-year paper for a journal publication on/before the end of the first semester in their third year of study. • The plan of study is to be submitted prior to the pre-enrollment date during *the third full semester* of enrollment.

3rd Year	• Complete the degree requirement for coursework at the end of the third year of full-time graduate study. • Pass Qualifying Exam • Defend Dissertation Proposal
4th Year	• Submit one or more refereed journal papers • Complete the degree requirement for dissertation

G. First Year and Second Year Papers

Rationale

The First Year Paper and the Second Year Paper are to**:**

1) assess student's proficiency in all areas of the research process (e.g., idea generation, data collection, writing, presenting, responding to reviewers' comments and resubmitting);
2) develop student's understanding of, and appreciation for the research process (e.g., having a research 'pipeline', meeting deadlines, systematic work and etc.)

The First Year Paper and the Second Year Paper are requirements for the HTM Ph.D. Program that provide an evaluation tool to assess student's progress as a researcher and to include 'research requirement' milestones in the HTM Ph.D. program.

FIRST-YEAR PAPER

The intent of the first-year paper is to aid students in the development of skills necessary for conducting original research prior to dissertation and facilitate student's stream of research.

Each student works with his/her temporary advisor for a first-year paper. The student and his/her temporary advisor will recruit a second HTM graduate faculty to provide feedback.

The nature of research, in terms of idea generation, conceptual development, and hypotheses development is to be determined by the student, in consultation with a temporary advisor. Faculty involvement in the topic selection and literature targeting is encouraged, as long as the primary driver of the work at each stage is the student.

The first-year paper:
- Must be an empirical study
- Minimal requirements include Introduction, Literature Review, and Methods sections. Data collection and analysis are not required, but can be included, if desired
- May or may not be extended into the second-year paper and may or may not be continued into the dissertation

- Fit for a submission to Graduate Education and Graduate Student Research Conference in Hospitality and Tourism as a stand-up presentation (work in progress or complete study)
- Must be accepted as a stand-up presentation or poster presentation to the Graduate Education and Graduate Student Research Conference in Hospitality and Tourism
- Must receive a pass from the review committee with no more than 2 revise and resubmit iterations
- Comply with plagiarism requirements, APA, and free of grammatical mistakes.

First-Year Paper Process and Timeline:

Topic selection should take place as early as possible in the first year of the program. Temporary advisor will have primary supervisory responsibility over the student's work. The core idea, proposed conceptual development must be approved by the temporary advisor. The second reader should be recruited as soon as possible. The temporary advisor and the second reader are encouraged to give feedback and general direction to the student, but are not allowed to aid in the development of the core idea (i.e., the idea must come from the student) or edit/write any component of the manuscript. The manuscript should closely follow the style of one of the leading HTM academic journals (e.g., Journal of Hospitality and Tourism Research, International Journal of Contemporary Hospitality Management, etc.).

In addition to the written document, students are required to prepare an oral presentation of the paper. The paper will be formally presented to the HTM graduate faculty, who will provide feedback on the paper but will not take pass or fail assessment.

Evaluation:
The review committee consisting of at least 3 HTM graduate faculty (may also include an external reviewer) will conduct formal evaluation of the first-year paper. The written component will be assessed using the Rubric for First and Second-Year Paper. The reviewers will submit their evaluations to the HTM administrative assistant or the graduate coordinator, who passes the reviews to the student. Based on the reviews, the student is expected to revise and resubmit his/her work to address the reviewers' comments. No more than *two* revise and resubmit iterations are allowed, prior to final pass or fail decision.

The first-year paper will serve as part of an overall review of the student's suitability for, and progress in, the doctoral program. Students who fail their first-year paper will be dismissed form the program.

Timeline:

1) Submit an electronic copy of the first-year paper to the Administrative Assistant of the HTM Graduate Program for review by the review committee *before or on the first day of class at the beginning of the student's second year* in the Ph.D. program.
2) Submit the first-year paper to the Graduate Education and Graduate Student Research Conference in Hospitality and Tourism as a stand-up (work-in-progress or complete study) presentation in *September* of the second year. Submission confirmation emails are to be forwarded to the HTM Graduate Program Administrative Assistant.
3) Each member of the three-member review committee provides reviewer comments *within three weeks of the initial submission of paper* (see Rubric for First and Second-Year Paper).

4) If not granted pass, under the guidance of temporary advisor and the second HTM graduate faculty, the student submits a point-by-point response to reviewers' comments and a revised paper *within four weeks* of the comments being provided.
5) The oral presentation must be accomplished by November of the second year.
6) Conference acceptance letter should be forwarded to the HTM graduate program Administrative Assistant by *the end of December of the second year.*

Any changes or modifications to these timelines must be agreed upon in writing by the student, the student's advisor, and the graduate coordinator.

SECOND YEAR PAPER

Students are required to engage in an independent research project during the second year of their program. The aim is to create a research paper that can potentially be published in a top-tier hospitality and tourism research journal.

The second-year paper:
- Must be a complete empirical study
- Must include Introduction, Literature Review, Methods, Results, Discussion and Implications, and Limitations and Directions for Future Research sections.
- Must be submitted to a journal endorsed by the second-year paper advisor for publication by the end of third year of study (usually August).
- Must receive a pass from the review committee with no more than 2 revise and resubmit iterations
- May or may not be an extension of the first-year paper and may or may not be continued into the dissertation
- Comply with plagiarism requirements, APA, and free of grammatical mistakes.

Second-Year Paper Process and Timeline:

Students should start working on the second-year paper in the very beginning of their second year in the program or earlier.

Students must identify a major advisor and a secondary reader to guide their second-year project. The major advisor will hold main supervisory responsibilities; the secondary reader (HTM graduate faculty) will assist in a consultative role.

After identifying a topic and the advisors, the student must submit a one-to two-page proposal to be approved by the second-year paper advisor. The advisor and the second reader are encouraged to give feedback and general direction to the student, but are not allowed to aid in the development of the core idea (i.e., the idea must come from the student) or edit/write any component of the manuscript. Once the second-year paper has passed departmental review, and the student begins preparing the paper for submission to a journal, the advisor and the second reader can assist with editing and other modifications facilitating publication.

The manuscript should closely follow the style of one of the leading HTM professional journals (e.g., Journal of Hospitality and Tourism Research, International Journal of Contemporary Hospitality Management, etc.).

Evaluation:

The review committee consisting of at least 3 HTM graduate faculty will conduct formal evaluation of the second-year paper. The written component will be assessed using the Rubric for First and Second-Year Paper. The reviewers will submit their evaluations to the HTM administrative assistant or the graduate coordinator, who passes the reviews to the student. Based on the reviews, the student is expected to revise and resubmit his/her work to address the reviewers' comments. No more than *two* revise and resubmit iterations are allowed, prior to final pass or fail decision.

Journal submissions is also included in the pass requirement. It is based on a successful initial paper submission (meaning: not desk-rejected by the editor and is moving along the review process) to a journal choice endorsed by the student's major advisor. The first-round review of submission decision email from the editor should be forwarded to the HTM Graduate Program Administrative Assistant or the graduate coordinator.

The second-year paper will serve as part of an overall review of the student's suitability for, and progress in, the doctoral program. Successful completion of the second-year paper is required prior to taking comprehensive exams.

Timeline:

1) Submit an electronic copy of the second-year paper to the Administrative Assistant of the HTM Graduate Program or Graduate Coordinator for review by the review committee *before or on the first day of class at the beginning of the student's third year* in the Ph.D. program.
2) The review committee reviews the submission *within three weeks of the initial submission of paper* and provides comments and assessment based on the Rubric for First and Second-Year Paper. The committee also votes on pass or fail.
3) If not granted pass, under the guidance of the second-year paper advisor and the second HTM graduate faculty, the student submits a point-by-point response to reviewers' comments and a revised paper *within four weeks* of the comments being provided.
4) Upon reviewing the response to reviewers' comments and the revised manuscript, the three-member paper review committee meets to deliberate the results and votes for a pass or a fail *within three weeks of the revised submission*.
5) Students may go through *two iterations* of a paper to obtain a pass (much like a revise & resubmit process). The time frame for each R&R iteration *should not exceed 4 weeks* unless an extension is granted by the review committee.
6) Second-year paper should be submitted to a peer-review journal by the end of February of their third year of study in the program. Submission confirmation emails to be forwarded to the HTM Graduate Program Administrative Assistant or Graduate Coordinator.

Any changes or modifications to this timeline must be agreed upon in writing by the student, the student's advisor, and the graduate coordinator.

Authorship of the First-Year Paper and the Second-Year Paper

Assuming the papers are developed based on the procedures described above, it is suggested that the student will be listed as the first author, the first/second-year paper advisor will be listed as the second author, the second HTM graduate faculty will be listed as the third author.

After the outcome of the second-year paper has been officially determined, upon consultation with the major advisor, some or all members of the review committee may be invited to participate in the development of the paper into a journal publication. If deemed appropriate by the student and paper advisor, review committee members can also be included as additional authors of the second year paper based on their contribution. If the review committee members' contributions are considered substantial to warrant authorship, they can be listed as authors. Inclusion and the order of the authorship should be agreed upon by all authors**.**

First- and Second-Year Paper Alternative

If students progress through the process swiftly and publish a paper as a result of their first or second-year study, they can submit a published or accepted research manuscript as an alternative to the first-and second- year paper described above. Several conditions must be met in this case:
- The manuscript should be an original work produced by the student during their PhD program at OSU. Students cannot use their thesis, class assignments, or other previous work as a basis for the publication submitted as an alternative to first- or second-year paper. Faculty advisors can provide comments but *NO edits or corrections* are allowed. Faculty advisors should provide a *written confirmation* that the student conducted all the work and their contribution was limited to comments. Help of other mentors, i.e. previous advisors, instructors, etc., is not allowed.
- To qualify, the manuscript should be accepted/published in an A or B category journal (see the list below).

First- and Second-Year Paper alternative submissions should follow the same timeline as the first- and second-year papers with an exception of steps #2 and #6 for the first-year paper and step #6 for second-year paper.

List of Acceptable Journals

A Journals
Annals of Tourism Research
Cornell Hospitality Quarterly
International Journal of Contemporary Hospitality Management
International Journal of Hospitality Management
Journal of Hospitality and Tourism Research
Journal of Sustainable Tourism
Journal of Travel Research
Tourism Management

B Journals
Current Issues in Tourism
European Sport Management Quarterly
Event Management: an international journal
Food Policy

International Journal of Tourism Research
Journal of Hospitality and Tourism Education
Journal of Hospitality and Tourism Management
Journal of Hospitality and Tourism Technology
Journal of Hospitality Marketing and Management
Journal of Sport Management
Journal of Travel and Tourism Marketing
Journal of Vacation Marketing
Leisure Sciences: an interdisciplinairy journal
Leisure Studies
Sport Management Review
Tourism Analysis
Tourism Economics
Tourism Geographies
Tourism Recreation Research
Visitor Studies: theory, research, and practice

First/Second-Year Paper Assessment Form

Please identify a score that matches student's performance. The score of 3 and above is considered satisfactory.

Title	Strongly Disagree				Strongly Agree	
The title reflects what the paper is about.	1	2	3	4	5	N/A
The title does not exceed 15 words and cannot be shortened without losing meaning.	1	2	3	4	5	N/A
Comments						

Introduction	Strongly Disagree				Strongly Agree	
The author effectively articulates the purpose and motivation of the study.	1	2	3	4	5	N/A
The author clearly states a gap/controversy that his/her study addresses and explains why it needs to be addressed (such questions as what do we know, what we do not know, and so what are answered).	1	2	3	4	5	N/A
Research question (s) and/or objectives are clearly stated.	1	2	3	4	5	N/A
The author explains well key theoretical and practical perspectives that informed the topic in question.	1	2	3	4	5	N/A
Key constructs/ concepts/ perspectives are clearly identified, and relationships clearly expressed.	1	2	3	4	5	N/A
Theoretical contribution of the paper is well explained by showing how the study fundamentally changes, challenges, or advances scholars' understanding of the concepts in question.	1	2	3	4	5	N/A
The author explains well what real-life problems can be solved with findings of the study.	1	2	3	4	5	N/A
Introduction matches other parts of the manuscript.	1	2	3	4	5	N/A
Introduction maintains focus (i.e. it is concise, with relevant details, logical flow, and clear goals).	1	2	3	4	5	N/A
Comments						

Literature Review	Strongly Disagree				Strongly Agree	
Literature review concentrates on synthesis rather than simple description of previous publications on the subject.	1	2	3	4	5	N/A
Literature Review clearly displays the development of the theoretical narrative explaining why and how the constructs are associated.	1	2	3	4	5	N/A
Literature Review focuses on the key underlying theoretical issues.	1	2	3	4	5	N/A
Literature Review is comprehensive and does not have any glaring omissions.	1	2	3	4	5	N/A
Conceptual framework is well-defined when it is presented.	1	2	3	4	5	N/A
Hypotheses/research propositions do not appear random, i.e. the narrative clearly leads up to such prediction.	1	2	3	4	5	N/A

Comments

Methods	Strongly Disagree				Strongly Agree	
Research design fits the objectives and hypotheses testing.	1	2	3	4	5	N/A
Population and sampling procedures are appropriate.	1	2	3	4	5	N/A
The data collection process is appropriate.	1	2	3	4	5	N/A
Methods section describes in sufficient details how and why the data were obtained.	1	2	3	4	5	N/A
Measurement tools/scales are appropriate to operationalize the constructs.	1	2	3	4	5	N/A
The employed analysis techniques are appropriate.	1	2	3	4	5	N/A
Methods section provides sufficient information to replicate the study.	1	2	3	4	5	N/A

Comments

Results	Strongly Disagree				Strongly Agree	
Sufficient and adequate information for the conducted tests is provided.	1	2	3	4	5	N/A
The results are presented clearly.	1	2	3	4	5	N/A
The results are interpreted correctly.	1	2	3	4	5	N/A
The tables/figures are reader-friendly.	1	2	3	4	5	N/A
The tables/figures are labeled appropriately.	1	2	3	4	5	N/A

Comments

Discussion/Implications	Strongly Disagree				Strongly Agree	
The findings have been adequately discussed in relation to previous literature and each of the hypotheses or study objectives.	1	2	3	4	5	N/A
Theoretical implications are well defined and point on the significance of the obtained new knowledge relative to the existing knowledge and understanding.	1	2	3	4	5	N/A
Practical implications are tied to existing practical problems and explain how those problems can be solved/ alleviated as a result of the current study.	1	2	3	4	5	N/A

Comments

Limitations and Directions for Future Research	Strongly Disagree				Strongly Agree	
Limitations are clearly identified, articulated, and appropriate (go beyond such usual statements as the sample size is small, that subjects should be honest, or that other industry contexts could be used, etc.).	1	2	3	4	5	N/A
Limitations are comprehensive (i.e. include the research design, methods, data analysis, sampling, etc.).	1	2	3	4	5	N/A
Limitations are addressed in future research section.	1	2	3	4	5	N/A
Directions for future research are tied to discussion and limitations.	1	2	3	4	5	N/A

Comments

Overall Assessment	Strongly Disagree				Strongly Agree	
The paper has high degree of originality.	1	2	3	4	5	N/A
The paper has potential to significantly contribute to the existing body of knowledge.	1	2	3	4	5	N/A
Conceptual rigor is evident in the paper.	1	2	3	4	5	N/A
Methodological rigor is present in the paper.	1	2	3	4	5	N/A
The paper has strong theoretical contribution(s).	1	2	3	4	5	N/A
The paper has strong practical contribution(s).	1	2	3	4	5	N/A
Overall quality of the paper is high.	1	2	3	4	5	N/A
Comments						

Formatting	Strongly Disagree				Strongly Agree	
The manuscript uses language appropriate for academic readership, such as the style and mechanics successfully communicate meanings to readers with clarity and fluency.	1	2	3	4	5	N/A
The manuscript is error-free and standard grammar, spelling, and punctuation are used.	1	2	3	4	5	N/A
The manuscript complies with APA guidelines.	1	2	3	4	5	N/A
Comments						

Decision

Pass
Partial pass with minor revision
Partial pass with major revision
Fail

H. Admission to Doctoral Candidacy

Admission to doctoral candidacy marks the transition into the research phase of a doctoral degree and indicates agreement that the student has demonstrated the ability to do acceptable graduate work and that satisfactory progress has been made toward a degree.

Timing

With best practices, time-to-degree, degree completion and student debt in mind, graduate students need to move through their program requirements in a reasonable time frame. Ideally, students would complete the admission to candidacy process by the end of the second to third year in the doctoral program, depending on the expected time to degree for the discipline. This allows the student and institution to make judicious decisions about resource allocation.

Requirements

Consideration for doctoral candidacy requires: 1) the successful completion of written and/or oral qualifying examinations; 2) presentation of a written document of dissertation proposal for doctoral research to the doctoral Advisory Committee; and 3) oral defense of dissertation proposal. The approval of the research proposal by the Advisory Committee by way of signatures on the dissertation proposal defense form is the basic requirement for admission to doctoral candidacy.

Written Qualifying Examinations

Students are encouraged to consult their Advisory Committee Chair for details. Questions generally cover the student's specific area of study, research methodology, statistics, and related areas. The examination may be written, oral or both.

The student ordinarily must pass the qualifying exam before data collection can begin. The Chair can recommend to the advisory committee that this requirement be waived. The written examination may be scheduled in an uninterrupted sequence or may be spread over a pre-arranged period of time to allow for material review. The oral examination (if recommended by the committee) could be held three (3) to four (4) weeks after the written examination.

When?

- After completing all the course work or one semester (no more than 9 credit hours) before completing all the course work, approved plan of study, **and before the dissertation proposal defense.**

What?

- 2 hours   Research Methods
- 2 hours   Statistics
- 2 hours   Content areas
- 4 hours   Content areas
- 4 hours   Content areas

Oral Qualifying Examination

The oral qualifying examination provides each student with an opportunity to respond to follow-up questions related to the written qualifying examination and/or other questions. The oral examination provides another opportunity to assess the student's ability.

Written Dissertation Proposal

The composition of the required written research proposal for doctoral candidacy is at the discretion of the student's Advisory Committee. It need not be, and probably should not be, complete chapters of the proposed dissertation, as Advisory Committee input should be sought throughout the development of the dissertation. Requiring complete dissertation chapters moves the doctoral candidacy process to the end of the degree program, which is inconsistent with national best practices.

A basic candidacy proposal may include definition of the research subject/problem to be examined, a literature review, preliminary data and outline of the proposed research method (essentially, a complete draft of first three chapters of the dissertation). The written document should give the Advisory Committee a good understanding of what the student has proposed to do to make an original contribution to the field.

Dissertation Proposal Defense

The dissertation proposal defense should take place during the standard semesters and sessions (Fall, Spring and Summer). Given Advisory Committee members' extensive obligations, the defense should be scheduled well in advance to ensure Advisory Committee members will be available and present. The student should bring official copies of the signature pages to the dissertation proposal defense for the Advisory Committee Chair.

Oral Presentation: Most dissertation defenses have a public presentation, which may range from 15-60 minutes depending on the nature of the work, etc. The Advisory Committee Chair should advise the student on what is expected for the public presentation. The oral presentation is open to the public and should be held in a space that allows others, beyond the Advisory Committee, to attend. In the two-part format, the presentation may occur earlier than the proposal defense examination. Separating the public presentation from the examination does not preclude the requirement that Advisory Committee members attend both the public presentations and the examination. Questions from the audience at the public presentation are welcomed and encouraged.

Questioning: In the two-part proposal defense format, the examination is a closed session with the student that is generally only attended by the Advisory Committee. In addition to the Advisory Committee, only members of the Graduate Faculty may attend the closed examination portion of the proposal defense without permission of the dean of the Graduate College. When the public presentation and examination are scheduled together, the exam usually begins after a short break following the public presentation. The exam is generally a series of questions by the Advisory Committee members that are orally answered with communication aids, such as white boards and an occasional PowerPoint slide.

Scheduling: Given the nature of faculty work, it is best to obtain Advisory Committee Members' general availability at the beginning of the term in which the proposal defense will take place. Defenses should be scheduled in such a manner to ensure enough time is allowed for the presentation and examination. The length of the questioning generally does not go beyond two to three hours. If it does extend beyond two hours, a break is expected. It would be highly unusual for the examination portion of the defense to last more than three hours or to extend into another day.

Attendance: All required Advisory Committee members (Chair, Advisor, Expert Member(s) and Outside Member) and the graduate student are expected to be physically present at the same location for the dissertation proposal defense. However, there may be scheduling challenges due to travel. Technology, such as teleconferencing and videoconferencing, may be used for a physically absent Advisor or Expert Member(s); the student, Chair and Outside Member are expected to be physically present. An exception to the in-person attendance guidelines may be granted by the Advisory Committee Chair.

Outcomes

Admission to doctoral candidacy is conferred with the approval of the dean of the Graduate College acting upon the recommendation of the Advisory Committee and graduate program. It is the responsibility of the Chair of the Advisory Committee to notify the Graduate College when admission to candidacy is granted by submitting the *Admission to Doctoral Candidacy Form*. To be considered for admission to doctoral candidacy, the Advisor must vote in the affirmative and **no more than one member** of the Advisory Committee may cast a dissenting vote on the *Admission to Doctoral Candidacy Form*.

Submit the Admission to Doctoral Candidacy Form (Appendix G) if the oral dissertation proposal defense is passed.

Before being admitted to candidacy, the student must:

- Pass the qualifying examination
- Have an approved plan of study on file with the Graduate College
- Have a dissertation proposal approved by the Advisory Committee

In case of failure to pass any part of the examination, the student will be notified in writing of the conditions under which another examination can be taken. The second examination may not be given earlier than four months after a failure. If the results of the second examination are unsatisfactory, no other examination may be given without the approval of Graduate Council.

Enrollment of Dissertation Credit Hours before Admission to Doctoral Candidacy

Graduate students need to move through their program requirements in a reasonable time frame, complying with the best practices toward the degree completion and avoiding excessive financial burden. Upon successful completion of (1) a minimum 80% of the coursework (e.g., 36 credit hours) and (2) the 2nd year paper, typically, at the beginning of the 5th semester in the program, students should start working toward a dissertation proposal and enrolling in the dissertation credit hours to document their progress.   A total number of **6** dissertation hours earned before admission to candidacy is considered appropriate.   Enrollment of additional dissertation credit hours, up to 3, before admission to candidacy is subject to approval on a case-by-case basis by the student's dissertation committee and the graduate coordinator.

Students are advised to enroll in the recommended 6 dissertation credit hours in multiple semesters leading to completion of a dissertation proposal. Enrollment of 1-3 and no more than 6 dissertation credit hours per semester is advisable prior to admission to candidacy.

Procedure

Take Qualifying Written and/or Oral Exam

↓

Pass

↓

Approval of Dissertation Proposal by the Committee Members

↓

Submit Signed Admission to Doctoral Candidacy Form to Graduate College

↓

Become ABD (**A**ll **B**ut **D**issertation)

↓

Work on Dissertation
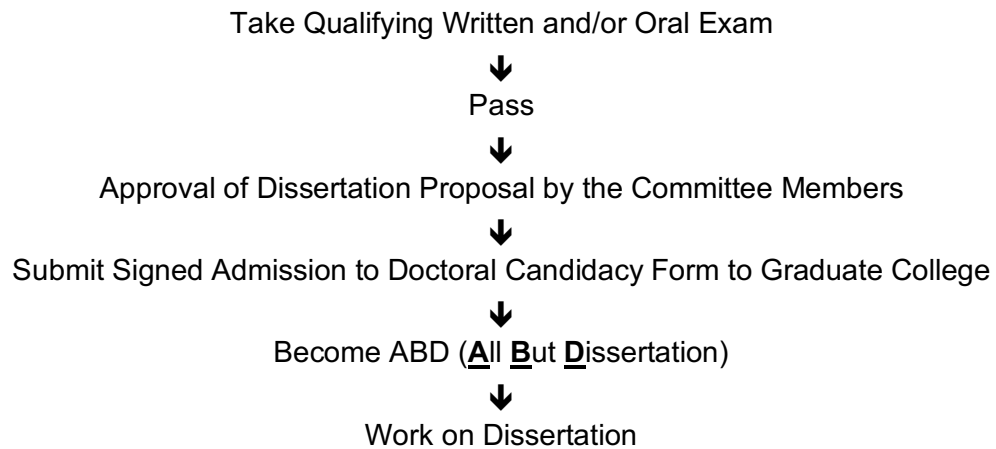
I. Dissertation

Preparation of the Dissertation

The Dissertation should be prepared according to the Graduate College [Thesis/Dissertation Guidelines](#). Doctoral students are required to meet the thesis format review deadline by either attending a dissertation format workshop or viewing the online version of the workshop by the deadline specified in the Graduate College academic calendar for the semester they intend to graduate. Completion of the workshop requirement at least one semester before they intend to graduate is ideal and recommended.

The draft dissertation that is distributed should include the title/signature page, literature citations and the body of the document (i.e., all chapters from the introduction through the conclusions). The inclusion of the "front matter" (Table of Contents, List of Tables and Figures, Acknowledgements, etc.) is at the discretion of the Advisory Committee, as the pagination of these items may change depending on the necessary edits.

Pre-Defense Meeting

Given the high-stakes of the dissertation defense, it is advisable to have an Advisory Committee meeting a few months (e.g., three months) prior to the intended defense date to identify any major issues that should be addressed prior to the defense. This meeting can include a brief informal presentation by the graduate student of results to date, an update on progress, outline of the dissertation document, etc. The incorporation of a pre-defense meeting is to support and facilitate the success of the student.

Dissertation Draft Distribution
With the Advisory Committee Chair and/or research Advisor's approval, the defense copies should be provided to all Advisory Committee members at least two full weeks prior to the defense day. Holidays and breaks when the University is closed should not be counted in this two-week minimum requirement. Ideally, Advisory Committee members should inform the Advisory Committee Chair at least 48 hours in advance of the scheduled defense time if they find the document indefensible in its current state. An explanation should be provided about the concerns so that a substantive discussion can occur and appropriate measures can be taken.

Dissertation Defense
The dissertation defense should be publicized within the graduate program at least one week prior to the event, and the Graduate College strongly encourages advance notification for our posting on the College website. The defense should take place during the standard semesters and sessions (Fall, Spring and Summer). Given Advisory Committee members' extensive obligations, the defense should be scheduled well in advance to ensure Advisory Committee members will be available and present. The student should bring official copies of the signature pages to the defense for the Advisory Committee Chair. See additional information about Advisory Committee members' signatures below.

Format: OSU allows each graduate program to choose between two types of general formats for dissertation defense. One has the entire defense open to the public and the other is a two-part process, in which the public presentation is separated from the "examination" portion which is conducted as a closed session. Irrespective of the format, the structure of the

defense should be determined by the graduate program and uniformly applied and communicated to graduate students and Advisory Committee members.

Oral Presentation: Most dissertation defenses have a public presentation, which may range from 15-60 minutes depending on the culture of the graduate program, nature of the work, etc. The Advisory Committee Chair should advise the student on what is expected for the public presentation. The oral presentation is open to the public and should be held in a space that allows others, beyond the Advisory Committee, to attend. In the two-part format, the presentation may occur earlier than the defense examination. Separating the public presentation from the examination does not preclude the requirement that Advisory Committee members attend both the public presentations and the examination. Questions from the audience at the public presentation are welcomed and encouraged.

Questioning: In the two-part defense format, the examination is a closed session with the student that is generally only attended by the Advisory Committee. In addition to the Advisory Committee, only members of the Graduate Faculty may attend the closed examination portion of the defense without permission of the dean of the Graduate College. When the public presentation and examination are scheduled together, the exam usually begins after a short break following the public presentation. The exam is generally a series of questions by the Advisory Committee members that are orally answered with communication aids, such as white boards and an occasional PowerPoint slide.

Scheduling: Given the nature of faculty work, it is best to obtain Advisory Committee Members' general availability at the beginning of the term in which the defense will take place. Defenses should be scheduled in such a manner to ensure enough time is allowed for the presentation and examination. The length of the questioning generally does not go beyond two to three hours. If it does extend beyond two hours, a break is expected. It would be highly unusual for the examination portion of the defense to last more than three hours or to extend into another day.

Attendance: All required Advisory Committee members (Chair, Advisor, Expert Member(s) and Outside Member) and the graduate student are expected to be physically present at the same location for the dissertation defense. However, there may be scheduling challenges due to travel. Technology, such as teleconferencing and videoconferencing, may be used for a physically absent Advisor or Expert Member(s); the student, Chair and Outside Member are expected to be physically present. In exceedingly rare cases where scheduling is particularly challenging, the Graduate College must approve alternative attendance formats. A change of Advisory Committee member may also be necessary for defenses where a member cannot be available in any format for an extended period of time. A *Committee Change Request Form* is available for those circumstances and requires the signature approval of all Committee members. Submission of questions via another Advisory Committee member is not an acceptable way to participate in the final dissertation defense or other Advisory Committee activities.

Advisory Committee Members' Signatures

There are two aspects of the dissertation defense that require signatures – the oral defense and the written dissertation.

Oral Defense Outcomes

At the close of the defense, after the candidate has been excused, the members of the Advisory Committee should discuss the student's defense of the research associated with the dissertation. There are two possible outcomes of a dissertation defense: Pass **–** Student <u>has</u>

satisfactorily completed the final defense and Fail – Student <u>has not</u> satisfactorily completed the final defense. Each member of the Advisory Committee must sign under one of the above statements recommending either a satisfactory or unsatisfactory defense. To be a considered a passing dissertation defense, the dissertation Advisor must vote in the affirmative and **no more than one member** of the Advisory Committee may cast a dissenting vote on the <u>Oral Defense Results Form</u>. The form must be signed and returned to the Graduate College **immediately** following the defense, irrespective of the outcome. If the oral defense is judged inadequate, a re-examination decision will be made by the Advisory Committee in accordance with Graduate College and graduate program requirements. Generally, only a single re-examination is permissible. Graduate programs may impose more stringent requirements. The result of the dissertation defense does not indicate approval of the dissertation document, but only the oral defense of the student's work.

<u>Dissertation Document Outcomes</u>

Ideally, signatures may be obtained at the defense for the dissertation signatory pages. If extensive corrections are necessary, the Advisory Committee Chair can hold the signed forms until members have given their approval of the final document. This will prevent the difficulties of obtaining signatures at a later date. However, Advisory Committee members may choose to wait to sign the dissertation signature page until after the corrections are deemed satisfactory. To be considered an approved document, the dissertation Advisor must sign the dissertation signatory page and **no more than one member** of the Advisory Committee may decline to sign the signatory page. It is rare not to have all Advisory Committee members' signatures, indicating approval of the document.

Due to scheduling challenges, "signatures" may not be easily obtained. If another person is signing for an absent Advisory Committee member with his/her written permission and permission of the Advisory Committee Chair, the signature should include clear initials of the individual signing (ABC) for the Advisory Committee Member (Jane John Faculty) as follows:

Jane John Faculty by abc

J. Graduation

There are some steps needed in order to file the necessary paperwork with the Graduate College and the Registrar's office.

1. You must complete a Graduation Clearance form through the Graduate College. This form is found on the plan of study website. Once it is submitted your advisor will receive an email for them to approve.
2. Once the Graduation Clearance Form has been approved by the Graduate College, you will receive an email. At that time you may file a Graduation Application through the Registrar's office. This will add the end term on your account.
3. If you do not graduate in the semester you have completed the graduation application, you will need to file a graduation application cancelation form and then reapply for graduation in a future semester.

Purchase a cap, gown, and hood at the Student Union Bookstore.

Congratulations!

Please keep the School updated on your address, professional and personal news you wish to share.

K. Responsibilities of Students

1. Read thoroughly:
   a. Graduate College Catalog.
   b. Departmental Handbook.

2. With the assistance of your advisor
   a. develop a plan of study before the end of the third semester.
   b. plan each semester's enrollment.
   c. determine research interest.
   d. develop the research proposal.
   e. organize the advisory committee before the end of the first semester.
   f. plan advisory committee meetings.
   g. if required, obtain an IRB approval of research proposal.
   h. complete research.
   i. develop annual appraisal review.

3. When enrolling for the semester in which the degree will be conferred, recheck plan of study (courses on the plan of study must have corresponding courses listed on the transcript and the course prefixes and numbers must match EXACTLY). Complete Graduation Clearance Form and submit it to the Graduate College. Also submit diploma application (online) with the Registrar's Office.

4. Meet Graduate College deadline dates in the current catalog regarding:
   a. notice of intention.
   b. plan of study and dissertation outline.
   c. qualifying examination.
   d. draft copy of dissertation.
   e. final copy of dissertation.

IV GRADUATE COLLEGE ACADEMIC CALENDAR

Attention
The Graduate College academic calendar is at the link below. These are updated every semester in order to give you a timeline to help guide you to graduation.

https://gradcollege.okstate.edu/graduate-college-academic-calendar

V. GUIDELINES FOR THESIS/DISSERTATION

A. Guidelines

TITLE
Appropriateness for the contents of the article

BODY OF ARTICLE
Introduction
- Introduction of the background of the study
- Problem statement and justification of the study
- Clear statement of the objectives or purpose of the study
- Definition of the terms or concepts
- Theoretical or conceptual framework

Literature Review
- Completeness of literature review
- Consistency of cited studies with the stated issues/problems
- Logical development of review
- Do research questions/hypotheses logically follow from the literature review?
- Are you aware of additional works that supports/contradicts the literature review?

Methods
- Is the method(s) supported by the literature review?
- Are the variables identified appropriate for the concepts/problems under the study?
- Are data sources clearly identified?
- If appropriate, have issues of validity and reliability been addressed?
- Has the data analysis been clearly discussed?
- Has this section been logically developed?

Results
- Full presentation, description, and explanation of results.
- Summary of relevant findings.
- Are the results and analysis supported by the data?
- Have appropriate statistical techniques been used in analysis of data?
- Logical development of this section.
- Have the objectives of the study been achieved?

Conclusion and/or Recommendation
- Are conclusions warranted from the study?
- Is the interpretation of the results consistent with the theoretical/conceptual framework?
- Are hypotheses confirmed or rejected?
- Significance of the results.
- Discussion of findings to prior studies.
- Have the limitations of the study been addressed?
- Logical development of this section.

Graphics
- Are Tables, Graphs, Exhibits, etc. understandable without reference to the text?
- Are graphics referred to in the text?
- Do numbers, formulas check out as presented?
- Could the information be presented in a better format?

References
- Do references conform to APA style?
- Are references verifiable?
- Are full citations provided?
- Currency of references.

B. Sample Outline of Thesis/Dissertation

The thesis/dissertation usually consists of the following. Variations should be approved by the student's graduate advisory committee.

* The information in *italics* is a brief description of the preceding outline section.

ABSTRACT

CHAPTER I. INTRODUCTION

Statement of the Problem
> *Introduction of the problem and theoretical context*

Purpose of the Study

Objective of the Study
> *Delineation of theory and theoretical propositions to be tested if used in creative experimentation*
>
> *Research or Design questions and/or hypotheses*

Significance of the Study
> *Explanation of Problem's significance and justification or need for research*

Assumptions/Hypotheses

Scope and limitations

Definition of terms

CHAPTER II. REVIEW OF LITERATURE

Historical background of problem area

Analysis and summary of current knowledge and theory relevant to problem

Relate literature and theoretical perspective to present study

Analyze literature

Contribution and/or relationship of research or creative activity to existing knowledge and theory

Rationale for the present study

Introduce study and hypotheses

Summary

CHAPTER III. METHODOLOGY/METHODS

Introduction

Restatement of objectives, research or design questions, and/ or hypotheses

Development of data collection instrument, sampling plan, and data analysis.

Experimentation, manipulation, and/or test administration methods

Pilot testing, validity and reliability tests

Summary

CHAPTER IV. FINDINGS/ RESULTS

Introduction-Purpose of Study

Methodology

Collected data delineated in tables or charts

Discussion of findings

Summarize findings

Interpret findings

Place findings in context

CHAPTER V. CONCLUSION

Recommendations

Concerning methodology or focus of future studies and or application of results

Limitations (humility subsection)

Internal validity issues

External validity limitations

Measurement issues

Statistical problems

Comments on future directions

Implications

BIBLIOGRAPHY

APPENDIX

Copies of research instruments utilized

Specific examples or other materials relevant to the thesis/report/creative component activity (Cover letters, floor plans, etc.)

Additional discussion of hypotheses/objectives

Recommended Reference Books

American Psychological Association. (2002). Publication Manual of the American Psychological Association, (5th Ed.) Washington, DC: American Psychological Association

Babbie, E. (1995). The Practice of Social Research, (7th ed.) Belmont, CA: Wadsworth Publishing Co.

Cone, J. and Foster, S. (1993). Dissertation and Thesis from start to finish, Washington, DC: American Psychological Association

Poynter, J.M. (1993). How to Research and Write a Thesis in Hospitality and Tourism: A Step-by-step Guide for College Students. New York: John Wiley & Sons, Inc.

Gandner, David and Beatty, Grace (1980). Dissertation Proposal Guidebook: How to Prepare a Research Proposal and Get It Accepted. Illinois: Charles C. Thomas Publisher

Rudestam, Kjell and Newton, Rae (1992). Surviving Your Dissertation. Sage Publications, Inc.

VI. HTM GRADUATE COURSE DESCRIPTIONS

HTM 5000*
Master's Thesis. 1-6 credits, max 6. Prerequisite(s): Graduate standing and consent of adviser. Individual research interests in hospitality and tourism management fulfilling the requirements for the MS degree.

HTM 5112*
Hospitality and Tourism Graduate Education and Research. Prerequisite(s): Master's degree students only or consent of instructor. Systematic introduction to the competencies of graduate education and research in hospitality and tourism education and administration.

HTM 5213*
Hospitality and Tourism Management. In-depth study of hospitality and tourism management including theory, research, operations and practical experience. Emphasis on lodging operations systems, commercial food service systems, and tourism. Analysis and synthesis of a comprehensive management philosophy consistent with theory.

HTM 5233*
Convention and Special Event Management. Meeting and event design, working with industry suppliers, on-site management, post-event analysis, computers and technology, and meetings documentation.

HTM 5263*
Applied Revenue Management in Hospitality and Tourism Management
This course uses an online simulation tool to facilitate an in-depth understanding of revenue management's key concepts and applicability of revenue maximization strategies. The components of effective revenue management will be executed through entering decisions in the online simulation and their effects on overall profitability on the lodging operation will be analyzed and evaluated.

HTM 5313*
Hospitality and Tourism Information Technology. Conceptual analysis of the technology used in the hospitality industry. Investigation of technology applications, ethical implications of technology and system development practice.

HTM 5323*
Hospitality and Tourism Financial Management. Key concepts, tools and techniques critical for managerial decision making in financial aspects of hospitality organizations.

HTM 5333*
Hospitality Business Analysis. Fundamental understanding of the logic and structure of business plan, and knowledge of concepts for analyzing hospitality businesses. Examination of the application of hospitality management concepts and principles within hospitality organizations, assessment of factors contributing to a company's business orientation.

HTM 5413*
Hospitality Human Resources Management. Recent theories and research in human resource management, employee development, and labor issues affecting the hospitality and tourism industry in maintaining a productive workforce.

HTM 5423*
Hospitality and Tourism Marketing Management. Prerequisite(s): Undergraduate marketing course. The concepts and strategies of hospitality and tourism marketing management and customer development.

HTM 5503*
Big Data Analytics in Hospitality and Tourism Management
An in-depth study of various topics and techniques in big data analytics, especially in the hospitality and tourism research domains. Fundamentals of data acquisition, data transformation, data visualization, and data mining via the discussion of literature and hands-on labs. Concepts, methodologies, techniques, and related software packages.

HTM 5513*
Hospitality Strategic Management. Focus on strategic decision making in hospitality organizations. Examination of the processes by which managers strategically position the organization and allocate resources to maximize its economic value in uncertain, dynamic, and competitive environments.

HTM 5813*
Research Methods in Hospitality and Tourism Management. Prerequisite(s): REMS 5953 or STAT 5013. Scientific methods and current research methodologies as applied to problems in hospitality and tourism administration. Proposal planning, research design, statistical use and interpretation, and research reporting. Prerequisite for HTM 6993.

HTM 5850* (Seminar Course)
Special Topics in the Hospitality Industry. 1-3 credits, max 9. Special topics related to the hospitality industry. A problem-solving technique to design the research model and investigative procedures. Presentations to faculty, students and industry professionals at specialized workshops with research, instructional and industry project components.

HTM 6000*
Doctoral Dissertation. 1-12 credits, max 30. Prerequisite(s): Consent of major professor. Research in hospitality and tourism management for the PhD degree.

HTM 6111*
Hospitality and Tourism Doctoral Studies and Research. Prerequisite(s): Doctoral degree students only or consent of instructor. Systematic introduction to the competencies of graduate education and research in hospitality and tourism education and administration for doctoral students.

HTM 6113*
Hospitality and Tourism Education. Prerequisite(s): Doctoral degree students only or consent of instructor. Theoretical and practical components of hospitality and tourism education with emphasis on universities, community colleges and vocational schools.

HTM 6313*
Tourism Policy and Planning. Examination of current international and national tourism policies, planning and development perspectives and the economic impact.

HTM 6513*
Hotel and Restaurant Planning and Development. Theories and practices related to the acquisition, development and investment in hospitality-oriented real estate. The undertaking of site analysis, feasibility studies and building construction. Acquisitions, financing alternatives and management contract options. Current trends in hotel investing.

HTM 6713*
Contemporary Hospitality and Tourism Theory. Prerequisite(s): Doctoral degree students only or consent of instructor. Advanced survey of both the classic and current body of knowledge in the area of hospitality and tourism management. Introduction to important works in the research area of hospitality and tourism management that will prepare students to assess fundamental research questions, opportunities, and limitations of the research.

HTM 6880*
Seminar in Travel and Tourism Management. 1-3 credits, max 9. Study of the latest developments in travel and tourism research and management.

HTM 6993* (Seminar Course)
Advanced Hospitality and Tourism Research. Prerequisite(s): HTM 5813, graduate level basic and/or intermediate research methods and intermediate statistics and doctoral degree student or consent of instructor. The latest advances in hospitality and tourism research theory development, modeling and research design. Focus is on improving ability to effectively develop/build a conceptual framework/model with an appropriate research design and hypotheses.

Notes:

Those numbered 5000 and above are primarily graduate courses.
An asterisk (*) following the four-digit number indicates the course is approved for graduate credit.
No fewer than 21 credit hours of 5000 and/or 6000 level courses for master's students.
No fewer than 51 credit hours of 5000 and/or 6000 level courses for Ph.D. students.

VII. POLICIES AND PROCEDURES

A. Advisor

Upon arrival on campus, the student will be assigned a temporary Advisor. This individual will assist in class selection during the student's first semester on campus. **Students are responsible for selecting a permanent advisor by the end of the second semester on campus.** The advisor may serve as the chair of the graduate committee. A student may change advisors at any time, however all involved are to be kept informed of any change. Changes in advisor will require a corresponding change in the plan of study.

Student-Advisor Relationship

When it is determined that a graduate student and Advisor can no longer work together, and all efforts for conflict resolution within the program have been exhausted, it is the responsibility of the student to identify a new Advisor or change to another degree option or program. The Graduate Program Coordinator can assist with this process, but Oklahoma State University is under no obligation to provide the student a new Advisor. If a new Advisor cannot be identified in 30 calendar days, the student will no longer be eligible to continue in the graduate program.

B. Selecting an Advisor and Forming a Committee

Choosing a Major Advisor is a critical step for a graduate student. Advisors play a major role in shaping the careers of graduate students. The following guidelines can be followed by new students while selecting their major advisor:

Research Interests

The first step is for the student to identify their area of research interest for their Thesis/Dissertation option. Based on this, the student should then examine the appropriate faculty who has expertise in their research area.

Faculty Track Record

It is a good idea to get feedback from other graduate students. Typically, one of the important attributes to look for in a potential candidate for Major Advisor is if the person can be an effective mentor, who can provide the required assistance to the student in accomplishing their career goals. It is very important for the student to feel comfortable, and develop a good rapport with their major advisor.

In forming a committee for completing their research, the student should identify faculty members who have similar research interests. Once this is done, the Plan of Study needs to be officially endorsed by the members of the committee.

C. Enrollment Requirements

- Graduate students must complete a minimum of 6 hours during each 12-month period to be continuously enrolled. Failure to maintain continuous enrollment requires reapplication and admission to the program.
- Graduate students must be enrolled in at least two hours during any semester in which they are utilizing university resources including the semester in which they graduate.
- All students must be enrolled by the deadlines listed in the Class Schedule.

Credit Load per Semester

- Following is a chart listing of credit hours that may be taken, in relation to the students' status on campus

Student Status	Fall	Spring	Summer
Full-time Student	9	9	4
Half-time Student	4-8	4-8	2-3

- The half-time Graduate Teaching Assistants or Graduate Research Assistants must meet minimum enrollment requirements of 6 hours in fall and spring and 2 hours in summer.

Employment Status	Student Status		
	Fall	Spring	Summer
≥.50 FTE	6 (Full-time)	6 (Full-time)	2 (Full-time)
<.50 FTE	9 (Full-time)	9 (Full-time)	2 (Full-time)

Petition for Excessive Hours

- Following is a listing of credit hours that may be taken, in relation to percentage of employment

If Employed…	You must petition to take MORE than…	
	Fall and Spring	Summer
100%	4 credits	2 credits
75%	7 credits	3 credits
60%	8 credits	4 credits
50%	10 credits	5 credits
30-40%	12 credits	6 credits
25%	13 credits	7 credits

Note: The Dean of the Graduate College approves petitions for excessive hours.

D. Time Limits

- All requirements must be completed within the following periods calculated from initial enrollment in the program

Master's Candidates	7 years
Doctoral Candidates	9 years

- No course on the plan of study may be more than 10 years old at the time of graduation

- All requirements for the doctorate must be completed within 4 years from the passing of Qualifying Exam
- Students must follow deadlines for submission of thesis/dissertations and for completing final exams as listed in the catalog. The thesis/dissertation instructions can be found on-line on the Graduate College's website.

E. Grade Point Requirements

- Students whose cumulative GPA falls below 3.0 are subject to being placed on Strict Academic Probation (SAP)
- Students on SAP may be suspended if they receive any grade below a B.
- To graduate, a student must have a minimum of 3.0 GPA in all non-research course work. Research courses (5000/6000) are graded with "SR" (satisfactory research) or "UR" (unsatisfactory research) and are not factored into any GPA calculation.

F. Transfer Hours

- Master's and Ph.D. students may transfer a maximum of 9 hours from another university or from special student status at OSU
- Doctoral students must take at least 30 hours at OSU if they have already completed a master's degree or at least 60 hours at OSU if they are in a 90-hour doctoral program.

G. Plan of Study

- The Plan of Study for the degree must be submitted online to the Graduate College prior to completion of the second semester of enrollment for the master's program. The student should develop the Plan of Study with the advisor using the online Plan of Study application. The online submission request requires approval by the advisory committee and the student's graduate program with final approval by the Graduate College.
- The original Plan of Study must be submitted to the Graduate College prior to the end of the third semester (excluding summer sessions) of enrollment in the doctoral program. The plan must include all the acceptable graduate work that has been completed and all that will be taken for the doctoral degree.
- There will be an enrollment hold placed for students who do not have a plan of study on file as per the above guidelines.
- The courses taken more than 10 years prior to actual graduation will not be accepted on a plan of study.
- All students must indicate on their Plan of Study whether or not their research will involve human subjects. If human subjects are to be used, approval must be received from the IRB prior to the beginning of the research. Failure to obtain IRB approval for use of human subjects will result in the rejection of the thesis or dissertation by the Graduate College.
- The student's advisory committee may choose to add courses to the Plan of Study to support the student's research or creative component activities, or to rectify academic course, knowledge, and/or language deficiencies. Changes to the Plan of Study are made online through the Graduate College plan of study website planofstudy.okstate.edu. Revisions to the plan will require signatures of all committee members, the program, and the Graduate College.

H. Graduation Requirements

- Students must submit a Graduation Clearance form through the plan of study site at planofstudy.okstate.edu and file an online graduation application with the Registrar's

Office at the beginning of the semester in which they are expecting to graduate. If they fail to graduate during the semester, a graduation application cancellation form will need to be submitted and approved through the Registrar's office before a new graduation application can be submitted..

- The Graduation Clearance Form will also ask for the title of the student's thesis or dissertation. This is the title that will show on the student's final transcript.

- At the beginning of the semester of anticipated graduation, students should update their Plan of Study (as requested on the Graduation Clearance Form) to ensure consistency with actual course work. Students who need to submit a revised Plan of Study should turn it in at the beginning of the semester of anticipated graduation.
- Published deadlines for oral defense results, signature approval page, and theses and dissertations submissions are strictly enforced.

I. Academic Disciplinary Actions

Each semester the Graduate College audits grades of all graduate students. Any student receiving a grade below a "B" in any course will receive a letter from the Graduate College informing them of one of the following actions.

Departmental Notice (DN)
A graduate student receiving a grade below a "B" will be warned by the Graduate College that such grades are "below Graduate College standards, that the overall GPA on a Plan of Study must be at least a 3.0 to graduate, and those grades below a "C" may not be used on a Plan of Study."

Strict Academic Probation (SAP)
Students who have had recurring academic problems or severe grade deficiencies in the most recent semester will be placed on strict academic probation. During the next semester of full-time enrollment (or two semesters of part-time enrollment) they will be required to make a "B" or above. If they fail to meet this requirement, they are subject to suspension from the Graduate College.

No Further Enrollment Without Departmental Consent (NFEWDC)
Students who are on strict academic probation either as a condition of their admission or because of past academic problems are not allowed to make a grade below a "B". Failure to meet this requirement will result in their suspension from the Graduate College unless the student's department makes a written request for their continuance. Such a request must be received by the Graduate College before the stated deadline or the student's pre-enrollment will be canceled.

No Further Enrollment (NFE)
Students who have repeatedly violated conditions of their academic probation will be suspended from the Graduate College.

VIII. INTERNATIONAL GRADUATE STUDENT*

The following section attempts to address some of the most important issues that concern International Students. It is anticipated that the information provided will enable a new student to adapt to their new surroundings with ease.

A. Optional Practical Training

- F-1 students have the option to complete a twelve month OPT appointment after each degree – BS, MS, PhD.
- The period of OPT is only for twelve months.
- Pre-completion OPT can be authorized part time when classes are in session or full time during summer months, prior to completing a degree.
- Apply 90 days before or 60 days after graduation date of either BS, MS or PhD.
- Grades of "I" (incomplete) and extension course grades must be completed and the grade indicated on the transcript.
- Student must have been a full-time student and be "in status" with U.S. Immigration.
- Application for OPT is made to International Students and Scholars office (ISS).

If the student is eligible for OPT , ISS will endorse the I-20 and the student will apply for Employment Authorization Document (EAD) at the USCIS office having jurisdiction over his or her place of residence.

B. Curricular Practical Training

If the student participates in curricular practical training for 12 months or more, optional training will not be granted.

C. Internship

In addition to the general academic requirements, HTM 5443, an internship course offering 3 credits, is a required part of the curriculum that should enable student to meet all the requirements for Curricular Practical Training. This course is not for graduate credit and should be listed under the "Non-graduate/Transfer" section in the Plan of Study. It should be listed in zero credit hour as it does not count toward the total number of graduate credits.

D. Last Semester

An International student may take three credit hours in their last semester. If the student makes the decision to be under-enrolled in the final semester then the student should feel confident that he/she is graduating. If the student doesn't feel confident he/she may want to enroll full-time (6-9 hours) depending on the GRA/GTA appointment. If the student is not enrolled full time and does not graduate the result could be the loss of OPT.

* Please see OSU International & Scholars Office for updated information.

IX. ASSISTANTSHIP AND FELLOWSHIP

A. Introduction

In order to receive an assistantship, a student must be accepted by the Graduate College and the School in other than provisional status. The continuation of an assistantship beyond the first semester is contingent on attaining and/or maintaining "Full Status", as defined in the Graduate School announcements. **The student will also have to pass the appropriate English language tests at OSU in order to be eligible for teaching at OSU.**

English Proficiency Requirements:

Spoken English Proficiency for Employment

OSU policy requires all persons for whom English is a second language to demonstrate an acceptable level of spoken English before being employed in an instruction related capacity, including laboratory assignments. Graduate students who serve only as laboratory assistants (e.g., setting up and/or maintaining equipment) are not required to comply with the provisions of this section.

Students who score a 26 or better on the speaking portion of the Internet-based TOEFL (iBT) or an IELTS speaking score of 8.5 or higher will be cleared for classroom or lab instruction.

Prospective teaching assistants with iBT speaking scores of 22, 23 or 24, or IELTS speaking scores of 7.0, 7.5 or 8.0 will be required to pass the OSU-administered ITA Test (see below) in order to be certified for classroom or lab instruction.

Prospective teaching assistants with iBT speaking scores below 22 or IELTS speaking scores below 7.0 are advised to seek English language training in order to improve their spoken language proficiency. After one semester of residence at OSU, students who wish to demonstrate that their English has improved sufficiently to be considered for teaching or lab assignments may take the Versant English Test, administered by the OSU Office of University Assessment and Testing. A passing score on the Versant will enable the student to take the ITA test at its next regular administration.

Prospective TAs who are unable to access the iBT or the IELTS prior to arrival at OSU may receive authorization to take the Versant English Test. A passing score on the Versant Exam will enable the student to take the ITA test at its next regular administration.

Prospective teaching assistants who do not achieve a 26 or better on the speaking portion of the iBT are required to pass the OSU-administered ITA test. The ITA test is a 10-minute evaluation procedure in which the student presents five minutes of information for an undergraduate lab, recitation, or lecture. Each ITA Test (the five-minute mini-lesson and the question and answer period) is evaluated by two faculty members from the English Department, graduate raters and a two undergraduate student raters. A score of 250 or better on the ITA test is a pass. A score of at least 240 is a provisional pass requiring the graduate assistant, if he or she is assigned to instructional duties, to concurrently enroll in GRAD 5092 , a two credit hour course, and receive a grade of B or better. Once this is completed the student must retake the ITA exam the next time it is administered. Students who score less than 240 may not be employed in an instruction related capacity (including laboratory instruction).. Students receiving a fail on the ITA exam must enroll in GRAD 5082 and receive a grade of B or better, before retaking the exam.

For those who want more information about the VERSANT test, please see this website: http://www.versanttest.com/technology/VersantEnglishTestValidation.pdf

The **VERSANT** English test can be taken by appointment at the OSU Office of University Assessment and Testing (UAT) by calling 405-744-5958.

> **ITA Test**:
> . Additional information about the ITA orientation can be found here: https://gradcollege.okstate.edu/ita

Employment as a GTA requires:

Demonstrated proficiency score of 70 or higher on the Test of English Language Proficiency (TELP)) No other spoken English examinations are acceptable as substitutes for the TELP Exam. .

The Test of English Language Proficiency is administered on both Stillwater and Tulsa campuses. The test is administered twice a year, once before the Spring semester and once before the Fall semester begins. The cost for this test is $50.00 payable at the time of registration. The TELP has two test sections: listening/dictation and reading/writing section. In order to register, vitit UAT website: uat.okstate.edu/testschedule, and at the bottom click schedule an exam.

To learn more about the TELP test and scoring requirements, please visit gradcollege.okstate.edu/telp.

ENGLISH LANGUAGE INSTITUTE

Students unable to achieve the minimum score on the TOEFL or IELTS may consider admission in the English Language Institute to acquire the level necessary to gain admission to the Graduate College. The English Language Institute at Oklahoma State University is an intensive English program designed to help international students attain the English proficiency necessary to enter a college or university in the United States. It is also suitable for those who wish to learn English for business or personal reasons. The English Language Institute offers classes thirty hours per week in listening and speaking, grammar, reading, composition, and academic skills. In some instances, intermediate and advanced students may attend one Oklahoma State University class with the permission of ELI and the Graduate Dean. Please note that completion of an ELI program does not guarantee admission to a graduate program at OSU. An ELI student must submit a sufficient TOEFL score and complete the application process.

Inquiries or applications for admission to the ELI program should be directed to:

English Language Institute
307 WWCITD Bldg.
Oklahoma State University
Stillwater, OK 74078-0437
U.S.A.
http://ieo.okstate.edu/ieo.aspx?page=31

Oklahoma State University Policy and Procedures

CERTIFICATION OF SPOKEN ENGLISH PROFICIENCY OF TEACHING PERSONNEL	2-0604 ACADEMIC AFFAIRS 2009

RATIONALE

1.01 Since proficiency in spoken English and listening comprehension is fundamental to effective teaching, it is reasonable to expect that all persons responsible for instructional activities have a command of the spoken language sufficient to use it fluently and accurately.

1.02 Particular attention must be given to the selection of instructional personnel for whom English is not native to assure that this standard of proficiency with spoken English is maintained. English training programs in foreign countries often concentrate on the written language rather than on the conversational idiom; a person with extensive English study and TOEFL scores acceptable for admission to the university may still be seriously deficient in the ability to communicate orally in English. Thus, previous study and overall TOEFL scores are not always reliable indicators of effectiveness and comprehensibility in the use of spoken English for instructional purposes.

POLICY

2.01 It is the policy of Oklahoma State University that all persons employed as members of the faculty, as teaching assistants, or for any other assignments involving oral instruction shall be proficient in spoken English. Assignments with oral instruction include classroom and laboratory settings as well as any other assignment requiring oral communication between the instructor and student (e.g., discussion sections, tutoring, etc.).

PROCEDURE

3.01 Each college will develop standards and procedures to ensure that all instructional staff are proficient in the use of English as a spoken language. The standards will include as one means of demonstrating proficiency the achievement of a score of at least 50 on the OSU-administered SPEAK Test, at least a 50 on the Test of Spoken English (TSE), or at least 26 on the speaking section of the internet-based TOEFL (IBT).

3.02 Individuals appointed as graduate teaching assistants must, in addition to the requirements of 3.01, successfully complete a two-session orientation workshop, and pass the OSU-administered International Teaching Assistant (ITA) test. Students who
a. pass the ITA are permitted to be employed in a classroom or laboratory setting.
b. make a "provisional pass' may be employed in an instructional setting subject to concurrent enrollment in GRAD 5991.

c. do not meet the requirements of a provisional pass may not be employed in an instructional setting. Further, they may retake the ITA examination only after passing the GRAD 5991 course.

3.03 Special standards and/or procedures may be developed for use in individual departments with the approval of the dean of the college. If any department chooses not to require a prospective instructional staff member to comply with the provisions of 3.01 and 3.02, the department head shall submit a justification for this decision through the college dean to the Vice President for Academic Affairs (VPAA) for approval.

3.04 Prior to assigning any person to teaching responsibilities (as defined in 2.01) for the first time at OSU, the department head will submit written certification to the dean of the college that the person has met the standards of the college and department. This written certification will be attached to the employment action form and will be routed through the Office of Academic Affairs for review. For faculty members, the original certification form will be retained in the permanent personnel file.

3.05 An exception to college and departmental standards for appointment of a prospective instructional staff member may be granted upon written petition submitted by the department head through the college dean to the VPAA.

3.06 Any student at Oklahoma State University may file a complaint regarding the English language ability of any instructional employee with the Office of Academic Affairs. The VPAA or designee shall investigate the complaint and make such disposition as may be warranted. Students are encouraged to file such complaints initially with the head of the academic department in which the course is taught. All complaints of this nature received by academic department heads shall be investigated and dealt with as appropriate. The department head shall report to the office of the dean of the college the name of the person against whom the complaint was received; the name of the person making the complaint, the course number, section, and semester involved; and the nature and disposition of the complaint.
3.07 The academic deans shall submit annual reports to the VPAA summarizing the complaints received and the disposition of each complaint.

3.08 VPAA shall prepare an annual report for submission by the President to the Oklahoma State Regents for Higher Education.

Approved by President Boger: May 17, 1982; Revised: October 1983
Revised: July 1998; Revised: April 2009
Approved by Instruction Council: April 3, 2009
Approved by the Academic Standards & Policies Committee of Faculty Council: April 22, 2009
Approved by Council of Deans: May 21, 2009

B. Requirements of Appointment

The requirements and conditions of assistantship appointments are specifically detailed in the letter offering the assistantship.

Duration of Assistantship

1. Assistantships are only granted on a one-semester basis with extension contingent upon satisfactory performance. The major supervisor of the student's assistantship should recommend through performance reports to the Coordinator of Graduate Studies whether the assistantship should or should not be extended.

2. Assistantship will not normally exceed two years in the Master's program or three years in the Ph.D. program. Extension beyond the normal time period may be recommended by the major advisor and the Coordinator of Graduate Studies and must be approved by the School Director on a case-by-case basis after this recommendation is received.

Hours of Work for an Assistantship

A student holding a 0.50 FTE graduate assistant appointment (20 hours/week), and enrolled in a minimum of six hours during the fall or spring semester, and two hours during the summer semester will be certified as a full time graduate student. An FTE appointment less than .50 requires nine hours of enrollment for the fall or spring, and four hours of enrollment for the summer semester in order for the student to be classified as a full-time student.

Assistantship	Minimum Enrollment Fall & Spring Semesters
0.50 FTE (20 hours/week)	6 hours
Less than 0.50 FTE (<20 hours/week)	9 hours

 * Summer Assistantship-Students must be enrolled in two graduate   credit hours.

International Student Requirements for Assistantships

1. English Proficiency test for International Students

   Please refer to pg. 44

2. Spoken English Proficiency for Employment

   OSU policy requires all persons for who English is a second language to demonstrate an acceptable level of spoken English before being employed in an instructionally related capacity. Employment requires demonstrated proficiency on the Test of English Language Proficiency (TELP as determined by the university. Educational Testing Service's (ETS) official speaking exam can be substituted for the TSE exam. For additional information, please refer to OSU catalog.

Hourly Employment

If funds are available and students are enrolled but not on assistantships, they may be employed hourly for not more than 20 hours per week by the School. Special permission is required to hire on an hourly basis. Work permits can be obtained from the Office of International Students and Scholars.

Residence Requirements

Candidates for a Master's Degree must complete a minimum of 21 semester hours in residence. Nine semester credit hours of the 32 required for the degree may be completed: (1) by residence courses taken at an accredited college or university, (2) by extension or in-service courses from Oklahoma State University or from another accredited institution or (3) by a combination of these methods. Students may petition the dean for exception and deviations. Courses taken in Stillwater through the OSU extension program are not considered as residence credit.

The last eight credit hours for the degree must be taken on the Stillwater campus unless a written request by the student to take the work at another location is approved by the head of the major department and the dean of the Graduate College.

C. Teaching

Guidelines for Doctoral Students Independently Teaching a Class as Instructor on Record

Teaching and instruction is one of the critical competencies doctoral students are expected to develop during their doctoral studies. The School of Hospitality & Tourism Management is committed to facilitating such professional development. Below are guidelines for a PhD student to become eligible for teaching an undergraduate class as an independent instructor:

1. Language Proficiency: International students with iBT speaking < 26 or IELTS speaking < 8.5 are to follow the attached ITA process flow chart to earn credentials for serving in instructional capacity.

2. Pedagogy readiness: At the minimum, the Ph.D. student is to complete the GTA Professional Development Series offered by ITLE (please see attached a sample program. Topics may vary from year to year). The Ph.D. student is encouraged to complete additional instruction-related workshops to enhance pedagogy readiness.

3. Content expertise: The Ph.D. student is to serve in TA capacity for at least two semesters for the course he/she intends to teach independently. This requirement can be waived if the student is deemed to be a content expert on the subject matter by the course instructor.

4. Instruction Proficiency: While serving in TA capacity, the Ph.D. student is to instruct at least two class sessions under the supervision of his/her faculty supervisor. The student is to invite at least two HTM faculty members to evaluate his/her readiness for independent instruction. Please use attached Graduate TA Appraisal Form to document the class evaluations.

5. FERPA training (https://registrar.okstate.edu/FERPA-Tutorial)

6. Upon meeting the above criteria, the Ph.D. student is to provide a written request (with proper documentation of meeting the above requirements) identifying the course intended to teach and the semester the teaching is intended to the graduate coordinator during the first week of class prior to the semester independent teaching is intended (For example, if you intend to teach in Spring, 2019, a written request needs to be submitted in the first week of Fall, 2018).

Teaching requests submitted will be evaluated on a case-by-case basis. HTM will make every effort to facilitate the process, but accommodation of such requests is not always guaranteed given that class scheduling is determined by multiple factors. In the event that such a request is granted, the Ph.D. student is expected to make every effort to instruct effectively in the classroom. Whether the student will continue serving in an instructional capacity in the semesters that follow is subject to student course evaluation and availability of the courses.

D. Graduate Fellowships

PAT MOREO FELLOWSHIP
Criteria:
- Emphasis on hospitality operations in food and beverage or hotel and lodging.
- High scholarship achievement
- Outstanding leadership capability
- Ph.D. Candidate Only

X. UNIVERSITY SYSTEM AND ADMINISTRATION

A. University

This section attempts to describe the organizational structure of Oklahoma State University and how the system works. The specific sections are the OSU/A&M Board of Regents, the Oklahoma State Regents of Higher Education, higher administration at OSU, a listing of the academic units, the Spears School of Business, and finishing with the School of Hospitality & Tourism Management. The offices and services described are of specific interest to graduate students in the School of Hospitality & Tourism Management. For a complete understanding of all the university services, please see the OSU homepage @ okstate.edu.

Board of Regents for the Oklahoma Agriculture and Mechanical Colleges (OSU/ A&M)

The Board of Regents for the Oklahoma Agriculture and Mechanical Colleges is the governing board for the following universities/colleges:

- Connors State College of Agriculture and Applied Science; Warner, Oklahoma
- Langston University; Langston, Oklahoma
- Northeastern Oklahoma Agricultural and Mechanical College; Miami, Oklahoma
- Oklahoma Panhandle State University; Goodwell, Oklahoma
- Oklahoma State University; Stillwater, Oklahoma, and its constituent budget agencies
- Oklahoma State University College of Osteopathic Medicine
- Oklahoma State University- Okmulgee
- Oklahoma State University- Oklahoma City
- Oklahoma State University College of Veterinary Medicine
- Agricultural Experiment Station
- Cooperative Extension Service

Oklahoma State Regents for Higher Education

Oklahoma State Regents for Higher Education is the statewide coordinating board of control for the state's 25 colleges and universities, nine constituent agencies and two higher education programs.

The State Regents prescribe academic standards of higher education, determine functions and courses of study at state colleges and universities, grant degrees, recommend to the state legislature budget allocations for each college and university, and recommend proposed fees within limits set by the legislature.

The State Regents also manage 23 scholarships and special programs. In addition, in cooperation with the Office of State Finance, the State Regents operate OneNet, the state's information and telecommunications network for education and government. The Regents also operate the Oklahoma Guaranteed Student Loan Program, which guarantees loans made to students by the private sector.

OSU Administration

Oklahoma State University (Stillwater) higher administration is divided into the following areas:
- **Mr. V. Burns Hargis**, OSU President and System CEO
- **Dr. Gary Sandefur**, Provost and Senior Vice President
- **Dr. Sheryl Tucker**, Associate Provost for Graduate Education / Dean of the Graduate College
- **Dr. David Henneberry,** Associate Vice President, International Studies & Outreach

International Student and Scholars Office

International Student and Scholars Office assists international students in regard to learning about their new surroundings. Personal consultation, financial planning, liaison with embassies and consulates, legal referrals, academic referrals, immigration matters, and orientation programs are among the services offered. Pre-arrival information is sent to new students, and a newsletter is published monthly. The International Student and Scholars Office is located in Room 250 of the Student Union, telephone # (405) 744-5459.

OSU's ISS office organizes a van service, which picks up the students from the OKC airport. To avail of this service, you need to make a reservation with the ISS and inform them of your date of your arrival. This van service is available a few days before the orientation week. Please check your ISS papers for the dates. The service charge for this resource is cheaper than the service charge for either the bus service or the taxi service.

Multicultural Development and Assessment Center (MDAC)

Multicultural Development and Assessment Center (MDAC) is a comprehensive support service for African American, Hispanic, Native American, and Vietnamese American students. Support services are provided through one-to-one counseling, group counseling, outreach programs, academic skills development programs, and tutoring. To enhance the social and cultural opportunities for minority students, MDAC staff serves as a resource to various minority student organizations.

B. College

Oklahoma State University's Spears School of Business exists to prepare people to make a difference in the world by teaching essential interpersonal skills alongside a high-quality business education backed by impactful research and outreach.

The Spears School of Business is composed of eight academic departments with more than 100 tenure and tenure-track faculty. Spears Business offers doctoral programs in economics and in business administration with concentrations in accounting, entrepreneurship, finance, hospitality and tourism management, management, marketing, and management information systems. In addition, Spears offers a Ph.D. program with an executive research option for full-time business leaders. All academic programs in Spears Business are accredited by the AACSB International (exceptions are the master's and PhD programs in economics, which do not come under our scope of accreditation).

The SSB Leadership

Dean
Ken Eastman

Vice Dean, Graduate Studies
Ramesh Sharda

Associate Dean Undergraduate Programs
Marlys Mason

C. School

The School of Hospitality & Tourism Management is located in Human Sciences building. The School has a reputation for providing qualified and skillful managers in lodging, restaurants, clubs, and institutional food service settings. The school has more than 22,500 square feet of laboratories, classrooms, exhibit areas, and faculty offices. Specific accommodations include: quantity food preparation areas with state-of-the-art commercial equipment and diverse methods of meal preparation; dining room management and table service laboratory; two fast-food service laboratories for multi-unit fast-food operations; laboratory for computer management information systems; basic food preparation laboratory; classroom and demonstration area; and project room.

SCHOOL OPERATIONS

Graduate Student Office
The graduate office is in 365 Human Sciences.

Copy Machine
Because of the high volume of material that needs to be duplicated, use of the school copier by graduate assistants must be limited to "official business" copying. Many other duplicating machines are located on campus to accommodate your copying needs, to include copying of class materials, papers, projects, theses and dissertations.

Duplicating services and locations across campus:
032 Human Sciences – humansciencesdup@okstate.edu – 405.744.7237
016 Business – ssbduplicating@okstate.edu – 405.744.6516
1st Floor – Edmon Low Library – 405.744.6846

Mail
The University Mail Service is to be used only for University related business. If you are mailing material for a special project, the Accounting Office will need the following information in order to charge mailing costs appropriately: date, number of pieces and approximate weight. Mail service is not to be used for projects, theses, or dissertations **unless part of a faculty supervised project.**

Letterhead stationery is to be used for official business only. Approval from a faculty member is required for its use.

Telephone
If a graduate student needs to make a long distance call, he or she must first get permission to use a phone other than the ones in the graduate offices. All calls should be work related.

Work Assignments
The graduate student's principal work assignments are either teaching, extension, or research. In addition to these activities, sometimes other tasks within the School need to be completed. Student diligence in these assignments greatly facilitates the smooth operation of the School, as well as allowing involvement to a greater degree with the faculty and staff. Students should keep a time sheet.

Keys
These keys are the property of the state and must be returned before you leave the university. They cannot be duplicated and any lost keys should be reported **immediately**.

The campus police should be immediately notified of any suspected breach of security such as tampered locks, missing items, or the presence of strangers in the office or laboratory areas who cannot account for their presence. The faculty advisor or School Director should also be informed of such occurrences, even during off-hours, should the situation seem to warrant such action.

Ordering of Equipment or Supplies
Whenever supplies or equipment are needed for your assigned duties, please notify the school receptionist.

Computer Resources
The university maintains extensive computer laboratories throughout the campus. Graduate students have access to all the network software including the World Wide Web and e-mail as long as they are enrolled and registered for classes. Students who do not register for classes in a given semester will not be eligible to access the computer facilities as per the guidelines of the OSU computer center. Registration will ensure reactivating of the student's computer access.

Other Considerations
Each individual receiving financial aid through the School of Hospitality & Tourism Management is considered a representative of this School. This consideration carries with it a certain responsibility for professional conduct. Actions that are considered by the faculty to be against the best interest of the School, will be cause for release from the appointed position.

XI. STUDENT ORGANIZATIONS

A. OSU and College Student Organizations

Graduate Student Association (GSA)
The Graduate Student Association (GSA) is the representative Association for all graduate students at Oklahoma State University. All graduate students at OSU are members of the GSA. The members elect representatives. These voting members of the GSA are elected to serve for one academic year, and each department or program offering a graduate degree is entitled to elect a voting representative.
Web site Address: www.osu-ours.okstate.edu/gradcoll/default.htm

B. School Student Organizations

Hospitality and Tourism Management Graduate Student Association (HTMGSA)
The graduate student's organization is called the "Hospitality and Tourism Management Graduate Student Association." The purpose of this organization is to enhance opportunities in the fields of academia, hotel administration, restaurant administration, and tourism.

Eta Sigma Delta
Purpose: This International Hospitality Management Honor Society recognizes outstanding academic achievement and professionalism in the Hospitality and related industries. The Eta Sigma Delta Honor Society recognizes undergraduate and graduate students' academic excellence and achievement.

Club Managers Association of America (CMAA)
Purpose: To develop interest in and acquaint students with private club management with CMAA and its members.

National Society for Minorities in Hospitality (NSMH)
Purpose: To provide professional and career development opportunities for minority students in hospitality. The organization is open to all students irrespective to their status as a minority.

AH&LA (American Hotel & Lodging Association)
Purpose: To connect students interested in the Hotel and Lodging Industry with the latest hospitality news, information, and educational resources, so they can stay on top of the trends and best practices of the industry and set themselves apart from the competition when graduation day finally arrives. As a Student Member, your part of an 11,000-person (and growing) network of lodging industry executives and invited to attend AH&LA conferences and events, where you can meet these potential employers..

Meeting Professionals International (MPI)
Purpose: To provide innovative and relevant education, networking opportunities and business exchanges to students interested in the meeting and event industry.

Gastro Club
Purpose: The HTM Gastro Club explores the dynamic interdisciplinary topic of "Gastronomy", *The art and science of good eating.* The club focuses on food and beverage related field trips, guest speakers, philanthropic efforts and culturally diverse adventures. Student members will get an inside look into the world of food and beverage as they align with the Oklahoma Restaurant Association and the state's American Culinary Federation Chapters to participate in leadership and ambassadorship opportunities statewide.

C. Student Managed Events

Distinguished Chef Event Series
Purpose: The School invites two executive chefs each semester to work with our students and faculty. During the time the chef is on campus, we organize a formal event to serve the community. This provides our students not only the opportunity to work alongside with an Executive Chef, but also earn scholarship. (The proceeds from the events are given to students in the form of scholarships).

Hospitality Days
Purpose: Hospitality Days is a conference organized and sponsored by the students of the School of Hospitality & Tourism Management at OSU. The conference features nationally known speakers from the hospitality industry, a career fair, and an awards banquet.
Membership: Any student enrolled in HTM.
For additional information, please check the Internet at:
www.okstate.edu/hs/HTM/hospitalitydays.html

Wine Forum of Oklahoma
Students from across OSU campus, premiere wine producers and celebrated chefs work together to plan the perfect two-day event featuring innovative, educational wine seminars, great wines and food. The event includes a gala highlighting a scholarship auction, 12 seminars, luncheons featuring Oklahoma's top chefs and a grand wine tasting. The Wine Forum provides an outstanding, connectional, hands-on learning opportunity for students to fully plan and implement a major event.

Craft Beer Forum
Craft Beer Forum of Oklahoma's mission is to educate students and the public about the quality, flavor and diversity of craft beer; acknowledge and celebrate the independent and innovative culture of Oklahoma-connected craft brewers; promote the responsible enjoyment of beer; and increase the recognition of the Oklahoma State University School of Hospitality & Tourism Management as a leader in hospitality education.

XII. APPENDIXES

MASTER'S DEGREE PROGRAM PROGRESS CHECKLIST

_____ 1. Admission to Graduate Study

_____ 2. Initial interview with temporary Advisor. Discussion of professional goals and objectives, professional experience, academic plans, and program opportunities.

_____ 3. Complete special requirements or probation listed in the Graduate College letter of acceptance.

_____ 4. Complete prerequisite coursework.

_____ 5. Complete any specified written English programs.

_____ 6. Complete spoken English Examinations and/or Teaching Effectiveness Course for teaching assignments.

_____ 7. Develop a preliminary plan of study and select a Major Advisor and Advisory Committee.

_____ 8. Present plan of study to graduate advisory committee.

_____ 9. Finalize plan of study and file an official Plan of Study to the Graduate College *prior to completion of the second semester of enrollment for a master's program.*

_____ 10. Select thesis problem or creative component and develop a thesis or creative component proposal.

_____ 11. Present a thesis or creative component proposal to graduate advisory committee.

_____ 12. Complete Human subject's approval (IRB). (Required in limited cases.)

_____ 13. Complete Diploma Application and make any corrections needed on plan of study.

_____ 14. Prepare final draft copy of thesis and submit it at least one week prior to the final examination, along with a copy of the abstract, to each member of the committee members and to the Graduate College.

_____ 15. Major advisor sign the copy submitted to the Graduate College.

_____ 16. Take oral defense and have committee chair notify Graduate College of the results of the examination immediately following the examination.

_____ 17. Make any changes in thesis as required by committee and the Graduate College.

_____ 18. Committee members sign final copies of thesis and candidate submits four (4) copies of thesis and six (6) copies of the abstract to Graduate College.

_____ 19. Graduate College makes the final decision on acceptance of the thesis.

_____ 20. Payment of binding fees in the office of the Bursar and return form to the Graduate College.

_____ 21. **CONGRATULATIONS!** You may arrange for your cap, gown, and hood and attend Graduate College Convocation!

NOTES:

*   The Graduate School of the University publishes deadline dates for all University forms and document deposits. **Each student is responsible for securing these dates from the Graduate Secretary each of the last two semesters of study and for meeting all deadlines.**

*   It is the responsibility of the student to meet all School and University deadlines. Failure to complete requirements in a timely manner will subject the student to a delay in graduation and possibly to additional registration fees.

SCHOOL OF HOSPITALITY & TOURISM MANAGEMENT
OKLAHOMA STATE UNIVERSITY

M.S. PLAN OF STUDY CHECK LIST

NAME: _____   ID#: _____

Admission Condition(s): _____

_____

THESIS PLAN 32 HRS.): ☐   NON-THESIS PLAN (32 HRS.): ☐

HTM Core Courses			
	Course Prefix & Course #	# of Hours	Semester & Year
1			
2			
3			
4			
5			
6			

Elective Courses			
	Course Prefix, Course # & Name	# of Hours	Semester & Year
1			
2			
3			
4			
5			
6			
7			
8			
	Sub Total		

Thesis			
Thesis	HTM 5000	3	
Thesis	HTM 5000	3	
Thesis	HTM 5000		
Sub Total			

Leveling Courses *(None of the leveling credit hours can be counted as the graduate credit hours and included in the plan of study)*			
	Course Prefix & Course #	# of Hours	Semester & Year
1	**HTM 5850 Internship (unless waived by the admission committee)**	**3**	
2			
3			
4			
5			
	Sub Total		
TOTAL GRADAUTE CREDIT HOURS			

_____   _____
MAJOR ADVISOR   DATE

Notes:
4.   No fewer than 21 credit hours of 5000 level courses and 50% of graduate works MUST be in HTM.
5.   If students take a HTM 4000 level course with a "" as part of the plan of study, students must fill out a contract with the instructor for extra assignments. If students take a HTM 4000 level course with a "*" as the leveling requirement, students do not need to fill out a contract with the instructor for extra assignments.*

OSU GRADUATE COLLEGE
PLAN OF STUDY FOR THE MASTERS DEGREE

Please check: ☐ Original Plan
☐ Final Revised Plan
(See back for instructions**)**

DO NOT USE THIS COPY FOR SUBMISSION. PLEASE MAKE SURE TO SUBMIT YOUR PLAN OF STUDY THROUGH THE PLAN OF STUDY SITE AT PLANOFSTUDY.OKSTATE.EDU.

Last Name (Surname) First Name Middle Initial Student ID Number

Degree (Check one): ☐ Master of Arts ☐ Master of Science ☐ Master of _____

Major subject for the degree _____ Major Department

Plan or Specialization _____ Minor (if applicable)

List previous colleges attended with
Degrees earned and dates conferred:

List Committee Members (**Print or Type**):1 _____ 2 _____
           Chair   Member

    3 _____ 4 _____
      Member   Member

Will your research involve the use of human subjects? (Check one) ☐YES ☐NO

Plan (Check one): ☐ Thesis ☐ Non-Thesis ☐ Report

*(If creative component requirement is satisfied by a course, list the course below and designate it with an asterisk)

List all graduate courses required for the degree
(Courses used for previously earned degrees cannot be included)

Course Prefix and Number	Course Title	Institution Name[#]	Semester/Year[#]	Credit Hours

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* - Do not abbreviate college name other than OSU. Abbreviate semester and year, e.g., Fall 2002 – FA '02, Summer – SU '02, Spring – SP '02.

Anticipated Date of Graduation: _____

I understand that the approval of this plan of study is conditional and is based on the assumption that I will complete my degree within a 7-year time period. In addition, I understand that no course on the plan of study can be older than 10 years at the time of graduation. Courses taken for pass/no pass credit cannot be included in the plan of study. If these conditions are not met, I understand that a new plan of study must be submitted for approval. I am also aware that IRB approval, with my name listed as an investigator, must be obtained prior to conducting thesis research with human subjects. Failure to do so means that my thesis cannot be accepted.

_____

Student's Signature   Date

APPROVAL SIGNATURES:

_____   _____

Chair   Date   Member   Date

_____   _____

Member   Date   Member   Date

_____   _____

Department/School Head/Director/College Official   Date Dean of the Graduate College

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Date Plan was received   Date Revised Plan Was   Date Plan Was Approved
at the Graduate College: Received at the Graduate College: at the Graduate College:

Semester of First Enrollment: _____ Plan of Study Valid Through:
_____

INSTRUCTIONS FOR COMPLETING THE PLAN OF STUDY FORM

1. Complete the form on the front side of this page. Please type the information. Additional forms can be requested from the Graduate College (202 Whitehurst) if the coursework does not fit on one sheet. Please staple any additional pages to the first page of the Plan of Study.
2. List the course prefix and course number in the first column and the course title in the second column. (Note: all 3000 and 4000-level courses included on the plan must be offered for graduate credit. If a course is offered for graduate credit an asterisk (*) will appear next to the course number in the OSU catalog.) In the third column, list the institution where the course will be taken. Give the semester and year the course will be taken in the fourth column. Finally, list how many credit hours will be received for each course in the fifth column.
3. Only **ONE** copy of the completed form must be submitted to the Graduate College, although it is suggested that the student retain a copy for his or her own use and information. Once the Graduate College has approved the plan, a copy will be sent to the Graduate Coordinator of the major department.

INSTRUCTIONS FOR MAKING REVISIONS TO THE ORIGINAL PLAN OF STUDY

To revise the plan of study, you may obtain an approved copy of the original plan from the graduate coordinator in your department, or from the Graduate College (202 Whitehurst). Any changes that are made to this plan must be initialed by the committee chair. When the changes are completed, the revised plan must be resubmitted to the Graduate College for approval. **The plan should be revised and resubmitted <u>only once</u>, at the beginning of the semester of graduation.**

PH.D. PROGRAM PROGRESS CHECKLIST

_____ 1. Admitted to study at doctoral level.

_____ 2. Initial interview with temporary advisor. Discussion of professional goals and objectives, professional experience, academic plans, and program opportunities.

_____ 3. Complete prerequisite coursework.

_____ 4. Complete any specified written English programs.

_____ 5. Complete spoken English Examinations and/or Teaching Effectiveness Course for teaching assignments.

_____ 6. Develop temporary plan of study and organize graduate advisory committee before end of the first semester.

_____ 7. Finalize plan of study and submit to Graduate College *prior to the end of the third semester (excluding summer sessions) of enrollment in the doctoral program.*

_____ 8. Complete major portion of course work and plan dissertation topic with committee.

_____ 9. Apply for and take qualifying examination.

_____ 10. Submit results of qualifying examination and application for admission to candidacy.

_____ 11. Develop dissertation proposal and present dissertation proposal to graduate advisory committee for approval and submit signed form of admission to doctoral candidacy to Graduate College.

_____ 12. Complete Human subject's approval (IRB).

_____ 13. Verify accuracy of plan of study (if necessary) and secure committee approval for any necessary changes.

_____ 14. Complete Diploma Application in the semester in which degree is to be conferred.

_____ 15. Prepare final draft copy of dissertation and submit it at least one week prior to the final examination, along with a copy of the abstract, to each member of the committee members and to the Graduate College.

_____ 16. Schedule dissertation defense and chair of the committee notifies Graduate College of the results immediately following conclusion of the defense.

_____ 17. Complete required changes by committee and Graduate College.

_____ 18. Committee members sign final copies of dissertation and the Graduate College makes the final decision on acceptance of the dissertation.

_____ 19. Submit four (4) copies of dissertation and six (6) approved copies of the abstract to Graduate College.

_____ 20. Complete all forms required by Graduate College and pay binding and microfilming fees in the office of the Bursar.

_____ 21. **CONGRATULATIONS, DOCTOR!** You may rent your cap, gown, and hood and attend Graduate College Convocation!

NOTES:

* The Graduate School of the University publishes deadline dates for all University forms and document deposits. **Each student is responsible for securing these dates from the Graduate Secretary each of the last two semesters of study and for meeting all deadlines.**

* It is the responsibility of the student to meet all School and University deadlines. Failure to complete requirements in a timely manner will subject the student to a delay in graduation and possibly to additional registration fees.

School of Hospitality & Tourism Management
Oklahoma State University

Ph.D. IN HOSPITALITY PLAN OF STUDY CHECK LIST

NAME: _____   ID#: _____

Admission Condition(s): _____

_____

	I. Hospitality and Tourism Management Required Core Courses (10 hrs.)		
	Course Prefix & Course #	# of Hours	Semester & Year
1	HTM 6111 Hospitality and Tourism Doctoral Studies and Research	1	
2	HTM 6713 Contemporary Hospitality and Tourism	3	
3	HTM 6993 Advanced Hospitality and Tourism Research Seminar	3	
4	HTM 6113 Hospitality & Tourism Education or EDUC 5993 Instructional Effectiveness in Higher Education or EDLE 6713 Effective Teaching in Colleges and	3	
Sub Total		**10**	
	III. Electives Specialization (Minimum 17hrs.)		
	Course Prefix & Course #	# of Hours	Semester & Year
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Sub Total			
	IV. Research Support (Minimum 18 hrs.)		
	Intermediate Statistics (Refer to list)		
	Course Prefix & Course #	# of Hours	Semester & Year
1			
2			
	Advanced Statistics (Refer to list)		
	Course Prefix & Course #		Semester & Year
1			
2			
	Advanced Research Methods (Refer to list)		
	Course Prefix & Course #		Semester & Year
1			
2			
3			
	Others		

	Course Prefix & Course #		Semester & Year
1			
2			
3			
4			
5			
Sub Total			

V. Dissertation (Minimum 15 hrs.)			
1	HTM 6000 Doctoral Thesis		
2	HTM 6000 Doctoral Thesis		
3	HTM 6000 Doctoral Thesis		
4	HTM 6000 Doctoral Thesis		
5	HTM 6000 Doctoral Thesis		
6	HTM 6000 Doctoral Thesis		
	Sub Total		

VI. Leveling Courses *(None of the leveling credit hours can be counted as the graduate credit hours and included in the plan of study)*

	Course Prefix & Course #	# of Hours	Semester & Year
1	HTM 5850 Internship (unless waived)	3	
2			
3			
4			
5			
TOTAL CREDIT HOURS (See Note 1 - 4)			

_____   _____
Major Advisor   Date

NOTE:
1. Minimum 16 credit hours course works (excluding dissertation credit hours) MUST be in HTM.
2. No fewer than 51 credit hours of 5000 level courses for Ph.D. students.
3. Minimum of 90 credit hours with 60 credit hours past the M.S. degree.
4. If a thesis was not completed as a part of the M.S. degree, a thesis or equivalent must be completed in addition to the minimum 60 credit hours past the M.S. degree.
5. None of the leveling credit hours can be counted as the graduate credit hour. Such courses should be listed under the "Non-graduate/Transfer" section in the Plan of Study. They should be listed in zero credit hour as they do not count toward the total number of graduate credits.
6. No more than 6 credit hours of independent study will be included in the plan of study. The independent study authorization form must be filled out to offer an independent study.
7. A 3-hour graduate internship is required unless waived by the graduate admission committee.
8. If students take a HTM 4000 level course with a "*" as the leveling requirement, students do not need to fill out a contract with the instructor for extra assignments. Leveling courses and HTM 4000 courses cannot be counted as part of the Ph.D. plan of study.

APPENDIX: LIST OF RESEARCH SUPPORT COURSES FOR REFERENCE

Intermediate Statistics

REMS 6003	Analyses of Variance *(Strongly Recommended)*
SOC 5243	Social Research Design
SOC 5213	Techniques of Population Analysis
STAT 5023	Statistics for Experimenters II
STAT 5043	Sample Survey Design
STAT 5323	Theory of Linear Models I

Advanced Statistics

REMS 6013	Multiple Regression Analysis in Behavioral Studies *(Strongly Recommended)*
MKTG 6913	Measurement and Experimental Design
STAT 5073	Categorical Data Analysis
STAT 5303	Experimental Designs
STAT 5333	Theory of Linear Models II
STAT 5513	Multivariate Analysis
MGMT 6553	Structural Equation Modeling Application in Business
HDFS 6143	Structural Equation Modeling for HDFS Applications
HDFS 6153	Multilevel Modeling for HDFS Applications

Advances Research Methods

MKTG 6413	Advanced Marketing Research *(Strongly Recommended)*
REMS 6663	Applied Multivariate Research in Behavioral Studies
MGMT 6353	Advanced Methods in Management Research
SOC 5263	Quantitative Analysis of Social Research
SOC 5273	Qualitative Research Methods *(Strongly Recommended)*
STAT 5063	Multivariate Methods

Please check: ☐ Original Plan

☐ Revised Plan

DO NOT USE THIS COPY FOR SUBMISSION. PLEASE MAKE SURE TO SUBMIT YOUR PLAN OF STUDY THROUGH THE PLAN OF STUDY SITE AT PLANOFSTUDY.OKSTATE.EDU

The plan of study should be completed and filed with the Graduate College (note: **only one copy is required**). See the Graduate College section of the OSU Catalog for more detailed instructions for completing the plan of study.

Last Name (Surname)   First Name   Middle Initial   Student ID Number

Degree (Check one):   ☐ Doctor of Philosophy   ☐ Doctor of Education

Major subject for the degree   Major Department

Plan or Specialization   Minor (if applicable)

List previous colleges attended with Degrees earned and dates conferred

List Committee Members (**Print or Type**):

1 _____   2 _____   3 _____
         Chair   Outside Member   Member

4 _____   5 _____   6 _____
         Member   Member   Dissertation Advisor if different
from Chair

Will your research involve the use of human subjects? (Check one)   ☐YES or   ☐NO

List all graduate courses required for the degree
(Courses used for previously earned degrees cannot be included)

Course Prefix and Number	Course Title	Institution Name[#]	Semester/Year[#]	Credit Hours

 # - Do not abbreviate college name other than OSU. Abbreviate semester and year, e.g., Fall 2002 – FA '02, Summer – SU '02, Spring – SP '02. (Continue on the opposite side if necessary)

Course Prefix and Number	Course Title	Institution Name[#]	Semester/Year[#]	Credit Hours

Anticipated Date of Graduation:

_____

I understand that the approval of this plan of study is conditional and is based on the assumption that I will complete my degree within a 9-year time period. In addition, I understand that no course on the plan of study can be older than 10 years at the time of graduation. Courses taken for pass/no pass credit cannot be included in the plan of study. If these conditions are not met, I understand that a new plan of study must be submitted for approval. I am also aware that IRB approval, with my name listed as an investigator, must be obtained prior to conducting dissertation research with human subjects. Failure to do so means that my dissertation cannot be accepted.

_____
Student's Signature   Date

APPROVAL SIGNATURES:

_____   _____
Chair   Date   Outside Member
Date

_____   _____   _____
Member   Date Member   Date Member
Date

_____   _____
Department/School Head/Director/College Official   DateDean of the Graduate College

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Date Plan was received   Date Revised Plan Was   Date Plan Was Approved
at the Graduate College: Received at the Graduate College: at the Graduate College:

_____   _____   _____

Semester of First Enrollment: _____

Plan of Study Valid Through: _____

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ADMISSION TO DOCTORAL CANDIDACY

GRADUATE COLLEGE
<u>OKLAHOMA STATE UNIVERSITY</u>

To be admitted to candidacy, a doctoral student must have (1) an approved Plan of Study on file with the Graduate College and (2) a dissertation proposal or outline approved by the student's graduate advisory committee.

As part of fulfilling degree completion requirements, a Ph.D. student must successfully complete (grades of 'SR') at least 10 hours of dissertation (6000) coursework after being admitted to candidacy; an Ed.D. student must successfully complete at least 7 hours of dissertation (6000) coursework after being admitted to candidacy. If a student is admitted to candidacy prior to the end of the eighth week of a regular semester or prior to the end of the fourth week of an eight-week summer session, one-half of the dissertation credits taken that term can be counted toward this minimum hour requirement.

Students with an approved plan of study on file at the Graduate College prior to December 31, 2008 may elect to use the former requirement (no less than six months in candidacy status prior to graduation) instead of the 10 (7) hour enrollment requirement.

Upon fulfillment of the above criteria, and any other criteria appropriate to the specific program, the advisory committee chair should submit this form to the Graduate College.

Date: _____ Degree being sought (check one):   EdD ☐ PhD ☐

Student's Name _____ SID#_____

Department: _____

Degree Program: _____

Anticipated graduation date   _____

Date Plan of Study was approved by the Graduate College:_____

Date dissertation proposal was approved by the advisory committee: _____

Title of approved dissertation proposal: _____

_____

Will this study require IRB/IACUC approval*?   **YES** ☐ **NO** ☐

If YES, IRB/IACUC approval has been or will be received by this date: _____

STUDENT SECTION:
I hereby certify that I have met the requirements on the reverse page, and I apply for admission to doctoral candidacy. I am aware that, in order to graduate, I must enroll in, and earn "SR" grades for, the required number of dissertation hours after filing this application with the Graduate College. I am also aware that if my study requires approval to collect data from human/animal subjects, that I must secure IRB/IACUC approval prior to collecting any data.

Data collected without such approval cannot be used in my dissertation. I further understand that I must submit a Graduation Clearance Form with the Graduate College and file a diploma application with the Registrar's Office by the published deadlines of the semester in which I intend to graduate. Failure to do so may result in a postponement of my graduation.

NOTE: Institutional Review Board **(IRB) approval must be obtained prior to conducting research with human subjects.** Collection of data from human subjects may commence only after student and advisor have received written confirmation of IRB approval of the study. Dissertations involving human subjects that have not been granted prior approval by the IRB cannot be accepted by the Graduate College.

Student Signature: _____ Date: _____

We recommend the above named student be admitted to doctoral candidacy.

SIGNATURES:
Committee Chair _____

Dissertation Advisor (if different) _____

Outside Committee Member _____

Committee Member _____

Committee Member _____

Committee Member _____

_____   _____
APPROVED: Dean, Graduate College   Date

To the Dean of the Graduate College:

A Final Examination was administered to:

Name _____ ID# _____

On the following date: _____ Upon the subjects given below:

    Major: _____

    Minor: _____

For the _____ Degree.

Please sign below whether the student has or has not passed the exam:

<u>Student **has** satisfactorily completed</u>   <u>Student **has not** satisfactorily</u>
the final exam   completed the final exam

_____   _____
<u>Chair</u>

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

(To be signed and returned to the graduate college **immediately following** exam)

NOTE: At the close of the oral examination, after the candidate has been excused, the members of the Committee should discuss the fitness of the candidate to receive the advanced degree. Each member of the Committee should then sign the statement recommending or opposing the granting of the degree. The candidate either passes or fails on the examination as a whole.

AUTHORSHIP OF RESEARCH PUBLICATION POLICY
SCHOOL OF HOSPITALITY & TOURISM MANAGEMENT

Graduate students are encouraged to publish the results of thesis and final research projects. Publication should follow project completion or graduation as soon as possible for maximum utility to the industry and/or research community.

It is the goal of the School to recognize the research efforts of student researchers in relation to the effort expended and the nature of the project. Professional guidance and effort are also to be recognized especially when student projects are a component of a larger longitudinal work.

Normally papers are drafted by the student and revised by the professors involved in the project. Authorship in such cases includes the student as first author, with one or more professors as joint authors.

The final manuscript must be accepted by the major professor and submitted for publication **within one year** of research project completion. If the student fails to submit publication copy in a timely manner, the professor has the authority to prepare publication incorporating the student's work. In such instances, the professor would be recognized as primary author with the student's input recognized as appropriate.

This policy reflects the general philosophy and intent of the School. It is officially recognized that research done while a student, and for which credit is received, is owned by Oklahoma State University. It is also recognized that individual professors may have differing personal policies. Students are encouraged to discuss the topic of authorship with Examining Committee members before beginning research projects and to utilize the following form when appropriate.

STATEMENT OF AUTHORSHIP
SCHOOL OF HOSPITALITY & TOURISM MANAGEMENT

   HTM has a strong commitment to the dissemination of research findings for the advancement of the hospitality industry. At the same time, the School desires to properly recognize the efforts of all researchers.

   To meet these publication goals, all student research associates are asked to indicate agreements between Graduation Committee members and other faculty who may have guided or participated in research projects. It is understood that many projects may be combined with others, and that significant time may pass before publication.

Title of Research Project

___   I agree to the publication of research findings based on the study named will be undertaken solely by my Major Professor and/or others at his/her discretion, and at a time of his/her discretion.

___   I agree to the publication of research findings with an authorship priority as listed below:

_____ Agreed date manuscript due to major professor.
First or Primary Author

_____   _____
Contributing Author I   Contributing Author II

_____   _____
Contributing Author III   Contributing Author IV

_____   _____
Student   Major Professor

_____   _____
Date   Date

* Must be completed before defense. Best if completed with the proposal approval form.

TA/RA ASSESSMENT RUBRIC

SEM:

NAME:

circle one: TA or RA

SUPERVISOR:

Please provide a numerical score in each criteria when appropriate.

GENERAL CRITERIA		4	3	2	1	0	COMMENT
SCORE	Timeliness	Completes all assignments in a timely manner.	Completes some assignments in a timely manner.	Completes few assignments in a timely manner.	Meets no deadlines set by the advisor.	N/A	
SCORE	Quality of Work	Assigned work exceeds expectaions.	Assigned work meets expectations.	Assigned work only partially meets expectations.	Assigned work does not meet expectations.	N/A	
SCORE	Delivery of Expected Contribution	Delivery exceeds expectations.	Delivery meets expectations.	Delivery partially meets expectations.	Delivery does not meet expectations.	N/A	
SCORE	Appointment Timeliness	Attends all scheduled meetings with supervisor.	Attends most scheduled meetings with supervisor.	Attends a few scheduled meetings with supervisor.	Does not attend scheduled meetings with supervisor.	N/A	

Overall Evaluation		4	3	2	1	0	COMMENT
		Excellent	Good	Needs Improvements	Unacceptable	N/A	

Overall Recommendation		Recommend Continued GA Appointment	Do Not Recommend Continued GA Appointment	0	COMMENTS FOR IMPROVEMENTS

Faculty/Supervisor signature date

Student Signature

Date

MANDATORY TRAINING REQUIREMENT AT OSU
Oklahoma State University Policy and Procedures

REQUIREMENTS FOR TRAINING   4-0201
IN THE RESPONSIBLE CONDUCT   RESEARCH
OF RESEARCH (RCR)   November 2009

PURPOSE AND SCOPE

1.01 Education and training in the ethical and responsible conduct of research is an essential element of training for individuals who will be pursuing advanced degrees or engaged in research in any field. The purpose of this policy is to establish minimum responsible conduct of research (RCR) training requirements for such individuals.

1.02 Federal funding agencies, including the National Institutes of Health (NIH) and the National Science Foundation (NSF), require, as a condition of receiving funding from such agencies, that institutions develop formal training in RCR for students and postdoctoral fellows and associates supported by federal grant funds.

1.03 As a Research-Extensive institution, Oklahoma State University has an obligation to take steps to ensure that its advanced degree recipients, faculty, and research staff have a thorough working knowledge of matters related to responsible research behaviors. At a minimum, these include: proper citation of other work, plagiarism, research misconduct, intellectual property and copyright, falsification and unwarranted editing of data, conflict of interest, authorship on manuscripts, and mentor-mentee relationships. Other issues (e.g., ethical treatment of animals, human subject protocols, and handling of hazardous materials) may also be appropriate, depending on the discipline of study.

1.04 Postdoctoral fellows and associates, faculty, and students (both undergraduate and graduate) who are involved in research should receive appropriate, institutionally-endorsed, education and training in RCR. This applies whether or not they are supported by funds, internal or external, designated for research purposes.

POLICY

2.01 The Office of the Vice President for Research & Technology Transfer is responsible for providing on-line access to two training modules (one aimed at undergraduate students and one aimed at graduate students) which address RCR issues; these modules shall constitute an appropriate level of training for the purposes of this policy.   A substitute module, or other material (e.g., course, seminar), may be used if certified for such use by the pertinent college dean.

2.02 Each postdoctoral fellow/associate, must, at a minimum, complete the material in §2.01 appropriate to the department in which they are employed within the two calendar months following the effective date of a pertinent employment action (EA) form.

2.03 Each degree-seeking graduate student must, at a minimum, complete the material in §2.01 prior to the end of the second semester of their enrollment or Spring 2010, whichever occurs later.

2.04 Each degree-seeking student to whom any of the following applies must complete the material in §2.01 within the two calendar months following either:
A. the effective date of a pertinent employment action (EA) form providing support from external grant funds;
B. the start date of any course in which the student is enrolled and for which research is an integral element of the course – e.g., honors thesis, master's thesis (5000), or doctoral dissertation (6000); or
C. for undergraduate students, conducting activities identified by his/her advisor as involving research.

2.05 Advanced degree students and postdoctoral fellows/associates, will, in many cases, be required to complete additional, more discipline-specific, RCR training. For students, such requirements are part of the requirements for graduation. The scope and extent of the required additional RCR training (e.g., course, seminar, module) are at the discretion of the department; graduate advisory committees may augment these requirements for individual students. To assist in identifying appropriate material, a list of courses with RCR content will be made available on the Graduate College website.

2.06 Both for their own edification and to assist students who may have questions related to the appropriate module, all OSU faculty members are strongly encouraged to complete the appropriate material in §2.01.

PROCEDURE

3.01 Upon an individual's completion of material in §2.01, documentation certifying such completion should be filed in the appropriate departmental office.

3.02 For graduate students, the required Plan of Study form will include a means of indicating compliance with the provisions of §2.03. In the transitional phase of this policy, graduate students who complete the material in §2.01 after the submission of their Plan of Study should attest to completion of the material in §2.01 on a separate form, which will be available on the Graduate College website. The Graduate College will then annotate the student record accordingly.

3.03 In order to promote compliance with the provisions of §§2.02 and 2.04 a), students and postdoctoral fellows/associates who are supported by external grant funds and who have not completed the material in §2.01 within the two calendar months following the effective date of the EA form shall have their employment terminated at the end of the two-calendar-month period. Reinstatement of employment is strictly conditional on satisfactory completion of the pertinent material.

CITI TRAINING FOR INSTITUTIONAL REVIEW BOARD (IRB)

RESEARCH COMPLIANCE
Institutional Review Board (IRB)

Are You Conducting Research with Human Subjects?
A research study must be reviewed by the IRB if it involves human subjects and qualifies as research. A Quick Guide (http://compliance.vpr.okstate.edu/hsp/Need%20for%20IRB.htm) will help you decide if your project needs IRB review and approval, as it will help you determine the following:

1. Am I conducting research as defined by the federal regulations and OSU policy; and

2. Does my research project involve human subjects?

OSU policy requires that all research involving human subjects be reviewed and approved by the IRB prior to human subject recruitment and data collection. Information on the IRB application and review process is available on the human subjects research website http://compliance.vpr.okstate.edu/hsp/index.htm . A list of the IRB members is also posted on the website. The IRB member representative from your college/department is also a good source of information on how IRB applications are processed in your area.

If after viewing the quick guide, you are still unsure of the need for IRB review, you can complete the Determination of Non-Human Subject or Non-Research form and submit it to the Office of University Research Compliance for an official determination.

An additional requirement for IRB approval is the completion of required training in human subject protection. **Any OSU faculty member, staff member, or student who is listed as a principal investigator on a research project that involves human subjects, or who is acting as advisor to a student conducting such research, must have completed the required CITI training modules prior to submission of an IRB application.**

Information on the training requirements is available on the human subjects research website at: http://compliance.vpr.okstate.edu/

CITI Training Program

Oklahoma State University is making use of the Collaborative Institutional Training Initiative (CITI) as a component of its training efforts for individuals who conduct research with human subjects. In fact, all OSU faculty, staff, and students planning to conduct research with human subjects must complete the required CITI modules, which are specified based on roles and responsibilities.

Modules include instructional material and suggested readings. At the end of most of the modules is a short quiz. The results of each quiz are recorded and provided to you and to the Office of University Research Compliance. **You must have a cumulative score of 80% to pass/complete the course.** Additional information follows.

Instructions: Signing up for the CITI Human Subjects Research (IRB) Tutorial

New User
Returning User

If you have not previously registered with CITI for any courses as an OSU trainee, start here:

- Open your internet browser and go to the CITI Program (https://www.citiprogram.org/). This is the CITI welcome and login/registration page. You must register to obtain a user name and password.
- Click on New Users Register Here. This will take you to a Course Registration page
- Under 1: Select your Institution or Organization by clicking on the participating institutions drop down box. Find Oklahoma State University and select it. Do not enter anything else in the other drop down box fields in Item 1.

- Under 2: Select your Username and Password – enter a unique username and password according to the parameters described in the instructions. Try to remember or keep this username and password on hand so you can access CITI at any time.
- Under 3: Enter your first and last name in the fields provided.
- Under 4: Enter your e-mail address. You have the option of including a secondary e-mail address.
- Click the Submit button. This will take you to a second registration page.
- Select your language preference and enter your institutional email address. Select gender, the highest degree obtained, and complete all other required information (indicated by an *).
- You will be directed to a new page that allows you to select your curriculum from various training courses, which include Human Subjects Research (Items 1 and 2), Laboratory Animal Welfare (Item 3), and Responsible Conduct of Research (Item 4).
- Human Subjects Research is the first course listed. You must now select a "learner group" under Item 1. The group you select will determine which and how many training modules you will be required to complete. The learner group choices are:
   o Social/Behavioral Research Investigator Faculty/Staff/Student
   o Biomedical Research Investigator Faculty/Staff/Student
   o IRB Committee Member/Alternate
   o IRB Staff
   o IRB Chair
   o University Compliance Director
   o Institutional Officials (VPR, Deans, Dept. Heads)
- You must choose one learner group. To see a list of the required modules, for each learner group, click on the learner group name.
- NOTE: If you need to complete the Human Subjects Research Refresher Course, simply select the appropriate learner group from the list in Item 2. Item 2 is not pertinent to new IRB trainees. All OSU faculty, staff and students are required to complete the Basic Course, even if you have previously completed an IRB training course at another institution. Recertification is required every two years. The Refresher Course satisfies recertification requirements.
- If you do not need to complete the Laboratory Animal Welfare (IACUC) curriculum or the Responsible Conduct of Research (RCR) curriculum, simply scroll down the page and click on "Submit," as you do not need to respond to Item 3 or 4.
- On the next screen, you can affiliate with another institution, such as a VA Medical Center. This is not applicable to most of us. As such, we recommend that you click "No."
- On the "Main Menu," which will come up automatically every time you log into the CITI program, you can verify that your e-mail address is accurate. Make changes as needed. In the center of the Main Menu page, you will see a list of the courses in which you enrolled.
- You may now enter the course you wish to complete by clicking on "Enter," which is located in the Status column. A list of required modules will appear. Complete the required modules and any associated quizzes. You must complete the required modules first, and then you may complete any of the optional modules you wish. You do not have to complete the training modules in one sitting.
- Once you complete the course(s), you can print a completion report. In addition, you should be able to save your CITI completion report as a MS Word document or a PDF file. CITI will automatically notify the Office of University Research Compliance of completion results (pass/fail). Print your completion report and keep a copy for your records.

If you have previously completed an OSU CITI training course, start here:

- If you previously registered with CITI as being affiliated with Oklahoma State University, simply enter your existing username and password in the appropriate fields, which will take you to the "Main Menu".

- To register for the Human Subjects Research course, you must click on the link "Add a course or update your learner groups" (This option is located just below the course completion report section.). You will be directed to a new page that allows you to select a new curriculum.
- To complete the basic OSU Human Subjects Research training, select the appropriate "learner group" under question 1. The group you select will determine which and how many training modules you will be required to complete. The learner group choices are:
  - Social/Behavioral Research Investigator Faculty/Staff/Student
  - Biomedical Research Investigator Faculty/Staff/Student
  - IRB Committee Member/Alternate
  - IRB Staff
  - IRB Chair
  - University Compliance Director
  - Institutional Officials (VPR, Deans, Dept. Heads)
- You must choose one learner group. To see a list of the required modules, for each learner group, click on the learner group name.
- Question 2 on this page is not pertinent to new OSU Human Subject Research trainees. All OSU faculty, staff and students are required to complete the Basic Course, even if you have previously completed an IRB training course at another institution.
- Once you have made your selection, click on "Continue." You will be directed to a page that allows you to see all the groups and courses in which you are enrolled. Simply scroll to the bottom of the page and click on "Go Back to Learner's Main Menu."
- You may now enter the Human Subjects Research course by clicking on "Enter," which is located in the Status column. A list of required modules will appear. Complete the required modules and any associated quizzes. You must complete the required modules first, and then you may complete any of the optional modules you wish. You do not have to complete the training modules in one sitting.
- Once you complete the course, you can print a completion report. In addition, you should be able to save your CITI completion report as a MS Word document or a PDF file. CITI will automatically notify the Office of University Research Compliance of completion results (pass/fail). Print your completion report and keep a copy for your records.

If you have questions about this training or need additional information on how to register with CITI, please contact the Office of University Research Compliance at 744-1676.

CONSTITUTION OF THE OKLAHOMA STATE UNIVERSITY HOSPITALITY AND TOURISM MANAGEMENT GRADUATE STUDENT ASSOCIATION

ARTICLE I.   **NAME**
The name of this organization shall be the Oklahoma State University Hospitality and Tourism Management Graduate Student Association.

ARTICLE II.   **PLACE**
The location of this organization shall be at Oklahoma State University and shall be announced and posted in the Hospitality and Tourism Management Office in 365 Human Sciences.

ARTICLE III.   **PURPOSE**
The purpose of this organization shall be to facilitate professional development to enhance opportunities in the fields of academia, hotel administration, restaurant administration, and tourism.

ARTICLE IV.   **MEMBERSHIP**
Section A. Active Members
Section B. Alumni Members
Section C. Honorary Members

ARTICLE V.   **OFFICERS**
The officers of this organization shall be:
President
Vice President
Secretary
Treasurer
Director of Public Relations
Graduate Student Association Representative

These officers shall be elected at the next meeting following graduate orientation of the fall semester.

ARTICLE VI.   **FACULTY ADVISOR**
The faculty advisor for this organization shall be the graduate coordinator.

ARTICLE VII.   **PROCEDURES**
All meetings will be conducted according to Robert's Rule of Order and the President or Vice President shall conduct the meeting.

ARTICLE VIII.   **AMENDMENTS**
Section A.   Adoption of Amendments shall be by two-thirds vote of those members present and voting at the regular meeting.
Section B.   Ratification of the Constitution shall be by two-thirds vote of those now eligible as Members.

ARTICLE IX.   **COMMITTEES**

This organization will create committees as necessary.

ARTICLE X.   **MEMBERSHIP FEES**

The third meeting of the initial membership shall collect membership fees.

BY- LAWS OF THE OKLAHOMA STATE UNIVERSITY HOSPITALITY AND TOURISM MANAGEMENT GRADUATE STUDENT ASSOCIATION

ARTICLE I.   MEMBERSHIP

Section A. Active Members

Any students at Oklahoma State University who have met the membership requirements stated in Article II of the by-laws.

Section B. Alumni Members

Any individual who has graduated from Oklahoma State University and has participated for more than one semester in the Hospitality and Tourism Management Graduate Student Association (HTMGSA) shall be eligible as an Alumni Member. Alumni Members will be asked to assist in programs will have a voice in the affairs of the organization. No fees shall be expected of the Alumni Members.

Section C. Honorary Members

The Honorary Members of the organization shall consist of those people upon whom the organization desires to bestow the honor of membership. No fees shall be expected of the Honorary Members.

ARTICLE II.   ELIGIBILITY

Section A. Active Members

1. Any Oklahoma State University graduate student interested in the professional development of the members of the hospitality industry and keeping a 3.0 grade point average each semester.
2. Any student keeping the above requirements and paying membership fees of ten (10) dollars per semester.
3. Failure to fulfill above scholastic requirement will result in temporary inactive status until such time as one can again fulfill this requirement. Inactive status results in suspension in voting privileges.

Section B. Officers

1. President- 3.0 GPA overall must be maintained. Tenure of office will begin the third regular meeting and last a full year term.
2. Vice President- 3.0 GPA must be maintained. Tenure of office will begin the third regular meeting and last a full year term.
3. Secretary- 3.0 GPA must be maintained. Tenure of office will begin the third regular meeting and last a full year term.
4. Treasurer- 3.0 GPA must be maintained. Tenure of office will begin the third regular meeting and last a full year term.
5. Director of Public Relations- 3.0 GPA must be maintained. Tenure of office will begin the third regular meeting and last a full year term.

6. Graduate Student Council Representative- 3.0 GPA must be maintained. Tenure of office will begin the third regular meeting and last a full year term.

ARTICLE III.   DUTIES OF OFFICERS

Section A.

The President shall preside at all meetings of the HTMGSA organization when possible. He or she will have the power to call special meetings of the organization when it deems necessary. He or she will call all meetings of the Executive Board. He or she will perform all other duties commonly belonging to a president.

Section B.

The Vice President shall perform the duties of the President when the latter is absent or unable to perform the duties of his or her office. He or she will also be responsible for keeping an updated list of scholarships available to HTM graduate students. He or she will also be responsible for implementing academic services.

Section C.

The Secretary shall keep the minutes of the meetings of the organization and Executive Board, the organization's roll and records of attendance. He or she will also be responsible for external correspondence, writing letters, thank you notes and posting typed minutes in the resource room for later reference.

Section D.

The Treasurer shall receive all money and pay out accordingly; keep accurate records of all transactions made, and shall be responsible for reporting to the HTMGSA organization about the accounts. The Treasurer shall scud out notices of delinquent accounts. He or she will also be responsible for collection dues of members and making a budget every year. The treasurer will be responsible for filing the proper forms for AFAC and other funding and present them to the organization by the first of December each year.

Section E.

The Parliamentarian shall be in charge of keeping order in the meetings according to Robert's Rule of Order and the Articles in the Constitution and bylaws.

Section F.

The Director of Public Relations shall be in charge of publicizing the meetings, special events, and activities. He or she will be responsible for setting up speakers to make presentations at HTMGSA organizational meetings.

Section G.

The Student Council Representative shall be responsible for attending all Graduate Student Association meetings. He or she is also responsible for reporting to the HTMGSA organization on the current issues affecting the members.

ARTICLE IV.   **EXECUTIVE BOARD**

The Executive Board will consist of all officers including the President, Vice President, Secretary, Treasure, Director of Public Relations and GSA Representative. This board will hold regular meetings that will discuss issues before bringing them to the HTMGSA meetings. All meetings are open to anyone but only those listed above will have voting privileges at the Executive Board meetings.

ARTICLE V.   **IMPEACHMENT**

Judgment in the case of impeachment is by three-fourth (3/4) vote of the total active members present and shall not exceed further than removal from office.

ARTICLE VI.   **AMENDMENTS**

Amendments to these by-laws shall be by three-fourth (3/4) vote of the total active members present.

ARTICLE VII.   **RATIFICATION**

This Constitution and by-laws must be ratified by the Oklahoma State Student Senate.