

Graduate Student Advising Manual

M.S. in Public Communication and Technology

Department of Journalism and Media Communication

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

Introduction

The master's degree in Public Communication and Technology prepares students for communication and communication management positions in public relations and strategic communication, public information, new communication technologies, journalism, and in health, environmental, science, and technical communication. The degree also provides a foundation in communication theory and research for those who wish to obtain doctoral degrees.

Communication management is the use of communication theory, research, and applied techniques to select and analyze audiences, determine message content, and design and produce messages to reach those targeted audiences with the intended impact. Managing communication programs takes place at two levels: (1) planning and designing the communication program for an organization; and (2) administering the elements in that program, including writing, editing, production, research, and evaluation.

For the degree, students select either the Plan A (thesis) or Plan B (research project) option for their program of study. For Plan A, students must complete at least 30 credits of coursework and write a thesis. For Plan B, students must complete at least 30 credits of coursework and write a scholarly report on a professional project. If students lack an undergraduate journalism degree or professional communication experience, they are encouraged to complete undergraduate skills courses in the department in addition to the total credits required for the M.S. degree. These students should consult with their advisors about which skills courses to complete.

The time required to complete the program depends on students' communication background, semester course loads, and the theses or research projects they choose to complete. Full-time students can complete the program in two academic years. Part-time students may work out more flexible schedules.

Program of Study Options

Students must complete either a thesis (Plan A) or a research project (Plan B) program of study. Students are best served if they commit to one of these options by mid-term of their second semester of full-time study. Both programs require the completion of 30 credits, as outlined later in this manual.

Thesis (Plan A)

The thesis is an original research study that demonstrates a student's ability to use relevant theory and research methodology to investigate a communication problem or issue. The goal of a thesis in the department is to enhance people's understanding of communication. By completing a thesis, students hone their critical, conceptual, and analytical skills. The rigorous approach to inquiry that students learn may be applied to any area that students pursue after graduation. A thesis is characterized by the following: (1) it is based on theory, and the results contribute to the knowledge in the field; (2) it is concerned with findings that can be applied across a variety of contexts; and (3) it is archived in the university's library as a contribution to scholarship.

Research Project (Plan B)

The research project provides students with an in-depth experience at applying theory and research to solve a practical communication problem for an organization. Research projects are typically formative or summative in nature. Audience/user studies, message testing, and usability testing are examples of formative research; communication program/campaign evaluations are examples of summative research. Because the results of a Plan B research project are specific to a particular organization and may be proprietary in nature, the research project report is not archived in the university's library.

Because organizational cooperation is key to completing research projects, a student must obtain a letter from the client organization stating its commitment to cooperating with the student. This letter must be presented on or before the student's research proposal meeting and placed in the student's departmental file. In addition, the student's graduate committee must state on the proposal approval form (department form DG2) that it approves of the student working with the organization.

Comparison of Minimal Requirements for Theses and Research Projects

| Criteria | Thesis | Research Project |
|-------------------------------|---|--|
| General characteristics | <ul style="list-style-type: none"> • Applies communication science approach • Advances communication science • Archived in library | <ul style="list-style-type: none"> • Applies communication science approach • Typically involves formative or summative research • Results may not be generalized • Archived in Department |
| Outcomes | <ul style="list-style-type: none"> • Advances communication science • Thesis document | <ul style="list-style-type: none"> • Provides communication recommendations for organization • Professional report |
| Audiences | <ul style="list-style-type: none"> • Communication scholars | <ul style="list-style-type: none"> • Organizations & peer organizations |
| Research/evaluation questions | <ul style="list-style-type: none"> • Hypotheses or research questions | <ul style="list-style-type: none"> • Objectives, purpose statements |
| Level of investigation | <ul style="list-style-type: none"> • Descriptive and/or • Explanative and/or • Cause/effect | <ul style="list-style-type: none"> • Descriptive and/or • Explanative and/or • Cause/effect |
| Methods | <ul style="list-style-type: none"> • Research design • Tests hypotheses and/or research questions | <ul style="list-style-type: none"> • Research design • Answers objectives |

Coursework Checklist for Thesis Option (Plan A)

Minimum: 30 Credits

| Required Core | | <u>Credits</u> | <u>Completed</u> |
|----------------------|--|-------------------|------------------|
| JTC 500 | Communication Research and Evaluation Methods | 4 | _____ |
| JTC 501 | Process and Effects of Communication | 4 | _____ |
| JTC 698 | Research | 3 | _____ |
| JTC 699 | Thesis | 3 | _____ |
| JTC 701 | Colloquium in Communication and Information Technology | <u>1</u> | _____ |
| | | 15 (total) | |

JTC 698 and JTC 699: With permission from their advisor, students may register concurrently for JTC 698 and JTC 699 credits. This approach may be advantageous for students who may reach the required 30 credits for the degree during their third semester, because it would allow them to register only for continuous registration (CR) during the fourth term in which the thesis is completed. **Note:** Students are not required by the Graduate School to register for thesis credits (JTC 699). Students not taking JTC 699 credits may enroll in an additional three credits from the elective core.

| Elective Core (Complete at least six credits) | | <u>Credits</u> | <u>Completed</u> |
|--|--|------------------|------------------|
| JTC 560 | Managing Communications Systems | 3 | _____ |
| JTC 570 | Political Economy of Global Media | 3 | _____ |
| JTC 601 | Cognitive Communication Theory | 3 | _____ |
| JTC 602 | Social and Cultural Communication Theory | 3 | _____ |
| JTC 614 | Public Communication Campaigns | 3 | _____ |
| JTC 630 | Health Communication | 3 | _____ |
| JTC 640 | Public Communication Technologies | 3 | _____ |
| JTC 650 | Strategic Communications | 3 | _____ |
| JTC 660 | Communication and Innovation | 3 | _____ |
| JTC 661 | Information Design | 3 | _____ |
| JTC 662 | Communicating Science and Technology | 3 | _____ |
| JTC 664 | Quantitative Research in Communication | 3 | _____ |
| JTC 665 | Qualitative Methods in Communication Research | 3 | _____ |
| JTC 670 | Communication in the Social Processes of Risk | 3 | _____ |
| JTC 792 | Seminar in Communication and Information Technology Theory | 3 | _____ |
| JTC 793 | Seminar in Communication Methods | <u>3</u> | _____ |
| | | 6 (total) | |

Journalism Electives/Outside Coursework

Take **nine** additional credits from the elective core outlined above, from the department's 300- and 400-level courses (with permission from student's advisor), or take a combination of courses from these two areas. Students may also take the following JTC courses as part of this requirement: JTC 544, JTC 687, JTC 690, and JTC 695. (Note: There is a three-credit maximum for JTC 687 and/or JTC 695.) Students who lack professional communication experience or journalism courses are strongly encouraged to take 300- and 400-level skills courses in the department, with permission from their advisor.

In addition, up to six of the nine credits (at the 300-level or above) may be taken outside of the department to help fulfill this requirement. These courses should enhance a student's background in technical, professional, social scientific, or related fields.

| List Course (Number, title) | <u>Credits</u> | <u>Completed</u> |
|---------------------------------------|----------------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| | | 9 (total) |

Coursework Checklist for Research Project Option (Plan B)

Minimum: 30 Credits

| Required Core | | <u>Credits</u> | <u>Completed</u> |
|----------------------|--|-------------------|------------------|
| JTC 500 | Communication Research and Evaluation Methods | 4 | _____ |
| JTC 501 | Process and Effects of Communication | 4 | _____ |
| JTC 698 | Research | 3 | _____ |
| JTC 695 | Independent Study (for working on student's project) | 3 | _____ |
| JTC 701 | Colloquium in Communication and Information Technology | <u>1</u> | _____ |
| | | 15 (total) | |

JTC 698 and JTC 695: With permission from their advisor, students may register concurrently for JTC 698 and JTC 695 credits. This approach may be advantageous for students who may reach the required 30 credits for the degree during their third semester, because it would allow them to register only for continuous registration (CR) during the fourth term in which the research project is completed. **Note:** Students are not required by the Graduate School to register for independent study credit (JTC 695) to complete their research project. Students not taking JTC 695 credits may enroll in an additional three credits from the elective core.

| Elective Core (Complete at least six credits) | | <u>Credits</u> | <u>Completed</u> |
|--|--|------------------|------------------|
| JTC 560 | Managing Communications Systems | 3 | _____ |
| JTC 570 | Political Economy of Global Media | 3 | _____ |
| JTC 601 | Cognitive Communication Theory | 3 | _____ |
| JTC 602 | Social and Cultural Communication Theory | 3 | _____ |
| JTC 614 | Public Communication Campaigns | 3 | _____ |
| JTC 630 | Health Communication | 3 | _____ |
| JTC 640 | Public Communication Technologies | 3 | _____ |
| JTC 650 | Strategic Communications | 3 | _____ |
| JTC 660 | Communication and Innovation | 3 | _____ |
| JTC 661 | Information Design | 3 | _____ |
| JTC 662 | Communicating Science and Technology | 3 | _____ |
| JTC 664 | Quantitative Research in Communication | 3 | _____ |
| JTC 665 | Qualitative Methods in Communication Research | 3 | _____ |
| JTC 670 | Communication in the Social Process of Risk | 3 | _____ |
| JTC 792 | Seminar in Communication and Information Technology Theory | 3 | _____ |
| JTC 793 | Seminar in Communication Methods | <u>3</u> | _____ |
| | | 6 (total) | |

Journalism Electives/Outside Coursework

Take **nine** additional credits from the elective core outlined above, from the department's 300- and 400-level courses (with permission from student's advisor), or take a combination of courses from these two areas. Students may also take the following JTC courses as part of this requirement: JTC 544, JTC 687, and JTC 690. (Note: There is a three-credit maximum for JTC 687 and/or JTC 690.) Students who lack professional communication experience or journalism courses are strongly encouraged to take 300- and 400-level skills courses in the department, with permission from their advisor.

In addition, up to six of the nine credits (at the 300-level or above) may be taken outside of the department to help fulfill this requirement. These courses should enhance a student's background in technical, professional, social scientific, or related fields.

| List Course (Number, title) | <u>Credits</u> | <u>Completed</u> |
|---------------------------------------|----------------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| | | 9 (total) |

Credits Earned Before Admission & Transfer Credits

Per Graduate School regulations, a maximum of nine credits earned before admission to the master's program may be applied to fulfill program requirements. These nine credits cannot have been used to complete previously earned degrees.

A maximum of six credits at the graduate level (500 level or above) may be transferred from another institution. Students must have earned at least a B in any course transferred from another institution. To find out whether courses from other institutions are eligible for transfer, students should consult the Graduate School's requirements for transfer credits.

Minimum GPA & Continuous Registration Requirements

The Graduate School requires students to 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 their thesis or research project defense or to graduate if they are not 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.

Graduate Committee & Graduate Advisor

Upon admission to the program, students are assigned a temporary advisor to help them with their initial course selections. Early in their first semester, students should fill out the department's DG1, New Student Advising Form, with the assistance of their temporary advisors and return it to the department's graduate program administrator.

By the end of the second semester or the completion of 12 credits (whichever comes first), students should have a permanent faculty advisor. Students are responsible for identifying and asking a department faculty member to be their permanent advisor. When seeking faculty advisors, students should consider faculty members whose research and/or professional backgrounds are related to their thesis or research project topic.

No later than midway through their third semester, students should secure a second committee member from the department faculty and a third committee member from another department at CSU. Students must select their three-person graduate committee before they can submit their program of study (GS6 form) to the Graduate School.

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.

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.

Program of Study (GS6 Form)

The Program of Study, or GS6 form, lists a student’s coursework for the master's degree and identifies the student’s three-member graduate committee. Students who fail to submit their GS6 form to the Graduate School by midway through their third semester are likely to face delays in registering for their fourth semester of coursework. The GS6 is found on the Graduate School’s website. Students should also submit a copy of this form to the department’s graduate program administrator.

Changes in Graduate Committee Membership (GS9A Form)

If a student needs to change the composition of his or her graduate committee after submitting the GS6, the student should 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 the student’s departmental file.

Thesis or Research Project Proposal Meeting (DG2 Form)

For both the Plan A (thesis) and Plan B (research project), students must develop full proposals, and get their proposals formally approved by their three-person graduate committee. Students take JTC 698 (Research) to develop their proposals, and they work closely with their advisors as they develop their proposals. Proposals include a review of relevant theoretical and methodological literature.

When a student’s advisor has approved the proposal, that student may schedule a proposal meeting with his or her three-person graduate committee. The student should also distribute copies of the proposal to committee members at least two weeks before the proposal meeting. At the proposal meeting, the student formally presents the proposal and obtains feedback from the committee. 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.

Style Guides for Theses & Research Project Reports

The department uses the current edition of the *Publication Manual of the American Psychological Association* as the style manual for theses and research project reports. Additionally, students who are completing a thesis must comply with the Graduate School's *Thesis and Dissertation Formatting Guide*. This guide is available on the Graduate School's website.

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.

Thesis or Research Project Defense (GS24 Form)

When a student has completed the thesis draft or research project final report draft to the satisfaction of the student's advisor, the student may schedule the oral defense. The student should work with all three committee members to find a mutually acceptable date for the oral defense. At least two weeks before the oral defense date, the student should distribute copies of the thesis draft or research project report draft to committee members.

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.

Submission of Thesis to Graduate School (GS30 Form) & Department

Under the direction of their advisors and graduate committees, students should make any required revisions to their thesis. 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 theses electronically to the Graduate School.

The process for electronically submitting a thesis to the Graduate School is outlined on the Graduate School's website. To graduate in a given semester, students must have their theses accepted by the electronic system by the deadline for the semester in which they wish to graduate. The process of getting a thesis 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 theses 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 thesis to the department's graduate program administrator for archiving within the department.

Submission of Research Project Reports to Department

Under the direction of their advisors and graduate committees, students should make any required revisions to their research project final reports. When these revisions are completed, students should provide a bound copy of their final report to the department's graduate program administrator for archiving in the department. An exception to this requirement is granted for research project reports that contain proprietary information. Note: Research project reports are not archived at the university's Morgan Library nor is a final copy submitted to the Graduate School.

Abstract Submission to Department

Students should send an electronic version of the abstract for their thesis or research project to the department's graduate program administrator. These abstracts may be posted on the department's website. Students who complete research projects should ensure that their abstracts do not contain proprietary information.

Abstract Submission to *Journalism & Mass Communication Abstracts*

Students who complete theses should submit their abstracts to *Journalism & Mass Communication Abstracts*. The maximum length for the abstract is 250 words. Students should go to the graduate program part of the department's website to download the submission form.

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.

Two-Year Timeline for Degree Completion

The M.S. degree requires 30 credits of course work and the completion of a thesis or research project. The program typically takes full-time students at least four semesters to complete. The following timeline provides a general guideline for completing the degree in two years.

Semester 1 (Fall)

- Register for and complete JTC 500, JTC 501 and JTC 701 (a total of nine credits of coursework).
- Begin thinking about whether to complete a thesis (Plan A) or a research project (Plan B).
- Begin thinking about the general topic for your thesis or research project.

Semester 2 (Spring)

- Register for and complete nine credits of coursework.
- Select your thesis committee chair and develop your thesis or research project topic.

Semester 3 (Fall)

- Register for and complete nine credits of coursework, including JTC 698.
- Select the rest of your thesis committee (i.e., inside and outside members).
- Complete the “GS6: Program of Study” form and submit it to the Graduate School. Note: Failure to complete the GS6 form in the 3rd semester will result in a “hold” on your account and an inability to register for subsequent semester(s).
- Defend your thesis or research project proposal. Note: Bring the “DG2: Thesis/Dissertation Proposal Approval” form to your thesis or research proposal defense.
- Submit the IRB application for your thesis or research project, if applicable.

Semester 4 (Spring)

- Register for and complete three credits of coursework. Typically, Plan A students will register for three credits of JTC 699 and Plan B students will register for three credits of JTC 695.
- Submit the “GS25: Application for Graduation” form to the Graduate School by the required due date, which is early in the semester.
- Defend your thesis or research project. Bring the “GS24: Report of Final Examination Results” form to the defense; submit this form to the Graduate School within **two working days** of your defense. Plan A students should also bring the “GS30: Thesis/Dissertation Submission” form to the defense.
- Complete any necessary revisions to your thesis or research project report.
- Plan A students, only: Electronically submit your thesis to the Graduate School by the spring graduation deadline.
- Submit the “DG3 Graduate Degree Completion Checklist” to the department’s graduate program administrator.
- Attend the commencement ceremony. Note: Both spring and summer graduates may attend the spring commencement ceremony.
- Receive your diploma in the mail (usually six to eight weeks after the last day of classes).

Semester 5 and Onward (if necessary)

Students who do not complete their coursework or thesis/research project by the end of their second 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) until the degree is completed. 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 thesis or research project. Bring the “GS24: Report of Final Examination Results” form to the defense; submit this form to the Graduate School within **two working days** of your defense. Plan A students should also bring the “GS30: Thesis/Dissertation Submission” form to the defense.
- Complete any necessary revisions to your thesis or research project report.
- Plan A students, only: Electronically submit your thesis to the Graduate School.
- Submit the “DG3 Graduate Degree Completion Checklist” to the department’s graduate program administrator.

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 master’s degree. All coursework used to meet degree requirements, including any courses transferred from other institutions, must be completed within 10 years of the semester in which the student graduates. 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.

Graduate Assistantships

The department is often able to offer some funding to nearly all accepted master's students who need financial support. 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, master's 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.

Research Conducted Using Human Subjects

Master's 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. 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 thesis 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 thesis 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. If IRB approval is required, the student's advisor is considered the principal investigator, and the student is considered the co-principal investigator.

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.

Academic Integrity

Plagiarism and other forms of academic misconduct are grounds for failure in all classes and work applied toward the degree. Students are responsible for being familiar with and adhering to the university's academic integrity policies.

When a student is punished by a faculty member for academic misconduct 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 Student Conduct Services at the university's Student Resolution Center and to the department's Director of Graduate Studies (for placement in the student's departmental file). Students have the right to appeal by requesting a formal hearing by Student Conduct Services. Students are responsible for notifying the Director of Graduate Studies concerning any actions taken as a result of a hearing in order to update the student's departmental file.

In extraordinary cases of academic dishonesty (e.g., plagiarism on in a final thesis/project/dissertation proposal, plagiarism in a final thesis/project/dissertation; data falsification; and second offenses of other forms of academic misconduct), a majority of the department's Graduate Program Committee or a majority the student's doctoral committee may vote to recommend stronger sanctions by referring the matter to Student Conduct Services at the Student Resolution Center. Again, students have the right to appeal such actions.

For additional information, see:

Description of academic misconduct and student responsibilities:

<http://catalog.colostate.edu/general-catalog/policies/students-responsibilities>

Grade appeals: Faculty Manual Section I.7: <http://facultycouncil.colostate.edu/faculty-manual-section-i> (see subsection 7)

Student Conduct Services hearing/appeals procedures:

<http://resolutioncenter.colostate.edu/conduct-services/>.

Graduate students who are assigned as research assistants on grants also might be subject to disciplinary action under the university's Misconduct in Science policy to the extent that federal funds are involved and the funding agency requires procedures which Vice President for Research does not deem to be met by existing campus procedures for dealing with student misconduct. See <https://vpr.colostate.edu/ricro/rcr/research-misconduct/>

The Graduate School does not become involved in cases of student misconduct except if the alleged misconduct results in a lack of satisfactory progress toward the student's degree. See http://catalog.colostate.edu/general-catalog/graduate-bulletin/graduate-study/procedures-requirements-all-degrees/evaluation_of_graduate_students_and_graduate_school_appeals_procedure/

Co-Authorship of Research

Master's students interested in academic careers should talk with their advisors about submitting their thesis, seminar papers, etc., to academic conferences and academic journals. In some cases, students will participate in co-authoring conference papers or articles with their colleagues or with faculty members. 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.