Department of Communication Studies

Graduate Program Handbook

2019-2020

This handbook is available online via http://comm.uga.edu/. Adjustments to this handbook may occur with faculty approval, and revised electronic copies will be posted on the department's website. Any questions or suggestions for improvement should be directed to Dr. Belinda Stillion Southard, Graduate Coordinator (bss@uga.edu).

For specific information on teaching and instructor rules and regulations, please consult the Department of Communication's Instructor Manual.

I.   Departmental Operations & Policies

A. Contact Procedures
1. COMM Staff

- **Tikica Platt**, Officer Manager and Business Manager: Tikica facilitates the payroll and benefits for graduate students. She will also provide keys and building access.

- **Angie Switon,** Academic Advisor / Undergraduate Coordinator Assistant / Graduate Coordinator Assistant: Angie is your resource for all graduate program and university requirements and procedures. She also facilitates the registration of courses for graduate students each semester. She can also be contacted for questions relating to course sectioning and room assignments. Angie processes and routes all graduate program forms. You should not route any forms to the Graduate School.

- **Tara Funderburk**, Administrative Associate: Tara facilitates travel arrangements, exam copying, undergraduate student pick-up / drop-offs, mail distribution, etc. All incoming deliveries from undergraduate students should be made to the front office. Students should not be provided direct access to a graduate student's personal mailbox.

- **Franklin OIT Helpdesk** (http://helpdesk.franklin.uga.edu). Franklin OIT Helpdesk can be utilized in support of any computer or software issues experienced with graduate student computers including the lab and the classroom. You have to log in using your UGA MyID and fill out a ticket to receive support.

2. Faculty with administrative responsibilities (2018-2019)

You should feel free to contact any faculty members about course-related issues or general concerns. However, the following faculty members have designated responsibilities in the following areas:

- **Dr. Panetta**, Department Head
- **Dr. Monahan**, Associate Department Head
- **Dr. Belinda Stillion Southard,** Graduate Program Coordinator
- **Dr. Arroyo**, Interpersonal & Health Communication Studies Area Chair, COMM 1500 Coordinator
- **Dr. Stahl**, Undergraduate Program Coordinator
- **Dr. Condit,** Rhetorical Studies Area Chair
- **Dr. Bjørn Stillion Southard,** COMM 1110 Coordinator
- **Dr. Liu**, Research Pool Coordinator
- **Dr. Biesecker**, Colloquium Coordinator

B. COMM Graduate Forum

The COMM Graduate Forum is a very important component of our community. Some of the objectives of the Forum are: (a) to address specific concerns of graduate students regarding our department; (b) to develop, in conjunction with the department, colloquia involving both graduate students and faculty and guest speaker series on topics relevant to the field and of interest to graduate students; and (c) to foster a sense of community among the graduate students and to promote interaction between students and faculty. Officers are elected from the active members in the spring. One member of the Forum attends faculty meetings as a non-voting member to share graduate student perspectives and to report back to the graduate students any information that might be of interest.

Officers for 2019-2020:
Nathan Rothenbaum, President
Alex Morales, Treasurer
Spotlight Scholar Co-Chairs

C. Spaces in the Department

1. Graduate break room (514)

The graduate break room is available to all graduate students in the department. It has a refrigerator, sink, toaster oven, and microwave for shared use. If you put anything in the fridge, be sure to write your name on it. Please clean up after using the break room.

2. Graduate Student Offices (513)

Graduate student mailboxes and the graduate student copy machine are also in this room. There are no individual printers in offices; printing and copying are centralized.

2. Instructor's room (501)

3. Conference room (503)

Research meetings, plan of study meetings, and defenses are also frequently held in this room. To reserve this room, contact the Administrative Associate. If you bring food or drink into the conference room, be sure to clean up.

Dissertations and theses written by department graduates are kept in this room. If you wish to view one of these, you can sign it out with the Administrative Associate.

4. Conference room (606)

Faculty meetings and other departmental meetings are held here.

5. Seminar room (607)

Most graduate seminars are held here. Classes have first priority for use.

6. Grad labs (609-610)

The lab has multiple computers with a variety of programs, all networked to one printer. Do not install any software onto the computers unless the department head or OIT helpdesk has given you permission. The computers in your office and the lab are for departmental and school work only and not for personal use. Do not use the grad lab printers for making multiple copies such as tests and exams. Undergraduates are not permitted to use these computers

unless they are working on grants. If there is a problem with one of the computers, do not try to fix it yourself. If you need help, contact OIT helpdesk.

D. Equipment in the Department and at UGA

We own several laptops, digital recorders, and cameras that you may check out for instructional or research use. See the Administrative Associate to check out equipment.

The Center for Teaching and Learning also provides instructional equipment and a large media catalog of audio/visual programs available for graduate students. CTL is located in the Instructional Plaza beside the Journalism Building. They deliver and pick up equipment to classrooms on campus. There is also another office housed in the Miller Learning Center (MLC), where you may go to get keys for classrooms and instructor lounges in the MLC.

E. Photocopying

Photocopying is a major expense for the department. If copying work is for research you are doing with a professor, or if you are a teaching assistant for a professor, the Administrative Associate will make the copies for you with the faculty and staff copy machine. To do so, fill out a copy request form (located in the main office near the copier). For your own teaching-related copies, the graduate student copy machine is in Room 513. Please notify the Administrative Associate whenever the copier needs toner or isn't working properly.

Copying should be kept at an *absolute minimum*. Each instructor is given 300 free copies for each class they teach and 400 copies for personal use. After your copy limit has been reached, you will be charged seven cents per copy. Depending on your teaching style, some instructors also develop course packs (i.e., additional readings, assignments etc...) that are duplicated at a local copy center such as Bel-Jean Copy-Print Center. If you pursue this option, make sure that your course pack is completed and at the duplicating center at least two to three weeks before classes begin. To reduce copying expense, instructors are expected to post their syllabi and course policy statements, assignments, and other instructional material on eLearning Commons. When you create eLearning Commons (eLC) accounts for classes, the Undergraduate Coordinator and your teaching supervisor must have access to those accounts. List them as instructors as well. You must use the web interfaces provided by the University of Georgia for your classes.

Exams will be copied and placed in the mailroom for pick-up provided you do the following at least 72 hours in advance of administering the exam: 1) fill out the "copy request form" in main office; 2) place your original exam and the copy request form in the "Admin Work Requests" mail box. The requested number of copies will be made and placed in a tray for pick-up in the mailroom. Exams will not be placed in your mailbox for security reasons. Again, note that you must allow 72 hours for examinations to be duplicated. These copies will not be deducted from the 200 you are allotted for a specific class, provided you give the main office staff 72 hours notice. In the event of need for a "rush" request, you will need to receive prior clearance for submission to ensure the request can be fulfilled by the scheduled time of your exam. Note that not all "rush" requests may be honored, especially during high demand times such as finals and midterms. Also, as the staff may be copying exams for numerous classes on a given day during

the mid-term and final periods, mistakes happen. Please be sure to complete a careful check to make sure that all the pages are there and in the order you requested before distributing to students.

F. Research Pool: Soliciting Participants

Students enrolled in Introduction to Public Speaking (COMM1110) and Interpersonal Communication (COMM1500) are required to earn **2** research credits to satisfy the research requirement. In order to do so, they have the option of participating in departmental-sponsored research studies (as well as four other research options - see #1 below).

Additionally, upper-level courses also may offer students the opportunity for research participation as a course requirement or in exchange for extra credit. Students must complete a separate research study for each course where they are required to participate or where they are to receive credit (so stress to students that there is no "double dipping").

Graduate students conducting and participating in research studies should read the University of Georgia's Policies on Human Subjects. As researchers, graduate students are responsible to ensure that research options provided for students meet these ethical guidelines. Specific obligations are required to comply with the guidelines. First, graduate students must first have their research project approved by the UGA Institutional Review Board, and then follow departmental guidelines for notifying the Research Pool Coordinator, securing lab space if necessary, and notifying instructors of student participation.

1. Students and research participation
By participating in a research option, students can earn credit toward their **2** credit research requirement in one of the basic courses or receive extra credit in an upper division course. (Students in COMM1110 or COMM1500 CANNOT receive extra credit).

The Communication Studies Department offers six research options to fulfill this requirement with varying credit allotment. Specifically:
- Option 1: Participation in a lab-based research study* = 2 credits
- Option 2: Participation in an online study = 1 credit
- Option 3: Attendance and reflection of a live debate = 1 credit
- Option 4: Attendance and reflection of the Public Speaking Contest = 1 credit
- Option 5: Attendance and reflection of a Communication Studies presentation/event = 1 credit
- Option 6: Written analysis of a Communication research article = 2 credits

* Lab-based research studies are characterized as in-person or face-to-face participant interactions in a setting where researchers use controlled conditions to measure behaviors (i.e., researchers cannot bring participants into the lab and ask them to complete an online survey).

All COMM1500 and COMM1110 students will have a copy of the document entitled "UGA Communication Research Participation: Information for Students" in their course workbooks. Please make sure you have read this document and discuss the research requirement and all research options with students.

2. Guidelines for conducting research using the research pool
Students enrolled in COMM8020 will learn about the UGA Institutional Review Board/Human Subjects Office (IRB) and the Communication Studies Department's Research Pool Procedures. New students must attend this meeting and obtain the CITI certificate. All graduate students must go through this process at UGA even if they have obtained a similar certificate at a prior institution.

Conducting research in the Communication Studies Department involves a multi-stage process. Students must adhere to all of the following guidelines while conducting research. Failure to follow any of the following guidelines will result in the immediate cessation of the project. Further, if a student receives three (3) separate complaints during a study, the research project will be suspended until the student appears before the Executive Committee and is granted permission to continue the research study.

Step 1: Notification of anticipation for research
1. By the Friday of Week 3 of each semester, researchers must email Research Pool Coordinator their anticipation to collect data for that semester. This notification should include:
   a. Researcher/Supervisor names
   b. Preliminary study title
   c. Study type (Lab vs. Online)
   d. Anticipated launch time (Week X or Month X)
   e. Estimated number of participants
   f. Any specific eligibility requirements (e.g., female students 18 and older)
   g. IRB status (approved; under review; not yet submitted)
2. If a researcher does not notify the Research Pool Coordinator by Friday of Week 3, then there is no guarantee that the study can be conducted at its preferred time and with preferred number of participants.
3. The Research Pool Coordinator will not accept notification of new studies within the last 2 weeks of the semester.

Step 2: IRB and department notification
1. Submit IRB application via the "IRB Portal" (also known as OVPR eResearch Portal) on the UGA Human Subjects Office web page (https://research.uga.edu/hrpp/hso/).
2. Notify the Research Pool Coordinator once the IRB approves application.
3. Forward the approval notice from IRB to the Research Pool Coordinator.

Step 3: Research pool application form submitted to the research pool coordinator
1. Fill out the "Research Pool Application Form" under "Forms & Documents" for current students on the departmental website.
2. Submit the "Research Pool Application Form" to the Research Pool Coordinator for approval at least 1 week before soliciting research participants so that he/she has ample time to post the study on the departmental website.
3. For lab-based research, the Research Pool Coordinator will give approval to the researcher to set up the sessions for sign-up at the departmental website (under "Research").

4. Once the sessions are set up, the researcher will email GTAs, lecturers, and instructors of COMM1500, COMM1110, and upper level classes that offer extra credit for research participation.

Step 4: Schedule research facilities (if conducting lab-based research)
See the departmental Administrative Associate to schedule classroom space. The lab spaces are reserved on-line.
1. Online sign-up
   - To reserve a room, the researcher must sign up on the online sign-up sheet. The Administrative Associate can give access to the Google doc.
   - If the room you want is available in the online sign-up sheet, put your last name in the time slot(s) indicating when you will need the room. After signing up online, contact the Administrative Associate to receive an email confirmation of your reservation.
2. Lab use is granted on a first come, first serve basis: Be sure to sign up early.
3. Peak hour policy: During the peak hours of the weekday (10am-3pm, M-F), you may reserve the lab for a maximum of 15 hours a week. If the lab is still available one week ahead of time (e.g., no one else has reserved it), then you can reserve the lab for the rest of the peak hours.

Step 5: Data collection: Sign-in sheets, consent forms, and debriefing (if conducting lab-based research)
1. If collecting data in the lab, provide a sign-in sheet for your research participants, where each student lists his/her name and his/her class (with instructor's first and last name, course number and the class meeting time) to receive research confirmation. If you are collecting data online, provide a screen where participants can enter this information.
2. If applicable, sign all of your consent forms before administering them to your participants. Sign the forms in any color ink other than black (e.g., blue, green, etc.).
3. If applicable, administer two (2) consent forms to participants before collecting any data. Participants should retain one copy of the consent; this copy can be submitted to their instructor as temporary/interim proof of their participation.
4. Ensure that participants are able to stop participating if they wish; they have the option of not participating in a study or terminating participation at any point during the session. If a student refuses to participate, give him/her full credit for participating in the study. Additionally, participants should not be penalized for deciding not to participate. Therefore, if a student shows up, reads the consent form, and decides not to participate or signs the consent form and subsequently changes his or her mind, the student should still receive participation credit.
5. After completing the session, all participants must be debriefed. If applicable, at a minimum, distribute a hard copy of the debriefing form. You may also wish to orally debrief participants (this is particularly encouraged if your study involves deception). The debriefing should include a full explanation of everything that happened during the session, what was being studied, and a summary of your hypotheses. If deception was used in the study, you must explain three things to the participants: 1) what you did not tell them, 2) why you did not tell it to them, and 3) your hypotheses/ predictions. Be sure to ask participants NOT to reveal the debriefing to other potential study participants.
6. For an online/web-based study, information from 1-5 should be also collected/provided as part of the survey.

7. If students have signed up for your research opportunity but can no longer participate, please ask the students to contact you, and request to have their names removed from the opportunity sign-up list as early as possible. To remove students' registration online, you will sign-up at the departmental website (under "Research"), click on "Manage opportunities" and identify your study title. Click on "Report" underneath your study title, and you will see a list of students who have registered for your study. Choose the registration entry you want to remove and click on "Delete".

Step 6: After (or during) data collection: Notify instructors of participation

1. The last day of data collection each semester will be the last day of classes (no data collection on Reading Day).
2. Notify instructors with 48 hours of completing your entire data collection. Provide a hard-copy list to each instructor of his/her students' participation. Each instructor must receive a discreet list in their mailbox revealing only their students names (e.g., not a cumulative list that shows multiple professors). You may send an e-mail list, but the email list does not constitute notification.
3. If your study will take longer than 3 weeks to collect data, submit a partial list to instructors halfway through your study. This will inform instructors incrementally of student participation in an ongoing study.
4. The list of participants must be on an 8-1/2 x 11 sheet of paper and include: (a) instructor's full name, (b) your name, (c) your supervisor's name, (d) name of the study as reported to IRB, (e) the amount of research credits students should earn for their participation (i.e., lab-based research studies = 2 credits, online research studies = 1 credit), and (f) an alphabetized list (by last name) of students who participated.
5. Retain sign-in sheets and a copy of the lists that you provide to instructors for at least one semester after data collection is complete.
6. On the departmental website (under "Research"), click on "Manage opportunities" and identify your study title. Click on "Session" underneath your study title, and then click on "Attendance", you will see a list of students who have registered for your study. Check the "Is complete" box for each individual student who has participated in your study and is qualified for obtaining the course or research credit.
7. If students have any problems or concerns about whether their research participation has been acknowledged to their instructor, they should e-mail the researcher.

II. Program Expectations

A. Program/Course Schedule/Plan of Study

You are responsible for seeking out input from your temporary advisor, your official advisor ("major professor"), other faculty members, and/or the Graduate Coordinator about what classes to take.

B. Advisor and Committee

You will be assigned a temporary advisor for your first year for study. However, you will need to select an official advisor (a.k.a. "major professor") as you seek to work on making satisfactory progress after the first year of graduate study. Many students find that selecting an official advisor is a difficult decision. We appreciate that such a decision takes time. As part of this process, you may wish to speak with many faculty members to get a feel for what will be the best advisory relationship for you. Given the time involved in selecting an advisor/major professor, we ask that you adhere to the following decision deadlines to turn in an Advisor Agreement Form.

1. MA students: By the first day of spring break of the first year of the MA program.
2. PhD students: By the first day of fall break of the second year of the PhD program.
3. Accelerated PhD students: By the first day of spring break of the first year of the program.

C. Colloquium

The department holds colloquium most Tuesdays from 12:30-1:30. Always plan for this possibility. Occasionally, we may have colloquium on Thursdays from 12:30-1:30.

1. All fully enrolled graduate students in the Department of Communication Studies graduate program (MA, PhD, Acc) are expected to enroll in COMM 8000 for 1 credit every semester and to attend all colloquia.
2. The Colloquium Coordinator will take attendance of all graduate students at every colloquium meeting.
3. Students are responsible for emailing the Colloquium Coordinator about attendance conflicts no later than 24 hours before the scheduled colloquium meeting.
4. Students are allowed one "miss" with no requirement to report the absence to the Colloquium Coordinator.
5. After the one "miss" students are allowed an additional absence only in the event of a university-related activity (such as participation in a debate tournament, data collection that cannot be rescheduled, etc…), conference attendance, family emergency, or unavoidable personal emergency. The need to do work, take care of personal business, or attend to issues that could have been otherwise scheduled are not acceptable excuses. An exception to the absence policy will occur when the department schedules a speaker outside of the normally scheduled colloquium period. While the department encourages attendance at all department

events, it is understandable that schedule conflicts may occur for events that are not held during the normally scheduled colloquium period.

6. Any unexcused absence from colloquium beyond the first "miss" will result in the grade of "U" (unsatisfactory) for that semester.

7. If it is the case that a student is enrolled in an out-of-the department course that meets at the same time as colloquium, this student should identify the conflict to his or her advisor and the Colloquium Coordinator. If approved by the student's advisor, the student will not enroll in COMM 8000 for the semester of conflict but instead will enroll in research hours (COMM 7000 or 9000) or another course. If a student cannot enroll in COMM 8000 due to a course conflict, the missed colloquium hours do not need to be made up.

8. As part of the departmental graduation requirements, PhD and MA students are required to present at a colloquium at least once before the dissertation or thesis defense. MA students give a 10-15 minute (conference paper style) presentation and PhD students give a 40-45 minute presentation. Both types of presentations will follow with time for questions from the audience.

D. Review of Graduate Students

1. **Evaluation letters.** The faculty review graduate student performance on an annual basis. First year students are reviewed in the fall and the spring. Students after their first year and not in their final year are reviewed in the spring. Students who do not have funding (such as assistantships) and are in year 5 or beyond, do not need to be reviewed. Based on faculty discussions, graduate students will receive a letter from the Graduate Coordinator that conveys whether a student is currently making "satisfactory progress" or "unsatisfactory progress" as defined by the following: (a) satisfactory performance in all coursework, including but not limited to achievement of a minimum of a 3.0 GPA in all Communication Studies graduate-level 3 credit content based seminars--not including 8010, 8011, or research hours--in two consecutive semesters; (b) satisfactory progress toward degree (see the deadlines and sample programs of study in this handbook for details); (c) satisfactory teaching, research, or debate assistance, as determined by faculty evaluation and course evaluations; and (d) satisfactory performance in graduate studies as defined by the UGA Graduate School policy regarding probation and dismissal.

2. **Self-assessments.** As part of the evaluation process, graduate students are required to provide a self-assessment of their own performance regarding their (a) course work, (b) teaching, research, or debate assistantship, and (c) progress towards degree. Additional information in the self-assessment, including noting departmental service, is also encouraged.

   Graduate student self-assessments will be discussed as part of the scheduled faculty review of graduate students.
   For first year students who are reviewed in the fall of their first semester: self-assessments are due no later than December 1. For all graduate students not in their last year of the program: self-assessments are due no later than April 15. Please send your self-assessment to both your advisor and the Graduate Coordinator.

3. **Meetings about evaluations.** Students are required to meet with their temporary advisor or major professor about their evaluation. For graduate students receiving an evaluation at the

end of the spring semester, graduate students will be required to meet with their temporary advisor or major professor no later than August 15th. As first year students are also evaluated in the fall, first year students are required to meet with their temporary advisor about their fall evaluation no later than January 15th.

E. Renewal of Funding

Students funded through a departmental award--teaching, research, or debate assistantships-- are guaranteed funding for one academic (10-month) year, assuming that students follow all policies and procedures related to the UGA Code of Student Conduct. Decisions on funding renewal will be made each spring. Eligibility for assistantship renewal is based on: (a) satisfactory performance in all coursework, including but not limited to achievement of a minimum of a 3.0 GPA in all Communication Studies graduate-level 3 credit content based seminars--not including 8010, 8011, or research hours--in two consecutive semesters; (b) satisfactory progress toward degree (see the deadlines and sample programs of study in this handbook for details); (c) satisfactory teaching, research, or debate assistance, as determined by faculty evaluation and course evaluations; and (d) satisfactory performance in graduate studies as defined by the UGA Graduate School policy regarding probation and dismissal.

F. Summer Meetings and Defenses

Many faculty members rely on the summer to write and work off campus. Further, many faculty are not paid over the summer and are therefore not expected to fulfill committee roles that are part of the fall and spring semesters. **You should not assume or expect that you can have your exams or any program-related meeting (such as plan of study, prospectus, and/or thesis/dissertation meetings) during the summer term**. Please plan accordingly.

III. Teaching Assignment Policies and Procedures

A. Teaching Assignments for Fall and Spring Semester

A typical funded GTA assignment is a 10-month (fall and spring semesters) assignment.

Graduate teaching assignments are based on recommendations from the Area Chairs that are forwarded to the Associate Head and approved by the Department Head. Please note that it should not be expected that every GTA's first choice can be met, as teaching assignments are based on seniority in the program (excluding 5th year funding), satisfactory progress in the graduate program, instructor experience, available assignments (based on undergraduate course needs), and available instructors (based on course schedules).

Options for teaching assignments will vary from semester to semester. Each teaching assignment (i.e., a course) is equivalent to one teaching unit. The standard load each semester for all doctoral students, second semester master's students, and second year master's students is two units; first semester master's students carry a one-unit load. Note that per SEC accreditation rules, master's students who have not completed 18 graduate credit hours cannot teach stand-alone courses.

Typical examples of one unit include but are not limited to:

Large Lecture 1110: attend lecture F, conduct 2 breakout sections MW
Large Lecture 1500: attend lecture MW, conduct 3 breakout sections F
Stand-alone 1110: MWF or TR
Stand-alone 1500: MWF or TR
Assist 2200, 2360, 4610, 4900: attend lecture MWF or TR and assist with course operations
Large Lecture 2300: attend lecture MW, conduct 3 breakout sections F
Stand alone 3300: MWF or TR
Stand alone 3310: MWF or TR
Stand alone 3700: MWF or TR
Debate Assistant: TBA by Dr. Panetta

One unit is equivalent to approximately 10 hours of work per week *averaged* over the 16 week semester.

The teaching preferences of experienced graduate students will be solicited via a Teaching Request/Preference Form distributed to the graduate students during the preceding semester. Generally speaking, teaching assignments are based on the following criteria (more or less in order of importance): (a) Is the GTA making satisfactory progress toward the degree?; (b) Does the GTA have a demonstrated record of teaching success (as indicated by prior teaching evaluation numbers and student and faculty feedback)?; (c) Is the GTA qualified to teach this class by virtue of academic preparation and demonstrated exceptional capacity to teach?; (d) What is the seniority of the GTA? (if possible, assignments will be based on seniority within the department, with a consideration of teaching experiences within the department); (e) Is the GTA able to work within the constraints of the class schedule?

Students with excellent teaching evaluations (by students and faculty) will generally be given preference for repeat teaching of advanced courses when other criteria are equal. It is important to keep in mind, however, that these decisions are, more often than not, complicated and

multifactorial. In some cases the major professor may recommend that a new course not be assigned in order to ensure that the student completes his or her own research. In exceptional cases, priorities may have to be changed to respond to what has become a shifting resource environment. If you believe that you have been unfairly overlooked for an assignment, you should submit a request in writing to the Department Head detailing your case.

B. Summer Teaching Opportunities and Assignments

The department typically has a limited number of opportunities for GTAs to teach over the summer terms (June and July). You will receive a teaching preference form for summer teaching opportunities. As a general policy, advanced PhD students who are currently in their 2rd or 3th year in the program, followed by MA students currently in their 1st year of the program, will receive priority. Students beyond the 2nd year in the MA program or 4th year in PhD program as of the summer will not receive priority.

Being awarded a summer teaching assignment is not a guarantee that the class will "make" — note that you must have at least 15 students enrolled in your 1000-2000 level course and 12 students in a 3000-4000 level course at the beginning of the term for the course to continue. If minimum enrollment is not met, the course will be canceled and you will not be paid. So it is in your best interest to promote your course to ensure enrollment.

As part of summer teaching, you must be registered for at least 9 hours of course credit during the summer.

C. Pedagogy Courses and Teaching Staff Meetings

Those with teaching and research assistantships will be supervised by a faculty member. In your first year you will enroll in either 8011 or 8010 in the fall and in the spring even if you are not teaching. These courses focus on teaching the introductory public speaking and interpersonal communication courses. Beyond your first year, if you have been assigned to teach 1110, and have not previously enrolled in 8010, you will need to enroll in 8010 for the academic year (fall-spring). Similarly, beyond your first year, if you have been assigned to teach 1500, and have not previously enrolled in 8011, you will need to enroll in 8011 for the academic year (fall-spring).

If you are teaching a 2000 or 3000-level course, you will have staff meetings with the content-relevant teaching supervisor. All other courses will involve staff meetings at a time determined by your supervisor. These meetings provide a time in which any issues can be addressed and questions may be answered. If you cannot attend a staff meeting, you must make sure you contact your supervisor, as these meetings are mandatory.

D. GTA Supervision and Evaluation

Like faculty, all GTAs are required to have their classes evaluated by their students. You will also be evaluated by a faculty member (see section IV. A. 1. below for details).

IV. Other Important Issues

A. Feedback to You

All graduate students are evaluated by the faculty about teaching and overall progress in the program throughout their time in their program. This evaluation includes:

1. Feedback about teaching: Each term, GTAs will be evaluated by your students. At a minimum, during your first two years in the program, you will also be evaluated by a faculty member. If you are a GTA for a large lecture class, the instructor of record will evaluate your teaching. If you are the instructor of record for a class, you will be evaluated by your teaching supervisor or by a faculty member assigned by the Undergraduate Coordinator.

MA-level GTAs will be evaluated every fall and spring semester they teach at UGA, whether as a teaching assistant or as the instructor of record. PhD-level GTAs are evaluated every fall and spring semester for their first two years, unless the GTA earned their M.A. in the Communication Studies program and are beginning the PhD program, the GTA's teaching will be evaluated by a faculty member in the first year of the PhD program only. PhD-level GTAs are also evaluated when (a) they teach a new course for the first time or (b) if the Undergraduate Coordinator or teaching supervisor believes that additional evaluation is warranted.

Each semester, the Undergraduate Coordinator will compile a list of faculty evaluators matched to GTAs. The Undergraduate Coordinator will then email the list to all relevant faculty and graduate students. It is the GTAs responsibility to contact the faculty evaluator, provide him/her a copy of the SACS-compliant syllabus for the course, and arrange a time for a classroom observation. Within two weeks of the observation, the faculty evaluator will prepare a written evaluation of your performance. Copies of the evaluation will be given to you as well as the Undergraduate and Graduate Coordinators, who will put it in your permanent file.

2. Feedback about overall progress in the program: At the end of the spring semester, all continuing (for fall) MA, PhD, and Acc students have the quality of their teaching, research activities, and course work assessed by the faculty. New graduate students will also be evaluated at the end of the fall semester. See section II. D. for details.

B. Funding Beyond the Assistantship
1. Travel money

a. Departmental travel awards: The department sometimes has a small amount of travel support available to graduate students. If the department is able to offer some financial support, you may apply for funding if: (1) you have not been fully enrolled for four semesters at UGA, you fill out the department's travel funding application available on the department's web site; (2) you have been fully enrolled at UGA for at least four semesters and you complete the department's travel funding application and the Graduate School's application for funding. The Graduate School's application for funding requirements are available on their website. If you receive departmental funds, you are expected to participate enthusiastically in department events at the conference, including any department receptions and graduate student and

faculty recruitment activities. The Graduate Coordinator will provide the details and the application deadlines via e-mail notification. Departmental travel award information is available from the [website](#).

b. Graduate School travel awards: The Office of the Vice President for Research offers funding for international travel and the Graduate School offer travel funds for domestic travel (see above). Students seeking travel assistance must be registered during the semester in which the request is submitted and for the semester for which the trip is scheduled. More information can be obtained from the Graduate Coordinator or from the Graduate School [website](#).

c. Travel reimbursement: Once awarded travel money, a "Travel Authority" must be completed PRIOR to each travel circumstance or individual conference. Students should work with the Administrative Associate to process a travel authority. Following travel, an additional travel reimbursement form will need to be completed. Before you plan to drive you own car, make sure that you check current UGA policies on government-owned automobiles or rental cars for certain distances of travel. See the Business Manager for details. Original itemized receipts must be submitted for all incurred expenses other than meals which are calculated at a per diem rate. Memberships are non-reimbursable.

2. **Scholarships, fellowships, awards**

    a. Research: There are a variety of resources available for you to help support your research, although all of these are competitive resources with varying success rates. For a listing of awards, see the Graduate School web page under [Financial Aid and Awards](#). The Graduate Coordinator will also forward all announcements about awards that she/he receives.

    b. Teaching: Each year the Center for Teaching and Learning ([CTL](#)) recognizes outstanding Graduate Teaching Assistants across the campus. A committee composed of the supervisors of a given course (i.e., 1110, 1500, 2300, etc.) and the Undergraduate Coordinator will select from the pool of non-first year teaching assistants the nominee(s) from the department for the Graduate Teaching Assistant Award. Particularly exemplary nominees may be further eligible for the University Excellence in Teaching Award and the [ICA](#) Graduate Teaching Award.

    c. Service: Every year the department recognizes one graduate student with the Jerold. L. Hale Graduate Student Service Award. This cash award is designated to a student selected by the faculty who has demonstrated exemplary service and dedication to the Department of Communication Studies.

C. Listservs

The Graduate School contacts students via a listserv to remind students of deadlines, to provide information about seminars, and to share other pertinent news. These are courtesy emails only; you are never excused from meeting Graduate School deadlines.

We also have in-department listservs that are addressed to the entire department, to graduate students only, or to the members of the Graduate Forum. The Graduate Forum listserv is managed by Graduate Forum. If you are not on any of these listservs make sure you contact the appropriate person in order to get onto mailing lists.

D. Mental Health and Stress Control

The Counseling and Psychological Services ([CAPS](#)) Department is located at the University Health Center. Students who wish to meet with a counselor for the first time may walk in, or

call 542-2273 to schedule an appointment. CAPS also provides stress management programs such as meditation and therapy. CAPS is located on the third floor of the University Health Center, on the corner of College Station and East Campus Roads. All students registered for credit at The University of Georgia are eligible to use the CAPS services.

E. Professional Associations

The National Communication Association (NCA) and the International Communication Association (ICA) are the two major professional associations for the communication discipline. Both organizations have student rates and each hosts a yearly conference - NCA in November and ICA in May. NCA also hosts a listserv (Communication, Research, and Theory Network (CRTNET) which includes a substantial amount of information relevant to the field, as well as current job listings. You should also read "SPECTRA", the newsletter for NCA, for job announcements which are also available online through NCA's Career Center.
In addition, the Southern States Communication Association (SSCA) hosts a smaller yearly conference in the southern region, typically in April.

F. Other Opportunities for Professional Development

Becoming a scholar is not a process that occurs exclusively, or even primarily, within the walls of the classroom. You should expect to spend a substantial amount of time in other types of professional development activities. In addition to participating in the department colloquium and attending lectures on campus, it is a normal practice of scholars and apprentice scholars to attend academic conferences and deliver papers. You may also want to form discussion groups with your fellow graduate students. Depending on your area, you are likely to want to work on a research team with one of the faculty members in the department, or to work with a faculty mentor on research in addition to your advisor. In the year before your dissertation you may also want to apply for an NCA Doctoral Honors Seminar. We encourage you to be proactive in seeking out opportunities for professional and personal growth, and we'll try to keep you apprised of new opportunities.

V. University Policies

A. Academic Honesty Policy

Students at UGA are responsible for maintaining and adhering to the strictest standards of honesty and integrity in every aspect of their lives. Honesty in academic matters is a large part of this obligation. As such, you should familiarize yourself with UGA's Academic Honesty Policy.

Students and faculty who suspect that an act of academic dishonesty has taken place should follow the procedures for reporting as outlined by the Office of the Vice President for Instruction.

B. UGA's Non-Discrimination and Anti-Harassment Policy

According the UGA Equal Opportunity Office: "The University of Georgia ('the University') is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, University System of Georgia policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the University Community (as defined below) on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for any member of the University Community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the University. Bias based on the protected categories of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status will not hinder employment, study or institutional services, programs or activities. Bias factors will not be permitted to have an adverse influence upon decisions regarding students, employees, applicants for admission, applicants for employment, contractors, or volunteers or participants in or users of institutional programs, services, and activities. The University of Georgia will continue in its efforts to maintain an institutional environment free of such bias and restates its policy prohibiting the interference of such bias."

According to UGA, the following definitions of harassment apply:

Sexual Harassment

Sexual Harassment is defined as:

Unwelcome verbal, nonverbal, or physical conduct, based on sex or gender stereotypes, that:
1. Is implicitly or explicitly a term or condition of employment or status in a course, program or activity;
2. Is a basis for employment/educational decisions; or
3. Is sufficiently severe, persistent, or pervasive to:
      a. interfere with one's work or educational performance;
      b. create an intimidating, hostile, or offensive working or learning environment; or

    c. interfere with or limiting one's ability to participate in or benefit from an institutional program or activity.

Sexual harassment includes forced or coerced sex or relationships, including where a person is incapable of giving consent due to use of drugs or alcohol, or due to disability or being under the age of 16. Other examples that may constitute sexual harassment when sufficiently severe, persistent, or pervasive include, without limitation:

1. Non-consensual touching of another's body, including unwanted hugging or shoulder rubbing.
2. Sexual remarks, jokes, anecdotes, inquiries, or physical gestures.
3. Requests or propositions of a sexual nature.
4. Gender or sex-based comments or comments of a sexual nature (either complimentary or insulting) about a person's physique, clothing, or sexual/romantic activity or preferences.
5. Inappropriate use or display, or non-consensual sharing, of sexual images, text, or objects.

This Policy includes domestic violence, dating violence and stalking as forms of sexual harassment. Sexual harassment can occur regardless of the relationship, position or respective sex, sexual orientation, or gender identity of the parties. Same sex harassment violates this Policy, as does harassment by a student of a faculty member or a subordinate employee of his/her supervisor.

Definitions of sexual harassment terms that the University applies when administering and enforcing this Policy, including the definition of "consent", can be found on the Equal Opportunity Office's (EOO) website at: http://eoo.uga.edu/eoo-definitions

Discriminatory Harassment and Discrimination

At the University of Georgia, discriminatory harassment is defined as:

Unwelcome verbal or physical conduct based on race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status when it is sufficiently severe, persistent or pervasive to:

1. Unreasonably interfere with the individual's work or educational performance;
2. Create an intimidating, hostile, or offensive working or learning environment; or
3. Unreasonably interfere with or limits one's ability to participate in or benefit from an institutional program or activity.

Discrimination is defined as:

Decision-making based on race, color, sex (including pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status.

Definitions of discrimination and harassment terms that the University applies when administering and enforcing this Policy can be found on the Equal Opportunity Office's website at: http://eoo.uga.edu/eoo-definitions.

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The Equal Opportunity Office website provides detailed information about policies and procedures (https://eoo.uga.edu/) including, for example, information about reporting obligations, protections against retaliation, and other matters.

Another important resource is the Ombudsperson Program (http://www.uga.edu/ombudsperson/index.html). According to the program's website, "The University of Georgia Ombudspersons are designated individuals who serve as independent, neutral, and informal resources for UGA students, faculty, and staff. Rather than serving as advocates for individual members of the University community, these individuals are advocates for fairness, and they function as a source of information and referral. They assist, to the extent possible, in informally resolving concerns brought to their attention. They serve as third-party information providers who remain neutral while assisting individuals in having their concerns addressed through appropriate channels, including those related to discrimination and harassment." The Ombudsman Program can be a helpful first resource. However, before consulting an ombudsperson, it is important to consult their website to make sure you are aware of their reporting obligations and other important matters.

C. Consensual relationships

When one party has a professional relationship with the other, or stands in a position of authority over the other, even an apparently consensual sexual relationship may lead to sexual harassment or other breaches of professional obligations. The University prohibits all faculty and staff, including graduate teaching assistants, from pursuing sexual relationships with undergraduates they are currently supervising or teaching. The University also strongly discourages sexual relationships between faculty or administrators and graduate students, as well as between staff members and any subordinates whose work they supervise. Anyone involved in a sexual relationship with someone over whom they has supervisory power must recuse himself or herself from decisions that affect the evaluation, employment conditions, instruction, and/or the academic status of the subordinate involved.

D. Campus Emergencies: UGA Alert

UGA is committed to keeping you as safe as possible through effective communication prior to, during, and following emergencies. UGA Alert allows you to receive emergency messages on multiple devices. You may identify as many as three phone numbers and two email addresses for receiving emergency notifications. To register, opt in/out, or update your information, you must have a valid UGA MyID. Proceed to registration/update your information on the MyID homepage to register.

For more information on the Office of Security and Emergency Preparedness, please go here.

For an exhaustive list of all University policies and procedures please consult the UGA website.

VI.   The MA Program: Procedures, Requirements, & Timelines

A.   Coursework Requirements

MA students must complete a program of study which constitutes a logical whole. Master of Arts degrees require a minimum of 30 semester hours consisting of at least 12 semester hours

of content based course work open only to graduate students (exclusive of 8010, 8011, 7000, 7200, and 7300). MA students may not count more than one 3.0 credit hour independent study course toward the requirements for their degree. Hourly requirements will vary according to whether you choose to pursue the thesis or non-thesis option (see below). A minimum of 3.0 credit hours of 7300 or 7200 must be listed on the Program of study. No grade below C will be accepted on the Program of study.

Any graduate student funded by the University must be enrolled in 12 hours each fall and spring semester. If you are funded in the summer, you must also enroll in 9 hours over the summer. The department generally does NOT recommend students take more than 9 content based hours. Thus, each semester, you may need to enroll in COMM 7000 (Master's Research) in order to reach a total of 12 hours.

Research Practicum: 8050 Requirements

The research practicum is a unique feature of the graduate program at UGA and is designed to ensure that every graduate student gets the chance to work with a faculty member on a research project before reaching the stage of independent research in his or her own thesis. MA students take 2 hours of COMM 8050, usually in their first through third semesters. You should expect to spend about 20 hours of time on a one credit hour 8050. The number of semesters that a student works with any given faculty member will depend on the character of the project, and should ideally be negotiated in advance. You may only take one hour of 8050 credit with any one professor in any given semester and you may not take 8050 credit with your major professor. Note: You must complete an "8050 Contract" before starting your 8050 work. This contract is available from the department website here. Turn in your completed contract to the Graduate Coordinator. If you do not have an approved 8050 contract by the end of the drop/add period of a given semester, you will be dropped from the 8050.

Some models for the 8050 include:

- A faculty member has a project and needs help collecting data. You learn about writing questionnaires, collecting data, coding results.

- A faculty member is writing a research grant/proposal/paper and needs help with library research. You might search for documents, read, and produce 1 page summaries.

- You and the faculty member start a new project (you probably should assume 2-3 8050 hours to complete). You go through all phases of a research project from initial idea to recruiting human subjects, writing questionnaires, collecting data, coding results, analyzing data, and writing up results.

- You started a project in a class with a faculty member. You use the 8050 as a way to finish the project with some one-on-one guidance.

- A faculty member is editing a journal and you work with the editor and the author to prepare the print-ready manuscript.

Thesis vs. Non-Thesis Options

Coursework required for the MA follows two trajectories: **the thesis option** or the **non-thesis option**.

In consultation with the major professor, students will declare whether they will pursue the thesis or non- thesis option no later than August 15 of their second year. Should a student decide to shift options, they should inform the graduate coordinator immediately. Students

will not be able to switch from the thesis track to the non-thesis track or vice versa after the first day of classes of the fall semester of their second year of M.A. study.

The thesis option. A thesis is a written product reflecting a systematic study of a significant question, problem, or issue relevant to the communication discipline. The exact nature of the thesis will be negotiated with the student's major professor and his or her committee.

Thesis proposals should be defended by Oct. 1 of a student's second year. If a student has not successfully defended their thesis proposal by reading day, then a student will switch to the non-thesis track. No thesis proposal or thesis draft should be distributed to the committee until the major professor has approved the whole document as ready for defense unless committee members explicitly agree to review drafts. **Committee members must be given two weeks to read the thesis prospectus and thesis draft.** UGA requires a particular format for theses.

For students pursuing the *thesis option*, required courses include:

(1) Core theory course: 8500 (Interpersonal Communication Theory) if on the Interpersonal & Health track; 8200 (Rhetorical Theory) if on the Rhetoric track.

(2) Core methods course: 8700 (Empirical Research Methods) if on the Interpersonal & Health track; 8300 (Rhetorical Criticism) if on the Rhetoric track.

(3) Electives: 12 additional seminar hours of related to a student's program of study within or outside of the department.

(4) Non-seminar requirements: COMM 8020 (Introduction to Graduate Studies); COMM 8010 or COMM 8011 (Seminar in Communication Education); two hours of COMM 8050 (Research Practicum); and COMM 8000 (Communication Colloquium) every semester.

Thesis Option Coursework Sample Plan of Study

First year:

| | | Spring Semester | |
Fall Semester		Advising Deadline: October 1st of previous fall	
COMM 8200 or 8300 (RS only)	(3 hrs)	COMM 8200 or 8300 (RS only)	(3 hrs)
COMM 8500 or 8700 (IP&H only)	(3 hrs)	COMM 8500 or 8700 (IP&H only)	(3 hrs)
Electives	(6 hrs)	Electives	(6 hrs)
COMM 8010 or 8011*	(3 hrs)	COMM 8010 or 8011*	(3 hr)
COMM 8020	(1 hr)	COMM 8050	(1 hrs)
COMM 8050	(1 hr)	COMM 8000	(1 hr)
COMM 8000	(1 hr)	COMM 8000	(1 hr)

Second year:

| Fall Semester | | Spring Semester | |
Advising Deadline: March 15th of previous spring		Advising Deadline: October 1st of previous fall	
COMM 7000, 8010, or 8011*	(6-9 hrs)	COMM 7300	(9 hrs)
COMM 7300	(1-3 hrs)	COMM 7000, 8010, or 8011*	(3 hrs)
COMM 8000	(1 hr)	COMM 8000	(1 hr)

*Note: You must enroll in either 8010 or 8011 during your first year. In subsequent years, you must enroll in 8010 if you are teaching 1110 for the first time and did not take 8010 in your first year. You must enroll in 8011 if you are teaching 1500 for the first time and did not take 8011 in your first year.

If you are not enrolled in 8010 or 8011, enroll in COMM 7000 for 1-3 credits.

You must be registered for **3 hours** of credit in any semester when you are using university facilities, including the semester that you graduate.

You must enroll in **12** hours of coursework if you have an assistantship in the fall and spring semesters. If you are on a teaching or research assistantship over the summer, you must enroll in **9** hours.

The non-thesis option. The non-thesis MA option is consistent with the Department's goal to provide rigorous and high-quality training in the communication discipline. This option may be appealing to students who seek a stronger foundation in the communication discipline that can be applied to a post-MA career, including students who intend to pursue a career outside of academia and/or students who earned their undergraduate degrees in other disciplines and, therefore, need additional coursework in and exposure to the communication discipline.

For students pursuing the *non-thesis option*, required courses include:

(1) Core theory course: 8500 (Interpersonal Communication Theory) if on the Interpersonal & Health track; 8200 (Rhetorical Theory) if on the Rhetoric track.

(2) Core methods course: 8700 (Empirical Research Methods) if on the Interpersonal & Health track; 8300 (Rhetorical Criticism) if on the Rhetoric track.

(3) Electives: 12 additional seminar hours of related to a student's program of study within or outside of the department; one seminar must be in the opposite area of the student's program of study.

(4) Non-seminar requirements: COMM 8020 (Introduction to Graduate Studies); COMM 8010 or COMM 8011 (Seminar in Communication Education); two hours of COMM 8050 (Research Practicum); and COMM 8000 (Communication Colloquium) every semester.

(5) Additional electives for non-thesis candidates: 6 hours of in-department seminars at the 8000-level or above.

Non-thesis Option Coursework Plan of Study (Sample)

First year:

Fall Semester		Spring Semester Advising Deadline: October 1st of previous fall	
COMM 8200 or 8300 (RS only)	(3 hrs)	COMM 8200 or 8300 (RS only)	(3 hrs)
COMM 8500 or 8700 (IP&H only)	(3 hrs)	COMM 8500 or 8700 (IP&H only)	(3 hrs)
Electives**	(6 hrs)	Electives**	(6 hrs)
COMM 8010 or 8011*	(3 hrs)	COMM 8010 or 8011*	(3 hrs)
COMM 8020	(1 hr)	COMM 8050	(1 hr)
COMM 8050	(1 hr)	COMM 8000	(1 hr)
COMM 8000	(1 hr)	COMM 7000	(4 hrs)
COMM 7000	(3 hrs)	Total	18.0
Total	18.0		

Second year:

Fall Semester Advising Deadline: March 15th of previous spring		Spring Semester Advising Deadline: October 1st of previous fall	
Electives	(6-9 hrs)	COMM 7200	(9 hrs)
COMM 7000, 8010, or 8011*	(6+ hrs)	Elective	(3 hrs)
COMM 8000	(1 hr)	COMM 7000, 8010, or 8011*	(3+ hrs)
Total	18.0	COMM 8000	(1 hr)
		Total	18.0

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*Note: You must enroll in either 8010 or 8011 during your first year. In subsequent years, you must enroll in 8010 if you are teaching 1110 for the first time and did not take 8010 in your first year. You must enroll in 8011 if you are teaching 1500 for the first time and did not take 8011 in your first year. If you are not enrolled in 8010 or 8011, enroll in COMM 7000 for 1-3 credits.

**Students pursuing the non-thesis option must complete 3 seminars in or out of the department *plus* 2 in-department seminars at the 8000 level or above. One in-department seminar (6000+ level) must be in the opposite area of study. Consult your advisor regarding appropriate coursework.

You must be registered for **3 hours** of credit in any semester when you are using University facilities - including the semester that you graduate.

You must enroll in **12** hours of coursework if you have an assistantship in the fall and spring semesters. If you are on a teaching or research assistantship over the summer, you must enroll in **9** hours.

Comprehensive Examinations

The non-thesis option replaces the thesis requirement with a rigorous and comprehensive written and oral examination. The Written Comprehensive Exam will consist of two parts. Part I will be a 6-hour closed book exam in which the candidate will answer questions in two areas (3 hours in each area). For Rhetorical Studies students these two areas are: (1) rhetorical theory and (2) rhetorical criticism. For Interpersonal & Health Communication Studies students these two areas are: (1) communication theory and (2) empirical research methods. Within one or two of these areas (at the discretion of the major professor), students will also be asked questions applicable to a particular content area of focus. The exact nature of the content area of focus will be negotiated between the student and the committee members. Students should anticipate between 2-3 questions within each area.

The major professor will negotiate which committee members provide questions and in which particular areas. It is up to the student to meet with individual committee members and to consult with the major professor to discuss the parameters of particular questions. Committee members may require additional readings in the two main areas as well as the content area in preparation for the examination.

Students will complete the written portion of the exam in the Department, using Department- furnished computers. The two areas of the written exam can be completed on the same day (3 hours for area 1, followed by a 1-2 hour break, and 3 hours for area 2), or on consecutive days (3 hours for area 1, followed by 3 hours for area 2 on the next day). Students pursuing the two-day option cannot complete the exam over a Friday-Monday period.

Committee members shall have two weeks to grade the exam. Committee members will inform the major professor if the student's answers are a "pass" or "fail" in each area. A two-thirds majority will determine if a student passes or fails each area of the written examination. If a student fails an area of the exam, the student will have one opportunity to retake the exam within a time frame and following conditions agreed upon by a majority of the committee. After a certified "pass" has been achieved in both areas covered by the written examination, a two-hour oral examination will be held. The oral examination is intended to be an inclusive examination within the student's field of study. Therefore, a

portion of the oral examination may not solely focus on a student's exam questions. The oral preliminary exam is graded on a pass/fail basis, with 2/3 of committee members required for an overall pass. A student who fails an oral preliminary exam will have one opportunity to retake the exam within a time frame and following conditions agreed upon by a majority of the committee.

B. Advising and Registration

The academic calendar is available here. The schedule of classes for each semester is available online. First year students will be assigned a temporary advisor when they start the program. By spring break of the first year of study, MA students should secure an official advisor (a.k.a. "major professor"). You should work with your official advisor in making decisions about your Program of study.

In-department seminars and courses are generally determined at least a semester in advance; sometimes schedule adjustments will occur the semester before the course is offered. As for out-of-the-department seminars, the best way to shop for them is by using Athena. You may also want to check the UGA Syllabus System to locate sample syllabi.

You will be permitted to register after your temporary advisor or your official advisor has signed the yellow advisement form and you have submitted it to the Graduate Coordinator. Yellow advisement forms can be found in the graduate student workroom (Room 501). After the Graduate Coordinator Assistant clears you to register, you will then register online, using Athena. It is important to remember that getting advising slips, making an appointment with your advisor, and registering are all your responsibility. Also, don't forget that you must register for classes in advance or you will not get paid.

Graduate students must register for at least 3 credit hours for two of the three semesters during the academic year, with some exceptions for some UGA employees. If you cannot enroll for two of three semesters, you should seek a leave of absence. Requests for a leave of absence must be approved by the Graduate Coordinator and the Graduate School Dean on or before the last day of classes for the semester for which the leave is to begin. A leave of absence cannot be more than 12 months. If leave of absence is taken without approval, you must pay a reinstatement fee equivalent to registering for 3 credits at the current in-state tuition rate for each term missed since last semester of enrollment, including summer.

Course registration deadlines:

You are strongly encouraged to meet with your temporary or official advisor early to plan courses to register for in a subsequent semester. If you are a returning student, you must turn in your registration form for **fall** semester courses to the Graduate Coordinator no later than **March 15th**. If you are registering for **spring** semester classes, you must turn in your registration form to the Graduate Coordinator no later than **October 1st**. If you do not turn in your registration forms by these deadlines, revisions to your teaching schedule based on conflict due to your desired courses will not be possible.

C. Advisor and Committee

Students enrolled in the MA program are strongly encouraged to select an official advisor (a.k.a. "Major professor") no later than spring break of the first year. Your advisor must be a tenured or tenure-track faculty member within the Department of Communication Studies.

In consultation with the advisor, the student will form a committee of two other faculty members. All members of the committee must have the appropriate standing on the graduate faculty. The committee, in consultation with the student, plans and approves the student's Program of study, advises the student on required research skills, guides the thesis or exam research, reads and approves the thesis or exams, and administers the thesis or exam defense and the final examination over the Program of study. The committee experience should promote scholarly discussion and generally be a constructive experience.

Changing the composition of graduate committees:

Changing the composition of graduate committees is generally discouraged, but also may be warranted in unusual circumstances. Those circumstances include, but are not necessarily limited to, instances in which: a) a faculty member has engaged in unprofessional conduct directed toward the student so that the ability of the student to work with the faculty member could be impeded; b) a student's academic interests have changed substantively so that the expertise of the faculty member is no longer useful in completing the committee task; or c) a major epistemological or methodological difference of opinion exists between the student and the faculty member which cannot be resolved. Circumstances which would not warrant a change in the composition of the committee include, but are not limited to: a) scheduling concerns; b) a negative evaluation of the student's work by the faculty member, unless that evaluation is overturned by an appropriate University body; or c) a desire to avoid revisions.

> **Changes initiated by a committee member:** A committee member may elect to stand down from a graduate committee. If the student has met all deadlines for submitting work to members of the committee, then a committee member must resign from the committee at least two weeks prior to any scheduled meeting. If the student has not met all deadlines for submitting work, then the two week requirement is waived.

> **Changes initiated by a student:** Before a student asks a committee member to stand down from a graduate committee, the student should seek advice regarding the decision from his or her major professor. If the removal of a committee member is requested, the student and major professor should meet with the committee member to identify the reasons for removal. If a committee member chooses to stand down from the committee as a result of the meeting of the student and advisor, prompt notification to the Graduate Coordinator is required.

> If the advisor's removal is sought, then advice must be sought from the Graduate Coordinator or the Department Head. If a student wishes to ask an advisor to stand down from a committee, the student must contact the Graduate Coordinator or the Department Head about the request. Whoever is contacted will then convene a meeting with the student and the advisor. The Department Head or Graduate Coordinator will preside over the meeting as an informal mediator; this is not a judiciary process.

> If the result of the informal meeting is unsatisfactory by the judgment of the student, faculty member, Graduate Coordinator, or Department Head, the Graduate Coordinator should be asked to convene a special graduate panel to resolve the dispute. This panel will be composed of the Graduate Coordinator and two faculty members of equal or greater rank of the advisor, and who are not serving on the student's committee. The student and the committee member may each submit to the Graduate Coordinator the

name of one faculty member who will not be selected to serve on the panel. If the Graduate Coordinator is a member of the examining committee then her functions in resolving the dispute will be assumed by the Department Head.

Ownership of ideas: The ownership of data, approach, and/or arguments may become an issue when modifying the composition of a graduate committee. In such cases, the Graduate Coordinator or Department Head presiding over the meeting may suggest a range of solutions regarding the issue of ownership.

D. Graduate School Paperwork and Deadlines

You are responsible for meeting a large number of deadlines for the Graduate School and the University. If you do not meet a deadline, you may not receive your degree. **All paperwork needs to be submitted to the Graduate Coordinator when you have completed it. Additionally, forms are due to the Graduate Coordinator TWO (2) business days before the Graduate School deadline.** The Graduate Coordinator Assistant will send it to the graduate school. **Do not send it to the graduate school yourself.**

The forms for the M.A. program are found here. The form for non-thesis option completion can be found here. **You are responsible for downloading, completing, and printing these forms.** You are also responsible for obtaining appropriate approval from your committee, as needed. After you have obtained appropriate signatures, please submit forms and all copies to the Graduate Coordinator. The Graduate Coordinator Assistant then submits the forms to the Graduate School.

E. Oral Examination Requirements

After it has been determined that a student has produced a thesis or has exams ready to be defended, a two-hour oral examination ("defense") will be held. The oral examination is intended to be an inclusive examination within the student's field of study. Therefore, a portion of the oral examination may not focus on a student's thesis or exam questions. The oral exam is graded on a pass/fail basis, with 2/3 of committee members required for an overall pass. A student who fails an oral exam will have one opportunity to retake the exam within a time frame and following conditions agreed upon by a majority of the committee.

Note: Exams are not routinely scheduled during the summer term.

F. Colloquium Presentation Requirement

As part of the MA degree you must present a research project (not restricted to your thesis) in a department colloquium. MA students commonly present for 10-15 minutes, in the style of a conference presentation, followed by about 10-15 minutes of questions.

G. Residency, Time, & GPA Requirements

As per UGA guidelines, the minimum residence requirement is two semesters which do not have to be consecutive. All requirements for the degree must be completed within six years beginning with the first registration for graduate courses on the Program of study. An extension of time may be granted only for conditions beyond the control of the individual. To be eligible for graduation, you must maintain a 3.0 (B) average on the graduate transcript and a 3.0 (B) average on the Program of study.

H. MA Timeline

Here is a list of tasks you should accomplish in the indicated semesters. All forms must be submitted to the Graduate Coordinator at least TWO (2) business days before the deadline.

<u>Year 1</u>

Semester 1   Become acquainted with the faculty, assigned temporary advisor

Semester 2   Select an official advisor (Major professor) and notify the Graduate Coordinator
Submit Advisor Agreement Form by the first day of Spring Break
Compose Advisory Committee (Major professor + 2 other faculty members)
Submit Advisory Committee form

<u>Year 2</u>

Semester 1   Decide upon pursuing the thesis or non-thesis option by Aug. 15

If pursuing thesis option:
Complete 24 hours of required course work, exclusive of research and thesis hours. At least 12 semester hours of credit open only to graduate students (not including COMM 7000)

Present thesis prospectus to Advisory Committee
Submit Program of study form
Schedule your colloquium

If pursuing the non-thesis option:
Complete 24 hours of required course work, plus two additional in-department seminars, exclusive of research and thesis hours. At least one 6000+ 3.0 credit hour course in opposite area of study. At least 12 semester hours of credit open only to graduate students (not including COMM 7000).

Meet with Advisory Committee to discuss examination questions
Submit Program of study form
Schedule your colloquium

Semester 2   Enroll in at least 3 hours of 7200 (non-thesis) or 7300 (thesis option)

Present colloquium
Submit Application for Graduation form
If pursuing thesis option:
Complete thesis (formatting instructions here)
Complete oral examination/thesis defense
Submit Approval form for Master's Thesis, Defense, and Final Examination for Masters of Arts Candidates
Submit thesis and approval form
If pursuing non-thesis option:

Complete exams
Complete oral examination of exams
Submit [Departmental Approval Form for Examination Defense](#)

*Note: If any of the forms needed for graduation are between 1 and 45 days late, submit relevant form with the Late Filing for Graduation Form along with a late fee of $50. If forms are more than 45 days late, you will not graduate that semester.

Every time you complete or revise a form, submit it to the Graduate Coordinator. The Graduate Coordinator Assistant then submits all forms to the Graduate School. Forms are due to the Graduate Coordinator at least TWO (2) business days before the Graduate School deadline.

VII.   The PhD Program: Procedures, Requirements & Timelines

A. Coursework Requirements

All PhD students at UGA must complete a Program of study which constitutes a logical whole and should consist of 16 or more hours of 8000- and 9000-level courses in addition to research, dissertation writing, and directed study. No grade below C will be accepted on the Program of study. To be eligible for graduation, a student must maintain a 3.0 (B) average on the graduate transcript and a 3.0 (B) average on the Program of study. The Program of study must carry a minimum of 30 hours of coursework, three hours of which must be dissertation writing (9300). Of note: as per Graduate School policy, you should not have more than 54 hours in COMM 9000 and COMM 9300 combined.

Coursework required for the PhD in Communication Studies varies according to area. During the first year of study, students in the Interpersonal & Health track are required to take COMM 8500 (Communication Theory) and COMM 8700 (Empirical Research Methods), COMM 8010 or 8011 (Communication Education), COMM 8020 (Introduction to Graduate Studies), an additional seminar in the fall. Students in the Rhetorical Studies track are required to take COMM 8200 (Rhetorical Theory) and COMM 8300 (Rhetorical Criticism), COMM 8010 or 8011 (Communication Education), COMM 8020 (Introduction to Graduate Studies), an additional seminar during the fall. After the first year, both Interpersonal & Health and Rhetorical Studies students are required to: take COMM 8010 or 8011 if you have not taken this course before and are teaching the undergraduate course related to the pedagogy course for the first time; take 6 hours of research methods; demonstrate competence in two concentrated areas of scholarship; complete three hours of COMM 8050 (Research Practicum); and complete at least 18 hours of coursework in the department exclusive of research hours, dissertation hours, and COMM 8050s.

PhD students in Rhetorical Studies must take at least one seminar in the Interpersonal and Health Communication Area and Interpersonal and Health Communication Students must take at least one seminar offered in the Rhetorical Studies area. This requirement can be satisfied at any time during your coursework years and can be satisfied by taking a core theory or methods course.

At least 18 hours of coursework must be in courses offered by Communication Studies, exclusive of research or thesis hours. You cannot count more than 2 independent study courses

and you cannot count more than 2 courses below the 7000 level toward the requirements for the doctorate. As a reminder, UGA does not transfer graduate credit from other institutions. However, with the permission of the advisory committee, transfer students may be allowed to reduce their total number of course hours. Please note that the actual number of hours is set by the major professor and advisory committee and may involve substantially more than 36 hours of content hours.

Note: Any graduate student funded by the University must be enrolled in at least 12 hours each fall and spring semester. If you are funded in the summer, you must also enroll in 9 hours over the summer. The Department does not advise that most students take more than 9 content based credit hours. Thus, each semester, you may need to enroll in COMM 9000 (Doctoral Research) in order to reach a total of 12 hours. You should not have more than 54 hours in COMM 9000 and COMM 9300 combined.

COMM 8050 research practicum requirements:
The research practicum is a unique feature of the graduate program at UGA and is designed to ensure that every graduate student gets the chance to work with a faculty member on a research project before reaching the stage of independent research for his or her own dissertation. PhD students take 3 hours of COMM 8050, usually in their second, third, and fourth semesters. You should expect to spend about 20 hours of time on a one credit hour 8050. The number of semesters that a student works with any given faculty member will depend on the character of the project and should be negotiated in advance. You may only take one hour of 8050 credit with any one professor in any given semester and you may not take 8050 credit with your major professor.

Note: You must complete an "8050 Contract" before starting your 8050 work. This contract is available from the department website. Turn in your completed contract to the Graduate Coordinator. If you do not have an approved 8050 contract by the end of the drop/add period of a given semester, you will be dropped from the 8050.

Some models for the 8050 include:

- A faculty member has a project and needs help collecting data. You learn about writing questionnaires, collecting data, coding results and/or data analysis and write-up.

- A faculty member is writing a research grant/proposal/paper and needs help with library research. You might search for documents, read, and provide 1-page summaries.

- You and the faculty member start a new project (you probably should assume 2-3 8050 hours to complete). You go through all phases of a research project from initial idea to recruiting human subjects, submitting IRB forms, writing questionnaires, collecting data, coding results, analyzing data, and writing up results.

- A faculty member has a project "in process." You come into the project and help get it out the door. This option is more typical for PhD rather than MA candidates. Examples of this include: A project half-written that needs someone to "take charge" and finish it; data that have been collected but no one has looked at it or thought about it; a faculty member is asked to write a book chapter but does not have the time to devote to it—you help out and become co-author.

- You started a project in a class with a faculty member. You use the 8050 as a way to finish the project with some one-on-one guidance.

Areas of concentration & outside coursework:
You are required to declare two concentrated areas of scholarship in your Program of study, each of which should be defined by at least 3 courses (courses may not be counted in both areas). It is helpful if one of the areas is more general (e.g., rhetorical theory or communication theory) and the other is more specific (e.g., feminist rhetorical criticism or health communication).

PhD methodology requirements:
All doctoral students are required to complete a minimum of 6 hours of research methods, although Interpersonal and Health Communication Studies and Rhetorical Studies students have different options for how to do this. Courses taken to satisfy the research skills requirement cannot be included elsewhere in a student's Program of study. The six-hour requirement represents a minimum; more coursework may be required.

Interpersonal & Health Communication students:

1. Must receive a grade of "B" or better in the final course of the sequence of ERSH 8310-8320, the final course of the sequence of STAT 6210-6220, or an equivalent course. Alternatively, students must receive a grade of "B" or better in a course where ERSH 8320, STAT 6220, or an equivalent course is a prerequisite.

2. Must satisfactorily complete at least one additional methods course to be determined in consultation with your advisor and committee. The completion of ERSH 8320, STAT 6220, or equivalent, and one additional methods course represent the minimum research methodology requirement. Ideally, I & H students will acquire competencies in quantitative multivariate techniques such as factor analysis, structural equation modeling, hierarchical linear modeling (HLM)/multilevel modeling (MLM), and logistic regression, or they will acquire competencies in qualitative analytic techniques such as conversation analysis, manipulating complex relational databases, or ethnography. Examples of departments where such skills can be acquired may be found in education (ERSH), sociology (SOCI), psychology (PSYC), journalism (JRMC), and women's studies (WMST). Examples of courses that teach qualitative methods include ERSH 8410 Qualitative Research Methods in Education, JRMC 9030 Qualitative Research in Mass Communication, ERSH 8420 Advanced Qualitative Methods in Education Research, SOCI 6750 Qualitative Methods in Social Research, and WMST 8011 Feminist Research Methods.

3. Should IP&H students want to pursue a Qualitative Methods Track over the course of their program, the requirements are:

Below is track for students choosing Qualitative Methods for doctoral degree. The COMM Qualitative class will be offered every other year, with the first offering being in Spring 2019. This template provides a guideline for course selection for students choose qualitative methods as their methodological preference. The list of optional classes is merely a suggestion. Those courses are negotiable between the advisor and student.

1. Declaring a Track
   a. Accelerated student determines track by end of spring semester of 1st year.
   b. PhD student determines track by end of spring semester of 1st year.

Quantitative	**Qualitative**
1) COMM 8700 Research Methods	1) COMM 8700 Research Methods
[Mean/Median and ANOVA upon advisor's advice]	[QUAL 8400 Qualitative Research Traditions upon advisor's advice]
2) Regression	2) COMM XXXX Qualitative Methods and Analysis (Note: Not official course name)
	OR

QUAL 8410 Designing Qualitative Research

BOTH courses will have some overlap. This is important in the event COMM XXXX is offered every other year.

3) A Third Methods Course

3) A Third Methods Course (below are examples of possible classes)

QUAL 8410 Designing Qualitative Research
QUAL 8420 Analyzing Qualitative Data
QUAL 8520 Interviewing Research
QUAL 8525 Narrative Analysis
QUAL 8530 Case Study Research
QUAL 8540 Fieldwork and Participant Observation
QUAL 8545 Digital Technology and Qual. Res.
QUAL 8560 Ethnomethodological and Conversation Analytic Stud

Mixed Methods Track

Students will take a total of 4 courses, 2 in Qualitative Methods and 2 in Quantitative Methods

Quantitative

1) COMM 8700 Research Methods

2) Regression

Qualitative

1) COMM XXXX Qual Methods or QUAL 8410

2) 2nd QUAL class

Two-Year Program of Study

Year 1

Fall		Spring
8500		ANOVA/Regression
8700	OR	COMM XXXX/QUAL 8400
Mean/Median Stats Course/Content Seminar		Content Seminar
		Content Seminar

Year 2

	Fall	Spring
	Regression/Stats Course	Stats Course/QUAL ####
OR	QUAL/COMM ####	Content Seminar
	Content Seminar	Content Seminar
	Content Seminar	

Rhetorical Studies students:

Most Rhetorical Studies students complete their methodology requirements within the Department. Some classes that recent students have used for the methodology requirement include (but are not restricted to):

COMM 8340 Topics in Methodologies of Rhetorical Criticism
COMM 8360 Feminist Rhetorical Theory and Criticism
HIST 7900 Historiography
WMST 8010 Women and the Construction of Knowledge
WMST 8011 Feminist Research Methods

MA-PhD Coursework Plan of Study (Sample)

First year:

Fall Semester		Spring Semester Advising Deadline: October 1st of previous fall	
COMM 8200 or 8300 (RS only)	(3 hrs)	COMM 8200 or 8300 (RS only)	(3 hrs)
COMM 8500 or 8700 (IP&H only)	(3 hrs)	COMM 8500 or 8700 (IP&H only)	(3 hrs)
Electives	(6 hrs)	Electives	(6 hrs)
COMM 8010 or 8011	(3 hrs)	COMM 8010 or 8011	(3 hr)
COMM 8020	(1 hr)	COMM 8050	(1 hrs)
COMM 8050	(1 hr)	COMM 8000	(1 hr)
COMM 8000	(1 hr)	COMM 9000*	(4 hrs)
COMM 9000*	(3 hrs)	Total	18.0
Total	18.0		

*Add research hours to add up to 18.0

Second Year:

Fall Semester Advising Deadline: March 15th		Spring Semester Advising Deadline: October 1st	
Electives	(9 hrs)	Electives	(9 hrs)
COMM 8050	(1 hr)	COMM 8050	(1 hr)
COMM 8010, 8011, or 9000*	(3+ hrs)	COMM 8010, 8011, or 9000*	(3+ hrs)
COMM 8000	(1 hr)	COMM 8000	(1 hr)
Total	18.0	Total	18.0

*Add research hours to add up to 18.0

Third year:

Fall Semester Advising Deadline: March 15th		Spring Semester Advising Deadline: October 1st	
COMM 9000	(9 hrs)	COMM 9000	(9 hrs)
COMM 8010, 8011, or 9000*	(3+ hrs)	COMM 8010, 8011, or 9000*	(3+ hrs)
COMM 8000	(1 hr)	COMM 8000	(1 hr)
Total	18.0	Total	18.0

*Add research hours to add up to 18.0

Fourth year:

Fall Semester Advising Deadline: March 15th	Spring Semester Advising Deadline: October 1st

COMM 9000	(3 hrs)	COMM 9300	(9 hrs)
COMM 9300*	(3+ hr)	COMM 8010, 8011, or 9000*	(3+ hrs)
COMM 8010, 8011, or 9000*	(3+ hrs)	COMM 8000	(1 hr)
COMM 8000	(1 hr)	Total	18.0
Total	18.0		

*Add research and dissertation hours to add up to 18.0

BA-PhD "Accelerated PhD" Coursework Plan of Study (Sample)

	RS BA to PhD		I&H BA to PhD	
Year 1 Fall	COMM 8200 or 8300	(3 hrs)	COMM 8500 or 8700	(3 hrs)
	COMM 8010	(3 hrs)	COMM 8011	(3 hrs)
	COMM 8020	(1 hr)	COMM 8020	(1 hr)
	Electives	(6 hrs)	Electives	(3 hrs)
	COMM 8000	(1 hr)	COMM 8000	(1 hr)
	COMM 9000	(3+ hrs)	COMM 9000	(3+ hrs)
	Total	18.0	Total	18.0
Spring	COMM 8200 or 8300	(3 hrs)	COMM 8500 or 8700	(3 hrs)
	COMM 8050	(1 hrs)	COMM 8050	(1 hr)
	Electives	(6 hrs)	Electives	(6 hrs)
	COMM 8010	(3 hr)	COMM 8011	(3 hrs)
	COMM 8000	(1 hr)	COMM 8000	(1 hr)
	COMM 9000	(3+ hrs)	COMM 9000	(3+ hrs)
	Total	18.0	Total	18.0
Year 2 Fall	COMM 7200 (exam prep)	(3 hrs)	COMM 7200 (exam prep)	(3 hrs)
	Electives	(6 hrs)	Electives	(6 hrs)
	COMM 8010, 8011, or 9000	(3+ hrs)	COMM 8010, 8011, or 9000	(3+ hrs)
	COMM 8000	(1 hr)	COMM 8000	(1 hr)
	COMM 8050	(1 hr)	COMM 8050	(1 hr)
	Total	18.0	Total	18.0
Spring	Electives	(9 hrs)	COMM 7250 (Directed Study)	(3 hrs)
	COMM 8010, 8011, or 9000	(3+ hrs)	Electives	(6 hrs)
	COMM 8000	(1 hr)	COMM 8010, 8011, or 9000	(3+ hrs)
	COMM 8050	(1 hr)	COMM 8000	(1 hr)

	Total	18.0	COMM 8050	(1 hr)	
			Total	18.0	
Year 3	Electives	(9 hrs)	Electives	(9 hrs)	
	COMM 8010, 8011, or 9000	(3+ hrs)	COMM 8010, 8011, or 9000	(3+ hrs)	
Fall	COMM 8000	(1 hr)	COMM 8000	(1 hr)	
	COMM 8050	(1 hr)	COMM 8050	(1 hr)	
	Total	18.0	Total	18.0	
Spring	Electives	(9 hrs)	Electives	(9 hrs)	
	COMM 8010, 8011, or 9000	(3+ hrs)	COMM 8010, 8011, or 9000*	(3+ hrs)	
	COMM 8000	(1 hr)	COMM 8000	(1 hr)	
	Total	18.0	Total	18.0	
Year 4	(Comprehensive Exams)		(Comprehensive Exams)		
	COMM 9000	(9 hrs)	COMM 9000	(9 hrs)	
Fall	COMM 8010, 8011, or 9000	(3+ hrs)	COMM 8010, 8011, or 9000	(3+ hrs)	
	COMM 8000	(1 hr)	COMM 8000	(1 hr)	
	Total	18.0	Total	18.0	
Spring	COMM 9000	(9 hrs)	COMM 9000	(9 hrs)	
	COMM 8010, 8011, or 9000	(3+ hrs)	COMM 8010, 8011, or 9000	(3+ hrs)	
	COMM 8000	(1 hr)	COMM 8000	(1 hr)	
	Total	18.0	Total	18.0	
Year 5	COMM 9300	(6 hrs)	COMM 9300	(6 hrs)	
	COMM 8010, 8011, or 9000	(3+ hrs)	COMM 8010, 8011, or 9000	(3+ hrs)	
Fall	COMM 8000	(1 hr)	COMM 8000	(1 hr)	
	Total	18.0	Total	18.0	
Spring	COMM 9300	(6 hr)	COMM 9300	(6 hr)	
	COMM 8010, 8011, or 9000	(3+ hrs)	COMM 8010, 8011, or 9000	(3+ hrs)	
	COMM 8000	(1 hr)	COMM 8000	(1 hr)	
	Total	18.0	Total	18.0	

*Note: You must enroll in either 8010 or 8011 during your first year. In subsequent years, you must enroll in 8010 if you are teaching 1110 for the first time and did not take 8010 in your first year. You must enroll in 8011 if you are teaching 1500 for the first time and did not take 8011 in your first year. If you are not enrolled in 8010 or 8011, enroll in COMM 9000 for 1-3 credits.

You must be registered for **3 hours** of credit in any semester when you are using University facilities - including the semester that you graduate. You must enroll in **12** hours of coursework if you have an assistantship in the fall and spring semesters. If you are on a teaching or research assistantship over the summer, you must enroll in **9** hours.

B. Advising and Registration

The academic calendar is available here. The schedule of classes for each semester is available online. First year students will be assigned a temporary advisor when they start the program. You are expected to declare your major advisor by fall break of your second year or third year if you on the accelerated track. You must also assemble an Advisory Committee (major advisor plus two Communication Studies graduate faculty members; you may add an outside committee member) and have all committee members approve your preliminary plan of study during the same semester.

In-department seminars and courses are generally determined at least a year in advance; sometimes schedule adjustments will occur the semester before the course is offered. As for out-of-the-department seminars, the best way to shop for them is by using Athena. You may also want to check the UGA Syllabus System to locate sample syllabi.

You will be permitted to register after your temporary or official advisor has signed the yellow advisement form and you have submitted it to the Graduate Coordinator. Yellow advisement forms can be obtained in the main office. After you are cleared to register by the Graduate Coordinator Assistant, you will then register online, using Athena. It is important to remember that getting advising slips, making an appointment with your advisor, and registering are all your responsibility. Also, don't forget that you must register for classes in advance or you will not get paid.

Graduate students must register for at least 3 credit hours for two of the three semesters during the academic year, with some exceptions for some UGA employees. If you cannot enroll for two of three semesters, you should seek a leave of absence. Requests for a leave of absence must be approved by the Graduate Coordinator and the Graduate School Dean on or before the last day of classes for the semester for which the leave is to begin. A leave of absence cannot be more than 12 months. If leave of absence is not taken with approval, you must pay a reinstatement fee equivalent to registering for 3 credits at the current in-state tuition rate for each term missed since last semester of enrollment, including summer.

Course registration deadlines:

You should meet with your temporary or official advisor early to plan courses to register for in a subsequent semester. If you are a returning student, you must turn in your registration form for **fall** semester courses to the Graduate Coordinator no later than **March 15th**. If you are registering for **spring** semester classes, you must turn in your registration form to the Graduate Coordinator no later than **October 1st**. If you do not turn in your registration forms by these deadlines, revisions to your teaching schedule based on conflict due to your desired courses will not be possible.

C. Advisor and Committee

You will be assigned a temporary advisor when you start the program. However, you are strongly encouraged to select an official advisor (a.k.a. "major professor") and submit an Advisor Declaration Form no later than the first day of UGA's fall break in your second year if you are on the conventional track or by the end of your second semester if you are on the accelerated track. This person must be a tenured or tenure-track member of the graduate faculty of the Department of Communication Studies. In consultation with the advisor, you will form a committee that meets and consults regarding the plan of study, comprehensive exams, dissertation prospectus, and dissertation defense. Committee membership may vary, depending on where a student is in the program. Specifically:

1. For the preliminary program of study, the student should form a committee of at least three faculty members from the Department of Communication Studies, inclusive of the student's major advisor. All members of the committee must have the appropriate standing on the Graduate Faculty.

2. For the final program of study, comprehensive examinations, dissertation prospectus meeting, and dissertation defense, the student should form a committee of at least three faculty members of the Department of Communication Studies, inclusive of the student's official advisor. All members of the committee must have the appropriate standing on the Graduate Faculty.

D. Plans of Study

You are required to have both a Preliminary Plan of Study Form and a Final Plan of Study Form approved by a committee. Your Preliminary Plan of Study
Form should be completed during the first semester of your second year of study if you are on the conventional track, the first semester of year three if you are on the accelerated track. The Preliminary Plan of Study Form can be at grad.uga.edu. Your Preliminary Plan of Study Form will be reviewed by your major advisor plus two other Communication Studies graduate faculty members. All three members constitute your Committee. Your Committee will serve as your Comprehensive Exam Committee and your Dissertation Committee. (However, in consultation with your major advisor, you may change the composition of your committee after the comprehensive exam stage and before the dissertation prospectus stage. For instructions, see next section, E. Changing the Composition of Graduate Committees.) The Preliminary Plan of Study Form may be circulated to committee members without a formal meeting. If the committee agrees that the plan of study is appropriate, committee members may sign off. If any committee member deems the preliminary plan of study inadequate or inappropriate, they may request a meeting of the committee.

The Final Plan of Study Form must be approved before a student proceeds with comprehensive exams or papers. The Final Plan of Study Form can be found at grad.uga.edu. The Comprehensive Exam Committee for the final plan of study is at a minimum your official advisor and two Communication Studies graduate faculty members. The Final Plan of Study Form may be circulated to committee members without a formal meeting. If the committee agrees that the plan of study is appropriate, committee members may sign off on

the final plan of study. If any committee member deems the plan of study inadequate or inappropriate, they may request a meeting of the committee.

E. Changing the Composition of Graduate Committees

Changing the composition of graduate committees is generally discouraged, but also may be warranted in unusual circumstances. Those circumstances include, but are not necessarily limited to, instances in which: a) a faculty member has engaged in unprofessional conduct directed toward the student so that the ability of the student to work with the faculty member could be impeded; b) a student's academic interests have changed substantively so that the expertise of the faculty member is no longer useful in completing the committee task; or c) a major epistemological or methodological difference of opinion exists between the student and the faculty member which cannot be resolved. Circumstances which would not warrant a change in the composition of the committee include, but are not limited to: a) scheduling concerns; b) a negative evaluation of the student's work by the faculty member, unless that evaluation is overturned by an appropriate University body; or c) a desire to avoid revisions.

Changes initiated by a committee member: A committee member may elect to step down from a graduate committee. If the student has met all deadlines for submitting work to members of the committee, then a committee member must resign from the committee at least two weeks prior to any scheduled meeting. If the student has not met all deadlines for submitting work, then the two week requirement is waived.

Changes initiated by a student: Before a student asks a committee member to step down from a graduate committee, the student should seek advice regarding the decision from his or her major professor. If the removal of a committee member is requested, the student and major professor should meet with the committee member to identify the reasons for removal. If a committee member chooses to step down from the committee as a result of the meeting of the student and advisor, prompt notification to the Graduate Coordinator is required.

If the advisor's removal is sought, then advice must be sought from the Graduate Coordinator or the Department Head. If a student wishes to ask an advisor to stand down from a committee, the student must contact the Graduate Coordinator or the Department Head about the request. Whomever is contacted will then convene a meeting with the student and the advisor. The Department Head or Graduate Coordinator will preside over the meeting as an informal mediator; this is not a judiciary process.

If the result of an informal meeting is unsatisfactory by the judgment of the student, faculty member, Graduate Coordinator, or Department Head, the Graduate Coordinator should be asked to convene a special graduate panel to resolve the dispute. This panel will be composed of the Graduate Coordinator and two faculty members of equal or higher rank than the advisor's, and who are not serving on the student's committee. The student and the committee member may each submit to the Graduate Coordinator the name of one faculty member who should not be selected to serve on the panel. If the Graduate Coordinator is a member of the examining committee then her role in resolving the dispute will be assumed by the Department Head.

Ownership of ideas: The ownership of data, approach, and/or arguments may become an issue when modifying the composition of a graduate committee. In such

cases, the Graduate Coordinator or Department Head presiding over the meeting may suggest a range of solutions regarding the issue of ownership.

F. Graduate School Paperwork and Deadlines

You are responsible for meeting a large number of deadlines for the Graduate School and the University. If you do not meet a deadline, you may not receive your degree. All paperwork needs to be submitted to the Graduate Coordinator at least TWO (2) days before the Graduate School deadline. The Graduate Coordinator Assistant will then send it to the graduate school. **Do not send it to the graduate school yourself.**

The forms for the PhD program are found here. You are responsible for downloading, completing, and printing these forms. You are also responsible for obtaining appropriate approval from your committee, as needed. After you have obtained appropriate signatures, please submit forms to the Graduate Coordinator. The Graduate Coordinator Assistant will then submit the originals to the Graduate School.

G. PhD Preliminary Examinations

Preliminary exams are taken after the plan of study process is complete. Please note that you **must notify the Graduate Coordinator** when the *oral* exam is scheduled, as the exam must be announced to the Graduate School at least two weeks before it takes place.

The exam process may take one of two forms: papers option or comprehensive written exams.

1. Papers option: Because of methodological differences, the papers process for Interpersonal and Health Communication Studies and for Rhetorical Studies students works differently.

a. Interpersonal & Health Communication Studies Papers Process

Students whose goal is to work at a research institution are strongly advised to complete the papers option. For this option, students produce two papers, one in each substantive area. There are three possibilities for types of papers:

1. Two original data pieces;
2. One theory piece and one original data piece; or
3. One secondary data analysis and one original data piece

Original data piece: Every student will have at least *one* original data piece. Students will submit a theory section, method/data analysis section and, if appropriate, instrumentation. A proposal is considered "original" if it did not originate in a class or an 8050 and is not based on a secondary analysis of another data set. Students *cannot* collect data until the proposal has been approved by committee.

What kind of help can the committee provide during the process?

1. Students will receive substantive feedback on the proposal and following the initial submission of the paper to the full committee.
2. As the student writes the paper, they can solicit answers from committee members to technical questions (is this analysis correct? Is this alpha high enough? What goes in a discussion? etc...).

3. The advisor must read IRB forms and check questionnaires before they are printed.
4. The student should *not* ask for or expect substantive feedback at any time other than at the proposal defense and when turning in the first full draft to committee. This paper is an exam process meant to establish the student's competency.

Secondary data piece. A student may have written a research proposal for a class paper that they want to develop for their exam paper. Or, the student may have been working with a faculty member on an 8050 project and there may be a part of the data set they thinks might be appropriate for an exam paper.

In both of these cases, the student will write a formal proposal (theory, methods, instrumentation) and submit it to the committee. Students should also submit a paragraph describing the history of the proposal (e.g., was this a class project? Have any other manuscripts been written using this data set? etc...).

A second type of secondary analysis draws on data that has not been directly collected by the student. This would involve data that has been collected by another person as part of a larger project.

Similar to the requirements for the original data piece, the student will submit a proposal that includes a theory section and method/data analysis section. The student will also include: (1) a letter of transmittal from the original researcher indicating the student has permission to use the data; (2) a list of unpublished manuscripts, conference presentations, and published articles/book chapters that have been based on this data; and (3) a section that clearly details how the research questions and/or hypotheses can be addressed given the nature of the data.

When using secondary data, the student must make a strong case in the proposal that the work they are proposing is original and different from previous analyses of the data and that the data and the way it was collected is sufficiently robust to address the purpose of the research (i.e., includes relevant moderating variables, uses interview protocols that obtain the needed data, etc...). In the case of some kinds of qualitative field work, the student may also need to indicate whether it is possible to validate their interpretations using techniques such as member checks.

Theory paper. This paper should add substantially to an existing theoretical position, make a compelling case for doing so, and suggest major avenues for research testing the major assumptions of the theory. The proposal for a theory paper is likely to be very different than for a data paper. It is expected that a theory proposal will describe the problem and outline the approach the student plans to take to address the issue.

Proposals

Students will submit a proposal for a paper to the full person committee. All committee members have the opportunity to respond to the proposal, *however,* the two committee members who are reading for a specific area must provide substantive feedback and must sign off on the proposal. The proposal feedback should be in the form of a letter with "have-to-dos" and "recommendations."

Usually, a meeting of the full committee will occur for each proposal. At a minimum, the two readers and the chair must attend the meeting. At the discretion of the committee, the meeting requirement may be waived.

Students are encouraged to submit proposals as soon as they are complete. The first proposal must be submitted by June 1 of their second year. The second proposal must be submitted by September 1 of their third year. Students who do not meet the deadline for either of these proposals will forfeit the paper option and must complete a written comprehensive exam. Although students may submit a proposal while in course work, the final papers cannot be defended until program of study course work is completed.

Submitting completed papers

Once the program of study process is complete and the two papers are written, both papers will be sent to all four committee members. Students will turn in their papers a minimum of 3 weeks before the scheduled oral examination date.

Committee members have 2 weeks to read the papers and respond. Each committee member should send substantive feedback to the chair and student. The substantive feedback must be clearly noted as to whether the proposed changes should be completed before the final defense or if they are recommendations for future publication or issues concerning the paper that the student should be ready to discuss in the meeting.

Faculty have the following options when reading the first draft of the full papers: (a) give extensive feedback (as detailed above), for which revisions are required; (b) let the advisor know that the papers are ready to defend as is; or (c) fail the student on the written portion of the exam.

The student has two weeks to make the *necessary* revisions to the manuscript. At the end of the 2 weeks, the student resubmits the revised manuscripts to all committee members. The committee members then have 1 week to read the revised papers and, if the manuscripts are approved, the oral defense is held. If more than one member of the committee votes not to proceed to an oral examination on the second submission, the student will no longer be eligible for completion of the doctorate.

The oral defense should take approximately 2 hours. One half of that time is allocated to a defense of the papers and the other half is allocated to examine the program of study.

Important Deadlines:

- **June 1st**:** Committee members must receive the first paper proposal by this date.
- **September 1st**:** Committee members must receive the second paper proposal by this date
- **February 1st**:** Committee members must receive both of the completed papers by this date.
- **February 15th**: In order to meet the next deadline, the oral examination of the papers should take place by this date.
- **March 1st**:** Final committee approval (including all signatures on the "Report of the Written and Oral Examination" form that is submitted to the Graduate School) must be obtained by this date.

** Students who do not meet this deadline will forfeit the paper option and must complete a written comprehensive exam.

Note: The deadlines for the papers option start June 1st after students' second year (third year for accelerated students).

b. Rhetorical Studies papers process

A student selecting this option will write one original research essay in each of his/her two areas of study. Each paper should be of a length that is suitable for publication in a scholarly journal (approximately twenty to thirty pages).

Each paper is expected to take form either as an original research study or as a conceptual review and synthesis of an area of study. In rhetorical studies, the writing and discovery processes are integrated, therefore students will distribute to committee members a title and abstract of each paper before composing the essays in full. Students will turn in their papers a minimum of 3 weeks before the scheduled oral examination date. Committee members will notify the advisor after 2 weeks whether or not they find the papers of sufficient quality to proceed to the oral examination. If more than one member of the committee does not vote to proceed, the oral examination will be cancelled, and the student will have one additional opportunity to submit papers (if this can be accomplished before the deadline for sitting the oral examination; if not the student will automatically move to the written exam option). If more than one member of the committee votes not to proceed to an oral examination on the second submission, the student will no longer be eligible for completion of the doctorate.

Committee members will evaluate the student's ability to examine important questions pertaining to the chosen area of study. At the oral examination, the papers will be graded pass/fail on the exam as a whole. In the event of a failing grade on the oral examination, the student will have one opportunity to rewrite and resubmit the document(s) within conditions agreed upon by a majority of the committee.

A paper may be based on an assignment previously submitted for a course, but substantial revisions will probably be necessary for even an "A" paper to be an acceptable comprehensive examination paper, as the standards of a course assignment and the goals of publication are often quite different. Essays published subsequent to the completion of the master's degree may be submitted for the comprehensive examination, but they should not be based on the master's thesis. One, but not both, of the papers may be used as a section of the student's dissertation.

The level of consultation permitted between the student and the major professor and committee members will be determined by the committee. However, these projects should be substantially independent works. Co-authored essays may not be submitted, and published versions of examination papers should be solo authored, unless significant revisions are done for publication after their acceptance for the examination.

Deadline: It is strongly recommended that students have submitted both papers prior to October 1st of the third year (fourth for accelerated program). If the oral examination for a student has not been held by November 1st of the third year (fourth for accelerated program), the student automatically moves from the paper option to the written exam option.

2. Exam option

The written comprehensive exam will consist of two parts.

Part I will be an open book exam in which the candidate will answer questions in each of his/her two major areas. Two committee members are assigned to prepare the questions for each area. While there is no fixed form or length for the question, the written exam in an area might consist of one global question with a number of sub-questions, or three separate questions which are somewhat more focused in nature. The intent of this part of the exam is to give the student the opportunity to display mastery of the literature of an area and the ability to synthesize, critique, and offer original insights and commentary. The student will be allowed 2 weeks (i.e., 14 consecutive days) to complete the open portion of the exam. The advisor and the student will agree in advance on the exact time allotted. **To ensure sufficient progress toward the degree, students should submit Part I by October 1st of their third year (forth year for accelerated students).** Once submitted, the faculty shall have two weeks to grade the exam.

After the answers to Part I are graded (all committee members may read answers to all questions), committee members assigned to a given area may develop specific follow-up questions to be answered by the candidate in a closed-book Part II exam. In Part II of the examination process committee members may ask for elaboration on an answer that they regard as inadequate or in need of further development. Part II will be written in the department within two weeks of the time Part I is graded. Students will be given a maximum of eight hours for their responses. At minimum, the committee members who wrote the questions will read and grade the answers. Committee members must respond within two weeks of the student's Part II response. The answers to each question will be graded "pass" or "fail."

A PhD student must receive passing votes from two out of three or three out of four members of the committee. In the event of a failing grade, the student will have one opportunity to retake part or all of the examination. A student who fails one written exam may elect, with committee approval, to switch between options. For both options, however, a student who fails two sets of written exams will be dismissed from the program.

Note: Exams are not routinely scheduled during the summer term, so please plan accordingly. Failure to meet the suggested deadlines provides sufficient grounds to conclude that a student is not making satisfactory progress on the degree or eligibility for various awards and forms of support.

3. Oral preliminary examination

After a certified "pass" has been achieved in the written portion of the exam (either papers option or exam option), the student is now ready for the oral examination. The oral exam is an inclusive examination within the student's field of study. At least one half hour of the examination will be spent on program of study questions. The oral preliminary exam is graded pass/fail, with a majority of committee members required for an overall pass. A student who fails an oral preliminary exam will have one opportunity to retake the exam within a time frame and conditions agreed upon by a majority of the committee.

The oral preliminary examination must be scheduled and announced with the Graduate School two weeks in advance, and must be scheduled through the Graduate Coordinator three (3) weeks in advance. You must send the following information to the Graduate Coordinator for the purposes of making the announcement:

1. Your full, university-recognized name

2. Your 810 number

3. Location of the exam (building and room number)

4. Starting time of the exam

5. Major professor name

6. Committee member names

H. Dissertation Requirements

The dissertation is a written product reflecting a systematic study of a significant question, problem, or issue relevant to the communication discipline. The exact nature of the dissertation will be negotiated with the student's major professor and his or her committee.

No prospectus or dissertation draft should be distributed to the committee until the major professor has approved the whole document as ready for defense unless committee members explicitly agree to review drafts. After your major professor has approved your prospectus or draft, copies will be distributed to your committee. **Committee members must be given two weeks to read the dissertation prospectus and the dissertation draft.** Ideally, you will be ready for your prospectus meeting no later than the fall semester of your fourth year of residence.

UGA requires a particular format for dissertations.

I. Dissertation Oral Examination Requirements

After it has been determined that a student has produced a dissertation ready to be defended, a two-hour oral examination of the dissertation project will be held. The oral exam is graded on a pass/fail basis, with 2/3 of committee members required for an overall pass. A student who fails an oral exam will have one opportunity to retake the exam within a time frame and following conditions agreed upon by a majority of the committee. **The oral examination must be "announced" to the Graduate School two weeks in advance, and must be scheduled through the Graduate Coordinator.**

When requesting an exam announcement, email the following information to the Graduate Coordinator no later than 2 weeks before your planned exam date:

7. Your full, university-recognized name

8. Your 810 number

9. Location of the exam (building and room number)

10. Starting time of the exam

11. Major professor name

12. Committee member names

Note: Exams are not routinely scheduled during the summer term, so please plan accordingly.

J. Colloquium Presentation Requirement

You must present a research project (not restricted to your dissertation) in a department colloquium, usually structured for 40-45 minutes of presentation, followed by 15-20 minutes of questions. PhD students typically present their "job talk" in the fall of their last year.

K. Residency, Time, & GPA Requirements

At UGA, the granting of a PhD degree presupposes a minimum of three full years of study beyond the bachelor's degree. At least two consecutive semesters of full-time work (i.e., enrollment for a minimum of 30 hours of consecutive coursework included on the program of study) must be spent in resident study on this campus. Undergraduate courses taken either to fulfill research skills requirements or to remove deficiencies may not be calculated in the 30 consecutive hours of resident credit. You must also have a cumulative 3.0 (B) GPA and at least a 3.0 in all program courses to graduate.

The Department follows the Graduate School's policy on the length of time a student has to complete their PhD degree program: All requirements for the degree, except the dissertation and final oral examination, must be completed within a period of six years. This time requirement dates from the first registration for graduate courses on a student's program of study. A candidate for a doctoral degree who fails to complete all degree requirements within five years after passing the comprehensive examination, and being admitted to candidacy, will be required to take the comprehensive examinations again and be admitted to candidacy a second time.

L. Accelerated BA to PhD Program – Additional Considerations

Unless noted otherwise, the accelerated BA-PhD program has all the same requirements as the regular PhD programs in terms of **advising and registration, advisor and committee, changing the composition of graduate committees, PhD graduate school paperwork and deadlines, PhD preliminary examinations, dissertation requirements, dissertation oral examination requirements, colloquium presentation requirements, and residency, time, & GPA requirements.**

There are differences in: 1) the timeline and course work (plan of study); 2) MA degree process; 3) funding (accelerated BA-PhD students are not eligible for a 6th year of funding); and 4) paperwork.

Paperwork: Students admitted to the accelerated program are classified as PhD students who are receiving the non-thesis MA along the way to the PhD degree (typically in the spring semester of their second year in the program).

During the semester in which you prepare for and/or take accelerated PhD qualifying exams, you should register for COMM 7200 – "Master's Comprehensive Preparation." Please do not register for COMM 7300, as that is only for thesis-writing MA students. Once you have completed the oral examination part of your qualifying exams, you should fill out the "MA Comprehensive Final Exam Form" (available on the department website) to the Graduate Coordinator for processing.

During the spring of your second year in the program, you should submit the

MA Program of Study Form and apply for graduation so that you can receive the MA degree. The Graduate Coordinator will work with the Graduate School to ensure that the MA option is available to you when you register for graduation in Athena.

Please see the Graduate School website for posted deadlines so that you know when to submit the necessary paperwork (Program of Study Form, Application for Graduation, etc...)

MA degree: The requirements for receiving the non-thesis MA degree along the way to the PhD are as follows:

Interpersonal and Health Communication students:

Students will produce 1 (one) journal-length scholarly paper. There are two possibilities for the type of paper produced: 1) original data paper or 2) secondary data analysis. The paper can originate from a seminar paper or represent a new, unique idea. The student will be required to defend the paper during an oral examination. The paper must also be presented during a departmental colloquium.

Deadline: The oral exam should be completed no later than April 1st so that the necessary paperwork can be submitted to the Graduate School in time for spring graduation.

Rhetorical Studies students:

All rhetorical studies students admitted to the accelerated PhD program are required to take MA exams the fall of their second year. These exams determine the student's readiness to continue in the PhD program and earn the MA along the way to the PhD.

Students will assemble a committee of three faculty members and will be given four questions total, two of which they choose to answer over the course of two days (these need not be scheduled for consecutive days). On each exam day, the student will be given two questions, one of which they choose to answer. The questions will be written by the committee members so as to test the student's understanding of theory, criticism, and methodology. They are not written to test the student on their understanding of a particular content area, although they may draw from prior seminars to formulate answers to the questions posed. Exams are "closed book" and students do not see the questions in advance. Candidates have two hours "in camera" for each question (for a total of 4 hours).

Students will also submit one unrevised seminar paper representative of their very best work since starting the program. The paper should be distributed to the committee at least two weeks before the oral exam is scheduled.

An oral examination (covering both the exam questions and the seminar paper) should be scheduled at least two weeks after the written exams have been completed. The exams may not be re-taken. There are three possible outcomes: 1) the student passes and continues in the program; 2) the student passes and is rewarded the MA but does not continue in the program; 3) the student does not pass the exam and does not receive the MA degree.

M. PhD Timelines

MA to PhD Timeline

Here is a list of tasks you should accomplish in the indicated semesters. All forms must be submitted to the Graduate Coordinator.

Year 1   Assigned temporary advisor
         Become acquainted with the faculty

Year 2   Select an official advisor (major professor) and notify the Graduate Coordinator by
             fall break
         Arrange final advisory committee (official advisor + two Communication Studies
             faculty members; you may add one of from outside of the department)
         Complete course work
         Submit Advisory Committee Form (fall)
         If Advisory Committee wishes to meet, convene a Preliminary Program of study
         meeting (fall)

Year 3
         Submit and get approved the Final Program of study form to advisory committee,
         and then to the Graduate Coordinator
         Take and defend preliminary exams
         Submit Admission to Candidacy form
         Present dissertation prospectus to advisory committee
         Submit Application for Graduation form (if you need to change the graduation date
         later, find form on same page)

Year 4
         Schedule & present colloquium
         Complete dissertation. See formatting instructions here
         Defend dissertation
         Submit Approval form for Doctoral Dissertation and Final Oral Examination
         Submit Dissertation electronically

*Note: If any of the forms needed for graduation are between 1 and 45 days late, submit relevant forms with the Late Submission form along with a late fee of $50. If forms are more than 45 days late, you will not graduate that semester.

Accelerated PhD Timeline

Here is a list of tasks you should accomplish in the indicated semesters.
All forms must be submitted to the Graduate Coordinator.

Year 1
         Assigned Temporary Advisor
         Become acquainted with the faculty
         Choose Permanent Advisor by first day of spring break

Compose Advisory Committee before end of year (official advisor + two other Communication Studies faculty members)
Submit Advisory Committee form before end of year

Year 2
I&H: Present paper proposal (fall); defend paper during oral examination (spring); present paper in departmental colloquium (spring)
RS: Take & defend examination (fall); present exam paper in departmental colloquium (spring)

Year 3
Complete coursework
Arrange advisory committee for dissertation in fall (official advisor + two Communication Studies faculty members; may add a fourth member from outside of the department)
Complete Preliminary Program of study and submit to Advisory Committee; should they want to meet, convene Preliminary Program of Study meeting (fall)
Final paper submitted to journal for publication (Sept. 1 – I&H)

Year 4
Submit Final Program of study (fall; before taking PhD comprehensive exams)
Take and defend PhD comprehensive exams (fall)
Submit Admission to Candidacy form (bring to comprehensive exam defense meeting) (fall)
Present dissertation prospectus to advisory committee (spring)

Year 5
Submit Application for Graduation form (early spring)
Complete dissertation (see formatting instructions here)
Schedule & present at colloquium
Defend dissertation
Submit Approval form for Doctoral Dissertation and Final Oral Examination
Submit dissertation electronically

*Note: If any of the forms needed for graduation are between 1 and 45 days late, submit relevant forms with the Late Submission form along with a late fee of $50. If forms are more than 45 days late, you will not graduate that semester.

Every time you complete a form, submit it to the Graduate Coordinator. The Graduate Coordinator Assistant then submits all forms to the Graduate School. Forms are due to the Graduate Coordinator at least TWO (2) days before the Graduate School deadline.

N. Extended Funding

When possible, the Department of Communication Studies supports students seeking additional funding if: (a) the student has been making satisfactory progress in the graduate program (preferably, has defended a dissertation prospectus no later than September of the 4th year of study), or (b) the student seeks to pursue an additional year of course work beyond the general requirements, is making satisfactory progress, and continues to meet the criteria for additional funding.

Please note that meeting any requirements as stated below does not guarantee additional funding. Other considerations, e.g., number of years of support and source of that support will also factor in to who receives additional funding should it become available. Accelerated students are not eligible for additional funding beyond their 5th year in the program.

A. Students currently in their 4th year of study

Students currently in their 4th year of study are eligible to apply for 5th year funding under the following conditions:

1. The department identifies the possibility of being able to fund one or more students for a 5th year (ideally by April 15th).
2. The student has defended his or her dissertation prospectus no later than September 30th of the 4th year of study in the doctoral program. Defense dates after September 30th do not disqualify a student from consideration. However, the student should be sensitive to the preferred schedule of making satisfactory progress.
3. The student meets an appropriate level of teaching competency throughout the period the student has received assistantship support, as defined by evaluation numbers and open-ended student feedback.
4. The student has no incompletes in coursework at the time of application.

B. Students applying for 5th year funding in advance ("early applications")

Students who are not yet in their 3rd year of study are eligible to apply in advance for 5th year funding. If a student is approved for 5th year funding in advance, the department will give the student first priority for funding decisions in his or her 5th year. Of note: the decision of a student's committee to require additional coursework in a student's 3rd or 4th year does not, alone, merit 5th year funding.

Students may apply early for 5th year funding under the following conditions:

1. A student identifies the need to take additional coursework (at least 1 semester more) than the usual load, as specified in the graduate program manual. A student seeking 5th year funding based on the need to take additional coursework must include with his/her request documentation including a completed Program of Study Form and a statement from her/his advisor indicating that the committee supports the request. All materials will be due to the Graduate Coordinator no later than the spring break of the second year of study.
2. A student receiving early approval of 5th year funding is still expected to satisfactorily defend his or her dissertation prospectus no later than September 30th of the 4th year of study in the doctoral program.
3. The student is expected to meet an appropriate level of teaching competency throughout the period the student has received assistantship support, as defined by evaluation numbers and open-ended student feedback.
4. The student has no incompletes in coursework at the time of application, or during his/her 4th and 5th year of funding.

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C. Students beyond the 4th year

Students beyond the 4th year may apply for additional funding. Decisions will be made based upon the same criteria as students applying during their 4th year. Decisions will be made as soon as is possible, however, since other students are given priority, students beyond their 4th year may not receive a final decision until late in the summer.

Applying for Additional Funding

All students applying for additional funding must submit the following materials to the Department Head:

1. A letter of interest identifying and justifying the request for additional funding.
2. A current CV
3. Evidence of teaching effectiveness (if on a teaching assistantship) including summaries of quantitative and qualitative teaching evaluations.
4. A copy of an approved Program of Study Form.
5. If applying early for 5th year funding: a list of courses to be taken in the additional year, with a justification of each.
6. A letter of support from faculty advisor. If a student is applying early for 5th year funding, the faculty member should speak on the additional coursework that the student needs/should take to justify the additional year.