

The Design School



Master of Science in Design

**HANDBOOK OF POLICIES AND PROCEDURES
2020-2021**

The Design School
The Herberger Institute for Design and the Arts
Arizona State University

The Design School



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FOREWORD:

This handbook provides the essential information to make your journey in the Master of Science in Design (MSD) program productive and successful. It includes the various policies and procedures that are important to know. Please remember, however, that the [Arizona State University Graduate Catalog](#) takes precedence over this handbook. Graduate students should also be familiar with University policies concerning student conduct as described in the Graduate Catalog.

The MSD program provides a comprehensive learning experience in the following concentrations: Industrial Design, Interior Design, and Visual Communication Design.

For COVID-19 specific information, please visit the [ASU Novel Coronavirus](#) website for further details.

GENERAL INFORMATION:

The Master of Science in Design program is committed to developing the highest level of scholarship and understanding of the disciplines it represents, and to critically assessing the relationships among these and related disciplines. The design disciplines represented by the MSD program are Industrial Design, Interior Design, and Visual Communication Design.

Industrial Design

Industrial Design focuses on a new model of interdisciplinary design called integrated innovation. The primary goal of integrated innovation is to produce design solutions that 1) meet user needs in unexpected ways; 2) create value in the marketplace; and 3) improve society and the environment. This unique focus has led the program to form strong academic partnerships with visual communication design and the schools of engineering and business at ASU. Students graduating with this experience can expect to possess an acute understanding of the potential that industrial design brings to the social, commercial, and environmental challenges facing the twenty first century. To support integrated innovation, the industrial design program teaches both traditional and cutting edge design skills and knowledge, including strong visual acumen; technological aptitude; a practical knowledge of manufacturing, sustainability, and ergonomics; critical comprehension of design history; and a clear understanding of how to identify, evaluate, and respond to the physiological, cultural and psychological needs of people.

Interior Design

The success of the students and the program is due in part to a multidisciplinary approach to design supported by the Interior Design program's location with related design disciplines—architecture, industrial design, landscape architecture, and visual communication design. Interior designers often manage or work in teams with architects, engineers, landscape architects, planners, and artisans. With an understanding of the comprehensive issues affecting design, graduates are prepared for leadership roles within the profession.

Visual Communication Design

The Visual Communication Design program emphasizes appropriate strategic communication through a design process that includes research, analysis, conceptualization, planning, and realization. This process leads to innovative visual communication solutions for contemporary design problems that are local and global in scope. Students integrate theory and method, culture and context, environmental and human factors, traditional and contemporary technologies, and visual aesthetics to develop comprehensive design strategies. These strategies are applied to physical artifacts (books, brochures, packaging), digital media (websites, videogames, animation/film, kiosks, interface), and environments

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(exhibits, sign systems). The objective is to provide communication design strategies that inform, educate, direct, and communicate effectively.

ADMISSION REQUIREMENTS:

Applicants to the MSD program must hold a baccalaureate degree in graphic design, industrial design, interior design or a related design discipline.

When applying for admission, applicants must declare one of three concentrations: Industrial Design, Interior Design, or Visual Communication Design.

The following are additional requirements for admission into the program:

- A baccalaureate grade point average of 3.0 or above on a 4.0 scale is required for application. The last two years of applicant's undergraduate GPA records will be reviewed.
- There is no GRE score requirement for the MSD program.
- A personal interview is not required; however, a candidate wishing to visit the school is welcome and should make arrangements by contacting designgrad@asu.edu or 480-965-3536.
- Applicants to The Design School graduate programs are required to complete a two-step application process. Applicants must submit the Graduate College application as well as The Design School [SlideRoom](#) application. For complete information on how to apply, please view the [steps to apply](#) on the admissions page.

FACILITIES

Library: The Design Library, a branch of the ASU library system, is the primary repository on this campus for materials on architecture, landscape architecture, industrial design, interior design, and visual communication design.

Computing Facilities: The ASU and the Herberger Institute provides students with computer technology suitable for design and research for all design disciplines. Computing facilities can be found in various locations in the Institute and elsewhere on campus. The Design School Computer Lab is located in Design North 255.

Gallery of Design: The Gallery of Design is one of eight university galleries and museums. It provides space for traveling exhibitions and exhibitions of student and faculty work.

Shop: The shop contains equipment for wood, plastic, and metal work. The shop enables students to develop a deeper understanding of the practical and technical aspects of materials in relation to 3D design. Facilities are available for building models, precision components, mock-ups, experimental apparatus, and full-scale construction assemblies. The Design School Shop is located in Design North 82.

Digital Production Facilities: The School houses a lab for large format printing as well as rapid prototyping. This facility includes laser cutters as well as FDM and ZCorp 3D printers. The Design School Digital Lab is located in Design South 05.

THE MASTER OF SCIENCE IN DESIGN

The Master of Science in Design is for individuals interested in advanced studies and design research in industrial design, interior design, and visual communication design. The MSD prepares students for research in academic and professional settings and culminates in a written thesis or applied project.

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The Mission of the MSD

The MSD Program prepares designers for leadership positions in business, industry, government, non-government organizations (NGOs), education and entrepreneurship.

The Goals of the MSD

1. To provide graduate education for students who have a baccalaureate degree in graphic design, industrial design, interior design, visual communication design or a related design discipline.
2. To provide the opportunity for the development and application of design research skills to support the industrial design, interior design, and visual communication design professions.
3. To provide the opportunity for professionals to gain the necessary design research skills for academic careers.
4. To develop critical skills that enable the graduate to contribute to the literature of design through articles, essays, and books or to participate in conferences related to their concentration.
5. To advance concepts of design research, design thinking, innovation and sustainability within the educational context.

Concentrations

All MSD students are enrolled in a specific concentration while in the program. The design disciplines represented by the MSD program are Industrial Design, Interior Design, and Visual Communication Design.

Industrial Design (IND): The concentration in Industrial Design is for individuals interested in advanced studies in human factors, history, theory, criticism and methodology, design processes, and technology. This concentration develops an understanding of contemporary industrial design issues through specialized research and design skills. It also prepares the graduate student for a career in industrial design education.

Interior Design (INT): The concentration in Interior Design is for individuals interested in advanced studies in interior design history, theory, criticism and methodology. This concentration develops an understanding of contemporary interior design issues through specialized research and design skills. It also prepares the graduate student for a career in interior design education.

Visual Communication Design (VCD): The concentration in Visual Communication Design is for individuals interested in advanced studies in visual language, history, theory, criticism and methodology, design processes, and technology. This concentration develops an understanding of contemporary graphic design issues through specialized research and design skills.

GOVERNANCE AND ADMINISTRATION OF THE MSD PROGRAM

MSD Executive Committee

The MSD Program is governed by an executive committee composed of one faculty representative from each of the design programs (Industrial Design, Interior Design, and Visual Communication Design).

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The responsibilities of the MSD Executive Committee are to:

1. Assure the credibility and viability of the academic mission of the MSD Program by making recommendations to the appropriate authorities for additions, deletions, modifications, and any other required changes to the MSD Program.
2. Review and make recommendations to the Director regarding the admission and retention of graduate students; review and make recommendations to the faculty regarding graduate student support involving stipends, grants, scholarships and assistant ships administered by HIDA and the Graduate College.

Leadership of the Concentrations

MSD students have a close and direct relationship with the design program of their concentration. Graduate students with specific questions about individual concentrations or course content areas of study should contact the individual responsible for that concentration.

Industrial Design

Joseph (Pepe) Velasquez, Associate Professor
Office: CDN 280 Phone: 480.965.7862 Email: joseph.velasquez@asu.edu

Interior Design

Diane Bender, Associate Professor
Office: CDN 286 Phone: Email: Diane.Bender@asu.edu

Visual Communication Design

Al Sanft, Associate Professor
Office: CDN 256 Office Phone: 480.965.8685 Email: Alfred.Sanft@asu.edu

Graduate Coordinators

The day-to-day administration of the MSD program for current students is the responsibility of the graduate coordinators who can be reached at designgrad@asu.edu or 480-965-3536.

- Assisting in the development and implementation of recruitment policies and practices;
- Serving as administrative liaison with the school, faculty, and staff;
- Advising the Director on administrative and operational matters; and
- Facilitating curriculum support for the MSD program.

MSD Coordinator

John Takamura, Associate Professor, Industrial Design.
Office: CDN 284 Office Phone 480.965.7171 Email: john.takamura@asu.edu.

The MSD Coordinator is responsible for the general administration of the MSD Program. These duties include but are not limited to:

- Liaison between MSD students and the administration for academic purposes;
- Facilitation of the admission process for MSD applicants;
- Coordination of MSD Thesis or Applied Project (scheduling and collection of materials);
- Coordination of the MSD program fees and the awards given; and
- Coordination of internal MSD initiatives such as first-year and second-year presentations, symposia, student presentations, and student publications.

Business Operations Manager Sr.

The day-to-day business operations of the MSD Program (teaching assistantships and reimbursements) are supported by Mini Maestas, Business Operations Manager Sr. Her office is in CDN162; she can be reached at 480.965.5779 or mini.maestas@asu.edu.

ACADEMIC POLICIES AND PROCEDURES

Academic Integrity

Integrity is a character-driven commitment to honesty, doing what is right, and guiding others to do what is right. Arizona State University students and faculty are expected to act with integrity in their educational pursuits.

What is a violation of the academic integrity policy?

The ASU student [academic integrity policy](#) lists violations in detail. These violations fall into five broad areas that include but are not limited to:

1. Cheating on an academic evaluation or assignment.
2. Plagiarizing.
3. Academic deceit, such as fabricating data or information.
4. Aiding academic integrity policy violations and inappropriately collaborating.
5. Falsifying academic records.

Student Code of Conduct

Violations of the ASU Student Code of Conduct, other than the provision concerning academic dishonesty, are more generally considered inappropriate behavior. The [Office of Student Rights and Responsibilities](#) reviews and sanctions these matters. If a student violates both the academic integrity provision and additional provisions of the Student Code of Conduct, both the college and the Office of Student Rights and Responsibilities will review the matter. Each independently makes determinations concerning violations and appropriate sanctions.

Student Disciplinary Procedures

The Office of Student Rights and Responsibilities staff is responsible for reviewing and handling student disciplinary incident reports. The staff reviews the conduct of both individual students and student organizations in relation to standards set forth by the Arizona Board of Regents (ABOR) set out in the [Student Code of Conduct \(Chapter 5, Section C\)](#) and [Student Disciplinary Procedures \(Chapter 5, Section D\)](#).

Outreach and education are provided to students, faculty, and staff in areas such as:

- Student rights and responsibilities
- Campus and community standards
- University policies
- Campus safety

The Office of Student Rights and Responsibilities staff works closely with many other department and program staff on campus to ensure that all students can live, work, and learn in a mutually satisfying and secure environment.

Research

For graduate students involved in research, there can be overlapping areas between Academic Integrity Policy violations, responsible conduct of research and research misconduct. The five areas listed above

describe the kinds of Academic Integrity Policy violations and are handled under the ASU Student Academic Integrity Policy by faculty members, colleges and the provost.

If a student is working on a federally-funded research project, some of these items may also be considered [misconduct in research](#). Misconduct is defined as:

Fabrication, falsification, plagiarism and other practices that seriously deviate from those that are commonly accepted within the academic community for proposing, conducting or reporting research. Instances of honest error and honest differences in interpretations or judgments of data are not considered misconduct. (From RSP 004: [Definitions](#))

A student who violates both ASU's Misconduct in Research Policy and Student Academic Integrity Policy will be reviewed by both the college and the Office of Knowledge Enterprise Development's [Office of Research Integrity and Assurance](#) (ORIA). Each independently makes determinations concerning violations and appropriate sanctions.

In addition, some actions might be considered violations of the norms of responsible conduct of research, but not Academic Integrity Policy violations or misconduct in research. Many of these incidents fall into the general category of "collaborator disputes." For example, if a doctoral graduate of ASU continued a line of research begun at ASU in a new lab external to ASU, and the ASU mentor objected, generally speaking the matter would be addressed as a collaborator dispute, rather than as an Academic Integrity Policy violation or misconduct in research. Many conflicts over appropriate authorship credit on publications also fall into this area.

Plan of Study

The Plan of Study (POS) is the road map for the MSD journey. It lists the courses that you plan to take. The POS is filed with the Graduate College and needs to be approved and kept up to date. The latter action is the responsibility of the student. Changes to the POS must be made online through the My ASU system and need to be approved by the Chair of the student's MSD Committee.

Instructions on how to file a POS can be found on the institute website. Once students have filled out the POS online, it is their responsibility to obtain their faculty advisor's approval of the POS. Students may obtain approval in two manners. One way is to print the POS signature sheet and course page, visit with the faculty member for a signature, and then turn it into the Program Coordinator in CDN162 once the faculty advisor has signed the form.

The other way is to provide the faculty member with an electronic copy of the POS including all of the courses listed; the faculty advisor may send the Graduate Coordinator an email from the ASU email account with his/her approval. Once the POS has been approved by the faculty advisor, the Graduate Coordinator and Head of the Academic unit review the POS for approval at the Academic unit level. Once it is approved at the academic unit level, it is forwarded onto the Graduation Office and then finally the Graduate College for approvals. The entire process can take between 6 to 8 weeks for entire approval during non-peak times once it has left the academic unit. Students can always view their POS status by logging into the My ASU website.

Please note: The completed Plan of Study (POS) must be approved and on file by the end of the second semester. Students who do not have an approved POS will not be allowed to register for thesis or applied project in the second year, and may have a registration hold placed on their student account.

Faculty Advisor and Chair of Supervisory Committee

Every new MSD student has a faculty advisor. A faculty advisor is the faculty person first assigned to the MSD student. The faculty advisor's role is to assist the student, especially in the areas of course selection and general advice about the MSD Program, the Herberger Institute, and ASU.

The Chair of the Supervisory Committee (often called the graduate committee) is the faculty member selected to advise, supervise, monitor, and coordinate the student's progress in the MSD Program. The student's faculty advisor is or may become the Chair of the Supervisory Committee. However, that need not always be the case.

The responsibilities of the Chair of the Supervisory Committee are to:

- Guide the MSD student's scholarly activities including mentoring the progress with regular consultation;
- Identify any deficiencies to be completed in addressing the student's Plan of Study (POS);
- Coordinate the student's POS (courses which directly relate to the chosen research topic);
- Preside at meetings of the student's thesis/applied project committee;
- Work with the student in the development of the thesis/applied project proposal and POS;
- Evaluate the thesis/applied project work critically and identify pertinent revisions; and
- Chair and facilitate the oral defense of the thesis/applied project.

All students should select a Supervisory Committee Chair as soon as possible during the first semester and obtain written acceptance from the chosen faculty member. The MSD Program requires that all students have a Committee Chair chosen before the beginning of the second semester of the program. The Committee Chair for a student's thesis or applied project should be in their declared concentration.

MSD Supervisory Committee

The MSD supervisory committee (sometimes called the student's graduate committee) serves as the student's team of advisors. Each graduate student must identify a supervisory committee in consultation with the Chair of the Committee. This should be done no later than the end of the second semester of study. Each student is responsible for listing their entire committee on the POS no later than the end of their third semester of study. The coordinator is notified once the committee is selected by the student through the submission of the POS using the My ASU system.

The supervisory committee must have a minimum of three members, including the Committee Chair. The Chair and the second committee member must be from Industrial Design, Interior Design, or Visual Communication Design. The third member must be a faculty member external to these three units.

Upon approval of the Graduate College, qualified individuals outside the university may also serve as members of the supervisory committee. However, such individuals may not serve as chairs or co-chairs. Former ASU faculty members may continue to serve as co-chairs with students completing their degrees. It is the student's responsibility to make any requested revisions in order for the POS to be accurate and approved.

The POS is to be submitted by the end of the second semester of study. Although only the chair needs to be listed in order to submit the POS, all committee members need to be listed on the POS prior to enrolling in Thesis or Applied Project courses. It is the student's responsibility to ensure the accuracy and

completeness of the POS.

The responsibilities of the Supervisory Committee are:

- Periodic review of the academic progress of the student;
- Advisement of the student during the development of the thesis/applied project proposal, either individually or as a committee;
- Assistance in planning and approving the POS and the abstract of the thesis/applied project, in fulfillment of the requirements of the MSD Program and Graduate College. This must be completed by the end of the student's first year of study;
- Discussion and recommendation of significant changes in the student's POS;
- Attendance at the student's oral defense; and
- Recommendation to award or deny a degree.

Courses and Objectives

Students are encouraged to view the Graduate Catalog online and understand that although courses may provide a description, the description does not guarantee or suggest that the course is offered every semester. Students should be mindful that only 500 level courses normally count towards the MSD degree. A maximum of six credit hours at the 400-level can be used towards the MSD degree.

Electives

When selecting electives, the first step is to seek recommendations from your committee Chair and other Graduate students in the MSD Program. Then, consult the Graduate Catalog for course offerings in your areas of study. With the assistance of your Chair, you will most likely want to contact the faculty offering the course to receive permission to enroll.

Any course offered at the 500-level or above is acceptable to the Graduate College. However, it must be approved by your Chair and must appear on the official Plan of Study. Exceptionally, up to six (6) credit hours of undergraduate courses at the 400-level with a grade of "B" or above may be included in a Plan of Study with the approval of your Chair.

Progression through the Program

MSD students are expected to progress through the program by meeting certain expectations or milestones at different points in the four semesters of study. The important ones are listed below.

Year1/Fall Semester

- Identify Committee Chair
- Explore research options
- Attend at least one defense

Year1/Spring Semester

- Identify all Committee members
- First-year presentation
- Submit Plan of Study
- Begin literature review
- Develop abstract for research
- Develop research proposal

Year2/Fall Semester

- Second-year poster presentation
- Complete literature review
- Begin thesis or applied project

Year2/Spring Semester

- Complete thesis or applied project
- Produce final document
- Defend the thesis or applied project

MSD Student Presentations

MSD students are required to present their research project at three distinct times during their tenure in the MSD Program.

- The first presentation is during the spring semester of the first year in the MSD Program.
- The second presentation is in the fall semester of the second year. Both presentations are given to faculty and fellow MSD students. See specifications for the first two presentations below.
- The third and final presentation will be the student's oral defense at the end of the fourth semester.
- Requirements for the thesis/applied project defense are found in this handbook.

Students not involved in full-time graduate study and students admitted with deficiencies are not required to make first-and second-year presentations in the second and third semesters as described above. However, first-and second-year presentations must be made at a time so determined by the Chair of the Supervisory Committee, and the student.

First-Year MSD Student Presentation

Mandatory for all first-year MSD students (normally during the week before or after the spring recess)

First Year MSD Student Presentation Date

Mid-March, dates subject to change and notifications will be sent via ASU Design School email

Format: Five-minute public presentation using Power Point.

Include the following information in your presentation:

- Proposed research topic
- Proposed title
- Names of supervisory committee chair and committee members
- Summary of proposed research in bullet points (contents should be discussed with Committee Chair prior to the presentation due date)
- Research question(s)
- Research schedule in graphic format with dates from present to completion
- Conceptual Framework (Theoretical Framework) that diagrams your research
- Description of Human Subjects (if humans subjects are studied)
- Brief description of Methods being considered (does not have to be finalized and only for discussion)

Additional Requirements:

- Prepare and send to the Program Coordinator a one-page summary for the audience that includes the following: your name, proposed title, supervisory committee chair and committee members, research question(s), and schedule.

Due: 48 hours before the presentation. (Will be distributed electronically)

Students not presenting their research intentions at this time will not be allowed to register for thesis or applied project credit. A registration hold may be placed on the student's account, and the student may be considered as not making satisfactory academic progress.

Second-Year MSD Student Presentation

Mandatory for all second-year and third-year MSD students (normally in the mid-term in the fall semester).

All second-year and third-year MSD students are required to develop a digital/printed poster documenting thesis or applied project topic and progress. Please discuss the content of your particular presentation with your Committee Chair. Posters may be printed at The Design School Digital lab or outside printer of choice. Students are responsible for all printing costs.

Second Year MSD Student Poster Set Up Due Date: Mid-November, dates subject to change and notifications will be sent via ASU Design School email

Poster requirements: Requirements will be announced prior to presentation due date.

Include:

- Title, student's name, and name of Committee Chair.
- Statement of your research problem
- Theoretical framework
- Methodology used
- Types of data collected
- Expected results
- Future implications

Poster Presentation Date: Mid-November, dates subject to change and notifications will be sent via ASU Design School email

Verbal Presentation: All students are required to give a short verbal presentation relating to their poster and research topic. Prepare a PowerPoint (or similar) presentation related to your poster exhibit you're your verbal presentation. Faculty and graduate students will be in attendance. Provide the MSD Graduate Program Coordinator with an electronic copy of your PowerPoint Presentation.

Poster and verbal presentations are mandatory. If you do not prepare a poster and present your work, you will not be allowed to register for thesis or applied project. Furthermore, a registration hold may be placed on your account and you may be considered as not making satisfactory academic progress.

Thesis/Applied Project Requirement

MSD students are required to complete either a thesis or applied project as part of their program of study. The thesis must demonstrate the candidate's ability to contemplate major intellectual problems and hypotheses. The applied project must demonstrate the candidate's ability to address major design problems and propose meaningful solutions.

The MSD Program and the Graduate College administer the thesis. The MSD Program administers the applied project. It is the responsibility of the Committee Chair to supervise the thesis or applied project (including the preparation of the preliminary and final drafts) in order to ensure the highest level of quality when the student presents the material to the Supervisory Committee for final consideration.

Responsibility for researching, writing, and editing the thesis or applied project report rests with the student, under the supervision of the Supervisory Committee. The ability to articulate in writing with clarity and precision is a necessary prerequisite for progress at the graduate level and later professional development. The thesis or applied project is solely the work of the student. However, students may use the services of an editor for a final review of the thesis or applied project document. Students are to provide the name and contact of any editor to the Supervisory Committee prior to use. Students may also find it helpful to consult with the MSD Program Coordinator for suggestions and/or with the Graduate College.

Thesis

A master's thesis is a scholarly endeavor that demonstrates the ability of the author to do supervised research and intellectual writing. Precise expression, logical construction, and meticulous attention to detail are essential. In the MSD Program, a thesis may have an experimental, historical, philosophical, or technical emphasis.

MSD students who have selected the thesis option are expected to take six (6) credit hours of DSC599: Thesis. These credits may be taken as three (3) credits in the fall semester and three (3) credits in the spring semester, or six (6) credits in the same semester.

It is strongly suggested that the student follow the Thesis Documentation Guidelines outlined below. The Graduate College must review and approve the final copy of the master's thesis for format.

- I. Title Page
- II. Approval Sheet
- III. Abstract
- IV. Acknowledgements
- V. Table of Contents
- VI. List of Tables (if any)
- VII. List of Figures or Illustrations (if any)
- VIII. Chapter One—Introduction Overview Statement of Problem Justification/Significance Objectives/Intentions Definitions/Nom Nomenclature Assumptions limitations Organization
- IX. Chapter Two—Review of Literature References/Examples Overview Discussion Summary
- X. Chapter Three—Methodology Theoretical Framework and Methodological Approach Design or Research Method Used
- XI. Chapter Four—Findings Body of the Document Program and Project Analysis Design Process/Form giving (Might Include Data/Space Analysis and Results)
- XII. Chapter Five—Conclusions Summary Implications for Future Research
- XIII. References

XIV. Appendices

Information on how to format your document can be found here: <https://graduate.asu.edu/completing-your-degree/format>

The student must submit a copy of the thesis for review to the Graduate College at least ten (10) working days before the oral defense. Graduate students and their Supervisory Committee are encouraged to select a style manual or journal format representative of the field of study.

The Graduate College format guidelines of the manuscript must be followed.

The Graduate Program Committee recommends use of one of the following manuals:

- Publication Manual of the American Psychological Association, (5thed); American Psychological Association; Washington, DC: 2001.
- The Chicago Manual of Style (15thed); The University of Chicago Press; Chicago: 2003.

A copy of the final thesis should be available for each member of the Supervisory Committee no later than three (3) weeks prior to the oral defense. Students must submit the Schedule Defense Room Reservation Form and the Thesis Announcement Form to the Program Coordinator no later than 15 working days prior to the oral defense in order to reserve a room.

It is the student's responsibility to reserve any necessary media equipment (e.g., laptop, projector, etc.) for the defense. Students must also comply with Graduate College defense procedures. Information regarding Graduate College graduation deadlines can be found on their website at <https://graduate.asu.edu/graddeadlines.html> and helpful information can be found at <https://graduate.asu.edu/sites/default/files/How-to-Format-Review.pdf>

Applied Project

The applied project is the development of a project with a focus on aesthetic, technical, or material investigation.

Written documentation must include the following:

1. Identification of a problem
2. Literature review
3. Research Methodology
4. Illustrated review of project process and development
5. Statement of significance of the research project
6. Bibliography

A student choosing the applied project option is required to take six (6) credit hours of DSC593: Applied Project. The applied project is a scholarly endeavor that demonstrates the ability of the designer to do supervised research and present substantial evidence of the ability to creatively apply research to a project. It must include both a project and a written document. It is suggested that the MSD student follow the Applied Project Documentation Format outlined below.

I. Title Page

- II. Approval Sheet
- III. Abstract
- IV. Acknowledgements
- V. Table of Contents
- VI. List of Tables (if any)
- VII. List of Figures or Illustrations (if any)
- VIII. Chapter One—Introduction Overview Statement of Problem Justification/Significance Objectives/Intentions Definitions/Nomenclature Assumptions/Limitations Organization
- IX. Chapter Two—Review of Literature References/Examples Overview Discussion Summary
- X. Chapter Three—Methodology Theoretical Framework and Methodological Approach Design or Research Method Used
- XI. Chapter Four—Findings Body of the Document Program and Project Analysis Design Process/Form giving (Might Include Data/Space Analysis and Results)
- XII. Chapter Five—Conclusions Summary Implications for Future Research
- XIII. References
- XIV. Appendices

A copy of the final thesis should be available for each member of the Supervisory Committee no later than three (3) weeks prior to the oral defense.

In addition, you will need to submit a room Reservation request to reserve a room for your applied project defense.

The following is a list of rooms owned by The Design School, which can be reserved for special events by emailing designrooms@asu.edu a minimum of 4 business days prior to the event.

- CDN 75
- Red Square
- CDN 156
- CDN 159
- Design Gallery
- CDS 127
- Tall Hall
- Bridge

When submitting your request, please include the following information:

- Title of Event
- Type of Event (i.e. lecture/review/exhibit)
- Date of Event
- Start and End Time (Please allow for set-up/ break-down needs)
- Number of attendees
- 1st choice room request (i.e. CDN 75, CDS 127, etc.), or the type of space you are hoping to reserve.
- 2nd choice room request in case your 1st choice is not available
- Special needs (i.e. projector, computers, etc.)

It is the student's responsibility to reserve any necessary media equipment (e.g., laptop, projector, etc.) for the defense.

Thesis or Applied Project Documentation Guidelines

A thesis or applied project is a rigorous and scholarly study that demonstrates an introduction to research or creative activity in the student's major field of exploration. The following is a generic guideline for the documentation of a thesis or applied project. It is not meant to be inclusive of all material that would be included with your work; rather it is a model to work from and expand for your own use.

Defense Requirements and Format

The defense of a thesis/applied project is an oral examination and all interaction prior to and during this event should be conducted with that concept in mind.

1. A final copy of the thesis or applied project documentation must be given to all members of the Supervisory Committee no fewer than three (3) weeks prior to the defense.
2. For a thesis, the student must provide a completed and final draft to the Graduate College at least Ten (10) working days prior to the defense for format approval and to schedule the defense.
3. The Committee Chair will be responsible for chairing the defense, introductions, and maintaining the Schedule.
4. Oral defense will consist of the following segments and suggested time allotments:
 - MSD student presentation: 30 to 45minutes
 - Questions from the Supervisory Committee: 30 minutes to one hour
 - Questions from guests: 15 to 30 minutes
 - Overall time should not exceed two hours and is not to be less than one hour.
5. Questions from the Supervisory Committee should be entertained immediately after the candidate's presentation. Only when the committee members have exhausted their questions should visitors will be allowed to ask questions or make comments.
6. The candidate is expected to answer all questions without assistance from the members of the Supervisory Committee.
7. The candidate is responsible for coordinating a date and time with the committee members for the defense. This date and time should be finalized no fewer than 15 working days prior to the defense.
8. The candidate is responsible for selecting and scheduling the room for the defense. This must be done through the MSD Program Coordinator.
9. The candidate must make all necessary arrangements for media requirements at least one (1) week prior to the presentation.
10. For the defense of the thesis, the committee will have the necessary DocuSign form to be completed by the committee members. The Graduate College sends the form to the Chair prior to the defense. Once the signatures have been obtained, the form must be signed and received by the Graduate College. A copy is also given to the MSD Program Coordinator and kept in the student's file.
11. For the defense of the applied project, it is the student's responsibility to arrange the time of the defense

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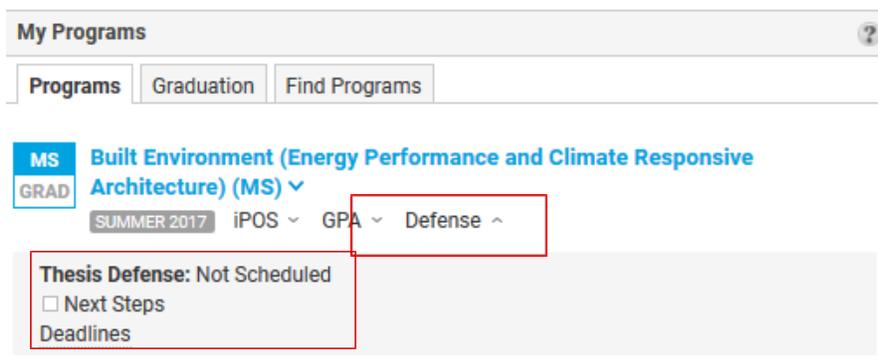


and ensure all committee members are present. If the committee approves of the applied project, it is the student's responsibility to ensure the grade is issued for DSC 593.

Scheduling the Thesis Defense

As a student, it is your responsibility to go on to your myASU and schedule your defense online if you are completing a thesis.

Please log on to your myASU and click on the defense link to schedule through the iPOS system.



In addition, you will need to submit a room reservation request to reserve a room for your thesis defense.

The following is a list of rooms owned by The Design School, which can be reserved for special events by emailing designrooms@asu.edu a minimum of 4 business days prior to the event.

- CDN 75
- Red Square
- CDN 162A
- Design Gallery
- CDS 127
- Tall Hall
- Bridge

When submitting your request, please include the following information:

- Title of Event
- Type of Event (i.e. lecture/review/exhibit)
- Date of Event
- Start and End Time (Please allow for set-up/ break-down needs)
- Number of attendees
- 1st choice room request (i.e. CDN 75, CDS 127, etc.), or the type of space you are hoping to reserve.
- 2nd choice room request in case your 1st choice is not available
- Special needs (i.e. projector, computers, etc.)

PROGRAM POLICIES AND PROCEDURES

General Information

Several university groups establish graduate student policies and requirements. The Graduate College sets university-wide policies and minimum requirements. Graduate College policies and requirements are provided in the Arizona State University Graduate Catalog and are revised each year. This document can be found on the ASU web site at: <http://catalog.asu.edu/> Graduate students are responsible for knowing the policies in the catalog of which they were admitted.

The MSD Executive Committee establishes additional requirements for the MSD Program. Students should be aware that although expectations are similar for all concentrations, students cannot anticipate that all requirements will be identical for every MSD student. Supervisory Committees and Committee Chairs may vary in their specific requirements.

Graduate Student/Faculty Authorship and Patent Rights

The Arizona Board of Regents has established a policy regarding intellectual property developed by faculty and students at ASU. Please refer to ABOR Policy 6-908 for more details. This document is available at <https://public.azregents.edu/Policy%20Manual/6-908-Intellectual%20Property%20Policy.pdf>

Transfer Credits

Credits from other programs may be transferred to the student's Plan of Study upon their commendation of the student's Committee Chair and as long as they were not used to meet any degree requirements. Transfer credits must be from an accredited institution and must be acceptable as graduate-level credits at Arizona State University. Only courses with an "A" or "B" grade may be transferred. The number of transfer credits cannot exceed 20% of the total minimum semester hours required for the MSD degree (9 credit hours total). Transfer credits will not be included in computing ASU grade point averages, but will be used in computing the grade point average on the Plan of Study.

Grades and Grade Point Averages

MSD students must have a 3.0 cumulative and POS grade point average (GPA) in order to graduate and be in good academic standing. Furthermore, MSD students must maintain a grade point average of "B" (3.0) or better in all work taken for graduate credit. Grades that fall below "B" do not meet the requirements of a graduate degree. Students whose GPA falls below 3.0 will be subject to an immediate status review by the MSD Executive Committee, and maybe placed on probation for not meeting the definition of academic satisfactory progress as outlined above.

Upon written recommendation of the student's Supervisory Committee and with the approval of the MSD Executive Committee and the Director, the Dean of the Graduate College may rescind a student's eligibility to continue in the MSD program. Such action is based on evidence of a student's inability to meet the standards or requirements of the program or on other convincing evidence that continuation in the program would not be in the best interest of the student and /or the MSD Program and Arizona State University. The Grade of incomplete "I" is given to graduate students on those very unusual circumstances when course work cannot be completed on time for reasons beyond the student's control.

The student must be passing the course at the time that a grade of in complete is awarded. The student is responsible for the request and paperwork for a grade of in complete .If the course work has not been

completed within one academic year from the date of the request of a grade of incomplete, a grade of “E” will be assigned.

Courses designated as research, thesis, or applied project may be awarded a grade of “Z” as an indication of progress until the entire body of work has been completed, when they will be awarded a grade of “Y.” Although it is the faculty’s responsibility to change the grade, the student might find it helpful to identify the course in which a “Z” grade was given and needs to be changed for the faculty member prior to the final defense.

Satisfactory Academic Progress Policy

The MSD Program may recommend to the Graduate College for dismissal of an admitted student in the MSD Program because of a lack of satisfactory academic progress.

Any of the following infringements may constitute grounds for dismissal of the student from the MSD program:

1. Inability to meet grade point average standards and requirements as outlined in this handbook as well as by Graduate College standards.
2. Inability to complete the mandatory first or second year MSD presentations.
3. Inability to complete a POS in a timely fashion.
4. Inability to meet research and writing deadlines established in writing by the student and the Committee Chair.
5. Other conditions as stipulated in the Graduate Catalog and website for Graduate College Procedures
 - Withdrawal policies and procedures
 - Misconduct in scholarly research and creative activities
 - Student code of conduct and student disciplinary procedures

<http://www.asu.edu/aad/manuals/sta/sta104-01.html>

Notification of Unsatisfactory Academic Progress

If a student fails to make satisfactory academic progress towards completing the degree requirements, the School Director will send an notification letter regarding the student’s probationary status and possible dismissal to the student with a copy for the student’s file, chair of the committee, and faculty advisor (if not the chair). The student will be informed in writing of the conditions and time frame to establish removal of probation and avoid dismissal .If unable to meet the conditions for the removal of probation within the given time frame, the Student will be notified of the decision for dismissal from the degree program due to the student’s inability to meet the conditions for the removal of the probation.

The student may appeal the pending dismissal within ten (10) business days of receiving the notification letter. Appeals must be concluded in a timely manner. However, the student will be permitted to remain in the program and to enroll in classes towards his/her degree requirements pending the appeal. A notification letter will be sent to the student within ten (10) business days following the conclusion of the appeal. If the student chooses not to appeal or if the appeal is unsuccessful then the student will be notified that a dismissal recommendation is being sent to the Graduate College and that he/she has the right to respond to the Graduate College within ten (10) business days.

The student may appeal to the Graduate Council Appeals Board after completion of the appeal process in the Herberger Institute for Design and the Arts. The Graduate College student appeals policy can be found at: https://graduate.asu.edu/sites/default/files/Guidelines_for_Academic_Progress.pdf

Graduate Student Academic File

The MSD Program maintains an academic file for every MSD student. This file contains the student's application materials, copies of graduate reports, and copies of correspondence dealing with the student's academic progress. It is the responsibility of each student to update all required materials including forms for graduation.

Supervised Research Course Policy

The primary purpose of a supervised research course is to provide the exceptional student with the opportunity to explore a special research topic that is not available through regular course offerings. The topic should be of mutual interest to the faculty member and the student.

The MSD Program requires a thesis or applied project and, because a variety of courses in the concentrations are offered, a supervised research course should be considered only in exceptional circumstances. The student's Supervisory Committee must approve the independent research course. The procedures are:

Proposal: The student must submit a proposal to the Committee Chair and to the Supervisory Committee. Approval for the course must be obtained at least seven days before the beginning of the semester.

Form: The student must obtain a course line request form from the Graduate Coordinators and submit the completed form to the MSD Program Coordinator. The required signatures can be provided electronically. Students should be mindful that it could take up to five (5) business days for the form to be processed once the Program Coordinator has received it. A copy of the approved proposal needs to accompany the form.

Supervised Research: After obtaining the required approvals and signatures, a student will enroll in DSC590. Regular consultation with the instructor is required. Consultation with other faculty members is encouraged. Enrollment is one to three credit hours and must be approved by the Supervisory Committee. Please be aware that it is the student's responsibility to register for the course and ensure that it is the correct number of credit units.

Mid-Term Progress Report: At mid-semester, the course instructor may request a presentation and/or progress report of research to the Committee Chair and the Supervisory Committee.

Final Presentation: At the end of the semester, the instructor may request a presentation of research to the Committee Chair and the Supervisory Committee.

Research Findings and Documentation: The nature of the final product and documentation should be initially agreed upon and approved by the Committee Chair of the Supervisory Committee.

Scholarships and Financial Assistance

Financial assistance is available through ASU and the Graduate College. For specific information, please contact the Graduate College at (480) 965-6113. The Herberger Institute also has some limited scholarships; information can be found on the Institute website.

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The MSD program has some limited scholarships, including travel grants and research grants that are funded through MSD program fees. Students may apply for these scholarships/ grants by filling out the MSD Student Research Request Application and/or the MSD Student Travel Request Application found on the School website. Another resource of financial assistance is the Office of Financial Aid. It has information about additional funding sources. The office can be reached at (855)278-5080 or at <https://students.asu.edu/financialaid/apply/graduate>

Teaching Assistant (TA)

One way to gain teaching experience is a Teaching Assistantship, better known as a TA. As defined by the Graduate College, "A graduate teaching assistant is a graduate student appointed part-time by the university whose primary responsibility is in an instructional capacity. Graduate teaching assistants may lecture, lead discussion groups, serve as an assistant to laboratory classes, tutor students, proctor examinations, grade tests and papers, and provide general assistance in the instructional process under the direct supervision of a faculty member."

Your search for Teaching Assistantships should not, however, be limited to your own program. There are many academic units in the Herberger Institute and in the university that could benefit from your design skills and knowledge.

Please keep the following conditions in mind if you wish to be considered for a teaching assistantship:

1. a score of 26 or higher on the speaking portion of the TOEFL iBT or;
2. a score of 55 or higher on the SPEAK test (given on the Tempe campus by Global Launch) or;
3. successful completion of the ITA Teacher Training Course offered by Global Launch each semester or;
4. a score of 8 on the speaking portion of the IELTS (International English Language Testing System) test
5. You must be enrolled in at least six (6) credit hours of appropriate graduate-level courses.

For more information, please visit: <https://design.asu.edu/resources/students/teaching-assistantships>

Research Assistant (RA)

As defined by the Graduate College, "A graduate research assistant is a student appointed part-time by the university whose primary responsibilities are research related. Graduate research assistants assist faculty members in research and creative activities, perform administrative or editorial duties directly connected to research and creative activities, develop and evaluate instructional materials and/or curricula, or assume responsibilities for a designated research under the direct supervision of a faculty member." Research Assistantships are paid positions within a funded research project under taken by faculty. Few faculty members in the school are engaged in funded projects, creating RA opportunities. Your search for RA should not be limited to your design program. Other academic units could provide opportunities as Research Assistants.

TA/RA Hiring Policy

To be considered for a teaching assistantship (TA) or research assistantship (RA), a graduate student must complete the online application.

The Graduate Coordinator will notify students when the online application is available. The following conditions apply to teaching assistantships:

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- A new application must be submitted to The Design School each year in order to be considered.
- Teaching assistantships are limited to graduate students who are enrolled in at least six (6) credit hours of graduate courses.
- Students who were assigned deficiencies upon admittance into the MSD program are not eligible to serve in any TA/RA capacity until all deficiencies have been fulfilled.
- Hiring is selective and is based on review of applicant's qualification.
- Hiring is done on a semester-by-semester basis.
- Hiring may be based on previous performance evaluations conducted by the supervisor.

Program Fees

Program fees are assessed to all graduate students in professional programs. In the case of MSD students, the program fees provide:

- Financial Aid set aside – administered by financial aid office to eligible graduate design students
- Financial assistance for research: MSD students can apply for financial assistance in order to undertake research projects as part of their degree program.
- Travel grants: The MSD Program is able to financially assist MSD students who wish to present papers at conferences or take part in a specialized workshop.
- Assistance in paying for the guest lecturers.
- Other benefits, especially those that cannot be provided by any other source of funding. Program fees also made it possible for the MSD Program to acquire digital and video cameras.

Continuing Registration

The Graduate College policy states that all students must be enrolled for at least one hour of appropriate Graduate-level credit during the semester or summer session in which they defend. Accordingly, MSD students who have completed all course requirements but have not yet to finish the thesis or applied project need to register for continuing registration (DSC595: Continuing Registration) and need to do so until the thesis or applied project has been successfully defended. Failure to do so may result in the student's removal from the MSD Program and the need to re-apply.

Leave of Absence

Graduate students planning to discontinue registration for a semester or more must submit a Leave of Absence request via their Interactive Plan of Student (iPOS). This request must be submitted and approved before the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. Having an approved Leave of Absence by the Graduate College will enable students to reenter their program without re-applying to the university.

Students who do not register for a fall or spring semester without an approved Leave of Absence are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program. Students with a Graduate College approved Leave of Absence are not required to pay tuition and/or fees, but in turn are not permitted to place any demands on university faculty or use any university resources. These resources include university libraries, laboratories, recreation facilities or faculty and staff time.

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Student Contact Information and Email

MSD students must keep their contact information and email addresses up to date. It is the student's responsibility to keep such information up to date and that it is on file with ASU. As concerns email addresses, it is university policy that all electronic communications be channeled through ASU email accounts. The MSD Program will neither file nor use alternative email addresses, although students may have their ASU email forwarded to an alternative account if they so wish. You are also requested to service your ASU email account regularly in order to not have messages rejected. If your mail box is full, you are still responsible for the content and information in emails sent to the ASU email account.

Student Information Policy

Individual student information is held with the strictest confidentiality per Herberger Institute for Design and the Arts, and Arizona State University policy, as well as Federal Educational Rights and Privacy Act (FERPA) policies. If you are a TA, you need to also be aware that as a university employee, you are held to the privacy obligations of the FERPA policies and procedures. You can view the FERPA policy at: <https://students.asu.edu/policies/ferpa>

Concentration Check Sheets

Each concentration has required and recommended courses that are identified on the concentration check sheets. Students should work with their faculty advisor (first semester) and their Supervisory Committee Chair (once confirmed) to choose appropriate electives.

Additional Resources

- [Counseling Services](#)
- [Disability Resource Center](#)
- [Graduate College](#)
- [Health Services](#)
- [Wellness Resources](#)
- [Student Wellbeing](#)
- [Housing](#)
- [International Students and Scholars Center](#)
- [IT Help Office](#)
- [Parking and Transit Services](#)
- [Student Accounts](#)
- [Veteran Resources](#)