HOSPITALITY ADMINISTRATION
Graduate Handbook

Department of Hospitality Management
College of Human Ecology
Kansas State University
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http://www.humec.k-state.edu/hm/

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Letter from the Graduate Program Director

Dear HM Graduate Student:

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

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

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

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

It is our goal for you to have the best possible graduate experience while you are at K-State. I wish you the very best as you complete your advanced degree program in hospitality management.

Sincerely,

Junehee Kwon

Junehee Kwon, PhD, RD
Associate Professor
Graduate Program Director

OVERVIEW OF GRADUATE PROGRAMS IN HM

Graduate Program Philosophy

Graduate study in the Department of Hospitality Management prepares graduates for management and academic careers in hospitality administration. Graduate faculty and students collaborate to conduct applied research and disseminate findings through scholarly publications and presentations. Flexibility in planning the program of study allows students to meet personal and professional objectives while enhancing departmental research. Supportive faculty and peer relationships foster an environment where students gain the knowledge, skills, and confidence for leadership positions in their chosen field.

Graduate Program Mission

The mission of graduate programs in the Department of Hospitality Management to provide the theoretical and research base to prepare graduates for managerial, educational, or research positions in foodservice and hospitality management organizations.

Graduate Degree Options

The department offers the following graduate degree options:

➢ Master of Science (MS), Hospitality Administration
➢ Combined MS and Bachelor of Science (BS) in Hospitality Management
➢ Dual Degree Options with Master of Business Administration (MBA) and MS in Hospitality Administration
➢ Doctor of Philosophy in Human Ecology with a specialization in Hospitality Administration

Master of Science (MS) in Hospitality Administration Outcomes

Graduates of the MS in Hospitality Administration program will demonstrate:

➢ the ability to apply management concepts to hospitality, and
➢ the ability to understand the research process and communicate the results.

Doctor of Philosophy (PhD) in Human Ecology with a Specialization in Hospitality Administration Outcomes

Graduates of the PhD program in Human Ecology with a specialization in Hospitality Administration will demonstrate:

➢ the ability to successfully integrate concepts, theories, and research findings in the hospitality context, especially as these relate to the student's research focus;
➢ the ability to successfully apply the results of their research to solve problems in the hospitality industry;
➢ the ability to successfully teach an undergraduate course as the instructor of record; and
➢ the ability to successfully present research ideas, findings, and results.

HM Graduate Faculty

Rebecca Gould, PhD, RD*, Professor and Director of the K-State Information Technology Assistance Center
Research areas include: cost controls and financial management in foodservice and hospitality management, rural tourism, and the use of technology to enhance teaching and learning.

Jichul Jang, PhD, Assistant Professor
Research areas include: (1) Human resource management and organizational behaviors (i.e., leadership development, regulating emotions, organizational commitment and social network) in the hospitality industry and (2) valued-based decision making using methods such as eye-tracking techniques.

Junehee Kwon, PhD, RD*, Professor and Graduate Program Director
Research areas include: Food and beverage management, food safety and food allergy education and training for noncommercial and commercial foodservice, hospitality education, sustainability, and service quality in restaurants.

Kristin Malek, PhD, Assistant Professor
Research areas include: Return on investment, economic impact, content retention, and destination image/loyalty as it applies to event management.

Michael C. Ottenbacher, PhD*, Department Head and Mary L. Vanier Endowed Professor.
Research areas include: Innovation, Food and Beverage, Culinary Tourism, Services Marketing, Strategic Management

Paula Paez, PhD[+] Research Associate Professor

Kevin R. Roberts, PhD*, Associate Professor and Co-Director, Center for Food Safety in Child Nutrition Programs.
Research areas include: Food safety and HACCP implementation in foodservice operations, employee and managerial behavior related to food safety programs

* denotes certified graduate faculty who can direct doctoral dissertation research.
[+] denotes graduate faculty associate.

HM Support Staff

Starla McPheron-Hall Administrative Specialist
Starla maintains departmental files, corresponds with perspective graduate students, coordinates the scheduling of meetings and departmental resources such as iPad carts, laptop computers, and clickers for class activities, and can assist graduate students with any supplies that may be needed. She is also in charge of human resources and payroll for the department and will assist graduate students with filling out appointment papers and payroll documentation. Starla can also assist with travel needs and reimbursements for funded travel.

GETTING STARTED AT K-STATE

Acceptance Letter

Once accepted into a graduate program at K- State, students will receive an acceptance letter from the K-State Graduate School. This letter will contain a plethora of information that will make your transition to K-State easier. Moreover, the acceptance letter will outline important steps that you need to take to finalize your admission to Kansas State University (K-State) including required prerequisites and paperwork to be submitted.

First Days on Campus

When you arrive on campus, visit with Starla McPheron-Hall in Justin 152. Starla will assist you in getting issues resolved and point you to the right directions for necessary information.

K-State eID

K-State students must have an eID (electronic Identification). Your eID also serves as your e-mail address. Each student is allowed one K-State eID while at K-State. Your eID is used to access your K- State e-mail account, KSIS (K-State student information system), K-State Online (Canvas), HRIS Self- Service, and other K-State resources. To sign-up for your K-State eID, visit eid.k-state.edu. Passwords for your eID are changed every 180 days.

K-State ID Card

All K-state students, faculty, and staff are required to have a K-State ID Card. Students acquire their ID card when they arrive on campus. Your K-State ID card will serve as your official campus photo ID, vending/printing Card, library card, and meal debit plan card (if you have a meal plan with the university). Students should visit the K- State ID Center on the first floor of the Student Union to obtain their card.

International Student and Scholar Services

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

Enrollment Procedures

Once admitted to the Graduate Program in Hospitality Management, students will be assigned a temporary advisor until the student finds a major professor with whom they would like to work. Your temporary advisor will assist you in finding classes and enrolling during your first semester at K- State.

Course Schedule

The list of courses offered each semester is published online and is generally available a few months prior to the beginning of the next semester. To access the online course schedule, select "Academics" from the K-State homepage (www.k-state.edu) and then "Catalogs and Courses". Here you will also find the academic calendar, fee payment schedule, final examination schedule, and the link to the Graduate Catalog.

<u>Enrollment Hours per Semester</u>

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

Graduate assistants (GTA, GRA, GA) must be enrolled in at least six hours each semester they are employed at least half time. International graduate students, who do not hold an assistantship, must be enrolled in at least nine hours per semester (full time), if he/she does not hold an assistantship.

GENERAL POLICIES FOR GRADUATE STUDENTS

Grade Requirements

Graduate work is graded as: A, B, C, D, or F. To earn graduate credit for a graded course, the student must earn at least a C. To remain in good academic status, graduate students must maintain a cumulative GPA of 3.0 or higher. To graduate the student must have earned a 3.0 GPA on all graded courses on the program of study.

If a student earns lower than a B in a course listed on the program of study, the student's supervisory committee may require that student retake the course. "If the course is retaken by the direction of the supervisory committee, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade. A student may retake a course with subsequent removal of the prior grade only once for each course and for <u>a total of two courses in a degree plan</u>. The Retake form may be found in the Guidelines and Form Section of Graduate School website at http://www.k-state.edu/grad

The deadline for submission of the signed form to the K-State Graduate School is the last day to drop a course without a W being recorded, as designed in the K-State Academic Calendar, in the semester the course is being retaken. (Information on the Retake Form in Student Guidelines and Forms section of Graduate School website).

Students must earn at least a B in all undergraduate courses taken as prerequisites. Undergraduate prerequisites must be completed before enrolling in required HM graduate courses.

In some instances, an instructor may give an Incomplete (I) as a grade for a course if circumstances have prevented completion of the course requirements. Students must complete all course requirements during the following semester, unless prior arrangement was made due to exceptional circumstances. If the course requirements are not completed

within the following semester, the incomplete will be changed to an F on the transcript and will be calculated in the grade point average as an F. Students cannot take the comprehensive examination until all incompletes have been removed from their transcript except for research credits.

Research hours are graded as credit (CR). These hours will be listed as "incomplete" (I) until the thesis or dissertation is successfully completed. At that time, the hours are changed to credit by the Graduate School. Students should work with their major professor to determine the expectations for the number of research hours in which they are enrolled.

Student Progress Reports

All graduate students must complete the student progress reports each year with their academic advisor. The report is to be submitted to the Graduate Program Director with the advisor's signature no later than January 30 of each year. Please see Appendices A and B for Master's and PhD student annual progress report.

Academic Warning

The K-State Graduate Handbook indicates that a student who fails to make satisfactory progress in his/her graduate program is subject to academic probation and may be denied enrollment in the Graduate School in the following semester. Any of the following conditions may warrant academic warning:

- ➢ a grade point average lower than 3.0
- ➢ advice of the major professor that the student's progress is unsatisfactory

A student placed on probation after recommendation by the major professor or supervisory committee may be restored to good standing only following the notification by the major professor and supervisory committee that the student is making satisfactory progress.

HM graduate students must be in good academic standing to enroll in unstructured graduate courses (i.e. research, problems, or readings courses) and to complete the doctoral preliminary exams or Master's comprehensive examination, and/or to defend his/her thesis or dissertation.

Dismissal

The K-State Graduate Handbook indicates that a graduate student may be denied continued enrollment at K-State or in their department's graduate program in the following cases:

a. Failure of a student on probation as a condition of admission to achieve a minimum cumulative GPA of 3.0 in the first 9 credit hours of graduate level coursework.
b. Failure of a student placed on probation for deficient grades to achieve a cumulative GPA of at least 3.0 within 2 semesters for full-time students and within 12 credit hours for part-time students.
c. Failure to meet published departmental requirements or University requirements.

d. Failure to maintain satisfactory progress toward a graduate degree.
e. Failure in the preliminary (PhD) and final degree examination(s) (MS and PhD).
f. Failure to acquire mastery of the basic methodology and statistics to complete a successful dissertation. The mastery of such content will be evaluated in Qualifying Exams. See subsequent sections for more information about Qualifying Exam.
g. Being placed on probation a second time, except when the first period of probation is a condition of admission or when the second period is a condition for reinstatement.

Academic Integrity

Intellectual integrity is a core value of every HM faculty member and student. Graduate students should be extremely mindful of any acts that could be considered a breach of academic integrity.

K-State has an Honor and Integrity System based on personal integrity, which is presumed to be sufficient assurance that, in academic matters, one's work is performed honestly and without unauthorized assistance. Undergraduate and graduate students, by registration, acknowledge the jurisdiction of the Honor and Integrity System. The policies and procedures of the Honor and Integrity System apply to all full and part-time students enrolled in undergraduate and graduate courses on-campus, off-campus, and via distance learning.

A component vital to the Honor and Integrity System is the inclusion of the Honor Pledge which applies to all assignments, examinations, or other course work undertaken by students. The Honor Pledge is implied, whether or not it is stated: *"On my honor, as a student, I have neither given nor received unauthorized aid on this academic work."* A grade of XF can result from a breach of academic honesty. The F indicates failure in the course; the X indicates the reason is an Honor Pledge violation.

Graduate students are expected to cite all sources using appropriate APA format unless the instructor implicitly states otherwise. Every graduate student should have a copy of the Publication Manual of the American Psychological Association, 6th edition, 2009. (ISBN: 978-1433805615)

Faculty in the department of HM are committed to imposing appropriate sanctions for any breach of academic integrity. If a student is found to have breached academic integrity standards, each individual faculty member will handle the situation in accordance with his or her classroom policy. However, regardless of the sanction a faculty member chooses to impose, a formal report will always be filed with K-State Honor and Integrity System.

For more information on the Honor and Integrity System, please visit their website: http://www.k-state.edu/honor

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

Seminar Requirements

Master's students are required to present two seminars before completion of the degree program.

Master's students in the thesis option must present the first seminar on their research proposal and the second on the results of the research. Master's students in the non-thesis option must present two topic seminars on subjects mutually agreed upon between the student and their major professor. Although two seminars must be provided, students only need to take HM 885 once for their degree program.

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

Topic seminars can include any of the following:
- Operations-related case studies
- Current review of industry-related trends
- Previously completed or presented research in professional conferences
- Coursework-related research papers/topics that have *not* been presented as an oral presentation

Note: Students may *not* repeat a presentation that has been presented as a part of course requirements.

Regardless of the type of topic seminar a student wishes to do, it must be based upon a thorough literature review, which must also be incorporated into the presentation of the seminar.

The seminar coordinator will arrange presenters, topics, and dates prior to beginning of each semester. Graduate students must coordinate with their major professor when deciding the topics and the timing of the presentation and inform the seminar coordinator prior to the semester when they intend to present. The seminar coordinator will arrange the schedule first-come-first-serve basis. It is recommended to contact the seminar coordinator early if students have a specific date request.

Proposal or defense seminar for thesis or dissertation may be scheduled when the major professor approves the date. While the committee and students should try to schedule during the usual seminar time, it may not be possible due to incompatible committee members' schedules. In this case, the major professor and student may choose to provide the seminar before or after actual defense date.

If students need to present the thesis or dissertation (proposal or defense) during summer,

when no regular seminar schedule is available, students should invite all graduate students and faculty when he/she present the proposal or completed thesis or dissertation to the committee members. If a student and major professor prefer, the proposal seminar may be scheduled in fall semester following student's presentation to the supervisory committee.

Abstract and bibliography:

Each student presenting their research and/or topic must provide an abstract (300-word limit). The abstract should not contain in-text citations of references. The abstract must contain a list of four to six key words and the word count at the bottom of the abstract.

In addition to the abstract, the student must also provide a bibliography of key resources utilized in preparation for the seminar. This must include all references cited within the presentation, along with others the student found useful as supporting material or background reading. Master's students should submit no less than 10 references and doctoral students no less than 15.

The student's major professor should review and approve the abstract and bibliography before submitting to the seminar coordinator for dissemination. These documents are due to the seminar coordinator by Monday morning prior to the scheduled presentation or three business days prior to presentation to the supervisory committee, if the presentation is scheduled any other days of the week. Once received by the seminar coordinator, the submitted documents will be sent to all graduate students and faculty without further edition/revision. Therefore, the student should not submit their working copies to the seminar coordinator without major professor's approval.

The bibliography should be prepared using Publication Manual of the American Psychological Association, 6th Edition, 2010. The majority of references should be selected from peer-reviewed publications.

Note: Not meeting designated deadline will result in student's grade being lowered by one letter grade.

Peer evaluation of seminar:

Seminar attendees will evaluate students presenting a seminar using an online survey. A link to the evaluation survey will be sent to attendees on the following day of the presentation. The result of the survey will be downloaded and sent to the presenter as well as his/her major professor the following week. See Appendix for Seminar Evaluation Survey.

Other Policies

College of Human Ecology Graduate Office: JU 326

Graduate students in the College of Human Ecology have a space on 3rd floor (JU 326) where they can study, collaborate with other students, and access computers and lockers. Each

semester, a door lock code will be assigned for graduate students with assistantships. See Dean's office for access to a locker and room access code.

Use of Departmental Copier

The copier in JU 101 should only be used for departmental work, such as sponsored research and GTA work. The supervisor will provide the code number to use for each project. The copier should **not** be used for personal research or class work.

Mail and E-mail Messages

Graduate students are assigned a mailbox in JU 101. Telephone messages and mail will be placed in the appropriate boxes. Graduate students are encouraged to check their mailbox on a regular basis. Upon leaving the university, students should leave a forwarding address. In addition, inform organizations and publishers of change in address to avoid delay in receiving correspondence and subscriptions. No personal mail should be forwarded to Justin Hall.

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

If you prefer using a personal email such as Hotmail, Gmail, yahoo, etc., please have your K-State email forwarded to that address. Instructions for emails, calendars, and office 365 can be found: http://www.k-state.edu/its/helpdesk/email-office365/

Professional Development, Networking Opportunities and Travel Awards

Social events are scheduled throughout the semester to facilitate networking opportunities. Participation in these events is encouraged.

In addition to the HM Graduate Club and the K-State Graduate Student Council, graduate students should consider joining one or more professional organizations (CHRIE, FSMEC, PCMA, IFT, CMAA, etc.).

Attendance at local, state, and national meetings of various professional organizations provides additional opportunities to learn about academia and the industry. The HM department, College of Human Ecology, and Graduate Student Council provide a variety of financial support for students traveling to conferences.

The HM department supports graduate student travel via course fee reimbursement ($200 per year per person) and through funds available from annual Travel and Dining Auction (TDA; $300 per year per person). Graduate students are expected to support departmental functions such as the TDA in order to receive travel funding support.

For additional information about travel awards through Graduate Student Council, visit: http://www.k-state.edu/grad/students/studentcouncil/travel-grants/. For additional

information for travel awards through the College of Human Ecology, visit: http://www.he.k-state.edu/students/services/financial/travel.html

Authorship of Publications during Graduate Study

All issues regarding authorship will be discussed in advance with the graduate student, committee members, and major professors. The decisions made regarding authorship will be presented in writing to all parties. Time lines for manuscript submission will be discussed with the major professor.

Student research on a thesis or dissertation: If a student does the majority of the work and prepares the manuscript as directed by the major professor and reviewers, the student will serve as first author. If, after six months from completion of the thesis or dissertation, no manuscript has been written, the major professor has the right to write the paper and serve as lead author.

For funded projects: The individual who is designated as the "principal investigator" for the funded project will serve as lead author. The major professor or co-major professors prior to submission must review all manuscripts based on research conducted at Kansas State University.

GRADUATE ASSISTANTSHIPS

HM offers several assistantships: Graduate Teaching Assistant (GTA), Graduate Research Assistant (GRA), and Graduate Assistant (GA). The Department of Housing and Dining Services cooperates with HM to offer graduate assistantships for select students to work in part- time management positions in the residence hall foodservices and event management. Graduate students may also seek GA positions in other units within the University such as Office of International Students and Scholars and Center of Teaching and Learning.

Pay Periods

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

Responsibilities

GTAs are assigned to assist faculty in course preparation, teaching, and grading. In some instances, doctoral students may serve as the instructor of record but work under the supervision of a senior faculty member. GRAs are part of a research team and are funded by various funding provided by outside agencies/organizations.

The roles of GRAs vary depending on the goals of the research project. GRAs work directly with the principal investigator of the research project. Students on assistantship are expected

to work 20 hours per week.

The roles of GAs vary depending on the assignments and source of funding. Graduate assistants are expected to attend the orientation provided by the Graduate School when scheduled.

English Proficiency Requirements for GTA
The Kansas Board of Regents requires all prospective GTAs who are non-native speakers of English to achieve a:
- ➤ minimum score of 50 on the TSE (Test of Spoken English), OR
- ➤ minimum score of 50 on the Speaking Proficiency English Assessment Kit (SPEAK), OR
- ➤ minimum score of 22 on the speak section of the Internet-based Test of English as a Foreign Language (TOEFL iBT)

Enrollment Requirements
Students on assistantships must be enrolled at K-State during the semesters they are salaried. A student on assistantship must abide by the following credit hour restrictions, which include both undergraduate and graduate credits:

Fall and Spring semesters – Students may enroll in a maximum of 12 credit hours and a minimum 6 credit hours.
Summer semester – Student may enroll in a maximum of 6 credit hours and a minimum of 3 credit hours.

GPA Requirements
Students must maintain an overall 3.0 GPA for both graduate and undergraduate courses. Assistantship assignments are reviewed at the end of each semester and are renewed based on performance of duties, academic performance, and availability of funds.

Tuition and Fee Benefits
Tuition responsibilities for students appointed as graduate assistants for 0.5 full-time equivalent (FTE) or greater depends on the nature of the appointment. Students holding 0.5 FTE appointments as GTAs may have their tuition waived up to 10 credit hours. Students holding 0.5 FTE appointments as GRAs or GAs (or any combination of graduate assistant appointments) may have their tuition waived or paid partially. At all cases, graduate assistants with 0.5 FTE appointment pay reduced tuition at the in-state rate according to an established schedule.

OBTAINING YOUR MASTER'S DEGREE

Approved Degree Options

The Department of Hospitality Management offers the following master's degree options:

- Master of Science (MS) in Hospitality Administration (30 credits with thesis, 36 credits course work only)
- Concurrent Bachelor of Science (BS) and MS in Hospitality Administration (30 credits with thesis, 36 credits course work only with 9 credits from BS program of study [500-600 level courses only])
- Dual Degree: Master of Business Administration (MBA) and MS in Hospitality Administration (55 credit hours with thesis or coursework only)

Coursework Requirements

The needs and desires of the individual student are considered in planning the Master's program. Detailed coursework and other requirements are listed in the Graduate Catalog:

MS in Hospitality Administration:
https://catalog.k-state.edu/preview_program.php?catoid=41&poid=13402&returnto=7267

Concurrent BS and MS in Hospitality Administration:
https://catalog.k-state.edu/preview_program.php?catoid=41&poid=13521&returnto=7267

Dual Degree: MBA and MS in Hospitality Administration:
https://catalog.k-state.edu/preview_program.php?catoid=41&poid=13552&returnto=7267

Master's Major Professor and Supervisory Committee

Master's students will be assigned a temporary advisor prior to starting their first semester at Kansas State University based on their potential research interest and their preference for working with a particular graduate faculty member. The temporary advisor or the graduate program director will assist the student in selecting courses for his/her first semester. The temporary advisor will provide direction to the student on forming the supervisory committee and on selecting the student's major professor. If a major professor is not chosen before the end of the student's first semester, the temporary advisor will advise the student during enrollment for the second semester.

Before determining the major professor, students are strongly encouraged to visit ALL graduate faculty and discuss research interests and other expectations.

The faculty member who agrees to serve as a student's major professor assumes the role of working with the student to plan a program of study and directing his/her research.

The supervisory committee for MS students shall consist of a minimum of three graduate faculty members, including the major professor. Students are encouraged, but not required,

to have one member of the committee be a faculty member from outside of the HM department. The supervisory committee advises the student in developing a program of study, supervises the student's progress, and conducts the final examination(s). Refer to Graduate Handbook for more information about Supervisory Committee composition (http://www.k-state.edu/grad/graduate-handbook/).

Program of Study

All Master's students will work with their major professor to plan their program of study. The program of study should be submitted on the form required by the K-State Graduate School and should be filed with the Graduate School by time a student has completed nine hours of graduate credit, which is usually near the end of the student's first semester. A copy of the completed form should also be filed with your major professor and the department's administrative specialist. The Program of Study form is available on the K-State Graduate School website: http://www.k-state.edu/grad/academics/forms/index.html

Any change in the program of study after approval by the supervisory committee and Graduate School must be submitted to Graduate School. All members of the supervisory committee must sign the Change in Program/Committee form, also available in the aforementioned link.

Work Experience Requirements

A minimum of 1000 hours industry work experience is expected of all students, preferably at a supervisor or manager level at the time of admission to the program. Master's students who do not have this previous work experience will be required to obtain the 1000 hours of experience before completion of the Master's degree, typically through summer internships. International students whose visa status prohibits employment off-campus may enroll in a for-credit internship experience that will allow them to work off-campus as a part of their education.

Revalidation of Outdated Credits

All credits on the student program of study must be completed within six (6) years. Outdated credits may be revalidated as described in the Graduate Handbook and outlined below.

The final Master's examination normally includes an examination over the body of course work listed on the program of study. The form and content of this examination is determined by each Master's program and may impose additional requirements for revalidating the student's competency in supporting coursework over six years old.

Master's Thesis Requirements

Master's students who have an interest in conducting research and intend to pursue a PhD in the future are advised to consider a thesis as part of their Master's program. Examples of theses that have been completed are available on the K-State Research Exchange Database

(http://krex.k-state.edu/).

Theses completed in the Department of Hospitality Management should be written following the American Psychological Association (APA) style. A packet of information on the Graduate School's requirements and deadlines for completing a thesis is available in the Graduate School office in Eisenhower Hall or on their website. Students should obtain this information at least two semesters prior to graduation.

There are two acceptable formats for thesis as follows:

Traditional format:
    Chapter I Introduction
    Chapter II Review of literature
    Chapter III Methodology
    Chapter IV Results
    Chapter V Discussion
    Chapter VI Conclusions
    References
    Appendices

Manuscript format:
    Chapter I Introduction
    Chapter II Review of literature
    Chapter III Methodology
    Chapter IV Complete manuscript with abstract and references
    Chapter V Complete manuscript with abstract and references (if applicable)
    Chapter VI Conclusions
    References (References for Chapters I, II, III, and VI)
    Appendices

Thesis Proposal

All Master's students in the thesis option complete a written proposal prior to conducting their research. The proposal must be presented in a seminar and approved by the student's supervisory committee <u>before data collection begins</u>. The proposal must contain the following:

➤ **Title Page**
➤ **Introduction**, including background literature statement of problems, justification for study, purpose, objectives, hypotheses or research questions, and definition of terms
➤ **Review of Literature** (comprehensive)
➤ **Methodology** - procedures including statistical analysis, etc.
➤ **References**
➤ **Appendices** - Instruments and other supporting documents

Proposals must be submitted to supervisory committee a minimum of two weeks (10 business days) prior to the proposal seminar and subsequent committee meeting. The major professor must give approval for the proposal to go to the committee members. Approval of a research proposal by the supervisory committee means that all committee members have signed the proposal signature page to indicate acceptance of the proposal.

A signed copy of the proposal excluding review of literature is filed with the graduate program director.

Institutional Review Board (IRB) Approval

The Institutional Review Board (IRB) must approve all research involving human subjects including survey research. Students and faculty must complete the required training prior to submission of the application. Instructions and application materials are available at http://urco.K-State.edu/. Approval must be obtained prior to data collection. Your major professor must approve and sign the application.

Funding your Research

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

Final Oral Examination

An oral examination is required. The K-State Graduate School publishes a time schedule that lists the last date for the Master's final examination.

The examination cannot be scheduled until the supervisory committee certifies that a satisfactory copy of the thesis has been presented. The candidate must file with the Graduate School an Approval for Final Examination Form signed by each member of the committee. By signing this form, the faculty member indicates only that the form of thesis is acceptable for review and that a final examination can be scheduled.

This form is also available on the K-State Graduate School website: http://www.k-state.edu/grad/academics/forms/index.html

Supervisory committee members should receive a copy of the proposed thesis to review at least two weeks (10 business days) prior to the oral examination.

Master's students must provide a defense seminar for the HM graduate students and faculty. The defense seminar may occur at the time of final oral examination or at a separate time. Please refer Section 4 for details about seminar requirements.

Electronic Submission of Thesis

Electronic submission of your thesis is mandatory. An ETDR template should be used from the outset in preparing the thesis, report, or dissertation. The template can be used by anyone submitting work, whether electronic or paper copy. In addition to the template file,

instructions on how to use the template and additional instructions for using Word are available at the following website: https://www.k-state.edu/grad/etdr/template/

Comprehensive Exam Guidelines for Completing Master's Degree with Non-Thesis (Course Only) Option

All master's students in the non-thesis option must complete a written comprehensive examination <u>during their last semester</u> enrolled in the program.

The written examination will be scheduled for two half-day sessions. Students will be tested in advanced hospitality management, finance and cost controls, research methods, and a support area, if applicable. The graduate faculty, with input from the student, will plan the date and time period for administering the comprehensive exam.

All students scheduled to sit for their final written examination in any given semester will take the exam at the same time. Therefore, the student should coordinate with one another and their major professors when scheduling the written examinations.

A minimum of 10 days prior to the examination, the student should submit an "*Approval to Schedule Final Examination: Master's*" form (from Graduate School), signed by committee members, to the Graduate School. This form is available on the KSU Graduate School website at http://www.k-state.edu/grad/academics/forms/.

Once the student completes the written exam, the committee members will grade the exam and inform the major professor in 10 working days. The major professor will inform the student if he/she passed all or some of subject areas.

If the student fails to pass one or more subjects of the comprehensive exam, he/she may arrange the second exam minimum of two weeks after the first attempt. If the student fails the second attempt, graduation may be denied and additional course work may be required.

OBTAINING YOUR DOCTORAL DEGREE

The department participates in the College of Human Ecology interdisciplinary PhD program and offers an emphasis in Hospitality Administration. Additional information about the PhD program is available online graduate catalog: https://catalog.k-state.edu/preview_program.php?catoid=41&poid=13401&returnto=7267

Doctor of Philosophy Major Professor and Supervisory Committee

Doctoral students will be assigned a temporary advisor prior to starting their first semester at Kansas State University based on their potential research interest and their preference for working with a particular graduate faculty member. The temporary advisor or the graduate program director will assist the student in selecting courses for his or her first semester. The

temporary advisor will advise the student on forming the supervisory committee and on selecting their major professor.

Before determining the major professor, students are strongly encouraged to visit ALL graduate faculty and discuss research interests and other expectations.

If a major professor is not chosen before the end of the student's first semester, the temporary advisor will advise the student during enrollment for the second semester. It is common courtesy for the graduate student to inform the temporary advisor when they have made their decision about who they have decided on for their major professor.

The faculty member, who agrees to serve as a student's major professor, assumes the role of working with the student to plan the program of study and directing his or her research. The supervisory committee for PhD students shall consist of a minimum of four graduate faculty members, including the major professor. Students are required to have at least two members from HM. One member of the committee must be a faculty member from outside of HM and is typically representing the student's support area or statistics. Supervisory committee members indicate their willingness to serve on doctoral committee by signing the Program of Study Form. The major professor must be certified by the Graduate School to direct doctoral work.

If the major professor is not yet certified, he or she will then work with a co-major professor who holds the appropriate certification status. The co-major professor must be from HM department.

The Graduate School will name an outside chair for the PhD supervisory committee after the student has successfully completed their preliminary examinations and has been admitted to PhD candidacy. The role of the outside chair is to conduct the final defense of the dissertation and to make sure the student is treated fairly throughout the final defense and oral examination. The outside chair has voting privileges and chairs the oral defense.

Refer to K-State Graduate Handbook for more information about Supervisory Committee composition. http://www.k-state.edu/grad/graduate-handbook/

Program of Study

The needs and desires of the individual student are considered in planning the program of study. Programs of study for PhD students are planned in accordance with the College of Human Ecology minimum requirements for PhD students. Doctoral students in the Hospitality Administration specialization are expected to meet the same prerequisite and Master's level coursework requirements. See the graduate catalog for more information.

The program of study is completed in consultation with the major professor. The program of study form is available in the Student Guidelines and Form section of the Graduate School

website: http://www.k-state.edu/grad/academics/forms/index.html

Credits from Master's Degrees

Credits in a doctoral program that have been earned as part of a Master's degree and have been approved by the supervisory committee for inclusion in the doctoral program of study. For those who completed MS degree, up to 30 credit hours may be counted toward the 90-hour requirement, upon approval by the student's supervisory committee. In no case will more than 30 semester hours be transferred from a completed Master's degree. Up to nine hours taken as a K-State special student (see K-State Graduate Handbook) or up to 10 hours taken at another university beyond master's degree course work also may be included in the doctoral program of study, if approved by the supervisory committee. A copy of the completed Program of Study should also be filed with the major professor and department.

The Qualifying Examination

All doctoral students will be required to complete a qualifying examination at the completion of their first full academic year (Fall, Spring). The qualifying exam will be administered each year during the month of late April or early May. The purpose of this qualifying examination is to make sure doctoral students are well prepared for their graduate studies and the development of their dissertation research.

The qualifying exam will cover two subject areas, research methods and basic descriptive and inferential statistics. The qualifying exam will be scheduled in two four-hour proctored exam sessions (one for research methods, one for statistics). All qualifying graduate students will take the exam in the same proctored sessions. A committee will grade the exam and report the results to the graduate faculty. The results will then be shared with the student by the graduate program director. A grade of 80% or greater in each topic is required for successful completion of the qualifying exam.

In case the student fails to pass one or both subjects, the student may re-take the failed portion four weeks after the initial attempt. If a student fails to pass the second attempt, he/she will be dismissed from the program.

Preliminary Examination

During the supervisory committee meeting to discuss the program of study, the student and supervisory committee will discuss the plan for the preliminary examination. Per graduate school requirements, the preliminary examination must be completed *at least seven months before the final oral examination*. A full-time doctoral student typically completes the preliminary examination within three years of entry into the doctoral program. Upon satisfactory completion of the examination, the student is advanced to candidacy.

The preliminary exam will be individualized for each graduate student based on the student's program of study and dissertation topic. These topics will be inclusive of a breadth and depth

of the industry, emphasis area, and advanced statistics and research methods. The written preliminary examination dates are scheduled in advance by the student's supervisory committee to aid in planning their academic career and to assure that applicable graduate school deadlines have been met. Once the student identifies the exam date, he/she must complete the "Request for Preliminary Examination Ballot" with necessary signatures. The form can be found at http://www.k-state.edu/grad/academics/forms/.

Typically, the written preliminary examination is scheduled during a two-week period. Each committee member will contribute to the preliminary exam and different formats may be used for different subjects, based on the supervisory committee members' preferences. The written exam may be timed closed book, timed open book, or take-home with varying number of hours/days. Once the student completes the written examinations, the supervisory committee member will grade and provide feedback in 10 working days or two weeks. If all subject areas of the written examination are completed successfully, the student's next step is to schedule an oral exam for a two-hour block of time. The oral exam allows the committee members to delve deeper into the questions asked during the written portion of the exam to ensure the student is well versed in the subject matter.

In case the student fails one or more subject areas of the written portion of the preliminary examination, the supervisory committee may approve a second written examination with no more than one dissenting vote. The second examination can be taken no sooner than three months following the initial exam date. Once the supervisory committee and the student decide when the second examination is to be taken, the student should notify the Graduate School one month before the scheduled date. The composition of the supervisory committee shall not be changed before a final decision is reached on admission to candidacy. A second failure constitutes denial of admission to candidacy for the doctoral degree, and the student will be dismissed from the program.

Note: If the prelim exam is to be scheduled during a summer semester, it must be arranged based on full consent of all committee members. In addition, the student must enroll for at least one credit hour in the summer semester when the exam is scheduled.

Teaching Practicum Requirements
All PhD students are required to teach a course before they graduate. HM 993 Teaching Practicum must be included in the program of study. In the following section, purpose and detailed policies are included. Also, see Appendix

Purpose:
The purpose of this policy is to clarify the department, faculty, and student roles in HM 993 to ensure instructional quality among doctoral students while they are completing the teaching requirements outlined in HM 993.

Prerequisites:

1. Successful completion of EDCI 943 Principles of College Teaching.
2. English proficiency: For students whose first language is not English, students must successfully pass one of the following speech tests <u>before or during the first year</u> of their doctoral program. To be eligible to teach any class even as a guest speaker in the Department of Hospitality, a student must:
    a. Receive 50 points or above on the Test of Spoken English (TSE) or the Speaking Proficiency English Assessment Kit (SPEAK), OR
    b. Receive a score great than 22 on the speaking component of the internet based Test of English as a Foreign Language (TOEFL iBT).

<u>Choosing a class to teach:</u>
1. In the first semester of a student's doctoral program, each student submits three potential courses he/she wishes to teach to their major professor (or temporary advisor). These courses should be currently listed in the undergraduate catalog in HM and regularly offered. A graduate student will <u>not</u> be developing new courses to teach unless previously negotiated and approved by the department head.
2. Course assignments are driven by the graduate faculty and department head, based on the needs of the department. Student preferences and background will be considered in the decision process.
3. Under no circumstances will a student assignment to a course reduce a faculty member's teaching load below the minimum acceptable number of courses per semester, unless previously negotiated and approved by the department head.
4. Graduate students are encouraged not to contact individual faculty for potential teaching opportunities. Decisions are made by the departmental faculty as a group – not by the instructor of record.

<u>Prior to the teaching semester:</u>
Once the graduate faculty determine what course and semester the graduate student may teach, the student prepares for teaching with the current instructor of the course. The minimum preparation includes the following:
1. The student should shadow the course they are assigned to teach for a full semester at least once before they teach the course. While a few conflicts may occur during the semester, which should be discussed with the instructor and the advisor; the student is expected to attend all classes to observe the course and instructor.
2. During the semester of shadowing, the student works with the instructor and his/her major professor to start preparing course materials.
3. During the semester in which students shadow the course, they should be given the opportunity to teach at least three (3) individual lectures in the course to demonstrate subject-matter knowledge and teaching ability. All faculty should be invited to attend these graduate student run lectures. Based on the feedback from graduate faculty, the graduate student will be given permission to teach as an instructor of record or be

required to complete further development in pedagogy prior to final approval to teach a course.

4. During and/or after the semester in which the student is shadowing their assigned course, he/she should attend at least two class sessions of three other instructors to experience and learn about different styles and approaches to pedagogy.

5. The student must be trained on Canvas learning management system (http://www.k-state.edu/its/training/ and select "K-State Online powered by Canvas" from the training topic list). It takes time to enroll for this training, so complete the training before start teaching.

During the teaching semester:

Upon successful completion of the pre-teaching requirements, the graduate student is expected to prepare for the entire class by him/herself. Information and materials can be used from the existing courses with instructor permission, but all additional materials should be created individually. The student will be listed as the instructor of record in the course schedule.

While teaching the student will be evaluated throughout the semester as stated below to receive timely feedback. This also helps to ensure instructional quality for our undergraduate students.

1. During the teaching semester when enrolled in HM 993, students will meet with the graduate faculty weekly at the assigned time. In addition to teaching, graduate students will need to complete assignments that are required in this course.

2. After 4-5 weeks of teaching, the graduate student will be evaluated by enrolled students using the Qualtrics survey system. The administrative specialist will administer the survey and provide results to the teaching graduate student, major professor, and department head. If necessary, the teaching evaluation using Qualtrics may be repeated approximately two-thirds of the way through the course. The faculty will provide feedback based on student evaluations to improve teaching methodology.

3. Graduate faculty may attend the class during the teaching semester. Graduate students will be notified at least one business day before their visit. After attending a session, faculty may provide feedback to improve teaching skills and effectiveness.

4. A formal teaching evaluation (TEVAL) will be administered at the end of the semester.

Potential significant concerns:

In the event that the undergraduate students enrolled in the course and/or faculty bring forward significant concerns that are jeopardizing the undergraduate learning experience (e.g., communication, instructional effectiveness), faculty will work closely with the student to remedy the concerns. If the graduate student and/or faculty are unable to correct these concerns, he/she may be pulled from the course. In this case, the department head will find a suitable instructor for the affected course. If this should happen the student will receive an incomplete for the course and a structured plan will be agreed upon by the graduate faculty and student to move forward based on the individual circumstances.

Dissertation Requirements

The dissertation research is expected to be a rigorous exercise that results in the contribution of new knowledge. Examples of completed dissertations are available on the K-State Research Exchange Database (http://krex.k-state.edu/).

Theses completed in the Department of Hospitality Management should be written following the American Psychological Association (APA) style. A packet of information on the Graduate School's requirements and deadlines for completing a thesis is available in the Graduate School office in Eisenhower Hall or on their website. Students should obtain this information at least two semesters prior to graduation. There are two acceptable formats for dissertations as follows:

Traditional format:
Chapter I Introduction
Chapter II Review of literature
Chapter III Methodology
Chapter IV Results
Chapter V Discussion
Chapter VI Conclusions
References
Appendices

Manuscript format:
Chapter I Introduction
Chapter II Review of literature
Chapter III Methodology
Chapter IV Complete manuscript with abstract and references
Chapter V Complete manuscript with abstract and references (Must include at least two manuscripts)
Chapter VI Conclusions
References (References for Chapters I, II, III, and VI)
Appendices

Funding your Research

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

Dissertation Proposal

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

➢ **Title Page** (Use Format for Thesis/Dissertation) excluding signature lines

- ➢ **Introduction** including background literature statement of problems, justification for study, purpose, objectives, hypotheses or research questions, and definition of terms.
- ➢ **Review of Literature** (comprehensive)
- ➢ **Methodology** - procedures including statistical analysis, etc.
- ➢ **References**
- ➢ **Appendix** - Instruments and other supporting documents

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

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

Institutional Review Board (IRB) Approval

The Institutional Review Board (IRB) must approve all research involving human subjects including survey research. Students and faculty must complete the required training prior to submission of the application. Instructions and application materials are available at http://urco.K-State.edu/. Approval must be obtained prior to data collection. Your major professor must approve and sign the application.

Dissertation Proposal Seminar

All PhD students are required to enroll in HM 990 *Dissertation Proposal Seminar* and orally present their proposed research to faculty, supervisory committee members, and PhD students in the College of Human Ecology prior to data collection. See Seminar section for further details (Section 4). The proposal seminar may occur at the time of the supervisory committee meeting or at a separate time. Please refer Section 4 for details about seminar requirements.

Final Examination and Dissertation

An oral final examination of the dissertation research is required. The K-State Graduate School publishes a time schedule that lists the last date for the final examination on their website. This information also is available in 119 Eisenhower Hall. The "Approval for Final Examination" form must be submitted to the Graduate School at least 10 business days prior to the date of

oral defense. This form is available on the K-State Graduate School website: http://www.k-state.edu/grad/academics/forms/index.html The Supervisory committee members sign this form when they receive a copy of the dissertation. ***The major professor must approve the dissertation before it is given to the supervisory committee members.*** Supervisory committee members should receive a copy of the proposed dissertation to review at least two weeks (10 business days) prior to the oral examination.

<u>Electronic Submission of Dissertations</u>

Electronic submission of your dissertation is mandatory. An ETDR template should be used from the outset in preparing the thesis, report, or dissertation. The template can be used by anyone submitting work, whether electronic or paper copy. In addition to the template file, instructions on how to use the template and additional instructions for using Word are available at the following website: https://www.k-state.edu/grad/etdr/template/

APPENDIX A: Student Annual Progress Report – MS in Hospitality Administration

STUDENT ANNUAL PROGRESS REPORT
Department of Hospitality Management
MS in Hospitality Administration
Period Covered from January 1 to December 31, _____

An annual progress report is required of all graduate students. The student is to complete the form to indicate self-reflection of goals and accomplishments. The form then needs to be sent to his/her major professor for comments and signature. The completed form (with advisor's signature) must be submitted to <u>the Graduate Program Director</u> no later than **January 30** of the following year. The report should include enough details to cover each area of measurement. Use additional pages if necessary. **Please complete the fields that are applicable to you. Consult with your major professor or temporary advisor if you have any questions.**

Student Name:	Semester Admitted:
Major Professor:	Expected Graduation Date:
Degree: ☐ BS/MS ☐ MS ☐ MBA/MS	☐ Thesis track ☐ Non-thesis track
Program of Study Approval Date: (Attach approved POS, if applicable)	Proposal Defense Date (Thesis only):

SEMINAR REQUIREMENTS:

Seminar Type	Date / Title
Seminar 1 (Topic or proposal)	
Seminar 2 (Topic or defense)	

PRESENTATION: One poster or stand-up presentation at an internal or external conference before graduation.

Dates	Conferences	Presentation Titles

PERSONAL GOALS AND ACCOMPLISHMENTS:

Personal goals for the year _____:

Accomplishments:

SUMMARY OF SERVICE AND PROFESSIONAL ACTIVITIES:

TO BE COMPLETED BY THE MAJOR PROFESSOR:

Is the student making satisfactory progress toward degree completion? ☐   **Yes**   ☐ **No**

Comments:

Student Signature: Date:

Major Professor Signature: Date:

APPENDIX B: Student Annual Progress Report – PhD in Human Ecology with Specialization in Hospitality Administration

STUDENT ANNUAL PROGRESS REPORT
Department of Hospitality Management
PhD in Human Ecology with Specialization in Hospitality Administration
Period Covered from January 1 to December 31, _____

An annual progress report is required of all graduate students. The student is to complete the form to indicate self-reflection of goals and accomplishments. The form then needs to be sent to his/her major professor for comments and signature. The completed form (with advisor's signature) must be submitted to the Graduate Program Director no later than **January 30th** of the following year. The report should include enough details to cover each area of measurement. Use additional pages if necessary. **Please complete the fields that are applicable to you. Consult with your major professor or temporary advisor if you have any questions.**

Student Name:	Semester Admitted:
Major Professor:	Expected Graduation Date:
Program of Study Approval Date (or when expected): (Attach approved POS, if applicable)	Date Completed Qualifying Exam:
Proposal Defense Date:	Date Completed Preliminary Exam:

SEMINAR REQUIREMENTS:

Seminar Type	Date / Title
Topic Seminar	
Proposal Defense	
Dissertation Defense	

PUBLICATIONS:
Required: One first-authored manuscript accepted for publication before completing the dissertation

	Full citation	Status: DATE
First-authored manuscript (REQUIRED)		Submitted: Accepted: Published:
Additional manuscript		Submitted: Accepted: Published:
Additional manuscript		Submitted: Accepted: Published:
Additional manuscript		Submitted: Accepted: Published:

PROFESSIONAL PRESENTATIONS (TWO ARE REQUIRED):

Dates	Conferences	Presentation Titles

TEACHING REQUIREMENT:

EDCI 943 Completed:

Semester: ☐ Fall   ☐ Spring   20____.

Speaking English Proficiency Test Score (for international students only):

☐ **TOEFL Speaking Test (Score: _____)   OR   ☐ SPEAK Test (Score: _____)**

☐ **Date of Completion: _____**

Proposed Course Number and Title:

Semester: ☐ Fall   ☐ Spring   ☐ Summer, 20____

Three preparatory lectures:

	Dates	Class / Instructor of Record	Evaluation forms attached
Lecture 1			☐ Yes ☐ No
Lecture 2			☐ Yes ☐ No
Lecture 3			☐ Yes ☐ No

* Attach Teaching Observation and Evaluation form.

** Attach Qualtrics midterm teaching evaluation.

*** Attach Final TEVAL if applicable.

PERSONAL GOALS AND ACCOMPLISHMENTS:

Personal goals for the year _____:

Accomplishments:

SUMMARY OF SERVICE AND PROFESSIONAL ACTIVITIES:

TO BE COMPLETED BY THE MAJOR PROFESSOR

Is the student making satisfactory progress toward degree completion? ☐   **Yes**   ☐ **No**

Comments:

Student Signature: Date:

Major Professor Signature: Date:

APPENDIX C: Seminar Evaluation Survey

Survey Description

This is an evaluation used to assess the performance of graduate students presenting formal seminars in the Department of Hospitality Management.

Please indicate your role/position in the Hospitality Management.

A graduate student
A faculty
A staff

Question 1

Rate the presentation using the following scale:
(1) Strongly Disagree (2) Disagree (3) Neutral (4) Agree (5) Strongly Agree (6) Not Applicable

	(1) Strongly Disagree	(2) Disagree	(3) Neutral	(4) Agree	(5) Strongly Agree	(6) Not Applicable
Literature review was thorough and the presenter demonstrated familiarity with the pertinent literature on this topic.	O	O	O	O	O	O
The abstract was concise and well written.	O	O	O	O	O	O
References were done in the proper referencing style.	O	O	O	O	O	O
The seminar content was organized and presented in a logical sequence.	O	O	O	O	O	O
The presenter displayed a thorough understanding of research design, methodology, and data analysis.	O	O	O	O	O	O
The presenter was able to answer the questions asked by the audience.	O	O	O	O	O	O
I could understand what the presenter was saying.	O	O	O	O	O	O
The presenter was dressed appropriately for a professional presentation.	O	O	O	O	O	O
The presenter had good eye contact with the audience.	O	O	O	O	O	O
The presenter displayed poise and confidence.	O	O	O	O	O	O
The presenter did not use gestures or mannerisms that were distracting.	O	O	O	O	O	O
Visual aids were well-organized, easily read, and professional in appearance.	O	O	O	O	O	O
Overall, I would rate the quality of this presentation as excellent.	O	O	O	O	O	O

Question 2

Please discuss positive aspects of the presenter and the presentation content in the space below. Limit your comments to 1000-characters including spaces.

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Question 3

Please discuss any aspects of the presenter and the presentation content that need improvement. Limit your comment to 1000-characters including space.

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Thank you for your thoughtful ratings and comments.

APPENDIX D: Graduate Student Teaching Observation and Evaluation Form

Graduate Student Teaching Observation and Evaluation Form
Department of Hospitality Management

Name of graduate student observed_____ Course observed_____

Please rate the graduate student instructor on the criteria below using the following scale:
    1 = Very Poor (needs immediate attention/improvement); 2 = Poor (is problematic and needs improvement)
    3 = Average; 4 = Good; 5 = Excellent (exceptional performance); NO = Not observed; NA = Not applicable to this teaching situation

Criteria	1	2	3	4	5	NO	NA	Comments
Classroom Management								
Begins and ends class promptly.								
Handles technical problems or other interruptions calmly and appropriately.								
Is in control of the classroom with students responding well to his/her directives.								
Manages student interactions well.								
Handles disciplinary problems quickly and authoritatively.								
Students are actively engaged in listening and learning.								
Communication Skills								
Speaks clearly and distinctly, using proper English.								
Students understand what the instructor is saying.								
Maintains eye contact with students.								
Avoids distracting mannerisms, gestures, etc.								
Uses pertinent and well-designed supplementary materials such as handouts, visual aids, etc.								
Mastery of Subject								
Introduces the subject of the day in a way that helps students focus and captures their attention.								
Displays mastery of the subject matter being taught.								
Encourages discussion and interaction with and among students, when applicable.								
Answers questions appropriately and clearly.								
Appearance and Demeanor								

Dresses professionally and appropriately.							
Interacts appropriately with students.							

Use the space below for any additional comments or suggestions. Please list both strengths of the instructor and suggestions for improvement that could help the instructor be more effective.

Strengths:

1.

2.

3.

Suggestions for improvement:

1.

2.

3.

Do you think this graduate student is prepared enough to teach his/her own class? _____ Yes   _____ No

APPENDIX E: HM 993 Teaching Practicum Check List

Check List	Date Completed
Successfully completed EDCI 943	
TOEFL Speech Score greater than 22 or 50 on SPEAK test	
Preferred courses provided to the major professor	
Potential course identified: HM _____	
Class shadowing arranged with the instructor of records	
Lecture 1 scheduled (MM/DD/YY):	
Lecture 2 scheduled (MM/DD/YY):	
Lecture 3 scheduled (MM/DD/YY):	
Observation of three instructors scheduled (Instructor's name, Dates)	
Instructor 1 & Dates:	
Instructor 2 & Dates:	
Instructor 3 & Dates:	