School of Media & Communication

2010-2011
Graduate Student Handbook

Doctor of Philosophy with Emphasis in Media

Doctor of Philosophy with Emphasis in Communication

Master of Arts with Emphasis in Communication Research

Master of Arts with Emphasis in Public Relations

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Mission

The mission of the School of Media and Communication (SMC) at Bowling Green State University is to promote and extend the study of communication processes ranging from interpersonal transactions, health communication, rhetoric, social movements, to mass-mediated communication, emerging media, cyber culture and computer-mediated communication. The School endeavors to create a premier learning community for its approximately 70 master's and doctoral students by promoting graduate student participation in regional, national and international conferences, forums, and journals. The School maintains numerous partnerships to nurture collaborative teaching, innovative research, and significant public service. With a tradition of excellence in graduate study dating back to the 1950s, the faculty, staff, and students of the School of Media and Communication look forward to contributing to today's environment of communication education and practice. Several of our faculty members participate in the Center of Excellence for Health and Wellness. Our graduate faculty and students also work in collaboration with Signature graduate programs such as American Culture Studies.

The graduate program of the School of Media and Communication (SMC) is known for its excellent placement records; its balance in teaching, research, and service; and the diversity of its student body. The key commitment of the SMC faculty is to motivate and educate students to be independent intellectual leaders and professionals.

The School of Media and Communication offers the following graduate degree programs:

Doctor of Philosophy with Emphasis in Media
Doctor of Philosophy with Emphasis in Communication
Master of Arts with Emphasis in Communication Research
Master of Arts with emphasis in Public Relations

In addition to the above emphases, graduate students can choose to pursue specific subject areas during their time in the School of Media and Communication. These subject areas are based on faculty research interests and courses offered throughout the academic year.

Global Communication is based on courses and faculty interests in international media and intercultural communication. Faculty who study international media examine issues and teach courses related to built environments, comparative broadcasting systems, information technology diffusion, international press, media globalization, political economy, and telecommunication networks. Our faculty members who research intercultural communication teach courses and explore issues related to conflict, cross-cultural communication, domestic co-cultural groups within the United States, international intercultural communication, migration, and religion.

Public Communication is based on courses and faculty interests in media & society, and rhetoric. Our faculty who research media & society teach courses and explore issues related to advertising, citizenship and the public sphere, documentary studies, journalism history, media and culture, media ecology, media geography, media history, media law and policy, media literacy, media management and economics, media technology, online journalism, political economy, and public relations. Faculty who study rhetoric teach courses and examine issues related to civil rights, democracy, globalization, peace and conflict, rhetorical criticism, rhetorical theory, social movements, and sport culture.

Health Communication is based on courses and faculty interests in development communication, and health & wellness. Faculty interested in development communication teach courses and examine issues related to epidemics such as HIV/AIDS, health stigmas, infrastructure, policy, political economy, social change and empowerment, social resources for health, and spatial structures. The faculty who research health & wellness investigates and focus course work on issues such as access to healthcare, body image, cultural difference, health campaigns and promotions, healthcare organizations, physician/patient interaction, relational health, and sexuality.

Time To Complete Degree

The doctoral program can be completed in three years, but funded students who are making satisfactory progress are eligible to apply for a fourth year of funding. To apply for fourth-year funding, students must obtain signatures from their program and dissertation advisers and

submit the form *Doctoral Student Fourth-Year Funding Application* to the Graduate Coordinator by the end of the first semester of their third year of funding. The master's program generally takes full-time students in the non-thesis plan one calendar year to complete. Master's students in good standing are funded for the fall and spring semester, but not the summer. Students on the thesis plan may need more time and may, in exceptional cases, be eligible for partial or full second-year funding. **Students must complete either degree within eight years.**

Funding

All regular assistantships are half-time appointments, which require students to work 20 hours a week. In most cases, graduate assistants teach or assist with teaching a course for 10 hours a week and work as a research assistant for a faculty member for the remaining 10 hours a week. Faculty and/or graduate students may not switch teaching or research assignments without written approval from the Graduate Coordinator. Graduate assistants may not accept other offers of employment for the time they're contractually obliged to work as graduate assistants. Graduate assistantships are not guaranteed from year to year. **Funding is dependent on a students' progress toward degree, and their fulfillment of contractual duties outlined in the assistantship. Students who do not make adequate progress or who do not fulfill their duties may have their funding reduced or eliminated altogether.** While on assistantship, students are contractually obligated to enroll in a minimum of 12 credit hours each fall and spring semester. Funding offers only cover the fall and spring semester of an academic year. Limited summer funding opportunities are available and usually awarded to advanced doctoral students with strong teaching and academic records.
All regularly-funded students receive a tuition (instructional fee) waiver during the summer sessions. Students who do not receive a summer teaching assignment will need to pay general fees; students who do receive a teaching assignment do not have to pay general fees.

Course Load

Media & Communication (MC) classes are four credit hours during the fall and spring semesters and three credit hours during summer session. Funded students must enroll in a minimum of 12 hours in the fall and spring semesters and in nine hours in the summer (if funded for summer). Note that taking 3 credit courses outside of MC in a regular semester leads students to fall short of the required full credit hour load (12 credits) by one or two credits. During such semesters, the student can discuss options with the graduate coordinator and/or their academic advisor. During summer, students have only the option taking 3-credit courses in MC and/ or outside MC. So students with assistantships of any sort on campus can fill their 12-credit requirement by registering for four 3-credit courses over the two summer sessions. However it must be noted that assistantships for the summer from the school are rare.

Once a graduate student begins work on a master's thesis or doctoral dissertation, s/he must be continuously enrolled in thesis or dissertation hours during fall and spring semesters until graduation. Otherwise the student will have to apply for readmission to the Graduate School and pay for the requisite credits then.

Graduate Orientation

All incoming graduate students are required to participate in Graduate Orientation. The five-day program takes place one week before the fall semester starts. Returning students have participation obligations each year during orientation week within the department. All returning funded students should report on the beginning date of each year's contract.

Travel & Research Funding

The School of Media and Communication has limited funds available to assist full-time graduate students with travel and research expenses. Students may apply for funding to attend a conference with preference given to students who are presenting papers. Funding ranges from $50 to $200. For example, no student is funded more than once in the fiscal year from July 1, 2008 to June 30, 2009. Students must apply for funding 14 days *prior* to conference attendance. Documentation in the form of letters of acceptance or program copy should accompany the application; the conference program must list BGSU as the student's institution.
The Graduate Coordinator must sign the application form. Travel reimbursement also

requires students to complete a *BGSU Travel Form.* To qualify for travel reimbursement, students must be 1.) a MC major, 2.) a funded SCS graduate student and 3.) is taking coursework, or is enrolled for eight or more hours of 699/799. Forms and original receipts are turned into the Media & Communication office. A reimbursement check usually arrives within 30 days following submission.

Graduate students may also apply for limited reimbursement of expenses incurred for dissertation or thesis research. Research funding is limited to one allocation per thesis or dissertation with a maximum payment of $350. Payment is made to the student following the submission of original expense receipts to the Media & Communication office. Specific guidelines and restrictions apply.

Style Guidelines

Scholarly style and convention should be followed in all written work in Media & Communication. The manual used should be appropriate to the subject matter. The latest editions of the *American Psychological Association's Publication Manual,* Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertation,* the *Modern Languages Association Handbook* and *The Chicago Manual of Style* are acceptable manuals.

Forms

All forms mentioned herein can be found in the "Forms" section at the end of the handbook. These forms are also available in the School of Media and Communication office in 302 West Hall, as well as on the Graduate College website (http://www.bgsu.edu/colleges/gradcol/documents/index.html) and the School of Media and Communication website (http://www.bgsu.edu/departments/smc/) Important forms for students to complete during their time in the School of Media and Communication are the following:

•For **Doctoral** students: Tentative Degree Program Form, Change of Advisor Form, Preliminary Examination Application/Report, Topic Approval Form, ETD Submission/Approval Form.

•For **Masters** students: Tentative Degree Program Form, Change of Advisor Form, Topic Approval Form, ETD Submission/Approval Form (MA Plan I), Examination Schedule (MA Plan II), Comprehensive Final/Project Approval (MA Plan II).

Students should check to make sure that they are using the most current version of a form. Students must type all forms before submitting them to faculty, advisors, or administrators for signatures. Students are strongly encouraged to keep a copy of completed and signed forms in their personal records. **All forms that go to the Graduate College must go through the Graduate Secretary in West Hall 302.**

The Graduate Coordinator in the School of Media and Communication must sign all required forms after approval by the student's committee. The name of the program should be typed as "Media and Communication.

SMC Graduate Academic Honesty Policy

The graduate program of the School of Media and Communication is committed to the University's standards on academic honesty as expressed in the University Charter and Student Code. This statement supplements those provisions. As these documents note, cheating and plagiarism are destructive to the central purpose of the University and are universally disapproved.

Policy Definitions

As defined in the charter and code, violations of academic honesty include:

Plagiarism*:* Representing the words or ideas of another as
one's own in any academic exercise.
Cheating*:* Using or attempting to use unauthorized materials,
information or study aids in any academic exercise.
Fabrication*:* Falsification or invention of any information or citation in any academic exercise.
Facilitating Academic Dishonesty*:* Helping or attempting to help another commit an act of academic dishonesty.

Policy Applications For Communication Graduate Students

A. Students must always be very careful to acknowledge any kind of borrowing that is included in their work, not only in words but ideas. Acknowledgment of whatever is not one's own work is the proper and honest use of

sources. Ignorance of citation style is no excuse. Style manuals provide extensive information on appropriate forms of citation.
B. Unless explicitly permitted by the professor, students shall not submit any work that the student himself/herself prepared for any other purpose, including work prepared for other classes or for other degree programs.
C. Unless explicitly permitted by the professor, students must work independently on take-home examinations. Consultations with other students or other individuals over the content of take-home exams are forbidden. All information provided in response to take-home examination questions that are not the student's own work must be fully credited to its source.
D. The use of professional term paper services or /research services" is always forbidden.
E. Students are always responsible for the data collection and analysis in works that they represent as their own, unless the work in question is explicitly credited to the source.
F. Students should take great care to comply with professional standards in regard to submission of their work to professional conferences and journals.

Enforcement & Penalties

Faculty members will report every instance of academic dishonesty to the Graduate Program and the Graduate College. At BGSU, students who plagiarize are subject to penalties described in the student code, ranging from failure on an assignment to dismissal from the University.

Probation & Dismissal

It is possible for a student to lose funding at the end of a semester and be placed on academic probation (without funding) for the subsequent semester. Graduate students are required to demonstrate /satisfactory progress toward the degree" in order to maintain a teaching, administrative, or research assistantship.

Failure to make satisfactory progress normally results in academic probation and can lead to dismissal from the graduate program. **Satisfactory progress means that master's students must maintain an overall GPA of 3.0 and doctoral students must maintain a GPA of 3.2.** This GPA requirement applies to all graduate students at BGSU, including those who are currently enrolled as non-degree seeking students. Unsatisfactory progress is also indicated by the accumulation of two or more C's, a D, or an F. Students who are placed on or continued on probation will be notified in writing by the Graduate College.

In general, students should not remain on probation for more than two semesters; if satisfactory progress seems unlikely after one or two semesters on probation, the student is likely to be dismissed from the program.

CONSENSUAL AMOROUS RELATIONSHIPS POLICY

On June 22, 2007, the Board of Trustees of Bowling Green State University approved the statement below to cover all university employees.
The university takes seriously its duty to provide a place to study and work free of situations that may be construed as abuse of authority, an inappropriate conflict of interest, preferential treatment, or other unprofessional and unethical conduct. The policy below is established in order to avoid such instances.
1. Within the University community, supervisors and faculty are not to have supervisory, evaluative, instructional, coaching, advisory, or other relationships with students or employees with whom they have or have had a consensual amorous relationship.
2. If an amorous relationship exists or develops, the faculty or staff member of superior rank must disclose the relationship to his/her immediate supervisor in a timely manner. The supervisor will then take steps to make alternate arrangements affecting one or both parties, to effectively discontinue any supervisory, evaluative, instructional, coaching, advisory, or other formal connections between them. If possible, such arrangements should be made in ways that respect the interest of all involved and will not be prejudicial toward or against either party.
3. The decision of an immediate supervisor may be appealed by either or both parties to the next higher administrative level.
4. Disclosure is the responsibility of those who engage in, or are about to engage in, amorous relationships within the University community. Failure to abide by this policy may result in disciplinary actions taken against any negligent party. The range of disciplinary actions would depend upon the circumstances and culpability of those involved. Disciplinary actions may include, but are not limited to, a verbal warning, a letter of warning, temporary reassignment, temporary suspension or other measures, as the case may warrant. The imposition of faculty

sanctions beyond the written warning should abide by the policy on sanctions contained elsewhere in the Academic Charter. Disciplinary actions regarding administrative staff and classified staff are administered by the Office of the Executive Vice President; disciplinary actions regarding faculty are administered by the Office of the VPAA/Provost. *From A Handbook of Commonly Shared Employment Policies for BGSU faculty, Administrative and Classified Staff*
10/07

Incomplete Coursework

The School of Media & Communication follows the policy of the Graduate College regarding incomplete coursework. The policy is as follows:

Incomplete Grades for Graduate Courses
(Degree and non degree)

An INC (incomplete) may be given only when, for some justifiable reason, a student fails to take the final examination or to fulfill a specified requirement in a course.

An INC may be removed and a grade substituted if the student completes course requirements to the satisfaction of the instructor prior to the deadline established by the Graduate College. The Graduate College deadlines for removal of incomplete grades for the respective academic semesters are:

- Fall semester: June 1
- Spring semester: September 1
- Summer semester: January 1

However, an individual instructor may come to an agreement with his or her student for an earlier deadline for removal of an incomplete grade.

The graduate dean designate has the authority to extend the deadline for an incomplete. The student must petition the graduate dean designate for such consideration in writing and prior to the expiration of the deadline. The instructor's support is required for approval of the request.

For courses taken S/U, any mark of INC not removed by these deadlines will change to U. For courses taken for a letter grade, any mark of INC not removed by these deadlines will change to F. A student cannot graduate with a grade of INC.

This policy has been in effect since fall semester 2006.

Graduation

Students must apply for graduation early in the semester they plan to graduate. Students file this form directly with the Graduate College. Students are eligible for graduation if they have met all the Graduate College deadlines and have applied for graduation.

Master of Arts

The master's degree in Media & Communication is designed to relate theory and practice in order to equip the graduate to go on to doctoral studies or to pursue a career in the communication field. Students must complete the degree within six years from the end of the semester of the first course and maintain continuous enrollment.

The basic requirements for the master's degree are established by the Graduate Council of the Graduate College and are published in the current Graduate Catalog available online at the BGSU website (www.bgsu.edujcollegesjgradcol). Students should read the Graduate Catalog for general requirements of the Graduate College. Additional Media & Communication program requirements are described here. All graduate students should read the Graduate Catalog and this handbook carefully.

Degree Requirements

The master's program requires a minimum of 33 hours. Students must maintain a 3.0 cumulative GPA in all coursework, have the accumulation of no more than two incomplete grades prior to Fall 2007, and no incomplete grades in graduate coursework starting Fall 2007 and forward; and be making satisfactory progress toward the degree.

Master's students choose between two options: Plan I entails writing a thesis, and Plan II entails taking comprehensive examinations or preparing a major project. Students opting for the exams or project usually complete their work in one calendar year; students pursuing a thesis may need more time. No more than four credits earned in a thesis or a project may be counted toward the degree.

Students are eligible to apply for up to 9 hours of transfer credit from another accredited master's program or for BGSU graduate-level classes completed as a Non-Degree Graduate Student. Should a student receive a waiver for a particular course, s/he will need to complete an elective course to make up the overall credit hours required. Waivers must be requested in writing from the Graduate Coordinator and be submitted with proper documentation of prior course work. No more than four credit hours of Independent Study Readings or Readings for Exams combined may count toward the 33 required hours. Master's students are encouraged to participate in MC 7030 Communication Studies Colloquium (S/U, 0 credit).

M.A. Program of Study
Plan I (Thesis option)

9 to 12 credits in required MC core 9 to 12 credits in other MC courses (3 courses) 4 credits in thesis credit (MC 6990 Thesis) 5 to 8 credits of elective courses

Plan II (Project option)

9 to 12 credits in required MC core 9 to 12 credits in other MC courses (3 courses) 4 credits in project credit (MC 6830) 5 to 8 credits of elective courses

Plan II (Exam option)

9 to 12 credits in required MC core 9 to 12 credits in other MC courses (3 courses) 5 to 9 credits of elective courses

In sum, MA core is comprised of Introduction to Communication Studies, Social Scientific Research Methods and Humanistic Research Methods. Students with teaching assignments must also take the Pedagogy course as part of the core.

Advising

The Graduate Coordinator will assign each entering master's student a temporary advisor who can address any questions that the student might have concerning their program of study and course work. By the end of the students first semester of study, they need to select a permanent advisor and submit the Change of Advisor form to the Graduate Coordinator for approval. If the chosen advisor is unable to accept responsibility for the student, the Graduate Coordinator will work with the student to find an alternative. A hold is placed on the student's account, and they will not be able to register for classes in the following semester until they have submitted this form.

Tentative Degree Program

Master's students prepare the Tentative Degree Program (TDP) when they enroll in the 15th course hour of their degree program (generally their second semester). The form must be typed or computer-generated before it can be filed. The TDP must be approved in writing by 1) the student's advisor, 2) the Graduate Coordinator, and 3) the Graduate College. A hold is placed on the student's account, and they cannot register for classes in the following semester until they have completed the TDP. Once the TDP has been approved by the Graduate College, the student and the advisor must file the Tentative Degree Program Addendum form and receive approval from the Graduate Coordinator and the Graduate College for any program changes.

Internship

Students may elect to complete an internship during the master's program. MC 6890 Internship (S/U, 1-4) may be taken, but no more than three hours may count toward the degree. The internship requires professional supervision on the job. An evaluation form will be mailed to the supervisor by the School office; the form must be returned to the adviser prior to the issuance of a grade.

Readings in Comm. Studies

A maximum of four hours of independent studies will count toward the degree.

Master's Thesis (Plan I)

Completion of a thesis should demonstrate that a student is sufficiently acquainted with research methods to replicate or supplement existing research or undertake original research. A proposal must be developed in consultation with the adviser. It should include, at least: (1) a statement of the problem, (2) a justification or rationale for the research; and (3) the procedure or research design. Research involving human participants requires approval of the Human Subjects Review Board before data gathering starts. Students may enroll for as many thesis hours as necessary, but only four hours of thesis credit count toward the degree. Selection of a thesis adviser will be

made on the basis of: (1) the student's preferences; (2) the requested faculty member's preferences; (3) the professional qualifications of the faculty member to direct the type of research involved; (4) the requested adviser's availability at the time of the final examination; and (5) the number of advisees s/he may have.

Selection of the Thesis Committee

The committee for a thesis or project will include three faculty members: and SMC adviser, another SMC faculty member, and a third faculty member who may be from SMC or another department. The thesis proposal must be submitted to committee members at least two weeks prior to the proposal defense date. Formal approval of the proposal and committee by the Graduate College is sought by submitting a Request for Thesis Topic Approval form. This form should be typed and prepared prior to the proposal defense meeting to facilitate signatures of faculty and the Graduate Coordinator. Students may not submit the request until their completed TDPs have been approved by the Graduate College.

Thesis Defense

Students should work with their advisers as they develop their theses. They should keep other committee members informed of their progress and, if deemed appropriate, should work with them to seek comments on each chapter. Once the adviser accepts the work, the student copies (at own expense) the thesis for the entire committee. Students should distribute thesis copies at least two weeks prior to the date of the oral defense.

The thesis copies provided to the committee members must be complete, readable, and fully documented. The adviser will poll the thesis committee and, if necessary, convene it to determine if the thesis is defensible in form and content. If the committee indicates that major revisions are needed, the adviser and candidate will develop an appropriate plan to complete the suggested revisions. The oral exam may be postponed until such revisions can be made.

The thesis adviser should schedule the oral examination in consultation with the student and committee members. All members must be present face-to-face or by technology. The examination will generally last for two hours. **The student and adviser should reserve a room in West Hall through the School Graduate Secretary.**

Public notice of the event must be posted in West Hall and a notice sent for publication in the Monitor, the electronic faculty/staff newsletter. A thesis defense is open to the public.
If a student fails the oral defense, s/he will be asked to do one of the following:
•Rewrite all or part of the thesis.
•Execute a second thesis on the topic.
•Select a new topic and do another thesis.
•Report a failure to the Graduate College.

Students may be asked to rewrite portions of their theses even though they have passed their oral exams. Some rewrite time should be allowed between the oral defense and the deadline for submission of the finished work to the Graduate College.

Thesis Submission

Students should use the university's guidelines on Theses and Dissertations to prepare the final copies of their work. When the thesis adviser has signed off on the thesis, the student should prepare two copies of the thesis and distribute the original and copies as follows:

- One copy for the School of Media & Communication
- One copy for the thesis adviser.

For the graduate college, please follow the guidelines for electronic submission of the thesis found at the graduate college website:

http://www.bgsu.edu/colleges/gradcol/etd/intro.htm

Remember, the electronic copy is the final copy and must be received properly to graduate.

Students may also choose to present finished copies to the other members of their committees.

Master's Project (Plan II)

The project committee will include three faculty members: the SMC adviser, one other SMC faculty member, and a faculty member from SMC or another department. The project must be of a significant and unique nature and should include theoretical foundations related to the applied topic. Enrollment should be done through MC 6830 (1-4, S/U) with the adviser's signature and a description of the project. A maximum of four hours will be counted toward the degree.

Presentation of the Project

Once the project has been completed and circulated to the student's committee, the project adviser will poll the project committee and, if necessary, convene it to determine if the project is defensible in form and content. The project should be submitted to the committee at least two weeks prior to the project presentation. If the committee indicates that major revisions are needed, the adviser and candidate will develop an appropriate plan to complete the suggested revisions. It may be necessary to postpone the presentation until such revisions can be made. The project adviser should schedule the oral presentation of the project in consultation with the student and the committee. The examination will last generally two hours; reservations for a room should be made through the School of Media and Communication office. Public notice of the event must be posted in West Hall and the notice submitted to the Monitor, the electronic faculty/staff newsletter. A project presentation is open to the public.
If a student fails the oral presentation s/he will be asked to do one of the following:

•Redo the project.
•Select a new topic and do another project.
•Report a failure to the Graduate College.

Even in the event of a successful defense, a student may be asked to redo portions of a project so some revision time should be allowed between the oral presentation and the Graduate College deadline. The student should prepare two copies of the project and distribute as follows:
•One copy for the School of Media and Communication,
•One copy for the project adviser.

The student also may choose to present copies of the project to the other committee members.

Master's Comprehensive Exam (Plan II)

The M.A. comprehensive examination consists of four 11/2 hour exams: One on MC 6000, one on a methods course (either MC 6300 or MC 6400), and two on MC courses the students select in consultation with their advisers. Students must be tested over courses by at least three different professors. The comprehensive examinations are usually scheduled during the first full week of October, March, or June. In the second semester, students consult with their adviser to select courses as the topic areas for their exams.

Students need to confirm with each faculty member that they are willing to write a comprehensive exam question for them. Students should then prepare the Examination Schedule Form. The form needs to include which courses the questions will cover, which faculty member will write the question, which topic, and the date and time of the exam. The schedule should be submitted first to the advisor, then to the Graduate Coordinator, and finally to the faculty members writing questions. Along with the schedule, students should also submit the Comprehensive Final/Project Approval Form to the Graduate Coordinator, which will be held in the Media and Communication office.

The forms must be submitted to the office by a specific deadline: schedules are due by Sept. 15th for a Fall comprehensive exam, Feb. 15th for a Spring exam, and May 15th for a Summer exam. If the schedule is not turned in by the deadline, it will be considered submitted for the following semester.

Students are encouraged to meet with the faculty members writing questions to discuss the topic area and the faculty member's expectations. Faculty members writing questions have to submit their questions at least two one week in advance to the Graduate Coordinator and the Media and Communication staff. One week prior to the exam, the students should check with the Media and Communication staff to ensure that their exam questions are on file. Students then need to submit the completed exam schedule (which course, which faculty member, which topic, which date and time) to their adviser, the Graduate Coordinator, the faculty members writing questions and the Media & Communication staff.

Students are encouraged to meet with the faculty members writing questions to discuss the topic area and the faculty member's expectations. Faculty members writing questions have to submit their questions at least one week in advance to the Graduate Coordinator and the Media & Communication staff. One week prior to the exam, students should check with the Media & Communication staff to ensure that their exam questions are on file.

The in-house, timed and proctored exams must be completed within a calendar week. Students should arrange their test dates

with the SMC staff. When more than one student is taking exams, the exams will be scheduled by the Graduate Program Committee. The Media & Communication office will reserve the rooms for the exams.

On the exam day, students go directly to the assigned room. They will receive a blank disk and a copy of their exam question. No reference materials may be used. After the student has completed the exam, s/he will save the final answer on the disk. The student will receive the disk after a copy is made of the responses for the student's file.

Under the supervision of the Graduate Coordinator, the Media & Communication staff distributes copies of the student's test answers to the faculty readers. Faculty readers are expected to return their responses within two weeks after receipt of the exam answer.

The Graduate Coordinator collects the responses from the faculty and informs the student and his or her adviser of the test responses. Once the faculty readers have turned in their responses, students may go to the Media & Communication office to request a copy of the faculty response cover sheet and to review their exams. The original exam, the faculty copies of the exam and the cover response sheet remain in the School of Media and Communication at all times.

The professor who wrote the question and at least two other faculty selected by the Graduate Coordinator will read each question. For the students to pass, a majority of the readers must vote to pass them on each of the four questions.
If a student does not pass one or more of the questions, s/he will be asked to do one of the following:

•Rewrite the question or questions.
•Have an oral examination as described below.
•Report a failure to the Graduate College

The faculty who read the exam questions will decide the procedure in consultation with the Graduate Coordinator. If an oral examination is deemed necessary, the adviser will schedule the exam in consultation with the student and faculty.

The oral examination generally takes two hours. All of the questions the student answered would be open for discussion. The student is encouraged to review the material with faculty prior to the exam.

The oral examination committee will consist of the student's adviser, the faculty who requested that the student appear before a committee, and at least one other faculty reader. The adviser will report the results of examination to the Graduate Coordinator, who will file them with the Graduate College.

Doctor of Philosophy

The Ph.D. degree in Media and Communication is designed to prepare students for a career in scholarship, academic research, and teaching at the university level. Courses in the program provide doctoral students with a deeper understanding of theories related to media and communication, and the more specific subject areas of Global Communication, Public Communication, and Health Communication. Ultimately, the coursework will, in part, help students to build an expertise will guide their research and teaching in their careers. In addition, courses in the program help to hone doctoral students research skills and skills necessary for rigorous scholarship.
In addition, doctoral students are required to write a dissertation that is based on theories and methods that were covered in their coursework. The dissertation represents a concerted effort by the doctoral student to utilize theory and method to build on past literature in the fields of media and communication. The dissertation should become the foundation for the student's future research and career.

Degree Requirements

The Ph.D. in Media and Communication requires a minimum of 74 hours of coursework beyond the master's degree. A master's degree is a prerequisite for admission. Students must complete the degree within eight years and maintain continuous enrollment. A student in good standing must maintain a 3.2 cumulative GPA in all coursework, and have accumulated no more than two incomplete grades at one time.

The residency requirement for doctoral students is as follows: Students are required to be enrolled in a total of 15 hours over two consecutive semesters during their coursework. Funded doctoral students must be enrolled in 12 credit hours of non-audit graduate work in fall and spring, and in 9 credit hours in the summer (if they are funded for the summer).

Ph.D. Program of Study

Core (20 credit hours):

- MC 6000 Introduction to Communication Studies (Fall only).
- MC 6100 Philosophical Foundations (Spring only).
- MC 6300: Social Scientific Research Methods, or equivalent methods class. The Graduate Program Committee determines equivalency.
- MC 6400: Humanistic Research Methods, or equivalent methods class. The Graduate Program Committee determines equivalency.
- Students who are on a teaching assistantship are also required to enroll in MC 6200 Communication Pedagogy in their first semester.

Tool Courses (9-12 credit hours):

Students are required to take three tools courses. These courses may be taken in the School of Media and Communication or in other academic departments. All of these courses must be 6000 or 7000 level courses. Tool courses can be methods courses agreed on by the student and the advisor, depending on the kind of research the doctoral student is planning on undertaking.

These are courses that will thoroughly prepare the student for their dissertation research; they encompass methods and theories that will be integral components of that project. These courses may be courses taken to satisfy another requirement. For example, MC 6300 may be taken as a core course and counted as a tool course for students focusing on social scientific methods. In such a case, the credit hours of the double-slotted course count only once toward the student's program of study. Some possible tools courses offered outside of the School of Media and Communication are listed below. It is recommended that students, prior to enrolling, consult the instructor of the course in order to make sure that it meets the student's academic needs. This list is not meant to be exhaustive.

-ACS 7600 Critical Approaches in Film Studies
-ACS 682 Critical Online Ethnographies
-ACS 7300 Theories of American Cultural Studies
-ETHN 6200 Theories of Race, Ethnicity, Multiculturalism
-HIST 6940 Historical Methods
-POLS 6750 Research Methods in Public Administration
-SOC 6100 Statistical Techniques and Applications in Sociology
-SOC 7160 Advanced Studies in Methodology
-THFM 6680 Performance Studies
-WS 6800 Representation and Presentation in Qualitative Research

Cognate (12 hours outside of the MC degree program):

The pursuit of a cognate is **optional**. A doctoral student may select, with guidance from his/her advisor, an appropriate selection of courses from departments outside of the School of Media and Communication that will help constitute an outside, related area of expertise (e.g., American Cultural Studies, Women's Studies, History). **Students who do not select the cognate need to complete 12 additional hours in Media and Communication.**

Dissertation Research Hours (16 credit hours).

Students must enroll in MC 7990 Dissertation Hours while they work to complete the dissertation. Students must complete at least 16 hours.

Colloquium:

Continuous enrollment in MC 7030 (No credit, S/U) is required of all full-time doctoral students. The Colloquium is designed to create a more active community for friendly scholarly discussion among graduate students and faculty. Typically, faculty, students, and/or guest speakers will present their research, which is then open to group discussion. The day, time, and place are listed in the semester bulletin.

Additional Information for Ph.D. Students

Advising

A student's schedule of classes for the first semester will be arranged with the assistance of an SMC temporary advisor assigned by the Graduate Coordinator. By the end of the students first semester of study, they need to select a permanent advisor and submit the Change of Advisor form to the Graduate Coordinator for approval. If the chosen advisor is unable to accept responsibility for the student, the Graduate Coordinator will work with the student to find an alternative. A hold is placed on the student's account, and they will not be able to register for classes in the following semester until they have submitted this form. The permanent advisor should be a faculty member who has research interests that are similar to those of the graduate student. Advisors must hold a doctoral degree and be regular members of the SMC faculty.

Before a student carries out any change of advisor, it is suggested that the student discuss the changes with both advisors involved and with the Graduate Coordinator before

formally applying for the change. The form requires the signature of the Graduate Coordinator.

Tentative Degree Program

Students will consult with their advisors to prepare a Tentative Degree Program (TDP) that reflects their individual scholarly interests and the formal requirements of the degree program. Specific instructions for filling out the TDP are available from the Graduate College and Graduate Coordinator. Students submit their typed TDPs to the Graduate Secretary in draft form and receive feedback; they then submitted the revised, typed TDP to their advisor for a signature. The signed TDP is submitted to the Graduate Coordinator for a signature, and then the School of Media and Communication files the form with the Graduate College. A hold is placed on the student's account, and they cannot register for classes in the following semester until they have completed the TDP. If any program changes arise, the student and advisor must submit a Tentative Degree Program Addendum to the Graduate Coordinator, who will send it along to the Graduate College.

Doctoral Presentation

Doctoral students are required to deliver one presentation during their program of study. They may present their dissertation or other research. Typically, students present research at professional conferences, like the conference of the National Communication Association, or the Central States Communication Association. Students may also present their research at other forums, subject to approval by the Graduate Coordinator.

Annual Evaluation

During the Spring semester, graduate faculty will complete evaluations of their graduate advisees. The evaluations will be sent to the Graduate Secretary in West Hall 302. Students will then have the opportunity to read and sign their evaluations. In addition to advisee evaluations, Research Assistantship supervisors will also complete evaluations of their RAs, and Teaching Assistantship supervisors will complete evaluations for TAs. These evaluations, along with RA workforms, will be used by the Graduate Program Committee to make future funding decisions.

Internship

Doctoral students may enroll in MC 7890 Internships (S/U, 1-4 hours), but internship hours do not count toward the degree or toward required minimum hours. An internship requires professional supervision on the job and an evaluation from the director of the internship.

Doctoral Examinations

Doctoral Qualifying Examination

The examination is administered to all first year doctoral students in the Spring, and is organized around the courses that the students have taken: One from MC 6000, and two from two other MC courses taken at BGSU. The objective of this examination is for the faculty to evaluate students' ability, interest, and potential to succeed in the doctoral program classes and to write a successful dissertation.

The qualifying exam will be scheduled over the course of one week in the Spring semester. Each student will receive one question from their MC 6000 instructor. The doctoral students must inform the Graduate Coordinator of two other courses from which they would like to receive additional questions; the Graduate Coordinator will contact those faculty. The qualifiers are administered in a three and a half hour time span, in which students answer three questions from three classes that they have taken or are in the process of taking. One question must come from MC 6000; the other two questions are up to the student. Students are not allowed to use any notes or materials during the exam. A committee of three faculty will review each question turned in by a graduate student. The committee members can vote Pass or Fail; a two vote majority is required for any decision on each answer. The results should be completed and submitted by committees to the Graduate Coordinator within two weeks of the exam. If students fail any of the questions, they will not be allowed to continue in the degree program. The Graduate Coordinator will notify students of this decision in person and via a certified letter.

Preliminary Examination

The doctoral preliminary examination is a take-home exam intended to assess the student's ability to integrate knowledge following their coursework, and to assess their readiness to proceed with a dissertation. The preliminary examination is taken when students are finished with or near the end of their coursework (one or two classes left). The following categories must be addressed in the exam: 1) theory, 2) method, 3) primary area of interest, and 4) secondary area of interest/cognate. Students work together with their advisors to prepare for the preliminary

examination.

Preliminary Examination Committee.

The first step toward the preliminary exams is the formation of a Preliminary Examination Committee. The student, in consultation with their advisor, selects faculty members to serve on the committee and then meets with those faculty members to invite them to serve on the committee. The committee must have at least three members (including the chair) from the School of Media and Communication, in addition to a Graduate Faculty Representative. The committee chair must have regular graduate faculty status. All other committee members should be regular or provisional graduate faculty. The Graduate Faculty Representative will be assigned by the Graduate College. All members of the committee, including the student and the Graduate Coordinator, will receive written notification about the appointment of the Graduate Faculty Representative. Students or their advisors may request, in writing, appointment of a particular graduate faculty member. This request should be attached to the Preliminary Examination Application/Report form (see below). Students should note, however, that the desired appointees may not be granted. In general, the Graduate Faculty Representative has two primary responsibilities: 1) to assure the University that all minimum standards of the Graduate College, both written and implied, have been met in all aspects of the preliminary examination process, and 2) to ensure that the student is treated fairly and equitably in all aspects of the examination. The Graduate Faculty Representative must be a participant in all deliberations and actions.

Committee Meetings and Application.

The Preliminary Examination Committee will conduct two preparatory meetings. The first meeting will be for committee members only, and the second will include the doctoral student. The committee members and the student will work together to develop a reading list. Students will play the principal role in this learning process, which will be geared toward committee members' research expertise and conclude at least a semester prior to the examination. After the two preparatory meetings, students must apply to the Graduate School for permission to take preliminary examinations during their final semester of coursework by filing the Preliminary Examination Application/Report form. The form is available in the Media and Communication office, on the Graduate College website, and in this handbook. The application must be turned in to the Graduate Secretary with signatures of the committee members, advisor, and Graduate Coordinator by a specific date: applications are due by Sept. 15th for a Fall exam, Feb. 15th for a Spring exam, and May 15th for a Summer exam. If the application is not submitted by the deadline, it will be considered as an application for the following semester. After the deadline, the School will forward the application on to the Graduate College, which will then arrange for the appointment of an outside faculty member to serve as the Graduate School Representative. Students may not plan their preliminary exam until their completed TDPs have been approved by the Graduate College. Students must complete the preliminary exam process (exam, oral defense, rewrites) within a five week time span, which begins from the moment that they receive their prelim questions. If students need additional time, the student and advisor must petition the Graduate Coordinator.

Examination Procedure.

The student's SMC faculty advisor will request questions from faculty and send copies of questions to the Graduate Secretary at least one week prior to the start of exams. Students should check with the Media and Communication staff one week prior to the exams to ensure that all exam questions have arrived. The students receive their questions on a Monday. The students will return their responses to the Graduate Secretary by 5pm of the Monday of the following week; students who fail to complete the written exam fail the exam as a whole. The responses will, in turn, be copied for all of the committee members and distributed to those members by the Graduate Secretary. The response to each question may be no longer than 20 pages, excluding references. The faculty members will be given two weeks to read and respond to the student's answers and return those responses to the Graduate Coordinator, who will share the results with the chair of the student's committee. At that point, the chair and student may look at the committee members' written responses available on file in the Media and Communication office. The student may request a copy of each faculty member's cover response and any comments made directly on the exams.

Oral Defense and Outcomes.

In consultation, students and committee members will set the date of the oral defense of the preliminary examination. The student and advisor will schedule the oral defense of the

student's exam answers through the SMC office for a date after the deadline for the faculty response. Students will be asked to clarify any issues that arose within their responses, or to address any inadequacies that were found within their responses. After the oral defense, the committee may ask a student to rewrite all or parts of a question, depending on their answers during the defense. Students may fail preliminary exams at the written or the oral stage. If a student fails the preliminary exam either at the written or oral stage, s/he may request permission from the Graduate Program Committee (after a lapse of six months) to take a second examination. The student and advisor should work with the committee to develop new questions and ensure that areas that led to the first failure have been addressed. Students will be dismissed from the doctoral program if they fail the second examination. Students who pass the preliminary examination will finalize their Preliminary Examination Application/Report and submit that to the Graduate Coordinator for signature. The Report is then turned in to the Graduate Secretary and sent along to the Graduate College. Afterwards, students are free to begin work on their dissertation.

Doctoral Dissertation

Dissertation Committee

The Dissertation Committee should consist of the SMC faculty adviser, two SMC faculty members, and the Graduate College Representative (appointed by the Graduate College). The adviser of the committee must hold regular graduate faculty status in the Graduate College.

Dissertation Topic Proposal

The adviser and student should work together to prepare the proposal. Titles should be brief and indicate the general subject area. The proposal should contain the following:

•a statement of the problem;
•the objectives of the study and justification of its selection;
•relationship of the topic to previous research in the field, including a review of the literature;

•a description of the method and procedures for solving the problem; organization of the dissertation into chapters; and
•a timetable for the dissertation's completion.

The proposal should be submitted to the members of the student's committee and then presented at a proposal defense. Signatures from committee members, the adviser, the student, and the Graduate Coordinator must be secured on the Graduate College form. The Topic Approval form is forwarded by the Graduate Coordinator to the Graduate College. All research involving the use of human participants must have approval from the ***Human Subjects Review Board*** **(HSRB).**

Doctoral Candidacy

To be eligible for the status of doctoral candidacy, students must have met the following requirements:

•GPA of 3.2 or higher
•Successful completion of written and oral preliminary exams
•Successful defense of the dissertation topic proposal
•HSRB approval documentation (if applicable)

The student should bring the typed Application/Report -Doctoral Students form to the dissertation topic proposal defense meeting. If the defense is successful, the committee members and the student will sign the form after the defense. The form is then submitted to the Graduate Coordinator for signature. The School of Media and Communication forwards the signed form to the Graduate College. A Student Records Team member will send a letter to the student when the topic is approved along with an indication that the student has been admitted to candidacy.

After the dissertation topic has been approved and submitted to the Graduate College, students may not change their dissertation advisor or committee members without the mutual consent of all parties.

Dissertation Format

The student should review the *Thesis and Dissertation Handbook,* which may be obtained from the Graduate College. Students also must consult with their advisers to choose the appropriate style manual as a reference. Students may use the services of a copy editor at their own expense.

Dissertation Defense

A copy of the dissertation, made by the student at her/his own expense, should be given to each committee member at least two weeks prior to the scheduled examination. The final

oral examination can be expected to cover the dissertation and directly related fields. The student may pass the defense with no more than one dissenting vote. If the committee reaches a decision of "Conditional Pass," the conditions must be met before the exam is recorded in the Graduate College as satisfactory.

Public notice of the event must be posted in West Hall, and the notice must be published in the *Monitor,* the electronic faculty/staff newsletter. A dissertation defense is open to the public. A room for the defense should be reserved with the staff of the School. The dissertation is filed electronically with the Graduate College with all required forms to be submitted via the graduate secretary. See the graduate college website for submission information:

http://www.bgsu.edu/colleges/gradcoljetd/intro.htm

Copies of the document are provided for the adviser and committee members and the School of Media and Communication at the student's expense.

The results of the defense for the doctoral degree must be received by the Graduate College by 5 p.m. on Monday of the sixth week before commencement. Thus, to graduate in December, doctoral students must have defended their dissertation and the results submitted to the Graduate College six weeks before commencement and submitted their dissertations four weeks before commencement.

Dissertation Fellowship

During the second or third year of doctoral study, students may apply for one of the School's two Dissertation Fellowships. The fellowships fund students for one calendar year to write their dissertation. Deadlines are announced in the spring semester. Applicants are selected based on the recommendation of the Graduate Program Committee and a positive SMC graduate faculty vote.

To apply, the student must provide a curriculum vita, a three to five page description of the proposed study and a letter of endorsement from the dissertation adviser.

To receive the fellowship, the student must pass the preliminary examination and have an approved dissertation topic by the start of funding in the fall.