

**Graduate Student Advising Manual**  
**Ph.D. in Public Communication and Technology**  
**Department of Journalism and**  
**Media Communication**  
C-244 Clark Building  
Fort Collins, CO 80523-1785  
(970)491-6310

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This manual explains the requirements, procedures, and guidelines for the Department of Journalism and Media Communication's Ph.D. in Public Communication and Technology. It supplements the CSU *General Catalog* and the Graduate School's *Graduate and Professional Bulletin*.

## Introduction

The doctoral degree in public communication and technology focuses on two important concerns: the role of information in the public's understanding of contemporary issues and the impact of new communication technologies in people's lives.

The channels for public communication have been radically altered with the emergence of Internet- and cellular-based technologies. The ever-increasing array of communication media provides new opportunities to communicate with the public; however, much more needs to be understood about how to do so effectively. Similarly, changing patterns of information sharing alter individual behavior, organizations, and society.

On their way to completing a doctoral degree in Public Communication and Technology, students will accomplish the following: 1) develop an in-depth understanding of a wide range of psychological, social, and structural factors influencing the effectiveness of information technologies; 2) acquire and polish their knowledge of quantitative and/or qualitative research methodologies applicable to conducting communication research focusing on information technologies; 3) develop expertise in a content area outside of the department; 4) develop and polish technical expertise in information technologies, e.g., software for website development, digital video editing, or related hardware and applications for specific media; 5) learn and practice instructional methods and presentation skills appropriate for higher education and industry. Students will also demonstrate their proficiency by completing a written preliminary examination and by conducting a rigorous, independent research project that is presented and defended in a dissertation.

If students lack either undergraduate journalism courses or professional communication experience, they are encouraged to complete certain undergraduate classes in writing, editing, or production skills in addition to the total credits required for the Ph.D. degree. If students cannot demonstrate current competence in statistics, they should include a statistics class in their program of study.

The time required to complete the program depends on a student's background, course load, and dissertation research. For students with a master's degree in communication or a related field, the program generally takes a minimum of three years to complete. This includes two full-time years in residence to complete course work and take preliminary examinations, and one full-time year to complete a dissertation.

## Access to Forms

Graduate students must submit various forms throughout their course of study at CSU. Forms required by the Graduate School have a "GS" prefix; forms required by the department have a "DG" prefix.

Access to all forms is provided on either the graduate program portion of the department's website or the Graduate School website. *When students submit forms to the Graduate School, they should also submit copies of these forms to the department's graduate program administrator.* These duplicate forms will be placed in students' departmental files.

## Ph.D. Concentrations

Although the curriculum is flexible and can be tailored to individual interests, students are expected to demonstrate expertise in one of the three concentrations within the program. Students are also encouraged to develop significant knowledge in at least one other concentration. The program offers the following concentrations:

- **Human Behavior and Technology.** Processes and effects of how individuals use communication and information technologies.

- **Organizations and Technology.** How organizations and groups deploy communication technologies for information, education, advocacy, promotion, and community-building purposes.
- **Social Policy and Technology.** Development of media and information technologies and their political, economic, and social consequences, including implications for public policy.

## Degree Requirements

To complete the Ph.D. degree, students must do the following:

- Maintain a 3.0 GPA and comply with continuous registration requirements;
- Complete the 72-credit program of study for the degree;
- Pass an extensive, written preliminary examination;
- Write and successfully defend a dissertation research proposal;
- Complete the dissertation and successfully defend it in an oral examination;
- Maintain satisfactory progress toward the degree.

## Minimum GPA & Continuous Registration Requirements

The Graduate School requires that students maintain at least a 3.0 GPA in their coursework. If a student's GPA falls below this minimum, the student is placed on academic probation. The student then has one semester beyond the one in which the probationary status is earned to raise his or her GPA to the 3.0 minimum. If the student fails to meet the minimum GPA within the probationary period, the Graduate School will dismiss the student. Students must maintain a 3.0 in both their regular coursework classes and their non-regular coursework classes. Students should consult the Graduate School's *Graduate and Professional Bulletin* for more information on minimum GPA requirements.

According to Graduate School policy, graduate students must be enrolled during the fall and spring semesters of their entire graduate programs. Students cannot hold a dissertation defense or graduate unless they are registered. Registration is also required during the summer if students use university resources and/or graduate during the summer.

Students may fulfill the continuous registration requirement by registering for a minimum of one credit of coursework or by registering for continuous registration (CR). Once students have finished their coursework, CR may be the most economical way for them to maintain continuous enrollment. Students whose registration lapses must apply for readmission to the Graduate School and pay the appropriate readmission fee. See the Graduate School's website and the *Graduate and Professional Bulletin* for more details.

## Program of Study

To earn a Ph.D. at Colorado State University, students must complete a minimum of 72 credits beyond the bachelor's degree. A student's program of study must be approved by both the department and the Graduate School. The department's course requirements are outlined below.

Minimum Credits: 72

**Methods Courses (19 credits)**

**Required Courses (10 credits)**

JTC 500	Communication Research and Evaluation Methods	4 credits
JTC 664	Quantitative Research in Communication	3 credits
JTC 665	Qualitative Methods in Communication Research	3 credits

**Plus 9 credits of research methods from the following:**

JTC 793	Seminar in Communication and Information Technology Methods (can repeat; topics rotate)	3 credits
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Graduate courses in research methods from other departments, with approval of advisor

**Theory Courses (23 credits)**

**Required Courses (11 credits)**

JTC 501	Process and Effects of Communication	4 credits
JTC 601	Cognitive Communication Theory	3 credits
JTC 602	Social and Cultural Communication Theory	3 credits
JTC 701	Colloquium in Communication and Information Technology	1 credit

**Plus 12 credits of theory courses from the following:**

JTC 560	Managing Communication Systems	3 credits
JTC 570	Political Economy of Global Media	3 credits
JTC 614	Public Communication Campaigns	3 credits
JTC 630	Health Communication	3 credits
JTC 640	Public Communication Technologies	3 credits
JTC 650	Strategic Communications	3 credits
JTC 660	Communication and Innovation	3 credits
JTC 661	Information Design	3 credits
JTC 662	Communicating Science and Technology	3 credits
JTC 792	Seminar in Communication & Information Technology Theory (can repeat; topics rotate)	3 credits

Graduate courses in theory from other departments, with approval of advisor

**Cognate Area (12 credits)**

Students take an integrated series of courses to further their understanding of the contexts in which communication and information technology issues arise. The majority of these courses should come from outside of the department, but some credits from appropriate JTC classes may count. The student's advisor must approve the focus of the cognate.

**Electives (9 credits)**

Students take elective credits in graduate-level methods, theory, cognate, or graduate-level professional skills courses. JTC skills courses that can be counted toward this requirement include the following: JTC 544 Corporate and Institutional Media Production, JTC 550 Public Relations, and JTC 684/784 Supervised College Teaching.

**Dissertation Research (9 credits total from 798 and 799)**

JTC 798	Research	3 credits
JTC 799	Dissertation	variable; 6-9 credits count toward Ph.D.

### **Use of Graduate-Level Credits Earned Before Ph.D. Program Enrollment**

Up to 30 credits from a student's master's degree may be applied to meet doctoral program of study requirements. Colorado State University only accepts graduate-level courses in transfer. Of the 30 credits allowed in transfer, *up to 18 credits* may be used to meet theory and methods curriculum requirements. The department's Graduate Program Committee will determine which transfer courses may be used to meet theory and methods curriculum requirements. In addition, up to 10 credits earned following the master's degree may be transferred with the approval of the student's graduate committee, the department, and the Graduate School. Students must complete a minimum of 32 credits in residence at Colorado State. At least 21 credits beyond the master's degree must be earned in courses numbered 500 or above.

### **Department's Program of Study Approval Process**

By the mid-point in the first semester, students should identify the master's and post-master's degree coursework that they wish to count toward their Ph.D. program of study requirements in theory and research methods. With guidance from their temporary advisor and the department's Graduate Program Director, students should list all theory and methods transfer courses on the Ph.D. Program Transfer Credit Approval & GS6 Planner (DG4 form). This form should be submitted to the department's Graduate Program Committee for review. Additionally, at this time, the Graduate Program Committee will review students' master's and post-master's transcripts, and it will inform students of any classes that will not count toward their Ph.D. work. (Note: At the discretion of students' preliminary examination committees, transfer courses deemed eligible may count toward students' cognate and elective requirements.)

By the end of the second semester, students should use the DG4 to submit a draft program of study to the department's Graduate Program Committee for review. The committee will then inform students of any concerns with their programs. The committee does not approve the programs; students' preliminary examination committees are charged with this responsibility. The Graduate Program Committee's role in the process is twofold: (1) to encourage students to develop their programs in a timely manner, and (2) to identify problems that students may then address before submitting their programs to their preliminary examination committees for approval. Students should work with their advisors to develop their programs of study.

By the end of the third semester, students should use the DG4 to submit a final program of study to their preliminary exam committee. This committee determines whether the program is acceptable. Additionally, this committee is the ultimate arbiter as to whether transfer courses count toward students' cognate and electives requirements.

### **Graduate School's Approval of Student's Program of Study (GS6 Form)**

Before registering for their fourth semester of courses, students must submit the Program of Study (GS6 form) to the Graduate School for approval. This form lists a student's doctoral coursework and the five members of a student's graduate committee. This form *must* be submitted to the Graduate School before students will be permitted to register for their fourth semester of classes.

Students should also submit a copy of the GS6 form to the department's graduate program administrator for placement in their departmental file.

## **Graduate Advisor & Doctoral Committee Membership**

### **Temporary Advisor**

Upon admission to the program, students are assigned a temporary faculty advisor to help them with initial course selection and to answer questions about the department's graduate program requirements and procedures. Students are strongly encouraged to contact their temporary advisors soon after they have been admitted to the department's doctoral program. A faculty member serves as a student's temporary advisor until the student identifies a permanent advisor.

### **Permanent Advisor**

By the end of the second semester or the completion of 12 credits (whichever comes first), each student should have a permanent faculty advisor. The advisor must be a department faculty member. Throughout a student's graduate career, this advisor will be a primary source of advice; consequently, students should seek advisors with which they can maintain a close, professional relationship. Equally important, students should seek faculty advisors whose advising/mentoring style complements their preferred learning approach, have academic background that match their research interests, and are interested in their proposed research.

Faculty members have the right to decline a student's request to serve as a permanent advisor. This situation may occur for a number of reasons, such as when faculty members have heavy advising loads, are slated for sabbaticals at inopportune times based on the student's graduation timeline, see only a tangential relationship to the student's research interests, or have heavy workloads in other areas.

### **Doctoral Committee**

Each doctoral student has a five-member doctoral committee. The committee is composed of the student's advisor, two additional departmental faculty members, and two faculty members from outside of the department. A student should choose committee members who have theoretical and/or methodological expertise that will aid the student in conducting research and who are interested in the student's proposed research topic. Students are responsible for recruiting their committee members.

Non-CSU individuals may serve as members of doctoral committees, with approval from the university's Committee on Scholarship, Research, and Graduate Education (CoSRGE). The proposed member must have an academic degree that is equivalent to the one sought by the student. Per Graduate School regulations, this non-CSU committee member serves as an inside-department committee member. However, the department will count this non-CSU committee member as an outside-department committee member.

### **Student Responsibilities to Doctoral Committee**

Students should keep in contact with their advisors and committee members. If six months or more has passed since a student last contacted his/her advisor or committee members with an update, the student must not assume that faculty members have time to continue devoting to the student. In these cases, faculty members may not be able to continue in their advising or committee member capacities, and students will have to replace them.

## **Academic Integrity**

Plagiarism and other forms of academic dishonesty are grounds for failure in all classes. When a student is punished for academic dishonesty through the grade on an individual assignment or the final grade for a course, the details of the incident must be conveyed in writing to the department's Graduate Program Committee and the university's Conflict Resolution and Student Conduct Services (CRSCS), and a copy of the report must be placed in the student's departmental file. Students have the right to appeal such actions and may do so through the general grade appeal procedure, or if they choose, by requesting a formal hearing with CRSCS.

In extraordinary cases (e.g., plagiarism on dissertation project proposals or dissertations; data falsification; and second offenses of academic dishonesty), the department's Graduate Program Committee **or** the student's doctoral committee may vote to recommend stronger sanctions. In these cases, either committee may take the following actions: 1) request a hearing with CRSCS and recommend a sanction to include either disciplinary probation by the Graduate School or expulsion from the university, or 2) recommend to the department chair that the student be dismissed from the program. Again, students have the right to appeal such actions.

Details on the process of grade appeals are provided in Section I.7.1 of the *Academic Faculty and Administrative Professional Staff Manual*. A full definition of academic dishonesty, including specific examples, is provided in the *CSU General Catalog*. Students should also consult section L.5 of the *Graduate and Professional Bulletin*.

## **Preliminary Examination**

Each doctoral student must complete a written preliminary examination. The purpose of the examination is to assess whether students demonstrate breadth and depth of understanding in the discipline and of their specific research area to proceed to the dissertation. The examination is solely the work of the student. Note: The preliminary examination dates for department doctoral students do not have to be publicized, because the department uses only written preliminary examinations.

### **Examination Committee & Committee Meeting**

The preliminary examination committee consists of five faculty members, two of whom must be from outside of the department. The examination committee is often the same as the student's doctoral committee; however, this does not have to be the case. The student will designate one departmental faculty member as the examination committee chair, and this faculty member need not be the student's dissertation advisor. The examination committee chair will be responsible for the logistics of the examination, as described below, for advising the student, and for making determinations not specifically addressed elsewhere. As necessary, the examination committee chair will consult with the department's Graduate Program Committee on matters of policy and procedure.

During the final semester that a student is taking courses that are part of the program of study (excluding JTC 798 and JTC 799), the student's preliminary examination committee should meet with the student to do the following: (1) formally approve the student's program of study (if it has not been approved prior to this time); and (2) discuss the preliminary examination process, including examination timing, format, questions, reading lists, and so forth.

### **Examination Timing**

The timing of the examination is important and should be planned well in advance. Students should have completed all of their coursework, with the exception of JTC 798 and JTC 799. Additionally, the Graduate School requires that one full term (including summer) must transpire between the completion of the preliminary exam and the defense of the dissertation. This rule is in place to assure that students are not rushed to complete their dissertation defenses. If the student wishes to schedule the dissertation defense sooner than the proscribed two semesters, the student may send a memo to the Graduate School requesting a waiver. *Faculty may not request such a waiver.*

With approval of the examination committee chair, an examination date will be set, and the committee members will be charged with providing their questions to the examination committee chair by an appropriate deadline. Note: Because the department uses a written exam format, advisors are not required to publicize the date of the examination to the university community.

### **Examination Questions**

The examination will consist of five questions, one from each committee member. Of these five questions, one question must cover theory, one must cover methods, and one must cover the student's cognate. The student will work with each committee member to define the topic area from which the committee member will write an examination question and to create a reading list for the question. The student and each committee member will agree upon the broad topic of the question, but the student will not be told the exact nature of the question. The examination committee chair will also offer general guidance on this process to assure that a variety of topic areas are included (representing theory, methods, and cognate) and that reading lists are appropriate in volume for the given material.

Committee members will provide their questions to the examination committee chair by an agreed upon date; the chair may seek clarification on the questions as necessary. Additionally, the examination committee chair will work with the student to determine the appropriate citation style for the student to use for examination question bibliography lists.

### **Substitution of an Academic Paper for an Examination Question**

A student may substitute one single-authored, journal-ready manuscript for one examination question. This manuscript may be a literature review, concept explication, or a critical or empirical study. This manuscript cannot be derived from the student's thesis or other work completed before admission to the Ph.D. program, and it cannot significantly overlap with the content of other examination questions. The manuscript may have been accepted for conference presentation or for publication in an academic journal. However, students should be aware that a manuscript submitted for substitution must also fulfill additional, specific expectations relative to the preliminary examination; consequently, acceptance for journal publication or conference presentation in itself does not ensure qualification for use as a substitute. The paper may only be substituted for a question on topics for which a committee member has expertise and might write a question. Students considering this option are strongly encouraged to work with the examination committee chair and with the relevant committee member as early as possible. Students should avoid selecting examination committee members merely on the basis of having a paper they would like to have considered for substitution

At least 12 weeks before the examination date, the student should submit the manuscript to the examination committee chair. The student must provide a memo outlining which examination area question the manuscript is being submitted for, why the manuscript constitutes an exceptional demonstration of the student's knowledge in that given area, and the name of the journal for which the manuscript has been prepared. The memo must also indicate that the student has discussed this manuscript with the designated committee member. The memo and the manuscript will be forwarded to the designated committee member who, at his/her sole discretion, will determine whether the submitted manuscript is an acceptable substitution for an examination question in that area. The committee member must make this determination based solely on the paper as it is turned in, i.e., no revisions can be made once the paper has been submitted for consideration. The committee member must then inform the examination committee chair of his/her decision no later than eight weeks before the student's proposed examination date. If the manuscript is deemed unacceptable, then this same committee member will submit an examination question to the committee chair in the normal manner.

### **Examination Format**

Students must choose from two examination formats: open resource or closed resource. The same format must be used for all questions.

**Open Resource.** The student may work on each question for a full eight hours, between 8 a.m. and 4:30 p.m., with full access to notes, books, and journal articles (hardcopy or electronic copy). Internet access and trips to the library are not allowed. The student must agree not to communicate with other people in any way about the examination questions during these eight-hour periods. The examination is solely the work of each student. Days of the examination must run consecutively, but may include a weekend off (e.g., exams on Wednesday-Thursday-Friday and Monday-Tuesday). It is recommended that each examination answer not exceed 15 double-spaced pages (with 1-inch margins and 12-point type), excluding bibliography and any figures or tables. Work should be carefully written and referenced using in-line citations. The time necessary to print examination questions is not counted within time limits.

**Closed Resource.** The student may work on each question for a full four hours, between 8 a.m. and 4:30 p.m., with no resources except the bibliography of readings associated with the examination (citations only) for use in referencing the answer. The student must agree not to communicate with other people in any way about the examination questions during these four-hour periods. The examination is solely the work of each student. Only one examination question may be completed per day. Days of the examination must run



consecutively, but may include a weekend off (e.g., exams on Wednesday-Thursday-Friday and Monday-Tuesday). It is recommended that each examination answer not exceed eight double-spaced pages (with 1-inch margin and 12-point type), excluding bibliography and any figures or tables. Work should be carefully written and referenced as completely as possible using in-line citations. The time necessary to print examination questions is not counted within time limits.

For both options, students may revise their bibliography lists to include additional works cited in the examination. It is not necessary to delete references not cited from the bibliography. Corrected bibliographies must be submitted within 48 hours of completion of the last examination question. The examination committee chair will attach revised bibliographies to the questions before forwarding them to committee members.

### **Facilities & Equipment**

The department will assign a private workspace for each student's use during the examination. A computer without Internet or network connections will be provided.

The student must provide a flash drive (or other data storage medium) to be used exclusively for the examination. On each examination day before the examination session starts, the student will give the flash drive to the proctor, who will copy the entire contents of the drive as a record and promptly return the device to the student for use during the day. Students choosing the open resource option should place all electronic files on this device. Students choosing the closed resource option may only include electronic files containing their bibliography lists. At the conclusion of each session, the student will use the flash drive to print a copy of the answer (following instructions from the proctor) and to retain a backup copy of each answer.

During exam testing periods, students are strongly encouraged to save their work often and to save it both to their flash drive and to the computer desktop. This action should lessen the chances of work being lost because of an electrical outage or computer malfunction.

### **Examination Evaluation**

The examination committee chair will distribute examination questions and answers to each committee member. Within two weeks of this distribution, each committee member is expected to read his/her answer and submit a memo to the examination committee chair that states his/her decision and provides the rationale for that decision. Committee members have authority to determine pass/fail on their question only, based upon their own detailed evaluation of the answer and upon specific or general comments made by other examination committee members.

To pass the preliminary examination, the department requires that students pass **all** examination questions. Failed examination questions may be re-administered once. According to Graduate School rules, a reexamination on any failed questions must be held no later than 12 months after the first examination. Further, the reexamination cannot be held earlier than two months after the first examination unless the student agrees to a shorter time period. The constitution, format, and evaluation of any re-administered questions will be as described previously with specific attention to aspects of the original questions that were inadequately addressed. Any re-administered questions will be derivative of the original questions. Students may not change examination committee members specifically in response to failing an examination question. Failure to pass the preliminary examination after one re-administration will result in dismissal from the Graduate School.

### **Submission of GS16, Report of Preliminary Examination Results**

Once all committee members have submitted their decisions to the examination committee chair, the student is responsible for obtaining committee members' signatures on the GS16. This form must be submitted to the Graduate School **within two days** after the results of the exam are known.

### **Doctoral Degree Candidate**

Upon passing the preliminary examination, students achieve the status of Candidate for Ph.D. and may formally use this designation.

### **Changes in Advisor or Committee Membership (GS9A Form)**

If students need to change advisors or the composition of their preliminary examination committees or doctoral committees after submitting the GS6, students must use the GS9A form, Petition for Committee Member Changes. This form is found on the Graduate School's website. A copy of this form should also be submitted to the department's graduate program administrator for placement in students' departmental files.

### **Style Guides for Dissertation Proposal & Dissertation**

The department uses the current edition of the *Publication Manual of the American Psychological Association* as the style manual for dissertations. Additionally, students' dissertations must comply with the Graduate School's *Thesis and Dissertation Formatting Guide*. This guide is available on the Graduate School's website.

### **Dissertation Proposal Meeting (DG2 Form)**

Doctoral students must develop dissertation proposals and have them formally approved by their five-person doctoral committee. Proposals include a review of relevant theoretical and methodological literature. When a student's advisor has approved the proposal, the student may schedule a proposal meeting with his or her five-person doctoral committee. The student should distribute copies of the proposal to committee members at least three weeks before the proposal meeting.

At the proposal meeting, the student formally presents the proposal and obtains feedback from the committee. The defense provides committee members with an opportunity to rigorously examine the student's grasp of relevant theory and research design.

As part of this meeting, the committee completes the department's Proposal Approval Form (DG2), which is available on the graduate program portion of the department's website. This form should be returned to the department's graduate program administrator within two working days of the proposal meeting; it is kept in the student's departmental file for future reference.

### **Research Conducted Using Human Subjects**

Doctoral students are considered researchers affiliated with Colorado State University, and, as such, they are subject to the federal regulations concerning research using human subjects. At CSU, the Research Integrity and Compliance Review Office (RICRO) is tasked with ensuring that human research is conducted ethically and complies with federal regulations.

All department graduate students, regardless of their intent to use human subjects in their research, must complete the Institutional Review Board's (IRB) human subjects protection training during their first semester of coursework. This training is typically required as part of JTC 701 and/or JTC 500. The training certificate is valid for three years. For more information on this IRB training, students should visit RICRO's website: <http://ricro.colostate.edu/>

RICRO also offers the Responsible Conduct of Research Training program. Students should visit the RICRO website for further information: <http://ricro.colostate.edu/>

For most dissertation research, regulations prohibit researchers from collecting data involving human subjects *in any way* without prior approval from a department faculty advisor *and* CSU's IRB. Some research projects may be exempt; however, this determination must be made by RICRO. Most dissertation research requires IRB approval, including research using experiments, surveys, interviews, focus groups, ethnographic methods, and other social science research methodologies in which researchers observe or contact people. In some cases, IRB approval must be obtained to use existing databases containing personal information. Before students begin collecting any data, they should check with their advisor to determine whether their project must be approved by CSU's IRB. In questionable cases, both the student and advisor should check with a RICRO administrator to ensure compliance with the federal regulations.

The IRB process helps ensure that all research conducted at CSU meets principles of ethical conduct specified in the Federal Policy for the Protection of Human Subjects, including freely given and informed consent and other safeguards. It also helps ensure that all research on human subjects, whether funded or not, is planned, reviewed, and carried out under uniform standards.

### **Dissertation Defense (GS24 Form)**

When a student has completed the dissertation draft to the satisfaction of his/her advisor, the student may schedule the oral defense. The student should work with all committee members to find a mutually acceptable date for the oral defense. At least three weeks before the oral defense date or at a mutually agreed upon time different from this, the student should distribute copies of the dissertation draft to committee members. Two weeks before the dissertation defense, the student's advisor should publicize the defense, per Graduate School policy.

Students should work with their advisors to prepare a short presentation for their oral defense and to discuss questions that might be asked at the defense. Defenses are open to the public, and students may invite people other than the committee members to attend. However, only committee members vote on whether a student has passed the defense.

Students must bring the Report of Final Exam Results (GS24) to the defense. This form is available on the Graduate School's website. This form *must* be submitted to the Graduate School within **two working days** of the defense. A copy of this form should also be submitted to the department's graduate program administrator for placement in the student's departmental file.

### **Application for Graduation (GS25 Form) & Reapplication for Graduation**

By the deadline for the semester in which they wish to graduate, students must submit the Application for Graduation (GS25) to the Graduate School. Deadlines for the fall, spring, and summer semesters are posted on the Graduate School's website. Students should also submit a copy of this form to the department's graduate program administrator.

Students must complete all requirements for their degree by the deadlines imposed by the Graduate School. If a student fails to complete all of the requirements by the posted deadlines, the student must reapply for graduation. Reapplying for graduation is an online process. Note that students must complete the reapplication process by the deadline for the semester in which they wish to graduate.

### **Submission of Dissertation to Graduate School (GS30 Form) & Department**

Under the direction of their advisors and graduate committees, students should make any required revisions to their dissertations. Once revisions have been completed, students must obtain the signatures of all committee members and the department chair on the Thesis/Dissertation Submission form (GS30). This form must be

submitted to the Graduate School *before* students submit their dissertations electronically to the Graduate School.

The process for electronically submitting a dissertation to the Graduate School is outlined on the Graduate School's website. To graduate in a given semester, students must have their dissertations accepted by the electronic system by the deadline for the semester in which they wish to graduate. The process of getting a dissertation accepted through the electronic system can be time consuming; students should give themselves sufficient time to complete this step by the deadline. Electronic copies of dissertations are available through CSU's Digital Repository and for checkout through the university's Morgan Library.

Students should also provide a bound copy of their dissertation to the department's graduate program administrator for archiving within the department.

### **Degree Completion Checklist (DG3 Form)**

To ensure that students complete all of the items necessary for graduation, students should use the department's degree completion checklist (DG3). Students should submit their completed DG3 form to the department's graduate program administrator once they have completed all relevant items on the list.

### **Abstract Submission to Department**

Students should send an electronic version of the abstract for their dissertation to the department's graduate program administrator. These abstracts may be posted on the department's website.

### **Abstract Submission to *Journalism & Mass Communication Abstracts***

Students should submit their dissertation abstracts to *Journalism & Mass Communication Abstracts*. The maximum length for this abstract is 500 words. Students should go to the graduate program part of the department's website to download the submission form.

### **Satisfactory Progress Toward Degree**

Students are expected to make adequate progress toward their doctoral degrees. To do so, they must meet two standards:

1. At minimum, students must maintain a 3.0 GPA in their course work, as outlined in the Scholastic Standards section of CSU's *Graduate and Professional Bulletin*.
2. Students must complete the following requirements in a timely fashion: course work, preliminary examination, research proposal defense, and dissertation defense.

A student who does not meet the first standard is subject to probation and dismissal, as outlined in the *Graduate and Professional Bulletin*. While the Graduate School determines whether a student has met the first standard, a student's doctoral committee or the department's Graduate Program Committee (in cases where a student has not formed a doctoral committee) determines whether the second standard has been met. When determining whether a student meets the second standard, a student's doctoral committee and the department's Graduate Program Committee will use the following general guidelines:

- Completion of course work for their program of study (with the exception of JTC798 and JTC799) by the end of the fourth semester, depending on the number of transfer credits awarded from the master's degree;
- Selection of a permanent advisor by the end of the third semester;
- Formation of a preliminary examination committee by the end of the fourth semester;
- Passing of preliminary examination within three to six months after completing course work (a key milestone);

- Formation of dissertation committee (if different from preliminary examination committee) by the end of the sixth semester;
- Defense of dissertation proposal by the end of the sixth semester (a key milestone).

The above guidelines apply to full-time students. Expectations should be adjusted accordingly for part-time students.

When determining whether a student is meeting the second standard, a student's doctoral committee and the department's Graduate Program Committee may take extenuating circumstances into account, such as major illness, family emergencies, and pregnancy. Students who have extenuating circumstances are encouraged to work with their advisors to determine a plan for addressing their progress in light of their situations.

While the speed with which dissertation research progresses depends on the nature of the research, students are expected to make steady, substantial progress toward the completion of their dissertations, once they have passed their proposal defense. Furthermore, students should be aware of the Graduate School's 10-year rule, as outlined in the *Graduate and Professional Bulletin*.

### **Review of Progress Toward Degree**

In the spring semester of each year, the department's Graduate Program Committee will assess whether students are meeting the second standard. The committee will request a progress report from each student's advisor (or temporary advisor, in the case of first-year students) that includes any extenuating circumstances that the committee should consider. Per procedures outlined in the *Graduate and Professional Bulletin*, in cases where the committee determines that the second standard has not been met and with concurrence from the student's advisor and student's doctoral committee (for students who have formed their committees), the department's Graduate Program Committee may recommend to the Graduate School that the student be placed on probation. If the student has a departmental assistantship, the committee may recommend to the department chair that the assistantship be terminated. Under extraordinary circumstances, the department's Graduate Program Committee or the student's doctoral committee may recommend immediate dismissal from the program, as detailed in the *Graduate and Professional Bulletin*.

## **Timeline to Degree Completion**

The time required to complete the program will depend on a student's academic background (particularly the number of credits from the master's degree that can count toward the doctoral degree), course load each semester, and progress on dissertation research. The program generally takes a minimum of three years to complete. This includes two full-time years in residence to complete course work and one year to complete a dissertation. The following timeline provides a guide for completing the degree in three years.

### **Semester 1 (Fall)**

- Register for and complete coursework, including JTC 701.
- Identify master's and post-master's degree coursework that you wish to count toward the Ph.D. degree. Then, complete the "DG4: Ph.D. Program Transfer Credit Approval & GS6 Planner" form and submit it to the department's Graduate Program Committee. This form should be completed with guidance from your temporary advisor or the Graduate Program Director.

### **Semester 2 (Spring)**

- Register for and complete coursework.
- Select a permanent advisor and begin developing your dissertation topic.
- Develop a complete draft of the "DG4: Ph.D. Program Transfer Credit Approval & GS6 Planner" form and submit it to the department's Graduate Program Committee for review. This draft should outline all the classes you plan to use to meet the Ph.D. coursework requirements. **Note:** The Graduate Program Committee does not approve programs of study. Instead, the committee advises students and informs them of any potential problems.

### Semester 3 (Fall)

- Register for and complete coursework.
- Select a preliminary examination chair (typically, this is your permanent advisor) and committee.
- Submit a final version of the “DG4: Ph.D. Program Transfer Credit Approval & GS6 Planner” to your preliminary examination committee. The committee will determine whether the program of study is acceptable.
- Complete the “GS6: Program of Study” form and submit it to the Graduate School. Failure to complete the GS6 form in the 3<sup>rd</sup> semester will result in a “hold” on your account and an inability to register for subsequent semester(s).

### Semester 4 (Spring)

- Register for and complete coursework.
- Begin preparing for your preliminary examination (i.e., meeting with preliminary examination committee members, develop reading lists, etc.).
- In consultation with your preliminary examination committee chair, schedule a preliminary examination date.

### Semester 5 (Summer)

- Complete your preliminary examinations, if possible, depending on faculty availability. **Note:** Per Graduate School rules, students must wait at least one full semester after completing their preliminary examinations before scheduling their dissertation defense.
- Submit the “GS16: Preliminary Examination for Ph.D.” form to the Graduate School within **two working days** after the results are known.

### Semester 6 (Fall)

- Register for and complete JTC 798 and JTC 799 (three credits).
- Complete your dissertation proposal.
- Schedule your dissertation proposal defense in consultation with your dissertation committee.
- Defend your dissertation proposal. **Note:** Bring the “DG2: Thesis/Dissertation Proposal Approval” form to your dissertation proposal defense. The form is accessible from the department’s website.
- Submit the IRB application for your dissertation research, if applicable.

### Semester 7 (Spring)

- Register for JTC 799 (3 credits).
- Complete the “GS25: Application for Graduation” form. See the Graduate School website for the form’s due date.
- Attend commencement ceremony. **Note:** Both spring and summer graduates may attend the spring commencement ceremony.

### Semester 8 (Summer)

- Register for Continuous Registration (CR) or JTC 799 (3 credits).
- Schedule your dissertation defense date at least one month before the Graduate School’s summer graduation deadline date.
- Defend your dissertation. **Note:** Bring the “GS24: Report of Final Examination Results” form and the “GS30: Thesis/Dissertation Submission” form to your dissertation defense.
- Complete any necessary revisions to your dissertation and submit it to the Graduate School by the summer graduation deadline.
- Submit the “DG3 Graduate Degree Completion Checklist” to the department’s Graduate Program Administrator.
- Receive your diploma in the mail (usually six to eight weeks after your dissertation defense).

### **Semester 9-onward (if necessary)**

Students who do not complete their coursework or dissertation by the end of their third year need to complete the following steps:

- Complete the online “Reapplication for Graduation” form.
- Register for a credit-bearing course or a continuous registration (CR) credit **EACH** semester (except summer semester). **Note:** Students who plan to graduate with a summer graduation date need to register for a credit-bearing course or a continuous registration (CR) course for that summer semester.
- Defend your dissertation. **Note:** Bring the “GS24: Report of Final Examination Results” form and the “GS30: Thesis/Dissertation Submission” form to your dissertation defense.
- Complete any necessary revisions to your dissertation and submit it to the Graduate School.
- Submit the “DG3 Graduate Degree Completion Checklist” to the department’s Graduate Program Administrator.
- Receive your diploma in the mail (usually six to eight weeks after your dissertation defense).

See the “Steps to Your Degree” tab on the Graduate School’s website for a detailed description of university-wide requirements.

### **10-Year Time Limit on Degree Completion**

Per Graduate School regulations, students have 10 years in which to complete their doctoral degree. All coursework used to meet PhD degree requirements must be completed within the 10-year time period. The 10-year clock starts with the date of the first class that the student takes in his or her program of study. Students should consult the Graduate School website for information on petitioning to have expired courses count toward degree programs. For students who plan to apply master’s degree credits toward their PhD degree requirements, the 10-year rule may not apply. Students should discuss their situation with the department’s director of graduate programs.

### **Graduate Assistantships**

The department is often able to offer some funding to nearly all accepted doctoral students who need financial support, typically for at least three years. Students are appointed to quarter-time (approximately 10 hours per week) or half-time (approximately 20 hours per week) graduate teaching assistantships (GTA) and graduate research assistantships (GRA). These appointments are made based on the student’s interests and the department’s needs and budget situation. GTAs and GRAs receive a monthly stipend based on the number of hours they work, a contribution toward the university’s health insurance program, and tuition remission (not including fees).

GTAs are typically assigned to work with faculty who teach JTC 100 (Media in Society), JTC 211 (Computer-Mediated Visual Communication), JTC 300 (Professional and Technical Communication), or LB 300 (Specialized Professional Writing). GTA duties include attending lectures, holding office hours, grading papers, assisting in test preparation and proctoring, and leading recitation/laboratory sections.

Graduate students may have the opportunity to serve as GRAs and support faculty in their research. GRA positions are typically funded through grants obtained by faculty members from outside funding agencies. Faculty members have been awarded grants from the National Institutes of Health, National Science Foundation, Environmental Protection Agency, Air Force Research Laboratories, Intelligence Advanced Research Project Activity, and the U.S. Department of Agriculture, among others.

To be eligible for continued GTA or GRA support, students must be making satisfactory progress toward their degrees, fulfilling their job duties to the satisfaction of their supervisors, and meeting any Graduate School requirements for holding assistantships.

Additional information on graduate support is available on the graduate portion of the department's website.

### **Co-Authorship of Research**

Doctoral students are encouraged to submit manuscripts to conferences and academic journals while pursuing their degrees. These manuscripts may be based on seminar papers, research conducted with faculty or colleagues, and preliminary dissertation research findings. Students seeking a career in academia are encouraged to begin attending conferences no later than the summer of their second year of graduate studies.

Students are encouraged to published single-author conference papers and articles. Such recognition is important in building a curriculum vitae and developing a reputation in the field. In some cases, students will participate in co-authoring conference papers or articles with their colleagues or with faculty members, including their advisors. In such cases, the list of authors should accurately reflect the contribution of those named.

- Single-authorship by a student is appropriate and encouraged when the student conceptualizes a project, conducts the research, and writes the manuscript. Assistance by colleagues or advisors should be recognized in the acknowledgment. Faculty members can be expected to provide reasonable level of coaching and editing assistance as part of their advising duties.
- Dual authorship is appropriate when two or three people equally contribute. In such instances, authors can be listed alphabetically. A footnote can indicate that the contributors shared equally in the development of the work.
- Student/faculty co-authorships are appropriate when faculty members contribute in a significant way to the work—beyond what might be considered reasonable in an advising role. A faculty member might be included as a second author when, for example, a student was heavily involved in conceptualizing the project but heavily draws upon ideas or a program of ongoing research by the faculty member. Similarly, credit as a second author might be deserved if the faculty member was primarily responsible for revising and submitting the manuscript with the concurrence of the student. In some instances, the student ought to be listed as the second author. Examples include works that draw heavily upon concepts, methods, and/or findings created by the faculty member in which the student merely participated. The faculty member might also have been responsible for the primary data analysis, or the writing and submitting of the paper with the student's assistance.