

Architectural Studies Graduate Handbook

College of Human Environmental Sciences

University of Missouri

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INTRODUCTION

Welcome to the Department of Architectural Studies. Emphases for both the Masters and PhD are in (1) Environment and Behavior as described at http://arch.missouri.edu/academics_ebs.html and (2) Design with Digital Media as described at http://arch.missouri.edu/academics_ddm.html . A non-degree design research concentration is also offered (see http://arch.missouri.edu/academics_DesignResearch.html).

The PhD in Human Environmental Sciences is offered with an emphasis in Architectural Studies. Doctoral study is research-based and expands knowledge in the “major” areas of either environment and behavior or design with digital media. The major area is defined as that area of specialization in the doctoral program within which the student is expected to write his/her dissertation.

The same academic requirements apply to both resident and MizzouOnline students. On campus and distance learners are taught by the same accomplished professors. This is a *fully integrated model of online instruction*. See http://arch.missouri.edu/academics_online2.html

1. This handbook applies to graduate students who entered the Architectural Studies program in Fall Semester, 2017 or later.
2. This departmental handbook is a companion document to the Graduate Catalog of the Office of Graduate Studies, found online at <http://gradstudies.missouri.edu/about/>
3. Graduate students are responsible for knowing, understanding, and complying with the information that pertains to their MU academic careers at Department, College, and campus levels.
You may choose to contact faculty in your research interest area. See Department Web site of faculty and research interests at <http://arch.missouri.edu/people.html>

UNIT DIRECTORY

All Architectural Studies (ArchSt) faculty office in 137 Stanley Hall. See contact information at [web site](#).

Department Chair	Ruth Tofle
ArchSt Director of Graduate Studies	Ruth Tofle
HES Director of Graduate Studies	Jung Ha Brookshire
Business Support Specialist II	Julie Shea
Graduate and Doctoral Faculty	Bimal Balakrishnan
	Laura Cole
	Benyamin Schwarz
	Ruth Tofle
Graduate Faculty	Lyria Bartlett
	Michael Goldschmidt
	Robert Walsh

GENERAL PROGRAM POLICIES AND PROCEDURES

KEY DEPARTMENTAL DEADLINES

The following table shows all key deadlines for the program for both applicants and current students in the program.

Date	Deadline
January 15	Graduate Applications Due
February 15	Graduate students submit annual review documents (see details below)
First week of March	Annual Graduate Student Reviews
Last week of June	Summer Workshop

Deadlines for Completing Degrees

- Masters deadlines and timelines: See here:
<http://gradstudies.missouri.edu/academics/graduation-commencement/timeline-deadlines/master-timeline.php>
 - The program for the master's degree must be completed within **eight years** from the first semester in which the student is enrolled in a degree program.
- Doctoral deadlines and timelines – see
<http://gradstudies.missouri.edu/academics/graduation-commencement/timeline-deadlines/doctoral-timeline.php>
 - All courses prior to enrollment as a doctoral student to be applied to the plan of study (Form D-2) must be completed within **eight years** of filing the plan. For an extension of this time the student must petition the Graduate School by submitting a request to the adviser who, in turn, submits a written recommendation to the Graduate School which has been endorsed by the department or area program director of graduate studies. Evidence with a resume should be submitted demonstrating professional engagement during this time.
 - A doctoral student must successfully complete the comprehensive examination within a period of **five years** beginning with the first semester of enrollment as a PhD student. In addition, the program for the doctoral degree must be completed within five years of passing the comprehensive examination. For an extension of this time the student must petition the Graduate School by submitting a request to the adviser who, in turn, submits a written recommendation to the Graduate School which has been endorsed by the department or area program director of graduate studies.
 - The doctoral comprehensive must be completed at least **seven months** before the final defense of the dissertation.
 - The two sections of the doctoral comprehensive examination must be completed within **one month**. The doctoral student is given **two and one half weeks** to complete the written section of the comprehensive exam.

- **Distance Learners:** Distance learners typically take more time to complete their graduate work because they are not enrolled as full time students. Generally, distance learners take only one or two classes a semester. As a result, **extensions** may become necessary in filing plans of study.
- **Tuition Waiver Limits:** See time limits on a student's tuition waiver:
<http://gradstudies.missouri.edu/financials/tuition-support-program/eligibility/>

ADMISSIONS

Requirements & Prerequisites

University Requirements for admission are described in the University Policies & Degree Requirements section of this handbook. While no specific prerequisites are required, the Department gives preference to applicants with a design-related degree.

Deadlines

All application materials should be submitted **online** by **January 15** for Fall admission. Apply online through the MU Office of Graduate Studies:
<http://gradstudies.missouri.edu/admissions/index.php>

Application Materials

The required application materials are the same for MS, MA, and PhD students unless noted otherwise below.

- **Statement of Purpose:** Application Statement of Objectives describing your goals, motivation for a graduate degree, your area(s) of interest, and request for a specific adviser. Read more for additional suggestions in writing your Statement of Purpose.
<http://arch.missouri.edu/docs/academics/PhD/purpose.pdf>
- **GRE:** The GRE is only required for design with digital media applicants. It is optional for environment and behavior applicants to include the GRE as it may strengthen an application.
- **Non-native English Speakers**(for prospective international students whose first language is not English): See campus requirements at
<http://gradstudies.missouri.edu/admissions/eligibility-process/international/language-requirements.php#English>
- **Letters of Recommendation:** At least two letters of recommendation should be from a college or university faculty member who can speak to some detail of your academic aptitude; at least one should be from an administrator or colleague who can speak authoritatively of your professional experience and potential. Also, note type of association and length of time associated.
- **Transcripts:** All transcripts of undergraduate and graduate academic work are required. Applicants are required to have a minimum 3.0 average (on a 4.0 scale) for the last 60 hours of the baccalaureate program.
- **Portfolios:** Portfolios are required for design with digital media applicants only. It is optional for environment and behavior applicants to include portfolio materials. Portfolios should be uploaded through the SLATE application system.

Non-Degree Applicants

- It is possible to take graduate level coursework as a non-degree seeking student before being admitted to graduate school. If later accepted to the graduate program, this coursework could apply to the program of study. However, taking non-degree coursework does not guarantee admission. Students must go through the formal admission process. See further information on [Non-degree applicants](#).

Admissions Procedures

- Architectural Studies graduate and doctoral faculty review the completed file and determine admission status. Each admitted student will be assigned an adviser with consideration of the applicant's preference. If advising reassignment is appropriate, the Director of the Graduate Studies (DGS) program will facilitate the process.

Funding Opportunities

- For information on Office of Graduate School Fellowships, Assistantships, and Financial Aid see <http://gradstudies.missouri.edu/forms-downloads/fellowship-assistantship-financial.php>
- Accepted resident students are eligible for graduate student appointments and competitive scholarships and fellowships at the department, college, and university levels. Competitive funding announcements are made in February. See arch.missouri.edu/students_students_scholarships.html and hes.missouri.edu/research_graduatescholarships.html

Non-Native Speakers of English

The Office of Graduate Studies requires applicants, international or domestic, whose native language is not English to demonstrate English proficiency. See the Office of Graduate Studies web page on English Proficiency and additional requirements <http://gradstudies.missouri.edu/admissions/eligibility-process/international/language-requirements.php>

Provisional Admissions

On rare occasions the department may recommend an applicant who does not meet the University's minimum requirements for professional admission. This may occur, for example, if a student's overall undergraduate GPA is deficient but the major GPA, GRE scores, and admissions essay suggest strong potential for success in graduate study. All recommendations for provisional admission are contingent on approval by the University. To continue in the program, students admitted provisionally must meet with the adviser and Director of Graduate Studies at the start of the academic term, must comply with any requests for additional meetings or communications, and must earn at least a 3.0 GPA in the first semester of the graduate coursework at MU.

Admissions Contact Information

For admission questions, academic program questions, or documentation questions, contact your advisor, Director of Graduate Studies, or Business Support Specialist.

GENERAL GUIDELINES

Grading

The University requires a grade of C or higher for a course to count toward a graduate degree. For further information regarding University minimum grading requirements, see Grading & Credit Policies for Graduate Students in the Office of Graduate Studies' web pages: <http://gradstudies.missouri.edu/academics/progress/grading-credit.php>

Graduate students are expected to have exemplary performance in their coursework. An annual review during the first week of March is the time for the adviser and Director of Graduate Studies to review performance, assess progress and provide feedback. Faculty instructors in the department will be asked to contribute information on performance. The review will be in person or by phone for distance learners.

Academic Integrity & Misconduct

Academic honesty and professional ethics is expected by the University. See Academic Integrity and Ethics Policies at the Office of Graduate Studies. The three areas covered are:

- Academic Honesty & Professional Ethics
- Guidelines for Good Practice in Graduate Education
- Intimate Relations with Graduate Students

<http://gradstudies.missouri.edu/policies/academic-integrity-ethics.php>

Good Standing

To be considered in "good standing" in any graduate program, the University requires graduate students to maintain GPA of 3.0 (or "B" average) and be making timely progress toward meeting their degree requirements. For additional information on good standing, as well as probation and dismissal procedures for those students that do not meet the requirements for good standing, see the Office of Graduate Studies' Academic Progress page <http://gradstudies.missouri.edu/academics/progress/graduate-stud-progress/> For doctoral students see <http://gradstudies.missouri.edu/academics/progress/graduate-stud-progress/doctoral-stud-progress.php> For masters students see <http://gradstudies.missouri.edu/academics/progress/graduate-stud-progress/master-stud-progress.php>

- **Satisfactory Progress:** Satisfactory progress is defined as:
 - Annual completion of [Graduate Student Progress System \(GSPS\)](#)
 - Active enrollment in coursework making progress toward a plan of study
 - Grades in courses demonstrating high quality performance maintaining a minimum GPA of 3.0 (or "B average")
 - Capabilities for further potential with indicators of evidence for
 - ❖ further potential in the ability to communicate clearly
 - ❖ growth in the communication of complex ideas
 - ❖ further potential of effectiveness to demonstrate scholarship

- **Unsatisfactory Progress:** Unsatisfactory progress will be communicated in a letter placing a student on probation with an explicit statement of what must be accomplished and by what date. As outlined by campus policy, “If the student does not comply with the conditions of probation, a letter (signed by the DGS) will be sent to the student with notification of dismissal from the degree program. Termination letters must inform the student of the right to appeal, first, to the department/program, and second, to the Graduate Faculty Senate. A copy of a termination letter must be sent to the graduate dean at the same time it is sent to the student.” For further information, see <http://gradstudies.missouri.edu/academics/progress/probation-termination.php>

Advising & Mentorship

Faculty advisement usually plays a much greater role in graduate than undergraduate education. Competence in scholarly research and other professional activities is developed through a journeyman-apprentice, learn-through-doing approach. Every student working toward a graduate degree has a faculty adviser. The adviser performs a number of Office of Graduate Studies and departmental functions on the student’s behalf. The adviser is representative to the graduate dean, to the departmental faculty, and to the student’s committee.

A request for any kind of special consideration normally is submitted through the adviser. The adviser’s primary responsibilities, however, are concerned with: (1) helping students plan their programs of training; (2) approving their semester course schedules; (3) conducting, with a committee, oral or written examinations required by the Office of Graduate Studies; and (4) supervising the Masters project/thesis or doctoral dissertation. In addition, students are encouraged to consult their advisers (as well as other faculty members) whenever matters arise which may affect their graduate training and mentorship.

- **Initial Faculty Adviser.** Upon acceptance into the program, each new graduate student is assigned an initial adviser who is usually a faculty member in the student’s area of interest and a member of the graduate faculty. The adviser is expected to orient the student to the program area, help the student select courses, act as an advocate for the student, and direct and assist the student in initiating and continuing active engagement in research and other academic activities.
- **Changing Faculty Advisers.** The initial faculty adviser may or may not remain as the student’s adviser for the master’s and doctoral degrees. Students are free to change advisers at any time. If a change is to be made, it is generally beneficial to change advisers as early on as possible, especially relative to the completion of a particular degree. A change should be discussed with the present and proposed advisers and the Director of the Graduate Studies. An Application for change of Adviser must be completed and submitted to the Graduate Student Services office. This form is available on the Office of Graduate Studies website.

Annual Graduate Student Workshop

Graduate students, both resident and MizzouOnline students, are strongly encouraged to attend a minimum of three summer workshops held the last week of June on campus.

- **Overview.** The Annual Graduate Student Workshop emphasizes pathways to knowledge for each student's line of inquiry and her/his pursuit of a graduate degree. The workshop is beneficial to both incoming new graduate students as well as more seasoned graduate students who will benefit from seizing opportunities to refine their research direction and make good progress in one's research program.
- **Format.** Online students and resident students assemble with department faculty and are encouraged to make connections with additional faculty who may serve on their graduate committee. An added objective of the workshop is to benefit from strengthening collegial connections with fellow students, faculty, and the University of Missouri. The Sunday-Friday Workshop work shop is held the last week of June. Student participation requires a brief PowerPoint presentation outlining his/her current research and participation in the week's events on campus as outlined.

Faculty have customized the workshop for your specific needs. Please take full advantage of the workshop by planning ahead and preparing for readings prior to faculty presentations. Beginning students will be exposed to topic framing and dissertation process issues. Advanced students will be guided on topic refinement and research process. Students in attendance are encouraged to give refined presentations so faculty can provide the most meaningful feedback. See credit options. See http://arch.missouri.edu/students_workshop.html for a sample program.

Annual Graduate Student Review of Academic Progress

- **Part I Resume Report** before February 15. Resume with awards and honors, conferences, presentations, publications, service activities, creative activities, funding activities, employment and job placement. Optional supplemental written papers may be added to demonstrate evidence of growth in communicating complex ideas.
- **Part II: Internal review.** The Director of Graduate Studies and your adviser will review enrollment progress, completion of required forms, and grade performance leading to further potential of effectiveness to demonstrate scholarship.
- **Part III: Individual conversation.** The Director of Graduate Studies and your adviser will engage in a face-to-face or phone conversation to have a verbal discussion regarding feedback on satisfactory/unsatisfactory progress, your goals, suggestions for successful completion of your program of study.

Professional Development

The ArchSt8850 Seminar (1cr) required class taken during the first semester of the graduate program provides an overview of professional development. Professional organizations, funding opportunities, and professional journals are reviewed. Students are encouraged to work with advisers on specific opportunities most closely related to their area of interest. Also, review faculty resumes online to identify pertinent conferences and journals.

The Office of Graduate Studies website provides information on mentoring resources for students. On teaching, mentoring, and future faculty programs see <http://gradstudies.missouri.edu/professional-development/build-your-skills/teach-mentor-preparing-faculty/> Students are strongly encouraged to present work at professional conferences and publish articles. Participating in conferences and working with faculty in research and writing papers are essential parts of the training of a doctoral student.

Grievance Procedures

All students in the university are subject to the code of conduct as laid out in the M Book <http://mbook.missouri.edu/> In addition, see the University's Collected rules and Regulations on grievance procedures https://www.umsystem.edu/ums/rules/collected_rules/grievance/ch390/grievance_390.010

Petitions

If a graduate student has a compelling reason to seek exemption from a program requirement or University policy, they may submit a petition to their adviser and Director of Graduate Studies (DGS) for a recommendation. In cases where the policy or requirement is a departmental requirement (for example, a course requirement for degree) the DGS will issue a final decision.

In cases where the policy or requirement being petitioned is a University policy, the DGS will decide whether to support the student's petition. If the DGS approves, the petition will be submitted to the Office of Graduate Studies. (Examples include time to complete a degree, membership on a graduate committee, etc.)The Associate Vice Chancellor will rule on the petition on behalf of the Graduate Faculty Senate.

Helpful Resources

- Past ArchSt dissertations. Review dissertations online at MoSpace <https://mospace.umsystem.edu/xmlui/handle/10355/48016>
- See spotlight on alumni. <http://arch.missouri.edu/alumni.html>
- Library resources are retrievable. See Library Resources for Distance Learners <http://libraryguides.missouri.edu/distance> and Architectural Studies Guide for Faculty and Graduate Students <http://libraryguides.missouri.edu/archstudiesgrad>
- Graduate student networks. See <http://gradstudies.missouri.edu/professional-development/find-your-career/networking/grad-student-networks.php>

INFORMATION FOR GRADUATE ASSISTANTS

- Graduate Teaching Assistantship (GTA) appointments are made for each semester.
- The department awards teaching appointments to resident graduate students based on a student's qualifications and departmental need.
- See MU Graduate Student Tuition Support Program for information on eligibility, tuition support, and time limits. <http://gradstudies.missouri.edu/financials/tuition-support-program/>
- International graduate students applying for a GTA need to meet English proficiency requirements and should review the [University requirements](#).
- All graduate students on appointment have a supervisor specific to their appointment. Generally, supervisors for GTA appointments are the course sequence coordinator and supervisors for GRA appointments are faculty with funding opportunities. The supervisor will work with graduate students regarding expectations and procedures.
- The Department Chair writes a letter to students regarding their appointment that covers specifics of: funding amount, % FTE, assignment, time and place expectations, supervisor, and expectations as appropriate regarding teaching or research.
- All University policies are followed. These include mandatory training, titles, responsibilities, etc. See <http://gradstudies.missouri.edu/policies/graduate-assistantships-fellows.php>

DESIGN RESEARCH CONCENTRATION

This Design Research Concentration is for:

- Designers engaged in architecture, interior design, graphic, or interaction design who require applied research skills from companies/organizations.
- Researchers with a background in social sciences, anthropology etc. who conduct research for creative product development in industry -- Healthcare IT companies, Engineering etc.
- Business and marketing professionals to advance understanding of design research.

The Design Research concentration can be taken as independent coursework for professional advancement or applied to a Masters (30 cr) or PhD program. See http://arch.missouri.edu/academics_DesignResearch.html

DEGREE REQUIREMENTS

A description of the MA in Architectural Studies is at <http://catalog.missouri.edu/undergraduategraduate/collegeofhumanenvironmentalsciences/architecturalstudies/ma-architectural-studies/>

A description of the MS in Architectural Studies is at <http://catalog.missouri.edu/undergraduategraduate/collegeofhumanenvironmentalsciences/architecturalstudies/ms-architectural-studies/>

In addition to the university catalog, see the Department's web site at http://arch.missouri.edu/academics_masters.html

MASTER'S DEGREE REQUIREMENTS

For both the MA and MS, the student's program must include a minimum of 30 hours of graduate credit beyond the bachelor's degree (or its equivalent). Fifteen of the 30-hour minimum must be selected from courses numbered at 8000 or 9000 level; no more than 40% of the 30-hour credit requirement can be satisfied by Research, Readings and Problems coursework.

In consultation with one's graduate advisor, you will enroll in "core" courses and additional courses appropriate to your degree program. The academic program should be established in consultation with your adviser no later than the end of the first full semester. Also, see Appendix A "Graduate Study Process Matrix" for a list of core courses and a more complete description of the process.

MA Program – Non-Thesis Option

The creative project-based MA plan of study is preparation for advanced careers in the design professions and higher education. The project (instead of a written thesis) is conducted in one or two areas: (1) environment and behavior or (2) design with digital media. . The MA project is an in-depth investigation of a design problem culminating in a design solution or visual research presentation.

MS Program – Thesis Option

Research is conducted in one of two emphasis areas: environment and behavior studies (see http://arch.missouri.edu/academics_ebs.html) or design with digital media (see http://arch.missouri.edu/academics_ddm.html). Within each of these emphasis areas, specific course work is chosen on the basis of subject matter and the type of research method selected: quantitative, qualitative or a combination of both. The MS may be a research-based study or a design and research-based professional review design project with supporting written work. The research-based study MS is often undertaken as preparation for the doctoral degree.

PH.D. DEGREE REQUIREMENTS

The Doctor of Philosophy (PhD) degree is designed for individuals who are interested in acquiring the knowledge and skills that are needed to conduct substantive, innovative, and original research that contribute to the theoretical and methodological foundation of architecture and interior design, and the dissemination of this research through teaching, publication, and practice. To this end, the curriculum is structured so that students move gradually from overview of architectural research to the identification and pursuit of major and minor areas of specialization and, finally, to highly specialized original dissertation research. This framework promotes stimulating intellectual discourse among individuals with varying research philosophies and interests.

Both faculty and students interact within this framework to develop an enhanced understanding of how specialized research contributes to the definition and evolution of an improved theoretical and methodological basis for architectural studies.

Doctoral study in Architectural Studies, College of Human Environmental Sciences, is research based and expands knowledge in the “major” areas of either environment and behavior or design with digital media. Doctoral study in [Environment and Behavior](#) explores the relationship between people and their physical, social and cultural environments. Doctoral study in [Design with Digital Media](#) expands knowledge in the “major” area of digital media. The major area is defined as that area of specialization in the Doctoral Program within which the student is expected to write his/her dissertation.

Qualifying Examination – Form D1

The program considers the experience of original research with data collection, analysis, and report as the D1 Qualifying Exam. This could be satisfied with Masters research or a dissertation pilot project. It is not uncommon to utilize the 30 credits of a prior Master’s degree and achieve a second Masters with a pilot project for the qualifying exam along route for the 72 credit post-baccalaureate PhD. See Appendix B “Doing a Pilot Project and Conducting Research”. See Form D-1 on Office of Graduate Studies website. Note: if subjects for the pilot project could possibly be used in the dissertation research, the student must have IRB prior approval.

Plan of Study for the Doctoral Degree– Form D2

Specific course work is chosen on the basis of subject matter and the type of research method selected: quantitative, qualitative or a combination of both. The University of Missouri requires a minimum of 72 semester hours beyond the baccalaureate degree for the PhD. The doctoral program committee provides departmental approval of the student’s plan of study (Form D-2), a list of the courses and the credit to be earned in each of them.

The plan must include a minimum of 15 hours of 8000/9000 -level coursework completed at MU exclusive of problems, readings, and research.

See Office of Graduate Studies D-2 Form and Template at <http://gradstudies.missouri.edu/forms-downloads/repository/d2.pdf> . In consultation with the adviser, the student submits an abstract of their research to proposed committee members. Committee members must agree to the Plan of Study and sign the Form D-2. The committee also recommends to the Office of Graduate Studies, as part of the plan of study, any request for transfer of graduate credit.

The student must substantially complete the course work outlined in the plan of study (Form D-2) to the satisfaction of the doctoral program committee and the Office of Graduate Studies before being declared ready for the comprehensive examination. See Course Requirement Summary and Appendix B “Graduate Study Process Matrix.”

Students choose a “supportive cognate area” which is intended to reinforce the development of an understanding of the discipline. Supporting cognate area courses are selected from a broad spectrum of disciplines providing students with the opportunity to design an individualized program of study that capitalizes on their unique interests and talents.

When the Plan of Study Form D-2 is completed it will

- Prepare the student for research or scholarly investigation in the chosen field of study
- Satisfy core courses, cognate courses, and research skills to complete research as recommended by the adviser and meeting department requirements
Beyond a required survey of methods class, students should have specific grounding in methods coursework to practice methods utilized in the dissertation. Additional coursework may be required after the comprehensive examination if deemed necessary by the committee
- Satisfy the Graduate School’s requirement for a minimum of 15 hours of course work at the 8000/9000 level (exclusive of research, problems and independent study experiences)
- See below “Course Requirement Summary”

PhD Course Requirement Summary

See Department web site <http://arch.missouri.edu/> for web link to the department’s graduate courses. These are linked to the University’s official listing and therefore this is the most current listing. Graduate courses are at the 7000, 8000, and 9000 level. See Graduate School limit on 7000 level coursework.

PhD Minimum Course Requirement Summary - HES Architectural Studies

Core Courses (13 credits min)	credit
8850 Orientation Seminar	1
8630 Philosophy of Environmental Design Research (formerly Design Theory)	3
8887 Environment and Behavior (EB emphasis) / 8633 Theoretical Perspectives of Design Computing(Digital Media emphasis)	3
8050 Research Methods (overview) or equivalent	3
8950 Qualitative Research Methods OR Quantitative Methods. Number of credits needed will depend on background, nature of research, and decisions by advisor/committee.	3
Coursework in Architectural Studies, choose from the following	6
8840 Graduate Design Studio (generally for resident students)	
8960 Readings AND/OR 8085/9085 Problems	
8001/ 9001 Topics	
9555 Recent Trends--Summer Workshop (last week of June) ¹ – <i>Strongly Encouraged</i>	
See schedule of semester offerings for potential additional courses offered	
Supportive Cognate Area	9
Advisors and committee members will help you identify appropriate cognate courses based on the area of interest.	
Pilot Project for Dissertation	

¹ Students are strongly encouraged to attend a minimum of three summer workshops held the last week of June on campus. Up to 5 credits can count toward program of study.

9995 Pilot Project for Dissertation (1-4 cr)	2
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Minimum Total Coursework before Comprehensive Examination **36**

Dissertation Research	
9990 Dissertation Proposal	1
9090 Dissertation Research. University requires continuous registration past comprehensive exams.	5

Minimum Ph. D. coursework credits 42
 Maximum Masters course credit applied to degree 30

Minimum Credits Required for PhD Degree **72**

Proposal in-Principle, Comprehensive Exam, and Dissertation Research Proposal Procedures – Form D3

During the semester the comprehensive exam is planned, the student should be enrolled in a minimum 2 credits (e.g., ArchSt 9090 Dissertation Research).

Based on the pilot project for the dissertation, students write a “Proposal-in-Principle”. When the adviser is satisfied with the document, the Proposal-in-Principle is submitted to the committee. The adviser follows up with committee members and asks each to write a comprehensive exam question in their area of expertise as it relates to the student’s research as described in the Proposal-in-Principle. For example, questions may relate to theory, methods, and research topic of the dissertation.

The adviser releases all comprehensive questions to the student by email with specific instructions. Generally, a completed comprehensive question is 7-10 double-spaced pages (approx. 250 words/page). The exam is open-book and completed by the student at any location. The comprehensive exam is a test of critical thinking in addressing the questions posed. The student has two and one half weeks to complete the exam and submit the responses to the adviser.

The adviser sends responses to committee members allowing time for review prior to the comprehensive oral defense. If the committee has concerns about the responses, the committee may choose to meet without the candidate to determine the next step—whether to go to the oral defense. There cannot be more than one dissenting or abstaining vote. See University procedures if the student fails the comprehensive exam <http://gradstudies.missouri.edu/academics/process/doctoral-process/comprehensive-exam.php>

The comprehensive defense is a discussion regarding each of the questions and responses. It is not open to the general public. If successful, members sign the Form D-3

and it is submitted to the Office of Graduate Studies. The student officially becomes a Doctoral Candidate. The written and the oral examination must be completed within one month. For more information see

<http://gradstudies.missouri.edu/academics/process/doctoral-process/comprehensive-exam.php>

Continuous Enrollment and Preparation of the Dissertation

Students must maintain continuous enrollment during their candidacy (the period after successful completion of the comprehensive examination). See

<http://gradstudies.missouri.edu/admissions/types-of-enrollment/doctoral-candidacy.php>

and <http://gradstudies.missouri.edu/admissions/types-of-enrollment/continuous-enrollment.php>

Immediately following the comprehensive exam, the student should develop the full Dissertation Research Proposal to be submitted to the adviser. If human subjects are involved, the project must have IRB approval prior to data collection.

When the Dissertation Research Proposal meets the satisfaction of the adviser, it is shared with the committee for review. The committee meets with the student to make any recommendations and refinements. A minimum of two weeks should be allowed after each draft for committee members to read the work. See duties of the doctoral committee and membership requirements at

<http://gradstudies.missouri.edu/academics/process/forming-committees/doctoral.php>

The adviser works most closely with the student throughout the research process. Committee members may choose to be involved on a regular basis, when the adviser determines it is most beneficial, or when a substantial draft is completed.

Students have ongoing access to completed dissertations on the website through MoSpace. Go to http://arch.missouri.edu/academics_phd.html Generally, APA style is recommended. Also see Graduate Studies website on Body Format for Thesis or Dissertation at <http://gradstudies.missouri.edu/academics/thesis-dissertation/diss-thesis-guideline/body-format.php> In the majority of cases, and as your adviser will recommend, a professional editor is recommended.

Generally, the adviser determines when the dissertation draft is acceptable and ready to send to committee members. A minimum of 2 weeks is required for all committee members to review the dissertation draft. The student should communicate with all committee members and inquire if they have edits and concerns that need to be addressed.

Dissertation Defense – Form D4

When committee members are comfortable in going to the final defense the defense can be scheduled. See Appendix C “Preparing for the PhD Final Presentation and Defense.”

Also, see Graduate Studies website’s pages on dissertation and thesis guidelines

<http://gradstudies.missouri.edu/forms-downloads/repository/etd-guidelines.pdf>

APPENDICES

Appendix A “Graduate Study Process Matrix.”

Appendix B “Doing a Pilot Project and Conducting Research”

Appendix C: “Preparing for the PhD Comprehensive Exam

Appendix D: “Preparing for the PhD Final Presentation and Defense.”

Appendix A: Graduate Study Process Matrix

ArchSt Graduate Study Process Matrix			
	What needs to be done?	When is it due? (listed by topic; sequence may vary)	Who is involved?
Masters and PhD	Determine adviser.	This is usually done in the application for admission before coursework begins although changes can be made at any time.	student requests; adviser approves
	Determine research topic and refine, refine, refine. Students have a general topic of interest when they apply. They may select to enroll in ArchSt8960 Readings to understand main lines of knowledge, gaps in literature, etc. The topic continues to be refined throughout the program of study.	<ul style="list-style-type: none"> ● Core courses* will include writing papers that are useful in refining research line of inquiry 	student does independently
		<ul style="list-style-type: none"> ● Before each pre-registration time, make an appointment with adviser to discuss your written ideas. 	student + adviser
	Complete online Graduate Student Progress System at https://gps.missouri.edu	<ul style="list-style-type: none"> ● 1st semester at entry while in ArchSt8850 Seminar. ● Ongoing and every year before the annual review (March 1 of each year). ● After final defense. 	student does independently
	Determine plan of study at http://gradschool.missouri.edu/academics/process/plan-of-study/index.php	<ul style="list-style-type: none"> ● Masters: by the end of the second semester; ● PhD: by the end of the third semester or as needed if pilot is needed (D2 Form). 	student + adviser
	Enroll in core courses* and cognate; Summer workshop required for distance students and highly recommended for resident students.	See schedule of courses.	student + adviser
	Determine committee based on your topic and faculty expertise--generally from past faculty who taught your courses.	After there is a clear notion of research topic; Committee can change as research evolves.	student + adviser + committee
	Pass IRB (human subjects) + meeting requirements for study https://www.citiprogram.org/Default.asp?	<ul style="list-style-type: none"> ● ArchSt 8850 Seminar online assignment. ● Proposal must be approved before collecting data. 	<ul style="list-style-type: none"> ● student does independently ● student + adviser
PhD only	Complete D1 form qualifying examination. Original research thesis or Pilot Project.	End of the second semester if full time...longer if not full time student.	student + adviser
	Enroll in ArchSt9995 Pilot Project for Dissertation. After Pilot Project submit D2 with Plan of Study and Committee.	When you have had a good portion of your coursework complete and an idea for your research.	student + adviser
	Write "proposal in principle" & submit to committee; prepare for written and oral defense of comprehensive exam. D3 form.	After coursework is complete or nearly complete and a proposal in principle is submitted to committee.	student + adviser + committee
	Enroll in ArchSt9990 Dissertation Proposal to develop the research proposal. Approval from adviser and committee.	After comprehensives, continuous enrollment in ArchSt9090 Research is required.	student + adviser + committee
	Enroll in ArchSt 9090 Doctoral Research and repeat each semester while conducting	This is on the student's timeline. Allow time for review and writing multiple drafts before adviser	student + adviser + committee
	research and writing dissertation.	says it is ready to go the rest of the committee.	
	Defend dissertation in an oral exam while enrolled in ArchSt 9090 Doctoral Research. D4 form.	When adviser and committee members agree dissertation is ready to defend; must be defended when school is in session.	student + adviser + committee
Core courses*: 8850 Seminar (1cr); 8630 Philosophy of Environmental Design Research (formerly called Design Theory) (3cr); 8050 Research Methods (3cr); XXXX Qualitative Research Methods or XXXX quantitative research methods (may be taken in several departments) (3cr); Students in Env-Beh emphasis take 8887 Environment and Behavior (3cr); Students in DDM take 8633 Theoretical Perspectives of Design Computing.			
For further information, see Graduate School web site: http://gradschool.missouri.edu/academics/process/index.php			
6/17/2013			

Appendix B: Doing a Pilot Project and Conducting Research

Masters

Masters students are not required to do a pilot project. They enroll in ArchSt8090 Master's Research.

PhD students

Background

The pilot project is an important step in the formation of a student's doctoral level research. This project gives students the opportunity to define theoretical frameworks and test research methods appropriate to their topic of interest. Doctoral students who have not collected original data in a research project earlier are required to do so. However, advisers often want doctoral students who collected original data in their Masters to also conduct a pilot project to allow them to "test the water" of independent research. The project can help a student find difficulties of a study that can be resolved before the larger dissertation. This is done after coursework and before the comprehensive examination.

Procedures

1. Students enroll in ArchSt 9995 Pilot Project for Dissertation with their adviser.
2. Advisers leading the Pilot Project course with the student may recommend certain books to assist them with the process. Resources from your Research Methods class will be helpful. Faculty leading qualitative studies may recommend Joseph Maxwell's *Qualitative Research Design* and Kathy Charmaz's *Constructing Grounded Theory*.
3. The pilot project can be a "chunk" of the dissertation study or a smaller scale other study.
4. If human subjects are involved, it is highly recommended that projects be approved by the IRB before data collection.
5. A pilot project proposal is usually around 10 pages and should be written before the pilot project is conducted. See your adviser for past examples.
6. The completed pilot project is generally 50-60 pages.
7. If a student has not collected and analyzed original data in the past, the pilot project can satisfy the Qualifier Exam (See Form D-1 with the Graduate School).

Next step

After the pilot project, a "Proposal-in-Principle" is written prior to the comprehensive exam. Based on this work, the comprehensive questions are written. See Architectural Studies Graduate Handbook, Appendix C: Preparing for the PhD Comprehensive Exam.

Appendix C: Preparing for the PhD Comprehensive Exam

Background

1. In parallel to coursework, students work with their adviser to establish a research direction.
2. Students are encouraged to conduct a pilot study to practice independent research. Students may also be encouraged to go through the IRB at this stage. See “Doing a Pilot Project and Conducting Research” handout provided in Graduate Seminar.
3. Based on the student line of inquiry, the adviser and student work together to identify committee members.
4. A “Proposal in Principle” is then developed. This is an important document to share with committee members so they understand the nature of a student’s research interests. Working with the adviser, several drafts of this proposal is common before it is released to potential committee members.
5. The adviser will identify the broad topics for comprehensive exam questions and ask committee members to frame a question in each topic. Committee members are invited to write comprehensive exam questions based on the Proposal in Principle. At the same time, students submit the D2 Plan of Study for committee signatures, which will be filed with the Office of Graduate Studies.
6. Following this, students work with the adviser to plan the comprehensive exam.
7. Students must be enrolled in two credits during the semester they take their comprehensive exam (e.g., ArchSt 9090 Doctoral Research).
8. Students may visit with committee members in advance to prepare for the exam.
9. The written and the oral examination must be completed within 30 days.

The exam

1. Generally, an answer to a comprehensive question is 7-10 double-spaced pages (approx. 250 words/page). The exam is open-book and completed by a student at any location. The comprehensive exam is a test of critical thinking in addressing the questions posed. Students have two and one half weeks to complete the written exam and submit the responses to the adviser.
2. The adviser sends student exam responses to committee members allowing at least one week to read the responses to the comprehensive exam questions.
3. If the committee has concerns about the responses, the committee may choose to meet without the candidate to determine whether to go to the oral defense. There cannot be more than one dissenting or abstaining vote. See University procedures at the MU Office of Graduate Studies if there is failure of the comprehensive exam <http://gradstudies.missouri.edu/academics/process/doctoral-process/comprehensive-exam.php>
4. A two-hour time period for the comprehensive oral defense is scheduled within 30 days. The oral exam consists of a discussion regarding each of the questions and responses. The adviser chairs the session. Students will be asked to give a brief oral summary to each of the questions—which serves the purpose of informing all committee members of the exam and also helps the student organize their thoughts. Each committee member may pose questions for clarification and discussion. The student should “unpack” their ideas in a discussion responding to questions rather than giving short-answer responses. The oral defense is not open

- to the general public. Following the discussion, the committee will confer without the student being present.
5. If the student passes the written and oral comprehensive exam requirements, members sign the Form D-3 and the form is signed by both the Department's Director of Graduate Studies and the HES Director of Graduate Studies before it is submitted to the Office of Graduate Studies.
 6. The student officially becomes a Doctoral Candidate. For more information see <http://gradstudies.missouri.edu/academics/process/doctoral-process/comprehensive-exam.php>

Next steps

1. After the success of the comprehensive exam, a more formal research proposal is written (Archst 9990 Dissertation Proposal) and must be approved by the dissertation committee.
2. Doctoral students then conduct their dissertation research. Students must enroll in ArchSt9090 on a continuous basis until completion of the dissertation as required by the university. See the Department handout "Preparing for the Final PhD Defense."

Appendix D: Preparing for the PhD Final Presentation & Defense

- **Disseminate dissertation to committee:** After the advisor is comfortable in the dissertation going to the committee, the doctoral-candidate sends dissertation to committee members and asks for any feedback.
- **Address committee suggestions:** Doctoral-candidate will be in communication with advisor and committee members and make any revisions recommended.
- **Final document to whole committee:** Two weeks are needed by committee members to read the dissertation. Before the defense, the doctoral-candidate will ask committee members if they feel comfortable going to the defense. While the defense can be scheduled when dissertations are given to committee members, the defense could be postponed as determined by the advisor if, for example, if substantial additional work is required.
- **Schedule Defense:** *If committee is comfortable going to the defense*, the doctoral-candidate will find a two hour time block and room.
- **Invitations:** Adviser will send an Outlook appointment to committee and also invite faculty and PhD resident students to attend presentation and defense.
- **Prepare Presentation:** Doctoral-candidate will prepare and practice a 20-25 minute PowerPoint presentation to include: brief bio with background, research question, methods, analysis, and implications. It may be helpful to identify the 3 most important findings, surprise findings, and what they would do differently next time.
- **What to bring to the defense:** The doctoral-candidate should have the PowerPoint presentation and the signature page of the dissertation prepared. Also, review the transcript to see if there are incompletes.
- **Defense Set-up:** The doctoral-candidate should arrive at least 30 minutes prior to the defense to check in with your advisor, organize the room, set up the computer, make sure the Advisor has the right paperwork for signatures from the Grad Office, and to get comfortable. The room should be organized with the presenter at the front of the room and seating around a table for committee members. Observers are welcomed to be seated in the back of the room in audience style seating.
- **Facilitation by Advisor:** The Dissertation Advisor is the person in charge of the event to welcome and introduce the doctoral-candidate and the participants. The Advisor directs the organization of the defense and explains that audience observers are not participating in the discussions. The doctoral-candidate and observers will be excused after the presentation and defense for committee members to discuss among themselves.
- **Deliver Presentation:** The presentation is delivered.
- **Questions:** Each committee member is asked to question the doctoral-candidate. Generally, we begin with the external committee member. The Advisor is last.
- **Committee Convenes:** When all questions and discussion is complete, the doctoral-candidate and observers will be excused. Committee members will converse and determine if additional work needs to be done. It is not uncommon for revisions to be

needed. The Advisor is in charge of noting these revisions and how to proceed with the doctoral-candidate. Signatures are collected on the appropriate forms.

- **Decision Communicated:** The doctoral-candidate will be asked to return to the room and results will be communicated.
- **Next Steps:** The Advisor will meet with the candidate following the defense to go over any recommended revisions and/or general comments. At this time make sure all incomplete grades are taken care of on the plan of study.