Indiana University of Pennsylvania

IUP Graduate Handbook

Media and Communication Studies, Ph.D.

Department of Communications Media

Handbook Updated June 2022

Media and Communication Studies, Ph.D.

Department of Communications Media
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Program Website:
https://www.iup.edu/commmedia/grad/media-and-communication-studies-phd/index.html

Table of Contents

Introduction 1
IUP's Civility Statement 1
Affirmative Action 1
Title IX Reporting Requirement 1
Student Conduct and Student Rights 1
Department of Communications Media 2
Mission Statement and Program Objectives 2
Scholarly Participation 3
Facilities 3
MCOM Faculty 3
Admission 5
Financial Assistance 6
Graduate Assistantships 6
Academic Advisement 7
Campus Resources & Student Support 8
IUP Email 8
Graduate Student Assembly 8
MCOM Curriculum 8
MCOM Curriculum Outline 10
Course Descriptions 11
Evaluation of Students 14
Candidacy Examinations 14
Comprehensive Examinations 16
Program Level Examination Appeals 19
Reexamination Policy 20
Degree Completion 20
Dissertation Completion 20
Evaluation Outcome for Dissertation and/or Thesis 25
University Policies and Procedures 26
Program Policy on Incomplete (I) Grades 26
Academic Integrity Policy 26
Attendance Policy 27
Appendices 28
Signature Page 31

Introduction

The Ph.D. in Media and Communication Studies (MCOM) Student Handbook is a supplement to the official IUP Graduate Catalog and augments, but does not supersede, university-wide policies and School of Graduate Studies and Research (SGSR) regulations. The handbook provides additional clarification of university policies and SGSR regulations that are specific to doctoral students in the MCOM program. The handbook explains the process of being a student in the MCOM doctoral program and is intended to help guide students toward achieving a Ph.D. in Media and Communication Studies.

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for academic success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future, I will strive for the betterment of the community, myself, my university, the nation, and the world.

Affirmative Action

https://www.iup.edu/registrar/catalog/index.html

Title IX Reporting Requirement

https://catalog.iup.edu/index.php

Student Conduct and Student Rights

https://www.iup.edu/studentsupportandstandards/policies/index.html
https://www.iup.edu/registrar/catalog/index.html

Department of Communications Media

Established in 1968, IUP's Department of Communications Media initially had an emphasis on educational media, and was born out of the educational psychology field. Over time, the program grew to focus on areas outside of educational psychology to include photography, broadcasting, graphics, instructional design, audio and video production, and ultimately, the broader study of the interactions between media and culture. Today, the program has grown to over 500 undergraduate majors.

In the 1990s, the department worked cooperatively with IUP's Adult Education department to create a Master of Arts Degree in Adult Education and Communications Technology. This highly successful program focuses on the use of communications technology in adult learning. In the past few years, an increasing number of these Masters graduates have decided to continue their education and pursue a doctoral degree.

The Ph.D. in Communications Media and Instructional Technology was developed in response to a need for advanced degrees in the geographic area proximate to IUP. The program was approved by the University and the State System of Higher Education in 2008, with the first cohort of students beginning their studies in the fall of that year.

Several other factors led the Department of Communications Media to create a Ph.D. program. Those include the faculty's increasing desire to conduct research, a significant need for qualified faculty and researchers in the field of communications, and encouragement from the Pennsylvania State System of Higher Education to provide the commonwealth with quality doctoral training. In 2020, the doctoral program underwent a curricular revision to better reflect its emphasis on media studies and production, while also adapting to the changing needs of our students and our field.

The development of this doctoral program comes with a serious commitment to research. Ph.D. students will be expected to seek out research opportunities with the department faculty and student peers. To assist students in this effort, the department actively fosters a scholarly community, collaboration, and mentorship. In addition, the Department publishes an annual scholarly journal, The Journal of Communications Media Studies. Doctoral students are encouraged to participate in these efforts as that participation greatly enhances their success in this program.

The faculty members of the Department of Communications Media are committed to maintaining the excellence of this program, providing challenging and thoughtful courses, and aiding students in accomplishing their research goals.

Mission Statement and Program Objectives

The primary educational goal of the MCOM program is to develop scholars who are experts in communications media and organizational communications, and who are prepared to conduct advanced research. Graduates will synthesize knowledge from various areas of communication studies as they assume leadership roles in government, business, and industry. Graduates will become leaders in the fields of professional communication & higher education and will help to meet the increasing demand for qualified, doctorally-prepared faculty at both the community college and university level.

Upon completion of the program, the graduate is prepared to:

- Conduct original research in the communication field
- Apply media to instructional and persuasive goals.
- Develop emerging technologies.
- Evaluate media ethics and how they apply to communications campaigns.
- Optimize media for education.
- Produce video, audio, multimedia, games, simulations, and digital imagery.
- Plan budgets and script media productions.

- Develop online media productions.

Scholarly Participation

The department is committed to developing a doctoral culture. As part of the program, students are expected to be actively engaged in the production of original scholarship and media productions that have external validation. For example, students should actively pursue presenting or co-presenting original scholarship at juried conferences, authorship or co-authorship of articles published in juried professional journals, and/or media productions entered into competitive, juried forums including festivals and competitive awards. Students should feel free to consult with the Graduate Coordinator and other faculty for guidance in pursuing such opportunities.

Facilities

The Department of Communications Media provides facilities for the production of a variety of media products, such as audio, video, and photography. These facilities are generally not open lab facilities. Their use and availability typically have to be arranged through the faculty member(s) assigned to teach courses in that facility. The university maintains several open computer labs and students should familiarize themselves with their locations and hours. Doctoral students have first preference in the assignment of a personal library carrel on a semester-by-semester basis. Applications are available by contacting the Circulation Desk at the university library.

MCOM Faculty

Rachel Fox, MFA
Photography and Related Media, Parsons The New School for Design
Born and raised in central Pennsylvania, Rachel Bee Porter holds an MFA in Photography from Parsons the New School for Design, and a BFA in Professional Photographic Illustration from the Rochester Institute of Technology. Her work has been exhibited in venues such as the Center for Photography at Woodstock, Texas Women's University, Aperture Gallery in New York City, and the Samek Art Gallery at Bucknell University. Her work has also been seen in the show There's Something Happening Here at the Brancolini Grimaldi Gallery in London, England and the Flash Forward Festival in Boston among many others. She has contributed work to several publications, such as *Aesthetica*, the *British Journal of Photography*, *Creative Quarterly*, and *Photographer's Forum*. Most recently her work was published in *Flash Forward Tenth*.

Steven Kleinman, Ph.D.
Communication, Ohio State University
Dr. Kleinman has his research focused on (1) selective exposure to and subsequent effects of political messages in the new media environment, and (2) the antecedents of interpersonal political discussion in everyday life. He seeks to understand how political knowledge, attitudes, opinions and behaviors evolve over time as a result of various communicative processes. Steven has coauthored articles in the *Journal of Communication*, *Political Behavior* and *Communication Research*. Prior to attending OSU, he received an MA in Television and Film Production from the S.I. Newhouse School of Public Communication at Syracuse University. Steven has worked professionally in film and television production, including both scripted digital video shooting and unscripted live multicamera television production. He has worked in various positions for small independent film production studios, major television shows (ABC's The View) and major cable networks (QVC, The Food Network). Steven has taught courses in Persuasion, Public Opinion, Research Methods, Mass Communication, and Media & Terrorism.

Erick Lauber, Ph.D.
Cognitive Psychology, University of Michigan
Dr. Lauber is an applied psychologist and interactive media designer. His interests include creating educational media for mass audiences with particular emphasis on Virtual Reality and Augmented Reality. He works locally with the Technology and Entrepreneurship Center and teaches a wide variety of courses across the Comm Media curriculum. His efforts are focused on using a variety of mass communication technologies to make people's lives better. Dr. Lauber currently serves Coordinator for the department's master's program in Strategic Communication.

James Lenze, Ph.D.
Instructional Systems, Pennsylvania State University
After earning his PhD in Instructional Systems from Penn State in 1992, Jim Lenze spent three years as a tenure-track professor at Lawrence Technological University in Southfield, Michigan, and then subsequently assumed another tenure-track position for three years at the University of Michigan–Dearborn. He joined the faculty at IUP in 2000. He earned the rank of full professor in 2009. He codeveloped the proposal for the doctoral degree with Mark Piwinsky and served with him as one of the initial co-coordinators of the program. He was appointed as the dean's associate for the School of Graduate Studies and Research at IUP, where he served from 2008 and 2009. He authored the curriculum proposal to offer the BS in Communications Media online. Over his career he has authored or co-authored successful proposals for the creation of associate's, bachelor's, master's, and doctoral degrees. He has published numerous articles in communications and instructional technology. Throughout his career, he has developed online courses and programs. He currently serves as Internship Coordinator for the Communications Media Department. He is a commercially licensed pilot of small Unmanned Aerial Systems (s-UAS), or drones. He is interested in how story is used in all aspects of communication.

Nurhaya Muchtar, Ph.D.
Communication and Information, University of Tennessee
Dr. Muchtar's primary research interests are global and intercultural communication, journalism practices, and religion, media and culture. She has a background as a broadcast journalist, media training consultant, and development aid specialist for a number of international organizations. Muchtar has presented her research in regional, national, and international conferences. She has been an active researcher in Worlds of Journalism Study, a global academic organization with members in more than 70 countries as well as chairing ASIRPA: The Asian Society for International Relations and Public Affairs. Her research has been published in *Journalism Studies, Journalism Practice*, *International Communication Gazette*, and *Journal of Religion and Popular Culture*. Muchtar has taught courses in global media, gender in media, research methods, multimedia news production as well as freelance and entrepreneurship in media.

Vicky Ortiz, Ph.D.
Communication, Purdue University
Dr. Ortiz's research focuses on the impact media can have on society. Specifically, her research focuses on student activism, media portrayals of immigrants and gender, and how mobile devices influence interpersonal communication. She approaches research qualitatively and thus privileges the voices of her participants and people in general. Ortiz's research interests inform her approach to teaching. In the classroom, she strives to foster an environment in which community engagement, enthusiasm, and a commitment to social justice are valued. These goals are led, informed by, and accomplished through active learning, meaningful dialogue, and critical thinking. Her teaching interests include qualitative research methods, health communication, gender communication, and media effects. Dr. Ortiz also currently serves as Chair of the Department of Communications Media.

Mark Piwinsky, Ph.D.
Political Science, Ohio State University
From his background as IUP's Chief Information Technology Officer, Dr. Piwinsky brings extensive experience in technology planning, implementation, training, and financing. Success of this approach is evidenced by IUP's recognition as one of the 25 'Most Wired' campuses in the nation and its cost-effective implementation of academic and administrative support systems. He participated in the development and coordination of the 'Advancing the Development of Educators in Pennsylvania to Teach with Technology' grant, the NEDIC/CIMS emergency management systems grants, and the 'Preparing Teachers to Teach Using Technology' grant for which he was a co-recipient of the IUP 'Sponsored Programs Award for Outstanding Achievement in Curriculum and Instruction'. As an academic administrator, he served as Vice-Provost for Administration and Technology at IUP and Director of Analysis and Planning at Ohio State University. As a political scientist and academic administrator, his work also addresses the impact of communications on the political process, public policy and public opinion, and on research methods.

Zachary Stiegler, Ph.D.
Communication Studies, University of Iowa
Dr. Stiegler's primary teaching and research interests include media history, media law and policy, and critical studies of popular culture. His research has appeared in *Interdisciplinary Literary Studies*, *Explorations in Media Ecology*, *Teaching and Learning in Medicine*, *Communication and the Public*, the *Journal of Radio and Audio Media*, the *Journal of Popular Music Studies*, and *Javnost: The Public*, as well as a number of edited volumes. Stiegler's own edited volume, *Regulating the Web*, was published in 2013 by Lexington Books. He is currently finishing work on *Musical Intimacy: Construction, Connection, and Engagement*, a book project co-authored with MCOM alumnus Dr. Todd Campbell, which will be published by Bloomsbury Academic. Stiegler currently serves as Coordinator for the Media and Communication Studies PhD program, and Faculty Advisor for WIUP-FM.

Jeremy Waltman, MFA
Motion Picture Arts-Production, Florida State University
Jeremy Waltman teaches various writing and media production courses, undergraduate through PhD. He is a director, writer, and designer. His movies are all award winning and professionally distributed with international casts from film and TV. He has a Penn State University BFA and Florida State University MFA. He is also the creator of *Weatherworn*, a video game and comic series. Professor Waltman is creator of character-driven stories in all genres and most media. http://www.jeremywaltman.com

Admission

Upon evaluation of completed applications, doctoral faculty decide whether or not to proceed with an interview with prospective MCOM students. Following the completion of an interview, faculty consider the prospective student's application materials and interview experience in making a final determination regarding admission.

Graduate Admissions: www.iup.edu/admissions/graduate/

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: https://www.iup.edu/registrar/catalog/index.html

Financial Assistance

Graduate Assistantships

The department strives to support as many doctoral students as possible by providing a monetary award toward all or part of the program of study. Financial support varies by the amount of the award and the nature of associated work assignments. The five main categories are listed below.

Graduate Assistantships: One type of doctoral student aid is the graduate assistantship (GA). GAs may be held for a maximum of two years and are awarded for one academic year at a time. A new application will be required each year for consideration. They also receive a funding toward their tuition. First year students will receive such funding for the fall, spring, and summer terms during the year of appointment; appointments after the second year will carry such awards for only the fall and spring semesters during the academic year of appointment. While specific amounts of stipends and tuition dollars awarded may vary, the department strives to provide the following: Full time (20 hour) GAs: full tuition waiver (less fees) plus stipend; Half-time (10 hour) GAs: 50% tuition waiver (less fees) plus stipend. More information on GAships can be found at https://www.iup.edu/admissions/graduate/financialaid/graduate-assistantships-at-iup.html

The assistantship program provides student aid for faculty members and a learning experience for the student. Each GA is assigned to one or more professors. The precise nature of a student's work assignment will vary. Generally, the assignment involves a combination of activities within the parameters of the faculty member's teaching assignment, research, and other academic projects. Some graduate students may remain with the same professor for their entire program of study. However, it is not unusual for students to work with a variety of professors. In some cases, faculty supervisors may allow graduate assistants access to their office space and/or computer. Such agreements are strictly between faculty and assistant.

Per Departmental policy, full-time graduate assistants are expected to be enrolled in nine credits during semesters when they are taking courses. Half-time graduate assistants are expected to be enrolled in a minimum of six credits during semesters when they are taking courses. During the semesters of dissertation credit enrollment, students accepting a full-time graduate assistantship from the Department of Communications Media will register for a minimum of six dissertation credits during both academic semesters of their GA assignment. Students accepting a half-time graduate assistantship from the Department of Communications Media will register for a minimum of three dissertation credits during both academic semesters of their GA assignment.

Teaching Associates: A small number of advanced doctoral students are accepted for Graduate Teaching Associate (TA) positions. Such an assignment requires the student to teach two undergraduate classes (six credits) per semester. The TA receives pay equivalent to one-half the salary of a beginning instructor and a summer tuition waiver as determined by the SGSR. All fees, as well as tuition during the fall and spring semesters, must be paid by the associate. Students serving as Teaching Associates must be enrolled for graduate credit during each semester of their appointment.

Each year, a MCOM faculty member will be designated as the TA mentor. Selected Teaching Associates will work with the faculty mentor on preparing for teaching assignments and in participating in programs developed for the Teaching Associates.

Teaching Associates are expected to be enrolled in nine credits during semesters when they are doing course work. During the semesters of dissertation credit enrollment, students accepting a teaching associate position with the Department of Communications Media will register for a minimum of three dissertation credits during both academic semesters of their TA assignment. Students are not typically awarded a Teaching Associate position in their first year of study. Students may be appointed to a TA position for a maximum of two years.

SGSR Fellowship Awards: On an occasional basis, the SGSR provides opportunities for students to apply for competitive fellowship awards. These awards are generally limited to newly admitted students and

are awarded based on the student's research plans. The Julius Filcik Graduate Fellowship is awarded each year to one newly-admitted IUP doctoral student. The MCOM program nominates a student from the newly admitted doctoral class for this award.

Travel Funds: The SGSR funds doctoral student travel so they may participate in professional conferences. The funding is competitive and students must apply to the SGSR. For the best opportunity to obtain such funding, requests should be filed early in the academic year. The amount and number are determined by the SGSR and are, therefore, subject to change. Travel requests must be submitted to the Doctoral Coordinator prior to submission to the SGSR.

Other Funding: The Department of Communications Media views the awarding of grants for faculty research projects as a potential source of funding for doctoral students through the employment opportunities that are created. Announcements regarding any such student funding possibilities will be made through the Doctoral Coordinator. Students will be made aware of opportunities for additional funding for travel whenever those funds are available. Doctoral students can independently explore dissertation funding possibilities made available by a variety of private foundation and government agencies.

Further information:
https://www.iup.edu/admissions/graduate/financialaid/index.html
Office of Financial Aid: www.iup.edu/financialaid/

Academic Advisement

The Doctoral Coordinator will serve academic advisor for all MCOM students. Each semester's MCOM classes, including summer courses, are open for registration by permission only. Students are not permitted to register until they have met with the doctoral coordinator to determine the appropriate classes for each semester. Students are assigned a unique four-digit "alternate PIN" by the IUP Scheduling Center. This pin is required to access the registration system, to make the initial registration, and any schedule changes each semester.

Following a consultation with the doctoral coordinator, the student will be provided with the Course Record Number (CRN) for all courses for which they should register during a given semester. During the registration process, the doctoral courses will not appear in the registration system as open courses, therefore students will need to use the specific CRN number(s) they have been provided to register for courses and/or dissertation credits.

Students who are registering for dissertation credits (COMM 995) for the first time are required to secure a chair for their dissertation committee the semester prior to the semester in which they will first register for dissertation credits. The student will need to provide written confirmation of their dissertation chair to the DC in the form of a signed Dissertation Committee Approval Form (D1) or an email from the dissertation chair to the DC.

The deadline for all graduate student registration is typically the last day of classes during the semester prior to the semester for which students are registering. For example, the deadline for registration for the fall semester of any year is the last day of classes of the spring semester of that same calendar year. The deadline for registration for the spring semester is the last day of classes of the fall semester of that same academic year. Students who fail to register by the stated deadlines will be subject to a late registration fee. As noted above, students registering for dissertation credits for the first time will need to secure their dissertation chair in time to register for COMM 995 prior to the deadline to avoid late registration. Regarding committees and chairs for the comprehensive exam and dissertation project, see relevant sections below.

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: https://www.iup.edu/registrar/catalog/index.html
Office of Student Billing: https://www.iup.edu/student-billing/
Office of the Registrar: www.iup.edu/registrar/
Disability Support Services: www.iup.edu/disabilitysupport/
Office of Social Equity: www.iup.edu/socialequity/
IUP Campus Library: www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/veterans/resource-center/
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center: www.iup.edu/career/
IUP Parking Services and Visitor Center: www.iup.edu/parking/
University Policy: www.iup.edu/police/ |724-357-2141
Crisis Intervention 24/7 Hotline: 1-877-333-2470
Student Registration: www.iup.edu/registrar/students/registration-resources/index.html

IUP Email

IUP offers an email account to all active students. **Your IUP email address is the primary means by with the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit https://www.iup.edu/itsupportcenter/get-support/e-mail-and-calendar/general/ to learn more about setting up this account. For more information regarding University Policy on email communications, view the Graduate Catalog: https://www.iup.edu/registrar/catalog/index.html

Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

MCOM Curriculum

The curriculum is divided into three areas: Media, Research and Teaching; Media Processes and Production; and Media Uses and Effects. Courses in Media Uses and Effects are designed to familiarize students with models of thought and develop a cognition that critically analyzes the impact of media on culture and instruction, as well as the impact of culture and instruction on media. Courses in Media Processes and Production are designed to broaden media development skills while enabling learners to begin work on exploring new media formats and applications. Media, Research and Teaching courses are designed to provide students with tools for designing datagathering activities, analyzing data, interpreting existing research, and synthesizing new and old information into useful answers and productive new questions.

Courses outside of the MCOM program require the initial approval of the Communications Media department, as well as approval by the department offering the course. These courses must have direct

relation to a student's research interest, and not overlap with content in existing MCOM courses. Requests including a statement of rationale/need should be submitted in writing to the Doctoral Coordinator during the initial registration period for the term in which the course will be offered. Students are able to take up to six (6) approved credits of coursework outside of the Communications Media department.

Part-time Enrollment: Any graduate student enrolled for fewer than nine (9) credits per semester is considered to be a part-time student. The department recognizes that personal commitments and work demands may necessitate part-time study. Students may elect to begin the doctoral program on a part-time basis. It is very important to note that approval for a full-time graduate assistantship or teaching associate position requires full-time enrollment status.

MCOM Curriculum Outline

Media Research and Teaching (12 Credits)

COMM 800	Communication Research Statistics	3 credits
COMM 815	Teaching Communications Media	3 credits
COMM 825	Quantitative Methods in Communications Research	3 credits
COMM 828	Qualitative Methods in Communications Research	3 credits
COMM 857	Doctoral Seminar in Communications Culture & Technology	3 credits
COMM 910	Advanced Doctoral Research in Communications	3 credits

Media Uses and Effects (9 Credits)

COMM 801	Ideas that Shape Media	3 credits
COMM 812	Media Ethics	3 credits
COMM 814	Crisis Communication	3 credits
COMM 818	Media Criticism	3 credits
COMM 820	Political Communication	3 credits
COMM 822	Children & Media	3 credits
COMM 835	Global Media, Communication and Culture	3 credits
COMM 845	Health Communication	3 credits
COMM 853	Corporate Communications	3 credits
COMM 881	Special Topics	3 credits
COMM 900	Culture of Cyberspace	3 credits

Media Processes and Production (12 Credits)

COMM 830	Media Preproduction	3 credits
COMM 831	Multiplatform Media Production	3 credits
COMM 832	Media Production	3 credits
COMM 834	Organizational Video Production	3 credits
COMM 836	Video Production	3 credits
COMM 837	Audio Production	3 credits
COMM 838	Digital Photography and Imaging	3 credits
COMM 841	Documentary Production	3 credits
COMM 846	Instructional Media Solutions	3 credits
COMM 876	Online Media	3 credits
COMM 882	Culture of Cyberspace	3 credits

COMM 995: Dissertation (12 Credits total)

Course Descriptions

COMM 800 Communications Research Statistics *3 credits*
Designed to prepare doctoral students to interpret and conduct quantitative data analysis in communications and media technologies. Students will learn to perform the statistical analysis common to the field of communications and understand the derivation, application, and limitations of specific statistical tests. They will also analyze and critique the use of statistics in research published in the discipline. Topics addressed include data management, descriptive and inferential statistics, correlation, and factor analysis.

COMM 801 Ideas that Shape Media *3 credits*
This course provides a detailed analysis of prevailing theories of media and communication. Students read milestone research, discuss the impact that culture and media have on each other, and write an extensive analysis of how technology, technique, and culture collide to create various forms of communication. The course also focuses on trends in Media and Communication Studies.

COMM 812 Media Ethics *3 credits*
This course analyzes ethical problems using established theories, research, and personal insights. Discussions focus on ethics within the field of Media and Communication Studies. Students will complete research and case study activities that require them to provide possible solutions to ethical problems in the field.

COMM 814 Crisis Communications *3 credits*
Explores the challenges of communication during crisis situations and emphasizes the practical and theoretical applications of communication strategies used by companies, organizations, and governmental bodies during headline-grabbing crises. The course focuses on the issues relevant to planning, developing, and executing of crisis communications plans. Students will explore communication and media relations techniques for communicating with stakeholders during a crisis. Cases discussed will examine crisis situations in business, political, educational, and nonprofit settings. Prerequisite or co-requisite: COMM 801

COMM 815 Teaching Communications Media *3 credits*
Focuses on helping students to understand the unique challenges of teaching communications media courses in higher education and to improve their teaching via use of appropriate communication techniques and reflection upon teaching/learning styles, motivations, and instructional techniques. Introduces doctoral students to the academic discipline of communications media in higher education. Explores the goals of communications media education and challenges for administration of communications media programs. Students will also explore the relationship between teaching, scholarship, and service in communications media. Prerequisite or co-requisite: COMM 801

COMM 818 Media Criticism *3 credits*
This course examines the basic language and techniques of media criticism from both theoretical and application perspectives. Students will read and analyze current literature pertaining to broadcast media, film, and new media as well as develop a personal construct based on cultural patterns and media issues found in 21st century society. It will primarily focus upon media designed for post high school aged audiences. Prerequisite or co-requisite: COMM 801.

COMM 820 Political Communication *3 credits*
Provides students with a survey of communications role in politics and political process. An interdisciplinary exploration of the field will explore the role of communication in and through legislative processes and outcomes, political campaigns and debate, news media, civic engagement, public opinion, political discourse and political identity construction.

COMM 822 Children & Media *3 credits*
This course analyzes the scope of media in relationship to children. The course examines the impact that media has on children in terms of behavior and culture. It also examines the influence children have in shaping the media. Discussions focus on multiple forms of children's media including those within entertainment and education. Prerequisite or co-requisite: COMM 801.

COMM 825 Quantitative Methods in Communications Research *3 credits*
This course presents students with a model-comparison approach to conducting quantitative research. Students become familiar with various strategies for formulating hypotheses, selecting experimental and quasi-experimental designs, and using statistical software and other resources to conduct research. Prerequisite: COMM 800.

COMM 828 Qualitative Methods in Communications Research *3 credits*
Students will examine the theoretical basis and history of qualitative methods within the field of Media and Communication Studies. They will become familiar with primary qualitative methods and then apply that knowledge to important studies within the field. They will also design and implement qualitative research strategies in research exercises. Prerequisite: COMM 800.

COMM 830 Media Preproduction *3 credits*
This production course focuses on preproduction activities such as script treatments, storyboarding, scriptwriting, editing, and production management. Students analyze case studies and real world situations to better understand the planning of media development. Students also develop a preproduction plan for a substantial media production in the areas of audio, video, film, photography, animation, games, simulation, and educational media.

COMM 837 Audio Production *3 credits*
Provides students with a solid foundation in audio recording theory, techniques and practice, and prepares them to teach audio production courses at the collegiate level. Students are introduced to the theoretical concepts and develop the technical skills that form the basis of modern recording. Topics covered include three-dimensional mixing and placement, fundamentals of sound, recording techniques and effects processing. Students will work with professional grade recording equipment and digital audio software to produce voiceovers, music pieces and audio storytelling.

COMM 838 Digital Photography and Imaging *3 credits*
Introduces digital photography and imaging as a tool for communications and media production. Explores methods of expressing ideas in images through the visual language of photography. Emphasizes proper technical skills and the creative application of the photographic medium. Utilizes photographic theory to support the development of an aesthetic and creative vision.

COMM 841 Documentary Production *3 credits*
Provides an overview of documentary production practices, skills, and techniques, which students then apply in producing a substantial, professional-grade media documentary. Platforms may include audio, radio, photography, video and other documentary production platforms.

COMM 844 Health Communication *3 credits*
Explores the role of communication campaigns in the area of public health. Students will develop the skills necessary to use media strategically to advance persuasive health messages through design, production and dissemination. Applies communication theory to the promotion of health messages.

COMM 853 Corporate Communications *3 credits*
This course provides students with the necessary skills to design, inform, and implement communications media strategies within the corporate environment. Students will learn the importance of communication and its impact on the affected publics. Through developing written, oral, and managerial communication, students will be able to execute multidirectional communication within a corporate setting. Students will explore corporate communication functions including internal communication, corporate promotions, and marketing communications. Prerequisite or co-requisite: COMM 801.

COMM 857 Doctoral Seminar in Communications Culture & Technology *3 credits*
This course, by providing an advanced forum in which to research, discuss, and document current and emerging topics, issues, and applications in communication technology, serves to offer students the opportunity to conceptualize and develop models and strategies for the integrated application of theory and practice. Literature reviews, topic analyses, and case studies are used to enhance awareness of critical issues and potential application in real-life settings.

COMM 876 Online Media *3 credits*
This production course introduces students to the development and distribution of media via satellite, broadband, and other digital delivery systems. Students will discuss production, fiscal, ethical, and technological issues surrounding streaming, file sharing, wireless connectivity, and pod-casting. In the course, students will develop a production with audio and video components for online distribution accompanied by a written justification for the selected strategies.

COMM 881 Special Topics *3 credits*
Will allow the department to develop and formatively evaluate potential new courses, especially electives, within the program. Will also allow the department to develop and deliver courses that are reactive to events and circumstances within the field that may lead to a one- or two-time offering of a course. (Special Topics courses may be Theory and Culture or Production electives, depending on the content of the course. Students taking Special Topics courses need to consult with the doctoral coordinator to determine how the course applies to the program of study.)

COMM 882 Simulations and Games *3 credits*
This production course focuses on the design, development, distribution of electronic games, and simulations. Discussions will focus on ethics, controversies, and economics of the gaming industry, as well as the use of computer-generated animations in motion pictures. The role of instructional, promotional, and entertainment-based simulations will be discussed. Students will use advanced multimedia production tools to create simulations and games for varied purposes accompanied by a written explanation of selected strategies.

COMM 900 Culture of Cyberspace *3 credits*
In this theory-intensive course, students will be exposed to a wide variety of theoretical and empirical studies regarding the educational, corporate, social, and political aspects of social media. Privacy, copyright, blogging, network trends, video-knowledge sharing, and learning will be topics discussed in this class. Students will be required to analyze current media literature and build culture-based arguments in order to generate original research using cyberspace as a construct. Prerequisite or co-requisite: COMM 801

COMM 910 Advanced Doctoral Research in Communications *3 credits*
This course will serve as an advanced experience to assure students are prepared to do professional research in communications. Students will design a complete communications research project suitable for professional presentation and publication. Their work will encompass research design, measurement

techniques, statistical procedures, and philosophies of research. Quantitative and qualitative approaches will be considered. Also covered are practical points such as data collection and generation strategies, concept definitions, database structure, and report design. Prerequisites: A minimum of 39 COMM doctoral credits.

COMM 995 Dissertation *12 credits*
This course is a culminating scholarly activity requiring the mastery of an area of professional interest in the field of Media and Communication Studies. It requires a review of relevant literature and a quantitative or qualitative analysis of data. Students are required to deliver an oral presentation of the proposal and an oral defense of the finished product.

Evaluation of Students

The MCOM doctoral program requires two formal examinations beyond those encountered in specific courses. The student must successfully complete the Candidacy Examination and the Comprehensive Examination as outlined in the following pages. For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog: https://www.iup.edu/registrar/catalog/index.html

Candidacy Examinations

Background: Students admitted to the MCOM program are eligible for doctoral degree candidacy after the successful completion of the following twelve MCOM course credits with an overall GPA of 3.0 or higher:

- COMM 825: Quantitative Research Methods or COMM 800: Communication Research
- Statistics (depending on course rotation)
- COMM 801: Ideas That Shape Media
- COMM 828: Qualitative Research Methods
- COMM 830: Media Preproduction

Typically, full time students will have completed these courses in their first two semesters. In addition, students must be in good academic standing with no "I" or "L" grades on their record at the time of the candidacy presentation. To obtain candidacy, the student must successfully complete a written candidacy examination covering the aforementioned core curriculum. The candidacy examination provides students with an opportunity to demonstrate breadth and mastery of knowledge of communications media and theory, synthesize relevant literature, and apply critical thinking skills in professional and theoretical situations.

Schedule: Candidacy examinations will be scheduled after the completion of courses in the spring semester. Candidacy exams may be scheduled, with permission of the MCOM faculty, at other times under special circumstances. It is expected that all students will have completed COMM 801 and 828 in the semester prior to the candidacy examination and be in the process of completing COMM 825 and 830 in the semester of the candidacy examination and presentation.

Exam Format: The candidacy exam is a one day, eight hour exam comprised of four two hour blocks. Students will be provided with a question at the beginning of each block, and will have the duration of that two hour window to prepare their written answer. Students should expect one question for each of the core courses mentioned above (COMM 825, 801, 830, 828).

Advance Preparation: Students will be provided with a blue book in which they may write any notes they choose and may bring that to the testing location for the written portion of the candidacy examination.

Students are advised to make a copy of the blue book for safe keeping. Students may only use the original blue book that has been provided and signed by the doctoral program coordinator or their representative. Students may not write on the outside front or back cover (other than to write their name on the front of the book) but may write on the inside covers, front and back, and all inside pages in any way the student chooses. Students' notes must be hand-written and not word processed or completed in any other form. Students may not add pages, sheets, cards, "post it" notes, tabs, or other components to the blue book they have been given. The prepared blue book is not to be distributed or provided to any persons other than the Doctoral Coordinator, comprehensive examination test proctor, exam evaluation committee member, and/or the student author of the blue book.

Arriving for the Examination: Students are expected to arrive at the exam location no later than 15 minutes prior to the start of the first exam time block. At the designated time, the examination will begin. If any student is late for the exam at the start of the exam time, or at any other time, they will not be given an extended time to complete the examination. Students arriving late will have only the time remaining in the time block.

When students arrive at the testing location, each will hand the blue book to the test proctor, who will examine it. If the proctor finds that any student has added to, or altered, the blue book in any fashion, they will not be permitted to take the exam and will be subject to a conference with their academic advisor, department chairperson, and doctoral program coordinator to determine that student's continuation in the Media and Communication Studies Ph.D. program. Students may make an appointment with the Doctoral Coordinator to review the blue book prior to the day of the examination.

Students may not bring any other materials or devices to be accessed during the examination. No books, papers, or other notes (other than the blue book) may be at the computer. Neither can students have any electronic devices including such things as calculators, cell phones (or other portable communication devices), headphones, or ear phones. Book bags, purses, or brief cases that hold essential items like wallets or keys may be stored with the test proctor during the exam. If students have phones or other noise-making devices in those bags, it is expected that those devices are turned off. Students may have a pen or pencil at the computer and may write notes on the copy of the question that is distributed to them during each block of the examination.

Taking the Examination: When the proctor determines that students' blue books are in order and that it is time to begin the examination, each student will be given a written sheet of questions. Students will be given the same questions, or topics, at the same time.

Each student will be assigned a computer in the testing location. Students will not be able to access the Internet or any external drives. Students will be provided a flash drive on which to save their answers using Microsoft Word. Students will be asked to save their document using their last name and the course number or other identifier listed with the questions being answered at that time. Students will type their name at the top of the document and re-type the question they are answering at the top of the page above where they will begin answering the question. Students will be advised to save their work to the desktop of the computer they are using until it is determined that the documents have been successfully saved to the flash drive. Students may not save their in any location other than the flash drive provided and the desktop of the computer to which they have been assigned. Students will need to delete all files from the computer at the end of each test day.

During the Examination: If the examination is being conducted in a computer lab, it is likely that no food or drink is permitted in the examination room. In such cases, space will be provided for students to store food and beverages.

When students have finished answering the question or questions for a specific time block, they will turn in the written copy of the question, their flash drive, and their blue book to the examination proctor. Students will be required to stop work when the time block expires based on the test proctor's clock. Students

will be notified when 15 minutes remain in the time block. At no time will students be permitted to leave the testing location and then re-enter during that same time block. If, for some extraordinary reason, a student must leave the room, they will turn in the written copy of the question, blue book, and flash drive, and the responses to the questions selected for that time block will be evaluated based on what has been written to that point.

If a student completes a scheduled portion of the examination before the time block has expired, they may leave the room, but may not re-enter until all students have completed their questions or the time block has expired. Students may retrieve their book bag or purse and take it with them when they exit the room.

Once the questions, flash drive, and blue book are turned in to the test proctor at the end of a test session, the answers will be provided electronically to the doctoral faculty. The documents then will be deleted from the flash drive. Once students have turned in the flash drive to the test proctor, they will not be able to make any revisions to the answers submitted. Students will receive a copy of their written answers prior to the oral defense as outlined below.

At the end of each time block, the examination room will be locked and will not reopen until the examination proctor opens the door. The next session of the exam will begin at the stated time. Students are free to leave the building but are expected to return to the test location in sufficient time to start the next session of the test. Blue books will be returned to students at the start of the next test session. Students may not alter the blue book in any way once the written portion of the comprehensive examination has started. At the conclusion of the full day of testing, students will turn in the written questions and flash drive to the test proctor.

Examination Outcomes: The candidacy exam will be blindly evaluated by a committee of three MCOM faculty members according to a uniform evaluation rubric. Based on students' written answers, exams will be evaluated on a Pass/Fail basis. Results will be emailed to students by the Doctoral Coordinator, while hard copies of the completed evaluation rubrics will be stored in students' file. These rubrics are available for review by appointment, but cannot be photocopied or taken home. Students must pass all four questions to pass the exam as a whole.

Students who fail the candidacy examination in whole or in part may elect to complete a one-time re-examination. Students who fail the candidacy examination may enroll in classes for the following semester and must complete that semester before retaking the examination. The scheduling of the re-examination will be at the discretion of the Doctoral Coordinator and may occur at any point during the following academic year, but it will be no later than the spring of the following academic year when the next candidacy examinations are scheduled.

If the student is not successful on the re-examination of the full or partial candidacy examination, the examination has been failed, and the student is dismissed from the program.

Comprehensive Examinations

Background: The comprehensive examination will consist of written and oral components. The comprehensive examination will include questions relevant to the student's proposed dissertation research as well as broader questions relevant to their coursework and the field. The comprehensive examination committees will determine the appropriate questions for students based on students' coursework and proposed areas of research. The comprehensive examination is used to determine a student's progress in the field of Media and Communication Studies and the student's likelihood of success in the research-dissertation phase.

Students must be in academic good standing with no "I" or "L" grades on their record at the time of the written comprehensive examination and must have completed all MCOM coursework, with the exception of COMM 910. Students are expected to sit for the comprehensive examination on the first occasion it is offered following the completion of all coursework, other than COMM 910. Students may defer the comprehensive examination only one time, electing to sit for the examination on the second occasion it is

offered following the completion of all coursework. Students are required to declare their intentions to take the comprehensive examination by submitting to the Doctoral Coordinator one completed copy of the Comprehensive Examination Oral Defense Committee Approval Form (C1) by the announced deadlines. The Department of Communications Media will provide an appropriate location and a computer equipped with a word processor for taking the examination. An examination proctor will be present at all times during the examination. All students taking the examination in a given semester will take the examination in the same location and at the same time unless special circumstances, such as a physical handicap, require other arrangements.

Timing of Written Examination and Oral Defense: The written examination will typically be offered during the summer of the second year for full-time MCOM students and the summer of the third year for part-time students. Students will take the written examination in a single eight hour day, as scheduled. Oral defenses will be scheduled after the start of the regular fall semester in that same calendar year, typically the second or third week of the fall semester. Students must have completed all coursework other than COMM 910 prior to taking the written portion of the comprehensive examination. All students need to plan their enrollment so all coursework is completed in the spring semester or first summer session prior to taking the comprehensive examination in the summer. Students are not permitted to take the written portion of the comprehensive examination if full summer session courses are still in progress or incomplete.

Oral Defense Committee Selection: The oral defense will be heard by a committee of no fewer than three current MCOM doctoral faculty members. This committee will be selected by the student and approved by the Doctoral Coordinator. It is expected that the chair of the student's dissertation committee will serve as a member of the oral defense committee. All committee members and the student must be present, in person, for the oral defense. Students are expected to approach faculty members directly to determine their willingness and availability to hear their oral defense and will report their choices by submitting to the Doctoral Coordinator one copy of the Comprehensive Examination Oral Defense Committee Approval Form (C1) by the announced deadlines. One member of this committee will be designated as the chairperson. The chairperson will lead the discussion during and after the oral defense. Other faculty who are not members of the oral defense committee may attend the comprehensive oral defense and ask questions as appropriate.

Schedule: Comprehensive examinations are scheduled in two phases. The written portion of the exam will be scheduled for a single, eight-hour day in two-hour blocks with 15-minute breaks between time blocks and an hour break for lunch. The written portion of the exam is conducted remotely, online. The second phase of the examination will be a one and one-half to two-hour oral defense.
Advance Preparation: Students will be provided with a blue book in which they may write any notes they choose and may bring that to the testing location for the written portion of the comprehensive examination. Students are advised to make a copy of the blue book for safe keeping. Students may only use the original blue book that has been provided and signed by the doctoral program coordinator or their representative. Students may not write on the outside front or back cover (other than to write their name on the front of the book) but may write on the inside covers, front and back, and all inside pages in any way the student chooses. Students' notes must be hand-written and not word processed or completed in any other form. Students may not add pages, sheets, cards, "post it" notes, tabs, or other components to the blue book they have been given. The prepared blue book is not to be distributed or provided to any persons other than the Doctoral Coordinator, comprehensive examination test proctor, comprehensive examination committee members, and/or the student author of the blue book.

Arriving for the Examination: At the designated time, the examination will begin. If any student is late for the exam at the start of the exam time, or at any other time, they will not be given an extended time to complete the examination. Students arriving late will have only the time remaining in the time block.

Taking the Examination: Promptly at the beginning of each question session, the proctor will email students (at their IUP addresses) the question for that particular session. In some cases there will be a choice of which questions to answer and, in some cases, there will not. In some cases, students may have more than one question to answer within a time block. Students have a full two hours to complete their answer. Follow the instructions as written on the sheet provided for each question. Students will be asked to save their document using their last name and the course number or other identifier listed with the questions being answered at that time. Students will type their name at the top of the document and re-type the question they are answering at the top of the page above where they will begin answering the question. Students will be advised to save their work to the desktop of the computer they are using, and to save frequently.

During the Examination: When a given question is completed, students must email their answers back to the proctor as a Word document, timestamped no later than the scheduled end time of that session. Students will be required to stop work when the time block expires based on the test proctor's clock. Upon completion of the exam day, answers will be provided electronically to the doctoral faculty. Once students have submitted answers, they will not be able to make any revisions. Students will receive a copy of their written answers prior to the oral defense as outlined below. Students may not alter the blue book in any way once the written portion of the comprehensive examination has started. Blue books will be returned to students at the end of the written examination day.

Evaluation of Written Responses: Students' written responses will be distributed to the doctoral faculty after the flash drive is turned in to the test proctor. The written responses will be read and evaluated by the student's approved comprehensive examination committee. The faculty and committee may confer with their colleagues in person, or via electronic communication, to determine the appropriateness of a response. PLEASE NOTE: the scheduling of an oral defense is a procedural matter, and does not in any way reflect results of the written examination. Students will be notified of any changes to their scheduled oral defense following the evaluation of the written examination questions.

If the written exam is evaluated as a complete fail, the committee may decide not to proceed to a defense, instead directing the student to addressing deficiencies and pursuing a retake of the exam. If the written exam is evaluated as a partial fail, the committee will schedule a defense that may be limited to those questions not evaluated as a fail on the written portion of the exam. Students will be notified of any changes to their scheduled oral defense following the evaluation of the written examination questions.

The Oral Defense: Each student will be given one and one-half to two hours to present an oral defense of their written responses to the comprehensive examination before the previously approved committee of doctoral faculty. Students will receive no feedback on their answers prior to the oral defense meeting. The chair of the oral defense committee will lead the discussion during the oral defense and the committee's deliberations. The nature of the oral defense is to provide the student with an opportunity to address any deficiencies in the written examination, defend how what has been written adequately answers the question, and to answer any questions the committee might pose. Students are expected to defend their answers as written, fill in missing information, or clarify points as needed. The committee will not review or accept rewritten answers, and such documents should not be brought to the oral defense.

Students will be provided with a copy of their written answers no earlier than 24 hours prior to their oral defense meeting. Students will make arrangements to receive these documents from the comprehensive examination committee chair or the Doctoral Coordinator and, if necessary, they can be sent via fax from the Communications Media Department main office staff. These documents are not to be copied or distributed by any means to anyone other than the student author and MCOM doctoral faculty. Students may not copy or create duplicates of their written answers in any fashion. The printed copies of answers provided to students prior to the oral defense will be returned to the committee at the conclusion of the oral defense.

Students may bring to the oral defense meeting only the original bluebook and copies of their written answers. Students may make notes on the hard copies of their written answers, but no other documents may be used or distributed during the oral defense meeting. The schedule of oral defenses will be distributed to the Communications Media doctoral faculty and those faculty members who are not on the oral defense committee are permitted to attend. Visiting faculty are not voting members of the oral defense committee, nor do they participate in the deliberations following the oral defense; however, other members of the audience may be invited to ask questions during the oral defense at the discretion of the oral defense committee chairperson. No other visitors are permitted at the comprehensive examination oral defense meeting.

Following the oral defense, students will be advised to wait in another location while the committee deliberates the oral defense. The oral defense committee will issue a pass or failure on the oral defense as a whole, or may issue a failure on a particular aspect, question, or content area within the oral defense.

Examination Outcomes: Students must successfully pass all four questions in both the written component and the oral component of the comprehensive examination to proceed in the program. Results of the exam will be communicated to students by their committee chair and the Doctoral Coordinator. A written summary of the results will be distributed to students via e-mail. Students receiving a failure on any question in the written component or any component of the oral defense may elect to complete a one-time re-examination of the failed component, as arranged with the oral defense committee and the doctoral coordinator. The scheduling of any re-examination will be determined by the Doctoral Coordinator and the oral defense committee. At the time of the reexamination, students are permitted to bring only their original bluebook. Students may add to their bluebook only as unused space permits. Students may not delete content to provide space for additional information in the blue book. Any retake of the comprehensive exam—in full or in part—will consist of a new written portion only, and will be evaluated by the student's comprehensive exam committee on a strictly pass/fail basis. No oral defense will be scheduled for retakes of the comprehensive exam, in full or in part if questions have previously had an oral defense.

Students will be registered for COMM 910 in the same semester as the oral defense of the comprehensive examination. Students who are completing a re-examination of any part of the comprehensive examination are permitted to remain registered for COMM 910 (or COMM 995 as appropriate) during the semester of the re-examination. However, the re-examination of the exam (including the retaking of a single question) will be the final opportunity for the student to successfully complete the comprehensive examination. If the student is not successful on the reexamination, the comprehensive examination has been failed and the student is dismissed from the program, regardless of their current enrollment in MCOM courses.

Program Level Examination Appeals

Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, are made to the dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations, and not simply on the outcome of the examination. Procedural violations would be cases in which the program/department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

The appeal must be made in writing to the dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student

must submit the written appeal to the dean of the SGSR within 30 days of receipt of the outcome of the examination. Upon receipt of the written appeal to the dean of the SGSR, the dean will conduct an investigation of the allegation, review the documentation and render a final decision which completes the appeal process. The final decision rendered by the dean of the SGSR may not be appealed.

If it is found that policy/and/or procedure has been violated, the dean of the SGSR will instruct the program/department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

Reexamination Policy

No student is permitted a "third" examination without a recommendation to that effect from the degree program's sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research. In the event a student does not successfully complete the comprehensive re-examination according to program requirements and the failure results in program dismissal, the program must notify the School of Graduate Studies and Research (SGSR) of the dismissal in writing. The SGSR will send an official notification of the dismissal to the student.

Degree Completion

Coursework: The MCOM Ph.D. program requires a minimum of 60 credit hours beyond the master's: 48 credits of coursework and 12 credits of dissertation work.

Candidacy: Each student admitted to the doctoral program is eligible for doctoral degree candidacy after successful completion of 12 graduate credits in the doctoral program with an overall GPA of 3.0 or higher. To obtain candidacy, the student must successfully complete a candidacy examination.

Comprehensive Exam: The comprehensive examination determines the student's progress in the field of Media and Communication Studies and the student's likelihood of success in the research-dissertation phase.

Dissertation: A dissertation is required of all doctoral candidates and must demonstrate the candidate's mastery of their research and produce results of an original investigation in the field of Media and Communication Studies. The goal should be to make an original scholarly contribution to the field.

Following the successful completion of the above degree requirements, students should apply for the next available graduation date. While graduation occurs during the fall, spring, and summer terms, there is no summer commencement ceremony. As such, summer graduates wishing to participate in commencement should apply for August graduation, and RSVP to participate in May commencement.

For more information, view the Graduate Cataloghttps://www.iup.edu/registrar/catalog/index.html

Dissertation Completion

A dissertation is required of all doctoral candidates and it must demonstrate the candidate's mastery of research and reflect the results of an original investigation in the principle field of study. The goal is to make an original contribution to knowledge in the field. Replicated studies are only appropriate in circumstances where a significantly different variable exists in the MCOM student's research design. Students are expected

to consult the School of Graduate Studies and Research web site and the Thesis-Dissertation Manual and be fully aware of requirements and deadlines for the dissertation completion process. The Thesis-Dissertation Information page is located at https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/ All documents referenced in this section will be referenced and documented using the most current citation method outlined by the American Psychological Association (APA).

Registering for Dissertation Credits: Following the completion of all courses, students must enroll in COMM 995: Dissertation for a cumulative total of 12 credits. As noted previously in this manual, departmental graduate assistants and teaching associates must register for minimum numbers of credits based on their individual assignments. For more information, see Continuous Graduate Registration for Dissertation and Thesis policy below.

For the purposes of financial aid, students registered for one credit of COMM 995 Dissertation are considered full-time by the School of Graduate Studies and Research. However, students who are receiving any form of financial aid are advised to check with the source of the aid to determine the agency's requirements for enrollment.

Dissertation Committee Selection: Each student in the program is responsible for securing a dissertation chair from the approved doctoral faculty who are current members of the Department of Communications Media or other current IUP faculty with graduate teaching status. The chair of the dissertation committee must be a member of the Department of Communications Media and be approved by the School of Graduate Studies and Research to teach doctoral-level courses. In considering the selection of a dissertation committee, the student will consult with potential faculty, the student's dissertation chair, and the doctoral program coordinator. The student and the dissertation committee chairperson will collaborate in the selection of the other members of the committee. The dissertation committee will consist of at least three members, all of whom must hold an earned doctorate or terminal degree such as an M.F.A. In addition to the chairperson, at least one other member must be from the current Department of Communications Media faculty. All members of the dissertation committee must have obtained graduate teaching status. A majority of the committee must have doctoral teaching status.

Students register for sections of COMM 995: Dissertation that are assigned to their dissertation chair. Students will not be given permission to register for dissertation credits until their dissertation committee chair has been confirmed. With the deadline for registration typically the last day of classes of the prior academic semester, students will be required to identify their dissertation committee chair and members prior to this date if they want to avoid a late registration fee. Therefore, (as an example) students intending to register for dissertation credits for the first time in the fall semester of any year, must have identified their dissertation committee based on a deadline set prior to the last day of classes for the spring semester of that calendar year.

Special Approvals for Outside Readers:
IUP graduate teaching faculty in departments outside Communications Media require no special approval to serve as members of a dissertation committee, other than the consent of the dissertation chairperson and doctoral coordinator. Other dissertation readers may be qualified individuals outside of IUP, but are subject to approval. Students interested in seeking the approval of an outside reader for their dissertation committee must consult with their dissertation committee chair; pending the consent of the dissertation chair, the student will submit appropriate documents as outlined below, and the information regarding the outside reader will be distributed to the entire faculty in the Department of Communications Media. If the faculty votes in favor of including the outside reader, the final approval of an outside reader depends on the current

status of that individual. All outside readers are expected to participate fully in the dissertation process, including attending meetings as arranged by the dissertation committee chair. Outside readers are permitted to consult with the committee via Skype or other virtual means for some meetings but must be present, in person, for the defense of the RTAF, first three chapters of the dissertation including the research methodology, and for the final dissertation defense.

Approval of Readers from Other PASSHE Institutions:
In addition to approval by the dissertation chair and the department faculty, individuals who are faculty at other Pennsylvania State System of Higher Education (PASSHE) institutions must obtain eligibility to teach graduate courses through IUP's School of Graduate Studies and Research (SGSR). The application form for Eligibility to Teach Graduate Courses and to serve on Thesis or Dissertation Committees must be completed by the outside reader. A description of this process and the application are available on the SGSR web site at https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/index.html Students will submit (electronically) a letter of justification identifying the reasons for including the outside reader, current vita of the outside reader, and the completed eligibility form to the doctoral coordinator. These documents will be forwarded to the department faculty for approval and, pending that approval, the documents are forwarded to the graduate school. The SGSR makes the final approval of requests to include outside dissertation readers who are also PASSHE faculty.

Approval of Readers from Outside IUP and PASSHE:
In addition to approval by the dissertation chair and the department faculty, individuals who are not IUP or PASSHE faculty are subject to approval by the graduate dean, the co-chair of the University-wide graduate curriculum committee, and the appropriate APSCUF committee. This procedure includes retired IUP faculty, other retired PASSHE faculty, and faculty at non-PASSHE institutions. The final approval of these outside readers rests with APSCUF. As of this writing, it has been typical for APSCUF to approve this category of outside readers only as the fourth member of a dissertation committee. Requests for outside readers must be submitted to APSCUF in time for their last meeting of each academic semester, as APSCUF does not meet during the summer months or over semester breaks. Students will submit, to the Doctoral Coordinator, a letter of justification identifying the reasons for including the outside reader and current vita of the requested outside reader, by March 1 or November 1 of each academic year, to seek approval during that academic semester. The Doctoral Coordinator will forward these documents to the department faculty and, pending their approval, to APSCUF and SGSR. Please note that final approval in this process can take months.

Retirement of Dissertation Committee Members:
Once the student has submitted the Research Topic Approval Form (RTAF) indicating their dissertation chair and committee members, special conditions apply should a member of the committee retire from IUP or PASSHE before the student has graduated. Should the chair of the student's dissertation committee retire, the faculty member may remain as chair for one year postretirement. For example, if the faculty member retires in May, the student must graduate by May of the next year. If the student does not graduate within one year, another faculty member will be needed to chair the committee, and a committee change form must be submitted to the graduate school. If the faculty member retiring is a committee member (not chair) they may remain on the committee until the student graduates. The official approval of a dissertation committee does not occur until the RTAF has been approved, signed by the committee, Doctoral Coordinator, college dean, and SGSR representative. Any IUP faculty member who agrees to serve on a committee, but retires prior to the submission of the RTAF, is subject to approval as an outside reader given the processes outlined in the section above.

Dissertation Committee Approval on the Department Level:
Each student will submit the Dissertation Committee Approval Form (D1) to the Doctoral Coordinator (DC) by the announced deadlines and/or prior to taking the comprehensive examination. This form will be reviewed and approved by the DC and department chairperson. Students will be notified by the DC of any need for changes to their proposal. Students are advised that faculty signatures on the D1 form do not indicate official approval of a dissertation topic – merely the faculty members' consent to serve on the dissertation committee.

If the DC and department chairperson deny the student's request for a dissertation chair, the student must solicit a new chair from within the department's doctoral faculty following the same procedures as outlined above. No member of the committee may be replaced, even at the request of the student, without approval by the dissertation committee chair, and replacements are subject to the same approval process as the initial members of the committee. If the student wishes, or needs, to replace the dissertation committee chair, approval from the DC and department chairperson is required. If the dissertation committee chair is removed from the committee for any reason, it is the student's responsibility to consult with potential faculty and the DC to identify a replacement. If any changes in the composition of the dissertation committee occur after the submission and approval of the Research Topic Approval Form (RTAF), a dissertation committee change form will need to be submitted to SGSR.

Once approved, the dissertation committee chair is responsible for supervising and advising the student, coordinating dissertation committee meetings, and communicating with other committee members in a timely fashion. This obligation continues throughout the completion of the degree program – from the point at which the student successfully completes the comprehensive examination through the successful defense of the dissertation. The dissertation committee is responsible for overseeing the dissertation research and the general meeting of degree requirements as pertains to the completion of the dissertation, submission of documents including the RTAF, IRB, and dissertation drafts by the appropriate deadlines. All committee members are expected to be actively involved in the dissertation process, to respond to student questions in a timely fashion, and attend all dissertation meetings as coordinated by the dissertation chair.

Students in the dissertation process are responsible for consistent and timely communication with their dissertation committee, particularly the dissertation chair. Once the committee has approved the RTAF, the student is expected to maintain contact at least once a month, or more, until the final dissertation is defended and approved. Students are required to submit drafts and respond to requests for revisions to documents by deadlines, as established by their dissertation chair and dissertation committee. All students, but particularly those students in the dissertation process, should be aware of IUP's academic calendar and recognize that when classes are not in session, most faculty are not on campus and not available. Advance planning is necessary to meet related dissertation deadlines and is the responsibility of the student. Students are expected to give faculty no less than two weeks to read and respond to dissertation-related documents, with the understanding that this may be longer during especially active periods (eg midterms, finals) and over university breaks.

MCOM Ph.D. students are advised to secure an editor to proofread and perform final edits on their dissertation prior to submitting the draft to the School of Graduate Studies and Research as needed. The role and responsibility of the dissertation committee does not include dissertation editing. A complete outline of dates and requirements for submission of dissertation-related documents can be found at the SGSR Thesis/Dissertation Web site: https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/index.html

Dissertation Research Topic Approval Process: During the semester of the scheduled comprehensive examination, or at the conclusion of all MCOM coursework, students may begin registering for dissertation

credits and will work with their approved dissertation committee to develop their Research Topic Approval Form (RTAF). This form is available on the School of Graduate Studies and Research (SGSR) web site. Students will not be permitted to submit the RTAF or defend their research topic until they have successfully completed all coursework and both the written and oral portions of the comprehensive examination.

After the candidate has successfully completed the comprehensive examination, they must present and defend a dissertation RTAF and research pre-prospectus (developed in COMM 910) before the dissertation committee. A copy of both documents must be delivered to the dissertation committee members at least two weeks in advance of the scheduled defense. The completed RTAF and pre-prospectus must also include an indication of special resources, equipment or conditions needed for the research, an intended time frame, and a list of references.

The defense of these documents will be presented, to the dissertation committee prior to the submission of the RTAF to the Doctoral Coordinator. All members of the dissertation committee must be present in person for this meeting. However, the committee may, at their discretion, allow a student to attend the meeting electronically in certain situations. The date and time of this meeting will be made available by the dissertation chair to the other MCOM faculty who may attend the meeting. Visiting faculty are permitted to ask questions but are not part of any deliberation on the part of the committee and will be excused once deliberations begin.

The RTAF and research pre-prospectus must be found satisfactory by all members of the committee, and an RTAF must be approved and signed by all members of the dissertation committee before the candidate may proceed with the dissertation. The Thesis/Dissertation Manual outlines this procedure and is available from the School of Graduate Studies and Research (SGSR). Once the committee has approved the RTAF and pre-prospectus, the student will forward the RTAF and related documents to the Doctoral Coordinator, College Dean, and the SGSR. Revisions to the research plan may be necessary, as requested by the SGSR, following the submission of the RTAF.

Following approval of the dissertation proposal, but before data collection begins, the doctoral candidate must obtain permission from the Institutional Review Board (IRB) at Indiana University of Pennsylvania (and other review boards as appropriate) following the procedures established for the protection of human subjects. If the dissertation is theoretical or data collection involves no human subjects, IRB approval may not be required, or may be expedited.

Approval of Dissertation Chapters 1-3: The dissertation committee will require students to submit and defend the first three chapters of their dissertation to the dissertation committee before any data collection may begin. The student will meet with the committee review the first three chapters of the dissertation and obtain approval of the research methodology before beginning any data collection. All members of the dissertation committee must be present in person for this meeting. However, the committee may, at their discretion, allow a student to attend the meeting electronically in certain situations. Students will submit the written draft of the first three chapters to the dissertation committee no later than two weeks before the scheduled defense meeting.

Dissertation Oral Defense and Completion Process: The student will work closely with, and is expected to meet regularly with, the dissertation chairperson and committee members to complete the dissertation and all related components. Upon acceptance of the final dissertation by the dissertation committee chair, the candidate must submit copies for review to the dissertation committee. The candidate shall request a formal meeting of the dissertation committee to secure dissertation approval at a time convenient to all members.

The dissertation must be approved, in writing, by each member of the committee and the SGSR Assistant Dean for Research.

The student will be required to defend the completed dissertation during an oral examination conducted by the dissertation committee. All members of the dissertation committee must be present in person for this meeting. However, the committee may, at their discretion, allow a student to attend the meeting electronically in certain situations. The defense of the dissertation is open to the IUP faculty and MCOM students as approved by the dissertation chairperson. At least two weeks prior to the scheduled dissertation defense, the dissertation chairperson will notify the Doctoral Coordinator and MCOM doctoral faculty of the date, time, and location of the defense. During the defense, the candidate is expected to respond to substantive and methodological questions related to the dissertation. The role of faculty and student visitors at the dissertation defense will be determined by the dissertation committee chair, but visitors are not part of the deliberation process and will be excused from the meeting at the conclusion of the student's defense. No visitors other than IUP faculty and MCOM students are permitted to attend the dissertation defense.

Publication of the Dissertation: Following approval of the dissertation by the committee, the dissertation must be submitted to the SGSR Assistant Dean for Research. The dissertation must be digitized and indexed according to the plan provided by ProQuest Information and Learning. The student is responsible for the costs associated with the publication of the dissertation. Guidelines are provided in the Thesis/Dissertation Manual which is available from the School of Graduate Studies and Research and on-line at http://www.iup.edu/thesismanual/default.aspx.

For more information, view the view the Graduate Catalog: https://www.iup.edu/registrar/catalog/index.html Access forms processed through the School of Graduate Studies and Research, click on Current Students: http://www.iup.edu/graduatestudies/

Evaluation Outcome for Dissertation and/or Thesis

The decision regarding the outcome of the defense will be made by a two-thirds majority vote of the dissertation committee members. The dissertation defense may result in one of three outcomes: pass, pass with revisions (as determined by the committee), and fail. In the event of a failed dissertation defense, students will be permitted to sit for a second and final defense at a later date. If a second dissertation defense is unsuccessful, the student will be dismissed from the program. The dissertation chair will notify the Doctoral Coordinator of the outcome of the final defense no later than 24 hours after the defense meeting. If the defense is successful, the dissertation chair will process a Change of Grade form to convert the previous "R" grade to the appropriate letter grade.

For students admitted after Fall 2017 – Dissertation and thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student's CGPA.

For students admitted prior to Fall 2017 – Dissertation and thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student's CGPA for the number of dissertation credits required for the program. "Extended" dissertation credits are not calculated into a student's CGPA.

For more information ,view the Graduate Catalog: https://www.iup.edu/registrar/catalog/index.html

University Policies and Procedures

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact [Program Coordinator] or the School of Graduate Studies and Research.

Academic Calendar
View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

The Following University and SGSR policies can be found at
https://www.iup.edu/registrar/catalog/index.html
Academic Good Standing
Academic Integrity
Bereavement-Related Class Absences
Continuous Graduate Registration for Dissertation and Thesis
Grade Appeal Policy
Graduate Fresh Start Policy
Graduate Residency Requirement
Leave of Absence Policy
Time Limitations
Time-to-Degree Masters/Doctoral Dismissal Appeal Policy
Time-to-Degree Extensions for Master's Thesis and Doctoral Dissertation
Transfer of Credits Policy

Program Policy on Incomplete (I) Grades

The designation of an "I" is used to record work which, so far as covered, is of a passing grade but incomplete because of personal illness or other unavoidable emergency circumstances. Incomplete (I) grades are issued to students enrolled in the MCOM Ph.D. program only when extreme circumstances have prevented a student from completing course work on schedule. The issuance of an incomplete grade is a decision made by the instructor of each course at their discretion, and students should not anticipate this as an option simply because they are unable to complete the course work on deadline due to time management issues. At least two-thirds (2/3) of the required course work must be completed for a student to be eligible to receive an incomplete grade designation.

In situations where an "I" grade is warranted, the student and the faculty member will complete the College of Education and Communications Form for Incomplete Grades outlining the specific requirements for the student and establishing specific deadlines by which work must be completed. These forms are located in the Department of Communications Media main office, 121 Stouffer Hall.

Change of Grade forms to convert designations of "I" must be received in the Office of the Registrar no later than the final day of classes in the next regular (fall/spring) semester after the designation was assigned. If the student does not complete the work in time for this grade change to be accomplished, the "I" will convert to an F.

Academic Integrity Policy

The MCOM program takes seriously the issue of academic integrity, and follows IUP's Academic Integrity Policy. Violations of academic integrity (including plagiarism, academic dishonesty, and cheating) will be acted upon by the department, and may result in dismissal from the program. This policy applies to all phases of the MCOM program, including coursework, the Candidacy Exam, the Comprehensive Exam, and the dissertation.

For more information on IUP's Academic Integrity Policy, consult the Graduate Student Handbook, available on the website of the School of Graduate Studies and Research.

Attendance Policy

Class attendance is required for all students in the MCOM Ph.D. program. Students are required to attend all class sessions in their entirety. Acceptance of absences and the circumstances leading to those absences is at the discretion of individual faculty who are the designated course instructor. However, students should not expect to be excused from class for anything other than a personal illness, family illness or family emergency. Department faculty will specify their course attendance policy in the class syllabus.

Students who miss class, are late for class, or must leave class early for an acceptable reason such as an illness or other unavoidable emergency, should expect to be given additional readings or work assignments as deemed appropriate by the instructor and as specified in the course syllabus. Students who are absent for more than one class session of a weekend class or one-half day of a one-week workshop class are expected to withdraw and repeat the course in a future semester.

Insert any information regarding research support for your students.
https://www.iup.edu/registrar/catalog/index.html
www.iup.edu/research/

Appendices

Comprehensive Examination Oral Defense Committee Approval Form (C1)

This form is due to the doctoral coordinator by the announced deadlines each year. The written comprehensive examination is typically scheduled during the summer with the oral defense in the fall each year.

Date of Submission: _____

Date (month/year) of intended comprehensive examination: _____

Student Name: _____ Student Banner ID @_____

Student Signature: _____

Signatures below indicate the faculty members' willingness to serve on this comprehensive examination oral defense committee, but the committee structure is subject to approval by the doctoral coordinator and department chairperson. Students will be notified by the doctoral coordinator of the need for any revisions to this committee structure. Student is also required to list the date that they plan to start taking dissertation credits and how many credits they plan to take. It is not required to take credits during the summer. Students must register prior to the last class of the preceding academic semester to avoid a late fee.

Committee Chair _____ Signature _____

Committee Member _____ Signature _____

Committee Member _____ Signature _____

Committee Member _____ Signature _____

Each committee must consist of at least three members, a fourth is optional.

Doctoral Coordinator _____ Date _____

Please indicate the date (semester/year) that you anticipate taking dissertation credits for the first time, keeping in mind that your dissertation committee chair must be approved prior to your registration:

Dissertation Committee Approval Form (D1)

This form is due to the doctoral coordinator prior to taking the comprehensive examination and/or prior to registering for dissertation credits. Students will not be permitted to register for dissertation credits (COMM 995) until the completed D1 form is submitted.

Date: _____

Student Name: _____ Student Banner ID @_____

Student Signature: _____

Tentative Dissertation Topic:

_____

Signatures below indicate the faculty members' willingness to serve on this dissertation committee, but the committee structure is subject to approval by the doctoral coordinator and department chairperson. These signatures do not indicate final approval of any intended dissertation topic.

Dissertation Chair: _____ Signature _____

Committee Member _____ Signature _____

Committee Member _____ Signature _____

Committee Member _____ Signature _____

Each committee must consist of at least three members, a fourth is optional.

Student signature indicates they are making this request and that they have reviewed the SGSR thesis/dissertation web site (http://www.iup.edu/page.aspx?id=6011), pertinent deadlines, instructions for IRB submissions, and has read the thesis/dissertation manual available there. Students must also designate when they plan to start taking dissertation credits and how many they plan to register for. It is not required to take dissertation credits during the summer.

Doctoral Coordinator: Date:

Please indicate the semester and year in which you will first register for dissertation credits and the number of COMM 995 credits you intend to take in the next three terms. Students are not required to register for dissertation credits during summer terms, but may if they choose to.

Term #1 (semester/year) Number of COMM 995 credits: _____

Term #2 (semester/year) Number of COMM 995 credits: _____

Term #3 (semester/year) Number of COMM 995 credits: _____

Student Course Progress Sheet

Student Name: _____

Course Requirements	Semester Taken	Grade	Credits
A. Media Research and Teaching - 12 hours (4 courses)			
COMM 800: Comm. Research Statistics (Summer 1)	_____	_____	_____
COMM 815: Teaching Communications Media (Spring 2)	_____	_____	_____
COMM 825: Quantitative Methods in Comm. Res. (Spring 1)	_____	_____	_____
COMM 828: Qualitative Methods in Comm. Res (Fall 1)	_____	_____	_____
COMM 857: Doctoral Seminar in Communication (Spring 2)	_____	_____	_____
COMM 910: Advanced Doctoral Research in Comm. (Fall 3)	_____	_____	_____
B. Theory and Culture Core - 9 hours (3 courses)			
COMM 801: Ideas That Shape Media (Fall 1)	_____	_____	_____
COMM 812: Media Ethics	_____	_____	_____
COMM 814: Crisis Communication	_____	_____	_____
COMM 818: Media Criticism	_____	_____	_____
COMM 820: Political Communication	_____	_____	_____
COMM 822: Children and Media	_____	_____	_____
COMM 835: Global Media, Communication, and Culture	_____	_____	_____
COMM 845: Health Communication	_____	_____	_____
COMM 853: Corporate Communications	_____	_____	_____
COMM 881: Special Topics	_____	_____	_____
COMM 900: Culture of Cyberspace	_____	_____	_____
C. Media Processes and Production 12 hours (4 courses)			
COMM 830: Media Preproduction (Spring 1)	_____	_____	_____
COMM 831 Multiplatform Media Production	_____	_____	_____
COMM 832: Media Production (Summer 1)	_____	_____	_____
COMM 834: Organizational Video Production	_____	_____	_____
COMM 836: Video Production	_____	_____	_____
COMM 837: Audio Production	_____	_____	_____
COMM 838: Digital Photography and Imaging	_____	_____	_____
COMM 841: Documentary Production	_____	_____	_____
COMM 846: Instructional Media Solutions	_____	_____	_____
COMM 876: Online Media	_____	_____	_____
COMM 882: Simulation and Games	_____	_____	_____
Total Course Credits Required	**48**		
Total Dissertation Credits Required	**12**		
Total Program Credits Required	**60****		

*The semester listed with each course indicates when these courses are typically offered. The number indicates the year that full-time students would take each course. One theory and culture elective and one production elective are typically offered each academic semester.

**Extended Dissertation credits do not count toward the 60 credits required for program completion. Students must enroll for at least one credit each semester until dissertation is completed.

Signature Page

Dear MCOM Ph.D. student,

Congratulations on choosing to further your education at Indiana University of Pennsylvania. The goal of the Ph.D. in Media and Communication Studies is your success. So that your experience in the graduate program is the best it can be, the MCOM Ph.D. Handbook provides information that is essential to you. It contains information about the policies and procedures of the MCOM Ph.D. program. This document is a supplement to the Graduate Catalog prepared by IUP's School of Graduate Studies and Research. Policies and procedures contained in the Graduate Catalog provide the framework for your role as an IUP citizen and a member of our IUP family.

Your signature below indicates you acknowledge that you are responsible for the information outlined in the handbook provided to you by the MCOM Ph.D. program.

Student name:_____
Student signature: _____
Date: _____

_____ [please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

Please sign, remove the page from the handbook and return it to the MCOM Ph.D. program coordinator.

_____
Date

Submit to Dr. Stiegler by 9/16/22

The department will keep this signed document on file.