

**Doctor of Design**  
**Program Handbook**  
**2011-2012**

Program in Interdisciplinary Design  
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## TABLE OF CONTENTS

I.	Overview, Goals and Objectives	3
II.	The Advisory Committee	4
III.	The Preliminary Examination	6
IV.	The Research Proposal	8
V.	The Final Examination	9
VI.	Enrollment Policies	10
VII.	Program Structure and Curriculum	11
VIII.	Outcomes & Guidelines for Authorship	12
IX.	DESGN Course Descriptions	16
X.	Graduate School Policies	17
XI.	Assistantship Guidelines and Space Allocation	17
XII.	Doctoral Hooding Policy	18
	Appendix 1: Program Worksheet	19
	Appendix 2: Contact Information	20

## **I. OVERVIEW, GOALS AND OBJECTIVES**

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The Doctor of Design (D. Des) is offered through the Interdisciplinary Program at the Interdisciplinary Design Institute, Washington State University Spokane. The D. Des is a unique doctoral degree, on the same level of intellectual rigor as the PhD, but designed expressly for integrating cross-disciplinary research towards design applications.

The D. Des addresses a demonstrated void in design education by specifically bridging education, research, and practice within a philosophical and pedagogical framework of interdisciplinary inquiry and critical synthesis. For the purposes of this degree, “design” is broadly defined as the creative integration of disparate components of knowledge, resources, and experience towards an applied outcome that contributes to socio-cultural well-being.

The D. Des educates students so that they will become more valuable to academic, business, and government organizations that require greater artistic, scientific and investigative skills. It provides candidates with opportunities to develop and deepen their education in three important ways:

- Enhancing research and analytical skills with rigorous methods that are employed within the pedagogy of design-oriented investigation, critical synthesis, and problem-solving;
- Acquiring advanced knowledge specific to their area(s) of inquiry through comprehensive scholarly investigations and distinguishing documentation;
- Developing critical design and synthesis process skills in the context of interdisciplinarity.

The program goals are three fold—interdisciplinary, disciplinary, and community. The D. Des contributes to the collaboration and critical assessment of the relationships among the design disciplines. Improved understanding of these relationships will support the ability of the design professions to undertake and solve complex and interrelated social and environmental design problems. Interdisciplinarity is one of the distinguishing characteristics of the program—giving candidates a broader knowledge and skill base.

Concurrent to the interdisciplinary focus of the program is the development of specific disciplinary goals designed to deepen knowledge and investigative methodologies inherent in and supportive of each of the design professional fields. Each candidate will apply the appropriate philosophical, technical and/or synthetic focus to their study and will develop critical content to their research contributing in innovative and original ways.

The program seeks to educate students so that they can contribute in teaching, design and/or community service. While some of the academic work will be theoretical in nature, the program will emphasize application within the context of the built and natural environments as well as a specific area of concentration.

## II. THE ADVISORY COMMITTEE

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The student's advisory committee is composed of a minimum of three permanent full-time faculty members, and is created for the purpose of guiding the student through completion of the D. Des program. The advisory committee should be chosen no later than the end of the second semester. The doctoral committee is nominated on the student's Program of Study (<http://www.gradsch.wsu.edu/Documents/PDF/ProgPhd.pdf>). Once the student's Program of Study is approved, the committee becomes the official doctoral committee, and is retained throughout the succeeding steps of the doctoral process.

For Graduate School policies & procedures regarding the Program of Study and the Doctoral Advisory Committee please see:

<http://www.gradsch.wsu.edu/CurrentStudents/PoliciesAndProcedures/Chapter8/DoctoralPolicies.aspx>.

### **Responsibility of the Chair**

The chair is the student's primary mentor throughout the graduate process. The chair's responsibilities include:

- An understanding of the interdisciplinary process.
- Assisting with paperwork completion; knowing deadline dates.
- "Mentoring" student, holding regular meetings with the student.
- Resolving difficulties, working with Program Director as appropriate.
- Suggesting courses, faculty, and resources.
- Conducting annual reviews of progress with the graduate student.
- Assisting student scheduling preliminary and final exams, and with securing rooms and appropriate proctoring for written and oral exams.
- Gathering committee members to develop written preliminary examinations for the individual student.
- Contacting committee members following written exams for feedback; giving student approval to schedule oral preliminary examination.
- Overseeing research and writing as appropriate.
- Chairing committee meetings.

### **Responsibility of the Advisory Committee**

As a whole, the function of the advisory committee is to ensure the student has a well-rounded graduate program. Initially, the committee assists the student while he or she is preparing a program of study. The next step is to see the student through preliminary examinations and the dissertation and final examination. The committee and the Chair are responsible for the quality of the program, both coursework and research. The committee's responsibilities and roles include:

- Attending a minimum of committee meetings with the following agendas: meeting initially with the student and the Program Director of the D. Des Program; approving a program of study; planning the preliminary examination topics; writing examination questions with committee; conducting an oral preliminary examination; approving a research proposal; and conducting a final doctoral examination.
- Suggesting coursework and additional faculty as needed.
- Supervising 600-level independent studies if appropriate.
- Approving a structure for written preliminary examinations and writing questions collaboratively as a committee.
- Evaluating written preliminary examination; participating and voting at oral preliminary examination.
- Approving the research proposal. The research design is the prerogative of the individual advisory committee.
- Reading dissertation drafts as appropriate; participating and voting at final oral defense.

### **Responsibility of the Student**

The student must follow all Graduate School Policies and Procedures and abide by the Graduate Student Conduct Code. Each student is responsible for the composition of his or her faculty advisory committee. The student will want to keep in mind the required composition of the committee and the responsibilities of the committee chair and members when selecting faculty for their advisory committee. It is important to find faculty who are committed to the interdisciplinary process, who work well together, and who bring disciplinary expertise necessary for an interdisciplinary program. There are several ways to discover faculty that would serve a particular committee well:

- Obtain suggestions from the Program Director of the D.Des Program.
- Make appointments with the chairs of appropriate departments, discuss ideas for the doctoral project, and request names of faculty with suitable expertise.
- If one faculty person declines to serve on a committee due to other time commitments, ask him or her for suggestions of other faculty.
- Talk with other graduate students.
- Examine the WSU website and faculty interest pages.

A complete approved committee is mandatory for continuation in the D.Des program. If a faculty member leaves the committee the student must find a replacement committee member immediately and file a change of committee from with the Graduate School (<http://www.gradsch.wsu.edu/Documents/PDF/ChangeCommittee.pdf>). If a committee chair must be replaced, the student must discuss the selection of a new chair with the Program Director. The student must replace the chair immediately or be dropped from the program.

Should three or more committee members resign from committee, the student and their program will be reviewed by the Program Director. The Director may recommend to the Chair that the student be dropped.

- All committee members are required to attend preliminary and final oral examinations. If a faculty member is unavailable for either examination, the student may ask another permanent faculty member to act as a substitute. The student must obtain a "Committee Substitution" form from the Graduate School which all committee members (including the substitute) must sign (<http://www.gradsch.wsu.edu/Documents/PDF/CommitteeSubstitution.pdf>). The absent faculty member must promptly receive and sign the final ballot and/or dissertation signature page following the examination. He or she may be present via telephone, although a substitute faculty member must still be in the room during the oral examination. With Graduate School approval, AMS may also be considered.

### **III. THE PRELIMINARY EXAMINATION**

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A Preliminary Examination is required of each doctoral student for advancement to candidacy for the doctoral degree. The student is responsible for scheduling the Preliminary Examination (oral exam and/or ballot meeting for written exam). It may be scheduled using the Preliminary Examination Scheduling Form (<http://www.gradsch.wsu.edu/Documents/PDF/PrelimSched.pdf>), only after program requirements have been satisfied, after the Program of Study has been approved, after a substantial portion of the required course work has been completed, and when the student or committee chair believe the student is prepared for the examination.

The student must be registered for a minimum of two credits of DESGN 800 as a regular graduate student at the beginning of the semester or summer session in which the Preliminary Examination is to be taken, and have at least a 3.0 cumulative grade point average and a 3.0 grade point average or higher on the program courses already taken before the preliminary examination may be scheduled. The Preliminary Examination must be scheduled with the Graduate School at least 10 working days before the examination is held.

The Preliminary Examination may be written, oral, or a combination of both. For Graduate School policies & procedures regarding the Preliminary Examination please see: <http://www.gradsch.wsu.edu/CurrentStudents/PoliciesAndProcedures/Chapter8/DoctoralPolicies.aspx>.

#### **The Written Examination**

The content, format and schedule for the written examination will be determined by the student's doctoral committee.

#### **The Oral Examination**

The oral examination is conducted by the entire committee. The Program Director of the D.Des program may attend upon request. During the oral examination, the student may be asked to address any questions remaining after committee members have read the written examination, any related scholarship, and if appropriate, the student's future research plans.

#### **Role of the Doctoral Committee**

It is the prerogative of the doctoral committee to talk with the student and determine the actual format of the examinations, subject to Graduate School regulations. Because each student's research areas cover academic expertise drawn from more than one unit, committee members should collaborate in the writing of examination questions. The committee members may want to write individual questions based upon their specific expertise. The committee may then meet (without the student) bringing with them their individual questions. The committee will then proceed to select and/or compose questions for the examination, ensuring all areas for which the student is responsible are covered. All of the committee members evaluate the written examination and communicate with the chairperson the results of their evaluation.

#### **Role of the Doctoral Committee Chair**

The chair will call any necessary meetings of the committee (without the student) to draft or review the written portion of the examination. In addition, the chair may advise the student in scheduling a room that can be proctored by departmental personnel, if an in-class examination format has been agreed upon. Arrangements to use a computer for written examinations, if desired, should be worked out between the student and the chair.

#### **Role of the Student**

When the examination is designed as an "on-campus" examination, the student should schedule a room, usually in the chair's department. After gaining approval of his or her committee chair, the student must obtain a scheduling form from the Graduate School to schedule the examination (<http://www.gradsch.wsu.edu/Documents/PDF/PrelimSched.pdf>). The student will have previously agreed upon a date and time with his or her committee members.

Signatures are required from each member of the committee, and dates of both the written and oral portions of the examination are to be included. The form must be submitted to the Graduate School **no less than ten working days** before the start of the preliminary examination. No more than thirty days should elapse between the written and the oral examinations.

**There are four possible outcomes of the preliminary exam:**

- I. Pass (the student will proceed with his/her dissertation).
- II. Pass with conditions (the exam was generally acceptable but some specific changes are needed).
- III. Re-examination with the scheduling of another exam to be determined.
- IV. Fail (committee doesn't feel that the candidate will be able to accomplish the project).  
The student receives a master's degree (if appropriate) and leaves the DDes program.

In the event of a failed examination, a student will be re-examined for a second and final attempt. At least three months must lapse between a failed examination and a re-examination. When scheduling for a second exam, the scheduling form must be submitted at least 15 working days in advance of the exam day. A member of the Graduate Mentor Academy will be appointed by the Graduate School and must be present for a re-examination. The entire committee must be present and vote.

A student who has failed two preliminary examinations may not become a candidate for the doctorate and the student's enrollment in the Graduate School will be terminated. The only exception to this reexamination policy is if a member of the Graduate Mentor Academy (appointed by the Graduate School) presided over the student's first exam and agrees that a re-examination is not an appropriate disposition of the case.

#### **IV. THE RESEARCH PROPOSAL**

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The committee and student will agree upon the format, methodology and content of a dissertation and the student will write a research proposal for the committee. A copy should be sent to the Program Director of the D.Des program. The research design is the sole prerogative of the advisory committee working with the student.

The purpose of the proposal and preliminary exam is to make sure you have a well thought out project before you begin your research. A dissertation proposal should include the following:

- A description of the problem in practice, statement of purpose and questions to be addressed by the dissertation.
- Literature review as needed.
- A description of how the dissertation fits into the context of relevant theory and research.
- An outline of the research hypotheses.
- A description of the research methodology including the types of data and analyses that will be used.
- A description of the expected "product."
- A time schedule for the dissertation.
- A bibliography of relevant works or sources in the field.
- Include a proposed list of faculty to serve on the dissertation committee, comprised of at least three faculty members.

When the committee meets to approve a research proposal, a discussion is warranted involving how much involvement the committee members will have in the process of reading and editing the dissertation drafts. Typically, a student shares a chapter draft with the committee chair and with the committee member with particular expertise most helpful to that chapter. Then, when a draft of the dissertation is complete, it is sent to the entire committee for editing and suggestions. The committee members may consent to be consulted more or less often throughout this process. It will be incumbent upon the student to contact committee members in the agreed upon manner.

## V. THE FINAL DOCTORAL EXAMINATION

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Once an advisory committee has given preliminary approval to a student's dissertation, the student will undergo a final oral examination of his or her research and dissertation. This Final Doctoral Examination will be attended at a minimum by the student and the doctoral committee. The Program Director of the D.Des program will also ordinarily be present. The examination must take place during regular University hours. The examination must be scheduled at least four months, but less than three years, after satisfactory completion of the preliminary examination.

For Graduate School policies & procedures regarding the Final Doctoral Examination please see: <http://www.gradsch.wsu.edu/CurrentStudents/PoliciesAndProcedures/Chapter8/DoctoralPolicies.aspx>

### Role of the Doctoral Committee

All members of the doctoral committee are required to be present and vote during the final exam.

### Role of the Student

It is vital that the student consult the most current issue of the *Deadlines & Procedures for Graduation* (<http://www.gradsch.wsu.edu/Forms/>) for important deadlines to be met in scheduling the final doctoral examination. In addition, the student will find specifications and deadlines for supplying appropriate copies of the dissertation both preceding and following the examination, to members of the advisory committee, the student's department (the office of the Program Director of the D.Des program) and the Graduate School.

A student must register for a required number of DESGN 800 credits at the beginning of the semester in which he or she intends to take his or her final doctoral examination credit (*currently, two credits*). The student must also apply to the Graduate School (Application for Degree) for graduation by the appropriate date during the semester in which he or she plans to graduate (<http://www.gradsch.wsu.edu/Forms/>).

With the approval of his or her chairperson, the student is responsible to obtain signatures of all advisory committee members, and Program Director, on a scheduling form to be submitted to the Graduate School at the appropriate time. **The examination must be scheduled ten working days ahead** (<http://www.gradsch.wsu.edu/Documents/PDF/SchedulingPack.pdf>).

The student must have approval of his or her advisory committee in order to schedule an examination, and supply each committee member as well as the Graduate School with a copy of his or her dissertation **at least five working days before the examination**. The student should bring copies of official signature pages to the examination which will eventually be inserted in the final copies of the dissertation. Members of his or her advisory committee will sign these pages upon successful completion of the final examination. If a committee member is represented by a substitute during the examination, the official committee member (not the substitute) must receive and return the signature pages in a timely manner. The student must make any necessary changes in the dissertation, and turn in official copies to the Graduate School in the required number of days (*currently, within five working days* of the final examination).

The student should also turn in one bound copy of his or her dissertation (this copy does not need to be on bond paper, nor contain original signatures) to the Program Director. This copy will be kept on file in the student's department, the D.Des Program office.

## VI. ENROLLMENT POLICIES

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### **Time Limits for Completion of Doctoral Degree**

The time limit for use of graduate credit toward a doctoral degree is ten years from the beginning date of the earliest course applied toward the degree. The Graduate School recognizes that part-time students may require a longer completion period. As appropriate, departments may request an extension of this time limit.

### **Continuous Enrollment Policy**

All full and part-time degree-seeking graduate students must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed except for periods during which the student is on official graduate leave status. ***Continuous enrollment is maintained by registering for a minimum of 2 graduate credits per semester (excluding the summer), or by registering for continuous enrollment status in UNIV 698 at a reduced tuition rate (\$50 per semester; no credit is earned).*** International students who enroll for less than 10 credits must be approved by OISS, in consultation with the Graduate School, prior to part-time enrollment during the academic year. *Official and unofficial leaves of absence are included in the time limits to complete a degree.* Official leaves of absence are explained in section 3 below.

Registering for continuous enrollment status allows a graduate student access to academic resources (i.e., faculty and staff counsel), the University libraries, and other resources like Health and Wellness Services if the appropriate fees are paid. It also allows a graduate student to maintain eligibility for student health insurance on a self-pay basis for up to two consecutive semesters, if the student was a participant in the student health insurance plan immediately preceding continuous enrollment status.

A degree-seeking graduate student who fails to maintain continuous enrollment or official leave status and who is absent for up to two consecutive semesters (excluding the summer) must complete the Reenrollment form. Reenrollment requires a nonrefundable processing fee. A Reenrollment form must be completed and the nonrefundable fee must be paid before the student can register for credits.

A degree-seeking graduate student who fails to maintain continuous enrollment or official leave status and who is absent for more than two consecutive semesters (excluding the summer) is required to reapply and pay a nonrefundable application fee to the Graduate School if he/she wishes to be considered for readmission to a program. Readmission is not guaranteed.

Complete details regarding enrollment and approved graduate leave policies are located at <http://www.gradsch.wsu.edu/CurrentStudents/PoliciesAndProcedures/Chapter5/>.

## VII. PROGRAM STRUCTURE AND CURRICULUM

The D. Des is for individuals who are interested in acquiring the necessary knowledge and skills to conduct substantive, innovative, and original research that contributes to the theoretical and methodological foundations of the design disciplines. Such individuals must possess a Master's degree to enter the program and may come from a variety of academic and professional backgrounds. The degree is **72 total credits** comprised of **coursework** (minimum of 34 graded credits), including a set of required **core courses** and **research practicum** (18 credits), and **dissertation** (minimum of 20 credits). Coursework is directed by the student's chair and doctoral committee, in consultation with the Program Director. The Preliminary Examination is typically held towards the end of Year 2 spring semester; upon successful completion the student achieves candidacy and works on the dissertation.

Per Grad School policy, any course included in the advanced degree program in which a grade of [C-] or below is earned must be repeated but not on a pass/fail basis.

### Core courses (18 credits):

- DESGN 561: Design Thinking (3 credits)
- DESGN 562: Area Readings (3 credits)
- DESGN 563: Directed Readings (3 credits)
- DESGN 564: Advanced Research Methods (4 credits)
- DESGN 565: Dissertation Proposal Planning (2 credits; S,F grading)
- DESGN 570: Research Practicum (3 credits)

### Preliminary Examination (3 credits)

- DESGN 800 (3 credits)

### Supportive Electives (minimum 18 more graded credits beyond required core)

SAMPLE DEGREE TIMELINE			
YEAR 1			
Fall		Spring	
DESGN 561 Design Thinking	3 cr	DESGN 562 Area Readings	3 cr
Supportive Elective	3 cr	Supportive Elective	3 cr
Supportive Elective	3 cr	Supportive Elective	3 cr
DESGN 800	3 cr	DESGN 800	3 cr
12 cr		12 cr	
YEAR 2			
Fall		Spring	
DES 563 Directed Readings	3 cr	DESGN 570 Research Practicum	3 cr
DESGN 564 Adv. Res. Methods	4 cr	Supportive Elective	3 cr
DESGN 565 Proposal (S,F grading)	2 cr	Supportive Elective	3 cr
DESGN 800	3 cr	DESGN 800 Prelim Exam	3 cr
12 cr		12 cr	

### Dissertation (minimum 20 credits of DESGN 800)

After successful completion of the required courses and preliminary exam, student moves into dissertation status and works towards completion of the dissertation and final defense.

It is the role of the Program Director to a) assist entering doctoral students to clarify research interests; b) identify suitable elective courses and c) suggest potential committee chairs and members so that a committee is in place by the start of Year 2.

## VIII. DOCTORAL OUTCOMES (EXPECTATIONS OF THE DISSERTATION)

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The Graduate School specifies that all doctoral programs require a candidate to prepare a dissertation. The dissertation is a scholarly, original study that represents a significant contribution to the knowledge of the chosen discipline. The student must enroll for research (DESGN 800) credits while preparing and defending the dissertation. The D.Des is crafted to encourage rigorous investigation in the pursuit of enhancing the interdisciplinary body of knowledge in design.

### Scholarly Account

All dissertations must comply with Graduate School regulations. The style, type, paper, title page, signature page, abstract, pagination and use of photographs or graphs are all carefully specified in the policies and procedures set forth by the Graduate School.

It is the responsibility of the student to comply with these regulations (<http://www.gradsch.wsu.edu/Documents/PDF/DissertationAndThesisGuidelines.pdf>).

A dissertation can take one of two forms: A thesis/dissertation format, or a manuscript format. The thesis format is similar to a book and includes a number of chapters. The manuscript format consists of several articles in place of book chapters. The articles must be based upon research undertaken at WSU and the graduate student must be the major contributor and writer of each article. In the case of published manuscripts, a letter of copyright release is to be provided to the Graduate School.

Regardless of the type of investigation employed or concentration area pursued, each candidate will develop a scholarly account of his/her work. This scholarly account must advance the body of knowledge, and the art and science, of the declared disciplines. Toward this end, the student must clearly establish the implications of the dissertation on the endeavor of design as a professional practice.

The student must:

- a) Establish the **relationship to the existing body of knowledge** within the declared disciplines,
- b) Develop a **clear theoretical framework**, within which the investigation is grounded,
- c) Follow an **explicit qualitative, quantitative or mixed research methodology**,
- d) Document the **research process**,
- e) Document the **discovery and interpretation of facts** and the implications of those facts in revising/extending/refuting accepted theories,
- f) Address both the **transferability** of findings as well as their applicability.

If the student plans to utilize human or animal subjects for research, he/she must contact the Office of Research Assurances. See Chapter 11 for additional policies and resources concerning research (<http://www.gradsch.wsu.edu/CurrentStudents/PoliciesAndProcedures/Chapter11/>).

The doctoral committee is responsible for ensuring that the student has followed an appropriate format and that the content is acceptable. The graduate committee members must read and return drafts of dissertations to the student within a reasonable period of time. The Graduate Studies Committee recommends that committee members hold drafts for no longer than 30 days.

Washington State University participates in the UMI Dissertation Publishing Program and submits all dissertations to this organization for publication upon acceptance. No material in the dissertation may be restricted in any way; the dissertation must be made available through the Washington State Libraries and UMI for inspection by any interested parties. If copyrighted

material is included in the dissertation, written permission must be obtained from the copyright owner to reproduce the material in the dissertation. Such written permission must be submitted to the Graduate School at final acceptance.

Following a passed oral examination, the student must submit the dissertation for final acceptance. Detailed instructions for submission of the dissertation can be found in Chapter 6 (<http://www.gradsch.wsu.edu/CurrentStudents/PoliciesAndProcedures/Chapter6/>).

## **GUIDELINES FOR AUTHORSHIP**

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Creative and scholarly work produced in university settings must be carefully protected and monitored to ensure accurate attribution. The exhibition, performance, presentation, or publication of written manuscripts; or of design work presented in two-dimensional, three-dimensional, video, or any other formats, are essential indicators of the scholarly contribution and progress of faculty and students alike. Assignment of authorship for such works establishes responsibility and credit for creative intellectual production. Authorship practices must accurately reflect the contributions of each author to a particular work—neither denying credit where it is deserved nor assigning it where it is not deserved. Since accurate assignment of authorship can affect career advancement, remuneration, and legal responsibility, the following guidelines have been adopted by the Interdisciplinary Design Institute (adapted in part from the “Michigan State University Guidelines on Authorship,” January 15, 1998 and Harvard Medical School guidelines):

1. Copyright: Unless a student is employed by WSU, he or she owns all copyrights to research, class projects and homework, except when the work is used as Fair Use such as teaching. A student's permission should be obtained before his or her work is made available online. Even if the student owns the copyright, however, others may have certain authorship claims on the work, as noted below. In cases where a student is employed by WSU, the student should clarify with his or her professors and employment supervisors exactly which products of the student's efforts fall under WSU copyright, and which ones fall under the student's copyright.
2. Authorship Criteria: A person claiming authorship of a scholarly publication or public presentation of a creative endeavor must meet all four of the following criteria:
  - a. Substantial participation in conception and design of the study or creative endeavor, or in analysis and interpretation of the work.
  - b. Substantial participation in the drafting of the manuscript, in the editing of the manuscript, or in the preparation of the creative project for public presentation.
  - c. Final approval of the version of the manuscript or creative project to be published or otherwise publicly presented.
  - d. Ability to explain and defend the study or creative project in public or scholarly settings.
3. Non-Authorship
  - a. A claim of authorship by, or assignment of authorship to, persons who may have been associated in some way with a study, but do not meet the four criteria in Item #1 is not recognized by the Interdisciplinary Design Institute.
  - b. Contributions that do not justify authorship are to be acknowledged in the notes to the manuscript or to the written material that accompanies primarily non-verbal creative work. Such contributions, for example, may include assistance in obtaining funding or technical support.
4. Student Authorship
  - a. A student shall be listed as the Primary Author of any exhibit, presentation, and publication that results from theses, graduate projects, dissertations, and final studio projects.

- b. Students are considered to be the primary but not the sole authors of these creations, since such work is carried out under the supervision of faculty members who contribute varying degrees of creative direction and guidance. A student can be a sole author, or a co-author with other students, while enrolled in the Interdisciplinary Design Institute only when the work has involved neither a faculty member's intellectual input nor significant supervision and guidance.
- 5. Supervising Professors: A supervising professor who meets all four criteria for authorship in Item #2 shall be listed as Secondary Author on student exhibits, presentations, and publications that result from theses, graduate projects, dissertations, and studio projects. Those supervising professors who do not meet these criteria, such as members of a student's graduate committee, should be listed with their titles as contributing authors, and their individual contributions must be described in the notes to the manuscript or other written material.
  - a. As mediators of quality, supervisors have the right to prohibit publication of work that contains data or interpretations that they consider to be inaccurate..
  - b. Supervisors (such as graduate committee chairs and studio instructors) may list and reproduce the work of students they have supervised on their vitae and in their teaching portfolios, as long as:
    - i. the work is clearly presented as "Student Work"
    - ii. the student's name is clearly presented and
    - iii. the use of the work may be considered Fair Use and not for profit or commercial gain.
  - c. Faculty are strongly encouraged to resolve matters of authorship with students who they are supervising in writing at the start of any project that shows potential for generating significant publicity and/or remuneration.
- 6. Primary Author for Special Projects: In special group projects outside of normally-scheduled classes or design studios, the senior author shall be defined as the person who leads the project and makes the most significant contribution to the work. All the authors at the outset of a project must establish in a written memorandum of understanding who the senior author shall be. This memorandum of understanding must reference the authors' agreement to abide by the Interdisciplinary Design Institute Policy Guidelines for Authorship.
- 7. Order of Authorship: In the exhibition, performance, presentation, or publication of creative intellectual work produced in the Interdisciplinary Design Institute, the Primary Author is to be listed first, followed by the various other authors, who shall be listed in descending order to reflect the significance of their contributions. Multiple authors may be listed in groups, the names being listed alphabetically within each group, for example: Primary Author, Thesis Committee Chair, other Committee Members (listed alphabetically).
- 8. Disputes Over Authorship: Disagreements over authorship (over, for example, who has the right to be listed as an author, or the order of authorship), should be resolved by the Primary Author in collegial consultation with the other authors. When this process cannot reach resolution, the Primary Author should arrange with the Director of the Interdisciplinary Design Institute for arbitration by a disinterested third party acceptable to all the authors. If the authors cannot agree on a mutually acceptable arbitrator, then the Director shall appoint an arbitrator. During the arbitration process all the authors are expected to refrain from unilateral actions that may damage the authorship interests and rights of the other authors.
- 9. Accountability: Every author credited for an exhibition, performance, presentation, or publication is presumed to have approved the final version of the work. Each author is

responsible for the integrity of the research being reported, and must be prepared to explain and defend it publicly (See Item #2).

10. Plagiarism: The expropriation of another author's text, graphic work, or ideas, and the presentation of it as one's own, constitutes plagiarism. Plagiarism, in turn, constitutes misconduct in scholarship under Washington State University policies and procedures. Suspected plagiarism in scholarly projects should be reported to one's chairperson, or the Director of the Interdisciplinary Design Institute.
11. Distribution: This policy shall be distributed to all faculty and students at the beginning of each semester.
12. Ethical and Best Practice Considerations
  - a. Faculty and students at the Interdisciplinary Design Institute will take responsibility and credit, including authorship credit, only for work they have performed or to which they have contributed.
  - b. Primary authorship and other publication credits will accurately reflect the relative contributions of the individuals involved, regardless of their relative status.
  - c. Early in the collaborative process of preparing a paper for publication, the supervisor should provide the student with information related to i) how authorship decisions are made, ii) the nature of professional and non-professional contributions to publications, iii) the meaning of authorship credit and order, and iv) the importance of both parties agreeing on what contributions will be expected of each collaborator for a given level of authorship credit.
  - d. Students at the Interdisciplinary Design Institute will adhere to the WSU Standards of Conduct for Students, maintained by the WSU Office of Student Conduct (<http://conduct.wsu.edu/default.asp?PageID=338>).

## **IX. COURSE DESCRIPTIONS (DESGN)**

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Complete course descriptions and pre-requisites can be found online at <http://catalog.wsu.edu/>.

**561 Seminar in Design Thinking** 3 Understanding "design thinking" or "design knowing" and translating research and theory into practice.

**562 Area Readings** 3 Forum for the advancement of understanding and discussion of readings related to interdisciplinary design.

**563 Directed Readings** 3 Advanced critical and comprehensive reviews of literature pertinent to student's focus area; development of specialization and expertise in identified area.

**564 Design Research Methods** 4 Development and preparation of research proposals; identification of theories, exploration of research methods and strategies; development of thesis statement and literature review.

**565 Dissertation Proposal Planning** Write and present independent research proposal based on work in Desgn 564 to prospective doctoral committee members. S, F grading.

**570 Research Practicum** 3 Interdisciplinary research in design; focus on development and application of individual research.

**590 Teaching Practicum** V 1-3 May be repeated for credit; cumulative maximum 6 hours. Supervised teaching experience integrating application of design knowledge and approaches. S, F grading.

**598 Topics in Design** V 1-3 May be repeated for credit; cumulative maximum 9 hours. Topical issues in design responding to the shifting demands and needs of the design professions.

**600 Special Projects or Independent Study** V 1-18 May be repeated for credit. S, F grading.

**800 Doctoral Research, Dissertation, and/or Examination** V 1-18 May be repeated for credit. S, F grading.

## **X. GRADUATE SCHOOL POLICIES AND PROCEDURES**

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All reference material regarding policies, procedures and forms of the Graduate School can be found at <http://www.gradsch.wsu.edu/CurrentStudents/>.

## **XI. ASSISTANTSHIP GUIDELINES & SPACE ALLOCATION**

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Graduate assistants serve as student employees of the university while continuing their studies. Designated tasks are assigned by the Program Director and are overseen by faculty members. Some positions are assigned for an entire academic year, while others rotate from task to task each semester.

Assignments are based on matching of individual students' skills to specific tasks in teaching, research, and administration. Students assigned assistantships are usually offered a stipend and/or a tuition waiver (depending on availability of funds) in return for a set amount of hours of work per week (10-20 depending on award). As employees, they are expected to meet the obligations assigned, whether they involve teaching, research, or other support work. Course loads may be arranged to make way for the part-time work.

It is the policy for the Doctor of Design program to award assistantships of two and four years respectively. Those students offered four-year awards will have demonstrated prior excellence in teaching and research and will make substantial contributions to the faculty efforts at the Interdisciplinary Design Institute (IDI). Other excellent students will be offered two year awards. These awards will be eligible for renewal. Requests for renewal will be evaluated individually and will be determined based on demonstrated excellence through substantive contributions to the IDI, fund availability and needs of the Institute.

### **All assistantship awards are subject to the following conditions:**

- Students on assistantship must maintain full time enrollment during the period of the appointment (minimum of 10 credit hours during the academic semester).
- Students on assistantship must maintain a 3.0 cumulative GPA during the period of the appointment.
- Progress towards the degree must remain satisfactory.
- The continued availability of assistantship funds.

Not every Doctor of Design student will be on assistantship. Both two and four year time frames provide ample opportunity for students to complete all required core and elective coursework as well as sit for the preliminary examination. Beyond the award time frame it is the student's responsibility to seek funds through alternative means, such as, funded research projects, grants or awards from outside agencies, home countries or personal means. Students will be considered for renewal only if they demonstrate the capacity to fill a unique teaching or research void in the Interdisciplinary Design Institute. Otherwise, enrollment beyond the renewal period will need to be funded through alternative means as listed above.

Students on assistantship will be given shared office space and access to a personal computer in the Phase I Building. Students not on assistantship will be given designated work space in the Phase I Studio. All doctoral students have access to IDI administered computer labs (SCLS 150) and the WSU Spokane computer lab in the Academic Center first floor.

## **XII. DOCTORAL HOODING POLICY**

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Per Graduate School policy, all doctoral students who want to participate in Commencement must have all requirements completed by 12pm on this date:

- **Fall 2011: December 07, 2011**
- **Spring 2012: May 02, 2012**

WSU Spokane has one commencement ceremony. The ceremony for Spring 2012 will be held on Friday, May 04. To participate in the hooding ceremony in Spokane, you must be 100% complete by May 02.

WSU Pullman holds a ceremony in both December and May. The ceremony for Fall 2011 will be December 10, 2011. The ceremony for Spring 2012 will be May 05, 2012. If you would like to participate in the Pullman ceremony we will need to notify the Graduate School in a timely fashion so that you are included in the line-up.

All deadlines and procedures for 2011-2012 graduation are located at [http://gradsch.wsu.edu/Documents/PDF/Deadlines\\_Procedures\\_FY11-12.pdf](http://gradsch.wsu.edu/Documents/PDF/Deadlines_Procedures_FY11-12.pdf)

# APPENDIX 1

Student Name: \_\_\_\_\_  
 ID Number: \_\_\_\_\_  
 Program Start: \_\_\_\_\_

## Doctor of Design Program Worksheet

72 total credits required (min of 34 graded credits, max 9 at 300-400 level)

<b>Core (18 credits)</b>			<b>Semester Taken</b>	<b>Grade</b>
DESGN 561	Design Thinking	3 credits	_____	_____
DESGN 562	Area Readings	3 credits	_____	_____
DESGN 563	Directed Readings	3 credits	_____	_____
DESGN 564	Adv. Res. Methods	4 credits	_____	_____
DESGN 565	Proposal Prep (P,F, grading)	2 credits	_____	__S__F
DESGN 570	Research Practicum	3 credits	_____	_____

<b>Preliminary Examination (3 credits)</b>			<b>Semester Taken</b>	<b>Grade</b>
DESGN 800	Qualifying Exam	3 credits	_____	__S__F

<b>Graded Electives (+ 18 graded credits beyond required core)</b>				
Prefix	Course Name	Credits	Semester Taken	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<b>Non Graded (minimum of 20 total credits of DESGN 800 (including prelim exam) required)</b>				
Prefix	Course Name	Credits	Semester Taken	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Dissertation Committee\* (date formed: \_\_\_\_\_)**

Chair: \_\_\_\_\_

2<sup>nd</sup> member: \_\_\_\_\_

3<sup>rd</sup> member: \_\_\_\_\_

4<sup>th</sup> member (optional): \_\_\_\_\_

\*submit formal program of study to Graduate School by end of second semester

**Proposed timeline for completion of:**

Preliminary Qualifying Examination: \_\_\_\_\_

Dissertation Defense: \_\_\_\_\_

## APPENDIX 2

### CONTACT INFORMATION

Jaime Rice, EdM, Academic Coordinator  
Interdisciplinary Design Institute  
Washington State University Spokane  
668 N. Riverpoint Blvd.  
PO Box 1495  
Spokane, WA 99210-1495  
Phone: 509-358-7945  
Fax: 509-358-7900  
E-mail: [jlrice@wsu.edu](mailto:jlrice@wsu.edu)

All questions regarding the admissions process and requirements for completion of the degree should be directed to the Academic Coordinator. The Academic Coordinator is the primary contact for admissions procedures, information on forms, processes, and deadlines to ensure adherence to the rules and regulations established by the Interdisciplinary Design Institute, the WSU Graduate School and Washington State University for admittance into the Doctor of Design degree program and completion of graduation requirements.

Nancy Blossom, FIDEC, IIDA  
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Director, Interdisciplinary Design Institute  
Professor, Department of Interior Design  
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Spokane, WA 99210-1495  
Phone: 509-358-7920  
Fax: 509-358-7900  
E-mail: [blossom@wsu.edu](mailto:blossom@wsu.edu)

All questions regarding the philosophy of the Doctor of Design, the appropriateness of the applicant's background, the potential match of the applicant's interests with faculty at WSU, content of the program, and assistantship opportunities should be directed to the Program Director of the Doctor of Design. The Program Director serves as the liaison between admitted students and the faculty and is the student's first point of contact upon arrival. At the beginning of the semester of admittance, the Program Director connects each student with the faculty.