

PHD in DESIGN PROGRAM

2007-2008 Student and Faculty Handbook

This handbook includes information from the NC State Graduate School website. The website is updated more frequently than this handbook and space often does not allow complete reproduction of web descriptions. Students and faculty should always confirm information by checking the web.

**NC State University
College of Design
Campus Box 7701
Raleigh, NC 27695**

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FOREWORD

I welcome you, on behalf of the faculty and staff, to the College of Design and the PhD in Design program. You have chosen to undertake a challenging course of study and we are here to assist you in this endeavor. You are encouraged to visit me or the Graduate Office whenever you have questions or concerns. The responsibilities of the office are as follows:

- maintaining your files and grade reports
- serving as your liaison with the Graduate School in registration-related procedures
- providing access to Graduate School policies and procedures
- supplying required forms and instructions
- providing counseling in your pursuit of resources and information

You may arrange an appointment by email with:

Pamela Christie-Tabron

Graduate Administrative Assistant
Associate Deans Office / Brooks Hall
919-515-8308
pamela_christie@ncsu.edu

Meredith Davis

PhD Program Director
212-B Brooks Hall (adjacent to the PhD classroom)
919-515-8335
meredith_davis@ncsu.edu

The purpose of this handbook is to acquaint you with the general program requirements and procedures for which you are responsible upon admission. The university changes procedures on occasion, so there may be more current descriptions on the university website under “Graduate School” (<http://www.ncsu.edu/grad/handbook/>). Students are encouraged to confirm any procedure or policy through the web or in meetings with Pam or myself. Faculty may not be informed of the most recent changes and it is always wise to confirm any recommendations through another source as well as through your advisor.

We wish you a successful academic year.

Meredith Davis

Program Director

Welcome to College of Design Doctoral Students:

I would like to commend you for choosing the College of Design at NC State University for your advanced studies in design. For over fifty years, the College of Design has been an interdisciplinary design environment intent on producing leaders in the design fields. It is one of my roles as the Associate Dean for Graduate Studies, Research and Extension to work with your program administration and faculty in helping you to reach your goals and successfully negotiate the academic environment of the college and university.

The College of Design Graduate Office is located in the Brooks Hall administrative offices , just off the main lobby. My office provides support for all graduate students in the College of Design. We are responsible for maintaining graduate student files; facilitating admission, registration and graduation related processes; and disseminating information regarding Graduate School policies. In addition, my office is also responsible for promoting communication and collaboration among the graduate programs, and representing and promoting the interests of the college to the larger academic environment.

Please feel free to discuss with me any concerns regarding the progress of your advanced studies. I do not have all the answers, but I will do my best to direct you to someone who can assist you. In addition, the Graduate Secretary for the college is a valuable resource. Ms. Pamela Christie-Taborn will be able to address many of your concerns and provide you with necessary forms and policy related information (515-8308, pamelachristie@ncsu.edu).

As a graduate student we assume that you will speak up when you have concerns, keep yourself informed with regard to what is expected of you, stay in touch with your faculty and program, and take maximum advantage of this unique opportunity.

Again, welcome to our community. I look forward to getting to know you and expanding my own understanding of design through our interaction.

Sincerely,

Professor Art R. Rice

Associate Dean for Graduate Studies, Research and Extension
College of Design, NC State University
(919) 515-8347
art_rice@ncsu.edu

OVERVIEW OF THE PROGRAM

The mission of the Doctor of Philosophy in Design program in the College of Design at North Carolina State University is to advance knowledge in design through research and scholarship. This mission is built upon the recognition of fertile common ground between the design disciplines and on the need for specificity and depth within them. The PhD program, therefore, values a broad range of interests that aim to improve the human condition through design.

In order to fulfill the above mission, the PhD in Design program prepares students holding previous degrees in a design discipline for collaborative research in areas defined by the faculty as academic and research strengths of the program. They include:

- Design for Health and Well-being
- Design Methods
- Design for Learning
- Design for Sustainability
- Design History and Criticism
- Design and Technology
- Design and the Urban Context

Curriculum content is determined by a faculty advising team for each student within the following framework:

- | | |
|--|--------|
| • Research methods in design + a second methods course elsewhere in the university | 6 cr. |
| • Research paradigms in design | 3 cr. |
| • Statistics or philosophy (as advised) | 3 cr. |
| • Colloquia | 3 cr. |
| • Advised electives (built around the student's research focus) | 24 cr. |
| • Qualifying examinations and dissertation | 18 cr. |

The 57-credit curriculum can be completed in a minimum of three years. Coursework requires two years of full-time registration in coursework, followed by a qualifying Preliminary Examination and Dissertation Proposal, and at least one year of dissertation work. The degree is conferred upon successful completion of the Final Oral Examination and submission of the approved dissertation.

CURRICULUM DESCRIPTION

The PhD program addresses issues for which there is a College of Design history of scholarship and instruction. Interdisciplinary groups of faculty advise students in coursework and research related broadly to seven research interest areas. Following are descriptions of these areas and the names of the faculty who serve as advisors.

DESIGN FOR HEALTH AND WELL-BEING

The College of Design is interested in the research opportunities presented by growing public concern for the relationship between the built environment and human health, development, and well-being. The goals of this work are to:

- identify and calibrate associations between the design features or attributes of products and environments and the health and well-being outcomes for specific populations
- build a knowledge base about design strategies that counteract the health crisis of sedentary lifestyles
- empower healthcare professionals to make informed decisions about health-promoting design strategies
- inform citizens about the role of design in shaping products and environments that promote health and well-being

Effects of designed landscapes on child/family development - The research objective is to expand the depth and breadth of evidence supporting associations between designed settings (features and attributes) and health outcomes.

Healing and therapeutic environments - The research objective is to expand the depth and breadth of the current knowledge that natural environments can have a positive effect on human well-being.

Neighborhood design and health and well-being - The research objective is to produce findings that influence design codes and design practices related to activity-friendly built environments and to conduct detailed investigations of specific settings, spatial relationships, features, and affordances of environments for the physical activity of target user groups.

Universal design - The research objective is to discover ways in which the use of the designed products and environments can be responsive to the most number of people and, in particular, to examine products and institutional settings, including hospitals, serving aging adults.

Participating faculty: Professors Haig Khachatoorian and Robin Moore; Associate Professors Perver Baran, Bryan Laffitte, and John Tector; Assistant Professor Sharon Joines.

DESIGN FOR LEARNING

The College of Design is engaged in research related to design thinking and issues of learning and education. The goals of this work are to:

- improve the quality of teaching and learning in formal and non-formal education settings through design-based strategies
- improve the effectiveness of learning materials and environments through research into the relationship between design and students' learning preferences, ability and healthy development
- inform citizens of the role design plays in shaping learning communities and cultures
- empower educators and students to make informed decisions about environments, products, and communication

Early childhood environments - The research objectives are to help communities create stimulating, healthy early childhood environments for play, learning, and environmental education; to develop an understanding of how the design of these environments relates to early cognitive development.

Design thinking in education - The research objective is to help educators use the analytical and synthetic processes of design and the active learning strategies of design education to reform teaching, learning, learning environments, and learning products.

School and community learning environments - The research objective is to explore alternative design, technology, and assessment strategies for environments that support learning and innovation in preK-12 schools, while meeting the social and economic needs of communities.

Participating faculty: Professors Meredith Davis, Robin Moore, Wayne Place, and Art Rice; Research Professor Nilda Cosco.

Research and extension center: The Natural Learning Initiative promotes the importance of the natural environment in the daily experience of all children.

DESIGN FOR SUSTAINABILITY

The College of Design is interested in balancing the relationship among the effects of population growth; the uses and re-use of natural resources; and the sustainability of the natural environment. In the knowledge economy, concepts of interdependency and sustainability may also serve as principles for the design of information systems. The goals of this work are to:

- address design strategies at the level of systems and their interrelationships with other systems
- expand design thinking to consider and measure the impact of life cycle choices about communication, products, and environments
- develop models of design response that manage complexity and anticipate forces of change from within and outside systems

Energy and materials use - The research objective is to understand how design can improve the energy efficiency of buildings through the use of solar radiation and natural ventilation to heat and cool buildings, the use of natural light to illuminate interiors, and the development of integrated building systems. It is also the intent of this work to research product development strategies that consider the life cycle of products and materials in their design.

Land use systems - The research objective is to expand the understanding and alternative approaches to land use and site design with respect to meeting the diversity of human needs. At the same time, the objective is to preserve species diversity, protect sensitive lands, and restore hydrological systems.

Sustainable information systems - to study ecological systems as a paradigm for the development of sustainable, technologically-mediated information systems.

Participating faculty: Professors Haig Khachatoorian, Wayne Place, and Art Rice. Associate Professors Perver Baran and Bryan Laffitte.

DESIGN HISTORY AND CRITICISM

The College of Design is engaged in research that addresses the study of the history of the design disciplines, theories of making and interpretation, and critical perspectives on design. The goals of this work are to:

- build knowledge about the interrelationships among design disciplines
- develop new interpretive perspectives and modes of inquiry across and within disciplinary boundaries

Participating faculty: Professors Meredith Davis, Martha Scotford, and Paul Tesar. Associate Professors Cymbre Raub and Kristen Schaffer.

DESIGN AND TECHNOLOGY

The College of Design is interested in research about the design of human-centered technology in the performance of communication, products, and environments. The goals of this work are to:

- build knowledge about the role design plays in people's physical, cognitive, and emotional interactions with technology and technologically-mediated information and environments
- improve the quality of life of specific populations through research on technological products and environments that embed human-centered features and attributes in their design
- identify, describe, and measure the outcomes of technology design on social and cultural practices, including work, leisure, learning, access to the privileges of democracy, and commerce

Building technology - The research objective is to develop strategies for embedding human-centered values and concern for the quality of life in mass-produced building components and fixtures.

Modeling, simulation, and visualization - The research objective is to develop and measure the effectiveness and impact of technologically-mediated models, simulations, and visualizations in representing design concepts, rapid prototyping design solutions, and translating verbal and quantitative information in the work of the disciplines.

Participating faculty: Professors Meredith Davis, Haig Khachatoorian, Robin Moore, Wayne Place, and Art Rice. Associate Professors Perver Baran, Bryan Laffitte, and John Tector. Assistant Professor Sharon Joines.

DESIGN AND THE URBAN CONTEXT

The College of Design believes that the city still retains vital importance in human affairs. The college is committed to research collaborations among the design and planning disciplines. The goals of this work are to:

- understand how urbanism and urban design processes affect the quality of people's lives, perceptions of the city, and patterns of behavior
- measure how design and development decisions influence sustainability in urban contexts
- build knowledge about the impact of design planning and policy on urban development
- develop strategies for community participation in urban design

Urban morphology and spatial structure - The research objective is to study the relationship of urban spatial structure and city form to the quality of life in cities, including healthy lifestyles and social inclusion.

Perception and behavior - The research objective is to investigate how different user groups and populations perceive, use, and navigate the urban environment at all scales in the urban ecosystem. How do factors such as stage in the human life cycle, cultural background, and socio-economic status help explain user behavior? How does the designed environment constrain or afford specific behaviors? How do urban residents attach meaning to places? How are these meanings communicated and to whom?

Participating faculty: Professors Robin Moore. Associate Professors Perver Baran and Kristen Schaffer.

The College of Design has ongoing collaboration with the University of North Carolina/Chapel Hill faculty in the Department of Urban and Regional Planning.

DESIGN METHODS

The College of Design is engaged in research related to the investigation, creation, and validation of methods or processes used in the development of design concepts for communication, products, and environments. The goals of this work are to:

- study observational, physical, transactional, organizational, and informational tools and improve these tools in relation to the enhancement of user participation
- expand the role of users in the design problem solving process (moving them from users to co-creators)
- develop new strategies for understanding and describing user contexts and settings (physical and virtual)
- produce more humane and user-centered design

Participating faculty - Professors Haig Khachatoorian, Robin Moore, and Art Rice. Associate Professors Perver Baran and John Tector.

CURRICULUM STRUCTURE

Working within the basic structure of the curriculum, the student develops a course of study in consultation with his/her mentor and an advising team. Course selection is guided by the student's research interests and the area in which he/she has declared focus.

Required courses common to all PhD in Design students	DDN 701	Research methods	3 credits
	DDN 702	Research paradigms	3 credits
Required courses outside the College of Design		Second methods class	3 credits
		Statistics or philosophy	3 credits
Colloquia (taken each spring)	DDN 810	(3) 1-credit courses	3 credits
Advised courses in design and related disciplines			24 credits
Dissertation related courses	DN 890	Preliminary examination	18 credits
	DDN 893	Supervised research	
	DDN 895	Dissertation research	

Generally, the distribution of credits across three years of study is as follows:

FIRST YEAR / FALL:

DDN 702	Research paradigms	3 credits
	Advised elective	3 credits
	Advised elective	3 credits

FIRST YEAR / SPRING:

DDN 701 DDN 810	Research methods	3 credits
	Colloquium	1 credit
	Advised elective	3 credits
	Advised elective	3 credits

SECOND YEAR / FALL:

Research methods	3 credits
Philosophy or statistics	3 credits
Advised elective	3 credits

SECOND YEAR / SPRING:

DDN 810	Colloquium	1 credit
	Advised elective	3 credits
	Advised elective	3 credits
	Advised elective	3 credits

THIRD YEAR / FALL:

DDN 890 DDN 893	Preliminary examination	3 credits
	Supervised research	6 credits

THIRD YEAR / SPRING:

DDN 895 DDN 810	Dissertation research	9 credits
	Colloquium	1 credit

REGISTRATION

Registration for classes takes place around midterm of the preceding semester. All students should register during this period. To gain access to PACK TRACKS, the online registration site, students will need a PIN (personal identification number.) The program director holds these numbers; to obtain the number, the student must submit a written proposed schedule of courses signed by his/her advisor. This is to ensure that students do not jeopardize their standing in the program or visa status by registering for inappropriate courses. Registration after the deadline carries a \$100 late fee and no guarantee of placement in courses.

CONTINUOUS REGISTRATION

After a student is admitted to the Graduate School and enrolls for the first time, he/she is required to maintain continuous registration. Continuous registration refers to a student's enrollment each semester, excluding summer sessions, until he/she has graduated or his/her graduate program has been terminated. All students attending classes must be registered for either credit or audit. Students who have completed all coursework with the exception of the dissertation should register for DDN 899.

LEAVE OF ABSENCE

A student in good academic standing who must interrupt his/her graduate program for good reasons may request a leave of absence from graduate study for a definite period of time, not to exceed one year within a given graduate degree program. The student should initiate the request (in writing) with his/her chair of his/her advisory committee and have it approved by the program director who will then submit it to the Graduate School. The Graduate School should receive the request **at least one month prior to the first day of the term involved**. The time that the student spends on an approved leave of absence will be included in the time allowed to complete the degree, i.e. ten years for the doctoral degree. Time limits are not extended. Students doing field work outside the US may request a leave for that semester and the college will recommend approval to the Graduate School. Students on leave are not eligible for funding on the Graduate Student Support Plan.

WITHDRAWAL

Withdrawal during the registration period - Any student enrolled in a graduate program who is registered for a given semester or summer session and withdraws during the official registration period (typically the first 10 working days of a semester or 5 working days of a summer session) must obtain a leave of absence to meet the requirement for continuous enrollment.

Withdrawing after the registration period ends - Any student withdrawing after the official registration period does not need to obtain a leave of absence and will be considered by the Graduate School as having met his/her continuous registration.

REGISTRATION IN SUMMER SESSIONS

Submission of dissertation and oral examinations - All students who take their final oral examination or submit their dissertation to the Graduate School during either summer session must be registered for either the first or second summer session. Those who wish to submit their dissertation or have their final oral examination after the last day of a semester or summer session, but before the next semester or summer session must have been registered in the semester or summer session that immediately preceded the date of submission or the date when the exam was held.

Stipends and social security taxes - Graduate students are not required by the university to be registered during the summer. However, students who receive a stipend but who are not enrolled in the university during a period of five weeks or more are subject to social security tax withholding. In particular, this means that social security taxes will be withheld from the paychecks of Graduate Research Assistants who do not register in the summer. Specifically, social security taxes will be withheld in June for RAs who are not registered in summer session II. The source of funds that pays the stipend must pay the same amount of social security tax as is withheld from the student's paycheck during these months.

A special registration category has been created for Research Assistants who would not otherwise take courses in the summer: DDN 896 (Summer Dissertation Research) is one credit hour with registration for 10 weeks, beginning the first day of summer session I. Social security taxes will not be withheld from June or July paychecks of RAs who register for this course.

Students should not presume that faculty are available for summer instruction or advising. Students must confirm with their advisor and dissertation committee that the appropriate participants are A) in town for meetings with the student during the summer months, and B) willing to be involved in the advising process during times when they are not otherwise teaching.

INCOMPLETE GRADES

Students whose only remaining requirement for graduation is removal of an IN (incomplete) in a course are not required to be registered to remove the IN and graduate. Students who do not remove any remaining IN grade in the semester or summer session following the completion of all other requirements and are not registered during the same semester or summer session will have their programs terminated at the end of that semester or summer session due to non-compliance with the continuous registration policy.

FAILURE TO MAINTAIN CONTINUOUS REGISTRATION

Graduate students whose programs have been terminated because of failure to maintain continuous registration and who have not been granted a leave of absence during a fall or spring semester will be required to reapply for admission and pay the admission fee, if they wish to resume their studies at NC State (see discussion of readmission procedures on the Graduate School website, section 2.3.)

FULL-TIME/PART-TIME STATUS OF DOCTORAL STUDENTS

Full-time - Registration for 9 or more credit hours per fall or spring semester until the student completes all credit hour requirements for the degree, including research credits, and the oral preliminary examination (DDN 890), or 3 hours per semester of doctoral dissertation preparation (DDN 899) for students who have completed all credit hour requirements for their degree (including research credits and the oral Preliminary Examination) except for completing their research and/or writing and defending the dissertation. Students with an IN grade who have successfully completed all of the remaining degree requirements that are listed above are also eligible to register for 3 credit hours of DDN 899 and be considered full time.

Part-time - Registration for 3-8 credit hours per fall or spring semester, or one credit of DDN 899 for students who have completed all credit hour requirements for their degree (including research credits and the oral preliminary examination) except for completing their research and/or writing and defending the dissertation. Students with an IN grade who have successfully completed all of the remaining degree requirements that are listed above are also eligible to register for one credit hour of DDN 899 and be considered half time.

International students should check registration requirements related to their visas. Students employed under Research Assistantships must be registered for a minimum of 9 credit hours in order to be eligible to receive their stipend, tuition waiver, and insurance under the graduate student support plan.

REQUIREMENTS FOR RESIDENCE CREDIT

A student working toward a doctoral degree is expected to be registered for graduate work at NC State for at least six semesters beyond the Bachelor's degree. The university has minimum residence requirements, as defined below; the College of Design requirements conform to those of the university.

Hours of graduate work - Doctoral residence credit is determined by the number of semester hours of graduate work carried during a regular semester.

SEMESTER CREDIT HOURS	RESIDENCE CREDITS
9 or more	1
6-8	2/3
less than 6	1/3

At least two residence credits are necessary in continuous residence (registration in consecutive semesters) as a graduate student at NC State University, but failure to take courses in the summer does not break continuity.

Summer residency - Summer course work can only be used in partial fulfillment of the residency requirement. A single summer session is equal to one-half of the corresponding amount for a regular semester (e.g. six semester hours carried during a summer session will earn 1/3 of a residence credit; less than six credit hours will earn one-sixth of a residence credit.)

FINANCING GRADUATE EDUCATION

A statement of tuition and fees is mailed to each student upon pre-registering through PACK TRACKS, and there are several payment options available. Students who fail to pay their fees or provide the financial aid information requested on their bills by the given deadline will have their registration cancelled and will have to prepay their tuition, fees, and a late registration fee prior to re-registering in PACK TRACKS at the beginning of the semester or session. New graduate students are required to pay their tuition and fees at registration and, therefore, are exempt from the late registration fee. Students in the Graduate Support Plan have their tuition paid directly by the plan. Students whose tuition is paid by the Graduate Support Plan, the Financial Aid Office, or another source of financial assistance must still return the tuition and fees statement with the “sponsor” block filled in, along with a check for all fees not covered by their source of financial assistance.

REFUND OF TUITION AND FEES

A student who withdraws from the university on or before the end of the first two weeks of a semester (or within the first five days of a summer session) will receive a refund for the full amount, less an administrative fee of 5% of the total tuition, fees, room rent, and meal plan charges (not to exceed \$100), which will be retained by the university. Refunds for official withdrawals from the university after the first two weeks of a regular semester or the first five days of the a summer session are prorated. No refunds will be allowed for withdrawals that occur after 50% of the enrollment period has elapsed. Current refund information can be obtained through the university cashier’s office.

GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS

Students admitted to the Graduate School may be awarded financial support in the form of an assistantship or fellowship. These programs provide financial support to enable students to focus their work on their degrees. Students’ assignments should be in the direct or general support of teaching, research, or extension missions of the university for the mutual benefit of the graduate student and his/her graduate program.

Eligibility - In order to be eligible for graduate assistantships and fellowships, students must be admitted to the Graduate School in full graduate standing and be enrolled in the fall and spring semesters. Students must also be in good academic standing (with a 3.0 grade point average or higher), unless granted an exception by the Graduate School. Regardless of the number of semesters for which students have received funding, students registered for the seventh semester or more are no eligible for funding.

The position of the Graduate School is that any graduate student holding a graduate research, teaching, or extension assistantship requiring 20 hours of work per week or more (i.e. half-time or greater) must, as a condition

of such assistantship, maintain his/her status as a full-time student, and therefore, should not otherwise be employed. International graduate students on F-1 and J-1 visas are limited to 20 hours of service work per week, from all sources combined.

Research assistantships in the College of Design require 12.5 hours of work per week and pay a monthly stipend. This stipend, funded from the program teaching budget, allows students to receive health insurance and a tuition waiver (a tuition remission for out-of-state students only) funded through the Graduate Student Support Plan. These appointments are usually made at the time of admission and are renewed in the second and third years of study, provided the student remains in good academic standing and is making progress toward graduation. **Students must reside in the United States during the semesters in which they receive an assistantship.**

Assistantships are not scholarships. Recipients are expected to devote a number of hours per week to assisting their supervisors in research projects or teaching assignments. Some students enter the PhD program with financial support from other sources. Such students are not usually eligible for assistantships. Students are urged to explore additional resources of external support, especially for their dissertation research, which usually involves direct costs of field work, travel, etc. The PhD program does not have funding for students who extend their studies beyond the third year; it is the obligation of the student to secure resources for any additional semesters and planning for procurement of such support should begin early in the third year of study.

DEFINITIONS AND RESPONSIBILITIES OF ASSISTANTSHIPS

Graduate Teaching Assistant - A student who is appointed in an academic department or program and A) directly participates in the teaching mission of the unit as an instructor of record, lab instructor, recitation leader, or lecture assistant, or has responsibilities in direct support of classroom instruction in the unit, such as setting up labs or working in an instructional computer lab; or B) provides general support to the teaching mission of the department or program.

All new GTAs are required to attend a university-wide Teaching Orientation which is traditionally held in August, shortly before classes, and is sponsored by the Faculty Center for Teaching and Learning. International students whose responsibilities include significant interaction with undergraduates in the classroom or laboratory must be screened for oral English proficiency before they are permitted to assume these responsibilities. If the screening indicates that the teaching assistant needs to improve his/her spoken English significantly in order to communicate effectively with students, he/she must take FLE 400 (American English Pronunciation for International Students) or FLE 401 (Oral Communication and Teaching Skills for International Teaching Assistants) before being re-screened. Screening sessions are held in August, November, January, and April.

Graduate Research Assistant - A student who is appointed in an academic department or program and A) directly participates in the research mission of the unit, or on on-campus or off-campus organization that is affiliated with the unit, in the design of experiments, data collection, analysis, or reporting of research results in the student's field of study, where research may, but is not required to, contribute directly to the student's dissertation; or B) provides general support to the research mission of the unit or discipline.

The duties of the RA may be independent of research activities that contribute to the requirements of the degree program.

Graduate Extension Assistant - A student who is appointed in an academic department or program and A) directly participates in the extension, outreach, and engagement mission of the unit, or an on-campus or off-campus organization that is affiliated with the unit, in the design of projects, data collection, analysis, application, or reporting of results in the student's field of study, where these activities may, but are not required to, contrib-

ute directly to the student's dissertation; or B) supports the extension, outreach, and engagement mission of the unit or discipline, including substantive interaction with individuals or groups beyond the university.

Graduate Services Assistant - A student who is appointed to a position that serves the university outside of an academic department's or program's teaching or research mission.

Graduate Fellow - A student who is provided a stipend that has no corresponding service obligation. Stipends from graduate fellowships are based on academic scholarship and/or financial need criteria.

FINANCIAL SUPPORT FOR STUDENT PARTICIPATION IN SCHOLARLY GATHERINGS

A limited amount of funds are available in support of student participation in conferences and scholarly meetings during their doctoral study. Funded participation must take the form of paper or poster presentations, discussion panels, or other types of presentations. Requests for support should be submitted to the program director and include the following:

- Published conference material
- Confirmation of participation in a presentation
- Travel and expense budget
- Endorsement from the student's mentor/advisor

WORKSPACES, EQUIPMENT, AND COMMUNICATION FOR DOCTORAL STUDENTS

There are six "hot-desk" spaces in Brooks 212A for doctoral students. Each is equipped with a desk and reading chair. There is also a networked printer in the PhD classroom. You may use these facilities any time during the day. If there is no competing demand, students may claim a desk; if there are more students than desks, students must share. There are lockers provided for each student in which you may lock valuables. You are responsible for providing the lock. Access to the room is through an exterior door that is open from 8:00-5:00 on weekdays and by code after hours and on weekends. Because there are department offices in the adjoining room, it is important that you maintain security in off hours.

In the same room is a conference area for classes and larger meetings. An LCD projector will be placed in one of the PhD lockers for use in making PhD presentations in this room. **The projector should not leave the room; use projectors from the cage if you are presenting in another location.** There will be a signup sheet in the room for scheduling presentations in 212A; do not assume the room is available.

There is equipment that has been purchased for the exclusive use of doctoral students and faculty. It resides in the "cage" at the Brooks IT Lab and includes iSight cameras for long distance communication, digital cameras, digital video cameras, iPods for recording on site, and several laptop computers and projectors. Your name will be on a list for approved checkout. You may also have access to other circulating equipment in the "cage".

Email is the primary means of communication between the faculty and PhD students and between the Graduate Office and students. **Check email regularly and use it to establish appointments with faculty.** If you wish to use an email address other than the one assigned by the university, please notify the Graduate Office. Faculty have phones in their offices, but it is common that they are in classrooms and not checking voicemail on a regular basis. Do not assume that a voicemail message will be returned in a timely manner. **Always backup a voicemail message with email.** Email communication from the director will be labeled "INFO/Topic", "MEET/Topic", or "ACTION/Topic" to provide some indication of content and urgency.

PROGRESS TO DEGREE

The curriculum in the PhD in Design program involves a variety of milestones, deliverables, and submissions. It is the responsibility of the student to become familiar with these requirements and to request further explanation when appropriate. Pamela Christie-Tabron is the liaison with the Graduate School on the submission of forms and maintains a calendar of deadlines on these requirements. Failure to meet these deadlines may result in a delay in progress to graduation. (see Appendices for forms and calendars)

MILESTONES IN THE PROGRESS TO DEGREE

FIRST SEMESTER:	<ul style="list-style-type: none"> ▶ Submission to the Graduate School of <i>final transcripts</i> for previously earned degrees at start of semester ▶ Submission of signed <i>Patent Agreement</i> to Graduate School at start of semester ▶ Development of two-year course of study plan with advising team / submit to program director ▶ Submission of all papers written during the semester on one CD at end of semester
SECOND SEMESTER:	<ul style="list-style-type: none"> ▶ Participation in setting the agenda for the all-student colloquium ▶ Submission of all papers written during the semester on one CD at end of semester ▶ Development and presentation of <i>Research Interest Area Paper</i> to PhD faculty and students during the exam week
THIRD SEMESTER:	<ul style="list-style-type: none"> ▶ Submission of <i>Request for Appointment of Graduate Advisory Committee</i> to Graduate School ▶ Submission of <i>Proposed Plan of Graduate Work</i> to Graduate School after 12 credits completed ▶ Assignment of Graduate School representative (after approval of Plan of Work)
FOURTH SEMESTER:	<ul style="list-style-type: none"> ▶ Participation in setting the agenda for the all-student colloquium ▶ Submission of all papers written during the semester on one CD at end of semester ▶ Finalizing of dissertation committee and beginning preparation of the proposal (a meeting with the committee is recommended to determine consensus on general direction of proposal)
AFTER COMPLETION OF COURSEWORK:	<p>PRELIMINARY EXAMINATION AND DISSERTATION PROPOSAL</p> <ul style="list-style-type: none"> ▶ <i>Preliminary Written Examination</i> is managed by the dissertation committee chair (see page 20) ▶ <i>Request to Schedule the Preliminary Oral Examination</i> must be received by the Graduate School at least 5-10 working days prior to the exam date ▶ <i>Preliminary Oral Examination</i> takes place after completion of all coursework - student schedules location and time in consultation with the advisory committee ▶ <i>Report on the Outcome of the Preliminary Exam</i> is filed by the faculty immediately after the exam ▶ <i>Submission of Doctoral Dissertation Proposal</i> for review and approval by Graduate Dissertation Committee (in a decision separate from the outcome of the <i>Preliminary Examination</i>)
FINAL SEMESTER:	<ul style="list-style-type: none"> ▶ <i>Diploma Order Request Card</i> submitted by end of third week of semester ▶ <i>Request to Schedule Final Oral Examination</i> must be received by Graduate School at least 5-10 working days prior to the exam and no earlier than 4 calendar months after passing the Preliminary Exam. The <i>Final Oral Examination</i> must be held in a public space and announced to the college by email and print in faculty mailboxes no less than two weeks before the date. ▶ <i>Report on Final Oral Examination</i> is filed by faculty immediately after the exam ▶ Submission of dissertation to the Graduate School immediately after the examination is completed and by the graduation deadline for the semester (this requires a scheduled appointment with the Graduate School)

Receipt of materials in the Graduate School can be by campus mail, hand delivery, fax, or email as appropriate. Please do not expect Pamela Christie-Tabron to drive materials to the Graduate School that are due in the same day.

ANNUAL REPORTS

At the end of each semester, students must submit a **CD containing all papers** written for all courses during the semester. The documents should be in individual MS Word files and titled by course number and the faculty member under whom the work was done (ex. DDN 771 - Davis, or Davis/2 if more than one paper is done for the course). The CD should be labeled with the student's name and the semester and contained in a paper sleeve or jewel case. These papers will support evaluation of the program and may appear as PDFs on the program website as examples of strong work by students.

RESEARCH INTEREST AREA PAPERS AND PRESENTATIONS

During the final examination week of the second semester, all students will submit a **Research Interest Area Paper** and make a formal **presentation** to the PhD faculty. The purpose of the paper and presentation is to identify a general area of interest from which will guide the selection of future coursework and the dissertation proposal. The Research Interest Area paper is not the dissertation proposal, so it should be sufficiently open-ended in order to be informed by future coursework and discussion with faculty in the following year.

At the same time, it is important for the paper to demonstrate a focusing of interests to something from which "researchable questions" will arise. The paper should give faculty a concrete sense of the arena in which the student wishes to work and demonstrate his/her recognition of the types of investigations that are appropriate to that content domain. Students should be able to demonstrate qualifications to undertake research in this interest area by the types of issues raised, a critical perspective on those issues (as opposed to mere description), and the ability to cite references and a bibliography from reading in the research area.

Finally, the paper should address the question, "Why is this worth doing?" Because so little has been done in design research, in comparison to more mature research disciplines, the student's choice of topic from all possible topics is important. The student will devote a significant portion of his/her education to this area and is likely to continue this work after graduation. The paper should address the value of research outcomes in this area to design and society, as well as to the student's own professional opportunities. Students will be challenged by the faculty if the interest area is centered in disciplines outside the student's expertise and preparation for doctoral study.

The format for the Research Interest Area Paper is open and should be negotiated with the faculty advisor. There will be two group meetings during the spring semester to discuss this paper and presentation with the program director and students are asked to schedule at least three appointments with their advisors during the semester to demonstrate progress on the development of the paper.

Students make formal presentations of their research interests to the full PhD faculty during the exam week at the end of the spring semester. These presentations are 1/2 hour in length and followed by 20 minutes of faculty discussion. Student recorders will capture faculty comments in notes that are then shared with the presenter. The presentation should summarize highlights of the paper content and not be recitations of the paper itself. They should be supported by relevant visual material.

The content of the paper and presentation should address the following issues:

- **Description of research interest area -**

What constitutes the range of issues within this topic area that interest you?

What has or has not been done with respect to research in this area (cite specific references)?

What is your critical perspective on the body of existing work related to this topic?

- **Why is it worth doing research in this area? -**

What current conditions or scholarship make the need for research in this area apparent?
In what specific ways could research outcomes contribute more broadly to the discipline and/or profession of design and to society?

- **What are your qualifications to undertake research in this area (no personal histories)? -**

Why and how does this topic fall within a design research domain?
What kind of additional, specific expertise is required for investigations in this area? (This should anticipate elective coursework that may be necessary to conduct your study, as well as faculty expertise from which you will draw support.)

- **Annotated bibliography -**

What have you read and hope to read?
How are these books relevant to the topic?
What is the seminal literature in this area?

DISSERTATION ADVISORY COMMITTEE / PLAN OF GRADUATE WORK

By the beginning of the second year, each student forms a **Doctoral Dissertation Advisory Committee** by first selecting a faculty chair. The student's mentor (assigned on admission to the program) may assume this responsibility if it is mutually agreeable to the student and faculty member. In some cases, the research interests may indicate that another faculty member is more appropriate. The chair of the committee must be a current PhD faculty member in the College of Design.

All members of the Doctoral Dissertation Advisory Committee (a minimum of 3 faculty + the chair) must be identified prior to the end of the first semester of the second year of study. This committee must be approved by the program director and the Graduate School through the submission of names and accompanying signatures on the **Plan of Graduate Work** (see discussion and form in appendix), which also details the remaining coursework to be undertaken by the student. The committee will include a member appointed by the Graduate School; if students wish to choose faculty from outside the college with whom they have worked, the program can recommend this member as serving as the Graduate School representative.

The primary function of the advisory committee is to advise the student during the process of writing the dissertation and to monitor and evaluate the student's degree progress, most significantly through the **Preliminary Examination** and **Dissertation Proposal**. The committee certifies whether the student has met the NC State University standards for a doctoral degree through the **Dissertation** and **Final Oral Examination**. The committee and student are encouraged to meet in formal sessions at appropriate intervals to assess the student's progress; such meetings may be requested by the student or by any member of the committee and should be scheduled sufficiently in advance to accommodate all participants. PhD work rooms in the Field House may be used for these meetings.

The policy that governs the establishment of the Doctoral Dissertation Advisory Committee is on the web version of the Graduate School Handbook. The College of Design uses the following criteria for the establishment of the committee:

- The committee chair must be a College of Design faculty member with full graduate faculty status and an appointment in the PhD program.

- The second member of the committee must be a College of Design faculty member with full graduate faculty status.
- The third member of the committee must be an NC State faculty member with full or associate graduate faculty status.
- The fourth member of the committee must be a faculty member from NC State University, the University of North Carolina at Chapel Hill, the University of North Carolina at Greensboro, or Duke University, with full or associate graduate faculty status in that faculty member's respective institution, or can be a faculty member at another institution, as long as that person has been approved in advance by the NC State University Graduate School.
- A fifth member can be added with the advance approval of the NC State University Graduate School.

Graduate faculty from other schools - A member of the graduate faculty from the University of North Carolina at Chapel Hill, the University of North Carolina at Greensboro, or Duke University may serve as one of the members of the Doctoral Dissertation Advisory Committee. However, members of professional programs at these institutions, such as faculty at the School of Law or Medicine, cannot serve as automatic graduate faculty unless their appointments at their respective institutions explicitly state that they are on the graduate faculty. Should their appointments be for that professional school only, then special guidelines for External Members and/or Technical Consultants, set by the NC State Graduate School, must be followed.

Because external faculty are not already entered in the Graduate School Graduate Faculty database, a **Graduate Advisory Committee Appointment Form for Inter-institutional Member** must be completed.

If the program recommends the appointment of a committee member who is not an NC State Graduate faculty, it should be made clear to that person that he/she will be expected to participate in the oral examinations. The PhD in Design program will not support long-distance phone participation in committee meetings or presentations. Students may use iSight cameras and internet connections to collaborate with faculty who are not on campus for meetings.

Changes in the composition of the Doctoral Dissertation Advisory Committee - Any changes in the committee membership should be submitted electronically by Pamela Christie-Tabron. Should the student, in consultation with his/her advisor, wish to change any members of the committee, he/she must submit a revised Plan of Graduate Work. The new member(s) are indicated where appropriate on the form and signed by the chair of the committee and the program director indicating approval of the change.

Disagreements within the committee or between the student and a committee member over the quality of a student's performance are not grounds for reconstituting the committee. If the student believes he/she has been unjustly or unfairly treated in efforts to resolve committee conflicts, he/she may make an appeal to the Associate Dean for Graduate Studies in the College of Design describing his/her grievance. The Dean may appoint a committee following the grievance procedures.

Circumstances occasionally occur making it necessary for members of the advisory committee to send substitutes to a committee meeting. The substitution of a committee member on an oral examination must be requested in advance of the examination and in writing. It is extremely important to have clear communication between committee members and substitutes, so that new expectations or concerns do not arise at the time of the final examination.

PRELIMINARY (QUALIFYING) EXAMINATION

This description provides general guidelines used in administering the Doctoral Preliminary (Qualifying) Examination, which has written and oral components. The main purpose of the examination is to assess the PhD student's knowledge in core academic areas of the doctoral curriculum, which cover epistemological theories, methods and paradigms of design research, as well as the specific content of the student's research interest area and dissertation topic. While questions may be framed in terms of the dissertation topic, the exam should orient the student toward critical and reflective thought about the general academic work completed and the subject areas represented by the chair and members of the Dissertation Advisory Committee.

The exam consists of both written and oral components. The student must be registered for DDN 890/Doctoral Preliminary Examination during the semester in which the examination is taken. Students who successfully pass both the written and oral components of the exam are advanced to **PhD Candidacy**. From then on, students have 15 credit-hours remaining toward the dissertation.

To be eligible to take the exam, the student must have completed all coursework (i.e. 36 credit hours with at least a 3.0 total grade point average) and have no outstanding incomplete grades in any course. Ideally, this examination should occur prior to the end of the first semester of the third year, but may not take place before the end of the second year of full-time study.

Prior to scheduling the exam, the student prepares a **Dissertation Proposal**, a document that links the academic work completed in the general area of his/her dissertation research and minor, if applicable. The dissertation proposal suggests question areas and is intended to guide the committee in developing appropriate written questions for the exam. Therefore, the document should evolve in close consultation with the advisory committee.

Written examination - The written portion of the exam consists of questions prepared by members of the student's advisory committee. The time allotted for the written examination is at the discretion of the committee, but is generally two weeks. The questions involved may cover any phase of the coursework taken by the student during graduate study or any subject logically related to an understanding of the subject matter in the major and minor areas of study. The questions are designed to measure the student's mastery of his/her field and the adequacy of preparation for research. Failure to pass the written portion of the exam terminates the student's work at NC State University, unless the examining committee recommends a re-examination. No re-examination may be given until at least one full semester has elapsed, and only one re-examination is permitted. Requirements for written examinations in the minor field are left to the discretion of the program in the student's minor, if applicable.

Upon completion of the written portion of the exam, the student and his/her advisory committee will meet to discuss the answers submitted or questions/concerns may be expressed to the candidate in writing. Any is a meeting meant to aid the student in his/her pursuit of the degree, to answer questions the committee may have regarding the written examination, and where necessary, to request revisions to the answers to questions in the written part of the exam. If there are no concerns/questions, the committee may choose not to meet before the oral exam.

Oral examination - After successfully completing the written portion of the exam, and after satisfactorily making changes or additions requested by the advisory committee, the student will sit for an oral exam. In most cases, the oral exam involves the dissertation proposal.

A unanimous vote of approval by the members of the advisory committee is required for the student to pass both portions of the examination. Results are reported to the program director and Graduate School on appropriate forms. All committee actions may be appealed by written application to the Dean of the Graduate School. Successful completion of the written and oral portions of the exam advances the student to PhD candidacy.

TYPICAL PROGRESSION OF EVENTS FOR THE PRELIMINARY EXAMINATION

Advisory Committee chair contacts committee members to author examination questions.	2 weeks in advance of examination
Committee members return questions for review by committee chair; committee chair arbitrates overlapping or redundant content, publishes final compilation of questions to the committee.	
Chair submits questions to student for response in writing, indicating typical length of responses and any specific requirements requested by the committee.	
Student writes response to each question and returns to committee chair. Student also submits finished dissertation proposal to committee (may be submitted earlier to inform committee's determination of questions).	2 weeks from receipt of questions
Chair distributes student responses to questions to committee members (typically, committee members review responses to their own question and one other); committee members submit comments to chair in writing.	1-2 weeks following submission of response to written examination
Chair discusses committee response with student, outlining issues to be addressed in future response.	
Student meets with committee for oral portion of the examination; written addenda to original responses may be sent to committee members in advance.	
Committee considers Dissertation Proposal and is prepared for response in oral examination. The student may be asked to resubmit the proposal with changes.	
Committee chair reports outcomes of the examination to the program director and Graduate School; decisions on the Preliminary Examination and Dissertation Proposal are distinct and separate decisions, but may be made at the same time.	

It is the responsibility of the committee chair to manage this process and the responsibility of the student to schedule rooms and equipment for the oral examination. Committee members must be committed to timely responses and to communication with the student through the committee chair.

Faculty generally are not under contract during the summer. Students should not presume faculty are available for preliminary examination or dissertation work during summer or non-class times.

THE DISSERTATION

The dissertation should be considered the student's most comprehensive, original report. In light of this, it is expected that the student will pursue a topic of some originality, propose a thesis or hypothesis to be tested (either empirically or theoretically), and will examine this thesis against previous work described in literature and his/her own investigations. It must be written in a manner consistent with the highest standards of scholarship.

While the dissertation may not be publishable immediately upon completion without significant editorial assistance, it is assumed that the student will write it with publication as an objective.

During the student's candidacy, the student shall be enrolled in the following courses, constituting the last 16 hours of required credits:

- DDN 810** Colloquium
- DDN 890** Doctoral Preliminary Examination (not counted in the 54 credits for graduation or presented in Plan of Work)
- DDN 893** Doctoral Supervised Research and/or **DDN 895** Doctoral Dissertation Research
- DDN 899** Doctoral Dissertation Preparation (registration for this class should be when no other courses are taken)

The Dissertation Research Proposal - The research proposal is submitted at the time of the Preliminary Examination and is aimed at positioning the student's particular inquiry in a focused area of scholarly consideration in design. Normally a comprehensive literature review of work that will be used for comparison and reference should form the basis of arguments put forth in the document. This review should go beyond listing previous scholarly accomplishments in design inquiry by incorporating critical assessment of each relevant citation in terms of its support of the proposal. The components of the proposal are as follows:

DISSERTATION PROPOSAL FORMAT

Introduction and description of the problem area

This section introduces the problem or area of concern that you have selected for your research project. The paper should include a background discussion of the area; general purpose of the study; delimitation of the scope of the study; and significance and contribution of the expected outcomes to design theory and/or practice.

Literature review

The literature review provides an overview of prior empirical and/or theoretical research related to your topic. It should include discussion of how the sources reviewed will guide the study and judgments you have made regarding their relevance. It should include a visual map showing the relationship among sources and ideas.

Conceptual framework

Based on the sources reviewed, you will develop a conceptual framework for your study and propose research questions for investigation. This section should also discuss the theoretical perspective on which the conceptual framework and research questions are grounded and provide working definitions of key terms salient to your study. The description of the conceptual framework should be accompanied by a diagram describing the whole and specific parts of the study.

Methodology

This section should discuss the research approach for the proposed study and focus on research design, data collection techniques (including sampling, if appropriate), and strategies for analysis. Discuss the rationale for making specific choices about methodology and evaluate the strengths and weaknesses of the proposed strategy. Also discuss quality considerations and what you have done to increase the probability of validity in your study.

Pilot study

A pilot study may serve as a modest test case of the research methods. You should include evaluation and conclusions arising from this study.

If applicable, the study may require completion of an Institutional Review Board (IRB) Request. This may be obtained from the web at <http://www.ncsu.edu/sparcs/IRB/irb.html>

Dissertation format - Information on the required format and organization of the final dissertation, in addition to other regulations, is presented in the **University Thesis and Dissertation Guide**, available on the web at <http://www.fis.ncsu.edu/grad-publiccons/thedis.pdf>. A number of appropriate writing style guides are available at the student bookstore. It is the obligation of students to supply faculty with printed and proofread drafts; it is inappropriate to expect the advisory committee to correct grammar.

The dissertation will be reviewed by all members of the advisory committee and must receive their approval prior to submission to the Graduate School. Students are cautioned to allow sufficient time for this review.

FINAL ORAL EXAMINATION

As with the Preliminary Examination, the chair of the student's advisory committee is in charge of conducting the final oral examination. The student submits a **Request to Schedule the Doctoral Oral Examination** (see copy in the appendix or download from the web at http://www.fis.ncsu.edu/grad_publicns/gars_forms/dr_exam_req.doc).

If the Graduate School representative to the committee has not been assigned, then the Graduate School may take up to 10 working days to make this assignment.

The Final Oral Examination is scheduled after the dissertation is complete, except for such revisions as may be necessary as a result of the exam, but not earlier than one semester, or its equivalent, after admission to candidacy and not before all required coursework has been completed or is currently in progress. Each time the doctoral student submits a Request to Schedule the Doctoral Oral Examination (for the preliminary and final examinations), the Graduate School Records Unit will review the doctoral student's file to verify that all requirements have been met to date. In this way, the Graduate School ensures that doctoral students have ample time prior to their anticipated graduation to make any adjustments necessary to fulfill all degree requirements.

The scheduling of the exam determines the semester in which the student will graduate. Students should consult the university calendar for deadlines to avoid paying additional tuition in order to graduate in the following semester. Students should not assume availability of faculty after the normal exam week of each semester or during the summer. Students should not schedule exams when the broader academic community cannot attend.

After the Graduate School has approved the scheduling of the exam, the Records Unit mails the signed and dated request to the committee chair, committee members, Graduate School representative, and graduate student listed on the form. A file copy of the approved request is then sent to the program director. The student should be sure to include the most current title of the dissertation, as the Graduate School also mails information about the scheduled examination to the NC State Official Bulletin for publication.

The exam consists of a presentation by the student and defense of the methodology used and conclusions reached, as reported in the dissertation. The examination is conducted by the student's committee and the Graduate School representative. The presentation is open to the university community and visitors may ask questions, however, it is the obligation of the committee chair to maintain a scholarly atmosphere that is in the best interests of the student. A portion of the discussion may be conducted in the presence of the student and committee only. The student is responsible for the following:

- **Scheduling of a room of appropriate size for a public audience and necessary presentation equipment. As this is a public presentation, the room should be accessible.**
- **Public announcement of the dissertation time, location, and title no less than two weeks in advance of the examination. Students typically prepare a printed announcement for faculty mailboxes and inform Pamela Christie-Tabron to announce the exam on the web.**

A unanimous vote of approval by the advisory committee is required for passing the final oral examination. Approval may be conditional, however, on the student meeting specific followup requirements prescribed by the advisory committee. Failure of the student to pass the examination terminates his/her work at NC State University unless the advisory committee recommends a re-examination. No re-examination may be given until one full semester has elapsed and only one re-examination is permitted.

DISSERTATION SUBMISSION PROCEDURES

Submission of a dissertation to the Graduate School must take place at least four weeks prior to the last day of classes in the semester or summer session in which the degree is to be conferred. Specific deadline dates are published at least one year in advance in the Graduate School calendar (see appendix for 2005-2006 calendar.) At the time of submission, the student must also submit one copy each of the **Survey of Earned Doctorate** and **University Microfilms International Agreement** forms. The student must also complete a brief, standard questionnaire about his/her experience as a graduate student at NC State University.

Submitting copies to the Graduate School for review - The dissertation must be presented to the Graduate School for review prior to the graduation deadlines and after the unconditional pass of the final oral examination. The review procedure is as follows:

STEP ONE -

Dissertation submission is by appointment only. The student must arrange, at least one week in advance, an appointment with the dissertation editor to submit the dissertation to the Graduate School. The earliest point at which this appointment can be scheduled is after the final oral examination has been officially scheduled in the Graduate School. A student who delays too long in attempting to secure an appointment close to a specific graduation deadline and is unable to schedule one because all of the appointment times are filled will have to delay his/her graduation to the next semester or summer session.

STEP TWO -

8-24 hours before the appointment the student will submit a draft ETD through the ETD graduate school website:

www2.acs.ncsu.edu/grad/ETD

The student may wish to bring a paper draft to the dissertation review instead of submitting the electronic draft. This is acceptable.

At the time of the appointment, the student submits a title page bearing the original signatures of all members of the advisory committee.

The dissertation editor will review the draft ETD, if there is one, before the appointment, adding a Notice in the ETD system telling the student of the changes required. The next time the student logs on to the ETD site, the notice will appear to them.

A student may designate another person to handle the dissertation submission if the student is unable to be present him/herself. The designee would follow the submission procedure as outlined and would have to schedule an appointment as the named designee.

- If the student has submitted an ETD draft, the dissertation editor will be prepared to discuss the changes required and give the student a printed list of those changes.
- If the student brings a paper draft, the student, or designee, will wait while the dissertation editor reviews the draft, noting any changes required.
- If there was a paper draft, the dissertation will be returned to the student (or the student's designee), who will be responsible for having all required corrections made.
- The student will be given a checklist outlining the procedure to follow in order to submit the final ETD.
- If the number of required corrections is extensive, the student is advised to have the dissertation rechecked according to the procedure outlined above after the corrections are made.

STEP THREE -

The student will make any changes required in the ETD (or if they brought a paper draft to the dissertation review appointment, they will submit the ETD with the changes required). At this time the student will need to determine the availability of the ETD. The choices in the ETD system will allow for immediate release to the web, three months' hold for publication purposes, or a hold of one year for patent and proprietary issues. The student will make the selection based on his/her preference, consulting with the advisor. If a "hold" is selected, the ETD will not appear on the web or in any search until the day the hold is released by the dissertation editor.

At the submission time the student will also be required to submit a survey to the Dean of the Graduate School. This is an opinion survey of the student's time in Graduate School. The results will be for Graduate School use only.

The student will add a reply to the dissertation editor's notice in the ETD system telling that they have made the changes required and it is ready for final acceptance. The dissertation editor will review the submission.

STEP FOUR -

Before the dissertation editor can accept the final ETD, the following must be delivered to the dissertation editor in 106 Peele Hall (to save an extra trip, these items may be brought to the original dissertation review.)

- A photocopy of the signed title page
- A photocopy of the abstract (for this copy only, must be limited to 350 words, including title and header)
- Survey of Earned Doctorate Form
- Doctoral Dissertation Agreement Form (one-page tearout from the booklet "Publishing your Dissertation")
- Check or money order for \$60.00 made out to NCSU for microfilming fee

When all changes have been made, the dissertation editor will accept the ETD in the system. Once the ETD has been accepted, there can be no further changes. An automatic email will be sent to the student and the advisor notifying them that the ETD have been accepted. The URL will be noted in the email.

There will be no paper copies issued by the Graduate School. It is the student's responsibility to determine if anyone requires a paper copy and to provide them. If bound paper copies are needed, University Graphics can produce them. The student will deliver a printed copy and pay the fee of \$15.00 per copy. University Graphics is located on Sullivan Drive or at 515-2131.

The Graduate School will not authorize the release of the diploma to the student or inclusion of the statement of the award of the degree on the permanent records from which transcripts are made until all forms have been completed and returned to the Graduate School. The Survey of Earned Doctorate form provides information for the Doctorate Records File supported by the National Science Foundation, the Department of Education, and the National Endowment for the Humanities and the National Institutes of Health.

The university also requires that all doctoral dissertations be microfilmed by the University Microfilms International, Ann Arbor, Michigan, including the publication of the abstract in Dissertation Abstracts International. The cost of this service is to be paid by the student. Once the dissertation has been microfilmed, all three copies are bound; two copies are placed in DH Hill Library, while the third copy is returned to the Design Library. A microfiche copy is also available in the library.

TIME LIMITS

All doctoral students must attain candidacy for the degree within 6 calendar years from the date of admission and complete all degree requirements within 10 calendar years. The time limit remains at 10 years even if the student was on approved leave of absence during the 10-year period.

The Graduate School may grant any reasonable exception to the above time limits prior to the expiration of the time limit. The dean will consider and evaluate the specific nature of the extenuating circumstances and the compelling reasons that prompted the advisory committee and the program, recognizing the significance of discipline and commitment in meeting deadlines, to make the request for the exception to policy.

A request for an Extension of Time Limit in order to complete degree requirements should include the following:

- **A statement documenting the extenuating circumstances that justify the request for a time extension.**
- **A statement of impact that the proposed extension would have on the validity of the student's course-work and program.**
- **Evidence of endorsement of the request from the student's advisory committee and the program director. The request must proceed from the committee to the director to the Graduate School.**

If the Dean of the Graduate School denies an extension of the time limit, the program director may appeal the decision to the Administrative Board of the Graduate School.

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Associate Dean for Graduate Studies, Research, and Extension
MLA (with Distinction) – 1978, Harvard University
BLA – 1973, University of Oregon
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Ph.D. – (History of Architecture and Urbanism) – Cornell University
MA (History of Architecture and Urbanism) – Cornell University
BA (Environmental Design) – SUNY Buffalo
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MFA (Graphic Design) – Yale University
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Associate Professor of Architecture
Associate Dean for College of Design Academic Affairs,
Ph.D. – 1988, Pennsylvania State University
MS (Applied Sciences) – 1970, University of Waterloo (Canada)
B. Arch – 1968, Case Western Reserve University
BA – 1961, Saint Bonaventure University
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Ph.D. – Technische Universität Wien
M.Arch – University of Washington
Dipl. Ing. – Technische Universität Wien
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GRADUATE ADMINISTRATIVE ASSISTANT:

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APPENDIX

Academic calendars

How to apply for in-state residency

Patent agreement

Plan of Graduate Work form and explanation

Request to Schedule the Oral Examination form and explanation

Faculty/student contract

Dissertation meeting report

Final Oral Examination explanation

Travel Proposal Form

Current PhD students

2007-2008 ACADEMIC CALENDAR

FALL 2006 -

August 22	First day of classes
August 28	Last day to add a course without permission of instructor (5:00 PM)
September 3	LABOR DAY - NO CLASSES
September 4	Classes resume
September 5	Last day to register or to add a course / last day to drop a course or change from credit to audit with tuition adjustment (5:00 PM)
October 10	FALL BREAK BEGINS AT 10:15 PM
October 15	Classes resume
October 15	Registration for spring 2006 courses begins
October 26	Last day to withdraw or drop a course without a grade at 500-900 level (5:00 PM)
November 21-23	THANKSGIVING - NO CLASSES (university open on Wednesday for staff)
November 26	Classes resume
December 7	Last day of classes
December 10-18	Final examinations
December 19	FALL GRADUATION EXERCISE
December 24-January 1	UNIVERSITY CLOSED FOR WINTER HOLIDAY

SPRING 2007 -

January 9	First day of classes
January 15	Last day to add a course without permission of instructor (5:00 PM)
January 21	MARTIN LUTHER KING DAY - NO CLASSES
January 23	Last day to register or to add a course / last day to drop a course or change from credit to audit with tuition adjustment (5:00 PM)
March 3-7	SPRING BREAK - NO CLASSES
March 10	Classes resume. Registration for fall 2007 begins.
March 19	Last day to withdraw or drop a course without a grade at 500-900 level (5:00 PM)
March 21	SPRING HOLIDAY - NO CLASSES
March 24	Classes resume
April 25	Last day of classes
April 28-May 6	Final examinations
May 10	SPRING GRADUATION EXERCISE

CALENDAR OF CRITICAL DISSERTATION DATES

Status of graduate students and their degree programs as a function of when their dissertations are submitted to the Graduate School and when they are approved by the Graduate School. For details, see http://www.ncsu.edu/grad/handbook/section3_20.php#completion on the university web.

Date signed by dissertation advisory committee	Date by which all revisions to dissertation must be made	Date course of study is completed	Date degree is conferred	Required to register in semester?	Status in fall 2005
FALL 2007					
On or before 8/21/07	On or before 12/7/07	Upon approval of GS	12/19/07	No	Non-student
On or before 8/21/07	After 12/7/07	See spring 08	See spring 08	No	Non-student
8/22/07 to 11/9/07	On or before 12/7/07	12/19/07	12/19/07	Yes	Student
8/22/07 to 11/9/07	After 12/7/07	See spring 08	See spring 08	Yes	Student
After 11/9/07 but before 1/9/08	See spring 08	See spring 08	See spring 08	Yes	Student
SPRING 2008					
On or before 1/8/08	On or before 4/25/08	Upon approval of GS	5/10/08	No	Non-student
On or before 1/8/08	After 4/25/08	See summer 08	See summer 08	No	Non-student
1/9/08 to 3/31/08	On or before 4/25/08	5/10/08	5/10/08	Yes	Student
1/9/08 to 3/31/08	After 4/25/08	See summer 08	See summer 08	Yes	Student
After 3/31/08 but before 5/19/08	See summer 08	See summer 08	See summer 08	Yes	Student
SUMMER 2007					
On or before 5/17/08	On or before 8/8/08	Upon approval of GS	8/12/08	No	Non-student
On or before 5/17/08	After 8/8/08	See fall 08	See fall 08	No	Non-student
5/19/08 to 7/5/08	On or before 8/8/08	8/12/08	8/12/08	Yes	Student
5/19/08 to 7/5/08	After 8/8/08	See fall 08	See fall 08	Yes	Student
After 7/5/08 but before 8/20/08	See fall 08	See fall 08	See fall 08	Yes	Student

NORTH CAROLINA RESIDENCY

To qualify as a resident for tuition purposes, a person must become a legal resident and remain a legal resident immediately prior to classification. Thus, there is a distinction between legal residence and residence for tuition purposes. Furthermore, 12 months legal residence means more than simple abode in North Carolina. In particular, it means maintaining a domicile (permanent home of indefinite duration) as opposed to “maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.” The burden of establishing facts which justify classification of a student as a resident entitled to in-state tuition rates is on the applicant for each classification, who must show his or her entitlement by the preponderance of the residency information.

Being classified a resident for tuition purposes is contingent on the student’s seeking such status and providing all information that the institution may require in making the determination.

Students should consult the university website for additional residency information related to: marriage, parent’s domicile, military personnel, grace period, minors, change of status, and transfer students.

HOW TO APPLY FOR IN-STATE RESIDENCY

Graduate students who wish to attain residency need to complete several “residiary acts” as soon as possible before they can begin the 12-month waiting period required before applying for NC residency. To begin this process it is necessary to:

- OBTAIN:**
 - NC Driver’s License
 - NC Motor Vehicle Registration
 - NC Voter Registration

- FILE:**
 - Personal Property Taxes (automatic when car is registered)
 - NC Income Taxes

- CONVERT:**
 - Bank accounts
 - Club memberships

The Graduate School Residency Office has compiled detailed instructions to assist students in Residence-and-Tuition Status Application.

Resident aliens who are in possession of Form I-151 or Form I-551 (Alien Registration Receipt Card or “green card”) must also complete the Residence State Supplemental Form and include a copy of the front and back of the Alien Registration Receipt Card. For married couples, if residency is to be based upon the spouse’s residency acts, copies of spouse’s residency acts and the marriage certificate must be attached.

International students in possession of an F-1, F-2, J-1, or J-2 visa are not eligible for NC residency for tuition purposes.

Instructions for submission of residency applications and an explanation of the effect on residency status of leaving North Carolina for 12 months or less are on the web.

PLAN OF GRADUATE WORK

Doctoral students are required to complete a POW in consultation with their advisory committees by the time they complete 12 hours of coursework. The POW outlines the courses to be undertaken in the student's program and the dissertation topic and must be approved by the program director prior to submission to the Graduate School.

The POW as a whole should be rationally unified, with all constituent parts contributing to an organized plan of study and research, and courses must be selected from groups embracing one principal subject of concentration, the major, with the option of designating courses in a cognate field, the minor. When a student elects to designate a minor, he/she should select the minor coursework from a discipline or field that, in the judgment of the advisory committee, provides relevant support to the major field.

REVIEW AND APPROVAL

The Graduate School will withhold approval of any doctoral student's POW or Request to Schedule the Oral Examination, until all documents necessary to complete that student's permanent file are received in the Graduate School. If any materials are missing, the POW will be denied with the reason for the denial communicated to the program director. Typical missing items include transcripts for post-secondary work still undertaken at the time the applicant was admitted to the graduate program.

Each time a doctoral student submits a Request to Schedule the Doctoral Oral Examination (for the preliminary and then final oral examination), the appropriate Graduate School College Liaison will review the doctoral student's file to verify that all requirements have been met to date. In this way, the Graduate School ensures that doctoral students have ample time prior to their anticipated graduation to make any adjustments necessary to fulfill all degree requirements.

CHANGES IN THE PLAN OF WORK

Once the doctoral POW has been submitted and approved, any substitutions of courses must be approved within the individual program and by the Graduate School. If there is any discrepancy between the POW and doctoral degree requirements, the Graduate School will notify the student's program director so the POW can be adjusted accordingly. Otherwise, the Graduate School will approve the POW.

CONTENTS OF THE PLAN OF GRADUATE WORK

Whether optional or as part of the degree requirement, the POW must:

- include both a list of the coursework to be undertaken (in all programs) and the dissertation topic
- be developed by the student and his/her dissertation advisory committee
- be approved by the committee and the program director prior to submission to the Graduate School for final approval
- be submitted prior to completion of 12 hours of a doctoral program

The DDN 890 course for the preliminary examination is not counted in the credits presented in the POW.

FACULTY/STUDENT CONTRACT

Students in one-on-one instruction with PhD faculty, including DDN 795, 830, and 893, should complete the following contract with the faculty for each course and submit it to the program director at the start of the semester.

STUDENT NAME: _____

FACULTY NAME: _____

SEMESTER: _____

COURSE REGISTRATION/CREDITS: _____

ASSIGNED MEETING TIMES: _____

TOPIC OF STUDY: _____

COURSE OBJECTIVES: _____

COURSE DELIVERABLES FOR THE SEMESTER: _____

BIBLIOGRAPHY: _____

DISSERTATION MEETING REPORT

Students should file this report with their committee chairs after each **substantive** meeting of the committee. The purpose of the report is to guarantee that all members agree on next steps; this will avoid later confusion.

STUDENT NAME:

COMMITTEE CHAIR:

COMMITTEE MEMBERS:

MEETING DATE:

CONSENSUS OF COMMITTEE ON ISSUES, PROCEEDURES, AND NEXT STEPS FOR WHICH THE STUDENT IS ACCOUNTABLE:

THE FINAL ORAL EXAMINATION

The Final Oral Examination (sometimes called the Oral Defense) is a public event open to all members of the academic community and invited guests.

It is the responsibility of the student to schedule the venue for the presentation, accommodating no fewer than 30 attendees, and to arrange for audio-visual equipment. **Presentations should not be scheduled during times in which college studio courses are taught (MWF, 1:30-5:30) or between semesters. The goal in scheduling is to maximize the opportunity for faculty and students to attend.** The student should inform Pamela Christie-Tabron of the date, location, and title of the dissertation no fewer than two weeks before the presentation is scheduled to take place; she will announce the presentation to the college community. Printed announcements should be distributed by the student to current PhD students and faculty in mailboxes as well.

The Final Oral Examination is generally two hours in length, allowing for questions and discussion within that timeframe. Following the student presentation, attendees are invited to ask questions and make comments. The dissertation chair will announce when the discussion period has ended and the public audience will leave. The student and his/her committee will then go into a closed session in which the student may be asked additional questions. Following the discussion with the committee, the student will be asked to leave the room temporarily so that the committee may deliberate on its final recommendation regarding graduation.

See *Calendar of Critical Dissertation Dates* (in this appendix) and instructions for working with the university dissertation advisor (pages 22-23).

PRESENTATION ADVICE

- Set up audio-visual equipment well in advance of your start time. Schedule the room to be available 1/2 hour in advance of when you expect to begin the presentation.
- Introduce yourself and provide a very brief summary of your background (degrees, work experience) for those who don't know you. Identify the members of your committee.
- It is called powerPOINT*, not powerPARAGRAPH - use short summary statements, not long text. Write any text for oral presentation; don't simply lift it from the dissertation. Leave the slide on the screen long enough for the audience to read.
- Begin with a statement of the researchable problem or hypothesis. Define terms when using specialized language that may be known only to your committee. Do not speak in acronyms or jargon.
- Use citations for comments that are quoted from other sources.
- Use diagrams to illustrate the relationships among concepts. Edward Tufte's *Envisioning Information* provides useful advice on constructing diagrams. Novak and Gowin's *Learning How to Learn* describes strategies for concept mapping.
- Choose photographs for their relevance, not simply to decorate the presentation. Avoid extraneous graphics that are not "content" (especially the "spiffy" templates provided by software programs). Keep it simple.
- Test type sizes and fonts by projecting them in the room in which you expect to present. In Brooks 320, anything smaller than 18 point cannot be read from the back of the room.
- Choose a neutral or muted background color and avoid small colored type. Test color in projection; there will be significant differences between your laptop screen and the projection. A damaged or worn dongle (the small connecting cable between the laptop and the projector) can distort color.
- Test sound equipment in advance. It is unlikely that sound from the computer will project without external speakers. Enunciate and speak loud enough for people in the back to hear you. If you are soft-spoken, use a microphone from the IT Lab.
- Practice your presentation so you know how long it takes. Speak from notes or presentation screens so you don't lose your train of thought when nervous. Thank your committee for its service.

* Computer presentations generally use POWERPOINT but may also be constructed as a PDF slide show with fewer typographic and image restrictions and simpler editing for students who know how to use a document design program such as INDESIGN.

TRAVEL PROPOSAL FORM

Aid may be available to assist students in traveling to conferences **for the purposes of making a presentation**. Formal request for such funds should be submitted in writing and are subject to the following conditions:

- Students who receive funds but do not attend the conference and deliver a paper must return funds to the College of Design, even if full refunds are not granted by the sponsoring organization. Because of frequent student failure to attend conferences, which were paid for in advance by the college, there will be no more college prepayment of registration or travel expenses; reimbursement will be following the conference date in response to submitted receipts.
- Students are responsible for arranging for appropriate international travel clearance on their own. International students are advised to check with the Office of International Services to ensure that travel does not jeopardize their visa status.
- The budget year closes at the end of the academic year. Any approved funding must be spent and receipts received within 30 days of attendance and no later than June 1 at the end of spring semester. Failure to submit requests for reimbursement by this deadline will mean forfeiting the approved program funds.
- The university will not pay the costs of tours or pre- or post-conference workshops. The college will not reimburse students for meals.

NAME:

CONFERENCE:

TITLE OF PRESENTATION:

FACULTY WHO SUPERVISED PRESENTATION WORK:

DATES OF ATTENDANCE:

LOCATION:

BUDGET:

Registration fee:

Hotel (indicate if you are sharing with another student):

Transportation:

Other:

Total anticipated costs:

STUDENT SIGNATURE:

DIRECTOR'S APPROVAL:

CURRENT PHD STUDENTS

mail address

home phone number

HYEJUNG CHANG (3+)

JAMES GRADY (2)

JOOHEE HUH (1)

ZAKI ISLAM (3 - on leave in fall 07)

HYUN JIN KIM (1)

TAE SEO KOO (3+)

JAE YOUNG LEE (3)

DEBORAH LITTLEJOHN (1)

YIXIANG LONG (3)

ANDREW PAYNE (3+)

MATTHEW PETERSON (1)

TRACI RIDER (2)

AMY RYAN (3+)

ZEYNEP UYSAL (3)
