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**MASTER OF ARTS
STUDENT HANDBOOK**

J. William and Mary Diederich | **COLLEGE OF COMMUNICATION**



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INTRODUCTION

This Handbook explains in more depth the policies and procedures of the Graduate School of Marquette University, focusing on those aspects that are unique or important to graduate students in the J. William & Mary Diederich College of Communication program. The Handbook is not meant as an exhaustive review, but rather to serve as an additional information resource. University policies and procedures may also be found in the Graduate School Bulletin that you have been provided, and which can also be found online at <http://www.grad.mu.edu/current/bulletin.shtml>.

If you have questions about anything in this handbook, you can contact Dr. Erik Ugland, Associate Dean for Graduate Studies and Research by e-mail at erik.ugland@marquette.edu or his assistant, Steve Repati, at steve.repati@marquette.edu.

PROGRAM OVERVIEW

The Master of Arts Program in the College of Communication offers opportunities for academic and professional education in various areas of communication.

The program offers a Thesis Track (A) and a Non-Thesis Track (B). Both can be adapted to emphasize interests in traditional disciplines such as Advertising & Public Relations, Communication Studies, and Journalism or interdisciplinary studies such as Science, Health & Environmental Communication and Mass Communication. The specialization in Mass Communication provides an alternative to the traditional disciplines and allows students to tailor their program to pursue interests such as visual communication, media effects, corporate communication, international studies, etc. Students can also pursue a joint degree program with Political Science or International Affairs.

Plan A is a good fit for students interested in pursuing a Ph.D. program or a teaching career. It requires the completion of 24 hours of course work and a thesis worth 6 credit hours. The thesis demonstrates to a Ph.D. program that a student can conduct in-depth scholarly research.

Plan B may be more beneficial for students interested in a professional career in one of the above areas or for those requiring a master's degree for professional advancement. It requires the completion of 36 hours of course work and a comprehensive examination. Many students substitute a professional project for an elective course to demonstrate their ability to do professional work at a master's level of proficiency.

Regardless of whether students choose the Thesis Track or the Non-Thesis Track, they should expect certain learning outcomes from the program. Specifically, students should be able to:

1. Apply research-based, theory-informed knowledge to the identification and solution of real-life issues in the field and understand the ethical implications of research design.
2. Integrate knowledge from the discipline of communication with a particular specialization area (advertising & public relations; journalism; broadcasting & electronic communication; communication studies; communication about health, environment, science and sustainability; and mass communication).

ACADEMIC STANDARDS

All written and oral work produced by students in the Diederich College of Communication is expected to conform to academic and professional standards of lucidity, coherence, grammar, and punctuation. Any written assignment should conform to the style of research verification expected by the instructor including organization, statement of thesis, problem analysis, structure of research apparatus, methodology, analysis of results, notes, bibliography and implications for general readers interested in communication.

Integrity is essential in any academic environment and is expected of all students in a Jesuit university. Plagiarism, unapproved collaboration, or falsifying work in whole or in part is considered a punishable offense. Not only is it a breach of ethics, but it also affects the credibility of everyone at Marquette University. Other researchers and professionals will rely on the work of students and faculty of Marquette, and they may also lose years of effort and their own credibility if they rely on work that is not what it claims to be. It is not feasible to list all conceivable examples of academic dishonesty, but it should be noted that they all involve an attempt to deceive, to distort perceptions of reality, or to inappropriately obtain a greater record of academic accomplishment. Examples include cheating on examinations, plagiarism, forgery, falsification of records, or impersonation of another student. Anyone engaging in such acts of deceit, or assisting others in doing so, is guilty of academic dishonesty.

Students often think that as long as there is no attempt on their part to deceive, there is no offense. However, copying as few as four sequential words from another source should be credited to the source and properly cited! This is an especially difficult concept to understand for students who come from countries that have different standards for the use of copyrighted material. So beware of these expectations.

Penalties vary but if deliberate deception occurs, a grade of F can be imposed by the dean of the college or the faculty member offering the course. Additional penalties, including expulsion from the University, can be imposed by the Dean of the Graduate School.

APPLICATION PROCEDURES and Degree Status

Regular Degree Status. If the goal is to obtain a master's degree, the student must be admitted as a **Regular Degree student**. He/she may take courses on a full-time or part-time basis. All students declare a specialization of their choosing and are initially placed in the Plan A/Thesis Track program unless they request otherwise, but they can opt to the Plan B/Non-Thesis Track at any time. For admission to the program with regular degree status, students need to file an application form with the Graduate School and provide the following documents:

1. **A completed online application** form and fee.
2. **Certified transcripts** of all completed undergraduate and graduate work. Students currently in a degree program must provide a transcript of all work completed to date and an additional transcript confirming the granting of the degree. A 3.0 grade point average or the equivalent is required. International applicants who have completed their undergraduate degree at an institution that does not use the American system of credit hours/grade point average should submit a written statement from a senior administrator of their institution explaining the institution's grading system and describing the applicant's academic performance in that system, *if possible*.
3. **Three letters of academic and/or professional recommendation.** These letters should specifically address a student's academic and personal qualifications for pursuing graduate study. A good letter of recommendation will outline the student's career interests and ability to do graduate level work.

4. The General Aptitude Test of the **Graduate Record Exam (GRE)**. *A minimum score of 450 is required on both the Verbal and Quantitative sections of the GRE.* The combined Verbal and Quantitative scores should be 1000 or more. These tests are used to help predict performance in the first years of graduate school. Low scores usually suggest that a student will have difficulty keeping up with the reading and writing expected in the program. A score of 4.5 or better is required on the Analytical section of the GRE.
5. **A brief written statement of academic and professional goals.** This statement should address why the student wishes to enter our program and how it will ultimately assist him/her in reaching the academic or professional goals. This essay helps us determine if we can help students meet their career goals. Note that applicants to the Diederich College are not required to answer other essay questions but may do so voluntarily.
6. For international students only, the **Test of English as a Foreign Language (TOEFL)**, unless the Bachelor's degree education was conducted in English. In such cases we will consider waiving this requirement upon written request. A score of 100 or better on the Internet-based version is required.

Students who lack sufficient academic preparation in their area of interest may be required to complete some undergraduate courses as preparation for graduate level work at Marquette. They are informed of this in the admission notification letter. In order to continue in the Graduate Program, students must receive at least a "B" in such courses. The hours earned in such "preparatory" courses will not apply toward the graduate degree unless they have been approved for graduate credit.

Once admitted to the Master's program, students have one year to enroll in courses at Marquette starting from the beginning of the next fall or Spring Semester as appropriate. That is, a student admitted before the beginning of the fall 2011 Semester must enroll in at least one course no later than fall 2012. Failure to enroll will result in the cancellation of your admission. Students who wish to attend Marquette at a later date will have to reapply for admission.

Temporary Non-Degree Status. Students unable to provide all of the documents required before the beginning of a semester but are in the process of becoming a regular degree student can be admitted as a **Temporary Non-Degree Student**. This status is valid for **one** semester. Courses taken under Temporary status may count toward the degree but will not automatically do so. Check with the Associate Dean for Graduate Studies and Research for clarification. Students may transfer a maximum of 12 graduate credits earned as an MU Temporary Non-Degree or Non-Degree student.

Regular Non-Degree Status. Students who wish to take courses but are not interested in working toward a degree may be interested in enrolling as a Non-Degree Student. Applicants for Non-Degree Status must provide the same documentation as those for Degree Status. **Non-Degree students are not eligible for financial aid.**

Non-Degree students who later decide to pursue a degree may transfer a maximum of **12 graduate credits** earned as a Marquette University to a degree program.

HOUSING

Living in university housing provides easy access to your classes and recreational facilities as well as a chance to get involved in the university community. The university accommodates approximately 3,000 students each year in men's, women's and coeducational residence halls. The university also owns a number of apartment buildings near campus. A limited number of efficiency and one bedroom apartments are available for graduate students and married undergraduates, although these facilities cannot accommodate children beyond infancy. A deposit is required to reserve space and is payable in conjunction with your tuition deposit. Preference for space is based on your date of deposit, so students who apply early are more apt to obtain space in university owned apartments. Space is limited, however, and it is not possible to guarantee university apartment housing for everyone who requests it.

Inquiries about housing should be made to the Office of Residence Life at following the web address – <http://www.marquette.edu/pages/home/orl/uni> – or mailed to the Office of Residence Life, P. O. Box 1881, Marquette University, Milwaukee, WI 53201-1881. Phone and fax numbers are: 414-288-7208 (phone) and 414-288-5108 (fax).

Students who have pre-paid charges, but do not register for classes will be given a full refund, minus any applicable non-refundable deposits. Students who register for classes but subsequently withdraw will only receive a partial refund depending on the date of their withdrawal. See the Graduate School Bulletin for a full description of the procedures and policies involved.

Students interested in off-campus housing should contact the Off-Campus Student Service Center – <http://www.marquette.edu/pages/home/orl/uni/offcampus> – or contact them directly at 414-288-7281 or fax them at 414-288-5545 for a list of recommended properties

FINANCIAL AID

The Graduate Program in the College offers a limited amount of financial aid in the form of Research Assistantships, Teaching Assistantships and a small number of Tuition Scholarship credits. Only **Regular Degree** status students (both incoming and continuing) are eligible for this aid. Assistantships and tuition scholarship credits are both awarded to students with the strongest credentials. None are awarded based on financial need.

Note: Financial aid is based on Master of Arts tuition rates. MBA courses are only partially covered; thus, students from the Diederich College of Communication applying financial aid they have been awarded through an assistantship or through tuition scholarship credits to enroll in MBA courses will have to make up the difference.

DEADLINES

Student who are currently enrolled and are seeking financial aid should file the special **Financial Aid Application for Continuing Students** form, which is available from the Graduate School. This form must be filed with the Graduate School by the deadlines described below. Financial aid is *not* automatically renewed. While we fully expect to support students throughout the program, **they must reapply each year for assistantships and each semester for tuition scholarships.**

Students seeking financial aid for the Spring Semester - Apply by Nov. 15.

Students seeking financial aid for the Fall Semester - Apply by Feb. 15.

Students seeking financial aid for the summer - Apply by April 15.

TYPES OF AID

Research Assistantships

RAs work with one or more faculty with their research. This work might include library research, interviewing tasks, data analysis, conducting surveys, and running laboratory experiments. Research Assistants will receive a monthly stipend and tuition scholarships during the academic year (18 credit hours per year for two years of full-time study). RAs typically work an average of 20 hours per week.

Teaching Assistantships

TAs perform a variety of teaching duties for a course under the supervision of a full-time faculty member. Such duties often include leading discussion sections of a course or assisting in laboratory or skills classes. The number of sections and the size of each section vary with the particular course(s) to which you are assigned. This will require an average of 20 hours per week. TAs receive monthly stipends and tuition scholarships identical to RAs.

Tuition Scholarships

Tuition scholarships consist of **free** tuition credits and are awarded each year to qualified applicants. Again, they are not need-based and are awarded competitively. Fellowships may be available through some academic units. See the Associate Dean for Graduate Studies and Research for more information.

NOTE: the Tuition Scholarships awarded to Graduate Assistants normally will not cover prerequisite courses, audited courses, or courses not related to their degree program. Assistants who change from credit to audit during a semester will be charged the full fee for the audited course.

ADVISING AND REGISTRATION

University ID Cards

The MarquetteCard is the official university identification card. The card is provided by MarquetteCard Services, located in Room 158 on the first floor of the Alumni Memorial Union. The card is required for most activities, accesses and services across campus.

For additional information, you may call the office at 414-288-1518, fax it at 414-288-0629, or check out the MarquetteCard online at <http://www.marquettecard.com/BbOne/MarquetteCard/home.htm>.

Marquette E-Mail (E-Marq)

All students are assigned a Marquette e-mail account at no cost and are required to access it to receive important information. This account will be identified in literature you will receive from Information Technology Services (ITS). Go to the E-Marq website and enter the username and password to activate your account. You can then change the generic password to something significant to you. We suggest that it contain both letters and numbers in order to preserve your security. You will need this account to register for courses while at Marquette. Also, whenever possible, we like to send out announcements of general and specific interest to our graduate students. If we can't reach you via the MU e-mail address, you may miss important announcements. If you have a private e-mail account, please arrange to have your E-Marq mail forwarded to this account by following the directions on E-Marq.

Assignment of Advisers

The student's adviser will be named in the admission letter from the Graduate School. Many advisers will be unavailable from mid-May to mid-August, so students should consult with the Associate Dean for Graduate Studies and Research or his assistant, Mr. Steve Repati, for assistance during this period. Non-Degree and Temporary students will be advised by the Associate Dean unless they ask to be assigned a specific adviser.

The adviser is someone who teaches in the specialization area specified on the application. Over time, some students change specializations and need a new adviser. For this or any other reason, a student may request a new adviser at any point in their program. To do so, students submit a written request to any full-time faculty member asking him/her to be the student's adviser. If the faculty member agrees, the student should ask him/her to sign the request and deliver it to the Graduate Records Office.

Advising

Students **must** meet with their adviser at least once every fall and spring in order to plan their M.A. program. This means working together to choose courses that will best prepare them to accomplish their goals. The adviser will approve course selections, endorse any waivers/substitutions and any other changes to the program. All changes must be approved by the Associate Dean for Graduate Studies and Research.

The College and/or the Graduate School will not be bound by any oral permission given by an adviser, professor, staff member or the Associate Dean for Graduate Studies and Research. Permission must always be secured in writing, which becomes a permanent part of the student's file.

Academic Load

Students may not take more than 13 credits each fall or spring semester and not more than 7 in each summer module. Graduate assistants must take at least 7 credits, but may not register for more than 10 credits during the fall or spring semesters. Graduate Assistants wishing to register for less than six credits must also register for COMM 9975 (Graduate Assistant Teaching) or COMM 9976 (Graduate Assistant Research) to retain their assistantships. All overloads must have the written approval of the Dean of the Graduate School on a Credit Overload Request Form obtained from the Graduate School.

CheckMarq Registration

Registration at Marquette is done online using your E-Marq e-mail username and password. A schedule of courses is available online at Snapshot -- <http://www.marquette.edu/registrar/snapshot/> -- which identifies the days and times of each course. After meeting with your adviser, you need only go online and follow the directions given to you.

However, the following courses have special registration procedures:

COMM 6995 (Independent Study). You must register for a 6995 course through the use of a special form available from either the Graduate Records Office in Johnston Hall or the Graduate School. This form must be signed by the faculty member who will be supervising you and by the Associate Dean for Graduate Studies and Research.

You may register for **COMM 6998 (Professional Project)** or **COMM 6999 (Master's Thesis)** credits after your Project or Thesis Outline has been approved. Once this has been done, contact Steve Repati in the Graduate Records Office. A "Permission Number" will be issued to you. Then you register as before online.

It is possible you may try to register for a course that has some form of registration restriction. For example, the Business School typically opens up registration to students from other colleges after their own students have

registered. For further information, you should contact the **office of the department** offering the course. For Diederich College of Communication courses, you should contact the Offices of the Deans (JH 111) or the Records Office (JH 112) for a Permission Number.

Continuation Courses

All graduate students who have regular status as a degree student must enroll in either: adviser-approved course work; thesis, professional project, one of the continuation courses; or a combination of these **every fall and spring term** until graduation to maintain their graduate student status. Graduate students who intend to graduate in August must enroll in one of the above courses during the summer term prior to their graduation. Continuation courses allow those graduate students who have completed their degree requirements but are still working on their thesis or project or are studying for comps to be considered full-, half-, or less-than-half-time students.

There are several types of continuation courses that apply to communication students and the full list is provided below. There are three categories within each: full-time, half-time, and less-than-half-time (FT, HT, and LHT). All continuation courses must be requested in writing via the appropriate registration form available online at <http://www.grad.marquette.edu/forms>. The student's academic adviser, associate dean for graduate studies and research, or department chairperson must verify and approve the non-credit academic work. All continuation courses will be graded on an S/U basis. Students will be billed by the Office of the Bursar for the course fees as listed in the Tuition, Fees and Housing section of this bulletin. The following course numbers are used:

COMM 9970 Graduate Standing Continuation (LHT)
COMM 9974 Graduate Fellowship (FT)
COMM 9975 Graduate Assistant Teaching (FT)
COMM 9976 Graduate Assistant Research (FT)
COMM 9984 Master's Comprehensive Exam Preparation (LHT)
COMM 9985 Master's Comprehensive Exam Preparation (HT)
COMM 9986 Master's Comprehensive Exam Preparation (FT)
COMM 9991 Professional Project Continuation (less-than-half-time, LHT)
COMM 9992 Professional Project Continuation (half-time, HT)
COMM 9993 Professional Project Continuation (full-time, FT)
COMM 9994 Thesis Continuation (less-than-half-time, LHT) COMM 9995 Thesis Continuation (half-time, HT)
COMM 9996 Thesis Continuation (full-time, FT)

CONTINUATION COURSE REGISTRATION PROCEDURES

The deadline for continuation course registration is the last day of registration. The appropriate registration form must be approved by the student's adviser and Associate Dean for Graduate Studies and Research, and the student must have registered for the course on or before that date.

Continuation course registrations received after the close of registration are treated as applications for readmission and may not appear on the students' official records. Students submitting a late registration form should note that requests for information provided through the Office of the Registrar (such as enrollment verification requests from lending institutions, insurance companies, etc.) may not reflect their proper enrollment status. Students who are not registered for classes or a continuation course for one or more consecutive fall or spring terms must apply for readmission to their program. Readmission is possible only with departmental endorsement and the payment of all fees in arrears.

Students enrolling in one of the continuation courses must register to activate their desired status. Registration will require the consent of the student's adviser and department, which must be secured prior to registering.

Registration requires the following procedures:

1. The student and his/her adviser meet and complete the registration form. An explanation of the student's involvement in non-credit academic work is required.
2. The student will be given a permission number to be used during the registration process.
3. The student registers via CheckMarq for the appropriate course, using the permission number received.
4. The completed and approved form shall be delivered to the Graduate School.

INCOMPLETES AND PERMANENT INCOMPLETES

Occasionally a student cannot complete the work for a particular course by the end of the semester. In those cases, students have the option of taking an incomplete for the course, and will be given a few weeks to complete the work. The deadline for turning in work to the faculty member in order to satisfy the course requirements is October 7, 2011 for incomplete work from spring or summer 2011. The faculty member must then grade the work and submit a grade change to the Graduate School by October 21. Spring deadlines for completing work from the fall 2011 are February 17, 2012 for submission to the faculty member and March 2 for turning in the grade change. If the student misses these deadlines, the grade of I (incomplete) will be changed to PI (permanent incomplete) unless the student succeeds in obtaining an extension. Extensions are given only in unusual circumstances, so students are strongly encouraged to complete any unfinished work as quickly as possible.

COURSEWORK

Students must decide whether they will best be served by doing a thesis, professional project, or all course work (no project or thesis). Upon admission to the MA program, all students are automatically placed in the Thesis Track (Plan A); however, any student who wishes to switch to the Professional Track (Plan B) can simply complete a **Change of Plan Form** available from the Graduate Records Office in the College or from the Graduate School and file it with the Associate Dean for Graduate Studies and Research. Students doing either a professional project or all coursework are considered Professional Track students.

All students complete the Common Core; take courses in their specialization and any electives that apply. Plan A (thesis track) students are required to take up to 30 hours whereas Plan B (professional track) students take up to 36 hours. Plan B students also write a two-question Comprehensive Examination. COMM 6000 Theories of Communication and COMM 6050 Research Methods must be completed within the first three semesters of enrollment. This is because these two courses serve as a foundation for all other courses. They also measure a student's ability to do graduate level work. Note: for 2011-12, these two courses will be replaced by COMM 6931-701 and COMM 6931-702.

The specializations are: Advertising and Public Relations; Communication Studies; Journalism; Mass Communication; and Science, Health & Environmental Communication. The Mass Communication specialization is an interdisciplinary one that allows students to customize their specialization for those whose interests do not follow the traditional disciplines.

Depending upon the specialization, the specific course requirements vary. Generally the specialization is made up of three required courses. Thesis track students complete the core, take specialization courses, and write a thesis to round out their degree. Professional track students complete the core; take specialization courses plus four electives. For specific requirements for the different specializations, see pages 25-33.

Prerequisites

Some students do not have an academic or professional background in their proposed area of specialization. To gain the proper foundation, these students may be required to complete a one or more undergraduate courses early in their program. These courses will be listed in the letter of admission to the Graduate School. Prerequisite courses do not apply towards the total number of required hours for the Master's degree unless they are normally available for graduate credit. Prerequisite courses are also not covered by financial aid unless they are available for graduate credit.

Common Core

All Plan A and Plan B students are all required to complete a common core of five courses regardless of their specializations. These are:

- COMM 6000 Theories of Communication (Normally offered every fall semester)
- COMM 6050 Research Methods in Communication (Normally offered every spring semester)
- COMM 6100 Qualitative Research Methods in Communication **or** COMM 6150 Quantitative Research Methods in Communication (both courses are normally offered every fall)
- COMM 6250 Professional and Research Ethics (Normally offered every spring semester)
- One additional COMM course at the 6000 level.

Note: for 2011-12, students take COMM 6931-701 and COMM 6931-702 in place of COMM 6000 and COMM 6050.

Electives

Students are free to choose Electives from among any 6000-level course, or any 5000-level course (undergraduate courses available for graduate credit) offered by the Diederich College of Communication or any other college or school at Marquette University. Courses are subject to enrollment and prerequisite restrictions

THESIS TRACK (PLAN A/30 CREDIT HOURS)

First Year:

Fall Semester

COMM 6000 Theories of Communication
Three credit Specialization Course
Three credit COMM Elective

Spring Semester

COMM 6050 Research Methods
Three credit Specialization Course
Three credit Specialization Course

Note: Thesis track students should consult their adviser about forming a thesis committee

Second Year:

Fall Semester

COMM 6100 Qualitative Methods or
COMM 6150 Quantitative Methods
Three credits of COMM-6999 Master's Thesis*
*Only with an approved thesis proposal

Spring Semester

COMM 6250 Ethics
Three credits of COMM 6999 Master's Thesis:

PROFESSIONAL TRACK (PLAN B/36 HOURS)

First Year:

Fall Semester

COMM 6000 Theories of Communication
Three credit Specialization Course or Elective
Three credit Specialization Course or Elective

Spring Semester

COMM 6050 Research Methods
Three credit Specialization Course or Elective
Three credit Specialization Course or Elective

Second Year:

Fall Semester

COMM 6100 Qualitative Methods or
COMM 6150 Quantitative Methods
Three credit Specialization Course or Elective
Three credit Specialization Course or Elective

Spring Semester

COMM 6250 Ethics
Three credit Specialization Course or Elective
Three credit Elective or Professional Project
COMM 6998 (With approved proposal)

Note: In the fall semester of their second year, non-thesis students should begin forming their comprehensive exam committee in preparation for comprehensive exams in the spring semester.

GRADUATE CREDIT

Students earn graduate credit for a course only if that course has been approved for graduate credit **and** if the student has been accepted through an official letter of admission into the Graduate School. **The Graduate School requires that at least one-half of the total degree credits consist of 6000-numbered coursework.**

5000-numbered courses may also be applied toward your degree. These courses are available to undergraduate and graduate students and require additional work for graduate credit. Please consult with the instructor to learn what the extra requirements will be for any given course. Typically, this will consist of at least a research paper in addition to the undergraduate assignments of exams/papers/projects.

Transfer of Credit

To protect the academic integrity of Marquette graduate degree programs, a maximum of 9 semester credit hours of graduate course work may be transferred from another institution with the consent of the Graduate School Dean and the Associate Dean for Graduate Studies and Research. This requires a special form that may be obtained from either the Graduate Records Office or the Graduate School. Normally, these credits must have been earned within the previous six years.

Students are strongly urged to consult with their adviser and/or the Associate Dean **before** enrolling in any course they may wish to transfer. They should obtain evidence of any such consultation **in writing**.

Credits will be considered for transfer once:

- 1) an official transcript has been received by the Graduate School. The transcript must be sent directly from the institution to the Graduate School. Copies supplied by students are not acceptable.
- 2) the student has completed at least 6 semester hours at Marquette (9 semester hours for those on probation).

3) the student has filed the official form provided for this purpose with the Graduate School.

Credits transferred from a school using a quarter or trimester system will be converted to Marquette's semester system. This involves converting such credit into fractions of a semester hour. If the transfer of such credits leaves a student **less than one credit short** of the total credit requirement for the program, an additional credit will not be required. However, if a student is short **more** than one credit after transferring credit fractions, additional credits **will** be required.

Students are required to complete their degree within six years. The successful transference of course work from another school will have the effect of advancing the six year deadline for finishing the master's degree. Typically, it will advance this deadline by the difference between the date the first transferred course was started and the date of the first enrolled coursework began at Marquette. When a transfer has been approved by the Graduate School, the student will also be informed in writing of the adjusted deadline. If the Associate Dean for Graduate Studies and Research and the Graduate Committee in the College feel that your performance and/or circumstances warrant it, they may ask the Graduate School to extend the deadline to a specific future date.

Waivers and Substitutions

A substitution is a request to substitute a course for a required course. A waiver is a request to be excused from a particular requirement without a substitute. Students should submit a waiver/substitution request in **writing**, countersigned by the adviser, to the Associate Dean for Graduate Studies and Research. The Associate Dean will consider the request and consult with the adviser and/or the Graduate Committee. The student will be informed in writing of the decision, and the Associate Dean will inform the Graduate School of the change in your program. If you are granted a waiver, this does **not** reduce the number of credits required for your degree program. No more than four waivers and/or substitutions will be approved for any one student. **Each course** that a student seeks to have transferred towards the Marquette degree will be considered a substitution unless the course was taken at Marquette as a non-degree student.

ACADEMIC REVIEW

Graduate students at Marquette are required to maintain a GPA of 3.0 or above. Grades for all students are assessed at the end of each semester by the Associate Dean for Graduate Studies and Research after consultation with the graduate faculty members. The vast majority of students in the College of Communication do very well in their studies. However, if a student's performance is deemed unsatisfactory, he/she will be warned in writing by the Associate Dean and the Graduate School.

Unsatisfactory Performance and Dismissal from the Program

A semester of less than 3.0 will be considered unsatisfactory. The receipt of more than one grade of incomplete, or the withdrawal from more than one course in a semester will also be considered evidence of unsatisfactory performance.

If a student's GPA for a semester drops below 3.0 while otherwise maintaining a cumulative 3.0, he/she will receive a letter of warning from the Graduate School and the student must work to see that the grades improve during the following semester in order to remain in the program. Students whose cumulative GPA falls below a 3.0 or receive a grade of F or U in any course will automatically be placed on academic probation with possible dismissal from the program. See the Graduate Bulletin for details. Dismissal may also be recommended for other reasons such as academic dishonesty.

Appeals

Any appeals should be made in writing to the Associate Dean for Graduate Studies and Research within 30 days of the event. Such an appeal must be specific and substantiated. Appeals regarding course grades will be reviewed by the Associate Dean for Graduate Studies and the Graduate Committee. In some instances, the Dean of the College may be consulted. In instances where a decision of the Associate Dean is being appealed, the decision will be reviewed by the Graduate Committee.

It is in the student's best interest to consult with his/her academic adviser before embarking upon an appeal. Students are encouraged to exhaust all informal means of resolving the situation before appealing. Students are further asked to work within the College before lodging an appeal with the Graduate School. The Graduate School will not address an appeal request until the student has completed the College's appeal process.

COMPREHENSIVE EXAMINATION

Every degree-student pursuing Plan B (Professional Track) must take and pass a Comprehensive Examination. Thesis students are exempt from taking the exam because the oral defense and written thesis are considered sufficient tests of knowledge. The exam should be scheduled after or during the last semester of coursework. The comprehensive examination cannot be scheduled until the student has completed COMM 6000 and 6050 (now COMM 6931-701 and COMM 6931-702). All students answer two questions, and each question is answered in a three-hour session with a one-hour break in between.

The Comprehensive Examination dates for the 2011-2012 Academic Year will be:

Friday, November 4
Saturday, November 5
Friday, March 23
Saturday, March 24

Comprehensive Exams are not offered during the summer months because most faculty are not on campus and cannot evaluate answers. Students must register for one of these dates in the Graduate Records Office in the Diederich College.

Exam Informational Seminar

Each semester an informational seminar dealing with Comprehensive Exam policies and procedures will be held. Students wishing to take their Comprehensive Exam must attend the mandatory session that semester in order to gain a complete understanding of the process, its purpose, and to adequately prepare for the Exam. The dates of the informational seminar are:

Monday, September 19 (Noon – 1 p.m.) for the fall 2011 exam
Monday, January 30 (Noon – 1 p.m.) for the spring 2012 exam

Forming a Comprehensive Examination Committee

All Exam Committees must have two members, and in order to have sufficient time to prepare for the exam, the student should begin selecting faculty members and discussing the exam with them early in the semester. Both faculty members must sign a Comprehensive Examination Committee form signifying their agreement to serve, which is countersigned by the Associate Dean for Graduate Studies and Research. The form must be turned in to the Graduate Records Office by October 7 for the fall exam and by February 24 for the spring exam. Failure to obtain signatures by

those dates will prevent the student from taking the exam until the next regularly scheduled date the following semester. The only recourse is to petition the Graduate Committee and provide a significant reason for missing the deadline. The Graduate Committee will make a ruling on the student's petition.

Conditions of the Examination Process

The Exam will be held in one of the College's word processing computer labs. After a brief check-in period, there will be a three-hour question period. A one-hour break will follow, then a second three-hour question period. A brief check-out period will follow. Once time is called during a question period, the student is not allowed to return to that question.

The use of prepared outlines will not be allowed during the examination; however, non-annotated bibliographies are permitted. Up to twelve (12) citations are allowed per question and must be limited to author, title and year of publication. Any non-annotated bibliography used must be attached to the answer. International students are permitted to bring a foreign language/English dictionary for their native language.

The two questions are described below.

Theory and Research Design question. In this multi-part question, the student must first demonstrate an ability to identify a problem or issue in the field that is worthy of investigation. Second, the student must explain a particular theory or theories that can provide insights into the issue. Third, the student must describe a method for investigating the issue, which can generate data that can advance our knowledge and is one that logically flows from the chosen theory. Fourth, the student must address ethical research principles by noting methodological practices to avoid on the basis of ethics, e.g., unethical methods, ways of analyzing data, or dissemination of findings. Integration of theory, research, and ethics is the key to successfully answering the question.

Specialization question. In this question, the student is asked to probe more deeply into his or her particular field of study. This question might ask the student to explore a subject suitable for research-based investigation and to propose a method for exploring that subject. Or, a faculty member might ask the student to focus more on an analysis of key theories in the students' area of specialization. The focus and structure of this question will be up to the faculty member, but he or she will meet with the student to discuss the general features of the question so that the student can properly prepare.

For the Theory and Research Design question, the student identifies an issue or problem and has the opportunity to prepare for the question accordingly. In the specialization question, the faculty member selects an issue/problem; however, he/she shares the topic or range of topics with the student prior to the exam. This provision allows students to better prepare for comps and to avoid selecting the same topic for both questions because students cannot duplicate their answers from one question to another. Although faculty members discuss the nature of the question with the student, they will not provide the exact question verbatim.

Students may choose the order in which they answer their questions, but they will not be allowed to examine the text of the questions before making their choice. Students are encouraged to retain all of their course materials to aid in their exam preparations.

Exam Results

Each member will have one week to review the answers and return their evaluation to the Graduate Records Office. The Committee will reach a consensus as to whether the student passed the Exam. The Associate Dean for Graduate Studies and Research will then inform the Graduate School of the Committee's decision. Committee members may choose to informally share their evaluations with students. However, students will not officially pass or fail until notified in writing by the Graduate School.

What Happens if a Student Doesn't Pass the Exam?

Most students pass both questions. However, if a student passes one question but writes an unsatisfactory answer for the other, she or he has not passed the exam. In order to pass the exam, the student must continue to work with the professor who considered the answer to the exam inadequate. In this case, the student will be given two options: Either he or she will be required to (1) rewrite the entire exam at the next exam date or (2) write a research paper of 15-20 typewritten double-spaced pages with 12-15 citations to clearly demonstrate the ability to integrate knowledge across areas covered in the "failed" question. This paper would be due no later than final exam week and is graded by the faculty member who wrote the question. The faculty member has one month to turn in a pass/fail grade on the research paper. The timeframe for the completion of this process may delay the student's graduation date, which might subsequently require the student to take continuous enrollment and pay the associated fees.

A student failing both questions on the exam must retake it during the next session. Special exam dates will not be scheduled except on a case-by-case basis and in the rarest of circumstances. If a student fails the Examination a second time, he/she will be dismissed from the M.A. Program and the Graduate School.

MASTER'S THESIS

What is a Thesis?

A Master's Thesis is original research that culminates in a professionally written work. It demonstrates the student's ability to do original scholarly work and carry out in-depth research on a topic of interest. The Graduate Research Center (in Johnston Hall 522) houses copies of theses written by previous students, as does the Raynor Library. Looking at finished theses is a good way to see what others have done, as well as learning the formal style used. Students are encouraged to borrow them through Steve Repati (in Johnston Hall 112).

Forming a Thesis Committee

Students should consult with their academic adviser for possible members of their thesis committee. Although the adviser is not required to be a member of the committee, he/she can give good advice on the selection of faculty who are experts for the topic of the thesis. The Chair and one member of the Committee must be chosen from among the full-time faculty of the College. The third member may be from the faculty of this College or another department at MU. The student and each member of the proposed Committee must sign a **Thesis Contract Form** that is available from the Graduate Records Office. The contract details the conditions and requirements of the thesis process.

Writing the Thesis Outline

The Graduate School requires a formal outline of the proposed thesis. The outline details what the student is expected to do for the thesis, under the supervision of the Committee. It also ensures that students work in a well-guided and informed way. This outline must be prepared in triplicate (an original and two copies) and signed by each member of the Committee and the Associate Dean for Graduate Studies and Research. The outline must follow a standard format which can be obtained from the Graduate Records Office, the Graduate School or downloaded from <http://www.gradmu.edu> at Online Forms. The student must arrange a meeting with the entire Committee in order to present this outline for their approval. At this meeting the student should be prepared to describe topic, briefly review the literature on it, explain the specific question or hypothesis to be investigated and discuss the methodology to be used.

If the thesis will involve human subjects, such as participants in a survey, the student **must** also file a **Human Subjects Form** with the Outline, available online at <http://www.marquette.edu/researchcompliance/>.

A copy of the proposed Consent Form and questionnaire/survey form must also accompany the Human Subjects Form if appropriate. Once all of the needed signatures have been obtained, the Outline and all accompanying materials must be delivered to the Graduate School for final approval. The Graduate School will inform the student in writing when the Outline has been approved. It will be returned to the student if any revisions or clarifications are needed.

NOTE: Students cannot begin collecting data until the Outline and Human Subjects Form (when applicable) have been approved by the Graduate School and by the Human Subjects Review Committee—not just submitted. Failure to obtain approval of Human Subjects research or to follow approved guidelines can result in severe consequences including the mandatory destruction of any collected data and possible expulsion from the Graduate School. The reason for this is to ensure that all research involving human beings is safe for both the subject and the researcher. The goal is to prevent harm before the fact rather than after.

Students who plan on graduating the same semester that they finish their thesis must file the Outline with the Graduate School by a deadline published in the Graduate School Academic Calendar. These calendars are available in the Graduate School, Graduate Records Office and online at their websites. Failure to meet this deadline may result in delaying graduation or receiving the diploma.

Obtaining Thesis Credit

In order to obtain academic credit for their thesis, students register for 6 credits of COMM 6999 Master's Thesis. These credits may be spread over several semesters or can be taken in one semester. Obtaining consent to register for COMM 6999 is normally contingent on having an approved Thesis Outline on file. Contact the Graduate Records Office and obtain a Permission Number that allows you to register for the appropriate COMM 6999 section.

Writing the Thesis

All theses must be submitted electronically. Information on the process and procedures involved may be found here: <http://www.marquette.edu/grad/etd.shtml>. A description of the physical and content requirements that a thesis must meet is published by the Graduate School. These "Thesis Directives" are available from the Graduate School and the Graduate Records Office. These requirements may change from year to year, so students are encouraged to review the current Thesis Directives before writing the final draft of their thesis. The thesis should be written in close consultation with the Chair and Committee. They should have ample time to review all drafts to ensure that the student is progressing in an appropriate direction and manner. Consult with them early and often in the writing process. The Graduate School will refuse to accept a thesis if it does not meet the Thesis Directives in effect at the time of submission.

An Electronic Thesis or Dissertation (ETD) is simply the digital (electronic) representation of a student's thesis or dissertation. It is the same as a paper counterpart in content and organization and it must meet the formatting requirements described in the Thesis Directives. Rather than printing a manuscript dozens of times as a student makes changes and progresses through the various stages of review, students will be able to make corrections to the electronic file, convert the final version to a PDF file, and submit that file. It also allows students to include additional information (e.g., data or multimedia files) that may not be possible or appropriate to incorporate into a paper document. Such files typically are included, however, only if they are an integral part of the thesis or dissertation. Whereas paper copies can take months to be bound and distributed, a student's electronic document can be available much more quickly. It also allows a student to reduce or eliminate the costs of printing and binding, though Committee members may require an individual paper copy for their part of the review process and/or for departmental archives.

Oral Defense of the Thesis

The Committee Chair will schedule a mutually convenient day and time for the Oral Defense, which is considered a public event open to people other than the student and the Committee. Students must obtain an Oral Defense Announcement Form from the Graduate Records Office. The form must be countersigned by the Thesis Chair and returned to the Graduate Records Office with the time and date of the Oral Defense at least 7 days before the Defense date. That office will secure a location for the defense. Announcements of each Oral Defense will be posted in several prominent locations around Johnston Hall. Students may wish to attend one or more Defenses before scheduling their own to have better expectations of the process. All major corrections and questions regarding methodology and results should already be resolved before scheduling the Defense.

The oral defense is intended to be a presentation and defense of the final product, not a critique of a "work in progress." The Committee has the right to require the student to make some changes in the thesis based on the presentation. Such changes are the rule rather than the exception, so students should expect to make a few final revisions. These must be made and approved prior to the Committee's final approval of the thesis.

Once the Defense has been scheduled, students must bring a copy of their thesis to the Graduate Records Office. **The thesis should be in manuscript form: unbound, unpunched and unstapled.** A Thesis Approval form will be prepared, and the student brings this form and the thesis copy to the Defense. Although there is no single format to a defense, it will normally last about two hours. The student will be asked to make an opening statement summarizing the methodology and results, then respond to questions from the Committee. The purpose is to ensure the quality of the work and to allow the public as well as the Committee the opportunity to examine the findings and ask questions. This ensures strong scholarship because the thesis will become a published document that the public will have access to and may use themselves.

Obtaining Approval of the Thesis

Once the Committee members find the Oral Defense satisfactory and the written thesis free of grammatical and typographical errors, the members will sign the Thesis Approval Form and the signature page that must be provided with the thesis. To avoid the potential of signatures being stolen and misused, NO "Signature Pages" or "Approval Forms" should be included with an electronic thesis. One paper copy of the Signature Page and the Approval form (both with original signatures) must be submitted to the Graduate School by the thesis submission deadline. The Signature Page must be created by the student, and the guidelines on how to create this page are found within the [Thesis Directives](#) at the Graduate School website

As no signatures are permitted anywhere in an ETD, students must first remove signatures from the IRB approval notice if they include it in an appendix. The student will then deliver all of these items to the Graduate Records Office, pay the Thesis Binding Fee and leave the material for the Associate Dean for a signature. The Graduate School will inform the student in writing once the thesis has been officially accepted by that office.

NOTE: Please include an abstract of no more than 250 words. Your Thesis Chair can help with this if necessary.

If the thesis displays any grammatical or typographical errors, the Graduate Records Office will retain the Approval Form and thesis signature page until the student can produce a corrected copy to the Committee's satisfaction. The Approval Form and signature pages will then be filed with the Graduate School as indicated above.

If a majority of the Committee finds a thesis and/or oral defense to be unsatisfactory, the student will be immediately informed of this. The Chair will relay to the student in writing the Committee's reservations and recommendations for improvement. The Chair will then schedule a second defense at a later date once he/she feels that the Committee's concerns have been resolved.

PROFESSIONAL PROJECT

What is a Professional Project?

The Professional Project is a demonstration of one's mastery of the theoretical and practical concepts taught in a student's program as applied to a specific professional problem or situation of interest. Typically, a Professional Project involves production of some sort, such as a series of news features, an advertising or public relations plan, an integrated communications plan, the application of research to a professional concern (such as an audience or readership survey), or similar means of illustrating professional capabilities. With the consent of the student's Project Director and the approval of the Associate Dean for Graduate Studies and Research, a Project may be in other than written form (*such as a CD or website*). The Professional Project begins with a Project Outline and completion of the **Project Contract Form**. Once this is approved, the student prepares the Project itself with the guidance of the Project Director.

Selecting a Project Director

Students should consult with their academic adviser regarding the choice of the Project Director. The Project Director must be a full-time faculty member of the College of Communication.

Writing the Project Outline

Students doing a professional project must prepare a formal outline detailing the problem or situation chosen as the subject of the Project. The Outline determines the Project's proposed content at the beginning of the process and prevents misunderstandings, overruns and problems later on. It must be prepared in triplicate (an original and two copies) and signed by the Project Director and the Associate Dean for Graduate Studies and Research. This outline must follow a standard format, which can be obtained from the Records Office.

If the project will involve human subjects, such as participants in a survey, the student must also file a **Human Subjects Form** with the Outline, available online at <http://www.marquette.edu/researchcompliance/>. A copy of the proposed Consent Form and questionnaire/ survey form must also accompany the Human Subjects Form if appropriate.

Once all of the needed signatures have been obtained, the Outline, and all accompanying materials must be delivered to the Graduate School for final approval. The Graduate School will inform the student in writing when the Outline has been approved. The Outline will be returned for additional work if the Graduate School requests revisions or clarifications.

NOTE: Students cannot begin collecting data until the Outline and Human Subjects Form (when applicable) have been approved by the Graduate School and by the Human Subjects Review Committee—not just submitted. Failure to obtain approval of Human Subjects research or to follow approved guidelines can result in severe consequences including the mandatory destruction of any collected data and possible expulsion from the Graduate School. The reason for this is to ensure that all research involving human beings is safe for both the subject and the researcher. The goal is to prevent harm from occurring instead of discovering it afterwards.

Obtaining Professional Project Credit

To obtain academic credit for the Project, students register for a total of 3 credits of COMM 6998 Professional Project. These may be spread over several semesters or taken all at once. Students may register for Project credits through CheckMarq only if the Project Outline has been accepted as described above. Consent to register for COMM 6998 is normally contingent on having an approved Project Outline on file. Students should contact the Graduate Records Office and obtain a Permission Number that allows them to register for the appropriate COMM 6998 section.

Writing the Project

The Project should be written in close consultation with the Project Director. He or she should have an opportunity to examine early drafts to ensure that progress is made in an appropriate direction and manner. Students should consult with their Project Director early and often.

The Project must include an essay that shows how the theoretical and professional concepts acquired through the coursework apply to the Project topic. It must also review the literature related to the topic as this helps situate the project within other work also done on the topic.

Obtaining Approval of the Project

Once completed, students must take one original and two copies of the Project to the Graduate Records Office. One copy of the Professional Project will be deposited in the College's Graduate Research Center in the Grad Lounge. The second copy goes to the Project Director. **Unless previously approved, the Project must be in manuscript form: unbound, unpunched and unstapled.** The Graduate Records Office will put the Project in a standard binder and deliver it to the Project Director along with a Project Approval Form. Should the Project Director find the Project satisfactory and free of grammatical and typographical errors, he/she will sign the Approval Form and forward it to the Associate Dean for Graduate Studies and Research for his/her signature. The Graduate School will inform the student in writing once the Project has been officially accepted.

If the Project has grammatical or typographical errors, the Project Director will retain the Approval Form until the student can produce a copy corrected to his/her satisfaction.

MA/FACULTY RESEARCH SYMPOSIUM

The Diederich College of Communication MA/Faculty Symposium is an annual event, which is usually held in April. The symposium is a daylong event when MA students (professional and thesis track) and faculty present their research to the College and to interested members of the Marquette Community. The Symposium is designed to promote the importance of professional and academic research and gives our graduate students their first opportunity at presenting their work to the public. Participation in the symposium is voluntary but student and faculty participation is usually high. Student papers typically come from final class projects and essays.

The symposium copies the typical convention format followed by the leading professional organizations in the field (The Association for Education in Journalism and Mass Communication, The International Communication Association, The National Communication Association, the American Academy of Advertising, etc.) and typically includes paper sessions. Each session lasts an hour and a half and usually features both faculty and students. In paper sessions, three to four individuals present their research papers. Each presentation is limited to 15 minutes. After the presentations, the session is open to audience questions and a discussion of the ideas and work presented by the presenters.

Graduate students who participate in the symposium also participate in a top student paper competition, and one or two outstanding papers are chosen (depending on the total number of submissions) through a blind review process. Recipients of top paper awards receive a cash award. Each student is required to submit three copies of their papers with all identification of author removed. The papers are evaluated and ranked by faculty reviewers who remain anonymous. The Diederich College of Communication recognizes the top papers and their authors soon after the symposium. NOTE: Judging of the papers takes place after the symposium. While students must present their papers in order to qualify for the competition, the review process is an evaluation of their written work because not all faculty members are able to attend each student's presentation.

The symposium and paper competition is a regular part of our Graduate Program. It promotes professional and academic research and it prepares students for the real world. The award recognizes the finest efforts of our students

GRADUATE STUDENT LIFE AND FACILITIES

Graduate Student Council

The Council consists of graduate students in the College of Communication who have an interest in decisions that affect the student body. The Council meets monthly with the Associate Dean for Graduate Studies and Research to provide student input on academic and administrative policies and changes. The Council also sponsors a variety of social events. All who are interested in participating are welcome and should simply contact the Associate Dean for Graduate Studies and Research.

Graduate Records Office

The M.A. Program is administered from JH112 (Records Office) on the first floor of Johnston Hall. Most forms can be obtained there. The Records Office is typically open from 8:00 a.m. to 4:30 p.m. Mondays through Thursdays (4:00 p.m. Fridays).

Graduate Program Website

Information may be found at <http://www.marquette.edu/commgrad> for the Graduate Program in Communication. Online forms for the program may also be found there with a link to Graduate School online forms.

Graduate Research Center

The Center is housed in Room 522 of Johnston Hall. The center fosters research among faculty and graduate students and provides instructional sessions for the multimedia lab. The multimedia lab, which is used to access databases, is available to all graduate students. A small journal library is housed here also. Room 522 also contains the Graduate Student Lounge.

Center for Urban and Multicultural Communication

The Center for Urban and Multicultural Communication brings together university specialists in journalism and other fields, as well as key members of urban communities to identify the communication problems in cities and propose solutions to those problems.

Center for Mass Media Research

The College operates the Center for Mass Media Research, which is directed by a Journalism faculty member. Some financial aid may be available for M.A. students through this Center. If you are interested, contact the Associate Dean for Graduate Studies and Research.

Wakerly Technology Training Center

The Wakerly Center is an advanced computer production, research and training facility for adapting new multimedia information technologies for educational, social and business uses. The center is open for graduate students to use, and students may also register for any of the dozens of tutorials and training sessions sponsored by the center throughout the school year and summers.

Specialized Laboratories

There are a variety of laboratories available to graduate students enrolled in specific courses including two Mac labs in JH 300 and JH 313 and a PC lab in JH 305. There are also several PCs housed in the graduate student lounge on the fifth floor.

Graduate School

All of Marquette's Master's and Doctoral programs are administered from the Graduate School offices located in room 305 of Holthusen Hall, 1324 W. Wisconsin Ave. Normally, these offices are open from 8:00 AM to 4:30 PM Monday through Friday.

Raynor Memorial Libraries

The Raynor Memorial Libraries are located at 1355 W. Wisconsin Avenue. The libraries offer more than 1.5 million volumes, hundreds of research databases, computer access, laptops on loan, a CD and video collection, and library staffs who help researchers from around the world. Raynor Memorial Libraries feature a mix of comfortable seating and group study spaces, more than 200 computer stations and 24-hour, seven-days-a-week access to the main floor Information Commons during the semesters.

A special archival collection pertaining to Catholic periodicals and a growing collection of selected microfilms are maintained here. A specialized collection of rare and unique items is maintained by the University Archives for advanced scholarly research. You may obtain access to the MARQCAT online catalog system from any University VAX computer terminal. The MARQCAT systems allow students to search the catalog via author, title, subject, and keyword means. Subsystems allow for specialized and browsing searches. Additional electronic workstations use compact disc (CD-ROM) technology that assist literature searches in various fields.

Where the Computers Are

Marquette has literally hundreds of computers — Windows PCs and Macs — all over campus for student use. You can login to any of them using your eMarq user ID and password. Many computers are also connected to printers, which you can pay to use through your Printwise account.

Plug into the Network

On-campus students receive free technical support for connecting computers to the campus network. Contact the IT Services Help Desk at 288-7799 or <http://www.marquette.edu/its/help/>.

Wireless

With your laptop and the appropriate card, you can access the university's wireless network throughout campus:

- Alumni Memorial Union
- Raynor Memorial Libraries
- Campus Town East Addition and Campus Town West (Bursar's Office)
- College of Business Administration
- College of Communication, 1st floor of Johnston Hall
- College of Engineering
- Cramer Hall
- Cudahy Hall
- Carpenter Tower
- Law Library and Law School
- Marquette Hall
- Mashuda Hall
- McGuire Center
- O'Hara Hall
- School of Dentistry
- Schroeder Hall

- Straz Tower
- Wehr Physics

Your E-mail

Through eMarq, Marquette's e-mail system, you will have an e-mail account with a 10 MB limit. Your e-mail address will follow the format of `firstname.lastname@marquette.edu`. It uses the spelling of your first and last names as you provided on your application. If you have a common name, like John Smith, your middle initial will be included in the address (`john.q.smith@marquette.edu`)

Laser Printing

PrintWise, Marquette's on-campus laser printing system, comes with a \$21 allocation on your Marquette Card for the academic year. That's enough for 300 black-and-white pages at \$0.07 per page. Color laser printing is available at \$1 per page. A PrintWise station is located in the lower level of Johnston Hall.

Personal Web Sites

When you arrive on campus, you can host your own Web site by requesting an account on the VAX computer cluster.

Keep Your Computer Running Safe and Sound

When you arrive on campus, you can protect your computer from viruses by downloading McAfee VirusScan for Windows or McAfee Virex for Macintosh. Once registered, you can [download the free software](#). Please uninstall programs that share files such as MP3s while your computer is running. These programs not only slow network performance, but also put your computer at risk. Marquette prohibits the illegal download and distribution of copyrighted material.

Digital Campus Phones

All Marquette residence halls and apartments are furnished with [campus digital phones](#) with the following features:

- analog adapter for cordless phone or fax machines
- free local and on-campus calls
- free voicemail for each resident

SPECIALIZATIONS AT A GLANCE

ADVERTISING AND PUBLIC RELATIONS

The Advertising and Public Relations specialization is designed for those who wish to learn the theory, research and professional skills needed to succeed in the 21st century of marketing communications.

COMMON CORE: All graduate students are required to take the following four courses (15 credits) in addition to those required for their area of specialization. COMM-6000 and 6050 must be completed within the first three semesters of enrollment. This applies to all students.

COMM-6000 Theories of Communication*

COMM-6050 Research Methods*

COMM-6100 Qualitative Methods or COMM-6150 Quantitative Methods

COMM-6250 Professional and Research Ethics

Students must also take at least one additional COMM course at the 6000 level.

*Note: COMM 6000 and 6050 are now replaced by COMM 6931-701 and COMM 6931-702.

SPECIALIZED COURSES: Students take three 6000-level ADPR courses (9 credits) to fulfill their specialization. Students can choose from a variety of permanent courses and special topics classes that are offered within a two-year cycle. The permanent courses are: ADPR 6400-Advertising/PR Management, ADPR 6500-Advertising/PR in Society and ADPR 6600-Integrated Marketing Communications Campaigns. Special topics classes are offered under the number ADPR 6931, which have covered topics such as emerging media, international/multicultural advertising and PR, and strategic thinking in advertising and PR.

Thesis Track students need six (6) credits of COMM-6999 Master's Thesis in addition to the 24 credits of required course work from the core and specialization for a total of 30 credit hours. Thesis Track students do not complete a comprehensive exam.

Professional Track students doing a Professional Project need three (3) credits of COMM-6998 Professional Project, nine (9) elective course credits, and the 24 credits of core and specialization courses for a total of 36 credit hours. They also complete the comprehensive exam.

Professional Track students doing the course option need twelve (12) elective course credits in addition to the 24 credits of required course work for a total of 36 credit hours. They also complete the comprehensive exam.

Electives may be chosen from the graduate credit offerings in the College of Communication (COMM, ADPR, BREC, JOUR, CMST courses) or the University at large (e.g., the Business School) with the advice and consent of the adviser. Students seeking specific skills can take selected undergraduate courses for graduate credit.

COMMUNICATION STUDIES

This specialization is designed for those interested in applying theory and research to the analysis of a variety of messages from diverse sources including organizations, families, media and political leaders. This specialization prepares graduates for work in a variety of careers from industry to education.

COMMON CORE: All graduate students are required to take the following five courses (15 credits) in addition to those required for their area of specialization. COMM-6000 and 6050 must be completed within the first three semesters of enrollment. This applies to all students.

COMM-6000 Theories of Communication*

COMM-6050 Research Methods*

COMM-6100 Qualitative Methods or COMM-6150 Quantitative Methods

COMM-6250 Professional and Research Ethics

Students must also take one additional COMM course at the 6000 level

*Note: COMM 6000 and 6050 are now replaced by COMM 6931-701 and COMM 6931-702.

SPECIALIZED COURSES: CMST students must complete three of the following courses for nine (9) credits:

CMST-6100 Interpersonal Communication
COMM-6200 Seminar in Rhetorical Communication
CMST-6200 Organizational Communication
COMM-6400 Intercultural Communication
COMM-6450 Theories of Persuasion

Thesis Track students need six (6) credits of COMM-6999 Master's Thesis in addition to the 24 credits of required course work from the core and specialization for a total of 30 credit hours. Thesis Track students do not complete a comprehensive exam.

Professional Track students doing a Professional Project need three (3) credits of COMM-6998 Professional Project, nine (9) elective course credits, and the 24 credits of core and specialization courses for a total of 36 credit hours. They also complete the comprehensive exam.

Professional Track students doing the course option need twelve (12) elective course credits in addition to the 24 credits of required course work for a total of 36 credit hours. They also complete the comprehensive exam.

Electives may be chosen from the graduate credit offerings in the College of Communication (COMM, ADPR, BREC, JOUR, CMST courses) or the University at large (e.g., the Business School) with the advice and consent of the adviser. Students seeking specific skills can take selected undergraduate courses for graduate credit.

JOURNALISM

The Journalism specialization is designed to provide students with the theoretical, research and professional skills needed for the many varieties and media of Journalism in the information age. Students may study in such areas as Public Affairs Journalism or Broadcast Journalism (Broadcast Journalism is offered in conjunction with the Broadcast & Electronic Communication academic area).

COMMON CORE: All graduate students are required to take the following five courses (15 credits) in addition to those required for their area of specialization. COMM-6000 and 6050 must be completed within the first three semesters of enrollment. This applies to all students.

COMM-6000 Theories of Communication*

COMM-6050 Research Methods*

COMM-6100 Qualitative Methods or COMM-6150 Quantitative Methods

COMM-6250 Professional and Research Ethics

Students must also take one additional COMM course at the 6000 level

*Note: COMM 6000 and 6050 are now replaced by COMM 6931-701 and COMM 6931-702.

SPECIALIZED COURSES: Thesis Track journalism students must submit a Plan of Study detailing their course selections to fulfill the Specialization requirements (9 credit hours) and any electives that apply. They must also provide a rationale for selecting these courses and submit their Plan of Study no later than their second semester. The Plan of Study requires the approval of the student's adviser and the Associate Dean for Graduate Studies and Research.

Professional Track journalism students usually take COMM-6964 Proseminar and Practicum in Digital Journalism, JOUR-6800 Public Affairs Reporting, and/or JOUR-6850 Specialized Reporting. Recommended electives include COMM-6500 (preferred), 6550, 6600, 6650, 6700 and 6750.

Thesis Track students need six (6) credits of COMM-6999 Master's Thesis in addition to the 24 credits of required course work from the core and specialization for a total of 30 credit hours. Thesis Track students do not complete a comprehensive exam.

Professional Track students doing a Professional Project need three (3) credits of COMM-6998 Professional Project, nine (9) elective course credits, and the 24 credits of core and specialization courses for a total of 36 credit hours. They also complete the comprehensive exam.

Professional Track students doing the course option need twelve (12) elective course credits in addition to the 24 credits of required course work for a total of 36 credit hours. They also complete the comprehensive exam.

Electives may be chosen from the graduate credit offerings in the College of Communication (COMM, ADPR, BREC, JOUR, CMST courses) or the University at large (e.g., the Business School) with the advice and consent of the adviser. Students seeking specific skills can take selected undergraduate courses for graduate credit.

MASS COMMUNICATION

This interdisciplinary specialization is designed to allow students the flexibility of customizing their coursework by grouping courses that are thematically related across the curriculum, such as media effects, global studies, visual communication, digital storytelling, etc.

COMMON CORE: All graduate students are required to take the following five courses (15 credits) in addition to those required for their area of specialization. COMM-6000 and 6050 must be completed within the first three semesters of enrollment. This applies to all students.

COMM-6000 Theories of Communication*

COMM-6050 Research Methods*

COMM-6100 Qualitative Methods or COMM-6150 Quantitative Methods

COMM-6250 Professional and Research Ethics

Students must also take one additional COMM course at the 6000 level

*Note: COMM 6000 and 6050 are now replaced by COMM 6931-701 and COMM 6931-702.

Rather than following a specified selection of courses for their Specialization, Mass Comm (MACO) students submit a Plan of Study by the conclusion of their first semester in the program detailing their course selections to fulfill the Specialization requirements (9 credit hours) and any electives that apply. They also provide their rationale for achieving their academic goals and objectives through the MACO Specialization. The courses selected in the Plan of Study require the approval of the student's adviser and the Graduate Committee. Courses taken without approval run the risk of not counting toward the degree.

Thesis Track students need six (6) credits of COMM-6999 Master's Thesis in addition to the 24 credits of required course work from the core and specialization for a total of 30 credit hours. Thesis Track students do not complete a comprehensive exam.

Professional Track students doing a Professional Project need three (3) credits of COMM-6998 Professional Project, nine (9) elective course credits, and the 24 credits of core and specialization courses for a total of 36 credit hours. They also complete the comprehensive exam.

Professional Track students doing the course option need twelve (12) elective course credits in addition to the 24 credits of required course work for a total of 36 credit hours. They also complete the comprehensive exam.

Electives may be chosen from the graduate credit offerings in the College of Communication (COMM, ADPR, BREC, JOUR, CMST courses) or the University at large (e.g., the Business School) with the advice and consent of the adviser. Students seeking specific skills can take selected undergraduate courses for graduate credit.

SCIENCE, HEALTH & ENVIRONMENTAL COMMUNICATION

The Science, Health and Environmental Communication (SHEC) specialization provides students with the theory, research and fundamental professional knowledge needed to: 1) understand the processes, roles and effects of communicating about science, health and the environment interpersonally, in organizations and in society, and 2) to apply this understanding to the task of communicating technical, specialized information to a variety of audiences, especially non-expert, lay audiences.

COMMON CORE: All graduate students are required to take the following five courses (15 credits) in addition to those required for their area of specialization. COMM-6000 and 6050 must be completed within the first three semesters of enrollment. This applies to all students.

COMM-6000 Theories of Communication*

COMM-6050 Research Methods*

COMM-6100 Qualitative Methods or COMM-6150 Quantitative Methods

COMM-6250 Professional and Research Ethics

Students must also take one additional COMM course at the 6000 level

*Note: COMM 6000 and 6050 are now replaced by COMM 6931-701 and COMM 6931-702.

SPECIALIZED COURSES: Science, Health & Environmental Communication students must complete JOUR 5330 Health, Science and Environmental Journalism, COMM 6931 Special Topics in Health Communication, and three (3) more credit hours of course work selected with the adviser.

Thesis Track students need six (6) credits of COMM-6999 Master's Thesis in addition to the 24 credits of required course work from the core and specialization for a total of 30 credit hours. Thesis Track students do not complete a comprehensive exam.

Professional Track students doing a Professional Project need three (3) credits of COMM-6998 Professional Project, nine (9) elective course credits, and the 24 credits of core and specialization courses for a total of 36 credit hours. They also complete the comprehensive exam.

This specialization does not carry an all-course option.

CERTIFICATE IN DIGITAL STORYTELLING

The J. William and Mary Diederich College of Communication offers a 15-credit hour, non-degree graduate certificate in digital storytelling. The certificate is for those who want to understand the theoretical foundation of storytelling, apply it to the various disciplines in communication, and learn the applied skills in multimedia technology to competitive in the converged job market. Students who complete the certificate will learn different types of storytelling, such as informational, persuasive, and historical, and different forms of storytelling, such as public affairs journalism, fundraising, advertising, public relations, entertainment, as well as family stories. Students also learn different means for doing storytelling through documentaries, blogs, web sites, print media, etc. Woven into the program are ethical considerations regarding who tells the story.

The program in Digital Storytelling has three options: students can earn a 15-hour Certificate in Digital Storytelling by taking the three required courses and two electives; students in the degree program can apply selected courses in digital storytelling toward their MA degree in communication; or students can earn both the Certificate in Digital Storytelling and the Master of Arts degree in communication by fulfilling both sets of requirements.

CERTIFICATE REQUIREMENTS

The certificate in digital storytelling requires the completion of three required courses (9 credits) and two elective courses (6 credits) for a total of 15 credits. One of the required courses is a capstone. Students should consult their adviser or the Associate Dean for Graduate Studies and Research when deciding upon electives. Certificate students are not required to pass a comprehensive exam.

Required Courses

All students must complete the following three courses:

COMM-6850 The Craft of Digital Storytelling

COMM-6900 Storytelling in Public Life

COMM-6997 Capstone in Digital Storytelling.

Elective Courses

Students select two courses from the following list of electives, with other electives offered on an occasional basis.

ADPR-6600 Integrated Marketing Communication Campaigns

COMM-6750 Media and the Information Society

COMM-6964 Proseminar and Practicum in Digital Journalism
JOUR-6500 Journalism as Literature
JOUR-6800 Public Affairs Journalism
JOUR-6850 Specialized Reporting

JOINT DEGREE PROGRAM IN COMMUNICATION AND POLITICAL SCIENCE OR INTERNATIONAL AFFAIRS

The College of Communication, in conjunction with the Department of Political Science, offers a program of joint study leading to a Master of Arts degree in communication and a Master of Arts degree in political science or international affairs. The program is designed for students whose interests overlap aspects of communication such as advertising, public relations, journalism, or broadcasting and politics. Joint degree students are able to complete both degree programs in less time than if both degrees were pursued separately because the total number of hours for the two degrees is reduced by 18 hours.

Students seeking admission into the joint degree program must submit separate applications to the Graduate School for admission to both programs including two sets of required documentation, and must meet the admission requirements of each program. Acceptance into one program does not guarantee acceptance into the other. If a student is accepted into one program and not the other, the student can still choose to accept the admission offer from the first program but would not be considered a joint degree student. Because students are officially admitted into only one Marquette University graduate program at a time, applicants must indicate which program they intend to pursue and complete first, although once accepted for admission to both programs, students may take courses from both departments. Upon completion of the first program, the student will be officially admitted to the second program for completion of the remainder of the joint program.

Joint degree students may count 9 credits of course work in each program toward the required course work credits of the other program. Thus, 9 of the 36 credits required for the Master of Arts degree in Communication will come from POSC or INAF courses, and 9 of the 30 credits required for the Master of Arts degree in political science or international affairs will come from COMM courses. Typically, joint degree students complete the core communication courses and substitute POSC or INAF courses for specialization courses or electives. Consult with the Associate Dean for Graduate Studies and Research for specifics.

COMMON CORE: All graduate students are required to take the following five courses (15 credits) in addition to those required for their area of specialization. COMM-6000 and 6050 must be completed within the first three semesters of enrollment. This applies to all students.

COMM-6000 Theories of Communication

COMM-6050 Research Methods

COMM-6100 Qualitative Methods or COMM-6150 Quantitative Methods

COMM-6250 Professional and Research Ethics

Students must also take one additional COMM course at the 6000 level

*Note: COMM 6000 and 6050 are now replaced by COMM 6931-701 and COMM 6931-702.

SPECIALIZED COURSES for the Thesis Track: Joint degree students in the thesis track may use their nine (9) credits in POSC to fulfill the nine (9) credit specialization requirement in communication. They complete six (6) credits of COMM-6999 "Master's Thesis" in addition to the fifteen (15) credits of Core and nine (9) credits of POSC or INAF for a total of 30 credit hours. Thesis students are not required to take a comprehensive exam in communication.

SPECIALIZED COURSES for the Professional Track: Joint degree students in the professional track complete one of the specializations in communication and use the nine (9) credits in POSC courses toward the required twelve (12) credits of electives. To complete the degree, they take three (3) credits of communication electives or three (3) credits of COMM 6998 Professional Project. Typically, they take 15 credits of COMM core courses, 9 credits of COMM specialization courses, 9 credits of POSC, and 3 credits of an elective or project for a total of 36 hours. Professional Track students are required to take the comprehensive exam in communication.

Questions and Answers

Is the Graduate School part of the College or the University?

The Graduate School is part of Marquette University, and it administers graduate programs in different colleges throughout the university. The Graduate Program in the Diederich College of Communication follows the general guidelines of the Graduate School; however, the Graduate Records Office in the College (JH 112) administers most of the day-to-day operations—particularly those that are unique to our program.

So does this mean I must go to the Graduate School if I have a problem or question?

The first place you should turn to is us. Start with your adviser, or stop in the Graduate Records Office. Mr. Steve Repati, our Graduate Records Coordinator, will gladly help you. You are also welcome to see Dr. Ugland, the Associate Dean for Graduate Studies and Research in the college. The people at the Graduate School will also be glad to help.

How many students receive financial aid?

We average eight students on research assistantships, 12 on teaching assistantships and a number of students on partial scholarships, and one additional assistantship for event planning. Some of our part-time students who are not supported by their employer also receive tuition scholarships.

How do I apply for an assistantship?

Most students apply for assistantships at the same time they apply for admission. There are boxes to check on the application form under Financial Aid indicating your interest. If you are already enrolled at Marquette, you must obtain a Financial Aid Application for Continuing Students form from the Graduate School or the Graduate Records Office, fill it out, and return the form to either office. Applications need to be submitted by November 15 for the following Spring and February 15 for the following Fall and must be submitted *every semester*. Assistantships are competitively awarded to applicants with the best academic records.

What is the difference between Teaching and Research Assistantships?

Teaching Assistants (TAs) normally work with a faculty supervisor, and most teach a discussion section of a lecture class. All TAs normally work an average of 20 hours per week including class time, office hours, grading and preparation time. They are assigned offices and have set office hours and schedules. Research Assistants (RAs) normally are assigned to two full-time faculty and divide their 20 hour weeks between them. Their schedule is much more flexible because of this and may look easier. However, they are spending their time doing library and computer searches for data and references, coding and data analysis, interviewing, conducting focus groups or surveys, or writing white papers and abstracts.

How many students are in the program?

About 70 full- and part-time students are enrolled with about a 50/50 split between full time and part time.

How many students complete the program?

The vast majority of students complete their degrees. Those who don't finish usually choose not to for various reasons. Some put their education on hold while others change career paths. Exceedingly few fail to finish for academic reasons.

What is the average length of time it takes to obtain a degree?

Students attending full-time normally complete the program in two years. Those attending part-time normally do so in 3-5 years, depending upon how many courses they take per semester. The Graduate School has a limit of six years to complete the degree.

How many international students are there in the program?

On the average, 20 percent of our students are international and come from a variety of places including China, India, Africa and Europe.

Is there a place in Johnston Hall where I can hang out with other graduate students?

Room 522 in Johnston Hall contains the Graduate Student Lounge and Communication Research Center. There are computers and printers up there for your use with an Internet connection, Microsoft Word, SPSS, etc. In addition, there are a number of research databases and a good collection of communication journals. The room is further furnished with an array of couches and chairs, a refrigerator and a microwave oven. If you are the only one there and you leave - even for a minute - be sure to close the door! The sad truth is that thefts happen, and if any of the equipment is stolen we will be unable to replace it this year. If the room is found open and empty we will have to enforce a closed-door policy.

Is there a place on campus where I can meet other graduate students outside of communication?

Other places on campus include the International Center of the Office International Education (AMU 425), the Multi-Cultural Center (AMU 121), Rec Plex in East Hall, the Helfaer Recreation Center and the Union Sports Annex (804 N.16th Street).

Who is my adviser and why do I need one?

Your adviser was identified in your letter of admission. If you don't remember and can't find the letter, stop by the Records Office (Room 112) and ask Steve Repati. He'll gladly look it up for you. Stop by your adviser's office and introduce yourself. Advisers are there to help you, but they can't do that if they don't know who you are! You must meet with your adviser at least twice a year to help you with course selections that best suit your academic and professional goals. Your adviser can recommend faculty to serve on your thesis or exam committee, act as a project director, or supervise an independent study. Your adviser can assist you with most problems and will be there for you in times of crisis. Don't wander around in the dark—ask your adviser! If, for any reason, you would like another adviser, stop by and see Steve Repati in the Records Office or consult with Dr. Ugland.

What is a "Prerequisite?"

Some courses presume that you have a certain familiarity or acquaintance with the material it deals with. At Marquette, this is indicated by prerequisites, which are certain specified courses you must have taken previously in order to take a particular course. Some are prerequisites within our own program. For example, students must take COMM 6000 and 6050 (theory and basic research) before taking an advanced research class such as COMM 6100 or COMM 6150. The course instructor in the grad program will presume that you have the proper foundation for the course in order to avoid spending undue amounts of time covering basic concepts.

When do I register for classes?

You start registering slightly after the midpoint of the Fall and Spring semesters for the following semester. Remember to first meet with your adviser to discuss your course options during the two-week registration period. PLEASE NOTE: graduate courses are sensitive to small changes in enrollment. If you don't register during this period, we may decide that students are uninterested in a given course and cancel it. This will limit your options.

How do I register for courses?

You register using CheckMarq online computer system utilizing your e-Marq e-mail username and password. Excellent instructions for using this system can be found in the online schedule of classes on Snapshot. Each course and section has a unique number which you enter after you have identified yourself to the system. Check this handbook for course requirements for each specialization or degree program.

How many courses can I take each semester?

A normal course load for full-time students is three courses (nine credits), although full-time status is 7 hours. Students on assistantships can be counted as full time with less than 7 hours by adding the COMM 9975 (for TAs) or COMM 9976 (for RAs), which designates their assistantship. Part-time students usually take 3 or 6 credit hours per semester.

I'm interested in taking an independent study course—what do I do?

Independent study courses allow students to work one-on-one with an interested faculty member on a topic of mutual interest to them both. It allows students to pursue an area of study not covered in regular courses. You need to find a faculty member who is willing to work with you on your topic. Your adviser can help you with this. Once you and the faculty member supervising the independent study have agreed on the scope of the topic and the requirements you must meet, obtain a 6995 Independent Study Form from Steve Repati in the Records Office and complete it with the help of the faculty member. Return it to Steve and he will pass it along to the Associate Dean for Graduate Studies and Research for review. Upon approval within the College, the form goes to the Graduate School where they will register you in the independent study.

Must I take graduate courses in a certain order?

Yes—sometimes! Some graduate courses have prerequisites and this means you must take one course before another. For example, COMM 6000 must be taken before COMM 6050. Note: COMM-6000 and 6050 must be completed within the first three semesters of enrollment. (Note: students now take COMM 6931-701 and COMM 6931-702 in place of COMM 6000 and 6050).

How do I recognize a graduate level course when I see one?

Graduate courses (those only open to graduate students) are numbered at the 6000-level. Courses at the 5000 level are upper-level undergraduate courses that carry graduate credit. Half of your coursework must consist of 6000-level courses.

What is the value of 5000-level courses?

Most students prefer to take 6000-level courses because they are developed for graduate students and are taught at a more advanced level than 5000-level courses. However, some students feel they are missing a particular skill that is covered in an undergraduate class. Graduate students who take 5000 level courses do extra work above and beyond the course requirements for undergraduate students in order to make the course better suited to their conceptual level.

Will the graduate courses I took at another university transfer to Marquette?

You can transfer a maximum of 9 credit hours to Marquette with the permission of the Associate Dean for Graduate Studies and Research and the Vice Provost of the Graduate School. Go to the Graduate Records Office or the Graduate School for a Transfer of Credit form. You should consult page 11 of this Handbook or the Graduate School Bulletin for the rules and regulations governing the transfer of credits.

I would like to substitute one course for another or be excused from a requirement—is this possible?

Some substitutions and waivers are possible if you can make a good case for them. Substitution/Waiver forms are available from the Records Office. Your adviser must agree to the change, and the Associate Dean for Graduate Studies and Research must approve the request. For example, if you come from an undergraduate program with a heavy emphasis on ethics—not merely one ethics course—you may ask to substitute a course for COMM 6250 (communication ethics).

Why do I have to take a comprehensive examination when I am graded on the material in class?

Thesis students are exempt from taking the comprehensive exam, but all course-option students take it including those who do a professional project. The comprehensive exam is a demonstration of your ability to integrate the material you have learned in all of your courses here at Marquette. You are typically questioned on your ability to integrate theory, research methods, your area of specialization, and ethics.

NOTE: All students taking comprehensive exams are required to attend an informational seminar **before** their scheduled comprehensive exam date. Attendance is mandatory.

I know that I have to take a comprehensive exam, but how do I form an exam committee?

The semester **before** you plan to take your exam, you should form an exam committee with the advice of your adviser. Obtain an Exam Registration form from the Records Office and take it with you when you approach faculty about serving on your committee. If they agree, they will sign off on the form with one member agreeing to be the chairperson. It is better to form your committee as early as possible so you can begin the study process with confidence. See page 13 for more information.

How early should I begin asking my Committee members about my questions?

At the end of the semester **before** you plan to take your exam you should meet with each member of your Committee to discuss the basic topic and nature of their Exam question. You will not receive the exact question but you should have a good sense of the direction the question will take. This will help you put your effort into reviewing the right material.

How do I know whether or not I should pursue the Thesis or the Professional Track for my Master's Degree?

In general, if you plan on pursuing a research career or going on for a Ph.D., then you should complete the Thesis Track. If you are seeking career enhancement, the Professional Track will usually suit your needs better than the Thesis Track. Talk to professors for their advice, seek the input of your adviser, and attend the graduate seminar for further help in making this decision. See page 10 for further details for the thesis and project.

Within the Professional Track, how do I decide whether to do a professional project or do the course option?

A Professional Project is an excellent portfolio item to display when you are interviewing for a job. It demonstrates the skills and talents you have developed here at Marquette in a tangible manner. It is also a very applied task, so for those who want to work with an outside client, design a new magazine, do some freelance writing, create an advertising/PR plan for a company, create a website for a client, etc. it simply affords the best intellectual challenge. On the other

hand, those who need the broadest array of courses to expand their knowledge base may be best served by the course option. Those who plan to stay with their current employer and broaden their areas of expertise often find the course option the best choice. All three options—thesis, project, and course—teach valuable lessons so you can't "go wrong," but you want to make the choice that will benefit you most in the long run. Decide what you think is right for you.

When should I start working on my thesis?

You should start thinking about your thesis as early as the second semester of your first year at Marquette or no later than half way through your coursework. During that semester you should consult with your adviser about a topic, establish a Thesis Committee, and draft your Thesis outline. You can then devote your second year to research and writing your thesis.

What is an oral defense?

An oral defense is an opportunity to present and defend your thesis work in front of the Marquette community. It demonstrates your mastery of the material and your ability to engage in scholarly discussion on the issues and your findings. The oral defense is scheduled by your thesis chair after he/she has determined that you are ready for it. All oral defenses are open to the public, and other faculty and students are encouraged to attend and ask questions. For students in the thesis track, it's very beneficial to attend the oral defenses of other students in order to get a good idea of the process.

What is the MA/Faculty Research Symposium?

The Symposium is designed to be an event in which students and faculty come together to share paper and poster presentations representing a variety of interests and specializations in the field of communication. One of the highlights of the Symposium is a student paper contest, the winners of which receive a monetary prize of \$250. The paper competition is blind refereed by College faculty (the writers are not identified). You must present a paper at the Symposium in order to be eligible for a monetary prize.

PERSONAL RESOURCES AND FACILITIES

Here is a brief summary of the most prominent resources and facilities available to students at Marquette. They are discussed at much greater length in the University Bulletin and on the University website at <http://www.marquette.edu/>.

ALUMNI MEMORIAL UNION: provides students with a comfortable environment for a variety of activities and meetings as well a place to relax, eat or study. Facilities include four food-service areas, a game room, ticket sales, a retail shop, a post office, banking services, a chapel, meeting rooms and lounges. The Unions also contains various University offices and student organizations.

APARTMENTS and OFF CAMPUS STUDENT SERVICES: University Apartments and Off Campus Student Services was established in 1998 to assist students who live in the Marquette Neighborhood. Some of our services include 1) managing seven university-owned apartment buildings, 2) publishing the Tenant Guide annually and Renter's Writes, a monthly e-mail newsletter, 3) coordinating the Global Village at Campus Town, a community for current Marquette students and new international exchange students, 4) providing listings for students looking for sublets or roommates, 5) providing educational programming for sophomores in the residence halls interested in living off campus, 6) assisting international students and graduate students in their housing needs, and 7) addressing concerns between students and landlords.

ATHLETICS: Marquette competes at the NCAA Division I level in a variety of intercollegiate sports. Six sports are available to women, including basketball, cross country, indoor and outdoor track, tennis, volleyball and soccer. Eight sports are available to men, including basketball, cross country, golf, indoor and outdoor track, soccer, tennis and

wrestling.

BANKING SERVICES: U.S. Bank has an office located on the first floor of the Alumni Memorial Union (414-223-2030).

BOOK MARQ: The Book Marq's focus includes: 1) Providing the best possible service to the Marquette community, 2) Stocking all the text books needed for every Marquette student, 3) Stocking large quantities of used text books, 4) Providing a wide assortment of school supply items, 5) Stocking a large selection of leisure and reference books and 6) Providing academically discounted software for its customers.

BREW BAYOU: The Brew Bayou is one of the most unique areas of the AMU. Disguised as a New Orleans-style coffee shop, it is actually the home for open mic nights and poetry readings as well as acoustic singer-songwriters. Students have even been known to get some studying done! The Brew Bayou is also your link to the Internet with a "Cyber Lounge" and wireless Internet access for those with laptops connected to the Marquette system. The Cyber Lounge features four web-connected computers available for guests use. The Brew Bayou menu includes gourmet sandwiches, salads, coffees, pastries, bagels, muffins and even sushi! The Brew Bayou also carries a large selection of juices, cold coffee, frappes and soft drinks for those times when a cup of coffee just isn't enough! Similar facilities are found at Brew Cudahy (Cudahy Hall), Brew Straz (Straz Hall) and Brew @ The Bridge located on the walk bridge between the second floor of the Memorial Library and the new Rev. John P. Raynor, S.J. Library.

BROOKS LOUNGE: The Brooks Lounge offers an opportunity for guests in the AMU to unwind by shooting pool and darts, playing arcade games, relaxing in our living room setting complete with a big screen TV or checking out board games for free use. The Brooks Lounge offers two large screen TV's. The Brooks Lounge also serves fountain soda, nachos and popcorn. In addition, individuals that have access to the Marquette network from their laptop can sit in the Brooks Lounge and surf the web. Brooks Lounge also has a computer that allows guests to surf the web or update an assignment done in Microsoft Office. The Brooks Lounge offers programming activities throughout the academic year, including ACUI qualifying billiards tournaments, Texas Hold'em Poker Tournaments, hearts tournaments, live music and nights with free popcorn, soda and board games.

BURSAR, Office of the: The Office of the Bursar is responsible for processing your payments, sending out semester bills for your tuition, fees, and housing, and crediting financial aid to your Bursar account. Students can also cash a personal check at our office and deposit money onto their Marquette card.

INTERNATIONAL EDUCATION, Office of: This office assists students from other countries to achieve greater academic benefits from their Marquette experience and foster cross-cultural ties for the benefit of American students. It also addresses the needs of Marquette students wishing to study abroad.

CAMPUS SAFETY: Students need to be aware of the realities of urban living. The University strives to educate students about personal safety and crime prevention through a wide variety of safety programs and services maintained by our own Department of Public Safety.

CAREER SERVICES CENTER: The Center offers career assistance to students and alumni seeking internships, entry-level positions and new or different career options.

CHANGE OF NAME OR ADDRESS: Whenever a student wishes to change his/her name or address, this information can be reported to the University Registrar who will notify all appropriate campus offices.

CHECK CASHING SERVICES: Students may cash checks at the Office of the Bursar and both the U.S. Bank and Union Station in the Alumni Memorial Union. You will need to present a valid Marquette University student ID card and pay a nominal fee.

CLUB SPORTS: This program is designed to provide competitive, recreational and instructional sports activities for students. Currently active club sports for men are baseball, curling, ice hockey, lacrosse, rowing, rugby, football, sailing, ski racing, swimming and diving and volleyball. Club sports for women consists of curling, rowing, rugby, sailing,

ski racing, softball, swimming and diving and volleyball.

COMMUNITY SERVICE, Center for: The Center is designed to help you, your organization, or group of friends get connected and involved with service in the Milwaukee community and beyond. The Center provides: 1) a detailed database of long-term community service opportunities, 2) a collection of one-day service projects, 3) opportunities to connect with the larger service movement in the state and around the country, 4) transportation assistance, 5) a resource library on community service, social issues, and reflection activities, 6) advisory and administrative support for community service organizations or individuals interested in community service, 7) consultation and presentation opportunities to speak with your organization about community needs, community service options, and reflection activities, and 8) information on post-graduate service opportunities.

COMPUTER SUPPORT: Don't have a computer? Marquette offers computer labs, which are open to current students, faculty and staff with a valid Marquette Card. Computer workstations are available in the Raynor Library. In addition, IT Services maintains a computer lab on Cudahy Hall's first floor (Lab 108). Laser printing is available via PrintWise.

COUNSELING CENTER: A staff of professional psychologists and counselors provides individual and group assistance to students with educational, vocational, personal or psychological adjustment problems. The center is located on the second floor of Holthusen Hall.

COMMUTER SERVICES: Commuter Students are those students who live outside of the University District and must drive or utilize public transportation from home to attend class. Marquette University and the Office of Student Development provide multiple services and amenities for Marquette commuters. If you should have any trouble or questions you can drop by the Office of Student Development located on the 1st floor of the Alumni Memorial Union (AMU), office number 121, or call (414) 288-7205, on campus: 8-7205.

DENTAL CLINIC: The clinical services of Marquette's School of Dentistry are available to all Marquette students. These services are provided at a nominal fee. The clinic is located in the School of Dentistry building on campus.

DISABILITY SERVICES: The University strives to integrate students with disabilities into all aspects of university life. The Office of Disability Services has been established to coordinate this process in accordance with our compliance responsibilities under the law. Accommodations will be made for all students with identified and documented disabilities on a case-by-case basis. This office is located in AMU 317.

DISPUTE RESOLUTION EDUCATION, Center for: This center combines the fields of law, business, psychology, sociology, political science, health sciences, education and communication in order to develop programs that better address today's multifaceted issues in resolving disputes.

ELECTRONIC LEARNING, Center for: The center assists faculty in the design, development and delivery of electronically supported learning options. In addition, the center trains educators and business professionals in course development and design for Web-based learning using course management systems such as D2L and online course facilitation.

EMPLOYMENT ASSISTANCE: Employment assistance is available to students. Visit Student Employment Services or contact the Office of Student Financial Aid/Student Employment with questions. Graduate assistants are not allowed to work outside of their assistantship assignments.

INFORMATION TECHNOLOGY SERVICES (ITS): Information Technology Services provides progressive, reliable solutions and quality technology services. IT Services is headquartered on the second floor of Katharine Reed Cudahy Hall at 1313 W. Wisconsin Ave. Feel free to call the IT Services Help Desk at (414) 288-7799 or send an e-mail with computer, network or phone-related questions or problems to helpdesk@marquette.edu. Help Desk staff will answer your questions, resolve the problem, or steer the issue to the right technology expert.

INSTRUCTIONAL MEDIA: The Kenneth Shuler Instructional Media Center is located in Johnston Hall, 1131 W. Wisconsin Avenue. To meet the media needs of the university we have integrated five separate departments overseen by the

Associate Vice Provost for Educational Technology. These include The Center for Electronic Learning, Media and Photo production, Technical and Audio Visual Services. Their administrative office is in Room 100 of Johnston Hall. This is the central point for information and referral to any of the resources of the center. The telephone extension for the IMC is 87532.

INTERCULTURAL PROGRAMS: The Office of Student Development focuses on the promotion of cultural inclusiveness through its services and programs. To increase the effectiveness of these efforts, the staff in the Multicultural Center collaborate with students, administrators and faculty from a variety of schools, colleges, and departments on the campus to create a more open and educational environment regarding cross-cultural relations. The staff is also available to consult with student organizations, residence hall floors, classes and university departments on issues related to valuing diversity and diverse cultures. The Office coordinates a wide variety of programs each year including regular cultural celebrations that feature speakers, performers, music, films, dinners, exhibits, and workshops. These programs are examples of the university's philosophy articulated in its Statement on Human Dignity and Diversity. They provide the university community with opportunities to recognize and cherish the dignity of each individual by promoting a campus climate that fosters learning, appreciation, and understanding of other cultures as well as the importance of intercultural relations.

INTERNATIONAL STUDENTS: The OIE Program Center is located in room 407 of the Union and promotes interaction among Marquette students from all over the world. Among its facilities are short-wave radio, an international music collection, worldwide television, international games and a fully equipped kitchen.

J.U.S.T.I.C.E.: Jesuit University Students Together in Concerned Empowerment is a student organization which focuses on social justice issues, awareness, and activism on campus. Rooted in the Jesuit values of a "Faith that does Justice", this student group meets every Tuesday at 8:00 p.m. in the Alumni Memorial Union.

KINSHIP CIRCLE PROCESS: Kinship Circles are a Marquette adaptation of the Peacemaking Circle Process which brings together diverse people to have positive and meaningful conversation. The concept of "Kinship" comes from the notion of standing together as equals, without having to direct a resolution.

LES ASPIN CENTER FOR GOVERNMENT: Through conferences, symposia, publications and the direct participation of its students, the center provides: 1) a dynamic, rigorous educational experience for Marquette students and others from around the country, 2) a genuine and direct contribution to our nation's ongoing experiment in representative democracy, 3) a unique laboratory for policy examination and the promotion of democratic values by examining how public policy emerges in a modern democratic society and how individual citizens can make themselves heard, and 4) prepares young people to serve the public effectively and ethically, and to counter the growing cynicism toward the processes of representative government.

LIBRARIES: Marquette's vast research environment is housed in two facilities, the Raynor Memorial Libraries and the Law Library. These libraries offer more than 1.5 million volumes, hundreds of research databases, computer access, laptops on loan, a CD and video collection, and library staffs who help researchers from around the world. The Raynor Memorial Libraries feature a mix of comfortable seating and group study spaces, more than 200 computer stations and 24-hour, seven-days-a-week access to the main floor Information Commons during the semesters.

MAIL SERVICES: U.S. mail is delivered to students in campus housing by the U.S. Postal Service. There is a contact station in Union Station (Alumni Memorial Union) where students may bring letters and packages for delivery by the Postal Service and United Parcel Service. Packaging and shipping service is also available.

MARQUETTE ACTION PROGRAM: The Marquette Action Program (M.A.P.) works with a number of service organizations throughout the country. M.A.P. offers students the opportunity to work and interact with the communities served by these organizations. M.A.P. participants often encounter realities of poverty, racism, disability, and other means of marginalization in our society. Participants are invited to be in solidarity with those they encounter during their M.A.P. experience through simple living, openness to community sharing, and an awareness of justice issues related to their service.

MarquetteCASH: MarquetteCASH is a convenient, cashless way to pay on and off campus. Not only can you use it to pay at vending machines, coffee shops, the Annex, or even The Golden Eagle, you can also use it at several of the most popular businesses in the area. A prepaid, stored-value account that's part of your MarquetteCard, MarquetteCASH has you covered with whatever you need, whenever you need it, 24 hours a day, 365 days a year.

MARQUETTE PLACE: Marquette Place is the place for great meals, service and dining atmosphere. Found in the Alumni Memorial Union (AMU), it is designed to suit a plethora of tastes, Marquette Place offers: Fresh Greens - Made to order gourmet salads, Sushi - Our sushi chef makes your favorites in front of your eyes - California rolls and much more! Grill 155 - Grilled fare including a variety of burgers, chicken and specialty sandwiches, Einstein Bros. Bagels - More than a dozen types of fresh-baked bagels, sandwiches, served with salads, fresh fruit and cookies, New York City Subs - East Coast hoagies sure to satisfy any appetite, Natural Market - A specialty market featuring natural healthy living selections

MARQUETTE UNIVERSITY ALUMNI ASSOCIATION: The Association has been a unifying force for Marquette alumni and the University since its founding in 1893. More than 100,000 Marquette alumni reside throughout the world. It sponsors nearly 300 service and social projects a year and numerous Marquette students through its various scholarship programs.

MASS MEDIA RESEARCH, CENTER FOR: The center conducts research into the roles, uses, processes and effects of mass communication. Most projects involve: communication about health, environment, and science, environmental and health risks. Studies, funded by government agencies, include the role of communication in public reactions to: health risks from consuming Great Lakes fish and tap water; risks to the environmental quality of the Great Lakes; and, flooding and ecological quality of urban watersheds. Projects include: Study of news media coverage of health risks from local environmental contamination and Examining the teaching of statistical reasoning in university journalism programs nationally

McNAIR SCHOLARS PROGRAM: The McNair Scholars program prepares eligible students for graduate school. During the academic year, students attend monthly seminars, meet visiting scholars, and participate in student and professional conferences. As well, the McNair Director is available to provide specialized academic advising, admissions and financial aid application assistance. During the summer, McNair students may apply to participate in SOAR, a paid research internship which provides an in-depth research experience, working one-on-one with a faculty mentor, and the opportunity to network with other undergraduates from across the nation. To be eligible for The McNair Program, participants must be low-income students whose parents do not have an undergraduate degree or African-American, Hispanic, or Native American.

MIDNIGHT RUN: Midnight Run is a volunteer service program which began in 1988. It focuses on the particular needs of the hungry and homeless people living in the community around Marquette. This program is organized by a coordinating team of Marquette students under the supervision of University Ministry. Volunteers serve meals and work in area meal programs and shelters. Service in Midnight Run is meant to challenge students to integrate their experiences with their faith. Midnight Run's philosophy is rooted in the gospel, with Matthew chapter 25 serving as its hallmark. Midnight Run is based on the fundamental belief in the dignity and worth of all persons and strives to cultivate a sense of responsibility for caring for all members of our community.

MUSIC PROGRAMS: Marquette University offers a variety of ways for musically talented students to continue to practice and perform while in college. The vocal and instrumental performance groups are listed in the Schedule of Classes as zero-credit courses.

NEIGHBORHOOD SAFETY: Students and parents often have questions about the safety of the Marquette neighborhood. The Marquette University Department of Public Safety is nationally recognized for the services it provides to the Marquette community. More information about Public Safety's services can be found on their web site, <http://www.mu.edu/dps/>.

OMBUDS, Office of the: Contact the Office of the Ombuds if you have a diversity concern relating to race or ethnicity in your academic or non-academic campus experience and you need more information about university policies and procedures. The Office is there for you if you want to discuss your concern "off the record" with an objective person, if you want to identify your options in a situation, if you seek guidance on ways to handle your concern informally, or if you want information on how to file a formal complaint. The Office of the Ombuds is located in Cudahy 404.

PARKING SERVICES: Full and part-time parking privileges are available for purchase by students through the Parking Services Office.

PREPARING FUTURE FACULTY: The Preparing Future Faculty (PFF) Program at Marquette University encourages the development of new approaches to the graduate education of future professors, improvement of the quality of undergraduate education, and the preparation of graduate students for their roles in the future professoriate. In collaboration with the Marquette University Center for Teaching and Learning at <http://www.marquette.edu/ctl>, the PFF program has developed the Documentation of Teaching Program to help prepare interested graduate students for a career in academia. Students with other career interests are welcome to engage in PFF activities, and may find the programs on developing a résumé, building presentation skills, preparing for job interviews and other topics particularly helpful.

RECREATION: The Helfaer Tennis Stadium and Recreation Center provides the Marquette community with one of the finest recreation facilities in the Midwest. It was designed and is operated to give its users greater variety and choice in their recreational pursuits. If you have any questions please call the Helfaer Tennis Stadium and Recreation Center at: 414-288-6976

RECREATIONAL SPORTS: Indoor recreation activity at Marquette revolves around the Helfaer Tennis Stadium and Recreation Center and the Rec Plex. Both facilities are available free of charge to all students, while their families are eligible to join for a nominal fee. Their facilities include various types of athletic courts, a swimming pool, a fitness/weight room, pro shop, locker rooms, saunas, steam rooms and fitness assessment centers.

REGISTRATION (TVR): Marquette uses a system of registration for courses known as CheckMarq. Its use requires a valid MU E-Marq e-mail account and password.

SERVICE ORGANIZATIONS: Each of the following is a Marquette chapter affiliated with a local of a national organization. These organizations are an excellent way to meet and serve with other students sharing similar interests and the desire to make a difference.

- Supporting Special Olympics. Supporting Special Olympics is unique in that we are the first college or university in the country to have our own Special Olympics chapter. Our organization works with Milwaukee Public Schools and places student volunteers at sites as coaches for 16 different sports throughout the year, including bowling, basketball, gymnastics, soccer, and softball. Coaching requires a 2 hour commitment a week for as long as the sport runs (8-10 weeks). As an organization, we also host one-day events, including two annual tournaments. We have something for everyone, no matter what your time commitment or physical skill level is. Meet new people and become inspired by truly amazing athletes.
- Best Buddies of Marquette. Best Buddies is dedicated to enhancing the lives of people with mental retardation and educating Marquette students about the needs and abilities of people with mental retardation. Become a friend with an adult with moderate mental retardation through group outings and one-on-one activities.
- Big Brothers/Big Sisters. Big Brothers/Big Sisters fosters caring relationships between college student "Bigs" and children ("Littles") between the ages of 7 and 17 years. Big Brothers/Big Sisters has a careful screening process and requires a year commitment.
- The Campus Kitchen at Marquette. The Campus Kitchen at Marquette operates on the Marquette University campus, and utilizes shared kitchen space, donated food, and the energy of students, faculty and community members. Volunteers prepare meals on campus, then deliver them to agencies and individuals in the community. Our meals are paired with services such as tutoring, counseling, and case management.

- Circle K International. Affiliated with Kiwanis and Key Club, Circle K provides an opportunity for leadership training through service to the community. Circle K is involved in a number of service projects in Milwaukee and is also active at the regional and national levels.
- Gamma Sigma Sigma. As a national service sorority, Gamma Sigma Sigma members contribute at least 10 hours of service each semester through individual community involvement and sorority projects focusing on women and children.
- Habitat for Humanity Habitat seeks to provide decent, affordable housing for those who are without adequate shelter. Marquette's chapter works with Milwaukee, Waukesha, and Racine chapters, as well as with other housing organizations. In addition to work projects, members are asked to help raise funds for Marquette to sponsor their own houses.
- Engineers Without Borders - USA (EWB-USA) is a non-profit humanitarian organization that implements sustainable engineering projects, while involving and training internationally responsible engineers and engineering students. Marquette's chapter offers annual trips to Guatemala to work on critical infrastructure projects.
- GMR is a collaborative effort among university students, medical professionals and other non-profit organizations to provide relief and additional resources through medical brigades, educational outreach programs and shipment of medical supplies.
- YMCA One on One Program - The One on One Program is an academic after-school mentoring program that matches middle school students with caring adult mentors from local businesses, Marquette University, and the community. Supervised group sites meet weekly throughout the city and utilize a specialized literacy curriculum called HOSTS (Help One Student to Succeed) to help improve students' reading abilities. One on One is an urban education initiative of the YMCA of Metropolitan Milwaukee, in collaboration with Milwaukee Public Schools, local businesses, and civic organizations.
- Watumishi - People of Service. A student organization devoted to raising awareness of and addressing HIV/AIDS in Africa and the Milwaukee community.
- Women and Youth Supporting Each Other, or WYSE, is a national mentoring organization and project of Community Partners. Since its inception, WYSE has been dedicated to strengthening the lives and communities of women and girls of color through a curriculum based, group and one-on-one mentorship program that strives to address all the issues that can contribute to their disempowerment.
- Mardi Gras - Making A Real Difference In the Gulf Region and Areas Surrounding is a service organization which strives to provide aide to hurricane victims in the Gulf Region; as well as, promote awareness of the issues which plague the Gulf Region.
- Colleges Against Cancer - The CAC program allows college students, faculty, and staff to work together to bring American Cancer Society programs and services to college communities nationwide.

SOUP WITH SUBSTANCE: Inspired by the "round table discussions" of Peter Maurin and the Catholic Worker Movement, Soup with Substance is a noontime presentation on an issue related to social justice over a simple meal of soup and bread. Come when you can! It's FREE!

SPEECH AND HEARING CLINIC: This clinic is available for Marquette students and their dependents free of charge. Services include evaluations and therapy. The clinic is located in Monitor Hall.

SPORTS ANNEX: The Annex is a premier entertainment facility in the heart of the Westtown Business District. Designed to resemble an urban playground the decor includes unfinished cement, chain-link fencing, graffiti and billboards. Marquette University owns and operates the facility, but it is open to the entire Milwaukee community. You must be 18 or older to or be accompanied by a parent.

STUDENT DEVELOPMENT: The elements that comprise this office contribute to the education of the whole person, and serves as a catalyst in the evolution of a culture that supports such an education. Among many programs, it supervises Greek life, student government, student organizations, Preview and Orientation.

STUDENT EDUCATIONAL SERVICES: This office provides a range of academic support services to students including tutoring, time management as well as accommodations and assistance for students with disabilities.

STUDENT GOVERNMENT: Marquette University Student Government is charged to identify, understand, actively address and represent students' needs, concerns, and interests through acts of leadership and service which reflect Catholic, Jesuit ideals and contribute to the betterment of the Marquette University Community. The basic functions of MUSG are: 1) To act as the primary student voice of the Marquette Community, 2) To manage the MUSG portion of the Student Activity fee and derived funds, 3) To promote and sponsor services for the student body and 4) To recognize and support student organizations

STUDENT HEALTH INSURANCE: RAs and TAs receive free health insurance as a benefit of their assistantship, but all other students can purchase health insurance at a significantly discounted rate. Since this benefit is new, visit the following website for additional information. <http://www.marquette.edu/grad/GraduateStudentHealthInsurance.shtml>

STUDENT IDENTIFICATION CARDS: Your Marquette ID card is a university-recognized form of student identification. You are required to carry it at all times on campus. It is required for access to all academic and athletic events and most university services and facilities. The Card Office may be found at Union Station on the lower level of the Alumni Memorial Union.

STUDENT MEDIA: Marquette publishes two publications in order to meet the general needs of all students. The Marquette Tribune is a newspaper published on Tuesdays and Thursdays, and the Marquette Journalism is a quarterly literary magazine. MUTV is a student-run cable television station which serves the campus community. WMUR is a student-run radio station, broadcast by Time-Warner and carrier current into campus buildings. While they are largely staffed by students from the College of Communication, any student is able to participate.

STUDENT SAFETY PROGRAMS: The Department of Public Safety's Transportation Services provides students with two forms of safe transportation throughout the on- and near off-campus area. The LIMO (Local Intercampus Mobile Operations) provides local Abus@ service on distinct routes. The Safety Patrol and Escort Service provides students, staff and faculty with on-call escorts to walk them to locations on or near campus in the evenings. Patrol teams also walk the on and near campus area.

TENANT GUIDE: The Tenant Guide is published annually, and is designed to help students not only find housing, but also to guide them through the entire time they will live in the Marquette neighborhood. The Tenant Guide has listings of the various off campus properties that include prices, amenities, and contact information, as well as information about safety, student rights and responsibilities, campus and city resources, and various checklists. If you have questions or need assistance, please feel free to contact the Off Campus Community Assistants at 288-7281 or via e-mail at <http://www.muuaocss@marquette.edu>.

THEATRE ARTS, DRAMA: The Theatre Arts faculty invite all students to participate in their theatre production seasons, both as performers and backstage.

TRANSCRIPT OF RECORDS: A Marquette transcript is a complete and unabridged record of all work attempted at Marquette University by a student. This information will only be released pursuant to the Family Educational Rights and Privacy Act of 1974 (amended). Transcripts are only available from the Office of the Registrar in Marquette Hall.

TRINITY FELLOWS PROGRAM: The Trinity Fellows Program is a graduate fellowship program dedicated to developing urban leaders with a commitment to social justice. Fellows participate in a 21-month study/work program while earning a master's degree in one of ten fields of study. To be eligible, applicants must meet the admissions requirements of the Marquette University Graduate School. In addition, applicants must have completed service in the Peace Corps, Jesuit Volunteer Corps, Lutheran Volunteer Corps, AmeriCorps, or other comparable full-time volunteer program. The student application deadline for the August 2009 - May 2011 fellowship term is February 2, 2009.

TUTORING PROGRAMS: see the Student Educational Services and Writing Center entries.

U-PASS: The U-PASS allows cardholders to ride any Milwaukee County Transit System bus for free, 24-hours a day/7-days a week, during the fall and spring semesters. All full-time undergraduates who have paid the student activity fee

can pick up a U-PASS at Union Station. The U-PASS will be valid for both fall and spring semesters.

UNION STATION: Need to send a fax or buy Coach USA tickets? Need stamps or a money order?

Need to know where to use your MarquetteCard? Just go to Union Station, room 158 of the AMU, and get it all done at the same time! Union Station is a multi-purpose office and is home to MarquetteCard Services and the Post Office. Union Station offers U.S.P.S. Domestic and International services with daily pickups Monday through Friday at 3:30 p.m. Guests can also take advantage of UPS (Domestic only) with daily pickups Monday - Friday at 2:30 p.m. for additional shipping needs. Union Station also has shipping supplies, such as boxes and padded envelopes, available for sale.

Other services offered out of Union Station include: MCTS (Milwaukee County Transit System) tickets in the form of weekly passes, regular fare, premium fare, half fare and Easy Pass , Coach USA tickets to Chicago airports, Wisconsin Coach tickets, Fax machine, Notary Public, AMU locker rentals, Newspaper available for sale (Milwaukee Journal Sentinel and USA Today), University gift cards, MarquetteCASH deposits, UPass Name tags (with department clearance), Specialty cards (with department clearance) , Assistance with access or privilege problems.

UNIVERSITY BOOKSTORE: The Book Marq is Marquette University's official bookstore for purchasing text books and other classroom supplies. The Book Marq's focus includes: - Providing the best possible service to the Marquette community, - Stocking all the text books needed for every Marquette student, - Stocking large quantities of used text books, - Providing a wide assortment of school supply items, - Stocking a large selection of leisure and reference books, and - Providing academically discounted software for our customers. The Book Marq is located at 818 N, 16th Street.

UNIVERSITY INFORMATION: Located on the second floor of the Union, University Information is a source for current information on events and activities on campus. Phone numbers of students and University offices are also available.

UNIVERSITY MINISTRY: University Ministry provides opportunities for faith formation, pastoral care of individuals, education for justice and services, opportunities for retreat and reflection and sacramental preparation as well as prayer and worship in several religious traditions as well as the Catholic tradition. Its facilities are located in the Union. Among its programs are:

- Marquette's Gay Lesbian Bisexual (GLB) group is here to provide support and create discussion for you. Our meetings are safe, comfortable, and confidential.
- Grief support. .Death in one's family or among friends can be a devastating experience. University Ministers are available to anyone from the Marquette community who needs support following a death or other loss. At times groups are formed to provide additional support.
- HAVEN (Helping Abuse and Violence End Now) Network is a network of campus providers offering services and support to those affected by sexual assault, dating violence or stalking. Assistance following a violent crime is available. Prevention-oriented peer education programs are also offered.
- L.A.P. If you, or someone you care about, is pregnant at Marquette, you may be feeling lonely, afraid, or confused. It may seem as if there is no one to talk to about all the decisions you will need to be making and your choices for the future. You may not be aware of what resources are available to you.
- Project Rachel. Confidential post-abortion counseling or counseling for friends of those who have had abortions.
- Spiritual Direction. A chance to meet regularly in a one-on-one setting to discuss faith and life.
- Vocation discernment. A chance to discuss life goals with a university minister.

VETERAN'S BENEFITS: The Office of the Registrar acts as liaison between students and the Veterans Administration and the Wisconsin Department of Veterans Affairs. Any student eligible to obtain veterans benefits must report to that office at the beginning of each term.

WRITING CENTER: The Ott Memorial Writing Center in Monitor Hall offers comprehensive guidance in identifying topics, revising, and creating final writing drafts. Appointments are required. The writing center offers one-to-one tutoring to all Marquette students, staff, and faculty on all kinds of writing projects, from first year English papers to graduate theses, from history papers to person

CALENDAR OF IMPORTANT 2011-2012 DEADLINES

The University provides an academic calendar on the MU website. Below are some important university dates as well as college dates. You are responsible for learning about and meeting these deadlines.

Some exceptions to College deadlines may be made. Usually the procedure is to apply in writing to the Associate Dean for Graduate Studies and Research. Such requests must be countersigned by your academic adviser and must be made at least 5 school days in advance of the deadline. Exceptions requested after a given deadline has passed will not be considered by the College.

Date	Event
8/22—26	RA/TA Orientation, Diederich College of Communication
8/25	Graduate School new student orientation
8/29	Classes begin
9/5	Labor Day; classes excused/offices closed
9/6	Registration ends at midnight
9/15	Outlines for theses and projects due to Graduate School
9/19	Fall Comprehensive Exam Informational Seminar
10/5	Deadline for students to apply for December 2011 graduation
10/7	Deadline to submit work to instructor for incompletes earned spring and summer 2011
10/20—23	Mid-semester break; classes excused
11/4 or 5	Fall Comprehensive Exam dates
11/18	Last day to withdraw or change to audit for fall semester
11/15	Deadline to apply for financial aid for spring 2012
11/15	Deadline for December graduates to hold Oral Defenses and submit Theses/Projects to the College of Communication
11/20—27	Thanksgiving Holiday; classes excused/offices closed
11/21	Deadline for December graduates to submit Theses/Projects to the Graduate School
12/10	Final Day of Classes
12/18	Winter Commencement
12/19—1/16	Winter Break

Date	Event
1/16	Martin Luther King day: offices closed
1/17	Classes begin
1/30	Spring Comprehensive Exam Informational Seminar
1/25	Registration closes at midnight
2/1	Deadline for students to apply for May 2012 graduation
2/15	Deadline to apply for financial aid for 2012-2013
2/17	Deadline for students to submit work to instructor for I, IX, and X grades earned in fall 2011
2/29	Deadline to submit fall 2011 I, IX, X grades to Registrar
3/5	Registration for summer 2012 begins
3/11—18	Spring Holiday; classes excused
3/23 or 3/24	Spring Comprehensive Exam dates
4/2	Deadline for students to apply for August graduation if they want to participate in May graduation ceremony
4/5-4/8	Easter holiday
4/11	Deadline for May graduates to hold Oral Defenses and submit Theses/ Projects to the College of Communication
4/13	Final day to withdraw with grade of W or change to audit
4/15	Deadline to apply for financial aid for summer 2012
4/18	Deadline for May graduates to submit Theses/Projects to the Graduate School
4/26	Faculty Scholarship Reception
4/26-27	MA/Faculty Research Symposium
5/5	Final Day of Classes
5/20	Spring Commencement

FREQUENTLY ASKED QUESTIONS ABOUT BEING AN RA

How many hours per week do I work as an RA?

RAs should expect to work 20 hours per week—10 hours for two different faculty members. You need to be available for 20 hours to fulfill the obligations of your assistantship, but at the same time, you are not expected to

work more than 20 hours per week. You are also a full-time student carrying 7-9 hours per semester, so time management is important.

Will I receive any training to be an RA?

There will be information sessions during the RA/TA Orientation in August before classes start. You will spend some time with Ms. Rose Trupiano, a research librarian in the Raynor Library, who will acquaint you with some of the databases and discuss the type of library duties you are likely to have. The faculty member(s) you are assigned to will provide additional training if needed.

What if it takes me more than 20 hours to do my work?

First, let the faculty member(s) know that the work is taking more than the allotted hours. A remedy must be found so that you don't exceed the limit because you also need the time for your coursework. If you and the faculty member don't reach an easy solution, let me know and I will help.

Some students are afraid to speak up and suffer in silence. Some fear they may be regarded as incompetent. Please don't remain silent! The reality is that faculty members don't always know how much time a task will require and may inadvertently assign more than you can do in the time frame. Be reassured that they will work with you if you let them know that this task is more time consuming than anticipated.

In other cases, students have different levels of experience. If you are new to being an RA and adjusting to graduate school for the first time, it may take you longer to do certain tasks than it will take you in your second year. Furthermore, you will become a better researcher over time. If a faculty member asks you to do something beyond your skill level, speak up so that he/she can help you get up to speed in a certain area.

What if I do all the work assigned in less time?

Again, it may be difficult for faculty members to anticipate the length of time for a task, so if you finish early and have several more hours left over, let them know so you can go on to the next task. If the time you've put in is close to 10 hours per faculty member, don't worry about slight differences.

If I'm only assigned a few hours of work during a given week, can my faculty supervisor ask me to work longer hours the following week? Suppose I work 5 hours one week. Can I be expected to work 15 hours the next?

If this is something the two of you negotiate and agree upon in advance, it is fine but you cannot be expected to do additional work on short notice. Ideally, your work load as an RA will be fairly steady throughout the semester, but at times there could be some variation. If the faculty member asks if you could work less one week and more the following due to a special need, and you have enough notice to arrange your schedule accordingly, and if you agree to the shift in workload, this is perfectly acceptable. However, if the week that the faculty members desires extra work happens to coincide with a week when you have papers due for your own classes, you may not be in a position to accommodate their request. If a faculty member and RA work out a schedule that is mutually satisfactory, there is no problem. But both people must agree.

How often should I meet with the faculty members?

You should plan to meet with your two faculty members each week to go over the assigned work. You don't have to meet for a long time, but you should plan to meet. How long you meet is for you and the faculty member to decide. If the faculty member sees that there is no need to meet during a given week because you are continuing to work on a given task that you've already discussed, he/she might cancel the meeting for that week and resume meeting the following week. However, it is always best to have a standing, regular time to meet. That time should

be reserved for you only, rather than having you come during office hours when other students need attention and other interruptions are likely to occur.

What type of tasks am I likely to do?

This varies depending upon the nature of research the faculty member is doing. Doing library searches for background information on a research project is very typical. Beyond that, some research is quantitative and requires data entry and statistical analysis. Other research is qualitative in nature and may require the transcription of interviews, etc. Everything asked of you will be to further the faculty members' research and make them more productive. You will not be asked to perform the duties of a teaching assistant, nor will you be asked to run personal errands.

Will I be assigned to a faculty member in the same discipline as me? In other words, if I'm a journalism student, will I be assigned to a journalism faculty member?

We do the best we can to match students to faculty who are in the same discipline; however, it is not always possible to find perfect matches. Even if you are assigned to work with faculty members in different disciplines, there is enough overlap with the continued convergence in media and other industry trends that all knowledge in communication is beneficial. Have faith that everything you learn will be relevant over time!

What if a faculty member asks me to do a task without giving me enough notice? Do I have to drop everything to get it done?

Sometimes last minute requests come up, but normally you should have enough lead time to plan your week. When you meet with your faculty member, you should be assigned most of the work you do that week. You are not required to be available 24/7 because you are also a student and have other responsibilities. It is important to make yourself available to the faculty member at certain times and to make sure they know what those times are, but it is also important to make yourself unavailable at times so that you can concentrate on your coursework and have a bit of recreation time. It is possible—even desirable—to have a good work ethic but to also establish some boundaries.

How will the faculty members know what I've done during my RA hours?

Keep a log of what you did each week. This way, you'll have a record of the time spent and the tasks completed. I will ask for your log from time to time, too, so I can oversee the process better.

Am I required to work during spring break and other holidays?

You are required to work during the regular 16 weeks of each semester but not during the break between semesters, nor during spring break or holidays such as Thanksgiving or Easter. You also have no duties over the summer and are free to work elsewhere during that time.

I am eager to submit an article for publication. Can I expect my faculty supervisor to name me as a co-author on the research projects I work on with them?

This is a tough question to answer because the college has no policy. On the one hand, RAs do a variety of tasks on multiple projects and may not contribute significantly to any one project; thus, they may not be named on research papers. Their stipend and tuition remission are their compensation for their work. On the other hand, some faculty members have named graduate students as co-authors on papers and conference presentations. It may be their RA or a student who shares an interest in a research topic. If presenting a paper at a conference or publishing an article in a journal is a major goal for you, you can ask the faculty member their policy. Ask it is something they would consider and ask what type of contribution you would need to make in order to be named as an author. You can also submit your own work for publication from a class assignment (either sole authored by

you or co-authored with other students), a professional project, or a thesis. Usually it has to be rewritten to conform to the page length and other requirements, but it is very doable. Students who intend to go on to a Ph.D. program are the ones most eager to publish.

Where do I go if I have a question not answered here?

I will do my best to answer questions. You can call or drop by during office hours or email me to set up an appointment. Your faculty supervisor can also answer most questions, as well as Steve Repati. Remember that we want this to be a valuable experience for you and want to help in any way we can!

FREQUENTLY ASKED QUESTIONS ABOUT BEING A TA

How many hours per week do I work as a TA?

You need to be available for 20 hours to fulfill the obligations of your assistantship, but at the same time, you are not expected to work more than 20 hours per week. Remember that you are also a full-time student carrying 7-9 hours per semester, so time management is important.

How much training will I receive as a TA?

There will be information sessions during the RA/TA Orientation in August before classes start. You will learn general procedures for handling the classroom, and you will meet with your faculty supervisor for more specific training. TAs are given the textbooks they will be teaching from during the summer as well as a book on teaching techniques.

What if it takes me more than 20 hours to do my work?

New TAs are taking on a task that is unlike what they've done before, and it's not unusual for time management to be a challenge. First, let the faculty member know that the work is taking more than the allotted hours. A remedy must be found so that you don't exceed the limit because you also need the time for your coursework. At the beginning you may willingly put in a few extra hours to develop your routine and feel adequately prepared for class. People do work at different speeds so some variation is to be expected. But you should quickly work toward maintaining that limit of 20 hours.

Most students are eager to please and want to succeed. Some are afraid to speak up because they fear they will be regarded as incompetent. Please don't remain silent! You are likely to be juggling various demands on your time including preparing for the class you teach, conducting office hours with your students, answering email messages from students, grading quizzes, etc. Your faculty supervisor is likely to have a solution that will work. He/she may be able to give you tips that cut down on the time it takes you to get things done. If you and the faculty member don't reach an easy solution, let me know and I will help.

Some weeks there will be quizzes and I might have to do extra grading. Can my faculty supervisor ask me to work more than 20 hours per week?

It's important to find ways to keep your work load within the time limit. Ideally, your workload will be fairly steady throughout the semester, but at times there will be some variation, such as during midterms or final exams. Because you will be doing extra grading during those times, you will need to spend less time somewhere else to balance it out. As long as you and your faculty supervisor are comfortable with slight variations in the workload that work out to an average of 20 hours per week, there is no problem. But an extra-heavy workload during certain

weeks and slack weeks during other times can play havoc with your work load as a student. Your goal is to maintain a steady load. If you see you are routinely putting in more than 20 hours during a week, meet with your faculty supervisor to find a workable solution. It is very common for new TAs to spend more time on teaching-related tasks than needed, so learning to be efficient with your time is critical.

What type of tasks am I likely to do?

Some TAs might be assigned to a lab and will have specific duties unique to that class, but most TAs lead discussion sections tied to a lecture class. Those TAs should expect to attend the lecture session so they know what's covered. For your own discussion sections, you will have a maximum of 20 students per section. Discussion sections amplify the material covered in the lecture section, so it's an opportunity for discussion to clarify concepts. Your input may also be sought for writing test questions, but ultimately that is the faculty member's responsibility. If you are grading papers, you will be given grading criteria so you know what is considered a correct answer. Your faculty supervisor will likely set up weekly meetings with you to go over class-related issues.

You will have a desk and a computer in an office in Johnston Hall, where you can be available to students during specified office hours—usually about 4 hours per week. You are expected to maintain those hours, but if no students come in during that time, you are free to do your own work. Your duties are specific to teaching. You are not expected to do the duties of a research assistant, nor are you expected to run personal errands for faculty or do tasks unrelated to your job as a teaching assistant.

What if a faculty member asks me to do a task without giving me enough notice? Do I have to drop everything to get it done?

Sometimes last minute requests come up, but normally you should have enough lead time to plan your week. You are not available 24/7 because you are also a student and have other responsibilities. It is important to make yourself available to the faculty member at agreed upon times, but it is also important to make yourself unavailable at times so that you can concentrate on your coursework. It is possible—even desirable—to have a good work ethic but to also establish some boundaries.

How will the faculty members know what I've done during my 20 hours in a given week?

Keep a log of what you did each week. This way, you'll have a record of the time spent and the tasks completed. I will ask you to share the log with your faculty supervisor and me from time to time, too, so I can oversee the process better.

Am I required to work during spring break and other holidays?

You are required to work during the regular 16 weeks of each semester but not during the breaks between semesters, nor during spring break or holidays such as Thanksgiving or Easter. You also have no duties over the summer and are free to work elsewhere during that time. Once the grades are turned in for the semester, your work is finished.

Where do I go if I have a question not answered here?

I will do my best to answer questions. You can call or drop by during office hours or email me to set up an appointment. Your faculty supervisor can also answer most questions, as well as Steve Repati. Remember that we want this to be a valuable experience for you and we're here to help in any way we can!

APPENDIX OF SAMPLE FORMS AND SUPPORTING DOCUMENTS

PLAN OF STUDY FOR THE MASS COMMUNICATION SPECIALIZATION

Your Name: _____ MUID: _____

Address: _____

Email Address: _____

Telephone: _____ Adviser: _____

1. Choose one:

- a) I wish to pursue a Plan A/Thesis Track _____ program in Mass Communication.
- b) I wish to pursue a Plan B/Non-Thesis Track _____ program in Mass Communication with a Professional Project.
- c) I wish to pursue a Plan B/Non-Thesis Track _____ program in Mass Communication with all coursework.

2. Explain why you wish to pursue the Mass Communication Specialization rather than one of the other Specializations and how it better suits your overall academic/professional goals and objectives:

3. Please list the courses you propose to take as a part of your program:

Common Core

COMM 6000
COMM 6050
COMM 6100 ____ or COMM 6150 ____
COMM 6250
COMM Elective _____

15 credits

Other Courses

9 to 18 credits

COMM 6998 Project (3 credits) ____ COMM 6999 Thesis (6 credits) ____

Student Signature

Date

Adviser's Approval

Date

Approval of the Associate Dean/Graduate Committee

Date

Professional Project Guidelines and Contract Diederich College of Communication

Congratulations on your decision to do a professional project to satisfy the requirement for the MA degree! A project is an intellectually challenging accomplishment that you can be proud of, and you will learn a great deal in the process. Nevertheless, there are some things you should know about doing a project before you undertake the task as it requires skills you may not have mastered in your course work.

First, completing a project requires independent work that is very different from class work. You will be working alone and setting many of your own deadlines. Students often feel somewhat isolated and miss the camaraderie of working with other students, while others welcome the independence. You will need to develop your own style of working your own routine which may take a little time.

Second, setting a timeline for yourself and meeting self-imposed deadlines is far more challenging than meeting the deadlines imposed in your classes. Many students enjoy the flexibility and easily learn to pace themselves; others find it difficult to get things done. A common mistake many students make is to do all their other work first and use whatever time is left over for project work. This strategy doesn't produce the consistent, high-quality work needed for the task because all students are too busy to feel they have time left over. Consequently, they find that they need to set aside some time on a regular basis and honor that time commitment just as they would with any other task.

Finally, most students are ill equipped to know how long it can take to finish the project. Some students assume they can complete the project in one semester. This is virtually impossible. Others correctly assume that they can complete the task in two semesters, and they anticipate being finished by the final deadline for the semester. However, even when allowing two semesters, meeting the semester's deadline depends upon not only the *amount* but the *quality* of the work completed in that time frame. Unlike courses that have a start and stop date, the project begins when you start and ends when you finish, regardless of the academic calendar. You must not only be finished in your own mind, but finished at the level of excellence that your project director requires. Your project director decides when he or she thinks the project is ready to be submitted, and submissions may not be made after the deadline set by the college. **Deadlines for submission of projects are non-negotiable as they are set by the Graduate School, and if the deadline for a given semester is missed, the student will graduate a semester later than planned.** Because the faculty member's signature goes on the project, you can only "pass" when the quality of the work meets the standards of excellence set by the College.

The time factor is critical. Students vastly underestimate the time needed for a completed project and delays in graduation as a result of not meeting university project/thesis deadlines is so common that it is the rule rather than the exception. We don't want that to happen to you,

so we will put pressure upon you to finish on time. Therefore, you must do the work well in advance of any deadlines and allow ample time for several revisions. Several revisions are the rule rather than the exception, and if English is not your native language, additional revisions are often needed. Because of other demands on faculty members' time, they typically require one week turn-around each time you submit a revision. You must also anticipate that you will need to spend about a week making the changes based on each revision. As a general rule, final drafts of your project must be submitted to your director about two weeks prior to the deadline. Faculty members are rarely available during the break between first and second semester or during the summer, so if you anticipate finishing during that time, you should be sure your director's availability.

Now that you understand what is asked of you, the Graduate Committee asks that you and your project director sign a contract and acknowledge the deadline set by the graduate school for final submission of the finished project.

I understand that the final, non-negotiable date for submission of the finished project to the Graduate School with results and signatures is: _____

I promise to work at the highest level of my ability, meet deadlines set by my director, and allow the director a one week turn-around period for each evaluation of my work. I understand that my director will determine when he or she is satisfied that my work meets the standards set by the College.

_____ (Student) _____ (Date)

As your project chair, I promise to help you set an appropriate time line, to evaluate your work in a timely manner (one week turn-around period unless there are unforeseen or unusual circumstances), to promptly act when I feel the work is ready, and to provide you with the best guidance that I can so that you can successfully complete your project.

_____ (Director) _____ (Date)

Thesis Guidelines and Contract Diederich College of Communication

Congratulations on your decision to do a thesis to satisfy the requirement for the MA degree! A thesis is an intellectually challenging accomplishment that you can be proud of, and you will learn a great deal in the process. Nevertheless, there are some things you should know about writing a thesis before you undertake the task, as it requires skills you may not have mastered in your course work.

First, completing a thesis requires independent work that is very different from class work. You will be working alone and setting many of your own deadlines. Students often feel somewhat isolated and miss the camaraderie of working with other students, while others welcome the independence. You will need to develop your own style of working your own routine which may take a little time.

Second, setting a timeline for yourself and meeting self-imposed deadlines is more challenging than meeting the deadlines imposed in your classes. Many students enjoy the flexibility and easily learn to pace themselves; others find it difficult to get things done. A common mistake many students make is to do all their other work first and use whatever time is left over for thesis work. This strategy doesn't produce the consistent, high-quality work needed for the task because all students are too busy to feel they have time left over. Consequently, they find that they need to set aside some time on a regular basis and honor that time commitment just as they would with any other task.

Finally, most students are ill equipped to know how long it can take to finish the thesis. Some students assume they can complete the thesis in one semester. This is virtually impossible. Others assume that they can complete the task in two semesters, and they anticipate being finished by the final deadline for the semester. However, even when allowing two semesters, meeting the semester's deadline depends upon not only the *amount* but the *quality* of the work completed in that time frame. Unlike courses that have a start and stop date, the thesis begins when you start and ends when you finish, regardless of the academic calendar. You must not only be finished in your own mind, but finished at the level of excellence that your committee requires. Your thesis chair will certainly try to accommodate your schedule as much as possible; however, the date of the oral defense cannot be set until he/she thinks the thesis is ready to be defended. **Deadlines for oral defenses are non-negotiable as they are set by the Graduate School, and if the deadline for a given semester is missed, the student will graduate a semester later than planned.** Faculty members who serve on your committee must sign off on the theses. Thus, they can pass you only when they feel that the quality of the work meets the standards of excellence set by the Diederich College of Communication.

The time factor is critical. Students vastly underestimate the time needed for a completed project and delays in graduation as a result of not meeting university project/thesis deadlines is so common that it is the rule rather than the exception. We don't want that to happen to you, so we will put pressure upon you to finish on time.

Therefore, you must do the work well in advance of any deadlines and allow ample time for multiple revisions. Several revisions are the rule rather than the exception, and if English is not your native language, additional revisions may be needed to address language issues. Because of other demands on faculty members' time, they typically require one week turn-around each time you submit a revision. You must also anticipate that you will need to spend about a week making the changes based on each revision. As a general rule, final drafts of your thesis must be submitted to your committee about two weeks prior to the scheduled defense. Most faculty members are not available during the break between first and second semester or during the summer, so if you expect to defend your thesis during the summer months, you should check their availability.

Now that you understand what is asked of you, the Graduate Committee asks that you and your thesis chair sign a contract and acknowledge the deadline set by the graduate school for final submission of the finished thesis.

I understand that the final, non-negotiable date for submission of the finished thesis to the Graduate School with results and signatures is: _____

I promise to work at the highest level of my ability, meet deadlines set by my committee, and allow committee members a one week turn-around period for each evaluation of my work. I understand that my committee chair will set a defense date only when he or she is satisfied that my work meets the standards set by the College and believes that I can successfully defend my thesis.

_____ (Student) _____ (Date)

As your committee chair, I promise to help you set an appropriate time line, to evaluate your work in a timely manner (one week turn-around period unless there are unforeseen or unusual circumstances), to set a defense date when I feel the work is ready, and to provide you with the best guidance that I can so that you can successfully defend and complete your thesis.

_____ (Committee Chair) _____ (Date)

As your committee member, I promise to evaluate your work in a timely manner (one week turn-around period unless there are unforeseen or unusual circumstances), to assist your chair whenever possible, and to provide you with the best guidance that I can.

_____ (Committee member) _____ (Date)