

GRADUATE HANDBOOK

AND GUIDELINES FOR

GRADUATE STUDY

IN

COMMUNICATION

2017-2018

A PROGRAM OF THE

DEPARTMENT OF COMMUNICATION

McMicken College of Arts & Sciences

UNIVERSITY OF CINCINNATI

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**THE FACULTY: DEPARTMENT OF COMMUNICATION**

**Zhuo Ban, Ph.D.** (Purdue University) [zhuo.ban@uc.edu](mailto:zhuo.ban@uc.edu)  
Assistant Professor. Graduate Faculty. Major Fields: Public Relations, Cultural Studies, and Globalization.

**Tayo (Omotayo) Banjo, Ph.D.** (Penn State University) [banjooo@ucmail.uc.edu](mailto:boysse@email.uc.edu)

Assistant Professor. Graduate Faculty. Major Fields: Mediated Communication and Culture, Communication and Diversity.

**Suzanne Boys. Ph.D.** (Texas A&M University) [boysse@ucmail.uc.edu](mailto:boysse@email.uc.edu)

Educator Assistant Professor. Graduate Faculty. Major Fields: Organizational Communication & Public Relations. Director, Public Relations Program.

**Pamera Chang, Ph.D.** (Cornell University)[changpf@ucmail.uc.edu](mailto:changpf@ucmail.uc.edu)

Assistant Professor. Graduate Faculty. Major fields: Health Communication, Interpersonal and Communication Technology

**Stephen Depoe, Ph.D.** (Northwestern University) [depoesp@ucmail.uc.edu](file:///C:\Users\ovadialr.ARTSCI\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Local%20Settings\Application%20Data\Qualcomm\Eudora\attach\depoesp@ucmail.uc.edu)

Professor. Department Head. Graduate Faculty. Major Fields: Environmental Communication, Contemporary Public Address, Corporate Advocacy.

**Gail Fairhurst, Ph.D.** (University of Oregon) [gail.fairhurst@uc.edu](mailto:gail.fairhurst@uc.edu)

Professor. Graduate Faculty. Major Fields: Organizational Communication, Leadership, Organizational Discursive Analysis.

**Stephen Haas, Ph.D.** (Ohio State University) [stephen.haas@uc.edu](mailto:stephen.haas@uc.edu)

Associate Professor. Graduate Faculty. Major Fields: Health Communication, Interpersonal Communication, Family Communication, Research Methods.

**Ronald Jackson, Ph.D.** (Howard University) [ron.jackson@uc.edu](mailto:ron.jackson@uc.edu)

Professor . Graduate Faculty. Major Fields: Communication, Media and Identity

**Eric Jenkins, Ph.D.** (University of Georgia) [jenkinec@ucmail.uc.edu](file:///C:\Users\ovadialr.ARTSCI\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Local%20Settings\Application%20Data\Qualcomm\Eudora\attach\jenkinec@ucmail.uc.edu)

Assistant Professor. Graduate Faculty. Major Fields: Media Ecology, Cultural Studies, Consumer Culture Studies, Digital & Emerging Media.

**Nancy Jennings, Ph.D.** (University of Texas at Austin) [jenninna@ucmail.uc.edu](file:///C:\Users\ovadialr.ARTSCI\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Local%20Settings\Application%20Data\Qualcomm\Eudora\attach\jenninna@ucmail.uc.edu)

Associate Professor. Graduate Faculty. Major Fields: Radio-Television-Film, Media Impact on Family, Family Communication, Mass Communication Theory, Media and Public Policy.

**Tony Liao, Ph.D.** (Cornell University [liaotc@ucmail.uc.edu](mailto:liaotc@ucmail.uc.edu)

Assistant Professor. Graduate Faculty. Major areas: Digital Media and Communication Technology

**John Lynch, Ph.D.** (University of Georgia) [john.lynch@uc.edu](file:///C:\Users\ovadialr.ARTSCI\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Local%20Settings\Application%20Data\Qualcomm\Eudora\attach\john.lynch@uc.edu)

Associate Professor. Graduate Faculty. Major Fields: Rhetorical Criticism and Communication Theory.

**Maribeth Metzler, Ph.D.** (Rensselaer Polytechnic Institute) [metzlems@ucmail.uc.edu](mailto:metzlems@email.uc.edu)

Educator Professor. Graduate Faculty, Co-Director, Public Relations Program, Communication. Major Fields: Public Relations, Organizational Communication and Research Methods.

**Shaunak Sastry, Ph.D.** (Purdue University) [shaunak.sastry@uc.edu](mailto:shaunak.sastry@uc.edu)  
 Assistant Professor. Graduate Faculty. Health Communication, Cultural Studies, Globalization, Strategic Communication.

**Heather M. Zoller, Ph.D.** (Purdue University) [zollerhm@ucmail.uc.edu](mailto:zollerhm@email.uc.edu)

Professor. Graduate Director. Graduate Faculty. Major Fields: Organizational and Health Communication, Critical and Interpretive Methods.

**PROFESSOR EMERITA/EMERITUS:**

**Cynthia Berryman-Fink, Ph.D.** (Bowling Green State University) [cynthia.berryman@uc.edu](mailto:cynthia.berryman@uc.edu)

Professor Emerita. Major Fields: Interpersonal & Organizational Communication, Training and Development.

**James Crocker-Lakness, Ph.D.** (Kent State University) [james.crocker-lakness@uc.edu](file:///C:\Users\ovadialr.ARTSCI\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Local%20Settings\Application%20Data\Qualcomm\Eudora\attach\james.crocker-lakness@uc.edu)

Professor Emeritus. Graduate Faculty. Major Fields: Rhetorical Theory and Criticism, Rhetoric and Small Group Communication, Religious and Spiritual Rhetoric Communication.

**Michael Porte, Ph.D.** (Northwestern University) [michael.porte@uc.edu](mailto:michael.porte@uc.edu)

Professor Emeritus. Major Fields: Business Communication, Film and Media Studies.

**Teresa Sabourin, Ph.D.** (Purdue University) [teresa.sabourin@uc.edu](mailto:teresa.sabourin@uc.edu)

Professor. Graduate Faculty. Major Fields: Group and Family Communication, Research Methods.

**Judith S. Trent, Ph.D.** (University of Michigan) [judith.trent@uc.edu](mailto:judith.trent@uc.edu)

Professor Emeritus. Major Fields: Political Communication, Rhetorical Criticism, Social Movement Theory.

**Rudolph F. Verderber, Ph.D.** (University of Missouri) [rudolph.verderber@uc.edu](mailto:rudolph.verderber@uc.edu)

Professor Emeritus. Major Fields: Rhetoric and Public Address, Group and Interpersonal Communication.

***FULL FACULTY BIOS ARE AVAILABLE ON THE   
DEPARTMENT OF COMMUNICATION WEBSITE***

<http://www.artsci.uc.edu/departments/communication/faculty-and-staff.html>

**DEPARTMENT OF COMMUNICATION**

**ADMISSION REQUIREMENTS:**

Admission criteria and instructions for applications can be found at:

<http://www.artsci.uc.edu/departments/communication/graduate-programs/MAadmissions.html>

**4+1 BA/MA PROGRAM 1-st Year ADMISSION REQUIREMENTS**

The BA + MA program allows Communication majors accepted in the program to begin taking graduate classes in their senior year. After earning the BA degree, students in good standing will be formally admitted to the Graduate School and continue their graduate coursework.

Seniors admitted to the program may enroll for a maximum of 12 graduate credits before finishing their BA. Students who complete 6-12 graduate credits in their senior year should be able to complete their Master's degree in one additional year. Students must complete all A&S and University requirements in order to receive the BA degree. Graduate credits taken during the senior year will count toward the MA degree, but not the BA degree.

Interested students apply to the department to enter the 4+1 program and begin taking graduate courses. At the departmental level, admission requirements include:

* Senior status. Students will need to have earned a minimum of 90 semester hours by the beginning of Fall Semester.
* Overall Undergraduate GPA of 3.2 or higher and COM GPA of 3.4 or higher
* Three Letters of Recommendation. These letters should come from individuals such as faculty, community partners or employers who can speak to the applicant's ability/achievement/potential/motivation for undertaking graduate study. At least one letter should come from a UC Department of Communication faculty member. No official recommendation form is required.
* Personal Statement. The personal statement should be approximately 2-3 pages in length and should address the applicant's goals in pursuing graduate study in the field of communication. It should describe the applicant's academic background and areas of interest in the communication field. The statement should clarify why you believe you are qualified and prepared to join the program. *We are looking for a good fit between your goals and the program, as well as excellent writing skills*.
* Writing Sample. Your academic writing sample should be independently written and at least four pages long. It should demonstrate excellent writing and analytical skills. This sample will most likely be a course paper.

At the end of their senior year, students have to apply for formal admission to the Graduate School in order to enter the final year of the MA program. Visit the link above for details.

**ABOUT THE MASTER'S PROGRAM**

**Mission**:

The Master of Arts in Communication prepares students for future excellence at the Ph.D. level or in professional careers. Our program offers advanced coursework addressing the theoretical and applied complexities of communication in interpersonal, organizational, and mediated contexts as well as rhetoric and persuasion, health and environmental communication, culture, and public relations. Graduate students will gain experience with a variety of communication research methods. Students may choose to conduct an independent research project (a thesis) or engage in a professional experience (the praxis project) for their exit project.

**Requirements as of 09/01/2012**

The degree involves a two-year program of study that includes the following elements:

**Coursework: *Minimum* of 33 total credit hours are required to graduate**

**12 Credit Hours Required Communication Courses** (4 required courses)

COMM 7001 Advanced Rhetorical Theory

COMM 7041 Empirical Communication Research Methods

COMM 7042 Qualitative and Rhetorical Research Methods

COMM 7007 Advanced Communication Theory

**12 Credit Hours Minimum of Communication Electives**

Electives offered on variable basis

Note: These twelve hours *do* ***not*** *include*: COMM 8092/8093/8094/8095 or 8061

**3 – 9 Thesis or Praxis hours**

**Completion Option: Students must successfully produce an Approved Thesis or Praxis Project**

Additional Specifications

* To achieve full-time status, students must take 10 or more hours of graduate coursework per semester. Students receiving assistantships or scholarships must maintain a 12-hour course-load.
* Full-time students are required to register for COMM 8093 Introduction to Graduate Studies during Fall and Spring semesters in the first year and Academic and Professional Prep during Fall and Spring semesters of the second year.
* Part-time students may register for between three and nine hours per semester. Part-time students have five years to complete the degree.
* COMM 8092, 8093, 8094, and COMM 8061 Directed Problems do not count toward the 12 hour elective requirement, unless an exception is approved. These courses do count toward achieving full-time status.
* Students must be registered for at least one credit hour every academic year between the time of enrollment and their graduation date, or re-apply for admission to the program in order to graduate.
* All students complete either a Master’s Thesis, an independently developed and executed research project, or a Praxis Research Project, an applied study based on work or field experience. Students may register for between 3 to 9 thesis or praxis hours with an advisor. The thesis or praxis research project may involve a variety of approaches and methods, including experimental, survey, observation/participation, fieldwork, or critical-textual.
* If students wish to take a course outside the department in addition to the requirements above, the course must be approved by the Graduate Director. Courses must be 6000 above, have rigorous content, and complement the student’s area of interest.

**FACULTY ADVISING**

The Department assigns a faculty member to serve as an academic advisor for each first-year student.

As students complete their first year of coursework and decide whether to work on a thesis or praxis research project in their second year, they will be responsible for identifying a faculty member in the Department who will serve as their lead adviser for that project. The student and lead adviser will then form a committee that includes the adviser and two additional faculty members (for a thesis) or one additional faculty member (for a praxis project).

**COMM 8061 Directed Problems in Communication**

All graduate students enrolling in independent study course (8061) must fill out the standardized contract form (see page 10) describing project goals and outcome. The form must be signed by the faculty supervisor and turned in to the faculty member in charge of grades by the end of the first week of the semester. The form will be place in the student's file. Students will be permitted to enroll in a maximum of 4 credits of independent study.

**DIRECTED PROBLEMS IN COMMUNICATION**

**(15-COMM-8o61)**

STUDENT CONTRACT

NAME ID# M

COURSE # QTR YEAR

FACULTY SUPERVISOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT DESCRIPTION AND JUSTIFICATION (*ONE paragraph*):

EXPECTED PROJECT OUTCOMES:

STUDENT DATE

SUPERVISOR DATE

*TURN IN ONE COPY OF THIS FORM TO FACULTY MEMBER IN CHARGE OF COURSE (SEE LEARNING OPPORTUNITIES), AND ONE COPY TO Graduate Director.*

**THE MASTER’S THESIS**

1. The coursework and related elements of the program provide students with the necessary background to undertake the research required to complete a M.A. thesis. The following steps will be taken to complete the thesis process:
2. The completion of the thesis requires three formal committee meetings: (1) The Thesis Proposal, (2) The Thesis Prospectus, and (3) The Oral Defense of the Thesis. Each of these meetings is a step to ensure successful completion of the process. Following each of these meetings, the appropriate form (*see pp. 11-13*) should be completed and submitted to the graduate director. Note that any significant changes in the program should be reflected by the completion of a new form
3. In consultation with the Graduate Director, each student will choose a thesis advisor. The thesis advisor and student will meet to discuss thesis topics. After preparing a brief outline of the topic, students on the pre-doctoral track will ask two other faculty members, with a background relevant to their topic, to serve on their committee (at least one from the Communication Department). All thesis advisors must be members of the Graduate Faculty. Once students have secured an agreement from the faculty to serve on their committees, the form listing the committee members should be completed and submitted to the Graduate Director (*Form A, page 11*). If, in consultation with the graduate director, the student or advisor feel that the project could be completed more successfully by changing advisors and/or committee members, such change should be formally announced by the completion of a new form.
4. The thesis proposal, typically 5-10 pages in length, should be completed and copied, and provided to each committee member one week prior to the thesis proposal meeting. The student and advisor are responsible for setting the time for the meeting. The proposal includes reasons for undertaking the research topic, the student's qualifications for pursuing the research question, a statement on the literature to be searched, and the proposal method. Once the committee approves of the proposal, the signed form for this meeting should be provided to the graduate director, (*Form B, page 12*). Students who do not receive committee approval can revise their proposal up to two times before being dismissed from the program.
5. After the proposal is approved by the committee, the student will write the thesis prospectus, encompassing the first several chapters of the thesis (conceptualization of the problems, literature review, and research procedures/method). Students should work closely with their advisor to develop the prospectus.
6. Upon completion and approval of the thesis prospectus by the advisor, arrangements will be made for the prospectus meeting with the full committee. The meeting will take place only after the advisor judges the prospectus to be of satisfactory quality. The student will provide each member of the committee with a copy of the prospectus one week prior to the meeting.
7. The purpose of the thesis prospectus committee meeting is to provide the student with specific suggestions regarding conceptualization of the problem/topic, the literature searched, and the conduct of the research inquiry. The prospectus must be approved before major thesis research is undertaken. The committee may require submission of a revised prospectus if major changes are suggested. Once approved, the student should work closely with the advisor to incorporate changes and to complete the research. If the prospectus is not approved at the first meeting, students can revise up to two times before being dismissed from the program. Once the prospectus is approved, the signed form should be provided to the graduate director (*Form C, page 13*).
8. The oral defense of the thesis will be conducted at the completion of the research with all committee members present. The completed thesis should be submitted to committee members at least 10-12 days in advance of the oral defense. The defense is a public meeting which means that other members of the department and university communities are welcome to attend. The student will defend the thesis and answer questions for committee members during the meeting. A signed form indicating the completion of the meeting must be provided to the graduate director. This form is generated through the on-line deposit process, so begin that process before you defend. The defense should be scheduled *at least 10 days before the Graduate School’s deadline* for depositing the thesis.
9. Corrections, changes, and clarifications that are suggested during the defense will be made and the revised thesis approved by committee members prior to the granting of final approval of the thesis. The approved thesis should be typed according to the requirements of the graduate school and submitted to them by the published deadline. Final approval of the thesis signals completion of the M.A. degree. In addition to the two copies required by the university, the student must provide one bound copy of their finished thesis to the advisor.
10. The thesis advisor will turn in a grade for Thesis in Communication (COMM9041) for students based on timely and satisfactory completion of their thesis. Advisors may choose to assign Pass/Fail or Letter grades.

**PRAXIS RESEARCH PROJECT**

Students for whom the M. A. will be the terminal degree may choose to complete a Praxis Research Project during their second year. This project entails gaining professional experience and analyzing that experience using communication theories and concepts. Here are the specifications:

1. The Praxis Research Project is based on a 10 hour/week professional experience that lasts one full academic term (minimum of 140 hours), and that occurs after the student’s first academic year. This requirement will be monitored by the Praxis Advisor.

2. The Praxis experience can take place either off-campus or on-campus and can be paid or unpaid. The Praxis experience must be related to communication practice and theory. Students are responsible for arranging their Praxis experience. Students may be assisted in finding placements by the Internship Coordinator (Dr. Maribeth Metzler).

3. Under certain circumstances, students who work full time may use their existing position but must have approval to engage in a special project that goes above and beyond normal work responsibilities.

4. Within the first two weeks of your start date, your practicum supervisor must read the supervisor letter and fill out the Praxis Description Form. A sample of the letter and form is contained in this handbook (page 17). The actual letter and form are available on the Graduate Advising Blackboard site. This form should be turned in to the Graduate Director and your Praxis Advisor.

5. Students will choose a praxis advisor from the Graduate Faculty within the Department of Communication. The praxis advisor and student will meet to discuss different praxis experiences and communication theories to apply to the praxis experience. After preparing a brief abstract of the topic, students will ask another graduate faculty member, with a background relevant to their topic, to serve as a second reader. The second reader must also be from the Department of Communication. Once the student has secured an agreement from the faculty to serve on their praxis committee, the form listing the committee members should be completed and submitted to the Graduate Director (Form E, page 14). If, in consultation with the graduate director, the student or advisor feel that the project could be completed more successfully by changing advisors and/or committee members, such change should be formally announced by the completion of a new form.

6. During and after the Praxis experience, students may enroll in up to 9 credits of Practicum in Communication (15-COMM-8091). Students will receive a grade based on satisfactory completion of course requirements.

7. During the Praxis experience, students should keep a daily account of their activities and observations. Students will be asked to provide a regular account of their professional activities to their faculty advisor. This ongoing account should include a summary of duties performed and application of relevant communication principles that lead to applied theoretical insights.

8. At the completion of the practicum experience, the student’s supervisor will sign your time log and fill out a formal evaluation of the student. This time log and evaluation should be shared with the Graduate Director and your Praxis Advisor.

10. The written Praxis project is completed in the following stages:

a. **Proposal and Proposal Meeting:** After the student has gained internship experience and has decided on a focus, the student will create a proposal that specifies the focus of the praxis paper and the literature that will be used in the project (See Form F, p. 15). The student will then meet with his or her committee to discuss the proposal. This document must be approved by the praxis committee and the signed proposal turned in to the Graduate Director.

b. **Research Report:** The scope and length of each student’s report is to be determined in conversation with the student and praxis committee. The Research Report will include 1) a summary of the praxis activities/experience, 2) a summary review of key research literature pertaining to communication theories and concepts relevant to the praxis experience and 3) an integration of the praxis experience with existing literature and communication theory concerning the praxis experience.

c. The final praxis report will be evaluated by the student’s praxis committee. The report should be completed in a timely fashion to allow for evaluation prior to graduation certification. Students will be notified of the deadline. The Lead Advisor will turn in a grade in Practicum in Communication (15-COMM-8091) for students based on timely and satisfactory completion of their Praxis experience.

d. Students will also be required to make a **public presentation** of their report in an individual or panel format. The presentations will be scheduled in coordination with the Graduate Director.

. e. A signed form indicating the completion of the praxis experience and report must be provided to the graduate director (Form G, page 16). The student must provide one bound copy of their finished praxis report to the Graduate Director and may wish to provide one for his or her advisor.

**C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Lines\BD10290_.gif**

**FORMS**

Page #

Form A — Thesis Committee Agreement 11

Form B — Approval of Thesis Proposal 12

Form C — Prospectus Approval 13

Form D - Note: The form for Certification of Thesis Oral Examination has been replaced with a UC form. This form must be downloaded from the Thesis Deposit website before the defense so that committee members can sign it.

Form E — Department of Communication Praxis Research Project Report 14

Form F — Department of Communication Praxis Proposal Approval 15

Form G — Certificate of Completion of Praxis Requirements 16

**THESIS COMMITTEE AGREEMENT (FORM A)**

This form is to be completed by the student and her/his thesis advisor after the student's committee has been formed. A brief outline of the proposed (tentative) thesis topic should be attached to this form. The completion of this form indicates that all parties have explicitly agreed to serve on the student's thesis committee.

Student's Name:

Thesis Advisor:

Thesis Topic:

The faculty members below have agreed to serve on the student's thesis committee. At least one of these is a member of the Department of Communication.

First Reader (Required):

Second Reader (Required):

Other Readers (Optional):

Student's Signature Date

Thesis Advisor Date

*THE STUDENT MUST GIVE A COPY OF THIS FORM TO THE DIRECTOR OF GRADUATE STUDIES AND ALL COMMITTEE MEMBERS*.

**APPROVAL OF THESIS PROPOSAL (FORM B)**

This form should be completed after the student's thesis committee has reviewed her/his thesis proposal; this should occur prior to the end of the Spring semester of the student's first year.

Student's Name:

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Rationale for undertaking project:

\_\_\_\_\_\_\_ This part of the proposal is acceptable in its current form.

\_\_\_\_\_\_\_ This part of the proposal is acceptable with revisions.

\_\_\_\_\_\_\_ This part of the proposal is unacceptable.

2. Student qualifications for undertaking project:

\_\_\_\_\_\_\_ The student is qualified to complete this project in its current form.

\_\_\_\_\_\_\_ The student is qualified to complete this project if the project is revised as suggested.

\_\_\_\_\_\_\_ The student is not qualified to complete this project.

3. Appropriateness of the literature to be searched:

\_\_\_\_\_\_\_ The literature identified is acceptable in its current form.

\_\_\_\_\_\_\_ The literature identified is acceptable if amended as suggested.

\_\_\_\_\_\_\_ The literature identified is not acceptable.

4. Proposed methods:

\_\_\_\_\_\_\_ The methods are acceptable in their current form.

\_\_\_\_\_\_\_ The methods are acceptable if amended as suggested.

\_\_\_\_\_\_\_ The methods are not acceptable.

COMMITTEE RECOMMENDATION:

\_\_\_\_\_\_\_ Proposal is accepted in its present form.

\_\_\_\_\_\_\_ Proposal is accepted with revisions.

\_\_\_\_\_\_\_ Proposal is rejected.  *(See pg. 10 of Graduate Handbook)*

Student signature:

Committee Signatures:

*THE STUDENT MUST GIVE A COPY OF THIS FORM TO THE DIRECTOR OF GRADUATE STUDIES.*

**PROSPECTUS APPROVAL (FORM C)**

This form should be completed after the student's committee has reviewed her/his thesis prospectus; this should occur during Fall semester of the student's second year.

Student's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Problem conceptualization:

\_\_\_\_\_\_\_ The conceptualization of issues is acceptable in its current form.

\_\_\_\_\_\_\_ The committee recommends revisions in conceptualization.

\_\_\_\_\_\_\_ The conceptualization of issues is unacceptable.

2. Literature review:

\_\_\_\_\_\_\_ Literature review is acceptable in its current form.

\_\_\_\_\_\_\_ Literature review needs revision or additions.

\_\_\_\_\_\_\_ Literature review is unacceptable.

3. Methodology:

\_\_\_\_\_\_\_ Methods are acceptable in current form.

\_\_\_\_\_\_\_ Methods need revision.

\_\_\_\_\_\_\_ Methods are unacceptable.

COMMITTEE RECOMMENDATION:

\_\_\_\_\_\_\_ Prospectus is accepted in its present form.

\_\_\_\_\_\_\_ Prospectus is accepted with revisions.

\_\_\_\_\_\_\_ Proposal is rejected. *(See pg. 10 of Graduate Handbook)*

Student Signature (date):

Committee Signatures:

*THE STUDENT MUST GIVE A COPY OF THIS FORM TO THE DIRECTOR OF GRADUATE STUDIES*

**Department of Communication**

**PRAXIS Committee form (FORM E)**

Completion of this form confirms the student’s decision to complete a Praxis Research Report as an exit option in the graduate program. The form must include a description of the proposed praxis experience, along with signatures of the student, lead faculty advisor, and second reader. Scope of the Praxis Research Report will be determined by the student’s committee. The completion of this form indicates that all parties have explicitly agreed to serve on the student's praxis committee.

Student's Name:

Lead Faculty Advisor:

Second Reader:

Praxis Internship Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Praxis Experience:

Student's Signature Date

Lead Faculty Advisor Date

Second Reader Date

**Department of Communication**

**PRAXIS Proposal Approval (FORM F)**

Student's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Praxis Experience Reviewed

\_\_\_\_\_\_\_ The description of praxis activities and achievements is acceptable in its current form

\_\_\_\_\_\_\_ The committee recommends revisions in description

\_\_\_\_\_\_\_ The description is unacceptable

2. Communication Issues to be Addressed:

\_\_\_\_\_\_\_ The conceptualization of issues is acceptable in its current form

\_\_\_\_\_\_\_ The committee recommends revisions in conceptualization

\_\_\_\_\_\_\_ The conceptualization of issues is unacceptable

3. Literature:

\_\_\_\_\_\_\_ Literature proposed is appropriate for the analysis

\_\_\_\_\_\_\_ Literature needs revision or additions

\_\_\_\_\_\_\_ Literature is unacceptable.

COMMITTEE RECOMMENDATION:

\_\_\_\_\_\_\_ Proposal is accepted in its present form.

\_\_\_\_\_\_\_ Proposal is accepted with revisions.

\_\_\_\_\_\_\_ Proposal is rejected.

Student Signature (date):

Committee Signatures:

*THE STUDENT MUST GIVE A COPY OF THIS FORM TO THE DIRECTOR OF GRADUATE STUDIES*

**CERTIFICATION OF COMPLETION OF**

**PRAXIS REQUIREMENTS (FORM G)**

is a candidate for the degree of Master of Arts.

Praxis Paper Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Praxis Internship Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We approve of the presentation and report of his/her praxis experience and certify that he/she passed the conditions of praxis experience in partial fulfillment of the requirements for this degree.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Members of Committee:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Advisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second Reader

*Note:*

* *Turn in the Time Log and Evaluation signed by your supervisor with this form to the Graduate Director*
* *A bound copy of your Praxis paper must be submitted to the Graduate Program Director to be* archived. *Another copy should be given to your advisor.*

|  |  |
| --- | --- |
| UClogo43 | **McMicken College of Arts & Sciences**  **Department of Communication**  University of Cincinnati  PO Box 210184  Cincinnati, OH 45221-0184  137 McMicken Hall  (513) 556 – 4440 (main)  (513) 556 – 0899 (fax)  A&Scomm@uc.edu |

2017-2018 Academic Year

Dear Supervisor:

Thank you for working with our MA in Communication student during this Graduate Praxis practicum experience. Once placed in a position, **the student is expected to work a minimum of 10 hours per week for at least 14 weeks** in order to receive academic credit. At the end of the experience, the student will also produce a written report that either integrates their experiences with course learning or evaluates a project designed by the student that is informed by communication research. This written Praxis Report is supervised by a Communication faculty member. Your involvement in this aspect of the experience is completely at your discretion, and no participation is required.

To expedite the process, please fill out the attached **position description form.** We ask that you fill out a formal evaluation of the student’s performance at the end of the internship, in a format of your choosing. You are of course welcome to contact me at any time that you have questions, comments or concerns.

I encourage you to set high expectations for the practicum, supported by a structured learning opportunity in which the student is given some regular training on the professional standards and expectations of the job. The most satisfactory internship experiences come from clear expectations and portfolio building work.

Unpaid practicum sites may wish to provide a donation to the **UC Foundation**-**Communication Forum Fund**. You will receive a thank you letter from the Foundation that clearly states that your contribution is **tax deductible**. Please fill out the enclosed **donation form** and send it to me with the position description form. Thank you in advance for your generosity.

Please call me at 513-556-4468 or email me at [heather.zoller@uc.edu](mailto:heather.zoller@uc.edu) if I can assist you in any way. Thank you again for providing this opportunity for our students.

Sincerely,

Heather Zoller, PhD

Director of Graduate Studies

Professor

Department of Communication

University of Cincinnati

PO Box 210184

Cincinnati, OH 45221

513-556-4468

**UC Communication Graduate Praxis Position Description Form**

**Organization Name:**

**Address:**

**Phone #:**

**Website Address:**

**Supervisor:**

**Title:**

**Department:**

**Email address:**

**Student Responsibilities:**

**Required skills/training:**

**Paid: Amount $\_\_\_\_ / \_\_\_\_\_Nonpaid**

Graduate Praxis Contract/Pledge Form

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***The most satisfactory internship experiences come from clear expectations and portfolio building work:***

**Student Pledge:**

In accepting this practicum, I pledge to:

* make the experience meaningful by being punctual, committed to learning and dedicated to achieving excellence;
* strive to produce professional results;
* welcome and respond to feedback appropriately;
* ask questions when I don’t understand a direction;
* maintain weekly signed time sheets;
* work with my departmental advisor to discuss observations and write the Praxis paper;
* and obtain a final evaluation from my practicum supervisor

# Student Signature: \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

**Supervisor Pledge:**

In accepting the responsibility of supervising a Department of Communication Graduate Praxis student, I pledge to:

* give the student meaningful work in communication with encouraging guidance and supervision;
* set high expectations, supported by a structured learning opportunity in which the student is given some regular training on the professional standards and expectations of the job;
* realize that the internship is primarily a learning opportunity and that my intern is a full-time student and will need to schedule work around their class schedule;
* give constructive criticism where needed and praise when deserved;
* and fill out a formal evaluation of the student’s performance at the end of the semester.

## **Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_**

**UC Department of Communication Donation Form**

The UC Department of Communication is proud of the many outstanding contributions of our students. Donations are being sought for Communication graduate programs. We are looking for sponsors and would love to discuss the benefits of our program with you. From talented and enthusiastic interns to available corporate and non-profit naming rights, mutually beneficial partnerships are available!

Please direct your valued donation to the: **UC Foundation** -**Communication Forum Fund**. Your contribution will go toward support for the graduate program and meeting the many needs of our outstanding department. You will receive a thank you letter from the Foundation that clearly states that your contribution is **tax deductible**. Please fill out the enclosed **donation form** and send it to me with the position description form. Thank you in advance for your generosity.

**$500 \_\_\_\_ $400 \_\_\_\_\_ $300 \_\_\_\_\_$200 \_\_\_\_\_ $100 \_\_\_\_\_ Other \_\_\_\_\_\_\_**

Make check out to: **UC Foundation /Communication Forum Fund. All Donations are tax deductible.**

**Payment:**

\_\_\_\_\_ Check enclosed

\_\_\_\_\_ Check will be mailed by \_\_\_\_\_\_\_\_\_.

**Mail to: Heather Zoller, PhD**

**Director of Graduate Studies**

**Dept. of Communication**

**University of Cincinnati**

**PO Box 210184**

**Cincinnati, OH 45221-0184**

**UC Communication Graduate Praxis Internship Time Log**

**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Praxis Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Week /Date Hours Worked Activities**

**\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TOTAL HOURS \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Note, the UC Communication MA “Praxis” internship requires a minimum of 140 hours of work. Additional hours may be logged on another sheet.**

**UC Communication Graduate Praxis Internship Evaluation**

*The University of Cincinnati’s Department of Communication is very grateful for this internship opportunity for our graduate student, and for your mentorship of the student. At the conclusion of the internship experience, we request that you provide feedback to the student about his or her performance while under your supervision. Please use the following form to help the student understand areas of strength and opportunities for improvement. The purpose of this feedback is to aid the student’s professional development. It will be shared with the student, his or her academic advisor and the Director of Graduate Studies.*

**What projects and activities did the student complete during the graduate internship?**

**What are the student’s areas of strength? Significant accomplishments during the internship?**

**Are there areas in which the student should continue to improve? If so, describe these areas.**

**YES NO**

**Students may quote from this document in their professional portfolio: \_\_\_\_\_\_ \_\_\_\_\_\_**

**Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INSTRUCTIONS FOR THE   
PREPARATION AND SUBMISSION OF THESIS**

**Suggested Thesis Timeline:**

Topic and Advisor Chosen End of Spring Semester Year 1

Proposal By September/October of Year 2

Prospectus By late Fall of Year 2

Data Collected By December/January Year 2

Final Draft to Committee 8-10 Days before Defense (at least 7 days required)

Defense At least 10 days before Deposit Deadline (at least 7 days required)

**Submission Requirements of Thesis:**

1. All M. A. theses are submitted electronically to the Graduate School. For directions on format and submission, go to www.grad.uc.edu and look under “Electronic Theses and Dissertations.”

2. Students completing a thesis are also required to deposit a hard copy of the thesis with the department, appropriately bound (hardback, spiral, etc.) for placement in the department library.

**Approval Form for Thesis:**

An Approval Form must be downloaded from the Graduate School Office. This form, which can be found at the above web site, must be properly completed and signed by the members of the student's thesis Committee, and must precede the title page of the first copy submitted.

**Title Page of Thesis:**

Each manuscript submitted must have a full title page. The page will show, besides title, name and date, previous degrees, degree to be conferred, department and college in which degree is earned. A sample thesis title page appears at the end of this section.

**Suggested Order of Thesis Contents:**

Approval Form

Title Page

A blank page or a copyright notice

Preface and/or Acknowledgements

Table of Contents

Lists of Tables and/or Figures

Lists of Illustrations, Lists of Symbols

Text

Bibliography, Appendices

Index (if any)

**Thesis Abstract:**

Thesis students must write a thesis abstract, 75 words in length, and must submit two copies of the abstract to the department office. One copy is for the student's file; one copy is for the Director of Graduate Studies.

*(SAMPLE THESIS TITLE PAGE)*

THE PERSUASIVE CHARACTERISTICS OF

THE SPEAKING OF BETTY FRIEDAN

A thesis submitted to the

Division of Graduate Studies and Research

of the University of Cincinnati

MASTER OF ARTS

in the Department of Communication,

of the College of Arts and Sciences

1974

by

Beverly McGowan Susman

B.S., University of Cincinnati, 1973

Advisor:

Committee Members:

**INSTRUCTIONS FOR THE   
PREPARATION AND SUBMISSION OF PRAXIS**

**Full-time Student Recommended Timeline:**

Spring of Year 1 Select Internship Site for Summer or Fall

Fall Year 2 Complete Internship and necessary forms

October Proposal created and approved by committee

January Draft of final application paper to advisor

February Draft shared with second reader

March Final draft to committee

April Praxis Presentations

April (TBD) Final version due to Committee.

Final approved version – bound copy and PDF to Dr. Heather Zoller and advisor.

**PROBATION AND DISMISSAL POLICIES**

1. If a student's cumulative grade point average in all graduate course work falls below 3.00, the student will be placed on academic probation. The probationary period is intended as a warning to the student. Because this academic standing is not reflected on the external transcript, a representative from the department will inform the student. Further, any student receiving University financial assistance (scholarship or assistantship) will be reviewed and may lose that financial support.

2. The student remains on probation for the period that the cumulative GPA is below 3.00, but will be allowed to continue in the program as long as grades in all graduate-level courses are above 3.00 for each individual semester. The student will be dismissed if grades for any semester while on probation are below 3.00.

3. Receiving an F in any course will result in immediate dismissal with no probationary period.

4. Receiving a GPA below 2.00 (excluding Incompletes) for any specific grading period will result in immediate dismissal with no probationary period.

5. A student dismissed from the graduate program may file a written petition with the Director of Masters Programs for readmission. In making a decision regarding readmission, the Review Committee (which will include the Graduate Director, the student's academic advisor, and the department head) may consider extenuating circumstances surrounding the unsatisfactory grades and the probability that the student can successfully complete the program with at least the 3.00 GPA required to graduate.

6. If a dismissed student wishes to be considered for readmission in the subsequent semester, a petition must be filed within three working days of receipt of the written dismissal notice.

7. If a previously dismissed student is readmitted, all previously earned grades will remain on the permanent record and will be computed in the overall grade point average.

1. Students cannot enroll in and will not receive credit for COMM 9041 (M.A. Thesis) or COMM 8091 (Practicum in Communication) while on academic probation. Further, the student cannot orally defend the thesis or attain approval of the praxis project.
2. Students who do not successfully complete the proposal and prospectus after two revisions will be dismissed from the program.

**NOTES**

1. If you have a concern about any of your courses, the chain of command to follow in voicing that complaint should be as follows: (1) contact the professor; (2) contact the Graduate Director; and (3) contact the Department Head. If the issue is not resolved, the student should contact the Graduate School and/or the Dean of the College of Arts & Sciences.
2. Graduate Students are responsible for being aware of and meeting all deadlines and other requirements of the Program.
3. Students receiving Graduate Assistantships or University Graduate Scholarships must carry a full-time course load (12 credits or more) each semester exclusive of audit credits. The number of years of eligibility for a graduate assistantship and a tuition scholarship will be a minimum of 1 year and a maximum of 2 years.
4. You must register for at least one (1) graduate credit hour each academic year between initial enrollment and graduation. If in doubt, check with your academic advisor.
5. All work for the Master's degree must be completed within five (5) years calculated from the registration for graduate credit.
6. Clearance for graduation will not be given until all keys or equipment which you have been using are returned to the department.
7. All graduate students in the Department of Communication are expected to conduct themselves maturely, ethically, and with respect for the rights of others. In many ways graduate study involves cooperative effort in classroom, in study, in teaching and learning. A positive approach can make your time of graduate study memorable!

**COMPUTER USE IN GRADUATE OFFICE**

The purpose of the Graduate Office is to provide oral communication tutorial services to Department of Communication Graduate Students to integrate computer-based communication resources across the university. The computers in the Graduate Office are solely for the use of Department of Communication Graduate Students. Please do not let your students/friends use the computers. The logon and password information is confidential and not to be posted publicly.

The Graduate Office computers are not personal computers. As a result, according to Richard Pestinger, former Director of Information Systems, the University has a more secure and less flexible operating system, Windows XP Professional Service Pack 2. These systems are locked down fairly tightly to prevent what continually occurred in the past -- dead systems.

The University tightly controls what goes on these computers in a hope that they will provide the students with a reliable, clean and legal computing environment.

Please note that food and drink are **NOT** to be kept at computer stations. Please leave all food and drink at your desk and away from the computers and printer.

**In summary:**

1. You are **NOT** permitted to install **ANY** programs.

2. MSN Messenger will **NOT** be activated.

3. You can still use all the WEB based emails, **WITHOUT** instant messenger.

4. If there are programs that need to be installed and the university has the appropriate licenses for them, then I will gladly request to install them. Send an email request to myself and Lindsey, (zollerhm@ucmail.uc.edu; lindsey.ovadia@uc.edu).

5. You **MUST** save **ALL WORD PROCESSING** and other personal files on UC Filespace, thumb drives, CD disk, or 3.5 hard disks -- **not on the hard drive/desktop**. Each lab computer will shut down after 30 minutes of non activity *(i.e.: the mouse has not moved).* **Anything in progress or saved to the desktop, will be lost once the computer logs off**, so please save your documents externally and log off when you have finished your work or before you leave the graduate office. **ONCE AGAIN, TO REMIND YOU: THE COMPUTERS WILL AUTOMATICALLY LOG OFF AFTER 30 MINUTES OF INACTIVITY.**

Please see me if you have any questions. Thank you.

Dr. Heather Zoller

Graduate Director

**GRADUATE STUDENT RESEARCH & TEACHING**

As a graduate student, you should be aware of a pool of subjects available to you should you need their participation in your research projects. As a GA teaching COMM1071, it will be your responsibility to put the necessary information on your course syllabus. For more information, please contact the appropriate course director.

**SUGGESTED PROCEDURES:**

1. All G.A.s should include a statement on their course syllabus stating that students may earn some credit for research participation. Early in the semester the G.A.s should circulate a sign-up sheet for interested students. That list should be given to the Department Head to be integrated into a master list of volunteers.

2. The statement on the syllabus should note that students can earn research credit in a variety of ways. For example, a student who chooses not to be a respondent could be given the option of locating, reading and reporting on a current piece of research relevant to the course topic.

**PLEASE NOTE:**

1. Student participation should be voluntary. The undergraduates should have the option to choose whether or not they wish to take part in any research activities.

2. Small incentives should be provided to reward students who choose to participate. The amount and nature of this incentive should be left up to the individual professor or instructor.

3. The form of the students' participation should be flexible. That is, we should accommodate students who are interested in research but do not wish to be a respondent or an active assistant. Some alternative form of participation should be an option for them.

**IMPORTANT:**

1. You should delineate a very clear "window of opportunity" for students to volunteer for any extra credit activities. Otherwise, you will certainly be swamped with a rush of volunteers in the last week of the semester.

2. At the end of the semester, any researcher who has drawn from the pool should provide all course instructors with a list of people who participated in their research.

**GRADUATE STUDENT ORGANIZATION**

**Graduate Student Governance Association:** <http://www.uc.edu/gsga/>

The graduate students in the Department of Communication participate in the Graduate Student Governance Association (GSGA). This entitles the group to all the rights of members of that organization, including travel refunds and a monetary allotment. However, you are not automatically registered. You (the group) must fill out a registration form and submit it at a date to be determined in Fall Semester. Member Groups must have regular representation at GSA meetings to maintain active status and be eligible for the above money allocations. Visit the GSGA website at http://www.uc.edu/gsga and read the Bylaws and Constitution. **The deadline for membership application is TBA.**

**From the GSGA Executive Board**

Dear Graduate Students,GSGA is an organization run by graduate students for graduate students that serves as the executive board for the Graduate Student Assembly, which is comprised of representatives from each Graduate Student Association. Our purpose is to make the graduate student experience as beneficial as possible to students and the University by advocating on behalf of the graduate student population, promoting research and educational goals beyond what is merely required for a degree, and establishing bonds amongst the graduate students and other university populations. Please browse our website to see how GSGA can help you during your stay at UC. You can also join our [Facebook Group](http://www.facebook.com/group.php?gid=97773633201&ref=ts). If you have any questions or concerns, please feel free to email an officer or stop by during office hours. Good luck in your studies.

Sincerely,

GSGA Executive Board

**UC Reimbursements**All reimbursement envelopes need to **include M-numbers**. UC employees with direct deposit will have their reimbursements direct deposited.

**Graduate Student Accomplishment Database**Networking, career prep and public recognition! <http://gradapps.uc.edu/gradaccomp/pubSearch.aspx>

**Here are some other important things to do and know:**

- GSA office 638 Steger Student Life Center. Phone 556-6101. Mail Location: 0193.

- Elected Officials from your group (President, Vice-President, Secretary and Treasurer) are required to attend the GSA Orientation Meeting and representation is required at meetings listed on the GSGA website: www.uc.edu/gsga.gsga

- Read the GSGA Bylaws: http://www.uc.edu/gsga/ByLaws.html and the GSGA Constitution: http://www.uc.edu/gsga/Constitution.html to understand participation requirements.

- Funds shall be available to each Member Group with "active status". (See Article III, section 3 of GSGA Constitution for definition.)

- Member Groups are allowed to spend their GSGA base budget on food. (No GSGA money can be used for the purchase of alcohol or be used at events where alcohol is served.)

- Upon missing three (3) meetings the Member Group is on probation.

- Travel refunds are mailed directly to you.

- The registration packet can be obtained from the GSGA office, 683 Steger Student Life Center, 513-556-6101.

- Travel forms and refund forms should be in the packet. If not, you can get them at the   
GSGA office.

**If you have any questions, call the GSGA office, 556-6061.**

**INTERNATIONAL STUDENTS**

Please note that all international students receiving a UGS must register for 12 graduate hours each semester. See your advisor to help schedule these courses. Also, each international student receiving a UGS from our department must register to take the Oral English Proficiency Test upon arrival on campus.

***Please see Dr. Zoller for the guidelines that have been created by the Division of Graduate Studies and Research.***

Check out the international student link at the graduate school website: www.grad.uc.edu/welcome.

**YOUR GUIDE TO GRADUATE LIFE AT UC**

The Graduate School website is designed to help you navigate successfully through your graduate student experience. Please visit www.grad.uc.edu/welcome for additional information and links to …

**ACADEMICS & CAMPUS LIFE**

Academic Calendar  
International Student Services  
Graduate Student Governance Association  
Policies  
Research  
Semester Conversion 2012

**CAMPUS**

Campus Maps  
Directory of Important Places  
Public Safety  
Extracurricular Activities  
Graduate Housing  
Campus Shuttle Services  
Parking

**CAREER**

Career Development Center  
Internships  
On-Campus Jobs  
Professional Development  
 Preparing Future Faculty  
 Workshops

**MONEY**

Funding Organizations  
Graduate Student Health Insurance  
Office of Financial Aid

**NEWS AND PUBLICATIONS**

Annual Report

GradCaster Newsletter

Graduate Handbook (Policy)   
Graduate Review

The News Record

UC Magazine   
UC News

**CITY LIFE**

Cincinnati Visitor’s Guide

Cincinnati Enquirer

CityBeat

Enjoy the Arts Membership

Nearby Neighborhoods

— Clifton

— Mt. Adams

— Northside

— Over the Rhine

— Uptown Consortium

… Check out the Dean’s Welcome Message …

**Welcome to the University of Cincinnati!**

You are now a part of a university with a long tradition of excellence in graduate education, with graduate faculty and staff who take pride in providing students with an outstanding educational experience. The Graduate School has developed this site to assist you with your transition to UC. It is our hope that you feel welcome to use both your program office and the Graduate School as support resources throughout your tenure at UC.

**Don’t forget to check out the About Us section as well:** http://www.grad.uc.edu/about-us.aspx

The Graduate School at the University of Cincinnati is located in Van Wormer Hall, Room 110.

(513) 556-4335: Monday thru Friday: 8 am – 5 pm

110 Van Wormer Hall, PO Box 210627, ML 0627, Cincinnati OH 45221-0627