



The University of Georgia

Department of Communication Studies

Graduate Program Handbook

2016-2017

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. Kelly Happe, Graduate Coordinator (khappe@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**, 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 Program 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, student pick-up / drop-offs, mail distribution, etc. All incoming deliveries from students should be made to the front office. Students should not be provided direct access to your 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 (2016-2017)

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; Research Pool Coordinator
- **Dr. Happe**, Graduate Program Coordinator
- **Dr. Stahl**, Undergraduate Program Coordinator
- **Dr. Harris**, Interpersonal & Health Communication Studies Area Chair; COMM 1500 Coordinator; Colloquium Coordinator
- **Dr. Belinda Stillion Southard**, Rhetorical Studies Area Chair
- **Dr. Bjorn Stillion Southard**, COMM 1100 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 2016-2017:

John Banister, President

Anastacia Janovec, Treasurer

Spotlight Scholar Chair, Anna Dudney

Spotlight Scholar Assistant Chair, Hillary Palmer

C. Spaces in the Department

1. The Graduate Break Room

The graduate break room (Room 514) 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. The Graduate Work Room (501)

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.

3. 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. The Conference Room (606)

Faculty meetings and other departmental meetings are held here.

5. The Seminar Room (607)

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

6. The 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 ([CTL](#)) 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 501. 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 due to security since the lounge is not monitored. 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 notice with 72 hours. 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 accepted due to workload, especially during high demand times such as finals and midterms. As the staff may be copying exams for numerous classes on a given day during the mid-term and final periods, mistakes happen. A careful check to make sure that all the pages are there and in the order you requested is simple to do before you hand out the test to students.

F. Research Pools: Soliciting Participants

Students in our basic courses are given the option of participating in departmentally sponsored research studies. All graduate students should read the [University of Georgia's Policies on Human Subjects](#). As an instructor, you are responsible for ensuring that the options you provide to students meet these ethical guidelines. As a researcher, your obligations are more specific. You must first have your research project approved by the UGA Institutional Review Board.

Student research participants enrolled in Introduction to Public Speaking (COMM 1100) and Interpersonal Communication (COMM 1500) are commonly referred to as the "Research Pool." Other courses may also offer students the opportunity for research participation as a course requirement or in exchange for extra credit. Please note that students must complete a separate research project for each course in which they hope to receive credit (so stress to your students that there is no "double dipping").

1. Students and Research Participation

By participating in a research endeavor, students can receive either course or extra credit. (Note: no students in COMM1100 or COMM 1500 can receive extra credit). Please note that a "research endeavor" is not restricted to participation in a research study. We have five alternatives that students may choose to consider. One option is research participation. A second option is to summarize a research article. A third option is to attend a department colloquium and write a summary of the talk. The fourth option is to attend the public speaking contest. The fifth is to participate in the debate event. These five choices should be explained in detail in your syllabus. In addition, all students should receive a copy of the document entitled:

UGA Communication Research Participation: Information for Students at the beginning of the semester. Please make sure you have read this document and are able to discuss the alternatives with students.

COMM 1500 students are not eligible to participate in web-based studies in the first option, unless such studies are opened up later in the semester when there are not sufficient opportunities from lab-based studies. There are no restrictions for COMM 1100 students or students in classes other than 1500.

2. Guidelines for Conducting Research Using the Research Pool

Conducting research in our department involves a multi-stage process. It is expected that you will adhere to all of the following guidelines while conducting your research. Failure to follow any of the following guidelines will result in the immediate cessation of your project. Further, if you receive three (3) separate complaints during a study, the research project will be suspended until you appear before the Executive Committee and are granted permission to continue the study.

Note for New Users: Students enrolled in COMM 8020 will receive an introduction to the UGA Institutional Review Board/Human Subjects Office and the Communication Studies Department's Research Pool Procedures. New students will not be allowed to access the research pool until they have attended this meeting and obtained the CITI certificate. You need to go through this process at UGA even if you have obtained a similar certificate at your prior institution.

Step 1: IRB and Department Notification

1. Submit your IRB application via the "Click IRB" eResearch Portal.
2. Notify the Research Pool Coordinator once your application is approved by IRB and forward the approval notice you received from IRB.

Step 2: Research Pool Application Form Submitted to the Research Pool Coordinator

1. Fill out "research pool application form" under "forms & documents" for current students in the departmental website. The form contains the following information, in this order:
 - a. Study title
 - b. The researcher's name, phone number and email address
 - c. If there is a supervisor, his or her name and phone number
 - d. Who is eligible to participate
 - e. Approximate amount of time it takes to complete the study
 - f. A short description of what students will do during the study

- g. Where students must go to participate
 - h. Spaces for each student to write his or her name, phone number, and e-mail address
2. Submit the “research pool application form” to the research pool coordinator for approval at least 1 week before you seek to solicit respondents. The research pool coordinator will then give you approval to set up the sessions for sign-up at the departmental website (under “Research”).
 3. Once the sessions are set up, the researcher should make an announcement to the GTAs, the lecturers, and instructors of any other COMM classes that offer extra credit for research participation.

Step 3: Schedule Research Facilities

See the Administrative Associate to schedule classroom space. The lab spaces are reserved on-line.

1. Online sign-up

To reserve the room you must sign-up for it ahead of time on the online sign-up sheet. Click [here](#) to access the Google document.

If the room you want to use is available in the online sign-up sheet, put your last name in the time slot(s) you need the room for. After signing up online, you must contact the Research Coordinator to receive an email confirmation of your reservation. This is an example of the online sign-up:

2. Lab use is granted on a first come first serve basis.
3. Peak hour policy

During the peak hours of the weekday (10am-3pm, M-F), you may reserve the lab only up to 15 hours a week. If the lab is still available one week ahead of time, then you can reserve it for the rest of the peak hours.

Step 4: During Data Collection: Sign-Ins, Consent Forms & Debriefing

1. Provide a sign-in sheet for your respondents, if collecting data in the lab, where each student lists his or her name and the class (with instructor's name) for which the student wishes to receive research participation credit. If you are collecting data online, make sure that you have a screen where participants can enter his or name and course instructor.
2. If applicable, sign all of your consent forms before administering them to your respondents. Sign the forms in ink, in any color but black.

3. If applicable, administer 2 consent forms before you collect any data. Make sure respondents retain one copy and that you inform them that this is their proof that they participated in your study.
4. Ensure that participants are able to stop participating if they wish. Respondents 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 the participant the full amount of credit for participating in the study. Participants should not be penalized in any way for deciding not to participate in a study. For example, if a student shows up, reads the consent form, and subsequently decides that he or she does not want to participate or signs the consent form and later changes his or her mind, the student still should receive credit.
5. After the completion of your study, all respondents must be debriefed. If applicable, at a minimum, distribute a hard copy debriefing form. You may also wish to orally debrief your respondents (this is particularly encouraged if your study involves deception). Your 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.
6. For a web-based study, information in 1-5 should be also collected/provided as part of the survey.

Step 5: After (or During) Data Collection: Notifying Instructors of Participation

1. Distribute a hard-copy list of research participants to each instructor who had students participate in your study within 48 hours of completing your entire data collection. Place a separate copy in each relevant instructor's mailbox. If you wish to send an e-mail list as well, that is fine, but an email list alone is not sufficient. Note: If your study is going to be conducted for more than 3 weeks, submit a partial list to instructors. This way, students can confirm with their instructor that their research participation is completed.
2. The list must include the following information: (a) your name/your supervisor's name, (b) name of the study as reported to IRB, (c) list of students who participated. The list must be on an 8 1/2 by 11 sheet of paper.
3. Keep the sign-in sheets and a copy of the lists that you give to instructors for at least one semester after data collection is complete.
4. If students have any problems or concerns about course credit received (or not received) by research participation, they should e-mail the Research Pool Coordinator.

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:

1. MA students: By spring break of the first year of the MA program.
2. PhD students: By the middle of fall semester of the second year of the PhD 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 graduate students enrolled in the Department of Communication Studies graduate (MA or PhD) program 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 under the circumstance 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. Under this circumstance, 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, as approved by the student’s advisor. If a student cannot enroll in COMM 8000 due to course conflicts, 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. 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” seminars--not including 8010 or 8011--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.

- 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" seminars--not including 8010 or 8011--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 coursework 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 masters students, and second year masters 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 1100: Attend lecture F, conduct 2 breakout sections MW

Large Lecture 1500: Attend lecture MW, conduct 3 breakout sections F

Stand-alone 1100: 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 by the Associate Head or Graduate Coordinator and submitted to the Rhetoric and Interpersonal & Health Area Chairs 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, 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. 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. These decisions are therefore generally complicated and multi-factored. 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). The Associate Head or Graduate Coordinator will send out a teaching preference form for summer teaching opportunities. The Associate Head or Graduate Coordinator makes teaching assignments for the summer in consultation with the Department Head, who has final approval. As a general policy, assignments will be based on the following:

- a. Year in program, based on standard time completion expectations. (So for example, if you are beyond your 2nd year in the MA program or 4th year in PhD program as of the summer, you will not receive priority).
- b. 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.

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 8011 in the fall and 8010 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 1100, 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 housekeeping 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 during your first two years of teaching. The faculty member in charge of any large lecture course is responsible for supervising both assistants to that course as well as teachers of additional stand-alone sections. GTAs teaching any other stand-alone courses will be supervised by a faculty member designated by the Undergraduate Coordinator.

IV. Other Important Issues

A. Feedback to You

All graduate students are evaluated by the faculty at least once during an academic year. This evaluation includes:

1. Feedback about Teaching. Each term you 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. Your advisor/major professor will not always evaluate your teaching; this is in your long-term interest since it will help you to build a strong teaching portfolio over the course of your graduate career. Every effort will be made for doctoral students to be evaluated by members of their committees so that the committee members can write about a student's academic and teaching prowess.

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.

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. 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.

2. Feedback about Overall Progress in the Program. At the end of the spring semester, all continuing (for fall) MA and PhD 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.

Each student will receive a letter from the Graduate Coordinator summarizing the faculty feedback. Fall letters are distributed during winter break and spring letters are distributed at the beginning of summer. This feedback will let you know if you are "on course" for successful graduation and development as a teacher/scholar, or whether there are areas for which you might want to attend with more intensity or reflection. You are required to meet with your temporary advisor or major professor about these evaluations.

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 be eligible for funding if: (1) you have applied for graduate school funding (if you apply: see [these guidelines](#) and (2) you will participate enthusiastically in department events at the conference, including any department receptions and graduate student and faculty recruitment activities. When scarcity dictates, priority will be given to those students on the job market. Graduate students will be asked to apply for travel funding each fall and spring semester. 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 and the Graduate School offer travel funds in some years. 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. Assistance will not be granted in those instances where travel was undertaken prior to receiving written approval from the Office of the Vice President for Research. 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 your 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., 1100, 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's 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 to have 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. Archives are [here](#).

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 substantive amount of information relevant to the field, as well as current job listings. You should also watch "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. Sexual Harassment Policy

The University of Georgia 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 and [Board of Regents' Policy](#), the University prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they be guests, patrons, independent contractors, or clients, regardless of the sex of the other party, from sexually harassing any other member of the University community.

1. Definition of Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when; 1) submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a course, program or activity; 2) submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or 3) such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment or of interfering with one's ability to participate in or benefit from an educational program or activity.

2. 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 whom 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 he or she 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.

3. Responsibility of Students and Employees

All students and employees should report any sexual harassment that they experience, observe, hear about, or believe may be occurring, to the Sexual Harassment Prevention and Compliance Officer in the Equal Opportunity Office. No student or employee should assume that an official of the University of Georgia knows about your situation. Students and employees should report all incidents of sexual harassment. Guidelines for both formal and informal complaints can be found [here](#).

The Board of Regents has established an ethics and compliances reporting system for University System institutions. The University has therefore established an anonymous hotline to report any incidents of wrongdoing on campus, including incidents of sexual harassment. If you wish to contact the hotline, you may call 1-877-516-3467 or make a report online [here](#).

4. Prohibition against Retaliation

Students and employees who, in good faith, report what they believe to be sexual harassment, or who cooperate in any investigation, will not be subjected to retaliation. Any student or employee who believes he/she has been the victim of retaliation for reporting sexual harassment or cooperating in an investigation should immediately contact the Sexual Harassment Prevention and Compliance Officer in the Equal Opportunity Office. Go [here](#) for further information on this policy.

C. Sexual Orientation Policy

UGA strives to maintain a campus environment where all decisions affecting an individual's education, employment, or access to programs, facilities, or services are based on merit and performance. Irrelevant factors or personal characteristics that have no connection with merit or performance have no place in the University's decision-making process. Accordingly, it is the policy of the University of Georgia that an individual's sexual orientation is an irrelevant factor and shall not be a basis for making decisions relating to education, employment, or access to programs, facilities, or services.

Any UGA employee who believes that he/she has been harassed or discriminated against because of sexual orientation should contact his/her immediate supervisor or the [Equal Opportunity Office](#) for appropriate action. Any member of the University community may also call upon the Equal Opportunity Office for counseling and advice.

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](#).

E. More

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 course work open only to graduate students (exclusive of 7000, 7200, and 7300). At least 12 hours of course work must be in courses offered by the Department of Communication Studies, exclusive of research or thesis hours. MA students may not count more than one 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 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" 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 give 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, human subjects, forms, writing questionnaires, collecting data, coding results, data analysis and write-up.
- 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**.

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.

It is expected that the student will defend his or her prospectus no later than the last day of classes of the fall semester of the second year of study or by the end of final exam week of the same semester, with permission of the student's committee. No thesis prospectus 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) COMM 8200 (Rhetorical Theory), COMM 8500 (Interpersonal Communication Theory), COMM 8020 (Introduction to Graduate Studies) during the Fall semester of the first year of study, (2) COMM 8010 or COMM 8011 (Seminar in Communication Education) during both years (when relevant), (3) either COMM 8300 (Rhetorical Criticism) or COMM 8700 (Empirical Research Methods) during the Spring semester of the first year of study, (4) two hours of COMM 8050 (Research Practicum), and one hour of COMM 8000 (Communication Colloquium).

Thesis Option Coursework Plan of Study (Sample)

First year:

<u>Fall Semester</u>		<u>Spring Semester</u>	
		<u>Advising Deadline: October 1st</u>	
COMM 8200 or other seminar	(3 hrs.)		
COMM 8500 or other seminar	(3 hrs.)	Electives	(3-6 hrs.)
COMM 8010*	(3 hrs.)	COMM 8050	(1 hr.)
COMM 8020	(1 hr.)	COMM 8700 (I&H)	(3 hrs.)
COMM 8050	(1 hr.)	COMM 8300 (RS)	(3 hrs.)
COMM 8000	(1 hr.)	COMM 8011*	(3 hrs.)
		COMM 8000	(1 hr.)

Second year:

<u>Fall Semester</u>		<u>Spring Semester</u>	
<u>Advising Deadline: March 15th</u>		<u>Advising Deadline: October 1st</u>	
COMM 8200 or other seminar	(3 hrs.)	COMM 7300	(9 hrs.)
COMM 8500 or other seminar	(3 hrs.)	COMM 7000, 8010, or 8011*	(3 hrs.)
COMM 7000, 8010, or 8011*	(3 hrs.)	COMM 8000	(1 hr.)
COMM 7300	(1-3 hrs.)		
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 1100 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.

The Program of Study for students selecting the non-thesis option includes the same core courses required of MA students who choose the thesis option. All core courses are content-based classes taught by graduate faculty in the department. The core courses focus on pedagogy (8010, 8011); Introduction to Graduate Studies (8020); theory, criticism, and analysis of communication practices (8200, 8500, 8300 or 8700), and research practicums (8050). Students are required to take an additional 9 hours of electives related to a student's Program of Study within or outside of the department. The non-thesis option requires all of the above courses (core and elective), plus 2 additional content-based in-department seminars (8000-level and above). Further, non-thesis option students will enroll in 7200 (Examination Preparation) in lieu of 7300 (Master's Thesis). 7200 is a directed readings course supervised by the student's major professor, and it involves intense preparation for the comprehensive examinations. The approval form is [here](#).

Non-thesis Option Coursework Plan of Study (Sample)

First year :

<u>Fall Semester</u>		<u>Spring Semester</u>	
		<u>Advising Deadline: October 1st</u>	
COMM 8200 or other seminar	(3 hrs.)	Electives	(3-6 hrs.)
COMM 8500 or other seminar	(3 hrs.)	COMM 8050	(1 hr.)
COMM 8010*	(3 hrs.)	COMM 8700 (I&H)	(3 hrs.)
COMM 8020	(1 hr.)	COMM 8300 (RS)	(3 hrs.)
COMM 8050	(1 hr.)	COMM8011*	(3 hrs.)
COMM 8000	(1 hr.)	COMM 8000	(1 hr.)

Second year:

Fall Semester		Spring Semester	
<u>Advising Deadline: March 15th</u>		<u>Advising Deadline: October 1st</u>	
COMM 8200 or other seminar	(3 hrs.)	COMM 7200	(9 hrs.)
COMM 8500 or other seminar	(3 hrs.)	COMM 7000, 8010, or 8011*	(3 hrs.)
Elective**	(3 hrs.)	COMM 8000	(1 hr.)
COMM 7000, 8010, or 8011*	(3 hrs.)		
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 1100 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. 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.

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 websites of other departments 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 she or he 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.

Important: 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 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 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, who 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. M.A 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, & G.P.A. 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.

Year 1

- Semester 1 Become acquainted with the faculty, assigned temporary advisor
- Semester 2 Select an official advisor (Major Professor) and notify the Graduate Coordinator
 Compose Advisory Committee (Major Professor + 2 other faculty members)
 Submit [Advisory Committee](#) form
 Submit [Application for Graduation](#) form (if you need to change the graduation date later, [find form here](#).)

Year 2

Semester 1 Decide upon pursuing the thesis or non-thesis option

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 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

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 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 or revise a form, submit it to the Graduate Coordinator, who 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 36 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), COMM 8010 or 8011 (Communication Education), COMM 8020 (Introduction to Graduate Studies), an additional seminar in the fall, and COMM 8700 (Empirical Research Methods), plus two additional seminars in the spring. Students in the Rhetorical Studies track are required to take COMM 8200 (Rhetorical Theory), COMM 8010 or 8011 (Communication Education), COMM 8020 (Introduction to Graduate Studies), and an additional seminar during the fall, and COMM 8300 (Rhetorical Criticism) plus two additional seminars in the spring. After the first year, both Interpersonal & Health and Rhetorical Studies students are required to: (1) 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, (2) take 6 hours of research tools, (3) demonstrate competence in two concentrated areas of scholarship, (4) complete three hours of COMM 8050 (Research Practicum), (5) complete at least 18 hours of coursework in the department exclusive of research hours, dissertation hours, and COMM 8050s.

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 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” hours. Thus, each semester, you may need to enroll in COMM 9000 (PhD Research) in order to reach a total of 12 hours. As per Graduate School policy, you should not have more than 36 hours in COMM 9000 and COMM 9300 combined.

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 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 Academic Advisor. 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. Also, possibly learn about 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 give 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, human subjects, forms, writing questionnaires, collecting data, coding results, data analysis and write-up.
- 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., Gender and Culture or Health Communication).

PhD Requirements for Methodology

All doctoral students are required to complete a minimum of 6 hours of research tools, although 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 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 tool course to be determined in consultation with your advisor and committee. The completion of ERSH 8320, STAT 6220, or equivalent and one additional tool course represent the minimum research methodology requirement.
3. 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 courses or course sequences where such skills can be acquired may be found in statistics (STAT), education (ERSH), sociology (SOCI), psychology (PSYC), and journalism (JRMC).

Rhetorical Studies Students:

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

COMM 8340 Topics in Methodologies of Rhetorical Criticism

COMM 8360 Feminist Rhetorical Theory and Criticism

HIST 7900 Historiography

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

WMST 8010 Women and the Construction of Knowledge

MA-PhD Coursework Plan of Study (Sample)

First year

Fall Semester		Spring Semester	
<u>Advising Deadline: March 15th</u>		<u>Advising Deadline: October 1st</u>	
COMM 8200 or other (RS)	(3 hrs.)	COMM 8300 (RS)	(3 hrs.)
COMM 8500 or other (I&H)	(3 hrs.)	COMM 8700 (I & H)	
COMM 8010*	(3 hrs.)	COMM 8050	(1 hr.)
COMM 8020	(1 hr.)	Electives	(6 hrs.)
Electives	(3 hrs.)	COMM 8011*	(3 hrs.)
COMM 8000	(1 hr.)	COMM 8000	(1 hr.)

Second year

Fall Semester		Spring Semester	
<u>Advising Deadline: March 15th</u>		<u>Advising Deadline: October 1st</u>	
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.)

Third year

Fall Semester		Spring Semester	
<u>Advising Deadline: March 15th</u>		<u>Advising Deadline: October 1st</u>	
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.)

Fourth year

Fall Semester		Spring Semester	
<u>Advising Deadline: March 15th</u>		<u>Advising Deadline: October 1st</u>	
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.)		

BA-PhD Coursework Plan of Study (Sample)

	RS BA to PhD	I&H BA to PhD
Year 1		
Fall	COMM 8200 (RS theory) (3 hrs.)	COMM 8200 (3 hrs.)
	COMM 8500 (I&H theory) (3 hrs.)	COMM 8500 (3 hrs.)
	COMM 8010 (pedagogy) (3 hrs.)	COMM 8011 (pedagogy) (3 hrs.)
	COMM 8020 (grad studies) (1 hr.)	COMM 8020 (1 hr.)
	Electives (3 hrs.)	Electives (3 hrs.)
	COMM 8000 (colloquium) (1 hr.)	COMM 8000 (1 hr.)
Spring	COMM 8300 (criticism) (3 hrs.)	COMM 8700 (3 hrs.)
	COMM 8050 (1 hrs.)	COMM 8050 (1 hr.)
	Electives (6 hrs.)	Electives (6 hrs.)
	COMM 8010 (pedagogy) (3 hr.)	COMM 8011 (pedagogy) (3 hrs.)
	COMM 8000 (colloquium) (1 hr.)	COMM 8000 (1 hr.)
Year 2		
Fall	COMM 7200 (exam prep) (3 hrs.)	COMM 7200 (exam prep) (3 hrs.)
	Electives (6 hrs.)	Electives (2 courses) (6 hrs)
	COMM 8010, 8011, or 7000 (3 hrs.)	COMM 8000 (colloquium) (1 hr)
	COMM 8000 (colloquium) (1 hr.)	COMM 8050 (1 hr)
	COMM 8050 (1 hr.)	
Spring	Electives (9 hrs.)	COMM 7250 (Writing/Directed Study) (3hrs)
	COMM 8010, 8011, or 7000 (3 hrs.)	Electives (2 courses) (6 hrs)
	COMM 8000 (1 hr.)	COMM 8000 (colloquium) (1 hr)
	COMM 8050 (1 hr.)	COMM 8050 (1 hr)
Year 3		
Fall	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.)
	COMM 8050 (1 hr.)	COMM 8050 (1 hr.)
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.)

Year 4			
Fall	(Exam or Essay) COMM 9000 (Exam prep) (9 hrs) COMM 8010 or 8011 (3 hrs) COMM 8000 (1 hr)	COMM 9000 (Exam prep) (9 hrs) COMM 8010 or 8011 (3 hrs) COMM 8000 (1 hr)	
Spring	COMM 9000 (9 hrs) COMM 8010 or 8011 (3 hrs) COMM 8000 (1 hr)	COMM 9000 (9 hrs) COMM 8010 or 8011 (3 hrs) COMM 8000 (1 hr)	
Year 5			
Fall	COMM 9300 (6 hr.) COMM 8010, 8011, or 9000* (3 hrs.) COMM 8000 (1 hr.)	COMM 9300 (6 hr.) COMM 8010, 8011, or 9000* (3 hrs.) COMM 8000 (1 hr.)	
Spring	COMM 9300 (6 hr.) COMM 8010, 8011, or 9000* (3 hrs.) COMM 8000 (1 hr.)	COMM 9300 (6 hr.) COMM 8010, 8011, or 9000* (3 hrs.) 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 1100 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 have a preliminary plan of study approved by your committee during the first semester of your second year of study. It is possible that your temporary advisor for the plan of study may not be your official advisor (a.k.a. major professor), however, you should work to define your committee as efficiently as possible.

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 websites of other departments 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, 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.

Important: 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

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) no later than the first semester of the second year of study if you are on the conventional track or your first year 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 (“the student”) will form a committee that advises and guides the student with regard to plans of study, comprehensive exams, the dissertation prospectus, and the 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 advisor (temporary or official). 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 four faculty members. A minimum of three committee members must be faculty members of the Department of Communication Studies, inclusive of the student’s official advisor. One member of the committee must be a faculty member from a department other than Communication Studies. 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 and a final plan of study approved by committee. Your preliminary plan of study 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 found [here](#). Your preliminary plan of study will be reviewed by your temporary or official advisor plus two other faculty members from the Department of Communication Studies. The preliminary plan of study 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 preliminary plan of study. If any committee member deems the preliminary plan of study inadequate or inappropriate, he or she may request a meeting of the committee to discuss the student’s plan of study.

The final plan of study must be approved before a student proceeds with comprehensive exams or papers. The final plan of study form can be found [here](#). The committee for the final plan of study is at a minimum your official advisor, two faculty members from the Department of Communication Studies, and one faculty member from a department other

than Communication Studies. The final plan of study 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, he or she may request a meeting of the committee to discuss the student's plan of study.

E. Changing the Composition of Graduate Committees

Changing the composition of graduate committees is generally discouraged, but 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. 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 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.

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, who 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, who will submit the originals to the Graduate School.

G. PhD Preliminary Examinations

Preliminary exams are taken after your plan of study. 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 somewhat differently.

Interpersonal & Health Papers Process. Students produce two papers, one in each substantive area. There are three possibilities for types of papers:

- Two original data pieces;
- One theory piece and one original data piece;
- One secondary data analysis and one original data piece.

Original Data Piece. Every student will have at least *one* original data piece. Student 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, he or she can solicit answers from committee members to technical questions (is this analysis right? 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 he or she 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). 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, to make a compelling case for doing so, and to 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

The student will submit a proposal for a paper to the full 4 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. Thus, for example, a student may submit one proposal in February and another in October. Students may submit a proposal at any point in their program but the final papers cannot be defended until Program of Study course work is completed.

Submitting Completed Papers

Once the Program of Study 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), from 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, then 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, the other half is allocated to examine Program of Study.

Deadline: Students have one semester plus six weeks beyond the completion of the Program of Study to complete the paper option. Students not completing the paper option within that time will forfeit the paper option and must complete a written comprehensive exam.

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. The student will propose topics to his/her committee in the form of a two or three page prospectus for each area. 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 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: Students have one semester plus six weeks beyond the completion of the Program of Study to complete the paper option. Students not completing the paper option within that time will forfeit the paper option and must complete a written comprehensive exam.

2. Written 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 1 week in which to complete the open portion of the exam. The advisor and the student will agree in advance on the exact time allotted. 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 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.

3. Oral Preliminary Examination

After a certified "pass" has been achieved in the Written Preliminary Examination, the oral comprehensive examination will be 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 following 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 Graduate Coordinator with the following 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.

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, & G.P.A. 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. All program requirements must also be completed within 6 years of your first registration and within 5 years of your admission to candidacy. You must also have a cumulative 3.0 (B) G.P.A. and at least a 3.0 in all program courses to graduate.

L. Accelerated B.A.-Ph.D. Program – additional considerations

Unless noted otherwise, the accelerated BA-PhD program has all the same requirements as the regular Ph.D. programs in terms of **advising and registration, advisor and committee, changing the composition of graduate committees, graduate school paperwork and deadlines, preliminary examinations, dissertation requirements, dissertation oral examination requirements, colloquium presentation requirements, and residency, time, & G.P.A. requirements.** There are major differences in the timeline and course work (plan of study). Accelerated BA-PhD students are not eligible for a 6th year of funding.

There are also differences in terms of 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 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 process, 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, Application for Graduation, etc..)

The requirements for receiving the MA degree are as follows:

MA Exams (non-thesis option) for Students on the Accelerated PhD track

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 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 qualifying 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

Compose Advisory Committee (Temporary or Official Advisor + 2 other faculty members).

Year 2 Submit [Advisory Committee](#) form (Fall)

Convene [Preliminary Program of Study](#) meeting (Fall)

Select an Official Advisor (Major Professor) and notify the Graduate Coordinator (Fall)

Arrange for Advisory Committee (Official Advisor + three other faculty members, one of whom must be from outside of the department)

Year 3 Complete course work

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 Work on dissertation

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.

BA 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
- Compose Advisory Committee (Temporary or Official Advisor + 2 other faculty members).
- Submit [Advisory Committee](#) form (Fall – RS)
- Choose Permanent Advisor (Spring – I&H)

Year 2

- I&H: Present Proposal to Area (Fall); Defend paper during oral qualifying examination (Fall); Present 3op. paper in Departmental Colloquium (Spring)
- RS: Take & defend qualifying examination (Fall); Present exam paper in Departmental Colloquium (Spring)

Year 3

- Complete coursework
- Convene [Preliminary Program of Study](#) meeting (Fall)
- Arrange for Advisory Committee for dissertation (Official Advisor + three other faculty members, one of whom must be from outside of the department)
- Submit and get approved the [Final Program of Study](#) form to Advisory Committee, and then to the Graduate Coordinator (Spring)
- Final Paper Submitted to journal for publication (Sept. 1 – I&H)

Year 4

- Take and defend preliminary exams (Fall)
- Submit [Admission to Candidacy](#) form
- Present Dissertation prospectus to Advisory Committee (Spring)
- Submit [Application for Graduation](#) form
(if you need to change the graduation date later, fill out [this](#) form)

Year 5

- Work on dissertation
- 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.

Every time you complete a form, submit it to the Graduate Coordinator, who 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. 5th Year Funding

To the extent possible, the Department of Communication Studies supports students seeking 5th year funding if: (a) the student has been making satisfactory progress in the graduate program and 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 5th year funding. Of note: the decision of a student's committee to require additional coursework in a student's 3rd or 4th year does not merit 5th year funding. Further, meeting any requirements as stated below does not guarantee 5th year funding.

A. Students Currently in 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 no later than April 15th.
2. A benchmark of satisfactory progress will be for the student to satisfactorily defend 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 (please provide).
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.

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.

Applying for 5th Year Funding

Students applying for 5th year funding must submit the following materials to the Graduate Coordinator:

1. A letter of interest identifying and justifying the request for 5th year funding.
2. A current C.V.
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.
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.

The Graduate Committee (comprised of the Graduate Coordinator, a representative from the Rhetorical Studies faculty and a representative from the Interpersonal and Health Communication Studies faculty) will review all applications and will recommend those individuals most deserving of 5th year funding, based on the criteria outlined above and the availability of 5th year funding opportunities. All recommendations will be forwarded to the Department Head.