



PennState
College of Health and
Human Development

School of Hospitality Management



College of Health and Human Development

2017-2018

Graduate Resource Guide and Student Handbook

**School of Hospitality Management
The Pennsylvania State University
201 Mateer Building
University Park PA 16802
814-865-1853
www.hhdev.psu.edu/shm**

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Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce. This publication is available in alternative media on request. Revised 9/17

SCHOOL OF HOSPITALITY MANAGEMENT
Faculty and Staff Directory

Name	Office Phone	Office Address	Email	Title
Ahlgren, Mike, Ph.D.	814-863-8981	122 Mateer	MBA13@PSU.EDU	Teaching Assistant Professor, Directory of Gaming Initiatives
Bartlett, Bart, Ph.D.	814-863-7443	201F Mateer	BARTB@PSU.EDU	Associate Director, Associate Professor
Black, Brian, B.S.	814-865-6728	201H Mateer	BAB180@PSU.EDU	Director of Hospitality Industry and Alumni Relations
Bordi, Peter, Ph.D.	814-863-3579	124 Mateer	PLBJR@PSU.EDU	Associate Professor, Director of the Center for Food Innovation
Burckhard, Donna, B.A	814-865-1853	201 Mateer	DES5195@PSU.EDU	Administrative Assistant
Cliette, Brian, M.S.	814-865-1204	220 Mateer	BAC45@PSU.EDU	Instructor
Cooper, Kim M.B.A.	814-863-8993	231 Mateer	KJC187@PSU.EDU	Instructor
Davis, Mandee	814-863-0840	201D Mateer	ACS5022@PSU.EDU	Office Manager, Assistant to the Director
Egan, Beth, M.Ed.	814-863-7539	214 Mateer	BETHEGAN@PSU.EDU	Senior Instructor
Golas, Jacqueline, B.S.	814-865-1854	201G Mateer	JJK146@PSU.EDU	Programs and Events Manager
Heim, Jeff, M.H.R.I.M.	814-865-7990	213 Mateer	JVH4@PSU.EDU	Senior Instructor, Academic Adviser
Impelitteri, Kim, B.S.	814-863-3588	123 Mateer	KAC104@PSU.EDU	Research Technologist, Center for Food Innovation
Jackson, Ruth Ann, M.B.A	814-863-5437	225 Mateer	RAL10@PSU.EDU	Director of Hospitality Leadership Institute, Instructor
Jolly, Phillip, Ph.D	814-863-2210	223 Mateer	PMJ12@PSU.EDU	Assistant Professor
Kelley, Paul, M.B.A.	814-863-3956	226 Mateer	PJK20@PSU.EDU	Instructor
Kidd, Bill	814-863-4847	228 Mateer	WRK2@PSU.EDU	Instructor
Lawson, Mitchell, M.B.A.	814-867-3822	234 Mateer	MTL15@PSU.EDU	Instructor
Lee, Seoki, Ph.D.	814-863-7442	217 Mateer	SZL120@PSU.EDU	Associate Professor
Mattila, Anna, Ph.D.	814-863-5757	224 Mateer	ASM6@PSU.EDU	Marriott Professor, Professor-in-Charge of Graduate Program
Mount, Daniel, D.B.A.	814-863-2675	227 Mateer	DMOUNT@PSU.EDU	Associate Professor, In charge of International Studies & Students
Noone, Breffni, Ph.D.	814-865-7128	201 Mateer	BMN2@PSU.EDU	Associate Professor
Oberlin, Brenda	814-867-2170	201A Mateer	BLC20@psu.edu	Undergraduate Program Specialist
O'Neill, John, Ph.D.	814-863-8984	216 Mateer	JWO3@PSU.EDU	Professor, Director of the Center for Hospitality Real Estate Strategy
Parkes, Jennifer	814-863-1448	201K Mateer	JQP4@PSU.EDU	Graduate Program Specialist
Quadri-Felitti, Donna, Ph.D.	814-863-0081	201E Mateer	DLQ3@PSU.EDU	Director and Associate Professor
Rachau, David, M.Ed.	814-865-7033	212 Mateer	DQR5@PSU.EDU	Academic Advisor
Ranjeva, J.P., M.B.A.	814-863-3370	232 Mateer	JUR23@PSU.EDU	Senior Instructor
Regopoulos, Peter, M.B.A.	814-867-2298	221 Mateer	PCR11@PSU.EDU	Senior Instructor
Ruth, George, M.S.	814-863-0566	233 Mateer	GBR10@PSU.EDU	Senior Instructor
Sharma, Amit, Ph.D.	814-865-0126	218 Mateer	AUS22@PSU.EDU	Professor, Director of Food Decision Research Lab
Tews, Michael, Ph.D.	814-863-7130	121 Mateer	MJT17@PSU.EDU	Associate Professor
Van Hoof, Bert, Ph.D.	814-863-0009	219 Mateer	HBV1@PSU.EDU	Professor
Verbeeten, Marja, Ed.D.	814-865-6673	222 Mateer	MJV13@PSU.EDU	Teaching Associate Professor
Zimmerman, Michael	814-863-6665	201B Mateer	MRZ3@PSU.EDU	Budget/Finance Assistant

SHM Graduate Faculty Research Interests:

Bartlett, Bart	Ph.D. Penn State University	Job Satisfaction, Job Design, Multiculturalism
Bordi, Peter	Ph.D. Penn State University	USDA “Farm to School,” Cancer Study with Nutrition Department, Product Development
Jolly, Phil	Ph.D. University of Houston	Research Interests are Diversity, Inclusion in Organizations, Compensation, Benefits, and Leadership
Lee, Seoki	Ph.D. Penn State University	Corporate Social Responsibility, Internationalization, Financial Distress and Equity Valuation
Mattila, Anna	Ph.D. Cornell University	Service Encounters, Service Recovery, Customer Emotions, Servicescape
Mount, Daniel	D.B.A. U.S. International University	Service Recovery, Satisfaction, Survey Design, and Analysis
Noone, Breffni	Ph.D. Cornell University	Services Operations Management, Revenue Management, Consumer Behavior, Customer Satisfaction, Customer Relationship Management
O’Neill, John	Ph.D. University of Rhode Island	Strategic Planning, Lodging Management, Real Estate Valuation
Quadri-Felitti, Donna	Ph.D. Iowa State University	Social Media, Digital Marketing, Experience Economy
Sharma, Amit	Ph.D. VA Polytechnic Institute and State University	Financial Management, Entrepreneurship and Economic Development
Tews, Michael	Ph.D. Cornell University	Human Resource Management
Van Hoof, Hubert	Ph.D. Arizona State University	Hospitality Management Education, Public Policy Issues in Tourism and Recreation

MS Programs Prerequisites:

- 1 year of work experience in the hospitality industry
- Undergraduate degree

Program Requirements (36 credits): General (core) requirements (13 credits), Research Methods (12 credits), Discipline-based courses (18 credits), and Advisor-Approved Electives (12 credits)

I. Methods Courses (9 credits)

HM 503 (3 cr) – Research Methods in HM (required)

6 Credits of Methods Courses:

Stat 500 (3)

Stat 501 (3)

II. Colloquium – HM 590 (4 credits)

III. Concentration Courses (15 credits)

These are courses that build a focused hospitality research area. The student's concentration area and concentration area courses will be defined in consultation with the student's advisor and thesis committee. This MUST include 6 credits of HRIM graduate-level courses, excluding independent study courses.

IV. Thesis Research – HM 600 (6 credits)

M.S. Thesis Required (to be presented at SHM Research Mixer), Date Defended

If a MS student decides to change advisors in the 2nd semester, send request in writing to the PIC and the reason for the change.

Date Student Participated in the Graduate Exhibition (required)

V. Deficiency and Provisional Courses:

It is critical that these course/requirements be addressed as it can affect the student's standing in the Program and has the potential to delay graduation.

Examples of Possible Hospitality Research Concentration Areas:

Consumer Behavior
Hospitality Real Estate Management
Small Hospitality Business Management
Sales and Marketing
Financial Management
Human Resources Management
Strategy
Operations Management
Branding
New Product Development
Revenue Management
Food Decision Making

Doctor of Philosophy Degree (Ph.D.):

This advanced graduate program is designed for individuals who wish to become hospitality researchers and/or professors at the college and university level. Students' programs are individualized to ensure that, in addition to a mastery of the scope of knowledge in hospitality management, they also have the ability to complete significant research in a focused hospitality management area.

Program Prerequisites:

The equivalent of a master's degree with an undergraduate or graduate degree in HM and a minimum of 1 year of hospitality work experience.

Program Requirements (minimum of 55 credits):

I. General Core Requirements (13 credits):

Courses may not be counted twice under any of the areas. No more than 9 credits in total of independent study coursework may be counted toward the minimum degree requirements (with no more than 6 credits of independent study counting toward the requirements of any one area).

HM 590 (4 cr. total - Colloquium) – This course is a sequence of four-semester seminars (1 credit each) which consist of a series of individual presentations by faculty, students or outside speakers. One semester seminar will focus on “Research,” one on “Higher Education,” and one on “Philosophy of Science.” The order in which the seminars are taken is not restricted, each seminar stands alone, and each seminar is not a prerequisite to the following seminar.

HM 585 (3 cr. - Seminar in HM) - an in-depth exploration of hospitality research issues and research literature (prerequisites: HM 503 (or equivalent) and 6 credits of statistics beyond STAT 500 and two year of full-time doctoral coursework.

HM 586 - Research Methods and Evaluation in HM (3 credits) advanced graduate hospitality research methods and design

HM 503 (3 cr. - Research Methods in HM)

II. Statistics and Quantitative Methods (minimum of 12 credits):

III. Discipline-Based Courses (minimum of 18 credits)

Courses selected will build an HRIM concentration specialty area.

IV. Advisor Approved Electives (minimum of 12 credits)

The student must select a supporting area which emphasizes course work outside of the HM program. The student's outside committee member should represent the outside supporting area.

V. Dissertation

VI. Provisional Courses – these courses do not count toward the credits required for the degree

It is critical that these courses/requirements be addressed as they can affect the student's standing in the Program and has the potential to delay graduation

Verification of master's degree completed (date)

Three article submissions to refereed journals.

Date Student Participated in the Graduate Exhibition (required):

Additional doctoral degree requirements:

All candidates are required to demonstrate a high level of competence in the use of the English language. Competence in English is assessed for all students prior to admission into the program via their written application statements, their GRE/GMAT test results, and the faculty SKYPE interview. In

addition, international students must take the TOEFL exam and be tested by the University prior to the first week of class of their initial semester. Students may be given provisional reading, writing, and/or Speech Communication courses depending on the outcome of their English language evaluations. These provisional course credits will not count toward the student's Ph.D. program. **Notes:** Any request for substitution/change in the candidate's program must be submitted in writing to the PIC and written approval must be received before the courses will be counted towards the program requirements.

LIST OF HM GRADUATE COURSES TAUGHT:

[HM 503](#)**Research Methods in Hospitality Management** (3) An introduction to the process of research; problem-solving approaches; the research proposal and the development of the research question.

[HM 511](#)**Services Marketing for the Hospitality Industry** (3) Hospitality services marketing.

[HM 585](#)**Seminar in Hospitality Management** (1-9) This course is a doctoral seminar in HM that addresses the conceptual foundations of the HR&IM knowledge base.

[HM 586](#)**Research Methods and Evaluation in Hospitality Management** (1-9) This course is a doctoral seminar in HM that addresses various research methodologies and evaluation procedures that are applicable to HM.

[HM 590](#)**Colloquium** (1-3) Continuing seminars which consist of a series of individual lectures by faculty, students, or outside speakers.

[HM 594](#)**Research Topics** (1-18) Supervised student activities on research projects identified on an individual or small group basis.

[HM 595](#)**Internship** (1-18) Supervised off-campus, nongroup instruction, including field experiences, practicums, or internships. Written and oral critique of activity required.

[HM 596](#)**Individual Studies** (1-9) Creative projects, including nonthesis research, which are supervised on an individual basis and which fall outside the scope of formal courses.

[HM 597](#)**Special Topics** (1-9) Formal courses given on a topical or special interest subject which may be offered infrequently.

[HM 599](#)**Foreign Studies** (1-2 per semester/maximum of 4) Courses offered in foreign countries by individual or group instruction.

[HM 600](#)**Thesis Research** (1-15) No description.

[HM 601](#)**Ph.D. Dissertation Full-Time** (0) No description.

[HM 602](#)**Supervised Experience in College Teaching** (1-3 per semester, maximum of 6) No description.

[HM 610](#)**Thesis Research Off Campus** (1-15) No description.

[HM 611](#)**Ph.D. Dissertation Part-Time** (0) No description.

HM Ph.D. EXAMS

Candidacy Exam (given after the student's second semester)

The purpose of the Candidacy Exam is to evaluate doctoral students' progress and demonstrated ability early in their course of study. The exam will assess whether the student is capable of conducting doctoral research based on evidence of critical thinking or other measures that the program's faculty view as important to a successful doctoral student.

A student must sit for the Candidacy Exam after at least 18 credits are earned in graduate courses (usually after the second semester). The student must be enrolled full-time for the semester in which the exam is administered. All deficiencies and provisions must have been met with no NG (no grade) or DF (deferred grade) still outstanding. In addition, a student must have a 3.0 grade-point average. The Candidacy Exam will be administered once a year, in May. In the fall semester, students will be given an Operational Procedures Manual for the Candidacy Exam.

The Candidacy Exam is comprised of the following components: a) Written Proposal (See Appendix for further details) and oral exam.

The Written Proposal is scored by the student's mentoring committee. Recommendations are submitted to the HM Graduate Faculty and all results are finalized the Graduate Faculty.

Comprehensive Exam (at the end of coursework, usually after the third year)

The HM Written Comprehensive Exam will be after a Ph.D. candidate has completed all course work. The exam is discipline-based and administered by the candidate's chair and committee. The student must be enrolled full-time for the semester in which the exam is administered (excluding summers). All deficiencies and provisions must have been met with no NG (no grade) or DF (deferred grades) still outstanding. In addition, a student must have a 3.0 grade-point average.

After successfully passing the Written Comprehensive Exam, candidate will schedule the Oral Comprehensive Exam (proposal defense), providing a three-week notice to the Graduate School of said exam. The doctoral candidate must be enrolled any semester in which this exam is scheduled (including summers), and the same stipulations apply as mentioned in the above paragraph.

*Dissertation Submission to a journal Deadline, 12 Months from final defense, not graduation.

CONCLUSION

The key to success in a graduate degree program depends on your ability to manage yourself, taking the initiative to work with your committee, anticipating hurdles as you progress throughout your program to minimize delays, maintaining regular and open communication with committee chairs to avoid problems and sharing your experience and knowledge with fellow students. Following these steps will greatly enrich your graduate experience as you prepare for a career in academia.

THESIS INFORMATION

- a. Thesis information: <http://www.gradschool.psu.edu/current-students/etd>
- b. How to submit a doctoral dissertation: <http://www.gradschool.psu.edu/current-students/etd/submitdissertation>
- c. How to submit a master's thesis: <http://www.gradschool.psu.edu/current-students/etd/submitthesis>
- d. The thesis office calendar: <http://www.gradschool.psu.edu/current-students/etd/thesisdissertationperformance-calendar>

COMPONENTS OF THE CANDIDACY EXAM

The candidacy exam will be administered once a year in the Spring Semester. Students will be notified in the Fall Semester regarding the dates of the candidacy exam. The Procedural Operations Booklet for the Candidacy Exam will be provided to the students prior to the end of the Fall Semester.

Candidacy Exam Structure and Format

The graduate student (with advice from the chair professor) will form a committee of three graduate faculty members, including the chair. This candidacy committee will work closely with the graduate student throughout the candidacy process, and evaluate them on each of the candidacy exam components 1-4 (See below). Other graduate faculty members will also evaluate the student on these components. However, the candidacy committee will be responsible for making recommendations to the graduate faculty committee to either **Pass** or **Fail** the graduate student.

The following candidacy exam components will be evaluated for the student.

1. Written Proposal
2. Oral Proposal Presentation
3. Statistics:

If a student earns an "A" grade, that is "A-" or better, in both required Statistics courses, Stat 501 and Stat 502, student is excused from sitting for the Statistics question of the Candidacy Exam.

1. Written Proposal

The purpose of the written proposal is to evaluate the candidate's ability to jump-start their research agenda. The candidate will be expected to work independently, but under their committee's guidance, to develop this written proposal. The following will be the broad expectations:

- a) **Structure:** Research purpose, questions, and hypotheses; relevant literature review, methodology, expected results, and expected contributions and implications.
- b) **Format:** Students must follow APA guidelines. Must be no more than 20 pages in length, double-spaced, 12-point font.
- c) **Proposal development:** Proposal development should begin no sooner than the Spring semester preceding the candidacy exam. Candidates will be encouraged to incorporate interdisciplinary aspects in their proposal where appropriate. Expectations from advisors must be limited to 'advice'.
- d) **Deadline:** The written proposal is due no later than 1-week before the scheduled date of the oral presentation of the candidacy exam.

2. Oral Proposal Presentation

The purpose of the oral presentation is to evaluate the candidate's ability to present their research proposal in an academic way. The candidate will be expected to work independently, but under their committee's guidance, to develop this oral presentation. Student will prepare a PowerPoint (or similar electronic) presentation of no more than 20 minutes, followed by Q&A session.

Mentoring Committee and Grading

All students sitting for the Candidacy Exam will form a 3-member mentoring committee (one member will be the student's advisor) as part of the proposal component of the Candidacy Exam. The committee should be established by the end of the fall semester. Please email Anna Mattila (asm6@psu.edu) once your committee is established, listing the members.

1. The proposal will be graded by the Mentoring Committee. It is due to the committee no later than two weeks prior to the Oral Exam. Prior to the oral presentation of each student, the Committee will share the

proposal experience, look at the progress the student has made, and provide feedback on strengths and weaknesses along with any comments.

2. The Oral Exam will be graded by the Mentoring Committee (presentation of the student's proposal). All of the HM Graduate Faculty are encouraged to attend the oral exam to provide developmental feedback and comments.
3. The Mentoring Committee will provide its recommendations to the graduate faculty. The final Pass/Fail grade will be determined by the entire graduate faculty.

FINAL GRADING

A score of 80% is Passing on the component.

REPORTING OF FINAL RESULTS

On the basis of the above **Grading Process**, listed below are the two possible results:

a) Unconditional Pass

a) Fail and no Retake

*The candidate fails the Candidacy Exam with NO retake privilege and has to leave the Program. (See **Appendix I** for an explanation of Termination).*

Please remember that the HM Graduate Faculty meets to discuss the recommendations of the Mentoring Committee. The final results are those as discussed and agreed upon by the entire HM Graduate Faculty.

As the **Final Step** in this process the Professor-in-Charge of the Graduate Program will relay notification. An appeal of the decision can be filed if an advisor believes a student has extenuating circumstances.

School of Hospitality Management Process for Changing Advisors

Upon entry to graduate program, students are assigned an advisor* to mentor them throughout their studies and research endeavors. This assignment is based on students' academic interests and faculty expertise. In most instances, students will remain with the same advisor throughout the course of their graduate studies. In some cases, however, students may wish to change their advisors. This decision should not be made lightly and should involve careful thought and consideration. You are strongly encouraged to discuss the differences or reasons for making a change. Also consider seeking advice from a neutral faculty member (other than the current advisor) or a peer to assess whether a change in advisor for you would be beneficial. Additional information on improving your relationship with a mentor can be found on the graduate school website using this link: <http://www.gradschool.psu.edu/current-students/mentoring/students/>

In the event that a student seeks to change advisors, the student should first contact the existing advisor or the Professor-in-Charge of the Graduate Program (PIC). If the student has chosen to contact the PIC first, the PIC will contact the existing advisor personally. The PIC will also meet with the potential new advisor.

All communication between the student, the existing advisor, and the new advisor will be facilitated by the PIC. Meetings can take place separately or involve multiple people, as appropriate, but require the presence of the PIC. After each meeting, the PIC will provide a written confidential summary to all parties.

In situations where it is not feasible or appropriate for the PIC to facilitate communication (e.g., unavailability or the PIC is also serving as the existing or proposed advisor), then the School Director or the Associate Dean for Research and Graduate Education can serve in this role.

After all parties have met and a resolution has been reached, the internal 'Change of Advisor Form' should be completed and signed by the student, the previous advisor, the new advisor, the PIC, and the Director. This form will be retained in the student's file. The PIC will not authorize a change of advisor until the previous advisor acknowledges that he or she has been informed of the change. A change of committee form must be submitted to The Graduate School for students who are post-Candidacy who have previously formed a committee using The Graduate School 'Committee Appointment/Signature Form.'

*Note: For purposes of this policy, advisor may also refer to the dissertation chair or candidacy exam chair.

International Students Reduced Course Load Request

The Department of Homeland Security requires that international students proceed in a timely fashion toward completion of their degrees, as established by the academic department and (usually) stated on their initial immigration document. Failure to maintain normal progress toward completion of the degree during this period will jeopardize the student's ability to continue academic study, adjust status, or seek future employment in the United States. Because of this, students should not be enrolled less than full-time during fall or spring semester without prior approval of the University Office of Global Programs Directorate of International Student Advising (DISA).

A graduate student is considered full-time if registered for a minimum of 9 credits, excluding courses taken for audit, or if a Ph.D. candidate who has successfully completed all required course work and the written and oral (defense of the dissertation proposal) components of the comprehensive examination and is registered for HM 601. If you have **NOT** completed your required courses and both components of your comprehensive exam in their entirety, the Ph.D. candidate must enroll in HM 600. If enrolled in HM 600, the Ph.D. candidate is **NOT** recognized as a full-time student and must complete a **Reduced Course Load (Academic) form** in the iStart system (<https://istart.gp.psu.edu/>). The academic adviser will be asked through this iStart system to justify the reduced course load. The request will then be forwarded to DISA for final approval.

On rare occasions, and under exceptional circumstances, international students in master's degree programs who have completed all required course work and, if applicable, research for their degree, may be granted an exception to the need to maintain full-time status as defined above, for a limited period (in no case to exceed two semesters), by special petition to DISA in advance of the semester in which the exception is needed. This request must be initiated by the student using the iStart system. Under all circumstances, international students must be enrolled--either full-time or approved by DISA for a reduced course load

Background Check Information

Recent legislation amending [PA Title 23: Domestic Relations, Ch.63: Child Protective Services](#) (passed as [HB 435](#)) changes requirements for background checks effective December 31, 2014. *Please check back often as this site will be updated as we receive further clarification on the requirements.*

[9/1/15 - New Background Check Requirements](#)

All University faculty, staff, and volunteers who are responsible for "the care supervision, guidance or control" of or have "routine interaction" with anyone under the age of 18 must obtain the following clearances prior to working with children, and renew them every three years:

1. Pennsylvania State Police Criminal Background Check (SP-164)
2. Pennsylvania Child Abuse History Clearance Form (CY-113)
3. Federal (FBI) Fingerprint Criminal Background Check (Criminal History Report)

[Submission Instructions - updated 9/1/15](#)

[Resources](#)

- [Child Line Paper Form](#)
- [Child Line Clearance Waiver Form \(for Units submitting in bulk\)](#)
- [Printable Fingerprint Card](#)
- [Provisional Hiring Affirmation Form](#)
- [Volunteer Exemption From FBI Affirmation Form](#)
- [Request for Review of Clearances by HR Division of Recruitment and Compensation](#)
- [PSU Arrest and Conviction Self-disclosure Form](#)
- [Request for Review of FBI Fingerprint Clearance Results from the Department of Education \(DOE\)](#)

HM Ph.D. GRADUATE POLICIES:

- 1. All graduate students must participate in the SHM Research Mixer when offered. As part of these series, students will begin to attend grant workshops, see attached.**
- 2. All Ph.D. Candidates must make at least 3 conference presentations, refereed, prior to graduation. This is in addition, or separate from, the participation at the Graduate Exhibition, which all MS and PhD candidate must participate in at least once before graduating.**
- 3. Three submissions to a refereed journal are required before a PhD candidate is allowed to sit for the final oral exam (Ph.D. final defense).**
- 4. Once the Candidacy Exam is passed in May, a student must submit the Committee Appointment form to the Graduate Administrative Assistant within three months (a copy of said form is included in the Appendices). The results of the Candidacy Exam will not be submitted to the Graduate School until the Committee Appointment form has been submitted to the Graduate Administrative Assistant. (A copy of the Report on Doctoral Candidacy form is included in the Appendices.**
- 5. The majority component of a Ph.D. student's doctoral committee must be represented by the HM Graduate Faculty (that is a faculty member whose focus area is in HM).**
- 6. The Ph.D. Oral Comprehensive Exam is a Defense of the student's dissertation proposal ONLY (stands on its own). It does not include a re-examination of the written exam.**
- 7. All Ph.D. Candidates are expected to teach at least one semester if available, before graduating**
- 8. Graduate students must attend their peer graduate student's final defense.**
- 9. Dissertation Publication Deadline, 12 Months from defense, not graduation.**

Workshops on Grant Writing

The Graduate School is hosting a series of workshops on grant writing for advanced graduate students and postdoctoral scholars throughout the fall semester.

An introductory workshop that assumes no prior experience with grant writing will kick off the series. This workshop will emphasize the basic aspects of grant writing, including types and sources of funding, grant terminology, and characteristics of proposals that have been funded.

The discipline-specific workshops are guided by principal investigators in arts and humanities, engineering, life sciences, medical sciences, physical sciences, and qualitative and quantitative social sciences, and are intended for individuals with some prior grant experience.

The Introductory Workshop is open to all graduate students (regardless of program) and postdoctoral scholars and can accommodate up to 250 attendees. Students and postdoctoral scholars may attend *only one* of the discipline-specific workshops as attendance is limited to 50 participants per workshop.

The Introductory Workshop will be held in the Assembly Room of the Nittany Lion Inn; all other workshops will be in 102 Kern Graduate Building.

For questions about the workshops, contact the [Office of the Dean of the Graduate School](#) at 814-865-2516.

2017 Workshops on Grant Writing

National Science Foundation Proposals
September 27, from 3:00-5:00 p.m.
102 Kern Graduate Building
Presented by David Weiss

Private Foundations Proposals
October 4, from 1:00-3:00 p.m.
102 Kern Graduate Building
Presented by Lee Carpenter

National Institutes of Health Proposals
October 11, from 1:00-3:00 p.m.
102 Kern Graduate Building
Presented by Kent Vrana

For questions about the workshops, contact the Office of the Vice Provost for Graduate Education and the Dean of the Graduate School at 814-865-2516.


Materials are available in alternative media on request.



The Scholarship and Research Integrity at PSU (SARI@PSU) program was launched in fall 2009 to provide Penn State researchers at all career stages with opportunities to identify, examine, and discuss ethical issues relevant to their disciplines.

All scholars (whether undergraduate researchers, graduate students, postdoctoral fellows, research associates, or senior investigators) confront ethical issues in their professions. Each year, thousands of Penn State investigators and research teams conduct research and scholarly activities with integrity that would withstand the highest levels of scrutiny. Unfortunately, however, each year some Penn State personnel are involved in research misconduct allegations, inquiries, and investigations. Advance discussion of core principles and possible scenarios can help inform choices frequently made under pressure, helping to eliminate poor decisions. As a research institution, Penn State has a unique opportunity—and a responsibility—to address these issues in a proactive and deliberate manner.

The SARI@PSU program encompasses content that is both interdisciplinary and discipline-specific, and is composed of two parts: an online course, and an interactive, discussion-based component. The online portion (Part 1), offered through the Collaborative Institutional Training Initiative at the University of Miami (CITI Program), provides a common language and understanding of the history and principles of the responsible conduct of research. The discussion-based component (Part 2) provides an opportunity for in-depth exploration of important issues unique to each field of study. This basic structure can be adapted to create an effective program for scholars at different career stages: from undergraduate researchers, to graduate students and junior faculty, to senior scholars with years of experience. Participation by faculty and students alike will help foster a rich environment for the discussion and practice of scholarly integrity. The SARI@PSU requirements are summarized below:

	Targeted group	Part 1: Online course (CITI)	Part 2: Discussion-based activities	Tracking mechanism
	Undergraduate researchers	yes	optional	Faculty advisor
	Graduate students	yes	5 hours before graduation	Graduate program (or college) tracks; reports to ORP annually
	Postdoctoral fellows	yes	optional	Faculty advisor
	New full-time faculty	optional	2 hours, plus 1 hour continuing education requirement every three years	ORP, in collaboration with faculty self-reporting and enforcement by colleges

More details:

- **Undergraduate researchers, graduate students, and postdoctoral fellows:** Faculty at PSU should ensure that undergraduate researchers and postdoctoral fellows under their supervision complete a CITI Program online course during their first year of research. Undergraduate students who are performing research that may be included in, or lead to, a publication or other research report, should participate in SARI@PSU. Advisors should determine if SARI requirements are appropriate for their students, and monitor participation by their students and fellows. Graduate students' participation in required SARI program activities will be monitored through established departmental or graduate program mechanisms.

SARI@PSU Resource Portal

The SARI@PSU website provides information about the program, access to CITI Program online courses, and forms for reporting participation and contacting SARI administrators.

www.research.psu.edu/orp/sari

CITI PROGRAM

Access CITI Program courses via

citi.psu.edu

using your Penn State Access Account credentials.

Answer the curriculum selection questions to enroll in either the responsible conduct of research (RCR) course or one of the human subjects research (IRB) courses. Graduate students should check with their program to select the appropriate course. *See the note below regarding IRB courses.*

More details about enrollment can be found at the SARI@PSU Resource Portal: www.research.psu.edu/orp/sari

You may log out and return as often as you like to complete the course.

When you have completed the course (with 80% or higher quiz scores), you will receive a link to your completion report.

SPECIAL NOTE for users who also need training for IRB approval: Only certain CITI Program courses are accepted for IRB purposes (but IRB training may usually be used to fulfill SARI@PSU requirements). To avoid taking more than one course, please check with your IRB coordinator if you have questions.

The Office for Research Protections

SARI@PSU was initiated by Penn State's Office of the Vice President for Research and the Graduate School, and is administered by the Education Program in the Office for Research Protections (ORP). ORP provides support to the research community through educational and administrative services, including the administration of compliance committees, assistance with protocol preparation and review, and offering workshops and training in the responsible conduct of research. The ORP is located in Innovation Park, at 205 The 330 Building. More information can be found at www.research.psu.edu/orp.

Questions? We're happy to help! sari@psu.edu

Graduate Program in Scholarship and Research Integrity

College of Health and Human Development

The Pennsylvania State University Academic Year

Commencing academic year 2009-2010, all students entering any Masters or Doctoral program in the College of Health and Human Development (CHHD) will be required to undertake training in Scholarship and Research Integrity (SARI). CHHD offers graduate degrees in eight programs: Biobehavioral Health; Communication Sciences and Disorders; Health Policy and Administration; Hospitality Management; Human Development and Family Studies; Kinesiology; Nutritional Sciences; and Recreation, Park, and Tourism Management. In addition, the College participates in three intercollege graduate programs: Genetics, Neuroscience, and Physiology. The SARI requirement will be included in online descriptions of all CHHD graduate programs and described to new student recruits during orientation. The SARI program in CHHD will couple disciplinary breadth with maximum flexibility in order to accommodate the broad range of scholarship and student interests found within our departments and centers. It will consist of three complementary components: 1) a university component consisting of an online program offered through the Office of Research Protections (ORP), 2) a CHHD component consisting of a series of interactive sessions aimed at the timely exploration of universal issues related to the responsible conduct of research, and 3) a departmental component consisting of approved content in discipline-specific research ethics and integrity. Consistent with University guidelines, all students will complete a minimum of ten (10) hours of SARI training, one-half (5 hours) of which must include the online university component taken in the first year of graduate study. The remaining five hours may be customized and distributed within the university-wide, college-wide or departmental offerings as determined by each student in consultation with his or her advisor. Doctoral students must meet the entire ten-hour minimum requirement prior to taking their candidacy examination while Master's students must fulfill the requirement in order to graduate.

University Component

The SARI Resource Portal (<http://www.research.psu.edu/orp/sari/>) offered by the Office of Research Protections provides access to the required online training program specifically designed for Penn State by the Collaborative Institutional Training Initiative (CITI: www.citiprogram.org). Information, teaching tools, and links to other resources to support SARI program activities are also provided. The CITI program currently offers Responsible Conduct of Research (RCR) courses in four domains: the Biomedical Sciences, the Social and Behavioral Sciences, the Physical Sciences and Engineering, and Humanities. Students must select at least one of these four courses (or other courses as they become available) in accordance with their chosen field of study.

Students should forward a copy of the certificate indicating that they successfully completed a CITI course to their graduate administrative support person for record-keeping purposes. Students may also earn up to two hours of SARI credit from ORP sponsored RCR workshops and seminars toward the ten hour requirement.

Health and Human Development Component

CHHD will offer three 100 minute RCR workshops per academic year, two during fall semester and a third during the spring term. Each workshop will be in the evening, beginning with a light meal or finger foods at 5:00 pm and then followed by an interactive, discussion-based session to run between 5:20 until 7:00 pm. Workshops will be open to all CHHD graduate students and will be announced college-wide approximately one month prior to the scheduled date. Attendance will be recorded using college forms specifically designed for SARI documentation. The form will specify the workshop attended, the total hours and dates of delivery of delivery and the signatures of student and course instructor to verify delivery and attendance.

The college component of the SARI program will focus on more universal issues related to ethical scholarship and the responsible pursuit of research irrespective of discipline. A non-comprehensive list of potential topics is provided below.

- Acquisition, management, sharing, and ownership of data
- Publication practices and responsible authorship
- Conflict of interest and commitment
- Research misconduct
- Peer review
- Mentor/trainee responsibilities
- Collaborative science
- Human subjects protections
- Animal welfare
-

Workshops will be delivered by instructors trained by ORP staff in the effective delivery of RCR educational materials. Two to three trained instructors will direct each workshop. The typical format will include short introductory lectures and/or case study presentations with heavy doses of Socratic questioning, explorative breakout sessions either with the entire class, in small groups or in pairs and a final closing session to summarize findings and opinions.

CODE OF CONDUCT, Judicial Affairs

The Code of Conduct describes behaviors that are inconsistent with the essential values of the University community. Intentionally attempting or assisting in these behaviors may be considered as serious as engaging in the behavior. A person commits an attempt when, with intent to commit a specific violation of the Code of Conduct, he/she performs any act that constitutes a substantial step toward the commission of that violation. Many Code items are supported by University Policy Statements. The Code of Conduct Charge Codes can be found within the Judicial Affairs Reference and Training Manual at <http://www.sa.psu.edu/ja>. The Code of Conduct behaviors include, but are not limited to:

1. ABUSE/ENDANGERMENT/HAZING OF A PERSON: Physically harming or threatening to harm any person, intentionally or recklessly causing harm to any person or reasonable apprehension of such harm or creating a condition that endangers the health and safety of self or others, including through the facilitation of or participation in any mental or physical hazing activity (also see Policy Statement 8).

2. SEXUAL MISCONDUCT OR ABUSE: The University does not tolerate sexual misconduct or abuse, such as sexual assault, rape (including acquaintance rape) or other forms of nonconsensual sexual activity. Sexual misconduct and abuse can occur between acquaintances or parties unknown to each other. Sexual abuse is attempted or actual unwanted sexual activity, such as sexual touching and fondling. This includes the touching of an unwilling person's intimate parts (defined as genitalia, groin, breast or buttock, or clothing covering them), or forcing an unwilling person to touch another's intimate parts. Sexual misconduct includes, but is not limited to, sexual assault, rape, forcible sodomy or sexual penetration with an inanimate object, intercourse without consent, under conditions of force, threat of force, fear or when a person is unable to give consent because of substance abuse, captivity, sleep or disability (also see Policy AD-12).

3. HARASSMENT CREATING HOSTILE ENVIRONMENT AND HARASSMENT, OR STALKING OF ANY PERSON: Harassment creating a hostile environment is a violation of University policy. Such harassment is a form of discrimination consisting of physical or verbal conduct that (a) is directed at an individual because of the individual's age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status; and (b) is sufficiently severe or pervasive so as to substantially interfere with the individual's employment, education or access to University programs, activities and opportunities.

To constitute harassment creating a hostile environment, the conduct must be such that it detrimentally affects the individual in question and would also detrimentally affect a reasonable person under the same circumstances. This harassment may include, but is not limited to, verbal or physical attacks, threats, slurs, or derogatory comments or threats of such conduct, that meet the definition set forth above. Whether the alleged conduct constitutes prohibited harassment depends on the totality of the particular circumstances, including the nature, frequency and duration of the conduct in question, the location and context in which it occurs and the status of the individuals involved.

General harassment, stalking of any person is a violation of University policy. A person violates this section when, with intent to harass or alarm another, the person (a) subjects the other person or group of persons to unwanted physical contact or the threat of such contact; or (b) engages in a course of conduct, including following the person without proper authority, under circumstances which demonstrate intent to place the other person in reasonable fear of bodily injury or to cause the other person substantial emotional distress (also see Policy Statement 7, and Policies AD-41 and AD-42).

4. WEAPONS, FIREARMS, AND PAINTBALL DEVICES: The possession, storing, carrying, or use of any weapon, ammunition, or explosive by any person is prohibited on all University property except by authorized law enforcement officers and other persons specifically authorized by the University. No person shall possess, carry, or use any fireworks on University property, except for those persons authorized by University and local governments to discharge such fireworks as part of a public display. Paintball guns and paintball markers may only be used on the property of the University in connection with authorized University activities and only at approved locations.

5. FIRE SAFETY VIOLATIONS: Tampering with fire or other safety equipment or setting unauthorized fires.

6. ALCOHOL AND/OR DRUGS: Illegally possessing, using, distributing, manufacturing, selling or being under the influence of alcohol or other drugs. Use, possession or distribution of beverages containing alcohol on University property shall comply with the laws of the Commonwealth of PA and University Policies and Rules. Note: Anyone, including those under 21, serving alcohol to persons under 21 is in violation of both University regulations and state law. Also, simply being present in a residence hall room where a quantity of alcoholic beverages is present and/or being served implies possession. Public drunkenness occurs when a person appears in public when intoxicated to the degree that the person may endanger himself or other persons or property, or annoy persons in the vicinity. (also see Policies AD-18 and AD-33 and "Policy Statement on Beverages Containing Alcohol" in Policies and Rules).

7. FALSE INFORMATION: Intentionally providing false or inaccurate information or records to University officials or employees. Providing a false report of an emergency or University rule or Code violation. Knowingly providing false statements or testimony during a University investigation or proceeding.

8. THEFT AND OTHER PROPERTY OFFENSES: Stealing, vandalizing, damaging, destroying, or defacing University property or the property of others.

9. DISRUPTION OF OPERATIONS: Obstruction or disruption of classes, research projects, or other activities or programs of the University; or obstructing access to University facilities, property, or programs. Disruption is defined as an action or combination of actions by one or more individuals that unreasonably interferes with, hinders, obstructs, or prevents the operation of the University or infringes on the rights of others to freely participate in its programs and services (also see Policy Statement 1).

10. ACADEMIC DISHONESTY: Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

Academic dishonesty includes, but is not limited to, cheating, plagiarism, fabrication of information or citations, facilitation of acts of academic dishonesty by others, unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, and tampering with the academic work of other students (also see Faculty Senate Policy 49-20 and G-9 Procedures).

11. FAILURE TO COMPLY: Failing to comply with reasonable directives from University officials when directed to do so. Failure to provide identification or to report to an administrative office or, when reasonable cause exists, failing to leave University-controlled premises or dangerous situations when directed to do so by properly authorized persons, including police and/or other University staff. This charge may be added to other charges, e.g., when a student fails to leave a residence hall during a fire drill and refuses to leave when directed to do so by a University official.

12. FORGERY/ALTERATION: Making, using or possessing any falsified University document or record; altering or forging any University document or record, including identification, meal or access cards. This includes but is not limited to; forging (signing another's name and/or ID number) or mis-signing key request forms, manufacturing IDs or tickets, altering permits, misuse of forms (letterhead stationery, University forms), and keys to mislead.

13. UNAUTHORIZED ENTRY OR USE: Unauthorized entry into or use of property facilities or University facilities including residence halls, classrooms, offices, and other restricted facilities. Unauthorized entry or use of facilities is referred to in University policy regarding the rights of individuals and the rights of the institution. Specifically, policy refers to an "obligation not to infringe upon the rights of all members of the campus to privacy in offices, laboratories and residence hall rooms, and in the keeping of personal papers, confidential records and effects, subject only to the general law and University regulations." The University also has the right to control use and entry into facilities for reasons of security, safety or protection of property. This includes closing facilities at

specified times. It should also be recognized that an open or unlocked door is not an invitation to enter and use facilities. The same concept applies to computer entry or misuse.

14. DISORDERLY CONDUCT: Engaging in disorderly, disruptive, lewd or indecent conduct. The item includes but is not limited to: inciting or participating in a riot or group disruption; failing to leave the scene of a riot or group disruption when instructed by officials; disruption of programs, classroom activities or functions and processes of the University; creating unreasonable noise; or creating a physically hazardous or physically offensive condition.

15. VIOLATIONS OF UNIVERSITY REGULATIONS: Violating written University policy or regulations contained in any official publications or administrative announcements, including University Computer policies. University policies and regulations are contained in official publications, administrative announcements, contracts and postings (also see Policy AD-20 and Policy Statement 4).

16. VIOLATION OF LAW: Students are members of the campus, local and state communities. As citizens, students are responsible to the community of which they are a part, and the University neither substitutes for, nor interferes with the regular legal or criminal process. Students are also responsible for offenses against the academic community and in some instances student conduct that violates federal, state, or local law may affect a Substantial University Interest on the University community. Because the University expects students to conduct themselves in accordance with the law, student misconduct that occurs on or off the premises of the University that violates any local, state, or federal law will be reviewed by the University. Criminal or civil decision is not a necessary prerequisite for a disciplinary decision nor is it necessary that criminal or civil charges be lodged against the student either before or after a University decision. Therefore, action taken in a civil or criminal court does not free the student of responsibility for the same conduct in a University proceeding.

What is Plagiarism?

Plagiarism is the act of stating or implying *that another person's work is your own*. You commit plagiarism if you:

- a. Submit a paper to be graded or reviewed that you have not written on your own.
- b. Copy answers or text from another classmate and submit it as your own.
- c. Quote or paraphrase from another paper without crediting the original author.
- d. Cite data without crediting the original source.
- e. Propose another author's idea as if it were your own.
- f. Fabricating references or using incorrect references.
- g. Submitting someone else's presentation, program, spreadsheet, or other file with only minor alterations.

This is not a definitive list - any action in which misleadingly imply someone else's work is not your own can constitute plagiarism.

Sometimes the boundaries can be ambiguous, but read the [OWL Avoiding Plagiarism](#) Web site for a good discussion on the boundary between using other people's research and plagiarism.

APPENDICES

Guidelines for Advisor – Graduate Student Interactions

Effective advising, open communication, and ethical professional conduct are essential for a high quality graduate education and research environment. Effective research advising must be based on a commitment to provide every student access to supportive guidance on a range of professional, ethical and collegial issues. A productive research mentorship requires that students are treated respectfully and fairly, and that the research advisor serves as a role model-upholding the highest ethical and professional standards. These guidelines embody many of the best practices used by the majority of our faculty here and elsewhere. They are intended to provide a heightened awareness of the need to consciously establish an effective and productive advisor-student relationship that starts with trust, courtesy, two-way communications, and shared expectations.

Faculty Research Advisor should:

- Promote an environment that is intellectually stimulating, and free of harassment;
- Be supportive, equitable, accessible, encouraging, and respectful;
- Recognize and respect the cultural backgrounds of students;
- Be sensitive to the power imbalance in the student-advisor relationship;
- Avoid assigning duties or activities that are outside students' academic/professional responsibilities
- Respect students' needs to allocate their time among competing demands, while maintaining timely progress towards their degree;
- Advise graduate students on the selections of appropriate course work, an appropriate thesis topic and assist them in selecting a thesis committee;
- Set clear expectations and goals for students regarding their academic performance and research progress;
- Discuss policies and expectations for work hours, vacation time and health contingencies;
- Meet regularly and often with students to provide feedback on research activities and progress;
- Provide students with training and oversight in all relevant aspects of research, including the design of research projects, the development of necessary skills, and the use of rigorous research techniques;
- Avoid placing pressure on students to produce results that support particular hypotheses;
- Devise effective ways of providing students with guidance and supervision during their prolonged absence;
- Provide and discuss clear criteria for authorship at the beginning of all collaborative projects;
- Encourage participation in professional meetings and try to secure funding for such activities;
- Provide career advice, offer help with interview and application preparation, and write letters of recommendation in a timely manner;
- Ensure students receive training in the skills needed for a successful career in their discipline, including oral and written communication and grant preparation as appropriate;

- Acknowledge that some students will pursue careers outside of academia and/or outside their research discipline, and assist them in achieving their chosen career goals;
- Schedule meetings to discuss topics other than research, such as professional development, career objectives and opportunities, climate, laboratory personnel relations, etc;
- Be a role model by acting in an ethical, professional, and courteous manner toward other students, staff, and faculty

Graduate Students should:

- Recognize that they bear the primary responsibility for the successful completion of their degree;
- Exercise the highest ethical standards in all aspects of their research (including but not limited to collection, storage, analysis, and communication of research data);
- Complete all tasks assigned by the department, including teaching, grading and other assistantship responsibilities;
- Know the policies governing graduate studies in the department and the graduate school and take responsibility for meeting departmental and graduate school deadlines;
- Be proactive about communicating with your advisor and thesis committee, understanding that communication is a two-way endeavor;
- Be considerate of other time constraints imposed on faculty and staff, including competing demands;
- Take an active role in identifying and pursuing professional development opportunities;
- Clearly communicate with their advisor(s) regarding their career preferences;
- Be proactive about improving their research skills, including written and oral presentation skills;
- Inform faculty advisor of potential and /or existing conflicts and work toward their resolution;
- Seek mentoring and support resources beyond their faculty advisor(s), including other faculty members, peers, and organizations;
- Obtain outside help from ombudsmen, graduate chairs, or other faculty if conflicts arise with their advisor
- Be aware that if they feel compelled to change advisors or research direction, they have options and should consult with their advisor, other mentors, or department officers;
- Always act in an ethical, professional, and courteous manner toward other students, staff, and faculty.

At the conclusion of a graduate assistant's assigned semester duties, assistants are not required to continue working on unfinished projects for either graduate or fixed-term faculty. The choice to continue working on a project with a faculty member after the last day of the assigned semester is that of the student; it is recommended that faculty clarify any expectations of when a project may or may not be concluded with assistants at the start of their assignment.

Graduate students are not obligated to participate on research or other projects for faculty or faculty advisers that are above or beyond the 20 hours of university

allocated assistantships. Graduate students may decline invitations to participate in research or other projects with faculty to whom they are not assigned semester hours without concern for reprisal.

Departments and Programs will:

- Provide students with up-to-date information that includes policies, practices, degree requirements, and resources
- Assist students with selection of their advisor as needed, and provide students with contacts and resources for potential conflict resolution (e.g. ombudsperson, director of graduate studies, department head);
- Provide pedagogical training and regular assessment of their teaching and other assistantship activities;
- Monitor graduate student progress towards their degrees and professional development, including mentoring meetings, committee meetings, exam completions and other benchmarks appropriate to their discipline;
- Provide and monitor training in the ethical conduct of research;
- Provide appropriate infrastructure to allow students to complete their education and research in a timely and productive manner;
- Provide opportunities for professional development that will be relevant to students seeking careers outside academia and/or their research discipline;
- Establish and communicate policies for emergencies and unplanned situations that may disrupt the work of students and/or faculty;
- Incorporate these guidelines and recommendations in their departmental policies or handbooks and actively promote their observance.

We have met and discussed these guidelines

(Faculty Research Advisor)

(Graduate Student)

Report on Doctoral Candidacy

Office of Graduate Enrollment Services, The Pennsylvania State University, 114 Kern Building, University Park, PA 16802-3396; (814) 865-1795; (814) 863-4627(fax)

This is to certify that a group of graduate faculty members have administered a doctoral candidacy examination and evaluation to:

Student name (last, first, middle initial)

PSU ID

Student's current local mailing address (not program's address)

Degree sought

Major field

Dual- title field (if applicable)

Date of evaluation

Was this the first attempt at candidacy?

yes no

Please check the appropriate boxes below:

NOTE: If the student is pursuing a dual-title degree, a single candidacy examination is to be administered that contains elements of both the major program and the dual-title program. The student must have satisfactorily passed both fields to be certified as passed candidacy.

PASSED:

- The student passed the candidacy examination (for students in dual-title programs, checking this box indicates the student has passed candidacy for both the major and dual-title fields) and should now be considered an official doctoral student.

FAILED:

- The student failed the candidacy examination, but will be given the opportunity to retake it. A copy of the letter to the student to this effect is attached.
- The student failed the candidacy examination, and will NOT be given the opportunity to retake it. The program has rejected the student as a doctoral candidate. A copy of the letter to the student to this effect is attached. If the student failed the candidacy examination, and will NOT be given the opportunity to retake it, indicate whether the following statement should appear on the transcript:

"Failed candidacy (qualifying) examination – dropped from program" yes no

Signature of Graduate Program Head or Graduate Officer for Major Program

Printed Name

Date

Signature of Dual -Title Representative (If applicable)

Printed Name

Date

PENNSSTATE



The GRADUATE SCHOOL

Committee Appointment/Signature Form

Graduate Student Committee Procedures¹ and Doctoral Committee Appointment Signature Form

Office of Graduate Enrollment Services, The Pennsylvania State University, 114 Kern Graduate Building, University Park, PA 16802-3396; 814-865-1795; 814-863-4627 (fax)

(For a complete list of doctoral committee policies, please refer to the *University Bulletin* at www.psu.edu/bulletins/whitebook/.)

I. Justification

A graduate student's committee is responsible for approving a student's program of study; providing constructive input to help guide the student's research/scholarship; promoting effective communication among the graduate student, committee chair/adviser, and other members of the committee; and more generally, for helping to promote the successful completion of the student's program. The committee should be appointed as soon as possible in a master's program, and immediately after the doctoral student's admission to candidacy. The following ***Doctoral Committee Policies and Procedures*** are intended to help achieve these goals, to minimize misunderstandings, and to help foster a collegial relationship among the graduate student, the committee chair/adviser, and the members of the committee throughout the graduate student's program. **Each doctoral student, chair, and committee member should receive a copy of these policies and procedures.**

II. Policies and Procedures for Doctoral Students and Committees

1. The doctoral committee should meet with the student **at least once per year** to: (1) provide guidance; (2) finalize and approve the research proposal of the student so that there is a clear understanding of the research goals and objectives; (3) assess the quality and progress of the research; and (4) discuss programmatic issues (e.g., course requirements).
2. Both the chair and the student are responsible for providing a copy of the final draft of the dissertation to the committee **at least two weeks** prior to the scheduled date of the final oral examination. The chair should schedule a date for the examination with the Office of Graduate Enrollment Services **at least two weeks** prior to the examination.
3. Both the chair and the student are responsible for ensuring the completion of a final draft of the dissertation, and for adequate consultation with members of the doctoral committee, well in advance of the final oral examination. Major revisions of the dissertation should be completed before this examination. The dissertation should be complete and in its "final" form, with correct and polished content and style, appropriate notes, bibliography, tables, etc., at the time it is distributed to the committee members. **If committee members find that the draft submitted to them is not in this form, the chair is notified and postponement of the examination is considered.**
4. **If a committee member finds that the "final" draft is not correct and polished with respect to content and style, it is his/her responsibility to notify the committee chair (or adviser) at least one week in advance of the final oral examination date.** The committee member should indicate his/her concerns regarding the draft and recommend consideration of postponement of the examination to the committee chair (or adviser). The committee chair (or adviser), in consultation with committee members, is responsible for notifying the student and assessing whether the student can make the necessary revisions to the "final" draft before the examination date. If it is determined that revisions cannot be made in time, the examination should be postponed. If differences exist among committee members, the head of the graduate program should be consulted to hear the expressed concerns and determine whether the examination should be postponed.

¹ Although master's programs vary widely across the University and differ from doctoral programs, departments and programs are urged to follow the spirit of the ***Procedures for Doctoral Students*** (points 1-7 in section II above and below), as appropriate, for appointing graduate committees of master's students. These procedures (points 1-7) should be added to graduate program handbooks and/or websites of departments or programs.

5. **If the dissertation is deemed unsatisfactory at the time of the examination by at least two-thirds of the committee, the student will fail the examination.** If a student fails, it is the responsibility of the committee to determine whether another examination may be taken by the student.
6. The chair or at least one co-chair must be a member of the graduate faculty of the specific doctoral program in which the student is enrolled. A retired or emeritus faculty member may chair a doctoral committee if he/she was officially appointed and began chairing the committee prior to retirement, and has the continuing approval of the department head or program chair. The primary duties of the chair are to: (1) maintain the academic standards of the doctoral program and the Graduate School and to assure that all procedures are carried out fairly; (2) ensure that the comprehensive and final examinations are conducted in a timely fashion; (3) arrange and conduct all meetings; and (4) ensure that requirements set forth by the committee are implemented in the final version of the dissertation.
7. A doctoral committee must consist of four or more* active members of the graduate faculty, which includes at least two faculty members from the student's major field. The dissertation adviser must be a member of the doctoral committee. The dissertation adviser usually serves as chair but this is not required. If the student is also pursuing a dual-title field of study, a co-chair representing the dual-title field must be appointed. In most cases, the same individual (e.g., dissertation adviser) is a member of the graduate faculty in both the major and dual-title fields, and in such cases may serve as sole chair.

At least one regular member of the doctoral committee must represent a field outside the student's major field of study in order to provide a broader range of disciplinary perspectives and expertise within the committee. This committee member is referred to as the "**Outside Field Member.**" In cases where the student is also pursuing a dual-title field of study, the dual-title representative to the committee may serve as the Outside Field Member.

Additionally, the primary appointment of at least one regular member of the doctoral committee must be in an administrative unit that is outside the unit in which the dissertation adviser's primary appointment is held (i.e., the adviser's administrative home; in the case of tenure-line faculty, this is the individual's tenure home), in order to avoid potential conflicts of interest. This committee member is referred to as the "**Outside Unit Member.**" In the case of co-advisers, the Outside Unit Member must be from outside the administrative home(s) of both co-advisers. In some cases, an individual may have a primary appointment outside the administrative home of the student's dissertation adviser and also represent a field outside the student's major field of study; in such cases, the same individual may serve as both the Outside Field Member and the Outside Unit Member.

If the student has a minor, that field must be represented on the committee by a "Minor Field Member." (For additional information related to minors for D.Ed. students, see also **Major Program and Minor Field** under **D.Ed.-Additional Specific Requirements** in the *University Bulletin*, <http://bulletins.psu.edu/graduate/degrequirements/degreeReq3>.)

A person who is not a member of the graduate faculty (and may not be affiliated with Penn State), but who is otherwise qualified and has particular expertise in the student's research area, may be added as a "Special Member," upon recommendation by the head of the graduate program and approval of the Graduate School dean (via the Office of Graduate Enrollment Services). A Special Member is expected to participate fully in the functions of the doctoral committee.

* For the D.N.P. degree, committee composition is as follows: The doctoral committee will consist of the student's academic adviser, the capstone course (NURS 835) instructor, and a third member of the graduate faculty, all from the graduate program in nursing. The academic adviser will be the chair of the committee.

Doctoral Committee Appointment Signature Form

III. Doctoral Committee Appointment Signature Page: Please refer to the previous pages and the *Advisers and Doctoral Committees* section of the *University Bulletin* for detailed guidelines. Please note:

- (1) If the composition of the doctoral committee changes, a revised committee appointment signature page must be submitted to the Office of Graduate Enrollment Services as **soon as possible**. All members of a revised committee must be listed on the form; however, only the signatures of any new committee member(s) are required.
- (2) These policies and procedures pertain to doctoral students; thus, this form is not required for master's students.

_____ *Check Committee Type: New
 Revised

*Student's Name _____ *9-digit Penn State ID _____

*Degree (Ph.D./D.Ed./D.M.A./D.N.P) *Student's Major Program Dual-Title Program (if applicable) Minor (if applicable)

As the student/chair/committee member, I have carefully read and understand the policies and procedures outlined on pages 1 and 2, and agree to adhere to these policies and to serve as a member of the doctoral committee for the student specified (for applicable signatories), if officially appointed by the Graduate School.

*Student: _____

Signature _____ Date _____

*Chair / Co-chair: _____

(Must be a member of the major program)

Printed Name _____ Signature _____ Date _____

Chair / Co-chair, (if applicable): _____

Printed Name _____ Signature _____ Date _____

*Dissertation/Academic Adviser or Co-adviser: _____

(Identify and sign even if signing elsewhere on form)

Printed Name _____ Signature _____ Date _____

*(List the administrative unit in which you hold your primary appointment (must be different from the Outside Unit Member's unit))

Dissertation Academic Adviser or Co-adviser: _____

(If applicable - identify and sign even if signing elsewhere on form)

Printed Name _____ Signature _____ Date _____

*(List the administrative unit in which you hold your primary appointment (must be different from the Outside Unit Member's unit))

*Major Program Member(s): _____

(In addition to the chair or co-chair)

Printed Name _____ Signature _____ Date _____

Printed Name _____ Signature _____ Date _____

Printed Name _____ Signature _____ Date _____

* Required field
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*†Outside Field Member:

Printed Name Signature Date

*The field you represent (outside the student's major field of study):

Additional Outside Field Member:

Printed Name Signature Date

*†Outside Unit Member:

Printed Name Signature Date

*List the administrative unit in which you hold your primary appointment (must be different from the Dissertation Adviser(s)' unit(s))

Minor Field Member(s): (If applicable)

Printed Name Signature Date

Printed Name Signature Date

General Studies Member(s): (For D.Ed. students)

Printed Name Signature Date

Printed Name Signature Date

Special Member(s): (If applicable)

Printed Name Signature Date

Printed Name Signature Date

*Name and signature of Graduate Program Head or Graduate Officer verifying the above information:

Printed Name Signature Date

* Required Field
† Outside Field and Unit Members not required for D.N.P. degree

HM Graduate Student Assessment Review & Assistantship Assessment Form

Graduate Student Assessment Review with Advisor/Chair

Name of Student: _____ Advisor/Chair: _____

Date of Student Assessment/Review: _____

Evaluation of Student's Progress:

	Superior	Satisfactory	Unsatisfactory	Not Applicable
Thesis Research				
Academic Progress				

Cumulative GPA: _____

Comments:

Advisor/Chair
Signature: _____

I agree _____ disagree _____ with the student evaluation/review.

Student
Signature: _____

Graduate Student's Assistantship Assessment:

Faculty Member is Assigned: _____

Assignment and type of Duties: _____

Additional Comments: _____

	Excellent	Very Good	Adequate	Poor
Performance Rating				

In Summary, are you satisfied with this student's progress this semester?

YES _____ **NO** _____ **Explain** _____

Assistantship Advisor Signature

I agree _____ **disagree** _____ **with this assistantship evaluation.**

Student Signature

POLICY AD42 Statement on Nondiscrimination and Harassment

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status. Discrimination or harassment against faculty, staff or students will not be tolerated at The Pennsylvania State University.

Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 328 Boucke Building, University Park PA 16802-5901; Tel (814) 863-0471.

ACADEMIC INTEGRITY 49-20

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Academic integrity includes a commitment by all members of the University community not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

Termination Guidelines

When a program head, program committee, or, in the case of a doctoral student, the doctoral committee determines that the program of a graduate student must be terminated for unsatisfactory scholarship, the student must be given advance notice, in writing, which in general terms shall advise the student of the reasons for the termination. Examples of unsatisfactory scholarship may include, but are not limited to, failure to exhibit and promote the highest ethical, moral, and professional standards; inadequate grade-point average; failure to obtain satisfactory grades in required courses for the program; failure to make satisfactory progress in research or other activities related to the culminating experience; or failing the candidacy, comprehensive, or final oral examination for doctoral students. Upon receipt of this notice, the student has the opportunity to seek a review of the decision. If the student desires such a review, the student must, within ten days of receipt of the notice, submit a written appeal to the program head.

- If the student alleges that discrimination either was the reason for the termination or caused the unsatisfactory scholarship, and the discrimination or harassment was committed by an individual in a role of authority, such as an administrator, faculty member, instructor, teaching assistant, or research assistant, the matter shall be referred to the Affirmative Action Office of the University, established to review such claims. If the Affirmative Action Office determines that the student's allegation has merit, the Affirmative Action Office will manage the investigation and report back to the program head and any other University office as appropriate. If the Affirmative Action Office determines that the student's allegation is unfounded, the program head then provides an opportunity for the student to meet with him/her and, if applicable, the program committee, doctoral committee, or other faculty involved in the decision to terminate the student's program.

If there is no allegation of discrimination within the written appeal, then the program head provides an opportunity for the student to meet with the faculty member(s) who made the decision to terminate the student's program. This meeting must be held within 30 days of receipt of the student's written appeal. (Under extraordinary circumstances, either party may request a stay to the 30-day time limit. A request for such a stay must include a justification and indicate the desired duration of the stay, and be directed to the Dean of the Graduate School, whose decision on the stay will be final.)

Formal rules of evidence are not applicable to the meeting, and attorneys are not permitted to represent any person attending the meeting. If the student's faculty adviser would not otherwise be present (i.e., was not involved in the decision to terminate), the adviser should be permitted to attend this meeting if requested by the student or program head, or if the adviser wishes to do so. The program head is responsible for ensuring that minutes of the meeting are taken and copies distributed to all those in attendance.

Following this meeting, the program head must notify the student within five days, in writing, whether the termination decision has been sustained or reversed. If it is sustained, the program head shall notify the Dean of the Graduate School. If the termination is based upon failure to exhibit and promote the highest ethical, moral, and professional standards expected of graduate students, the Graduate School may also make a determination to dismiss the student from continued or future enrollment in any graduate program at the University. If the Graduate School dismisses the student from continued or future enrollment in any graduate program at the University, notification of that decision will be given to the student within this time frame as well. Within five days of receiving this notice of termination for unsatisfactory scholarship, the student may make a written request to the Dean of the Graduate School for a further review of the decision. The student is permitted to submit additional information or statements in writing.

PENN STATE CAMPUS INFORMATION LINKS:



Visitor's Guide:

<http://www.psu.edu/visitors-and-neighbors>

The Graduate School:

<http://www.gradschool.psu.edu/prospective-students>

Account Services, ITS:

<https://its.psu.edu/accounts.html>

Global Programs:

<http://global.psu.edu>

Portal:

<https://portal.psu.edu>

University Health Services:

<http://studentaffairs.psu.edu/health>