Dear Retail, Merchandising and Product Development Students:

Welcome to graduate study in the Department of Retail Merchandising and Product Development (RMPD) for academic year 2015-2016 in the College of Human Sciences at Florida State University! We sincerely hope that you will find your graduate education at FSU to be both challenging and exciting.

As you are aware, the RMPD Department offers graduate courses of study in the areas of RMPD using an integrative approach, which addresses the needs of academia, business/industry, and consumers. The faculty is committed to working with you to accomplish your goals in the graduate program. You provide the motivation, curiosity and energy.

Please read this Handbook carefully and completely. It provides most of the information you will need to navigate your graduate program. You can obtain any answers that you need beyond this handbook, as well as clarifications, through Dr. Sherry Schofield.

Thank you for choosing The Florida State University and RMPD for your graduate experience, and we wish you a wonderful, productive year!

Respectfully yours,

Sherry Schofield

Sherry Schofield, Ph.D.
Professor and Chair
Retail, Merchandising and Product Development
TABLE OF CONTENTS

I. MASTER’S DEGREE AND REQUIREMENTS 4
   Course Type Requirements 4
   Major Professor/Graduate Program Director 4
   Role of Major Professor/Graduate Program Director 4
   Time Limit for Degree 4
   Program of Study 4

II. INCOMPLETE GRADE POLICY 7

III. LATE COURSE DROPS AND WITHDRAWALS 7
    Course Drops 7
    Withdrawal 7

IV. APPLICATION FOR DEGREE 9

V. FINAL DEGREE CLEARANCE 9

VI. COMMENCEMENT 9

VII. RMPD GRADUATE FACULTY STATUS AND RESEARCH INTEREST 10

VIII. SUPERVISED RESEARCH, TEACHING AND DIRECTED INDIVIDUAL STUDIES 10

IX. OTHER INFORMATION 11

X. ASSISTANTSHIPS 12
    Waivers 13
    Taxes on Stipends 13
    Summer Appointments 13
    Responsibilities 13
    Teaching Assistantship Training 13
    Teaching Assistant Requirements 14

XI. SCHOLARSHIPS/FELLOWSHIPS 14
    College Scholarships/Fellowships 14
    University Fellowships 15
    Professional Organization Scholarships/Fellowships 15

XII. DEPARTMENT SERVICES AND COMMUNICATIONS 15
    Graduate Offices 15
    Door Keys 15
    Mail Boxes 15
    Office Supplies 16
    CHS Graduate Computer Lab 16
    Wireless Access 16
    Appendix 1: TELEPHONE NUMBERS AND OFFICE LOCATIONS 17
    Appendix 2: RESOURCES 19
MASTER'S DEGREE AND REQUIREMENTS

The RMPD Department offers a course-work major in Global Merchandising and Product Development. This major expands the knowledge and skills relevant to the physical, behavioral, and economic factors influencing the consumer in the global merchandising and retail development environment.

A. Course-Work Requirements - The course-work option requires a minimum of 33 credit hours, including completion of a practicum.

1. Merchandising Practicum - CTE 5884 Advanced Practicum will carry a grade of S or U. By the end of the second semester you must meet with the Graduate Program Director to determine the focus of your practicum. The internship practicum is an opportunity for you to gain experience working in a company and to prepare you to work in the retail, merchandising and product development environment. It could lead to a permanent position with a company. Start your search for an internship early, at least a semester before you want to complete it.

B. Major Professor/Graduate Program Director - Your major professor plays a significant role in your professional development throughout your program and even as you begin your career. This person will serve as mentor, advisor, guide, and role model as you develop expertise in your field of study. Given that coursework plans, such as the non-thesis option in our department, are more prescribed than thesis programs, it will not be necessary to choose a major professor; rather, you will work with the Graduate Program Director to complete the Program of Study (POS) by the end of your first full-time semester as a graduate student.

C. Role of Major Professor/Graduate Program Director - Specific responsibilities include:

1. Helping you prepare and submit your POS,
2. Submitting progress reports as needed and at least annually,
3. Working with you to submit appropriate paperwork in connection with your major,
4. Answering questions concerning Department, College and/or University policies as applicable.

D. Time Limit for Degree - The work for the degree is designed so it can be completed in two (2) years. The University requires that the degree be completed within seven (7) years from the first semester you register for credit. Coursework older than seven (7) years will not be counted in your POS and will have to be repeated if required for your degree.

E. Program of Study

1. The Program of Study (POS) ensures that students pursue a graduate program that meets university, college, and department requirements and gets the maximum benefit from their graduate program at FSU. Therefore, in developing your POS, you may be required to exceed the minimum expectations if deemed necessary for you to be adequately prepared.

2. The College of Human Sciences Program of Study form is available on the CHS Web site: [http://www.chs.fsu.edu/Students/Graduate-Students/Current](http://www.chs.fsu.edu/Students/Graduate-Students/Current)

3. POS Approval. The POS should be approved by your Major Professor/Graduate Program Director, the Department Chair, and the Associate Dean for Research and Graduate Studies, and must be on file as early as feasible, but no later than registration for your third semester. You will not be allowed to register if the approved POS is not on file in the Office of the Associate Dean for Research and Graduate Studies.

   a) A copy of the approved POS is to be kept on file with the Department and the
b) Any subsequent changes to your POS must be approved by the Major Professor, the Department Chair, and the Academic Dean.

4. **POS Revisions.** If necessary, POS revisions can be accomplished by submitting a POS Adjustment form. The form must indicate the requested change, be approved by the Graduate Program Director, and include a justification for the change. The form is available at: [http://www.chs.fsu.edu/currentgrad](http://www.chs.fsu.edu/currentgrad)

5. **Graduate Credit Hours.** The POS must have a minimum of 33 semester hours of graduate credit, at least 21 of which must be taken on a letter grade basis. Graduate credit hours for the degree:
   a) May include a maximum of three (3) hours of supervised research and maximum of three (3) hours in supervised teaching;
   b) Must include no less than three (3) or more than six (6) semester hours of credit for the special project or practicum.

6. **Course Requirements.** Graduate courses offered within the department vary every semester, dependent upon faculty availability and industry needs. The total number of graduate credit hours required is 33, not including any leveling course that may have been needed. Work with the Graduate Program Coordinator to determine the courses best suited for you and your specific career goals. Courses that may be offered during your graduate degree include:
   - CTE 5815  3   Retail Technologies
   - CTE 5816  3   Merchandising Organization
   - CTE 5828  3   Merchandising Buying
   - CTE 5834  3   Merchandising Theory and Research
   - CTE 5847  3   Retail Branding and Promotion
   - CTE 5884  6   Advanced Merchandising Practicum
   - CTE 5912  1-3  Supervised Research
   - CTE 6436  3   Product Innovation and Management
   - CTE 6936  3   Special Topics:
     - Applied Research in Retail and Product Development
     - Color Theory
     - International Merchandising
     - Omni-channel Retailing

   Leveling courses offered include:
   - COA 5906:  4   Textile Concepts
   - CTE 5807:  2-4  Retail Merchandising Concepts (CTE3806 & CTE 4822)

7. **Satisfactory/Unsatisfactory Grades.** Satisfactory/Unsatisfactory (S/U) grading may be an option, rather than a letter grade. It is your responsibility to submit the proper forms and meet the deadlines set forth by the university in order to take the class on an S/U basis. Please note that you must take a minimum of 21 credits with a letter grade. After the deadline has passed, your work will be evaluated on a letter grade basis.
8. **Transfer Credits.** Transfer credits from another university, not counted towards a previous degree, are limited to six (6) semester hours for M.S. students. All transfer credit must be approved by the department, evaluated as graduate work, and have been completed with a grade of B (3.0) or better.

9. **Academic Standing.** A cumulative grade point average of at least 3.0 is required for graduation. No course hours with a grade below a 2.0 ("C") will be credited on the graduate degree. A graduate student whose cumulative grade point average falls below a 3.0 at the end of a term will be placed on academic probation. You must raise your grade point average above 3.0 the immediate semester following the probationary term. All graduate students in assistantships must maintain an overall GPA of 3.0 to retain assistantship appointment.

10. **Academic Probation.** Students on initial probation (1st semester of probation) have one (1) semester to bring their cumulative GPA up to 3.0, during which they are eligible for stipend support. If the student does not reach a cumulative 3.0 by the end of that term, he/she will be dismissed from the University. Reinstatement is possible in cases in which a cumulative GPA of 3.0 is very likely by the end of the next semester. The University does not allow reinstated students to draw a stipend.

11. **Student Course Load.** The University reserves the right to determine full time status based on course and/or research load.
   a) Twelve (12) semester hours constitutes a full-time load for graduate students.
   b) Students on assistantship must register for at least (10) credit hours per semester (Department requirement).
   c) International students are expected to take a minimum of nine (9) credit hours per semester during each Fall and Spring semester. This may vary depending on the type of visa. Contact the Center for Global Engagement for further information at 644-1702. Above rules still apply. http://www.cge.fsu.edu
   d) Students who are required to complete leveling courses should begin these during the first semester enrolled in the MS program.
   e) For additional information on full time student course loads, refer to the Graduate Student Bulletin and checklist found online at: http://gradschool.fsu.edu/Information-For/New-Current-Students/Graduate-Student-Handbook

12. **Residence Requirements.** All masters’ students must earn three (3) CHS graduate hours prior to graduation by attending at least one summer session.

13. **Annual Review.** All graduate students in the department will be evaluated on review of timely progress towards completion of coursework. This is to assist you in gauging your continued progress toward timely degree completion and future long-term contributions to your discipline. It is conceivable for an individual to earn high grades and still have issues to address relative to degree completion and future success in the profession. Graduate Program Director will inform graduate students of the results of annual reviews.

14. **Assistantship Evaluations.** Supervisory faculty members of graduate assistants will evaluate their performance. The evaluation will be sent to the Department Chair and will be used in determining assistantship reappointments.
II. **INCOMPLETE GRADE POLICY** - “Incomplete” ("I") grades should be recorded only in exceptional cases when a student, who has completed a substantial portion of the course and who is otherwise passing, is unable to complete a well-defined portion of a course for reasons beyond the student’s control. Students in these circumstances must petition the instructor and should be prepared to present documentation that substantiates their case. Incompletes will not be granted in order to allow students to do extra coursework in an effort to increase their grades. Even under these circumstances, the authority for determining whether to grant an Incomplete rests solely with the instructor. A Graduate Teaching Assistant must have approval from and work with a supervising faculty member to grant an Incomplete. The supervising faculty member will provide guidance to the TA regarding the appropriateness of an Incomplete in individual cases.

III. **LATE COURSE DROPS & WITHDRAWALS**

A. **Course Drops**
1. Course drops after the seventh week of the semester (with dates pro-rated for individual summer sessions) require the academic dean’s approval. Petitions for a late drop will only be approved for documented exceptional circumstances beyond the student’s control.

2. In the case of a late course drop, the student must provide written explanation as to why the exceptional circumstances that occurred have selectively impacted certain courses and not others; the fact that a course may be considered more challenging is NOT an acceptable reason. There must be something about the course requirements, policies and/or schedule that were problematic given the circumstances; a copy of the course syllabus should be included with the student’s explanation. Petitions for late course drops must be submitted within one calendar year following the completion of the course(s). Approved late drops will appear on the student’s transcript with the notation “WD.”

3. If you are on an assistantship, consult with your Department Chair regarding your possible financial obligations for dropping a course.

B. **Withdrawal**
1. To terminate all courses for a semester, the student must withdraw from the University. A withdrawal represents a formal separation from the University and as such requires the academic dean’s approval for reentry into the University. Students who are away for two (2) or more semesters, including summer, following the withdrawal must apply for readmission.

2. While all withdrawals require the academic dean’s approval, late withdrawals (after the seventh week of the semester or prorated individual summer term) incur grade liability.

3. In instances of documented exceptional circumstances beyond the student’s control, the academic dean can recommend that grades of “WD” will be assigned.

4. The student must provide a written explanation stating why the exceptional circumstances related to their request for a withdrawal during the semester will not be a factor for the re-entry term.

5. For students who answer “yes” to question #11 on the University Application for Withdrawal and Re-entry form (a) scholastic or behavioral misconduct, (b) violation of the law resulting in probation, community service, jail sentence of revocation or suspension of driver’s license, or (c) charged with a felony, the
academic dean will not approve automatic re-entry without the student having completed the appropriate University Application for Withdrawal and Re-Entry Supplemental Information form; this form is vetted by the Admissions Office, which then provides input to the academic dean.

6. The re-entry process should be endorsed by the department and/or major professor before the academic dean signs off on the student’s re-entry.

C. Examples - Examples of exceptional circumstances beyond the student’s control for late course drop/withdrawal include:

1. Medical/Mental Health;
2. Death in the immediate family; and
3. Active military duty.

D. The following are examples that are NOT considered acceptable reasons for course drop/withdrawal by the University:

1. Student is changing majors and no longer needs the course;
2. Protecting the student’s GPA from a future grade; and
3. Improving the student’s GPA by dropping a past grade.

E. Examples of Documentation

1. For medical or mental health reasons, the University has a specified procedure. Documentation is submitted along with the application directly to Thagard Student Health Center (medical drops and withdrawals), the University Counseling Center (mental health course drops) or the Withdrawal Services Office (mental health withdrawals).
2. For a death in the immediate family, an original death certificate (not a copy) or an original newspaper obituary must be provided as well as something to confirm the relationship to the deceased.
3. For active military duty, deployment papers must be provided.
4. For family/personal circumstances, documentation may include court documents, police reports or a letter from the FSU Victim Advocate Program; evidence of a family member’s hospitalization or illness; evidence of a change in financial status, and so forth.

F. Student Acknowledgement of Potential Repercussions. The student will be asked to sign a statement that he/she understands that the course drop(s) or withdrawal may impact insurance coverage (health and auto), financial aid, housing, academic mapping, graduation, repeat course surcharge and eligibility for athletics or other extracurricular activities.

G. Role of the Instructor. For all late course drops and withdrawals, instructors will be asked to verify that there are no allegations of academic dishonesty pending against the student. Instructors will also be asked to provide the student’s dates of attendance, grades (including dates that exams were taken or assignments were submitted) and any other information pertinent to the student’s academic performance in the course.

H. Role of the Associate Dean for Research and Graduate Studies. To give approval, determine grade liability, recommend waiver of fee liability to the registrar and providing a memo to the Registrar for late course drops stating the reason for the drop.
IV. APPLICATION FOR DEGREE
A. During the first two weeks of the semester in which you expect to receive a degree, an application must be made by visiting the “Secure Apps” section on BlackBoard. At that time you must have a B average for all course study attempted.
B. You must be enrolled in credit hours in the final term in which a degree is granted. For thesis students, the minimum number of thesis hours will be determined by the department (refer to FSU Graduate Bulletin).
C. If you filed previously for a diploma but did not receive your degree, you must reapply and pay the fee for reapplication. You may receive an incomplete grade, "I" for thesis defense to avoid registering again.
D. In case the student does not complete the requirements, he/she should contact their Associate Dean for Research and Graduate Studies before date of intended graduation to remove his/her name from the graduation list.
E. For additional information, refer to the graduate bulleted located online at, http://gradschool.fsu.edu/Information-For/New-Current-Students/Graduate-Student-Handbook

V. FINAL DEGREE CLEARANCE - A departmental representative will verify that you have met all of the program requirements. Certification includes:
A. Submission of clearance form to Major Professor/Graduate Program Director, Department Chair and the Dean’s Office, at same time thesis copies are submitted.
B. Submit Non-Thesis Degree Clearance form to your major professor and the RMPD Department Chair with the written report, if written report is required.

VI. COMMENCEMENT
All degree requirements must be met before you will be allowed to participate in the commencement processional. Obtaining the department’s permission to walk early does not guarantee that you will be able to do so; you must also be approved by the Graduation Office. Reasons for such a request must be submitted in a timely manner to the Graduation Office in writing from the department and accompanied by documents needed for proof (i.e. internships, study abroad programs, etc.).

VII. RMPD GRADUATE FACULTY STATUS AND RESEARCH INTEREST
The following faculty members work with master’s students and may serve as a major professor for students pursuing a related area of research.
Profiles for faculty are on the RMPD website and provide additional information about ongoing research and research interests.
http://chs.fsu.edu/RMPD_faculty
<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Affiliation</th>
<th>Research Interests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Elizabeth Goldsmith</td>
<td>Professor, Ph.D., Michigan State University.</td>
<td>Consumer issues in on-line purchasing, financial issues, desire for unique</td>
</tr>
<tr>
<td>644-6893 320 SAN</td>
<td></td>
<td>products, market mavenism.</td>
</tr>
<tr>
<td>Dr. Eundeok Kim</td>
<td>Associate Professor, Ph.D., Iowa State University.</td>
<td>Technological aspects of apparel design, creative designs, aesthetics, historical</td>
</tr>
<tr>
<td>644-2789 326 SAN</td>
<td></td>
<td>and cultural aspects of dress.</td>
</tr>
<tr>
<td>Dr. Srikant Manchiraju</td>
<td>Assistant Professor, Ph.D., Iowa State University</td>
<td>Consumer Behavior</td>
</tr>
<tr>
<td>644-1279 318 SAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Karla McCormick</td>
<td>Assistant Professor, Ph.D., Florida State University.</td>
<td>Consumer purchasing behavior, celebrity and athletic endorsements, consumer</td>
</tr>
<tr>
<td>644-4819 304 SAN</td>
<td></td>
<td>attitudes, athletic star power, retail technology.</td>
</tr>
<tr>
<td>Dr. Jessica Ridgway</td>
<td>Assistant Professor, Ph.D., University of Missouri</td>
<td>Textile and product design, color</td>
</tr>
<tr>
<td>644-1754 314 SAN</td>
<td></td>
<td>theory, technology.</td>
</tr>
<tr>
<td>Dr. Sherry Schofield</td>
<td>Professor and Chair, Ph.D., Iowa State University</td>
<td>Apparel design, aesthetics, design process, effect of design in people’s lives.</td>
</tr>
<tr>
<td>644-7850 332D SAN</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VIII. SUPERVISED RESEARCH AND DIRECTED INDIVIDUAL STUDIES

A. Supervised Research and Directed Individual Studies. These are individualized opportunities to provide you with more depth in research, or exploration of topics of interest in your field. In each case, you work one-on-one with a faculty member with graduate faculty status. All these experiences carry graduate credit and are graded as Satisfactory or Unsatisfactory, (S/U).

1. Supervised Research (CTE 5915) - You may choose to gain knowledge of a specific topic of research in your field or to explore a topic of interest in preparation for project research. To do this, first review the research expertise of the graduate faculty listed on the preceding page of this Handbook or on the RMPD web site at http://www.chs.fsu.edu.rmpd.faculty. Contact faculty member(s) whose expertise matches your interest and ask if he/she will direct you in the project you have identified. The nature of research and the number of credit hours (1-3) is negotiated between you and the faculty member, and may include such activities as laboratory work, field research, reviewing the literature on a specified topic, or other projects. Masters students are limited to three (3) credits of Supervised Research (University requirement).

2. Once the nature of the research is agreed upon, complete the Department’s Supervised Research form, and submit it to the Department Chair for approval. A reference and section number will be provided by the RMPD Office Staff in order for you to register for the course.
IX. Other Information – You are encouraged to review the University Graduate Bulletin which can be found at http://registrar.fsu.edu/bulletin/grad/default.htm, and the FSU Graduate Student Handbook, http://gradschool.fsu.edu/Information-For/New-Current-Students/Graduate-Student-Handbook, for further explanation of the academic policies governing graduate studies.

A. The following information will answer some of the most asked questions by graduate students and should not be interpreted as being all-inclusive to policies set forth in the University Graduate Bulletin.

1. FSU Card – The FSU Card is your student identification card. You should apply for your FSU card as soon as you arrive in Tallahassee. The FSU Card Student Service Center is located next to the FSU Bookstore. If you are unsure of how to get there, call (850) 644-7777 for directions. You can also get information at http://www.fsucard.fsu.edu.

   The card serves as your student ID and allows you to register for classes. It is also your library card and long-distance card. It is used to obtain access to internet service and to gain entry into computer labs, rooms, and buildings at FSU.

2. Orientation – Orientation is provided by the College of Human Sciences and the Department of RMPD for all new students each Fall Semester. You will be notified by mail or email about the time and place of these orientations. All students will attend these important orientations in order to learn about the policies and procedures for graduate study. In case an emergency prevents attendance at this meeting, please contact the RMPD Staff in the department office.

3. Registering for Class the First Semester – As a new graduate student you will be allowed to register for courses following the department academic advising session. You are responsible for meeting prerequisites for each course in which they are enrolled. You will receive credit only for those courses in which you are properly registered. Likewise, you will be held responsible for every course for which you register unless you officially drop the course or cancel registration. If you register during late registration, you will be assessed a $100 late registration fee.

4. Payment - Tuition and fees are due on the fifth day of classes. A deferred payment plan is authorized through the Financial Aid Office (4th floor of Building A at the University Center). Students with tuition assistance from the university through assistantships or fellowships should contact the Dean’s Accounting Office once their schedule is completed.

5. Course Search - The schedule of classes is available through the on-line Course Look-Up system accessed through the FSU website (http://studentsfirst.fsu.edu/). New graduate students will be advised at the RMPD graduate orientation session. Continuing graduate students should make an appointment with the Graduate Coordinator or major professor to determine an appropriate course load.

6. TBA Courses - If a class is listed as TBA, please contact the instructor or department office for the time and/or location of the first class meeting. Refer to the FSU Graduate Bulletin for course descriptions and prerequisites. Reference numbers for controlled-access courses must be obtained from the RMPD office. Newer courses may be offered under a special topics course number. Be sure to check the course title and section number for courses when you register.
7. **Health Insurance** - **You are required to have health insurance through the** University or to show proof of comparable insurance. Select graduate assistants will be provided a health insurance subsidy towards the purchase of the university sponsored health insurance plan. The subsidy will be disbursed by semester (fall; spring/summer). Initial eligibility is based on qualifying graduate assistants (teaching or research), fellows, and enrollment status (minimum of 9 credit hours).

For additional information on health insurance visit the Thagard Student Health Center’s insurance website (http://studentinsurance.fsu.edu/)

---

X. **ASSISTANTSHIPS**

A. **Department Graduate Assistantships** - The RMPD Department awards assistantships to graduate students on a competitive basis. Those students with regular graduate student status are eligible for graduate assistantships. Appointments for assistantships are normally on a one-fourth (10 hours per week) to one-half time basis (20 hours per week) respectively; although this may vary depending on the needs of the department. The stipend varies depending on the amount of service rendered, the nature of the service, and the qualifications of the student.

It is the RMPD Department policy that the maximum time for holding a departmental assistantship is two (2) years. Applications and deadlines for assistantship are available on the Department’s Website.

1. **Program for Instructional Excellence (PIE) Workshop Series.** All new graduate students who are teaching for the first time are required to attend the teaching workshop. The workshops are held during the week before classes each Fall semester. The workshops provide instruction in teaching and gives critical information on university and department teaching policies.

2. **Graduate Assistantship (GA) assignments** are made by the Department Chair. The primary considerations in making GA assignments are the needs of the department and the expertise and dependability of the individual graduate students. However, the wishes of the faculty and graduate students are also taken into account. The Department Chair asks the graduate students which assignments they would prefer; the faculty are also asked which students they want as their GA. Every effort is made to accommodate all parties; however, fluctuations in course enrollment and course offerings do not always provide that everyone can be accommodated. Most GA’s are assigned responsibility for teaching in laboratory sections. The standard GA assignment is responsible for teaching three sections of a laboratory section that meets once a week for two hours. However, some courses may differ in format but the GA assignments are balanced to keep the work load approximately the same for all GA’s.

Specific GA duties, both in and out of the class, are defined by the faculty member in charge of the course (course instructor). Unsatisfactory performance by a GA may result in forfeiture of the assistantship. In general, a GA is expected to work on assistantship activities for an average of 20 hours per week, although some weeks may vary. Each GA is expected to be on campus and available to work starting one week before classes and to remain until course grades are submitted on the Tuesday after final exam week or until the course instructor indicates the GA may leave.
3. **Waivers.** Graduate students appointed to at least one-fourth time assistantships are eligible for matriculation waivers for the period of appointment in accordance with University policy. These provide a waiver of the in-state fees only. Students are still responsible for activity, athletic, health fees, etc. Students must be taking a minimum of 10 credit hours in order to receive waivers. Waivers are cancelled if the student withdraws from the University, drops below the required academic load, or terminates the assistantship. Waivers do not cover any dropped classes. The student will be responsible for any fees assessed.

4. **Taxes on Stipends.** The IRS has ruled that student assistantships are not tax exempt. However, some foreign countries have treaties with the U.S. and individuals from those countries may be tax-exempt. Questions about taxes (especially prior returns) should be directed to the Internal Revenue Service.

5. **Summer Appointments.** Students on summer assistantships must be enrolled in the number of credits hours in accordance with university and department policies. For summer term, full time enrollment for graduate assistants varies with the session.

6. **Responsibilities.** Specific work assignments are made each semester and the student’s performance is evaluated at the end of each semester. Below is a list of responsibilities.

   a. **Graduate Teaching Assistants have the following responsibilities:**

      Make steady progress toward your degree including good academic performance while taking at least the required minimum course load each semester. Perform assigned assistantship duties in an effective and timely manner. You must submit any changes prior to implementation to your supervising faculty member for review. Your faculty supervisor will provide you with a copy of your course syllabus and outline. For the benefit of your students, be as explicit and complete as possible concerning the requirements of the course, grading policy, assignments, and office hours. Two copies of the approved syllabus must be submitted to the Department office. Post and keep office hours as required by University policy. Provide your schedule (Courses enrolled in, courses teaching, and office hours) to the Department Office Manager. Discuss any special situations or problems concerning the assistantship with the supervising faculty member. Adhere to the University policy on final examination scheduling. Prepare and submit your final grades at the end of the term in accordance with University policy.

   B. **Teaching Assistantship Training - Program for Instructional Excellence (PIE)**

   The RMPD Department is an active participant in the University Program for Instructional Excellence (PIE) and requires all graduate teaching assistants to participate in this program through the following actions:

   1. First-year teaching assistants will participate in the fall orientation program during the week prior to the fall semester. All teaching assistants are expected to participate in at least one of the applicable scheduled workshop series offered each term. The workshops cover all aspects of undergraduate teaching at Florida State University and will provide techniques for improving teaching instruction. Possible topics include lecturing, strategies for active learning, leading effective discussions, and sexual harassment.
2. Individual consultations with a PIE member are available on an appointment or walk-in basis. Teaching assistants can receive assistance with "problem areas" and with course design, teaching techniques, and a variety of other areas. Also contact the program for a copy of Teaching at FSU, a resource book for instruction. This resource book will help graduate teaching assistants understand what is expected of them.

3. Registration information for the above program and working series can be obtained from the RMPD Department or from: http://learningforlife.fsu.edu/ctl/collaborate/pie/associatesprogram.cfm

Read/study supplemental material to strengthen your knowledge/skills in the areas being taught. Within the realm of training, the Department Chair will provide graduate assistants with a clear statement of their responsibilities, performance expectations, evaluation procedures, and grading and information about academic/administrative policies, procedures and support affecting the requirements of the assistantship, and be available to graduate assistants to assist them in resolving problems, which they may encounter regarding the requirements of the assistantship. The Chair may involve graduate faculty to assist and counsel with graduate assistant in performing their responsibilities.

C. Teaching Assistant Requirements

1. Attend TA training sessions/workshops held by the Department and University prior to the beginning of the Fall Semester and during the first week of Spring semester.

2. Attend weekly assistantship preparation meetings with the supervising faculty member. Less frequent meetings may be required for some assignments.

3. Your supervising faculty member may have you attend course lectures lab sections as needed to be prepared for the teaching assignment.

4. Mandatory attendance at the Program for Instructional Excellence (PIE) Conference.

XI. SCHOLARSHIPS/FELLOWSHIPS

A. College Scholarships/Fellowships

Applications for these funds can be obtained when they are announced by the College of Human Sciences Scholarship Committee (usually Spring semester). Applications can be obtained from the: http://www.chs.fsu.edu/apps/index.php?module=scholapps

Additional stipulations which apply to specific scholarship or fellowship are described on the application forms. Information can be obtained on the college website, www.chs.fsu.edu/

1. Hallie Deaton Choate Scholarship - Must be a full-time student in good academic standing in CHS and must provide evidence of merit and need. Applications requested during Spring semester.

2. Florence Smith McAllister Endowed Fellowship - Must be a full-time (9 semester hours) student and have maintained a 3.75 GPA. Must provide evidence of outstanding character, leadership and participation in university activities.

3. Wilson-Sitton Scholarship - Must have been enrolled for one semester and have maintained a 3.50 GPA for initial award and a minimum 3.25 GPA in the renewing year. Available to undergraduate and graduate students on an alternate basis.
4. **Costa and Emma Kittles Scholarship** - Available to African-American students majoring in any area in the College of Human Sciences, who (1) have completed at least one semester of study in the College; (2) have a GPA of 2.25 or above; (3) demonstrate a potential for successful completion of the graduate/undergraduate degree pursued in the College.

B. **University Fellowships** - The Florida State University recognizes high academic achievement and awards competitive fellowships to graduate students. Specific contact information regarding the following fellowships can be found at the following web address: [http://www.gradschool.fsu.edu/Funding-Awards/Graduate-School-Fellowships](http://www.gradschool.fsu.edu/Funding-Awards/Graduate-School-Fellowships)

C. **Professional Organization Scholarships / Fellowships** - The International Textiles and Apparel Association (ITAA) provides fellowships and awards. ITAA Scholarships are listed on their website. Students at FSU are eligible for the Eastern Region Commemorative Fellowship (for all beginning Master’s level students). To apply, you must be an ITAA graduate student member, have experience in and contributions to the textiles and clothing profession including but not limited to involvement / leadership in professional organizations; statement of professional goals; academically sound background and high level of scholarship, with a balance of study in textiles and clothing and supporting disciplines; potential for future contributions to and leadership in the textiles and clothing profession; potential for successful completion of an advanced degree. For more information, please logon their website [http://www.itaaonline.org/](http://www.itaaonline.org/)

XII. **DEPARTMENT SERVICES AND COMMUNICATION**

A. **Graduate Offices**
   All graduate assistants will share office space in Sandels Building. The space is equipped with desks, chairs, filing cabinets, and computers.

B. **Your responsibilities when using the Graduate Office space**
   Respect others using the space. The area is intended to be a study/work area, and all activities in the room should be compatible with this intent. Keep doors locked when not in use to protect graduate student and department possessions.

C. **Door Keys, Classroom and Building Access**
   Keys for the offices and outdoor building access are acquired by working with the RMPD Office Manager. Teaching assistants may also need access to specific classrooms or labs. Upon termination of employment at the University, keys must be returned to the RMPD Office Manager.

D. **Mailboxes**
   All graduate students are assigned a mailbox in the graduate student office for university mail, notices, and other appropriate material related to the graduate program and graduate assistantship tasks and assignments. Please check the mailbox regularly. Your regular mail should be delivered to your local address.

E. **Office Supplies**
   The department covers costs and supplies the items necessary to carry out assistantship duties. This includes such items as pens, pencils, etc. Printing codes for the copy room and department labs are available for teaching assistants; the RMPD Office Manager will provide necessary codes.

*Copying and printing personal or classwork is not allowed.*
F. College of Human Sciences Graduate Computer Lab
The College of Human Sciences (CHS) has a Graduate Computer lab located on the 2nd floor of Sandels. There are computers, printers and scanners for use. The computers have Office 2003, Photoshop CS, Pagemaker 7.0, Illustrator CS, Dreamweaver MX, Flash MX, SPSS 15, and Acrobat 6.0. Students get space to save files. Access to the room can be obtained by contacting CHSTechSupport@fsu.edu

For further information: http://chs.fsu.edu/technology/

G. Wireless Access
Sandels Building and other areas on the FSU campus are wireless. If you have a laptop you will be able to access the internet from nearly anywhere.
### APPENDIX 1: TELEPHONE NUMBERS AND OFFICE LOCATIONS

<table>
<thead>
<tr>
<th>Staff</th>
<th>Phone #</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>RMPD Main Office</td>
<td>644-2498</td>
<td>332 SAN</td>
</tr>
<tr>
<td>Ms. Christine Kiff, Office Administrator</td>
<td>644-3779</td>
<td>332C SAN</td>
</tr>
</tbody>
</table>

**COLLEGE OF HUMAN SCIENCES**

#### Dean’s Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone #</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Michael Delp, Dean</td>
<td>644-1281</td>
<td>242J SAN</td>
</tr>
<tr>
<td>Dr. Lynn Panton, Graduate Student Coordinator</td>
<td>644-4685</td>
<td>242A SAN</td>
</tr>
<tr>
<td>Ms. Tara Hartman, Academic Support Specialist</td>
<td>644-7221</td>
<td>242M SAN</td>
</tr>
<tr>
<td>Ms. Mary-Sue McLemore, Academic Support</td>
<td>644-1117</td>
<td>242M SAN</td>
</tr>
<tr>
<td>Ms. Josette Causseaux, Coordinator of Research Programs</td>
<td>644-4727</td>
<td>242O SAN</td>
</tr>
</tbody>
</table>

**FLORIDA STATE UNIVERSITY CONTACT NUMBERS**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone #</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Ticket Office</td>
<td>378-6653</td>
<td>UCC 1300</td>
</tr>
<tr>
<td>Campus Recreation</td>
<td>644-0548</td>
<td>LRC 210</td>
</tr>
<tr>
<td>Card Center</td>
<td>644-7777</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.fsucard.fsu.edu/">http://www.fsucard.fsu.edu/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Garage – Woodward Avenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Center</td>
<td>644-6431</td>
<td>1200 DSC</td>
</tr>
<tr>
<td><a href="http://www.career.fsu.edu">http://www.career.fsu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 South Woodward Avenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Center for Intensive English Studies (CIES)</td>
<td>644-4797</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Fl Eppes Francis Hall</td>
</tr>
<tr>
<td><a href="http://cies.fsu.edu/">http://cies.fsu.edu/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:cies@admin.fsu.edu">cies@admin.fsu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Congress of Graduate Students (COGS)</td>
<td>644-1811</td>
<td>SLC 245</td>
</tr>
<tr>
<td><a href="http://sga.fsu.edu/cogs/">http://sga.fsu.edu/cogs/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room 245 Student Life Building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling Center (Students)</td>
<td>644-2003</td>
<td>SLB 201</td>
</tr>
<tr>
<td><a href="http://counseling.fsu.edu/">http://counseling.fsu.edu/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>644-0539</td>
<td>UCA A4400</td>
</tr>
<tr>
<td><a href="http://financialaid.fsu.edu/">http://financialaid.fsu.edu/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FSU Graduate School Office</td>
<td>644-3501</td>
<td>WES 314</td>
</tr>
<tr>
<td><a href="http://www.gradschool.fsu.edu/About-Us">http://www.gradschool.fsu.edu/About-Us</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Center – Wellness Center</td>
<td>644-6230</td>
<td>960 Learning Way</td>
</tr>
<tr>
<td><a href="http://healthcenter.fsu.edu/">http://healthcenter.fsu.edu/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td>Phone</td>
<td>Location</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Office of Graduate Fellowships and Awards</td>
<td>645-0850</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INFORMATION (FSU Directory Assistant)</td>
<td>644-2525</td>
<td></td>
</tr>
<tr>
<td>Center for Global Engagement</td>
<td>644-1702</td>
<td></td>
</tr>
<tr>
<td>Libraries - <a href="http://www.lib.fsu.edu">www.lib.fsu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dirac Science</td>
<td>644-3079</td>
<td></td>
</tr>
<tr>
<td>Strozier</td>
<td>644-1486</td>
<td></td>
</tr>
<tr>
<td>Parking and Transportation Services</td>
<td>644-5278</td>
<td>UCC 5406</td>
</tr>
<tr>
<td>Police – FSU</td>
<td>644-1234</td>
<td></td>
</tr>
<tr>
<td>Postal Services 800 West Madison</td>
<td>644-2794</td>
<td></td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>644-1050</td>
<td>UCA 3900</td>
</tr>
<tr>
<td>Student Disability Resource Center</td>
<td>644-9566</td>
<td></td>
</tr>
<tr>
<td>Student Financial Services</td>
<td>644-9452</td>
<td>UCA 1500</td>
</tr>
<tr>
<td>Student Government</td>
<td>644-1811</td>
<td>OGC 205A</td>
</tr>
</tbody>
</table>

**RELOCATION & OTHER HELPFUL NUMBERS**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Village (Graduate Student/Family Housing)</td>
<td>644-2860</td>
<td></td>
</tr>
<tr>
<td>Comcast Cablevision</td>
<td>574-4000</td>
<td></td>
</tr>
<tr>
<td>Tallahassee Democrat (Newspaper)</td>
<td>599-2100</td>
<td></td>
</tr>
<tr>
<td>Utilities, City of Tallahassee (new service)</td>
<td>891-4968</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 2: RESOURCES

A. GradSpace - Please visit GradSpace, the Graduate School's Blackboard site for all graduate students. GradSpace may be found within Blackboard, generally under “My Organizations”. This site is packed with graduate information, including general information, publications, policies and procedures, forms, and theses/dissertation information.

All Electronic Thesis, Treatise and Dissertation information can now be found on The Graduate School’s Blackboard websites. All ETD content and information is located in the “Thesis, Treatises and Dissertations submenu, found on the left hand side of the screen. You should access the “GradSpace” webpage. In order to submit your manuscript successfully, you must adhere to the formatting rules found in the “Guidelines and Requirements,” as well as the deadlines outlined for the semester you plan to graduate. For additional information about GradSpace please contact the Manuscript Clearance Advisor in The Graduate School, at (850) 644-3501.

B. FSU Graduate Student Handbook - The Graduate Student Handbook contains information concerning resources at FSU, degree requirement, Electronic Thesis, Treatises, and Dissertations Guidelines, and more. Found on blackboard.

C. New Graduate Student Checklist - Along with the Graduate Student Handbook, the new graduate student checklist will help in organizing the steps and things you need to do before the first day of classes. The document can be found on the graduate studies website near the end of the page. [http://gradschool.fsu.edu/Information-For/New-Current-Students/Graduate-Student-Handbook](http://gradschool.fsu.edu/Information-For/New-Current-Students/Graduate-Student-Handbook)

D. FSUyou - FSUyou contains information for academics, campus life, career center, and communications. Link to the secure app section of blackboard to register for classes, check transcripts, update personal information and other information.

E. [http://studentsfirst.fsu.edu/](http://studentsfirst.fsu.edu/)

F. FSU Calendars and Registration Guides - The Academic Calendar and Registration Guide are compiled and continuously updated by the University Registrar, Office of Academic Publications. Dates listed on the Academic Calendar include: Registration, Fee Payment, Drop/Add, and University recognized holidays.

A printed version of the Academic Calendar can be found each semester in the Registration Guide, ([http://registrar.fsu.edu/](http://registrar.fsu.edu/)). Dates and times listed in the Registration Guide are subject to change. Students should refer to the online Academic Calendar for the most up-to-date information.