



HOSPITALITY MANAGEMENT (HMT) PROGRAM

DEPARTMENT OF NUTRITION, DIETETICS, AND HOSPITALITY MANAGEMENT

AUBURN UNIVERSITY, ALABAMA 36849

HMT GRADUATE STUDENT HANDBOOK

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WELCOME FROM THE FACULTY

We welcome you to your journey of graduate study in the Hospitality Management (HMT) Program, a part of the Department of Nutrition, Dietetics, and Hospitality Management, College of Human Sciences at Auburn University. This journey will at times be exciting, at other times challenging, but at all times, interesting. This handbook is designed to assist you along the way. Think of it as a map, a set of guideposts, and a reference manual.

We, the HMT graduate faculty, take our responsibilities to you very seriously. To succeed in graduate studies, you will have to take your responsibilities very seriously as well. However, the rewards can be many: a fulfilling career, enhanced understanding of your chosen field, a growing circle of professional colleagues and contacts, and the reward of a high level of personal accomplishment. We encourage you to resolve to set the highest standards for each milestone in your pursuit of your degree. We wish you well in your studies and encourage you to seek us out when questions and problems arise.

The Department of Nutrition, Dietetics, and Hospitality Management offers graduate study leading to the Master of Science (M.S.) and the Doctor of Philosophy (Ph.D.) degrees with an option in nutrition or **HOTEL AND RESTAURANT MANAGEMENT**. The Department emphasizes the integration of knowledge from various fields for the purpose of understanding and developing professional skills for careers in higher education and government, as well as food, health-care, and hospitality industries.

Master of Science Degree: The Master of Science (M.S.) degree in Nutrition with an option in Hotel and Restaurant Management is designed to provide advanced education for the rapidly evolving hospitality field. Students have a choice of two study tracks: the on-campus thesis or non-thesis program (non-thesis also offered in distance learning format). The M.S. degree requires a minimum of 30 semester hours for the thesis track and 33 for non-thesis. The principle difference between the two programs is the emphasis on primary research. The thesis project aims to develop the necessary skills to perform high level, timely and relevant research aimed to rejuvenate existing hospitality thinking and practice. For the individuals interested in combining current work life with the need for educational and professional advancement, the non-thesis requirements include completion of a primary research project relevant to the student's direct business environment. Both Master's tracks offer an interesting blend of theoretical and applied courses created to keep students abreast of current management thinking and practice. Particular emphasis is placed on informed decision-making and management in a global context.

Doctor of Philosophy Degree: The Doctor of Philosophy (Ph.D.) degree in Nutrition with an option in Hotel and Restaurant Management is offered to students interested in developing research skills beyond the master's level and is focused on an academically oriented career. The Ph.D. program places a strong emphasis on methodology and the scientific process and equips students with the skill set necessary to make significant contributions in the chosen research field. Ph.D students are provided one-on-one research supervision at the graduate faculty. Doctoral students are encouraged to interact with the Capella Hotel Group senior leadership team and to identify other possible research partnerships, in order to develop projects that are ground-breaking and theoretically challenging from an applied perspective. The Ph.D program requires a minimum of 60 semester hours beyond the BS degree and a dissertation describing original research in the student's area of emphasis.

This Graduate Student Handbook is designed to acquaint each HMT graduate student with the procedures and the details of the degree programs and those aspects of the Graduate School and Auburn University which influence graduate student life. It is the responsibility of the graduate student to read this document as well as documents on the Auburn University Graduate School web pages and to abide by the policies and requirements of the Hospitality Management Program, the Department of Nutrition, Dietetics, and Hospitality Management and Auburn University. Recognize that in the event of a discrepancy(ies) between policies stated in this Graduate Student Handbook and policies stated by the Graduate School, Graduate School policies take precedent. Review the Graduate School web pages each semester to learn new policies and policy changes.

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HMT Graduate Program Mission

Develop world-class graduate students who are able to identify, analyze and respond, in an informed sense, to the dynamic nature of the global hospitality and tourism fields through excellence in teaching, research and applied outreach.

HMT Graduate Program Goals and Student Learning Outcomes

Ph.D. Program

Program Goal 1:

Research. To prepare students to be effective researchers in the hospitality and tourism fields.

Outcomes: HMT Ph.D. students will be able to

- a.** Develop a high level of theoretical expertise in the hospitality and tourism fields by generating research questions that clearly advances the literature and their specific areas of specialty.
- b.** Build up rigorous methodological competencies appropriate to hospitality and tourism fields and student's specific area of specialty.
- c.** Apply novel research methods/approaches to solve emerging problems in the hospitality and tourism fields.
- d.** Develop knowledge and skills to successfully secure grants and funding to support research.
- e.** Communicate their research clearly and professionally in both written and oral forms appropriate to the hospitality and tourism fields.

Program Goal 2:

Teaching. To prepare students to be effective educators in the hospitality and tourism fields.

Outcomes: HMT Ph.D. students will be able to

- a.** Foster the understanding of hospitality and tourism knowledge for others (e.g., students) through demonstrated pedagogical knowledge.
- b.** Integrate research findings into classroom teaching, especially those related to student's academic interests.
- c.** Synthesize feedback gathered from various sources (student, self-evaluation, peers, supervising faculty members, etc.) to continuously enhance teaching effectiveness.
- d.** Create a teaching portfolio that documents and assesses student's teaching abilities and experiences for future employment.

Program Goal 3:

Professional Development. To enable students to develop as successful professionals and be attractive to employers for highly competitive positions in academic institutions, professional organizations, industry, and government.

Outcomes: HMT Ph.D. students will

- a.** Earn professional certifications related to the various segments of the hospitality and tourism fields, offered by the department or by outside entities.
- b.** Be involved during their graduate program in preparing for leadership roles and responsibilities they will assume throughout their future careers.
- c.** Participate in professional organizations, becoming members and attending meetings.
- d.** Enhance their professional bases through internships and other industry practical experiences.

Master's Program Learning Outcomes

A student who graduates with a ***thesis-track*** Master's degree from the HMT Program will:

- 1.** Demonstrate a coherent understanding of the main theoretical foundations of hospitality and tourism fields through synthesis across courses and experiences.
- 2.** Analyze and compare the relative merits of alternative research methods and statistical techniques when designing a research project.
- 3.** Develop innovative, data-supported, theoretically sound research project related to a specific area within the hospitality and tourism fields.
- 4.** Engage in various instructional experiences and develop teaching skills needed for instructional positions in the hospitality and tourism fields and/or advancement toward a terminal degree.
- 5.** Communicate professionally and effectively in written and oral formats relevant to the hospitality and tourism fields.

A student who graduates with ***non-thesis track*** Master's degree from the HMT Program will:

- 1.** Use theoretical tools and concepts to implement problem solving in an industry setting.
- 2.** Assess and use appropriate data analytics tools, statistical techniques and yield management knowledge for decision making in an industry setting.
- 3.** Produce a written report addressing industry-based problem.
- 4.** Make a professional and academic oral presentation to a learned audience.

CHAPTER 1. MASTER'S DEGREE PROGRAM

Classification:

Students who hold full admission to Graduate School for work toward a Master's degree are classified as MST.

Course Level Requirements:

Graduate courses are those with course numbers in the 6000s, 7000s, and 8000s.

Transfer Credits from Another Approved Graduate School

Graduate credit taken in residence at an international institution or at a regionally accredited U.S. institution may be transferred when recommended by the student's major professor, advisory committee, graduate programs officer, and when also approved by the dean of the Graduate School. Students seeking transfer credit must provide documentary evidence showing the relevance of the course to the student's plan of study and provide an official transcript showing credit earned for the course. No prior commitment is made concerning whether transfer credit will be accepted.

A student must earn at least 24 semester hours at Auburn University. The limit of hours of transfer credits is 6 semester credit hours. The credit must be acceptable to the student's advisory committee and be pertinent to the student's Plan of Study. No course on which a grade lower than B was earned may be transferred to Auburn University. Transfer credit must fall within the time limits of the degree- that is, they must have been earned within six years of the date the Auburn degree is awarded.

Additionally, credit will not be allowed if the combined GPA on graduate work taken at other schools is less than 3.0 on a 4.0 scale, nor may transfer credit be used to improve the GPA on courses taken at Auburn University.

Transfer to a Different Degree Program

A student transferring from one department to another is required to submit a new application for admission. Changes in application status (Master's to doctoral, doctoral to Master's) or enrollment status (Master's to doctoral, doctoral to Master's) must be requested by the applicant/student involved and endorsed by the department head or chair, major professor, and advisory committee for enrolled students and approved by the Dean of the Graduate School. Current international students must recertify financial support for the issuance of a "new" I-20 form.

Time Limit for the Master's Degree

All graduate work toward a Master's degree must be completed within a period of six calendar years. The student's time to completion begins with the earliest completed course approved for inclusion in the Plan of Study.

Selection of a Major Professor and Advisory Committee

Regulations regarding the major professor: The major professor must be a member of HMT Graduate Faculty, either Level 1 or 2, to serve as a major professor for a Master's student. The student's choice of a major professor is an important one and should not be taken lightly. Many diverse roles may be played by the major professor including counseling, approving the student's selection of graduate courses, helping to select members of the student's advisory committee, directing the student's research and mentoring, scheduling of comprehensive examinations, developing and submission of annual evaluation materials, planning of continuous enrollment until degree awarded.

The student is advised to choose a major professor who is interested in and has knowledge of a topic he/she wants to pursue as a thesis or industry based research problem. The student should choose a faculty member who can give him/her an amount of time and the level and type of guidance that is consistent with what the student needs as he/she conducts research. Students are encouraged to meet with several HMT faculty members before they select a major professor. Students are also encouraged to talk to second-year students and/or past graduates of the program before selecting a major professor.

Regulations regarding the advisory committee for the Master's degree student: The committee is required to have a minimum of two additional faculty members. At least one of the two must be from the HMT program and at least one of the two must be Graduate Faculty. Selection of committee members should be done after selection of the major professor. Affiliate faculty and other scholars not employed by the University may serve on individual advisory committees with the approval of the Dean of the Graduate School. Official approval of the Major Professor and Advisory Committee occurs when the Plan of Study, available on line, is approved by the Graduate School. This committee will approve the student's program of study, conduct required examinations and direct the required field project or thesis.

Changing the major professor or committee members: The form "Graduate School Revision of Existing Plan of Study" is needed to change the major professor or committee member(s). Students are encouraged to meet with their major professor or the committee member to attempt to arrive at a mutually acceptable arrangement. If negotiations are not successful, however, the student and/or faculty member should inform the department head. A new major professor or committee member will need to be arranged before submission of required forms.

Regulations Specific to the Master's Degree - Thesis Track

Course Requirements: The Master's Degree thesis track with an option in Hotel and Restaurant Management requires a minimum of 30 semester hours.

Required Core Courses

HOSP 6530	Science of Quality Service in Hospitality	(3 credit hours)
HOSP 6570	Global Hospitality	(3 credit hours)
HOSP 7000	Hospitality Enterprise	(3 credit hours)
HOSP 7010	Advanced Tourism Analysis	(3 credit hours)
HOSP 8860	Current Issues in Hospitality Management	(3 credit hours)
NTRI 7050	Methods of Research	(2 credit hours)
ERMA 7300	Design and Analysis in Education I	(3 credit hours)
NTRI 7850	Master's Seminar	(1 credit hour)
NTRI 7990	Research and Thesis	(minimum of 5 credit hours)
	Elective graduate-level courses	(minimum of 4 credit hours)

Examples of Elective Courses:

HOSP 6460	Catering and Event Management	(1 credit hour)
HOSP 6461	Catering and Event Management	(2 credit hours)
HOSP 6550	Club Management	(3 credit hours)
HOSP 6540	Conference Coordination	(3 credit hours)
MNGT 6560	Leadership	(3 credit hours)
HOSP 8870	Adv. Hospitality Mgt. Research & Applications	(3 credit hours)
HOSP 8880	Theoretical Developments for Hospitality	(3 credit hours)
HOSP 7920	Professional Internship in HMT	(1-3 credit hours)
NTRI 7960	Special Problems	(1-3/5 credit hours)
NTRI 8970	Advanced Topics in NTRI	(1-3 credit hours)
NTRI 6380	Study Travel in NTRI	(variable credit hours)
NTRI 8910	Supervised Teaching in NTRI	(1 credit hour)

A. Thesis Topic and Writing:

The topic selected for the thesis must be approved by the student's major professor and advisory committee. The student prepares and conducts the research under the direction of the major professor.

B. Research and Thesis hours (NTRI 7990):

1. The student in the thesis track must register for a minimum of 5 credit hours of NTRI 7990. No more than 6 hours of NTRI 7990 may be counted toward the Master's degree for thesis track students.
2. The student may register for 1 or more hours of NTRI 7990 at a time, but must be registered for at least 1 credit hour each semester in which the student is working on the thesis proposal, conducting thesis research, and writing the thesis. In addition, the student must be registered for at least 1 credit hour during the semester in which the student's thesis defense will occur.

C. Thesis Format:

The Graduate School does not require that students submit paper copies of theses and dissertations, only electronic submission. For a complete description of format requirements, see the Graduate School's Electronic Thesis and Dissertation Guide (ETD Guide) at http://www.grad.auburn.edu/etd_guide.html. The Department of Nutrition, Dietetics, and Hospitality Management, however, may continue to require paper copies. Graduate students are advised to consult with their major professor and advisory committee.

Submission of a thesis is defined as the time at which the first complete draft of such is submitted to the major professor for review. The Graduate School accepts only theses prepared according to the *Guide*. Refer to the Approval Process section in the *Guide* to have a final format check done. If the electronic thesis needs corrections, the student's graduation may be delayed at least one semester. Auburn University reserves the right to make copies of the thesis, but the student retains all publication rights. Effective summer 2005, all theses must be published electronically through AU-ETD.

D. Thesis Deadline:

1. The Graduate School Calendar, in the *Bulletin*, lists the deadline for acceptance of final thesis by the Graduate School each semester. "Final" means that the thesis is ready for uploading.
2. The graduate student is encouraged to get a Thesis Format Check prior to the Thesis deadline. Guidelines for obtaining a format check are given in the Graduate School's Electronic Thesis and Dissertation Guide (ETD Guide) at http://www.grad.auburn.edu/etd_guide.html

E. Thesis Defense / Thesis Examination:

1. The major professor will schedule the thesis defense not later than the deadline indicated in the Graduate School calendar. The thesis should be provided to the members of the advisory committee at least two weeks before the scheduled thesis defense meeting. The thesis defense should be open to members of the Graduate Faculty as visitors. Successful completion of the thesis defense requires the unanimous support of all members of the advisory committee.
2. If a student fails the thesis defense, one re-examination may be given on recommendation of the advisory committee and approval by the Dean of the Graduate School. Further examinations will be allowed only under exceptional circumstances and with approval of the Graduate Council.

The following checklist is intended to serve as a quick reference to assist the student in determining whether requirements have been met. It is the responsibility of the student to keep this checklist current and to meet all requirements on time.

HOSPITALITY MANAGEMENT
MASTER'S DEGREE PROGRAM – THESIS TRACK
Progression Checklist

Requirement	Timeline	Instructions/Notes
Develop an initial Plan of Study	During the first semester of enrollment	For assistance, consult with your temporary advisor (the HMT graduate programs officer).
Select a Major Professor	During second semester of enrollment	Official approval of the major professor and advisory committee occurs when the Plan of Study is approved by the Graduate School.
Meet and set up Advisory Committee	During second semester of enrollment	
Develop and approve Thesis Proposal		Topic must be approved by the major professor and advisory committee. The student must register for at least 1 credit hour of NTRI 7990 each semester the student is working on the thesis proposal, conducting and writing thesis research. If required, obtain IRB approval before conducting research
Submit an approved Plan of Study to Graduate School	At least one semester prior to the semester of expected graduation	Submit using this link: http://graduate.auburn.edu/current-students/degreetworks-plan-of-study/ Check academic calendar for deadlines
Submit Graduation Application	Prior to the last day of the semester preceding the expected semester of graduation	Submit from AU Access, My Academics, Grad Application
Clear any Incomplete Grades Clear all holds	At least three weeks before the date of graduation	An overall GPA of 3.0 or higher (on a scale of 4.0) is required.
Enrollment in the semester of graduation.	Semester of graduation	At least one credit hour. If defending thesis, enroll in NTRI 7990; if thesis is submitted and all graduation requirements are met by the last day of the previous semester, enroll in GRAD 7000 Thesis Completion.
Schedule final oral exam .	Schedule the thesis defense not later than the deadline indicated in the Graduate School calendar.	Once completed, submit the signed Thesis Master's Final Examination Form to the Graduate School.
Submit Signed ETD Final Approval Form	Semester of graduation	See the Graduate School's Electronic Thesis and Dissertation Guide, and the Thesis Format Check Guidelines at http://www.grad.auburn.edu/etd_guide.html
Graduation		All degree requirements must be completed within six calendar years.

Regulations Specific to the Master's Degree –Non-Thesis Track (On-Campus)

Course Requirements: The Master's Degree non-thesis track with an option in Hotel and Restaurant Management requires a minimum of 33 semester hours.

Required Core Courses

HOSP 6530	Science of Quality Service in Hospitality	(3 credit hours)
HOSP 6570	Global Hospitality	(3 credit hours)
HOSP 7000	Hospitality Enterprise	(3 credit hours)
HOSP 7010	Advanced Tourism Analysis	(3 credit hours)
HOSP 8860	Current Issues in Hospitality Management	(3 credit hours)
ERMA 7300	Design and Analysis in Education I	(3 credit hours)
NTRI 7850	Master's Seminar	(1 credit hour)
NTRI 7050	Methods of Research	(2 credit hours)
NTRI 7980	Non-Thesis Research	(minimum of 5 credit hours)
	Elective graduate-level courses	(minimum of 7 credit hours)

Examples of Elective Courses:

HOSP 6460	Catering and Event Management	(1 credit hour)
HOSP 6461	Catering and Event Management	(2 credit hours)
HOSP 6550	Club Management	(3 credit hours)
HOSP 6540	Conference Coordination	(3 credit hours)
MNGT 6560	Leadership	(3 credit hours)
NTRI 6380	Study Travel in NTRI	(variable credit hours)
HOSP 7920	Professional Internship in HMT	(1-3 credit hours)

Non-Thesis Research (NTRI 7980)

The on-campus student in the non-thesis track must register for a minimum of 5 credit hours of NTRI 7980. Students in the non-thesis track may not count NTRI 7990 Research and Thesis hours for credit on their Plan of Study for Master's degree.

Other Requirements

A Hospitality Industry-Based Research Project: The research project selected for the non-thesis must be approved by the student's major professor and advisory committee. The student conducts the research and writes the report under the direction of the major professor. The student will present the industry-based research project as a seminar; the seminar is open to HMT and NTRI faculty and graduate students. Students will register for NTRI 7980 during all semesters in which they are working on the research project.

The research project is a scholarly investigation of an industry-based problem relevant to hospitality and tourism, and is written in a research format. Through conforming to established research methods, the student will demonstrate an ability to identify and critically respond to the problem from an applied and professional outlook. Compared to a thesis, the research project is typically narrower in scale, less extensive, and

shorter in length. Although the research project is not necessarily expected to be published in an academic journal, the resultant report is expected to be of quality high enough to be presented at a professional conference or meeting.

The evaluation of the student's performance is conducted collectively by the advisory committee, based on a satisfactory completion of the quality of the written report and oral presentation of the non-thesis project. If the student project is assessed as unsatisfactory, the student will be given one opportunity to correct the deficiencies and resubmit and/or re-present the work. Students who still fail on their second attempt will be dropped from the program.

Regulations Specific to the Distance Learning Master's Degree –Non-Thesis Track

Course Requirements: The distance learning non-thesis track Master's Degree with an option in Hotel and Restaurant Management requires a minimum of 33 semester hours.

Required Core Courses

HOSP 6536	Science of Quality Service in Hospitality	(3 credit hours)
HOSP 6576	Global Hospitality	(3 credit hours)
HOSP 7016	Advanced Tourism Analysis	(3 credit hours)
HOSP 7006	Hospitality Enterprise	(3 credit hours)
HOSP 8866	Current Issues in Hospitality Management	(3 credit hours)
NTRI 7056	Methods of Research	(2 credit hours)
NTRI 7856	Master's Seminar	(1 credit hour)
ERMA 7306	Design and Analysis in Education I	(3 credit hours)
NTRI 7986	Non-Thesis Research	(minimum of 5 credit hours)
	Elective graduate-level courses	(minimum of 7 credit hours)

Examples of elective courses offered via distance learning:

HOSP 6556	Club Management	(3 credit hours)
HOSP 6546	Conference Coordination	(3 credit hours)
HOSP 7926	Professional Internship in HMT	(1-3 credit hours)
BUSI 7146	Organizational Leadership & Change	(3 credit hours)
NTRI 6380	Study Travel in NTRI	(variable credit hours)

Non-Thesis Research (NTRI 7986)

The student in the non-thesis track must register for a minimum of 5 credit hours of NTRI 7986. Students in the non-thesis track may not count NTRI 7990 Research and Thesis hours for credit on their Plan of Study for Master's degree.

Other Requirements

A Hospitality Industry-Based Research Project: The research project selected for the non-thesis must be approved by the student's major professor and advisory committee. The student conducts the research and writes the report under the direction of the major professor. The student will present the industry-based research project as a seminar; the seminar is open to departmental faculty and graduate students. Students will register for NTRI 7986 during all semesters in which they are working on the research project.

The research project is a scholarly investigation of an industry-based problem relevant to hospitality and tourism, and is written in a research format. Through conforming to established research methods, the student will demonstrate an ability to identify and critically respond to the problem from an applied and professional outlook. Compared to a thesis, the research project is typically narrower in scale, less extensive, and shorter in length. Although the research project is not necessarily expected to be

published in an academic journal, the resultant report is expected to be of quality high enough to be presented at a professional conference or meeting.

The evaluation of the student's performance is conducted collectively by the advisory committee, based on a satisfactory completion of the quality of the written report and oral presentation of the non-thesis project. If the student project is assessed as unsatisfactory, the student will be given one opportunity to correct the deficiencies and resubmit and/or re-present the work. Students who still fail on their second attempt will be dropped from the program.

The following checklist is intended to serve as a quick reference to assist the student in determining whether requirements have been met. It is the responsibility of the student to keep this checklist current and to meet all requirements on time.

HOSPITALITY MANAGEMENT
MASTER'S DEGREE PROGRAM – NON-THESIS TRACK
Progression Checklist

Requirement	Timeline	Instructions/Notes
Develop an initial Plan of Study	During the first semester of enrollment	For assistance, consult with your temporary advisor (the HMT graduate programs officer).
Select a Major Professor	During second semester of enrollment	Official approval of the major professor and advisory committee occurs when the Plan of Study is approved by the Graduate School.
Set up Advisory Committee	During second semester of enrollment	
Submit a Plan of Study to Graduate School	At least one semester prior to the semester of expected graduation	Submit using this link: http://graduate.auburn.edu/current-students/degreeworks-plan-of-study/ Check academic calendar for deadlines
Develop a Proposal for the Research Project		Topic must be approved by the major professor and advisory committee. The student must register for NTRI 7980 (NTRI 7986 for distance-learning students) each semester the student is working on the research project. If required, obtain IRB approval before conducting research.
Submit Graduation Application	Prior to the last day of the semester preceding the expected semester of graduation	Submit from AU Access, My Academics, Grad Application
Clear any Incomplete Grades Clear all holds	At least three weeks before the date of graduation	An overall GPA of 3.0 or higher (on a scale of 4.0) is required.
Enrollment in the semester of graduation.	Semester of graduation	At least one credit hour. If presenting research project, enroll in NTRI 7980 (NTRI 7986 for distance-learning students).
Schedule the Non-Thesis Research Project Defense Meeting	See Graduate School calendar for Form 8 submission deadline	Make appropriate arrangements with your major professor and HMT program to schedule the meeting. Schedule using the final oral exam . Submit signed Form 8 to Graduate School
Graduation		All degree requirements must be completed within six calendar years.

CHAPTER 2. DOCTOR OF PHILOSOPHY DEGREE PROGRAM

The Doctor of Philosophy is conferred in recognition of the mastery of a special field of learning as shown by the satisfactory completion of a prescribed course of study and investigation, the successful passing of general examinations covering the major and minor fields, the preparation of dissertation reflecting high achievement in scholarship and independent investigation, and the passing of a final examination on the dissertation and related subjects. The degree is a research degree, and is not conferred merely upon fulfillment of technical requirements, but awarded in recognition of the ability to think and work independently, originally, and creatively in a chosen field.

Student Classification: Students must hold full admission to Graduate School for a doctoral program; Doctoral students are classified by the Graduate School as PHD.

Ph.D. Program Structure

The Ph.D. program requires a minimum of 60 semester hours of credit beyond the bachelor's degree, of which 10 credits are for the dissertation.

Graduate credit taken in residence at an international institution or at a regionally accredited U.S. institution may be transferred when recommended by the student's major professor, advisory committee, graduate program officer, and when also approved by the dean of the Graduate School. Students seeking transfer credit must provide documentary evidence showing the relevance of the course to the student's plan of study and provide an official transcript showing credit earned for the course. No prior commitment is made concerning whether transfer credit will be accepted.

The number of hours from a previously completed Master's degree, which may be counted toward the 60-credit hour requirement, is decided upon by the HMT graduate faculty and the Graduate School; such transfer credit must fall within the time limits of the degree. In no case will more than 30 semester hours be transferred from a completed Master's degree. At least 21 semester hours must be completed as a graduate student at Auburn University in graded course work at the 6000-level or above. Students who have had equivalent content in core courses from their Master's program at AU or at another university will not be required to retake the courses. These courses may be substituted. No courses with a grade below a B will be accepted from a Master's degree into the Ph.D. program of study. Additionally, credit will not be allowed if the combined GPA on graduate work taken at other schools is less than 3.0 on a 4.0 scale, nor may transfer credit be used to improve the GPA on courses taken at Auburn University.

Of the 60 hours, a minimum of the 30 semester hours must be graded (e.g., A, B, C grades) graduate course work (6000-level and above) and 18 of those 30 hours must be completed under

PHD classification at Auburn University. The other 30 hours of required course work may include ungraded courses (6000-level courses, NTRI 7990 and NTRI 8990). A maximum of four semester hours of NTRI 7990 Research and Thesis from a completed Master's program may be counted toward the doctoral requirements.

All doctoral students must complete a minimum of 10 hours of NTRI 8990 Research and Dissertation. Enrollment in NTRI 8990 may take place at any time the student and the advisory committee deem appropriate. During any one semester, the number of hours of NTRI 8990 in which the student enrolls should reflect the amount of time being spent on the dissertation and the degree to which university resources are being utilized. Students may enroll, during any one semester, for as few as one hour or as many as 16 hours of NTRI 8990. The requisite 10 hours of NTRI 8990 should be included in the Plan of Study. No grade is assigned.

The Dean of the Graduate School is authorized to approve alternatives to these course work requirements in exceptional cases and on an individual basis.

Course Requirements:

- 1) HMT Specialization (minimum of 34 credit hours)
 - HOSP 6530 Science of Quality Service in Hospitality (3 credit hours)
 - HOSP 7000 Hospitality Enterprise (3 credit hours)
 - HOSP 7010 Advanced Tourism Analysis (3 credit hours)
 - HOSP 8860 Current Issues in Hospitality Management (3 credit hours)
 - HOSP 8870 Advanced Hospitality Mgt. Research & Applications (3 credit hours)
 - HOSP 8880 Theoretical Developments for Hospitality (3 credit hours)
 - Graduate-level HMT and/or related courses (at least 16 credit hours)

- 2) Research Support (minimum of 16 credit hours)
 - NTRI 7050 Methods of Research (2 credit hours)
 - NTRI 8850 Doctoral Seminar (two enrollments, 1 credit hour each)
 - ERMA 7300 Design and Analysis in Education I (3 credit hours)
 - ERMA 7310 Design and Analysis in Education II (3 credit hours)
 - Graduate-level research/statistics courses (at least 6 credit hours)

- 3) Dissertation (minimum of 10 credit hours)
 - NTRI 8990 Research and Dissertation

Examples of HMT Specialization Elective Courses:

- HOSP 6460 Catering and Event Management (1 credit hour)
- HOSP 6461 Catering and Event Management (2 credit hours)
- HOSP 6540 Conference Coordination (3 credit hours)
- HOSP 6550 Club Management (3 credit hours)
- HOSP 6570 Global Hospitality (3 credit hours)
- HOSP 7920 Professional Internship in HMT (1-3 credit hours)
- NTRI 6380 Study Travel in NTRI (variable credit hours)
- NTRI 7960 Special Problems (1-3/5 credit hours)
- NTRI 8910 Supervised Teaching in NTRI (1 credit hour)
- NTRI 8970 Advanced Topics in NTRI (1-3 credit hours)

Recommended Research Support Courses:

- NTRI 8970 Advanced Topics in NTRI (1-6 credit hours)
- ERMA 7210 Theory and Methodology of Qualitative Research
- ERMA 7220 Applied Qualitative Research
- ERMA 8200 Survey Research Methods
- ERMA 8320 Design and Analysis in Education III
- ERMA 8330 Non-Parametric Statistics
- ERMA 8340 Practical Introduction to Structural Equation Modeling

Selection of a Major Professor: The major professor must be a member of the HMT Graduate Faculty, Level 2, to serve as a major professor for a doctoral student. Students' choice of a major professor is an important one and should not be taken lightly. Many diverse roles may be played by the major professor including counseling, approving students' selection of graduate courses, helping to select members of students' advisory committee, scheduling of examinations, developing and submission of annual evaluation materials, directing students' research and mentoring, and planning of continuous enrollment until degree awarded. Students should choose a major professor who is interested in and has knowledge of a topic they want to pursue as a dissertation. Students should choose a faculty member who can give them an amount of time and the level and type of guidance that is consistent with what they need as they conduct their research. Students should meet with several HMT faculty members before they select a major professor. In addition, students may talk to second-year students and/or past graduates of the program before selecting a major professor.

Doctor of Philosophy Advisory Committee: After the student has enrolled in the doctoral program, an advisory committee should be selected by the student, major professor and department head. Selection of committee members should be done after selection of the major professor. The committee consists of at least four members of the Graduate Faculty. At least three, including the major professor, must be members of the Graduate Faculty at Level 2 and at least two of the three must be from the Hospitality Management Program.

The advisory committee may include no more than one non-Auburn University affiliated committee member, who must hold a terminal degree in the field.

The formal appointment of the advisory committee occurs when the Plan of Study is approved by the Graduate School. The advisory committee is responsible for developing the student's Plan of Study and conducting the doctoral general and final examinations. Affiliate faculty and other scholars not employed by the University may serve on individual advisory committees with the approval of the Dean of the Graduate School.

A form, Graduate School Revision of Existing Plan of Study, is needed to change the major professor or committee members. Students are encouraged to meet with their major professor or the committee member to attempt to arrive at a mutually acceptable arrangement. If negotiations are not successful, however, the student and/or faculty member should inform the department head. A new major professor or committee member will need to be arranged before submission of required forms.

Doctor of Philosophy Plan of Study: An initial Plan of Study should be developed with coordination with the HMT graduate programs officer during the first semester of enrollment. After the student has chosen his/her major professor, a complete Plan of Study should be prepared by the student and his/her major professor and the advisory committee, and filed with the Graduate School by at least one term prior to the term in which the student plans to graduate.

Residency Requirements for the Doctoral Degree

Doctoral students must complete a Certificate of Graduate Residency form available through www.grad.auburn.edu . Resident, on-campus study is the foundation for research-based graduate degree programs at Auburn University. Any graduate student enrolled in a degree program culminating in a thesis or dissertation must directly engage in research with the major professor, must have access to the research tools needed for the research activity, must be immersed in the culture of graduate education, must engage in the professional activities of the discipline, and must complete the research activity in a reasonable period of time. Graduation requires the major professor to certify compliance with these requirements. This requirement concerns academic residency only; it has nothing to do with residency for fee purposes. This requirement concerns academic residency only; it has nothing to do with residency for fee purposes.

Time Limitations for the Doctoral Degree

Students are expected to achieve candidacy within six years and to complete all requirements for the degree within ten years. Upon admission to candidacy, the student has four calendar years to complete all remaining requirements for the doctoral degree. The student's time to completion begins with the earliest completed course approved for inclusion in the plan of study. If unable for any reason to complete the requirements on time, the student may, with the approval of the advisory committee, petition the dean of the Graduate School for a one year extension. Students failing to complete the degree in the allotted time revert to the status of an applicant and must, with the approval of the advisory committee, petition the dean of the Graduate School to retake the oral examination.

Dissertation

- A. Requirements for the dissertation: A dissertation is required of all candidates for the degree of Doctor of Philosophy.
- B. Dissertation topic and research: The dissertation topic selected must be approved by the student's major professor and advisory committee. The student conducts the research and prepares the dissertation under the direction of the major professor.
- C. Research and Dissertation hours (NTRI 8990): The student must register for a minimum of 10 credit hours of NTRI 8990. The student may register for one or more hours of NTRI 8990 at a time, but must be registered for at least 1 credit hour each semester that the student is working on the dissertation proposal, conducting research for the dissertation, and writing the dissertation. In addition, the student must be registered for at least 1 credit hour during the semester in which the student's final defense will occur. Typically students will be registered for a minimum of 1 credit hour of NTRI 8990 during each semester after the first year with the expectation that additional research hours will be required during the final few semesters of the graduate program.
- D. Dissertation format requirements: The Graduate School does not require that students submit paper copies of theses and dissertations, only electronic submission. For a

complete description of format requirements, see the Graduate School's Electronic Thesis and Dissertation Guide (ETD Guide) at http://www.grad.auburn.edu/etd_guide.html. The Department of Nutrition, Dietetics, and Hospitality Management, however, may continue to require paper copies. Graduate students are advised to consult with their major professor and advisory committee.

Graduate students are required to get a Dissertation Format Check. See the Graduate School's Electronic Thesis and Dissertation Guide (ETD Guide) for format check directions. The signature page is replaced by the Electronic Thesis/Dissertation Approval Form. The new Electronic Thesis/Dissertation Final Approval form can be found at: http://www.grad.auburn.edu/etd/approval_form.pdf

- E. Dissertation Deadlines: The Graduate School Calendar, in the *Bulletin*, lists the deadline for acceptance of final copies of dissertation by the Graduate School each semester. "Final copies" means that the dissertation is approved by the committee, and ready to go to the representative of the Graduate School (outside reader).
- F. The dissertation should be provided to the members of the advisory committee at least two weeks before the scheduled date of dissertation defense.

Examinations

There are two separate examinations required to be taken and passed by all Ph.D. degree students:

1. The General Doctoral Examination
2. The Final Examination

General Doctoral / Preliminary Examination

A general examination, often called the "preliminary examination" is required of all applicants for the degrees of doctor of philosophy. The student is responsible for initiating the process of the general examination. This examination is normally held after completion of all required coursework, and it consists of written and oral testing by the student's advisory committee. The primary purpose of the general examination is to assess the student's understanding of the broad body of knowledge in the field of hospitality and tourism. The examination also affords the advisory committee an opportunity to review the student's proposed research and understanding of research methods and literature in the area of emphasis of the student.

General oral examination: The dissertation proposal defense meeting is the general oral examination. This exam may also involve further exploration and clarification of issues raised in the written portion of the examination. Specific guidelines concerning the development and approval of the dissertation proposal are provided in this Handbook (see next page below). At least one complete semester (preferably more than one) must intervene between the general

oral and final examinations. The two examinations thus cannot be taken either in the same semester or in consecutive semesters. Although the written portion of the examination does not require approval in advance by the Graduate School, the oral portion, however, does require such approval. Arrangements for the oral examination must be made by application to the Graduate School at least one week in advance of the examination. Successful completion of the oral examination requires unanimous support of the student's advisory committee. If the general oral examination is failed, a re-examination may be given on recommendation of the committee and approval by the dean of the Graduate School. Further examinations require exceptional circumstances and approval by the Graduate Council.

General written examination: Although all doctoral students in the HMT program are required to successfully complete a written examination before being admitted to candidacy, the nature of the examination may vary from a student to another. Since the hospitality and tourism field is diverse and applied in nature, and since the PhD is an individualized program of study, the HMT program realizes that there is not a standard method of examining that applies to all doctoral students. Therefore, the format of the written examination will be largely determined by the student's advisory committee in discussion with the student. The HMT program has developed guidelines to operationalize this flexible examination structure, as follows:

Options for written examination:

Option 1. An on-campus sit-in written examination format.

Option 2. An off-campus take-home examination format.

While the examination questions may be unique for each student, students completing the examination under either of the two options above can expect the questions to cover at least the following three areas: student's area of emphasis, core HMT knowledge, and hospitality and tourism research methods. It is the responsibility of the student's advisory committee to ensure that areas covered are individually well defined, sufficiently distinct from one another, and relevant to the format chosen (on-campus vs. off-campus). The details pertaining to administering these examination options (such as the timing of exam, number of questions, who is writing the questions, time given, and resources allowed) are determined by the student's advisory committee in consultation with the student.

Option 3. Preparation of a grant proposal independent of the dissertation proposal, on a topic agreed upon by members of the advisory committee. The grant proposal is to be developed in a competitive quality to be submitted to an external funding agency.

Option 4. A combination of two or more of these options described above.

Grading of written examination:

The specific mechanism and criteria for grading the student's written comprehensive examination will be determined by the student's advisory committee, in a manner compatible with the examination option pursued.

The recommended procedure is that advisory committee members will grade the questions they presented to the student. The examiners may assign a mark of "Pass", "Fail", or "Revise". Before being able to do the oral examination, the student must earn a "Pass" grade on each of the written questions. Students earning a "Revise" or "Fail" on any question will have one opportunity to rectify. These students are encouraged to meet with the examiner(s) who has set the question to discuss specific guidelines on how to complete the areas that were lacking in the answer provided by the student. The examiner(s) may set the same question or revise the question for the second opportunity. Failure to earn "Pass" mark in the second opportunity constitutes failure of the examination.

A grant proposal project may be revised no more than two times. The examination is failed if a "Pass" mark from the committee has not been received after a total of three attempts on any grant project.

The major professor of the student will make every effort to communicate the grading outcomes to student (via either electronic document or hard copy) within two weeks of the examination submission date.

If the general examination reveals deficiencies in any of the student's understanding of both the broad body of knowledge in the field, or research methods and literature in the chosen area of emphasis, the advisory committee may recommend remedial work, re-examination, or discontinuation of doctoral study.

Development and Approval of the Dissertation Proposal

A dissertation proposal document serves as both a plan and a contract between the student and the advisory committee. It sets the expectations for the student and the committee in advance of what is a major research undertaking. Signing off on the proposal approval form indicates that the committee approves the merit of the research being proposed and its proposed design and methods. Therefore, approval of the dissertation proposal will depend mainly on the thoroughness and transparency of the proposal. Below are the guidelines for the development and approval of an HMT dissertation proposal:

- The proposal will typically contain the following main components: an introductory section detailing the argument for the study and its significance and originality, an exhaustive literature review, and a section fully detailing the research design and methods. The document will also include a timetable with completion dates for each task

of the research project. Additional specific expectations may be provided to the student by the major professor and advisory committee. While these primary sections need to be as detailed and specific as possible, the student need to be aware that potential changes and refinements are possible following feedback from committee members.

- To reasonably communicate the information, it is normal for the proposal to be in the range of 30-50 pages, exclusive of references and appendices. A student should allow him/herself sufficient time to put the proposal together.
- The tentative proposal draft should be reviewed and initially approved by the major professor first before sending it to the rest of the committee members. The major professor will guide the student at all stages of the project, providing ongoing review and feedback for the various proposal components.
- Once the tentative proposal draft has been approved by the major professor, students are strongly recommended to initially consult with the rest of the committee members about the proposal to make sure that substantive changes to the conceptualization and methods of the study are made before the date of the proposal meeting.
- The refined draft should be sent to the committee members at least 2 weeks prior to the proposal presentation meeting, unless committee members have earlier or later timeline expectations for receiving the dissertation proposal. The student is encouraged to ask each member of the advisory committee whether a printed or electronic copy is preferred.
- The major professor will cancel any scheduled proposal meeting if after reading the proposal document anyone on the committee believes that the proposal lacks quality and that the meeting should not go forward. In this case, the student and the major professor should work with the committee members to develop a plan for moving forward.
- The student will work with the major professor and advisory committee to set up the formal proposal meeting. Members of the advisory committee will evaluate the quality of the proposed research and share their expertise with the student in the areas where improvements to the proposal can be made. Proposal presentation normally lasts between 20 and 30 minutes, followed by a period of questions, comments, and suggestions by the committee members. If committee members approve the proposed study, they will sign the appropriate approval form and the major professor will turn in the signed form to the Graduate School.
- Although that the advisory committee realizes that revisions to the originally approved research might be needed as the student works on completing the dissertation, it is the responsibility of the student to consult with each of the committee members about any substantive revisions and to provide compelling reasons for the changes.

Candidacy for the Doctoral Degree

The student becomes a candidate for the degree on successful completion of the general examinations, and has four calendar years thereafter to complete all additional requirements. If unable to complete the requirements on time due to reasons beyond the candidate's control, the student may petition the Dean of the Graduate School for an extension.

Final Examination for the Doctoral Degree

After the dissertation has been completed (except for minor revisions) and has been approved by the student's advisory committee, it is submitted to the Graduate School. A University Reader (representing the university's graduate faculty and the Graduate School) will be appointed to review the dissertation. However, the student's advisor may request appointment of the University Reader at any time rather than waiting until after the dissertation is drafted. When the Graduate School has approved the dissertation, the student may apply for the final examination on a form sent by the Graduate School. The application must be filed with the Graduate School at least one week in advance of the final examination. The examination is administered by the student's advisory committee. The University Reader also attends and participates. The examination, which generally is oral but may be both oral and written, includes the major and minor fields and a defense of the dissertation. Successful completion requires unanimous support of all members of the committee, including the University Reader. Any member of the Graduate Faculty may attend.

If a student fails the examination, a re-examination may be given on recommendation of the advisory committee and approval by the dean of the Graduate School. Further examination requires exceptional circumstances and approval of the Graduate Council. In addition to successful completion of all examinations, the final electronic copy of the dissertation must be submitted to the Graduate School before the degree is conferred (see Graduate School calendar for the deadline).

Annual Review of Doctoral Students

The progress of each graduate student enrolled in the HMT doctoral program will be evaluated on annual basis. This is an important procedure for the success of the students. Among other benefits, the annual review will clarify expectations for academic and professional performance, identify opportunities for improvement or development, diagnose deficiencies at an early date, prevent more serious problems from developing later, provide regular feedback to students about academic expectations and performance, assess qualifications for assistantships, encourage students to monitor and self-assess their own academic progress, keep resumes and curriculum vitae up to date, provide letter writers with up-to-date information, receive feedback (from students) about the quality of programs, and, offer opportunities to discuss plans and set goals for the next academic year.

The following checklist is intended to serve as a quick reference to assist the student in determining whether requirements have been met. It is the responsibility of the student to keep this checklist current and to meet all requirements on time.

HOSPITALITY MANAGEMENT
DOCTORAL DEGREE PROGRAM
Progression Checklist

Requirement	Timeline	Instructions/Notes
Develop an initial doctoral Plan of Study	During the first semester of enrollment	For assistance, consult with your temporary advisor (the HMT graduate programs officer).
Select a Major Professor	During the second semester of enrollment	Official approval of the major professor and advisory committee occurs when the Plan of Study is approved by the Graduate School.
Meet and set up Advisory Committee	During the third semester of enrollment	
Submit a Plan of Study to Graduate School	At least one semester prior to the semester of expected graduation	Submit using this link: http://graduate.auburn.edu/current-students/degreeworks-plan-of-study/ Check academic calendar for deadlines
Develop and approve Dissertation Proposal	After completion of coursework	Topic must be approved by the major professor and advisory committee. The student must register for at least 1 credit hour of NTRI 8990 each semester the student is working on the dissertation proposal, conducting and writing the dissertation research. If required, obtain IRB approval before conducting research
Pass General Examinations	After advisory committee approve dissertation proposal. Arrangements for the oral exam must be made by application to Graduate School at least one week in advance of the proposed examination date At least one complete semester must intervene between the general oral and final examinations	Unlike the written portion, the oral portion of the exam requires approval in advance by the Graduate School. Submit an Application for General Oral Exam Form, available online at http://graduate.auburn.edu/current-students/forms-directory/#1465205989267-4427e077-b1b6 Upon receipt, the Graduate School will send the student and major professor the Report on General Oral Examination. Once completed, submit the signed Report on General Oral Examination to the Graduate School.
Doctoral Candidacy	After successful completion of general written and oral exams	After candidacy, write the dissertation (Follow Guidelines of ETD Guide)
Submit graduation application	One term before graduation	Submit from AU Access, My Academics, Grad Application

Enrollment in the semester of graduation.	Semester of graduation	At least one credit hour. If defending dissertation, enroll in NTRI 8990; if dissertation is submitted and all graduation requirements are met by the last day of the previous semester, enroll in GRAD 8000 Dissertation Completion Form.
Clear all Incomplete Grades Clear all holds		An overall GPA of 3.0 or higher (on a scale of 4.0) is required.
Submit signed “ First Submission Approval Form ” to the Graduate School		The Graduate School will then send the University Reader the Dissertation Evaluation Form. Please note, the student will select the University Reader with the student’s chair. University Readers must be Graduate Faculty (Level 0,1, or 2) and must be outside of the student’s department.
Submit PDF of your dissertation for Format Check		Submit to this email address: doctoral@auburn.edu
Complete your Application for Final Oral Exam	When notified by the Graduate School, using the link that will be emailed to you.	Once the Dissertation Evaluation Form is submitted to the Graduate School by the University Reader, a link to the Application for Final Oral Examination will be sent to the student. Once signed, the student has to submit the Application for Final Oral Examination to the Graduate School.
Satisfactorily complete oral defense of dissertation	At least one complete semester must intervene between the general oral and final examinations	Complete your final oral exam. Once completed, submit the signed Report on Final Oral Examination (Defense) to the Graduate School. All committee members including the University Reader must be present at the Defense.
Submit the following: - Signed Electronic Thesis/Dissertation Final Approval Form to the Graduate School - Dissertation on AUETD - Survey of Earned Doctorates (SED)	Semester of graduation	- See the Graduate School’s Electronic Thesis and Dissertation Guide, and the Format Check Guidelines at http://www.grad.auburn.edu/etd_guide.html - AUEDT: http://etd.auburn.edu - SED: https://sed-nces.org/GradDateRouter.aspx
Graduation		A student has four calendar years after being admitted to Ph.D. candidacy to complete all additional degree requirements.

CHAPTER 3. GRADUATE STUDENT RESOURCES, ASSISTANTSHIPS, FELLOWSHIPS, AND AWARDS

Graduate Student Assistantships

- Students with an appointment of 0.33 Full-Time Equivalent (FTE) or higher will automatically receive a Graduate Tuition Fellowship that pays resident and non-resident tuition and the student services fee (no more than 15 attempted hours per semester) for all attempted hours each semester during which the qualifying assistantship is held until a maximum level of support has been received.
- University funded in-state tuition support will be limited to 110% of the number of hours required for a graduate degree. Exceptions to this limit can be provided with documentation of the academic need and demonstration of good stewardship of the support already provided, with the approval of the graduate dean. Students may keep up with the amount of support available to them by logging onto the [Graduate Tuition Fellowship System \(GTUFS\)](#). This online system is useful to graduate assistants for keeping a record of the support used and remaining. Students are charged a Graduate Assistant Enrollment fee each semester in which their fellowship is used.
- To be on assistantship, a graduate student must be registered for at least one-credit hour course (but not more than 15 hours) during each academic term of the assistantship. This policy includes summer semester.
- To be on assistantship, a graduate student must satisfy the minimum course load specifications and be making satisfactory progress toward the degree.
- All graduate students receiving an assistantship will be evaluated annually by their supervisor(s) and the head of the department. The evaluation form may be found in the Appendix.
- International graduate students on F1 visas cannot hold a greater than 50 percent work appointment. International graduate students on F2 visas cannot hold a work appointment. Rules for summer terms are different. Please check with the International Education office in Hargis Hall.
- Graduate students may hold multiple assistantships and the assistantships may come from different units on campus, but together they cannot add up to more than a 100 percent appointment. Multiple assistantships for international graduate students cannot add up to more than a 50 percent work appointment.

- Graduate assistants who have received a 0.33 FTE or higher assistantship for two consecutive semesters of a given academic year and are not on assistantship for the third semester will receive tuition support during the corresponding third semester.
- Graduate assistants who meet the requirements for GRAD 7AA0 Thesis Completion or GRAD 8AA0 Dissertation Completion and register concurrently for at least one hour of Research and Thesis/Research and Dissertation are considered full-time students and are exempt from FICA and Medicare on graduate assistant stipends.

GRADUATE ASSISTANT HANDBOOK

http://www.grad.auburn.edu/cs/grad_assist_guide.html

GRADUATE STUDENT FELLOWSHIPS AND AWARDS:

- **NDHM COMPETITIVE GRADUATE RESEARCH FELLOWSHIPS:**
Each year the Department of Nutrition, Dietetics, and Hospitality Management awards two competitive research fellowships to graduate students of the Department: The Malone Zallen Graduate Research Fellowship, and The Graduate Research Award. The objective of these awards is to encourage innovative research, enhance critical thinking, and develop grant writing skills. For more information and guidelines, follow this [LINK \(http://www.humsci.auburn.edu/nufs/nufs-malone.php\)](http://www.humsci.auburn.edu/nufs/nufs-malone.php).
- **AU GRADUATE STUDENT THESIS/DISSERTATION RESEARCH AWARDS:**
The intent of Graduate Student Research Awards is to provide partial support for thesis and dissertation research. These awards may be used to help support the purchase of materials and equipment necessary for data collection or for travel (within or outside the United States) for the purpose of conducting research. The Graduate Student Fellowship Committee encourages students from all areas of graduate study to participate in this program. For more information and guidelines, follow this [LINK \(http://www.grad.auburn.edu/forms/guidelines.html\)](http://www.grad.auburn.edu/forms/guidelines.html).
- Additionally, each year the Graduate School recognizes academic excellence with a variety of awards to students. Find out more about each of these awards and the nomination or application process on this [PAGE. \(http://grad.auburn.edu/cs/awards.html\)](http://grad.auburn.edu/cs/awards.html).

SOURCES OF TRAVEL FUNDS FOR GRADUATE STUDENTS:

- **AU GRADUATE TRAVEL AWARD:**

The intent of Graduate Travel Awards is to provide partial travel support for students presenting research results at domestic and international professional meetings. First priority is given to those students presenting results of thesis or dissertation research. Limited funds prohibit support for field work or meetings (e.g. conferences, workshops, etc.) where student research results are not being presented. For more information and guidelines, follow this [LINK \(https://fp.auburn.edu/gradschl/public_html/forms/guidelines.asp\)](https://fp.auburn.edu/gradschl/public_html/forms/guidelines.asp).

- **HMT Program funds.** The HMT program occasionally provides travel support to partially cover the expenses of HMT graduate students' travel to academic and professional meetings. Please consult with the director of the HMT for more information.

HMT Graduate Student Association - GSA

Comprised solely of HMT graduate students, this student-run association promotes a positive environment for the professional and personal achievement of all HMT graduate students, in addition to offering networking opportunities and social events. The association is led by an Executive Committee composed of three elected officers (President, Vice President, and Secretary/Treasurer).

Graduate Student Council:

The Auburn University Graduate Student Council (GSC) is a graduate student organization that seeks to strive to fulfill the unique needs of graduate students while offering a network of support and encouragement. It exists to provide a collective voice for its members, acting as the official graduate student representation in university affairs and the Student Government Association (SGA).

CHAPTER 4. INTERNATIONAL STUDENTS

AU Office of International Education (OIE) welcomes students and scholars from around the world. Through the support of OIE, international students and scholars and their academic units of choice on the AU campus receive the needed immigration support documentation required for entry into the US and the assistance needed to maintain the appropriate status under the US Department of Homeland Security rules and regulations.

International graduate students must comply with all university, local, state, and federal regulations including but not limited to visas, International Student Fees, health insurance requirements, employment, curriculum changes, and other requirements that may arise. International students need to consult with the Office of International Education for details concerning all aspects of International Education at Auburn University.

International graduate students on F1 visas cannot hold a greater than 50 percent work appointment. Certain exceptions are allowed. International graduate students on F2 visas cannot hold a work appointment. Multiple assistantships for international graduate students cannot add up to more than a 50 percent work appointment.

International graduate teaching assistants who are assigned to scheduled lecture or laboratory sections must first be certified in spoken English proficiency. Certification may be attained through a minimum score of 50 on the Test of Spoken English (TSE) offered by the Educational Testing Service or approval by the director of the English as a Second Language Program (ESL). Applicants who hold a baccalaureate degree from an accredited institution whose instruction is in English may be exempted from this requirement.

Students who are not native speakers of English must also demonstrate competence in spoken English before being appointed to a GTA or undertaking any other teaching responsibilities. Specifically, such students must receive acceptable evaluations after at least two of the following examinations:

- The Test of Spoken English (TSE) administered by the Educational Testing Service, with an acceptable score of 50 or better.
- Evaluation by the Department of Communication Disorders, through its Speech and Hearing Clinic.
- Evaluation by a representative or committee in the HMT program.

It is the responsibility of the HMT program that students comply with these requirements. If such students have tentatively been offered assistantships but have not passed at least two of the exams above, the offers must be suspended until they have done so, or they must be given assignments that do not require spoken English in a teaching situation.

International students should not be eligible to apply for an assistantship until they have completed at least a term of graduate work. Their knowledge of the specific field in which they may work as a graduate assistant, and their command of the English language to a degree appropriate to the demands of the assignment, should be evaluated thoroughly by faculty supervisors before an award is made. Under no circumstances should international students be employed as teaching assistants until they have served a period of special apprenticeship. International students need to consult with the Office of International Education for details concerning all aspects of International Education at Auburn University.

CHAPTER 5. NDHM DEPARTMENT OPERATIONS AND SERVICES

Lines of Authority: There may be times when students have a concern regarding a course, aspects of the graduate program, requirements, assistantship, or other issues. For concerns regarding a course, students should first discuss the concern with the faculty member who is teaching the course. If the concern is not satisfactorily addressed, then the student should bring the concern to the department head. For issues concerning graduate assistantships, start with the faculty member with whom you work, then see, if necessary, the department head. If your issue concerns your program of study, begin first with your advisor, then the department head or graduate program officer. If you do not know where to begin in order to address the concern, it is recommended that the student start with the graduate program officer or the department head. However, it is the Department's policy that concerns always be dealt with directly and by following established lines of authority.

E-mail Policy: Email is considered the official medium for communication with students. All students should check their Auburn University issued email account in a timely fashion and on a regular basis.

Office Space: Shared offices are available on the 3rd floor of Spidle Hall (room 332) for graduate students, with priority for students holding Graduate Assistantships. Offices are assigned to students by the HMT graduate programs officer.

Email, Computer Access and Use: A computer laboratory for use by both undergraduate students and graduate students is available in 110 Spidle Hall. Graduate students should activate their University account and then go to the AU website for students to synchronize his/her passwords. Next you need to notify Mr. Walter Tolbert, 110 Spidle Hall, phone 4-3788, email tolbewa@auburn.edu with your name, dept. affiliation, and email address. Mr. Tolbert will make sure you get put on the group list to receive departmental emails sent to graduate students.

Mail: Mailboxes for HMT doctoral students are located in room 328 Spidle Hall. Personal mail such as bills should not be sent to the department.

Copying Machines: Students must receive authorization to use the departmental xerox machine. Authorization will be given to Graduate Teaching Assistants and Graduate Research Assistants only with permission from the head of the department.

APPENDICES

Appendix A. Annual Progress Report for Ph.D. Students Form

Appendix B. NDHM Graduate Assistant Evaluation Form

Appendix C. HMT graduate faculty members and their research interests

Appendix A:

Auburn University Hospitality Management Program *Annual Progress Report for Ph.D. Students*

Evaluation Procedure:

- 1) Using the form below, and in advance of an anticipated review meeting, the student will prepare an assessment of his/her academic and professional progress. The assessment is based on the performance targets established in previous year.
 - 2) The major professor of the student will complete the form segment that assesses the student's progress, identifying strengths and weaknesses, and establishing expectations for the next year. The report may be augmented by reports from teaching supervisors and research partners.
 - 3) A meeting will then be scheduled between the major professor and the student to discuss the report in person.
 - 4) Both the major professor and student will sign the written progress report.
 - 5) At least one other faculty member of the student's advisory committee will review and sign the report.
 - 6) The student and the major professor will keep copies of the report. The original evaluation report should be submitted to the HMT Graduate Programs Officer. Students who wish to appeal any part of the major professor's evaluation may do so in writing to the HMT Graduate Programs Officer.
-

Name:

Student AU ID#:

Portions Completed by the Student

Academic Progress

Date of entrance into program:

Expected completion date:

How often do you contact with the major professor?

Date or expected date of qualifying exams:

Date or expected date of dissertation proposal approval:

Passed?

Date or expected date of dissertation defense:

Current GPA:

Remaining courses to take:

Professional Performance and Potential

Comment briefly on your progress in achieving your **academic goals** during the past year. Note areas in which you are experiencing any difficulty. Academic goals are those related to *coursework and GPA, preliminary/general examinations, and dissertation*.

Comment briefly on your progress toward achieving your **career goals** during the past year. If you feel you are not making progress, explain why. Include perceived HMT and AU obstacles that hinder your program. Career goals are those that are related to *journal publications, teaching, leadership roles, grants, conference presentations, awards and scholarships*, etc.

Portion Completed by the Major Professor

Academic and Professional Performance

1. Please comment in details on the overall academic and professional performance of the student during the evaluation period.

2. Has the student made acceptable progress?.

----- Satisfactory progress.

----- Unsatisfactory progress.

Student Your signature below indicates that you have discussed the contents of this progress report with your major professor.

Student _____ Date _____

Major Professor Your signature below indicates that you have discussed the contents of this progress report with the student.

Major Professor _____ Date _____

Committee Member _____ Date _____

Department Head _____ Date _____

Appendix B:

NDHM GRADUATE ASSISTANT EVALUATION

(Completed by faculty supervisors)

NAME _____ Auburn ID # _____ DATE _____

ASSIGNED DUTIES: _____

FOR PERIOD OF _____ SUPERVISOR _____

	UNSATIS- FACTORY	NEEDS IM- PROVEMENT	SATIS- FACTORY	VERY OUTSTANDING	GOOD
Academic Performance	_____	_____	_____	_____	_____
Research Productivity	_____	_____	_____	_____	_____
Initiative	_____	_____	_____	_____	_____
Attendance	_____	_____	_____	_____	_____
Attitude/Cooperation	_____	_____	_____	_____	_____
Sense of Duty	_____	_____	_____	_____	_____

Comments on Performance during this period

Recommendations for Future

EVALUATOR'S SIGNATURE _____ DATE _____

STUDENT'S COMMENTS

STUDENT SIGNATURE _____ DATE _____

Appendix C: HMT GRADUATE FACULTY AND THEIR RESEARCH INTERESTS

Alecia Douglas, Ph.D., Purdue University; Associate Professor, Level 2 Graduate Faculty, 358 Spidle Hall, 334-844-1434 (Office), 334-844-3279 (Fax), acdouglas@auburn.edu

Research Interests: Online travel consumer behavior; hospitality and tourism; website marketing; emotional usability of travel-related websites; information technology applications for the hospitality and tourism industry and education.

Baker Ayoun, Ph.D., Oklahoma State University; Associate Professor, Level 2 Graduate Faculty, 360 Spidle Hall, 334-844-8196 (Office), 334-844-3279 (Fax), bayoun@auburn.edu

Research Interests: International and strategic management of hospitality business; hospitality education.

David Martin, Ph.D., Auburn University; Associate Professor, Level 2 Graduate Faculty, 328B Spidle Hall, 334-844-3291 (Office), 334-844-3279 (Fax), martida@auburn.edu

Research Interests: Customer satisfaction, emotions and service quality, and how these factors affect the experiences of consumers during sporting events; emerging forms of tourism, including Medical Tourism.

Imran Rahman, Ph.D., Washington State University; Assistant Professor, Level 2 Graduate Faculty, 328C Spidle Hall, 334-844-4206 (Office), 334-844-3279 (Fax), izr0004@auburn.edu

Research Interests: Environmental psychology, environmental management and sustainability, consumer behavior in hospitality and tourism, diversity management, econometric modeling, wine tourism, wine related consumer behavior, and hospitality education.

Martin O'Neill, Ph.D., University of Ulster; Professor and Head of the Department of Nutrition, Dietetics, and Hospitality Management, Level 2 Graduate Faculty, 328 Spidle Hall, 334-844-3264 (Office), 334-844-3268 (Fax), oneilm1@auburn.edu

Research Interests: Services marketing and management; customer relationship management; service quality; disconfirmation modeling; total quality management and internal service; complaining behavior; trust and service recovery.

Yee Ming Lee, Ph.D., Kansas State University; Assistant Professor, Level 2 Graduate Faculty 328C Spidle Hall, 334-844-6453 (Office), 334-844-3279 (fax), ymlee@auburn.edu

Research interests: Food safety in food service establishments; food handling behaviors; attitudes of individuals toward food safety; food safety training; food allergies in commercial and non-commercial foodservice establishments; human resource management, including turnover intention among employees and employee training.

HMT Staff: Tanya Stringer, Assistant Office Administrator: 328 Spidle Hall, 334-844-4261 (Office), 334-844-3279 (Fax), tds0001@auburn.edu