The Design School

ASU® Herberger Institute for Design and the Arts

Arizona State University

HANDBOOK OF POLICIES AND PROCEDURES

2022-2023

Master of Science in Design (MSD)

CONTACT US

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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 is the responsibility of each student to understand and observe all procedures and requirements specified by the ASU Graduate College and The Design School (TDS). It is a requirement for all students to read and understand the Graduate Handbook and the ASU Academic Catalog as well as adhere to the Student Code of Conduct. Faculty and staff provide academic advice and assistance; however, **the ultimate responsibility for meeting degree and other requirements remains with the student.**

The MSD program provides a comprehensive learning experience in the following concentrations: Industrial Design, Experience Design, and Visual Communication Design. This handbook is updated annually.

For COVID-19 specific information, please visit the ASU Novel Coronavirus website.

CAMPUS SAFETY

To report an emergency on campus, students can simply dial 911 or use one of the emergency call boxes found on campus. Non-emergency ASU Police or campus-safety matters should be directed to 480-965-3456. ASU has an opt-in, text-message alert system by which students can choose to receive a text message from ASU in times of an emergency. Students can sign up for the service online. Students are also encouraged to download the LiveSafe mobile application on their phones. For additional safety resources and contacts, such as Counseling Services, Police, and Safety Escort Services, visit the Safety Resources website.

DIVERSITY, EQUITY, INCLUSION, and BELONGING

The Design School welcomes and co-creates new worlds with people of all abilities, ages, gender identities, languages, marital status, national origins, physical appearances, religion, sexual orientations, and socioeconomic status. Our faculty, staff, students, and partners have a participatory approach to design and collectively learn and generate knowledge about designing artifacts, tools, processes, and resources. We seek to enable everyone to thrive on their unique paths toward educational, professional, and personal success. DEIB work is an ongoing process and requires continual evaluation, dialogue, and action.

The student-led Design Justice Initiative (DJI) has demonstrated the urgency with which we must act. Together with DJI and other partners, and in concert with other initiatives across campus, The Design School centers the perspectives of marginalized people by combatting structural oppression, including (but not limited to) white supremacy, xenophobia, patriarchy and misogyny, hetero- and cis-normativity, religious discrimination, and physical and neuro-ableism. The Design School at ASU does not discriminate on any protected basis in any of its programs or activities.

The DEIB Committee relies on reciprocal and equitable communication among all the school's stakeholders in service to our shared values. We recognize that systemic injustices often go unnoticed,

and we commit to intensifying our efforts to uncover and address them through transparent processes that are engaging and meaningful to the TDS community.

GENERAL INFORMATION

The Master of Science in Design is for individuals interested in advanced studies and design research in industrial design, experience 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. 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.

Program Mission

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

Program Goals

1. To provide graduate education for students who have a baccalaureate degree in graphic design, industrial design, experience 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, experience 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, Experience 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. 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.

Experience Design

The Master of Science in Design with a concentration in immersive experience design focuses on design practices for virtual experiences in extended reality technologies, including environmental design, programmatic in both real and virtual universes, rapid prototyping, storytelling, and worldbuilding. Students will develop human-centered design methods to improve user experience, developing abilities to effectively manage team projects, transforming research into creative products.

This program is unique among emerging media programs through the application of these technologies and practices in socially engaged and transdisciplinary modalities, taking tools that evolved primarily from and for entertainment and applying them to the modeling of real-world challenges and futures. Students of this program will develop human-centered design methods to improve user experience using theories and concepts from cognition and psychology, in addition to developing the ability to manage projects, work effectively in teams, and transform research into creative and technological products.

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, video games, animation/film, kiosks, interface), and environments (exhibits, sign systems). The objective is to provide communication design strategies that inform, educate, direct, and communicate effectively. 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.

ADMISSIONS

Requirements

Applicants to the MSD program must hold a baccalaureate degree in graphic design, industrial design, experience design, or a related design discipline. When applying for admission, applicants must declare one of three concentrations: Industrial Design, Experience Design, or Visual Communication Design.

Additional requirements for admission:
- A baccalaureate grade point average of 3.0 or above on a 4.0 scale is encouraged for application. The last two years of applicant's undergraduate GPA records will be reviewed.
- GRE scores are not required for the MSD program.
- A personal interview is not required; however, a candidate wishing to visit the school is welcome to make arrangements by contacting designgrad@asu.edu.
- 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.
- The Design School does not offer conditional admission. Students must meet requirements including English Proficiency requirements for international students.

Transfer Credits

Credits from other programs may be transferred to the student's plan of study upon approval of the student's Committee Chair and as long as they were not used to meet any other 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 iPOS.

COSTS AND FUNDING

Tuition Estimator

Students can use the tuition estimator to calculate the cost of tuition for each semester per credit hour. Select the term, residency status, and the program. Resident tuition is capped at 7 credit hours in the fall and spring semesters and non-resident tuition is capped at 12 credit hours. Summer tuition has no credit hour cap.

Program Fees

Program fees are assessed to all graduate students in the MSD. These fees provide:
- Financial aid administered by the 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 equipment as needed.

Financial Aid/Funding

Please review all funding options in this [video](#).

Residency

Information about residency classifications and how to petition your residency status can be found on the [residency website](#).

Western Regional Graduate Program (WRGP)

The Design School graduate programs participate in the Western Regional Graduate Program (WRGP) with the exception of the PhD program and online programs. This program provides 150% in-state tuition to students who can provide proof of 2 years of residency in a qualified WRGP state. To be approved for this program, you will need to fill out a simple application. The deadline for each term is as follows:.
>
> Fall - June 1
> Spring - November 1
> Summer - April 1

Please find the list of states that participate and the application [online](#).

Teaching Assistant (TA)

Teaching Assistantships are appointed each term to a select number of graduate students who are excelling in The Design School. 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."

The Graduate Coordinator will notify students when the online application is available, typically January 15th through April 15th of each year. Some important notes:
- 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 6 credit hours of graduate courses.
- Students who were assigned deficiencies upon admittance into the program are not eligible to serve in any TA/RA capacity until all deficiencies have been fulfilled. 3-year pathway students are not eligible until after they have completed their first year in the program.
- Hiring is selective and is based on review of applicant's qualifications.
- Hiring is done on a semester-by-semester basis.
- Hiring may be based on previous performance evaluations conducted by the supervisor.

Click [here](#) for more information including requirements, eligibility, and details.

The TA Handbook can be found [here](#).

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 undertaken by faculty. Few faculty members in the school are engaged in funded projects. Your search for RA should not be limited to your design program. Other academic units could provide opportunities as Research Assistants. Please communicate with your Program Head to inquire about availability.

Scholarships
The Design School offers several different opportunities for scholarships in addition to the university-wide scholarships. The application cycle is September through January each year. More information can be found online.

Travel Awards

Funding is available for travel through the Herberger Institute, the Graduate College, and the Graduate and Professional Student Association (GPSA). For more information, please visit the following links:

https://herbergerinstitute.asu.edu/admissions/tuition-and-paying-college
https://graduate.asu.edu/current-students/funding-opportunities/awards-and-fellowships/travel-awards
https://gpsa.asu.edu/funding/travel-grants/

GOVERNANCE AND ADMINISTRATION OF THE PROGRAM

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
Dosun Shin, Professor
Office: CDS 214 | Office Phone: 480.965.1373 | Email: Dosun.Shin@asu.edu

Experience Design
Jake Pinholster, Associate Dean + Center Director
Office: MIX 309A | Office Phone: 480-965-2696 | Email: jpinhols@asu.edu

Visual Communication Design
Alfred C Sanft, Associate Professor
Office: CDS 206 | Office Phone: | Email: ASanft@asu.edu

Graduate Coordinators

The day-to-day administration of the MSD program is the responsibility of the graduate coordinators who can be reached at designgrad@asu.edu.
- 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.

Megan Cauthen, Graduate Coordinator (Experience Design)
Office: MIX 309F | Email: Megan.Cauthern@asu.edu

Christy Brown, Coordinator, Senior (Industrial Design and Visual Communication Design)
Office: CDN 162 | Office Phone: 480-965-1174 | Email: Christy.D.Brown@asu.edu

MSD Coordinator

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.

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

SUPERVISORY COMMITTEE

Chair of Supervisory Committee

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 will select the Chair of their committee. A list of all Design School faculty can be found here: https://design.asu.edu/people/faculty

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 (iPOS);
- Coordinate the student's iPOS (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 iPOS;
- 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 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 iPOS 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 iPOS 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, Experience Design, or Visual Communication Design. The third member must be a faculty member external to these three units. Tenured/tenure-track faculty may serve as members of a master's graduate supervisory committee, chair or co-chair. The chair of the committee is typically from the student's degree program and should be carefully selected by the students to guide their work. ASU academic professionals or non-tenure accruing faculty with appropriate academic credentials may serve as members or co-chairs on master's committees; they may not serve as chairs of master's supervisory committees.

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 iPOS to be accurate and approved. Please email DesignGrad@asu.edu for more information about how to get an outside committee member approved.

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 iPOS 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 iPOS;
- Attendance at the student's oral defense; and
- Recommendation to award or deny a degree.

CURRICULUM AND GRADUATION REQUIREMENTS

Courses

Students are encouraged to explore the [Course Catalog](#). Please keep in mind that not every course is taught each semester, so staying on track with your plan of study is very important. Students should be mindful that only 500 level and above courses normally count towards a graduate degree. A maximum of six credit hours at the 400-level can be used towards a graduate degree.

Check Sheets

A generic plan of study for each program can be found on the [Design School Student Canvas hub](#). Graduate Coordinators will track student progress using an individual student check sheet; however, it is the student's responsibility to register for classes and verify they are on track with their program. Students may request a copy of their check sheet by emailing DesignGrad@asu.edu. Details on how to use these check sheets to track progress can be found in this [video](#).

Electives

When selecting electives, the first step is to seek recommendations from your committee chair. You may request a current design electives list from DesignGrad@asu.edu. For classes that require instructor permission, or classes outside of The Design School, you will need to email the instructor listed for approval. For TDS classes, you can forward the approval to DesignGrad@asu.edu for an override. For classes outside of TDS, ask the instructor whom to contact for the override.

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. Up to 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.

Independent Research Course Policy

The primary purpose of an independent research course is to provide the 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 procedures are:

Form: The student must work with their selected faculty member to complete the [Request for Line Number](#) form. The required signatures can be provided electronically via Adobe Sign. Once the form is complete, it will be sent to the Graduate Coordinators, who will then create the course and respond with the course number for registration. 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 and the correct instructor.

Supervised Research: After obtaining the required approvals and signatures, a student will enroll in DSC 590. Regular consultation with the instructor is required. Consultation with other faculty members is encouraged.

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.

Concurrent Degrees

Concurrent degrees allow you to pursue two master's degrees simultaneously in less time and for less expense than earning them separately — maximizing your time in graduate school. This will add value to your education and your professional long-term prospects. Students who are interested in completing a concurrent degree should reach out to their Graduate Coordinator for more information.

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.

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 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 break). Presentations are typically held mid-March, dates subject to change. Notifications will be sent via ASU Design School email.
Format: Five-minute public presentation using PowerPoint.

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 human 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. This is due 48 hours before the presentation. It 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 MSD students (normally in the mid-term in the fall semester). All second-year MSD students are required to develop a digital/printed poster documenting the 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 an outside printer of choice. Students are responsible for all printing costs. Presentations are typically held mid-November, dates subject to change and notifications will be sent via ASU Design School email. Requirements will be announced prior to the presentation due date.

Include the following information in your presentation:
- Title, student's name, and name of Committee Chair.
- Statement of your research problem
- Theoretical framework
- Methodology used including research questions
- Types of data collected
- Expected results
- Future implications to Design

Verbal Presentation: All students are required to give a short verbal presentation relating to their poster and research topic. Prepare to present, discuss and answer questions about your research plan. Faculty and graduate students will be in attendance. Provide the MSD Graduate Program Coordinator with a PDF of your poster.

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 the 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 and/or with the Graduate College for suggestions.

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 6 credit hours of DSC599: Thesis. These credits may be taken as 3 credits in the fall semester and 3 credits in the spring semester, or 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

The student must submit a copy of the thesis for review to the Graduate College at least 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. Information on how to format your document can be found here: https://graduate.asu.edu/completing-your-degree/format

A copy of the final thesis should be available for each member of the Supervisory Committee no later than 3 weeks prior to the oral defense. Students must submit a request for a room reservation 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 a defense calendar can be found at https://graduateapps.asu.edu/defensecal.

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 6 credit hours of DSC 593: 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 project should be available for each member of the Supervisory Committee no later than 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 (instructions included in this manual). It is the student's responsibility to reserve any necessary media equipment (e.g., laptop, projector, etc.) for the defense.

IRB (Internal Review Board) Requirements for Research

IRB approval is required for all human subjects research conducted by the graduate student for their degree. The student's MSD Committee Chair or one of the co-chairs should act as PI (Principal Investigator) for the study and the proposed study must go through the IRB process online using the Social Behavioral Protocol form along with appropriate consent forms found on the ASU Research Integrity and Assurance website:
https://docs.google.com/document/d/1_IS0Ve2eAsZglAoIuqDevaGfY70pfHTsk8ZFhf9tS_M/edit#

Defense Requirements and Format

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. 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 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 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:
   a. MSD student presentation: 30 to 45 minutes
   b. Questions from the Supervisory Committee: 30 minutes to one hour
   c. Questions from guests: 15 to 30 minutes
   d. Overall time should not exceed two hours and is not to be less than one hour.

5. Questions from the Supervisory Committee should be answered immediately after the candidate's presentation. Only when the committee members have exhausted their questions should visitors be allowed to ask questions or make comments, as determined by the Chair of the Supervisory Committee.

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 (instructions in this manual).

9. The candidate must make all necessary arrangements for media requirements at least 1 week prior to the presentation.

10. For the defense of the thesis, the Graduate College sends the necessary Adobe Sign form to the Chair prior to the defense. Once the signatures from the committee have been obtained, the form must be signed and received by the Graduate College. A copy is also given to the MSD program Coordinator.

11. For the defense of the applied project, it is the student's responsibility to arrange the time of the defense 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 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 under "My Programs" to schedule through the iPOS system.

In addition, you will need to submit a room reservation request to reserve a room for your 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.
- CDN 75
- Red Square
- CDN 156
- CDN 159
- CDN 64
- 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 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.)

Applying for Graduation

Students can apply for graduation for the semester in which they will fulfill their final degree requirements and defend their thesis/applied project. From your My ASU, select the Graduation tab from My Programs and follow the online instructions. Please verify your iPOS is updated. Any remaining Z grades will need to be changed before graduating. More information can be found online.

POLICIES

Continuing Registration

Once admitted to a graduate degree program, students must be registered for a minimum of one graduate-level credit hour during all phases of their graduate education, including the terms in which they are admitted and graduate. Registration for every fall semester and spring semester is required. Summer registration is required only if it is the term in which they were admitted or the term in which they are completing a culminating experience. Students who have completed all requirements for the degree, but have not yet defended a thesis, independent project, or applied project may register for DSC 595: Continuing Registration. Failure to do so will result in the student's removal from the program and the need to re-apply. Students have 6 years to complete a Master's degree.

Leave of Absence

Graduate students planning to leave the program for a semester or more must submit a Leave of Absence (LOA) request via their iPOS. This request must be submitted and approved before the beginning of the semester in which they plan to not register. Students may request a maximum of two semesters of leave during their entire program. Having an approved LOA by the Graduate College will enable students to re-enter their program without re-applying to the university. Students with an approved LOA 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 including university libraries, laboratories, recreation facilities, or faculty and staff time. Students who do not register for a fall or spring semester without an approved LOA will be withdrawn from the university. Students removed for this reason may reapply for admission.

Plan of Study

The Interactive Plan of Study (iPOS) is an overview of the courses you have taken and will take in your program. It is a requirement of the Graduate College. It is the responsibility of the student to file the iPOS and keep it up to date. Changes to the iPOS must be made online through the My ASU system.

Instructions on how to file the iPOS can be found on the [Graduate College website](#). Once students have consulted with their committee members, they may fill out the iPOS online. Questions about how to do this can be directed to [DesignGrad@asu.edu](#). Once the iPOS has been submitted, the Graduate Coordinator will review the iPOS for approval at the academic unit level. Once it is approved at the academic unit level, it is forwarded onto the Graduation College for approval. Students can view their iPOS status by logging into the My ASU website.

Please note: Please note: The completed iPOS must be approved and on file by the time they have completed 50% of their program. Students who do not have an approved iPOS may 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.

Course Drop/Add/Withdrawal

Students should consult the [Academic Calendar](#) for important dates and deadlines regarding registration, drop/add, withdrawal, payments, and final exams. If a student wishes to add or swap a class after the deadline listed, they can fill out the [Herberger Late Registration Appeal Request](#) form. Approval of a late schedule change is a privilege, not a right.

Grades and Grade Point Averages

Graduate students must have a 3.0 cumulative and iPOS grade point average (GPA) in order to graduate and be in good academic standing. Furthermore, students must maintain a GPA of 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 Coordinator, and may be placed on probation for not meeting the definition of academic satisfactory progress.

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, at which point they will be awarded a grade of "Y."

Students may file a [grade appeal](#) if they wish. It is university policy that students filing grievances and those who are witnesses are protected from retaliation. Students who believe they are victims of retaliation should immediately contact their [program coordinator](#).

Learn more about [grades and grading policies](#).

Incompletes

The grade of incomplete "I" is given to graduate students in 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 "I" is issued. The student is responsible to request the grade of "I" from their instructor, and must complete the [required paperwork](#) to register this grade. If the coursework 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.

Satisfactory Academic Progress Policy

The MSD program may recommend dismissal of an admitted student because of a lack of satisfactory academic progress. Upon written recommendation of the student's Supervisory Committee and with the approval of the MSD leadership 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.

Any of the following infringements may constitute grounds for dismissal of the student:
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 meet research and writing deadlines established in writing by the student and the Committee Chair.
4. Other conditions as stipulated in the Graduate Catalog and website for Graduate College Procedures such as misconduct in scholarly research and creative activities.

If a student fails to make satisfactory academic progress towards completing the degree requirements, the Graduate Coordinator will send a notification letter via Adobe Sign regarding the student's probationary status and possible dismissal. This letter will need to be signed by the student and the faculty advisor. If unable to meet the conditions for return to satisfactory status within the given timeframe, the student may be dismissed from the program.

The student may appeal the pending dismissal within 10 business days of receiving the notification letter. The student will be permitted to remain in the program and to enroll in classes pending the appeal. A notification letter will be sent to the student within 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 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.

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.

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.

STUDENT RESPONSIBILITY

Academic Integrity

The ASU student honor code affirms the commitment of ASU to uphold the values, principles, and ethics of academic integrity. All students are expected to follow the code which states,

"We, the students of Arizona State University, have adopted this code as an affirmation of our commitment to academic integrity and our participation in ethical education. We embrace the duty to uphold ASU's Honor Code, and in light of that duty,We promise to refrain from academic dishonesty. We pledge to act with integrity and honesty to promote these values among our peers. We agree to always abide by the Sun Devil Way and uphold the values of the New American University."

Every student is expected to produce his/her original, independent work. Any student whose work indicates a violation of the ASU Academic Integrity Policy including cheating, plagiarism, and dishonesty will be subject to disciplinary action. Plagiarism is defined as deliberately passing off someone else's words or ideas as your own. All necessary and appropriate sanctions will be issued to all parties involved with plagiarizing any and all course work. Plagiarism and any other form of academic dishonesty that is in violation with the Student Code of Conduct will not be tolerated. Arizona State University and the Herberger Institute for Design and the Arts expect the highest standards of academic integrity from all students. Failure to meet these standards may result in suspension or expulsion from the university or other sanctions as specified in the ASU Student Academic Integrity Policy, "[e]ach student must act with honesty and integrity, and must respect the rights of others in carrying out all academic assignments." This policy also defines academic dishonesty and sets a process for faculty members and colleges to sanction dishonesty. Violations of this policy fall into five broad areas that include but are not limited to:
- Cheating on an academic evaluation or assignments
- Plagiarizing
- Academic deceit, such as fabricating data or information
- Aiding Academic Integrity Policy violations and inappropriately collaborating
- Falsifying academic records

Instructors sanction any incidents of academic dishonesty in their courses using University and HIDA guidelines. Should you have any question about whether or not something falls subject to this clause, feel free to your instructor or review the university policy on academic integrity at the above link. Per ASU policy, a student may not avoid the consequences of academic dishonesty by withdrawing from a course,

and may be placed back in the course in order to face sanctions resulting from academic integrity violations. You are responsible for abiding by this policy.

If you have more questions, please refer to the [best practices guide for maintaining academic and research integrity](#).

Contact Information and Email

All students must keep their contact information and email addresses up to date through their My ASU. It is university policy that all electronic communications be channeled through ASU email accounts. The Design School will neither file nor use alternative email addresses, although students may have their ASU email forwarded to an alternative account if they wish. Some emails, such as through services like Adobe Sign, may be routed to your ASU email account's spam folder, and thus are not forwarded to your personal address. Because of this, students should periodically check their ASU email accounts including the spam folder. Students should also mark DesignGrad@asu.edu as a trusted sender in their email accounts. If your personal mailbox is full, you are still responsible for the content and information in emails sent to the ASU email account.

My ASU

The My ASU internet portal is your personal access through the ASU website to your personal academic transactions with the University. The URL is my.asu.edu. Most of the business you conduct at ASU will be done through the My ASU system. You are able to register, check grades from previous semesters, and pay using this system.

Culture of Respect

ASU is a community and a professional work environment. Graduate students are expected to treat their peers, teachers, students, staff, and members of the ASU community with respect and work with them in a professional manner. Design students are representatives of the Herberger Institute of Design and the Arts and the University; The Design School expects its students will be good representatives who recognize that poor behavior on the part of one student impacts all by creating a negative perception of the School.

Sexual Harassment

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see https://www.asu.edu/aad/manuals/acd/acd401.html.

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact titleixcoordinator@asu.edu or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to www.asu.edu/reportit/.

Sexual Discrimination

ASU's policy on sexual discrimination is described in ACD 401, "Prohibition Against Discrimination, Harassment, and Retaliation". Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

Student Code of Conduct

ASU adheres to a university-wide Student Code of Conduct. The philosophy behind this policy states, The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities. You are expected to treat faculty, staff, and your fellow students with respect and kindness. In all correspondence, you should show respect for the viewpoints of others who may disagree with you or see things from a different perspective. Criticizing, ridiculing, insulting, or belittling others will not be accepted. Keep in mind that electronic communications do not have the advantage of nonverbal cues that are so much a part of interpersonal communication. Humor or satire can sometimes be misinterpreted in strictly electronic communication forums. In addition, all students should be aware of their Rights and Responsibilities at Arizona State University.

Research

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

RESOURCES

CANVAS Student Hub

Important information, links, and resources can be found on the CANVAS student hub. Students will be given access to this each semester they are enrolled. If you have trouble accessing the site, please contact DesignGrad@asu.edu.

Student Organizations

Student organizations are a great way to network, build your resume and further explore your interests outside the classroom. There are many Design School student organizations. ASU has over 1,000 other student clubs and organizations to explore.

Facilities

View current school floor plans on Canvas.

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 and Print Facilities: The ASU and the Herberger Institute provide 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.

Prototype and Modeling 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 and 3D printers. The Design School Digital Lab is located in Design South 05.

Campus Resources and Services

- Academic Calendar
- Creative Career Services
- Counseling Services
- Financial Aid
- Graduate Academic Support Center
- Graduate and Professional Student Association
- Graduate College
- Health Services
- Housing
- ID Cards
- International Students and Scholars Center
- IT Help Office
- Parking and Transit Services
- Religious and Spiritual Life
- Resources for Students with Families
- Student Accessibility and Inclusive Learning Services
- Student Accounts

- [Student Wellbeing](#)
- [Veteran Resources](#)
- [Wellness Resources](#)