



THE UNIVERSITY *of* NEW MEXICO  
*New Mexico's Flagship University*

# Graduate Student Handbook Communication & Journalism

September 15, 2016

Dear Members of the Graduate Community:

The enclosed document provides most of the information, policies, and procedures you need to navigate the graduate school process. The **Table of Contents** below summarizes the topics that are included.

Please let us know whether there is anything we can do to make your time in the Communication & Journalism community as productive and rewarding as possible.

Sincerely,

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# Communication and Journalism Graduate Student Handbook

2016-2017

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University of New Mexico  
Department of Communication and Journalism

**GRADUATE STUDENT HANDBOOK**

MA and PhD in Communication

**2016-2017**

**OVERVIEW OF GRADUATE PROGRAMS**

The Department of Communication and Journalism at the University of New Mexico enjoys a national reputation for providing a balanced, quality graduate program leading to doctoral and master's degrees in Communication. Typically 60 students are enrolled in the program at any one time (20 Master's and 40 Doctoral). This provides a program large enough to have a variety of communication interests but small enough to have individual attention (with a lower than 3-to-1 ratio of graduate students to faculty and an average seminar size of 8 to 15 students).

The complex relationship between communication and culture as interaction, artifact, and text is the distinctive focus of the graduate program and the mission is to promote the study of communication, culture, and change. This mission is achieved, in part, through excellence in teaching and mentoring of graduate students and facilitating their research and service. The Department is committed to diversity and fosters a sense of collegiate and social community that extends to the graduate student community. The Department actively promotes new knowledge creation through research and creative activities and serves the broader academic and professional community by preparing students to become excellent researchers, teachers, and leaders.

The PhD Program offers an emphasis in three core areas of communication: inter/cultural communication, culture and health communication, and culture and mass communication. The program is designed to prepare individuals for university teaching and research positions. The MA program offers a program of study that includes options of a thesis, a project, or a comprehensive exam. Many MA graduates enter, or return to, professions in business, the mass media, research, education, and other fields, while some enter doctoral programs.

The diversity of the graduate programs offered by the Department of Communication and Journalism is bolstered by positive relationships with other departments and programs in the University, including but not limited to Anthropology, Education, Geography, Sociology, Psychology, Women Studies, Comparative Literature and Cultural Studies, American Studies, Linguistics, and Business. Graduate courses and seminars typically include students from these allied disciplines. In addition, the Department cooperates with a variety of research institutes and programs located at the University, such as the Latin American and Iberian Institute and the Sustainability Studies program.

## CREATING AN INTERCULTURAL COMMUNITY OF LEARNING

We like to think of our Graduate Program and Department as a culturally diverse learning community. We all come together because we share an interest in learning about and understanding communication in a variety of contexts. In order to maximize the benefits of our community, there are certain roles and responsibilities expected of every individual. This form provides a beginning list of suggestions for creating and fostering the learning community.

1. Attend classes, arrive on time prepared for discussions and activities, complete all assignments including reading on time, come to class with questions and points to raise, participate in discussions, and do rigorous research.
2. Identify additional materials to read and relate to what you are learning.
3. Attend department colloquia (brown bag lunches) at which departmental and guest speakers talk about their research. It is a good place to engage in scholarly discussions.
4. Complete the annual review of your progress in the program.
5. Develop a plan for your own research program that includes submitting manuscripts to appropriate outlets or publications. Attend professional conferences that are relevant to your interests.
6. Join a research project with a faculty member or take an idea to a professor and work on it with them.
7. Get involved in ComGrads, the graduate student association in our department.
8. Realize that learning doesn't always equal good grades. Focus on learning rather than grades. Employers with positions for students with graduate degrees are much more interested in your course work background, research/creative projects, and ability to write well than what grades you earned.
9. The faculty expects that this academic program is your priority at this point in your life. We expect you to invest the time to be strong teachers, students, and citizens. What you do reflects on the C&J Department and community. This doesn't mean "don't have any fun," but simply be responsible for your actions.
10. Recognize that the required courses are designed to provide you with foundational knowledge and background. To produce scholarship that matters, you need both breadth and depth of exposure and topics.
11. Expect that you will invest time to enhance your writing skills. Allow time for editing drafts and turn in proofread, edited, and polished papers for class assignments. Allow time for editing research papers before submitting them to professional conferences. Expect that drafts of thesis/dissertation chapters will be rewritten a number of times. Good writing is a process that requires time.
12. Contribute to the community by being willing to work on intercultural awareness and productive relationships. In order to engage and create an intercultural learning community:
  - a. Please respect the boundaries of others. It is important to respect each other's physical, psychological, and social spaces. This includes respecting people's offices and private spaces.
  - b. Be open to differences. We have people from a variety of cultural systems from around the world and this is an opportunity to engage difference in a respectful way.

- c. Share your viewpoints as you are comfortable with other graduate students (and faculty). When we identify a common issue, then it is clearer what needs attention.
  - d. Ask for input and listen to others.
  - e. Recognize that conflict will emerge. Attempt to resolve conflicts in a respectful and constructive manner. Avoid gossip and rumors.
  - f. When working with colleagues in groups, make sure to talk about goals, approaches to time management, schedules, and preferred styles. Discuss authorship and task assignments in advance (i.e., who is first author, second author, etc., and who is expected to do which tasks).
13. Give attention to negotiating appropriate relationships with faculty members.
- a. Recognize that there are status differences. Faculty members are not your colleagues but your teachers and mentors. Know that faculty members are in a department with strong graduate programs because we are committed to graduate education.
  - b. Show respect for the experience and investment of faculty in their research programs and lives as academics, even though your own interests or research orientations may be different.
  - c. If you have concerns about course work or assignments, set up an appointment with the faculty member to discuss those concerns as soon as possible.
  - d. Provide ample time to faculty members to read drafts of papers and thesis/dissertation chapters. Two weeks is a good minimum.
  - e. For meetings with faculty members, do your “homework,” be prepared, and take notes. A good way to approach finding a topic for a major research assignment, for example, is to have a couple of options in mind, along with some preliminary research on the topics, rather than showing up at the office and asking “What should I do for my research project?”
14. Please share with your graduate directors and department chair any concerns as well as comments about what is going well. Our goal is to make your graduate student experience here at UNM as successful, productive, and smooth as possible.
15. Express appreciation to the C&J staff for all their hard work and energy to ensure that we all have what we need to do our work. Recognize that their time and attention is always in demand and they each work above and beyond the call for us. Please let them know you value their contributions to our C&J community and please treat them with high levels of respect.
16. Explore New Mexico and get to know your peers in the graduate program. They will be some of the best friends, confidants, supporters, and resources you will ever know; and what better way to get to know them than visiting a pueblo for a feast day, heading off to a museum, hearing some music, or taking a hike in the Sandias?
17. Remind yourself that you made an excellent choice in applying to and accepting a position in the MA or PhD program at the University of New Mexico. Enjoy the experience!

## SUMMARY OF GENERAL POLICIES AND PROCEDURES

**NOTE:** University of New Mexico policy states that students are responsible for knowing and abiding by the general University rules and regulations pertaining to graduate study at the University of New Mexico and the specific academic requirements of their particular degree program. They are also expected to be aware of their academic standing at all times. Ignorance of a rule will not be accepted as a basis for waiving that rule. Although the department makes every effort to keep the Handbook up-to-date, inevitable changes do occur. For the 2016-17 year, a few changes are still pending. You are encouraged to keep in touch with your advisor about current requirements.

### Advising

**Temporary advisors.** New students meet with the Director of the PhD and MA Programs during Orientation. During the first semester, the Directors of the PhD and MA graduate programs assign you to an initial temporary advisor or act as your temporary advisors.

**Graduate-Student Buddies.** Your graduate program director will assign you a buddy who is also an excellent source of information on classes, requirements, and procedures. You should already have heard from your buddy prior to coming to campus, but if not, tell your graduate program director.

**Permanent advisors.** The matching of advisors with students is an important process. The time and energy required for a faculty member to become your advisor is not to be taken lightly. You will need to select a faculty member to be your advisor for the rest of your program; this person typically also directs your PhD dissertation or MA thesis, project, or comprehensive exam. Identify a faculty member who has: (a) Graduate Faculty status at UNM, (b) expertise in your area of interest, and preferably (c) had you in at least one class. Set up an appointment to make the request of that faculty member. Be prepared to outline your interests, research, and creative goals and to provide a rationale or reasons for your choice—why that faculty member is a good fit for your interests. Take detailed notes at this and all other meetings with your advisor to refer to as you progress.

By the end of the first year of coursework, you will be expected to have selected an advisor, met with him/her to agree on your program of study, identified a committee of faculty with whom you'll work, and met with the committee for input and approval of your program of study. You will need to turn in the Program of Studies form for the Office of Graduate Studies (OGS) to the Department's graduate administrator and OGS. It should also be helpful for planning and tracking coursework, preparing for meetings with your advisor, and determining that your courses meet program requirements.

### Continuing Students

Every fall, continuing graduate students should meet with their advisors to discuss their plans for coursework and research or creative projects for the coming year.

### Graduate Student Committees

As explained in greater detail below, each student will have one or more committees as he or she progresses through the program. MA students have one committee, which may be a thesis, project, or comprehensive exam committee. Ph.D. students typically have three: Program of Study Committee, Comprehensive Examination Committee, and Dissertation Committee. These often end up as the same committee, depending on the student's need.



The University has rules about which faculty members can serve on committees. The categories of faculty approvals for service on student committees (with the approval of the unit faculty and the Office of Graduate Studies) are as follows:

**Category One:** UNM tenured or tenure-track faculty or UNM National Laboratory Professors. Role: chair or a member of any master's or doctoral committee in any discipline, regardless of the faculty member's FTE status.

**Category Two:** Tenured or tenure-track faculty at other institutions. Role: External member on dissertation committee.

**Category Three:** Individuals whose primary employer is UNM and who hold the titles of research professor, research associate professor, research assistant professor; clinician educators with the rank of professor, associate professor, assistant professor, professor of practice, faculty hired onto the flex track or "V" category in the School of Medicine. Role: Co-chair or member of master's or dissertation committee; may only chair committees if his/her appointment is within the student's major.

**Category Four:** Others who are considered experts in the field. Role: Voting member of the committee.

**Category Five:** Emeriti/Emeritae faculty may continue to chair existing committees for up to one calendar year from the date of their retirement if the graduate unit approves. They may not be appointed chair of any new committees once retired. Role: Chair, co-chair, or voting member of the committee.

**Category Six:** After the first year of retirement, Emeriti/Emeritae faculty may continue to serve on committees if the graduate unit approves. Role: Co-Chair or voting member of the committee.

## Records

Students should keep a copy of all documents related to their degrees during their graduate program. This includes, but is not limited to, transcripts, independent study forms, Program of Study forms, petitions, course transfers, relevant email messages, waivers, and so on. The Department also needs a copy of all forms, so please turn forms into the C&J graduate administrator before submitting to OGS. In some cases, the Student Advisement Coordinator submits required forms for the student.

## Transfer of Credit/Substitution of Courses

**PhD Credit Hours and Transferred Credits.** The doctoral degree requires a minimum of 48 graduate coursework credit hours, and entering PhD students are allowed to transfer 9 credits from their MA degree program. This leaves 39 graduate coursework credits from 13 graduate courses that students must earn beyond the MA degree. Of these 39 credits, students can transfer up to 12 credits from doctoral-level courses at other institutions. All transferred-in credits require the approval of students' Program of Studies committee.

**Transferring Process and Deadline.** Students can transfer credit for courses completed prior to enrollment in the graduate program, or substitute a comparable course from another program or area of study for a required course. To qualify as a transfer or substitute, the course(s) must be (a) graduate level, (b) graded "B" or above, and (c) beyond what was required to earn the previous degree (i.e., if the course was required for your MA or BA degree, it cannot be transferred to satisfy PhD or MA degree requirements unless the student was enrolled in the Communication and Journalism Department's

proposed Shared Credit B.A./M.A. Program – See below.). To complete the transfer, students must do the following:

1. During the second semester, bring a copy of course transcript and course syllabus or catalog description to your Program of Studies chair.
2. Secure written approval from your Program of Studies chair for course transfer or substitution.
3. By the end of the second semester, bring the written approval, transcript, and syllabus/catalog to your Program of Study (POS) meeting and secure formal approval of the POS committee to transfer or substitute credits. (Get approval in writing and save a copy for your records.)

***Shared Credit B.A./M.A. Program.*** UNM juniors or seniors majoring or minoring in Communication or Journalism and Mass Communication may seek permission to enter the Department of Communication and Journalism's Shared Credit B.A./M.A. Program. This program is designed to encourage outstanding undergraduate students to apply to the Department's M.A. program while still completing their B.A. degrees, and upon acceptance, take graduate courses that also satisfy undergraduate requirements for a major or minor within the Department. To be eligible, students must meet all of the following requirements:

1. Have an overall UNM and departmental GPA of 3.5 or better and the approval of both the appropriate departmental undergraduate and graduate directors to apply up to 18 hours of credits taken in 500- or 600-level communication courses to satisfy requirements toward a Communication or Journalism and Mass Communication undergraduate degree and, upon formal acceptance in the M.A. program, master program credits that adhere to the students' approved program of studies.
2. Credits of the approved 500- and 600-level courses will apply toward the student's undergraduate degree whether or not the student gains entry into the M.A. program, provided the student earns a grade of C or better in those courses.
3. For Shared Credit coursework to count toward the M.A. degree, the student must maintain at least a 3.0 (B) average in courses taken for graduate credit after admission to the program. No more than 6 credit hours of course work in which a grade of C (2.0), C+ (2.33), or CR was earned may be credited toward a graduate degree. Courses offered only on CR/NC basis and required by the graduate program are excluded from this limitation. Furthermore, the C&J Department requires that graduate students earn a grade of B- or better in all required courses.

### **Courses Prior to Formal Acceptance into Graduate Program**

MA and PhD students can only transfer in a certain number of units before formal admission to our program. MA students must complete at least 50% of required course work (not thesis units) after admission to the graduate program. PhD students must complete at least 24 hours of graduate credit course work at UNM, at least 18 of which must be completed at UNM after admission to the doctoral program.

### **Time Limit for Completion of Degree**

The University requires that all requirements for master's degrees be completed within seven years prior to the granting of the degree. No course work applied to the degree requirements, including transferred work, may be more than seven years old at the time a master's degree is conferred.

Doctoral candidates have five calendar years from the semester in which they pass the comprehensive exam to complete the degree requirements. The final requirement is generally the acceptance of the student's dissertation manuscript by the Dean of Graduate Study. Any request for an extension of the time limit must be submitted to the Dean of Graduate Study in the form of a petition which has been endorsed by the student's dissertation committee and department chair.

### **Semester Course Load Requirements**

In general, a graduate student enrolling for, and completing a minimum of 9 graduate credit hours per semester, is considered a full-time student at the University of New Mexico. However, if holding an assistantship, the minimum course load is 6 graduate credit hours per semester.

Graduate students not holding an assistantship and taking 8 credit hours or fewer per semester are considered part-time students. All graduate students are encouraged to enroll in and complete at least 9 credit hours per semester in order to achieve their expected time-to-degree.

*International Graduate Students* without assistantships are required to complete each semester with a minimum of 9 credit hours in order to maintain legal immigration status. International graduates with assistantships are required to complete each semester with 6 credit hours. Grades of W or courses taken for a grade option of "audit" do not count toward the "minimum" enrollment requirements for maintaining legal immigration status. The Global Education Office (GEO) must report any drops below these minimum requirements to immigration within 21 days of the drop (even if the drop occurs after the semester is complete). All international students must speak with the GEO before dropping below these required minimums FOR ANY REASON.

### **Three-Semester Continuous Enrollment Policy**

A student who is admitted and completes at least one semester in graduate status at the University of New Mexico will receive registration materials for three subsequent semesters (including Summer session) whether they enroll or not. Graduate students will not be required to apply for readmission to resume their study by registering for classes if they do so within these three semesters. If they subsequently are not enrolled by the published registration deadline of the third semester (including Summer session), they must apply for readmission and registers for courses in the semester in which they are readmitted. Such "stop-out" periods are included in the time to degree. NOTE: Students must be enrolled in a semester in order to use their Lobo Cards.

### **Leave of Absence**

A student who is unable to continue graduate study due to exceptional circumstances must request, in advance, a Leave of Absence. The written request, together with a memo of support from the chairperson or designee of the graduate unit, is forwarded to the Graduate Dean who will make the final decision. A Leave of Absence is determined on a semester-by-semester basis and is generally limited to a maximum of one calendar year. The time approved for a Leave of Absence is not counted in the time limit to complete the degree as long as the student is not enrolled in any course at the University of New Mexico during the Leave of Absence.

### **Academic Standing, Grade Point Average, and Grading Policies**

UNM policies state that to remain in good academic standing, students must maintain a cumulative grade point average of at least 3.0 in courses taken for graduate credit after admission to a graduate degree

program at the University of New Mexico. Students must have a cumulative GPA of at least 3.0 for courses listed on their Program of Study/Application for Candidacy.

No more than 6 credit hours of course work in which a grade of C (2.0), C+ (2.33) or CR (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation.

The C&J Department requires that graduate students earn a grade of B (e.g., B-, B, B+) or better in all required classes. In order to take either MA or PhD Comprehensive Exams, the student must have a 3.0 GPA, and have removed any grades of “Incomplete.”

All graduate students whose academic standing is deficient after receiving grades for 12 attempted semester hours or two semesters, whichever comes first, are placed on probation or suspended, according to the university regulations and those of their graduate unit. Procedures for removing the probationary status are described in the online Graduate Catalog.

### **Incomplete (I) Grades and Procedures for Removal**

The grade of I—Incomplete—is given only when circumstances beyond the student’s control prevent completion of the coursework within the official dates of a semester or summer session. Incomplete grades are NOT given due to lack of time available to complete a research project or paper.

**Effective Fall 2010: Students may carry over incompletes for one semester only. If work is not completed by the end of the semester following receiving the incomplete, including summer semesters, the instructor of record will revert the grade to an “F.”** Incomplete grades not resolved within the six-month time frame will be converted automatically to an “F” (failing) grade.

According to UNM academic policy, work to remove incomplete grades must be completed before a student is eligible to graduate from the University of New Mexico. Students should not re-enroll or re-register (for credit) in a course in which an incomplete has been received in order to resolve the “I” (incomplete) grade. If an instructor requires the student to repeat the class in order to resolve the incomplete, the student must register for the course on an audit basis. The student is responsible for meeting deadlines set by the instructor of record for removal of the incomplete. The student is also responsible for submitting expected work in finished form to the instructor.

Extension of Incomplete: Students may negotiate with their advisor and instructor of record in order to extend the internal C&J one-semester rule. For a formal extension beyond the UNM graduate school rule of 12 months, a student may apply for an extension of the time allowed to complete the required course work removing the I grade. The request for the formal UNM extension is available from the Office of Records and Registration. Students must submit the form with all required signatures to OGS by the applicable deadline dates (November 15 for Fall, April 15 for Spring, July 15 for Summer).

### **Candidacy and Application for Graduation**

PhD Candidate status is earned after the student demonstrates: completion of coursework, certification of completion of tool requirement (see PhD Requirements), successful completion of comprehensive exam, and successful defense of dissertation prospectus. PhD students may not graduate in the same semester that they are advanced to final candidacy. This means that the dissertation must be defended in a different semester from the semester in which advanced candidacy was granted. MA students do not have a formal

candidacy process, but they are not allowed to complete the thesis, project, or exam in the same semester that the prospectus is approved.

### **Graduate Student Cumulative Annual Evaluation**

All graduate students are required to participate in the cumulative annual review procedure in order to continue to receive or be considered for funding for the following year and to retain their good standing in the program, which includes maintaining consistent attendance and engagement in graduate seminars, being able to defend the prospectus and dissertation. The purpose of the cumulative annual review is to provide information for annual graduate student award selection, assess each student's progress toward the degree, identify accomplishments and areas worthy of praise as well as areas in need of improvement, outline any unmet needs and concerns, and offer recommendations for ways the Department can support student success in the program. Procedures:

Step 1. All students must submit an Annual Review Form in early April to:

- a. Director of the Doctoral/Master's Program, electronically or as a hard copy.
- b. Advisor (If you have not selected an advisor, your assigned temporary advisor will serve as your advisor.)

Step 2. All graduate students will schedule a meeting with their advisor no later than April 30<sup>th</sup> to discuss the annual review. It is the student's responsibility to initiate this process. Even if the student's advisor is temporary, this meeting should be held. Reappointment as C&J graduate assistant is contingent upon initiating and completing the annual review. During this meeting, student and advisor will review the student's progress, advisor will check the appropriate box on the last page, and both will sign the evaluation documenting the meeting and discussion.

If student progress is not satisfactory and the advising faculty checks the box indicating "Consultation Needed" on the last page of evaluation, the faculty advisor will discuss issues with the student and write a summary of key issues and areas where the student needs to improve in order to regain satisfactory status. This summary can be included on the last page of the evaluation form or written in a separate letter. If this box is checked, the summary and copies of the signed evaluation form should be sent to the Department Chair, Students' Committee Members, and the Graduate Program Director.

We recommend that faculty advisors, when meeting annually in the spring with their advisees to discuss the student's annual review, review the student's research goals, outline resources that could be beneficial, and establish a schedule for upcoming conference presentations and publication submissions.

Step 3. By May 15 of the spring semester, advisors will submit a signed hard copy of the entire evaluation document, including, if applicable, the advisement summary, to the Student Advisement Coordinator to be placed in the student's permanent file.

Step 4. All students, upon successfully defending their dissertations, theses projects, or final examinations may participate in an exit interview with the Director of the Doctoral/Master's Program. Or they may simply respond to Items 10 and 11 on the Graduate Student Cumulative Annual Review Form.

Please note that some courses may change. Refer to the current semester class schedule and consult with your advisor.

**The Curriculum**  
**Course Names**

<i>Course Names</i>	
<p><b><i>Theory</i></b>            500 Communication Theory            506 Critical/Cultural Studies (Note: this course can count as either a theory course or a methods course.)            600 History and Philosophy            602 Theorizing Culture</p>	<p><b><i>Methods</i></b>            501 Foundations Comm. Research            506 Critical/Cultural Studies            507 Quantitative. Data Analysis            604 Qualitative Research Methods I: Survey Qual Methods            605 Qualitative Research Methods II: Qual Design and analysis            606 Qualitative Methods Practicum            607 Quantitative Research Methods            609 Mixed Methods Research Design</p>
<p><b><i>Health Communication</i></b>            550 Seminar: Health Communication            552 Current Developments in Health Communication            553 Health Comm. Campaigns            555 Culture, Disparities, &amp; Health Communication</p>	<p><b><i>Intercultural Communication</i></b>            514 Seminar: Intercultural Comm.            517 Culture, Identities, &amp; Subjectivities            518 Culture, Places, &amp; Spaces            519 Inter/cultural Topics</p>
<p><b><i>Media</i></b>            566 Mass Communication Theory            567 Digital Media            568 Media Institutions and Structures            569 Critical &amp; Cultural Approaches to Media</p>	<p><b><i>Other</i></b>            584: Teaching Comm. at UNM            502 Topics: Intercultural Topics            509 Intro to Grad Studies (1 credit in fall, 2 credits in spring)            521 Seminar: Interpersonal Comm.            592 Intercultural Engagement Project            Note: International students may choose to also take OILS 583.002 which is a course outside the department for international students who are teaching.</p>

***Tentative Three-Year Schedule***

Note: Although the department will make every effort to follow this schedule, it is subject to change based on curriculum changes, staffing availability, and resources.

**Graduate Course Schedule—Fall 2017-Spring 2020  
Revised 4/11/2017**

<b>Fall</b>	<b>Spring</b>
<p><b>2017</b></p> <ul style="list-style-type: none"> <li>500 Theory</li> <li>501 Research</li> <li>506 CC Studies</li> <li>509 Intro to Grad Studies</li> <li>514 IC Sem</li> <li>519 IC Topics</li> <li>555 Hlth Disp</li> <li>567 Digital</li> <li>584 Teaching Comm</li> <li>600 Hist</li> <li>605 Qual II: Qual Design &amp; Anal</li> <li>609 Mixed Methods</li> </ul>	<p><b>2018</b></p> <ul style="list-style-type: none"> <li>502 Topics</li> <li>507 Quant</li> <li>509 Intro to Grad Studies</li> <li>517 Cult Ident</li> <li>552 Health Topics</li> <li>568 Media Str</li> <li>592 IEP</li> <li>602 Theo Cult</li> <li>604 Qual I: Survey Qual Meth</li> </ul>
<p><b>2018</b></p> <ul style="list-style-type: none"> <li>500 Theo</li> <li>501 Research</li> <li>506 CC Studies</li> <li>509 Intro to Grad Studies</li> <li>514 IC Sem</li> <li>518 Cult Place</li> <li>550 Hlth Comm</li> <li>566 Mass Comm Theo</li> <li>584 Teaching Comm</li> <li>600 Hist</li> <li>605 Qual II: Qual Design &amp; Anal</li> </ul>	<p><b>2019</b></p> <ul style="list-style-type: none"> <li>502 Topics</li> <li>507 Quant</li> <li>509 Intro to Grad Studies</li> <li>519 IC Topics</li> <li>553 Health Camp</li> <li>569 CC Media</li> <li>592 IEP</li> <li>602 Theo Cult</li> <li>604 Qual I: Survey Qual Meth</li> </ul>
<p><b>2019</b></p> <ul style="list-style-type: none"> <li>500 Theo</li> <li>501 Research</li> <li>506: CC Studies</li> <li>509 Intro to Grad Studies</li> <li>514 IC Sem</li> <li>517 Cult Ident</li> <li>552 Hlth Topics</li> <li>567 Digital</li> <li>584 Teaching Comm</li> <li>600 Hist</li> <li>605 Qual II: Qual Design &amp; Anal</li> <li>609 Mixed Methods</li> </ul>	<p><b>2020</b></p> <ul style="list-style-type: none"> <li>502 Topics</li> <li>507 Quant</li> <li>509 Intro to Grad Studies</li> <li>518 Cult Places</li> <li>555 Health Disp</li> <li>568 Media Str</li> <li>592 IEP</li> <li>602 Theo Cult</li> <li>604 Qual I: Survey Qual Meth</li> </ul>

## **MA in Communication**

The MA in Communication is a general communication degree providing foundational background in theory and research and depth in area(s) of interest for each individual student within the communication discipline. Students are required to complete courses in communication theory and research in communication, as well as two additional courses in research methods. Students are also required to take at least one graduate level seminar in their disciplinary area of interest. (The student and the major advisor may design a program of studies in which work is done only in the major graduate unit, in the major and a minor graduate unit, or in the major and one or more related graduate unit/s. See University of New Mexico Graduate Program catalog, section “Program of Studies for the Masters Degree.”)

Students must complete one of the following:

- Thesis
- Project
- Comprehensive Examination

### **Requirements for the MA Degree**

A total of 36 credits are required for the MA degree. Under either the thesis or the project option, students complete 30 credits of coursework and 6 credits of thesis or project. For the comprehensive exam option, students must complete 36 credits of coursework. Any exceptions to these must be approved by the Program of Study Committee, MA Program Director, and Department Chair. The core courses are listed below.

#### ***Required Courses (9 credits):***

C&J 500 Foundations of Communication Theory (3 credits)

C&J 501 Foundations of Communication Research (3 credits)

C&J 507 Quantitative Research Methods (3 credits)

One other research methods course selected from below (3 credits):

C&J 604 Qualitative Methods I (Intro to qualitative methods—survey course)

C&J 605 Qualitative Methods II (textual analysis)—Must take 604 as a pre-requisite.

C&J 606 Qualitative Methods Practicum (kind of method will vary)

C&J 607 Advanced Quant. Research Methods

C&J 609 Mixed Methods Research Design

One seminar in area of interest (3 credits—See list of courses under “Course Names” above.)



*Communication Background.* Students coming into the C&J MA degree program who do not have a communication background may be required to take C&J 300 (theories) and C&J 301 (methods). The MA Program Director generally makes this determination after a review of the student's application materials and/or a meeting with the student. These courses do not fulfill any of the graduate course requirements but are taken *in addition to* required MA credits.

*Electives.* The remaining 15 hours of course work are electives. With advisor's approval, up to nine hours can be taken outside the C&J Department to count toward the degree. If a student does not have an undergraduate degree in communication, the advisor usually recommends that the student take only three hours outside of the Department. Course work taken outside the Department generally should add up to a minor concentration in an area that will complement communication study and help the student complete a thesis or project. Up to six hours of electives may be an independent study (CJ593: Graduate Problems) course with only one such course taken in any given semester. (Note: Exceptions may be petitioned for in writing to OGS for students enrolled in Intercultural Engagement Projects (IEPs) that were undertaken formerly under the CJ593: Graduate Problems designation.

All teaching assistants (including those pursuing an MA degree) are required to take **584: Teaching Communication at UNM**, a one-unit class that deals with teaching and is offered through C&J. International students who are teaching assistants may choose to also take **OILS 583.002** which is specifically geared to help new international instructors.

### **Making the Thesis/Project/Comprehensive Exam Decision**

An MA student's graduate program culminates in the completion of a Master's thesis or project or passing a comprehensive exam. Whether your choice is thesis, project, or exam, anticipate similar workloads, concentration of study, and time commitments to your work. The MA student should understand that the same high standards of methodological and theoretical quality will be applied to both thesis and project. The choice of thesis or project route should depend primarily on what you, the student, are interested in, what kinds of questions or problems you wish to consider, and what kinds of outcomes you anticipate as a result of your efforts. Your MA committee provides input related to your thesis/project interests and is designed to assist you in reaching your goals.

If your research on a thesis or project, as well as other research through our program, involves human subjects, a completed Human Research Protections Office (HRPO) application for the safety of the subjects must be submitted and approved by the HRPO. (UNM's Human Research Protections Office is often referred to as the IRB or Human Subjects Board. See <http://hsc.unm.edu/som/research/hrrc/>) Your faculty advisor or responsible research coordinator can help you with this process. It typically takes 2 to 4 months to get formal approval from the IRB, so student researchers must plan accordingly.

The choice of thesis, project, or exam should take the following goals into consideration:

#### **1. MA Thesis**

Goals:

- a. To develop and test theories, models, concepts, and principles of communication for the purpose of answering questions.

- b. To provide general descriptions, explanations, and evaluations of communication phenomena within a subfield of study (theoretical, intercultural, mass communication).
- c. To bring the theoretical and methodological skills of the student to bear on the task of providing plausible answers to specific questions in the field of communication.

## **2. MA Project**

Goals:

- a. To identify and apply theories, models, concepts, and principles of communication for the purpose of solving problems.
- b. To assess the extent to which theories, models, concepts, and principles of communication may provide solutions to an existing situation.
- c. To bring the theoretical and methodological skills of the student to bear on the task of providing potential solutions to problems that exist within an agency, group, or organization.

## **3. MA Comprehensive Exam**

Goals

- a. To demonstrate general expertise in the communication field, and
- b. To demonstrate understanding of various theories and research methods.
- c. To provide general descriptions, explanations, and evaluations of communication theories, methods, and practices.

See the Appendix for Comprehensive-Examination Guidelines and Policies

## **MA Committees**

A thesis/project committee consisting of three members will assist each MA student. All three can be C&J faculty or, if desired, one member can be from outside the department if he or she provides expertise and experience regarding the student's project or thesis topic. The outside member can be faculty at UNM or a person outside of the university community (if outside UNM, special permission is needed). See "Faculty Categories Approved for Graduate Student Committees" summary-of-policies section of this handbook.

A C&J faculty member serves as your primary advisor. The advisor and committee should be selected by the end of the first year.

The MA Committee helps a student design a program of study to meet departmental requirements and individual student needs. The committee also helps students determine whether a thesis, project, or comprehensive exam is appropriate and helps them design and carry out the work.

**a. Committees for Project/Thesis Option**

At least three members (you may have more) comprise the committee. One member will be your advisor who directs your thesis/project and chairs your MA Committee. All three committee members can be from the Department, or one member can be from outside the Department.

**b. Committees for Comprehensive Exams**

At least three C&J faculty members comprise the MA Comprehensive Exam Committee. One member serves as content area expert and the other two cover theory and methods. MA students do not choose their own comps committee, as do PhD students. Rather, the chair appoints MA Comprehensive Exam committees at the beginning of each academic semester (Fall and Spring only).

**Sample Master's Program and Timeline**

1st Fall Semester

1. Courses: C&J 500, C&J 501 and a C&J seminar, elective, or methods course
2. C&J 502 Topics: Teaching Communication at UNM (for new TAs only)
3. Meet with a MA Program Director (your initial advisor) to discuss your program of study

1st Spring Semester

1. Courses: C&J 507 and two other courses to cover method, seminar, and/or electives as needed.
2. Select permanent advisor and discuss other committee members with your advisor (chair). This person will likely be your thesis committee chair and will assist you in making several important decisions.
3. Complete graduate annual review.
4. Finalize Program of

Study. Summer

1. Independent study or other course related to your specific interests
2. Finalize comps/thesis committee

2nd Fall Semester

1. Three courses to cover method, seminar, and/or electives, as needed.
2. Complete prospectus (a written proposal for your thesis/project). You may not enroll for more than four total thesis hours until your prospectus has been approved by your committee. You may not graduate (defend your thesis) in the same semester that you successfully defend your prospectus.

2nd Spring Semester

1. Courses: A final course if needed and/or thesis/project hours
2. Thesis/project defended and turned in to Graduate Office by April 15th
3. Complete graduate annual review

The MA Director will provide an MA Program Worksheet for your convenience.

## **Required Forms**

### ***List of Forms***

The following is a summary, Please see the appendix for a complete list of forms with deadlines and responsible parties.

Many of these are available on the C&J website, on the Office of Graduate Studies website, or from the C&J Graduate Administrator. Forms may be completed online and printed out. Forms listed as C&J forms are returned to the C&J office; OGS forms must be returned to OGS with a copy submitted to the C&J office. See the OGS website for additional detail about these forms.

**Program Worksheet** – This informal worksheet is designed to help you organize your program in preparation for the official POS form (below). The MA Director will provide the copy to you.

**Program of Study** – Required by OGS, this is an outline of course requirements and plans. Fill it out with your advisor by the end of your first year of coursework and obtain approval from your MA Committee. Copies of this form can be obtained at the Office of Graduate Studies Website at [grad.unm.edu/home](http://grad.unm.edu/home) under the “Resources” menu, under “Graduate Studies Forms.” Submit this form to the Student Advisement Coordinator, who will deliver it to OGS. This is due at least one semester before graduation on the following dates: March 1 for Summer, July 1 for Fall, and October 1 for Spring.

**Prospectus Meeting Form** – To be signed by your advisor at the end of the prospectus meeting. Bring completed form to the Student Advisement Coordinator. Complete this form two semesters prior to the date you intend to graduate. You can get this form from the Student Advisement Coordinator.

**Appointment of Committee Form** – Even though OGS doesn’t require MA students to submit committee members for approval, they recommend it. You can adapt the Dissertation Committee Form for this purpose, or work out another suitable notation with your advisor. This form is available on the OGS website.

**Notification of Intent to Graduate** – Notify the Coordinator of Student Advisement one semester before you plan to graduate. This is not really a form, but a simple notification by email will do.

**Announcement/Report of Examination** – Give to Coordinator of Student Advisement at least two weeks prior to the date of defense of thesis. Reserve your room at the same time. See the OGS website to obtain this form.

**Signature Page for Thesis**—Get this from the OGS website and bring it to your defense. This is the form that your committee signs. Your advisor will hold it until all necessary revisions are complete.

**Electronic ETD Release Form**—This is required to publish your thesis online.

**Certification of Final Form** – Turn in to OGS with the final draft of your thesis after you have made any changes required by your committee at the defense. The form is available on the OGS website.

**Information Cover Sheet** – Turn in to OGS with your thesis. It is available on the OGS website.

**Red-Bordered Pages** – Needed for committee signatures at your defense. These are available from the Bookstore or the OGS website. These pages are available on the OGS website.

### ***Form Submission Process***

Note that the schedule could be different for students not following the normal two-year, Fall- Spring degree cycle.

August, First Semester	With advisor, begin the Program Worksheet.
November, First Semester	With advisor, continue developing the Program Worksheet .
March-April, Second Semester	With advisor, prepare an Appointment of Committee Form. Even though OGS doesn't require MA students to submit committee members for approval, they recommend it. You can adapt the Dissertation Committee Form for this purpose, or work out another suitable notation with your advisor.  With advisor, prepare the Program of Studies and have it approved by your committee. Submit this form to the Coordinator of Student Advisement.  Get your committee's approval of the POS. Submit the final form to the Coordinator of Student Advisement.
September, Third Semester	If you did not do so already, finalize and submit the Program of Studies. <b><i>Note: October 1 is the deadline for spring graduation.</i></b>  Following the prospectus meeting, get advisor's signature on the Prospectus Meeting Form and deliver it to the Program Coordinator.

November, Third Semester	Notify the Coordinator of Student Advisement of intent to graduate at the end of Spring semester.
March, Fourth Semester	With advisor, complete the first page of Announcement/Report of Examination and submit to Coordinator of Student Advisement at least two weeks before your thesis/project/comps defense and <b>no later than April 1 for a spring graduation.</b> The Program Coordinator forwards this form to OGS.
April or May, Fourth Semester	Upon completion of thesis/project/comps defense, advisor and committee members complete the second page of Announcement/Report of Examination. Both pages are then submitted to the Coordinator of Student Advisement, who forwards them on to OGS.
April 15	<p>For spring graduation, complete all degree requirements, including thesis, project, and comps (including defense). You must turn in to OGS the Information Cover Sheet and Red-Border Pages with signatures.</p> <p>Turn in the Certificate of Final Form to OGS after all required changes are completed.</p> <p>Deadline for Summer graduation—July 15; for Fall graduation—November 15.</p> <p>Once the final work is accepted by OGS, you can register for LoboVault.</p>

## PhD in Communication

The focus on the role of culture and change in communication makes our doctoral program distinctive. We define culture broadly as pertaining not only to social/psychological orientations held by particular groups, but also emergent identities, discursive practices and norms, artistic and mediated forms, locations of speaking/acting/producing, organizational systems, and institutional structures. We view culture as socially constructed and structurally produced and, therefore, a factor that is influential across all communication contexts.

The PhD program features culture and communication applied to three areas of concentration: inter/cultural communication, culture and health communication, and culture and mass communication. The doctoral program is designed to prepare individuals for university teaching/research positions or positions in the private/public sector that require the ability to conduct research in applied contexts. Earning a PhD at UNM requires 48 credits of coursework. According to C&J departmental requirements, the PhD Program in Communication requires 39 hours of course work beyond a Master's Degree, plus 18 credit hours for the dissertation. Additionally, 9 credits from MA programs/other doctoral programs may be transferred to meet UNM requirements (see section on Transferring Credits).

### Areas of Concentration:

You will work closely with faculty advisors to design a program of study suitable to your interests and goals. While completing core courses in communication theory and research methodology, you will concentrate your study in one or two of the following areas:

**Inter/cultural Communication:** The role of culture and cultural difference in discourse and social interaction.

**Culture and Mass Communication:** The structure, practice, social impact, and criticism of the mass media.

**Culture and Health Communication:** The communication processes associated with improving health outcomes.

### Overall Requirements for the PhD Degree

#### *Admission Criteria*

*Admission Procedures* can be viewed at <http://cjdept.unm.edu/graduate/application-procedures.html>

Please note that final admission is contingent upon the completion of a Masters Degree. The complete transcript must be on file in the department by June 30<sup>th</sup> of the proceeding admission year.

#### *Comprehensive Examination and Dissertation*

##### *1. Comprehensive Exam*

All doctoral students must write a Comprehensive Examination that is read by a Comprehensive Examination Committee and participate in an oral defense of this written work to the satisfaction of the committee. The Comprehensive Examination is undertaken after all course work is completed, usually at the end of the second year or beginning of third year. The Comprehensive Examination questions are developed by the Comprehensive Examination Committee who provides guidance and direction. The

exam is closed book, timed, and involves a set of four questions. These address theoretical issues, methodological issues, research in the area of concentration (often linked to dissertation prospectus), and an additional area of interest and coursework in an area of specialization (e.g., culture) if not already addressed, or a cognate area of interest. Students complete exams on a designated department computer.

For detailed instructions regarding comprehensive exams, see “PhD Comprehensive Exam Policy and Procedure” in this section of the handbook.



## ***2. Dissertation Overview***

After passing comprehensive exams, PhD students must then write a dissertation prospectus that is read by a dissertation committee and gain endorsement from a dissertation committee for the prospectus in an oral defense of the prospectus. The dissertation is also presented in an oral defense in front of the committee. Most often committees require additions and rewriting of sections prior to final approval, so allow time for this process prior to submitting the final copy to meet UNM deadlines for graduation.

If your research on a dissertation, as well as other research through our program, involves human subjects, a completed Human Research Protections Office (HRPO) application for the safety of the subjects must be submitted and approved by the HRPO. (UNM's Human Research Protections Office is often referred to as a the IRB or Human Subjects Board. See <http://hsc.unm.edu/som/research/hrrc/>) Your dissertation advisor or responsible research coordinator can help you with this process. It typically takes 2 to 4 months to get formal approval from the IRB, so student researchers must plan accordingly.

### ***Course Requirements for the PhD Degree***

The C&J departmental requirements for the PhD Program in Communication are 39 credits of course work beyond a Master's Degree, plus 18 credit hours for the dissertation. Students who do not qualify for the foreign language competency must take an additional 6 credits of a language or research tool. Any exceptions to these must be approved by the Program of Study Committee, PhD Program Director, and Department Chair.

#### ***Required Courses:***

##### Core:

C&J 600 History and Philosophy

C&J 602 Theorizing Culture

C&J 509 PhD Introduction to Graduate Studies in Communication

##### Three methods courses selected from the following list based on the criteria outlined below:

C&J 507 Quantitative Data Analysis

C&J 604 Qualitative Research Methods I (survey of qualitative measures)

C&J 605 Qualitative Research Methods II (textual analysis)

C& J 606 Qualitative Methods Practicum (kind of method will vary)

C&J 607 Quantitative Research Methods

C&J 609 Mixed Methods

*(Criteria for selecting methods courses)*

- If you have NOT completed a quantitative methods course at the MA level equivalent to C&J 507, you are required to take C&J 507. For the two additional courses (in order to give you exposure to both qualitative and quantitative methods) select at least one course from C&J 604 and 605.
- If you HAVE completed a quantitative methods course at the MA level equivalent to C&J 507, you are required to take C&J 607 and two other methods courses. (You may not take C&J 507 if you have already had the equivalent in your MA program.) In order to give you exposure to both qualitative and quantitative methods, at least one course should be from C&J 604 and 605.

### ***Electives***

The remaining 21 credits of course work are electives that can be taken in the C&J Department. Normally, students take 9-12 of these credits in their area of concentration (intercultural, health, media). Students should secure approval from their Program of Studies Committee Chair for classes taken outside the Department.

For students who have an MA from another institution, **of these 21** elective credits, no more than 6 credits may be from C&J 502: Topics (or topics courses outside department), and no more than 6 credits may be independent study (C&J 593). For students who have an MA from C&J, and have already taken 6 credits of topics courses or 6 credits of independent study, you may take only 3

additional credits of topic courses or independent study. (Note: Exceptions may be made for students enrolled in Intercultural Engagement Projects (IEPs) that were undertaken under the CJ593: Graduate Problems designation.)

### ***Language/Tool Requirement***

Students must demonstrate competency in either a language or research tool. There are two options to meet this requirement.

- (1) They may demonstrate competency in a language other than English. Competency is demonstrated by proof of fluency in the language (e.g., being a native speaker) or by passing the equivalent of a second year proficiency level course with a B or better (B-, B, B+). Being able to demonstrate non-English language competency may require taking language courses (200-level or higher).
- (2) Competency may also be demonstrated by taking two foreign language courses or two courses in a research tool or methodology. A few examples include statistics, ethnography, visual communication, and women studies. You must pass these courses with a B or better. Courses can be taken in other departments when approved by the student's Program of Studies Committee. Courses generally cannot be ones from your MA program and may include methods that are applied in your dissertation. Credits for courses taken to meet the language/research tool requirement are taken *in addition to* the 39 credits required for the

degree. Usually, the Program of Studies Committee makes the final determination as to credits that may be substituted or transferred.

### ***Required Training for Teaching Assistants***

All teaching assistants (including those pursuing an MA degree) must take **C&J 584: Topics: Teaching Communication at UNM** (1 credit) during the student's first Fall semester. This is a course about teaching, formerly called TARC (Teaching Assistant Resource Center).

### ***Communication Background***

Students coming into the C&J PhD degree program who do not have an MA in communication may be required to take C&J 500 (theories) and C&J 501 (methods). The PhD Program Director generally makes this determination after a review of the student's application materials and/or a meeting with the student. These courses do not fulfill any of the graduate course requirements but are taken *in addition to* required PhD credits.

## **Steps in Appointment of PhD Committees**

Appointment of the Program of Study Committee and Comprehensive Exam/Dissertation Committee usually involves the following steps: (1) the student meets with and obtains approval for that faculty member to serve as her/his Advisor/Committee Chair; (2) the student and the Committee Chair agree upon the remaining internal members of the Committee; (3) the student meets with prospective committee members from C&J who decide whether to serve on the Program of Study Committee, (4) the committee approves the Program of Study, (5) the committee is approved by the Director of the PhD Program. Later the Application for Doctoral Candidacy is filed with OGS; and (6) the Dissertation Committee must be approved by the Dean of Graduate Study (part of the approval of the Candidacy Application).

## **PhD Committees: Composition and Function**

### ***1. Program of Study Committee***

- a. Each doctoral student will be assisted by a Program of Study Committee in planning coursework and research. The basic role of the committee is to plan, with the student, an integrated individual program of study and research meeting general University and specific graduate program requirements. The Committee Chair and members must approve the program and oversee its execution. The committee may also establish prerequisites when needed, recommend transfer of credit, certify proficiency in a foreign language or research tool, approve significant changes in the program of Study, and usually serves as the core of the comprehensive exam and dissertation committees.
- b. Select at least three C&J faculty (you may have more) to serve on your Program of Study Committee. The chair of the committee is your advisor. These three members will also serve on your comprehensive exam committee. This committee should be selected (and the Program of Study meeting held) by the end of your first academic year.

## **2. *Comprehensive Exam Committee***

- a. This committee is often comprised of the same three members from your Plan of Study Committee plus one more faculty member who can be from outside the department. (The outside member is typically selected in your second year). Meet with the committee no later than 2 to 3 months prior to taking comprehensive exams to help prepare for comprehensive exam questions and schedule exam time.
- b. The role of the examination committee is to approve the exam questions, conduct the exam, evaluate the student response and report the results. This committee must consist of a minimum of three members stipulated as follows. (The categories referred to are defined earlier in this document.)
  - i. Two members must be Category 1 OR one member can be Category 1 and one member may be Category 3 if his/her appointment is within the student's department.
  - ii. The chair of the exam committee must be Category 1 or Category 3 if his/her appointment is within the student's department.
  - iii. The third member can be any Category (1-6)
  - iv. A co-chair can be from any Category (1-6) as long as the other co-chair is a Category 1 or 3 if his/her appointment is within the student's department.
  - v. No more than one voting member can be in Category 4.

## **3. *Dissertation Committee***

- a. There are four members on the Dissertation Committee including your advisor/director of the dissertation. Three members of the committee must be from inside the department and one is from outside the department. Generally, you should select your advisor and two committee members from inside the department by the end of the second semester in order to hold a Program of Study meeting. Your outside member may be selected during your second year.
- b. In most cases, the members of your Dissertation Committee are the same as those who served on your Comprehensive Exam Committee. However, if you have a change of direction or heart, you may change members or advisors as appropriate. Please note that most faculty who serve on your Comprehensive Exam Committee will assume they are on your dissertation committee unless you say otherwise. If you wish to make changes, you are expected to first notify the faculty who are being asked to step off of your committee.
- c. The Dissertation Committee must consist of a minimum of four members:
  - i. At least two of the four members must have Category 1 approval
  - ii. Chair must have approval as a Category 1, 3, or
  - iii. The second member must have approval as Category 1 or 3 if his/her appointment is within the student's department.
  - iv. The third member (external/outside) must have approval as Category 2 if selected from the faculty of an institution other than UNM, or Category 1 if a UNM faculty member outside the student's department.

- v. The fourth member can have approval as Category 1-6
- vi. Co-Chair (optional) must have approval as a Category 1-6
- vii. No more than one voting member can be in Category 4

## **Sample PhD Program and Timeline**

### 1st Fall Semester

1. Courses (one each): theory, methods, and content-area seminar.
2. C&J 509: Intro to Graduate Studies
3. C&J 502 Topics: Teaching Communication at UNM (1 credit) if teaching.
4. Meet with PhD Program Director, temporary advisor, or graduate faculty in your interest area to discuss Program of Study, language/tool requirement, and potential advisor or committee members.

### 1st Spring Semester

1. Courses: 509: Intro to Graduate Studies
2. Select advisor.
3. Meet with Program of Study Committee and complete Program of Study form; submit to Coordinator of Student Advisement.
4. Complete department annual review.

### 1st Summer Semester

Independent study or other course related to your specific interests.

### 2nd Fall Semester

1. Courses: Methods, seminar/topic, theory, independent study, or other elective.
2. Meet with advisor to review progress.

### 2nd Spring Semester

1. Courses: 2-3 courses to ensure completion of course related to area of expertise.
2. Meet with Comps Committee to prepare for comprehensive exams.
3. Complete comprehensive exam at end of Spring semester. Schedule room for oral defense.
4. At Oral Defense of Comprehensive Exam, bring completed Application for Candidacy Form for committee signatures.
5. Finalize dissertation committee.
6. Complete department annual review.

### 2nd Summer Semester

Begin work on dissertation prospectus.

### 3rd Fall Semester

1. Dissertation hours.
2. Finalize prospectus early in semester and submit to committee.
3. After successful prospectus defense, begin work on dissertation.

### 3rd Spring Semester

1. Dissertation hours.
2. Dissertation defended and turned in to graduate office by April 15th. Reserve a room for your defense when you and your committee begin planning the dates and times.
3. Meet all dissertation submission deadlines and turn in final copy.
4. Complete department annual review.

### 3rd Summer Semester

1. Take a trip to a remote island or the top of a mountain and enjoy life, or...
2. Edit your dissertation into manuscripts for articles/books, submit manuscripts for publication, and prepare for courses to be taught in your new university position, or \_\_\_\_\_(fill in your own personal vision).

*For students taking four years to complete the degree, the third year is normally devoted to data collection, and the fourth year is normally devoted to additional data collection, analysis, writing, and publication.*

## **PhD Comprehensive Exam Policy and Procedure**

### **(C&J Policy and Procedure Manual, Section CJ603)**

1. All doctoral students must write a Comprehensive Examination that is read by a Comprehensive Examination Committee and participate in an oral defense of this written work to the satisfaction of the committee. The Comprehensive Examination is undertaken after all course work is completed, usually at the beginning of third year or end of second year. (Note: Comprehensive exams and Prospectus defense can occur in the same semester, if desired.)
2. One Comprehensive Examination question is developed by each member of your Comprehensive Exam Committee. The four questions address separate (or overlapping) issues of theorizing, methodology, and research topics. More specifically, questions cover: a) theoretical issues, b) methodological issues, c) topical research related to your area of concentration and/or dissertation prospectus, and d) topical research in a related area and often based on additional cognate coursework. The questions are designed to emphasize coursework and agreed upon outside readings and incorporate your research interests.

### **Goals of the Exam: Students taking comprehensive exams should be able to:**

1. Demonstrate doctoral level written and oral communication skills comparable to arguments made in professional/creative conference papers/presentations and professional roundtable discussions.
2. From memory, demonstrate the ability to create arguments generated by thoughtful engagement with, and reflection upon, work read throughout the program of study.

3. Demonstrate knowledge of theories, methods, ability to conceptualize, and analyze research topics.
4. Demonstrate how your theoretical and research interests are positioned in the discipline.

### Policy for Comprehensive Examination Committee Composition

1. The role of the outside member of the Comprehensive Examination Committee will be determined by the Advisor, student, and other members of the Comprehensive Examination Committee. The role of the outside member will vary according to students' programs of study.
2. The first step in planning is to meet with your advisor and discuss the composition of your Comprehensive Examination Committee. Since your advisor knows your work best, has research experience, and knows the faculty, it is very important to discuss your options with your advisor prior to asking faculty members to serve.
3. Most often you should ask faculty members who have had you in class or know your work to serve on your Comprehensive Exam Committee. You may want to meet individually with faculty members to ask about their approach to comprehensive exam questions (for theorizing, methodologies, or research topics, expectations for outside readings, their availability to serve, and so forth.) Then you are ready to officially constitute your Comprehensive Exam Committee.

### Meeting With Your Committee

1. When you have your committee in place, consult with your advisor and then call a Comprehensive Exam Committee meeting. Typically, you should meet with your Comprehensive Examination Committee 3-6 months prior to taking the Comprehensive Exam in order to allow sufficient time to prepare. You should arrange the time and place for the meeting. You may take your exam during your last semester of coursework.
2. Your advisor will facilitate the actual Comprehensive Exam Committee meeting. During the committee meeting, you'll discuss the nature of the questions and receive guidance about how to prepare.
3. After the meeting, you should then meet individually with each faculty member to prepare for his/her question. In this individual meeting you'll discuss a reading list and obtain advice about how best to approach your preparation.
4. Some faculty members use a format that allows you to choose to answer one question from a list of options; others give you one question. Some faculty members provide more information about the nature of the question in advance and then expect a more detailed and substantive answer; others prefer that you prepare more broadly. It is a good idea to discuss with each faculty member the extent of detail that is expected (for example, with regard to descriptions of research studies and analyses, names and dates of publications).

### Scheduling Your Exam

1. You then work with the Student Advisement Coordinator and your advisor to set up a schedule to take the Comprehensive Exam. You are given four hours to answer each question. You must

complete the exam in two weeks. You may choose to answer one question on four consecutive days or spread out the exam by answering one question with a break of a few days before the next, and so on.

2. You may bring a reference list (not annotated) into each day of the comprehensive exams.
3. There may be several other students in your cohort who wish to do their comprehensive exams at the same time you do. Since you all must answer your questions in the comprehensive exam room in the C&J office, you must schedule the exam room with the Student Advisement Coordinator well in advance. At the time that you schedule the writing, you should also schedule the date of your Oral Defense with the Comprehensive Exam Committee. You must allow the committee members two weeks from the completion of your exam to read your answers. Checking with your advisor and committee members about availability, and the Student Advisement Coordinator, is thus essential prior to scheduling your exam and oral defense. Remember also that your Comprehensive Exam Committee members may be reading several sets of comprehensive exams at the same time, so the earlier you can plan and begin coordinating schedules, the better.
4. The Chair of the Comprehensive Examination Committee will conduct the oral defense.
5. There are various outcomes from the Comprehensive Exam Oral Defense meeting. Your committee may evaluate your work as “pass” or “revise,” or ask you to do some version of the following: rewrite answers to all, several, or one question. They may also ask you to participate in another oral defense. Consult the Graduate School policies on time restrictions to rewrite or retake comprehensive exams. If a student does not successfully pass comprehensive exams a second time, per OGS guidelines, that student is dismissed from the program.

### **Preparing for the Exam and Oral Defense**

1. No matter what the question, you should answer it fully and make a coherent argument.
2. Often you are asked, as part of at least one question, to design a research project. You are encouraged to think of your dissertation as you respond to such a question.
3. In your answers, go beyond describing what past researchers have found by evaluating the value of past scholarship and offering a rationale for how your work will fill gaps, expanding upon previous work, and making a contribution to the field.
4. Situate yourself within your area of research by offering your own theoretical positioning, conceptualizations of constructs, and proposed research studies.
5. Between the writing of your answers and your oral defense, re-read your answers several times. Plan for probable questions that your committee members may ask, identify gaps or areas in your answer you may wish to clarify, or additional examples from research you may wish to discuss. Practice your oral responses.
6. For advice on comps, consult your committee. Your committee is working with your individual needs and has your best interests in mind.



7. Maintain open communication with your committee. Each committee may choose to do comps a little differently, so it is your responsibility to ask what each member's expectations are for completing a successful exam.
8. Success in your coursework does not guarantee success on your comprehensive exams. Earning a PhD is about mastering several kinds of skills. Coursework offers you one skill set, while comps offer you another. Particularly, comps test your ability to think on your feet by developing written and oral arguments on your own without the assistance of notes or sources.
9. If you're asked to rewrite, it does not mean you have failed. Past norms suggest that in every cohort some students will be asked to rewrite one or more answers. Your committee's job is to ensure that you are adequately prepared to complete your degree, and sometimes that preparation requires rewriting.
10. Comps provide the committee with a means to assess your academic background and conceptual ability, ensure your suitability for the proposed dissertation research, and specify ways to correct any deficiencies.

### OGS Guidelines For Doctoral Examinations

A doctoral student must pass a comprehensive examination in the major field of study. This examination, which may be written, oral or both, is not limited to the areas of the student's course work, but tests the student's grasp of the field as a whole. It is strongly recommended that the Application for Doctoral Candidacy be completed and approved by the graduate unit before the student takes the doctoral comprehensive examination. The administration of this exam is governed by the following guidelines:

1. The student must have a cumulative grade point average of at least 3.0 at the time of the examination.
2. The student must be enrolled in a minimum of one credit of graduate course work the semester in which he/she takes the doctoral comprehensive examination.
3. At least two weeks prior to the date of the examination, the major graduate unit must request approval from the Dean of Graduate Studies to hold the exam. It may not be conducted until the Dean of Graduate Studies approves the appropriate announcement form and it is returned to the unit.
4. Committee composition (described on pages 4-5 of this document).
5. In order to qualify to sit for a doctoral exam during the intersession, the student must be registered for the following semester.

Barring extraordinary circumstances, the graduate unit will notify the student of the results of the examination no later than two weeks after the date on which it was administered. Should such circumstances arise, the graduate unit will notify the student in writing of the reason for the delay and let him/her know when notification can be expected.

The results of the examination must be reported to the Dean of Graduate Studies on the "Report of Examination" form no later than two weeks after the date of the examination.

If a student fails the examination, the Committee on Studies may recommend a second examination, which must be administered within one calendar year from the date of the first examination. The doctoral comprehensive examination may be taken only twice. A second failure will result in the student's termination from the program.

*Conditional Pass:* Having evaluated the materials required for the examination, if the committee feels that, although the student has demonstrated knowledge and understanding of the field, it is not quite sufficient to justify a grade of "pass," the committee may assign the grade of "Conditional Pass" and require that the student meet additional conditions before a grade of pass will be awarded. The student must meet the conditions noted on the Conditional Pass by the end of the subsequent term. However, students who plan to graduate in a specific term must resolve a Conditional Pass by the posted deadline for submission of examination results. The committee will note the conditions that need to be met by the student on the examination form.

## **PhD Forms and Required Documents**

The following is a summary. Please see the appendix for a complete list of forms with deadlines and responsible parties.

Many of these are available on the C&J website, from the Office of Graduate Study website, or from the C&J Coordinator of Student Advisement. Forms may be completed online and printed out. Forms listed as C&J forms are returned to the C&J office; OGS forms must be returned to OGS with a copy submitted to the C&J office.

**Program of Study Worksheet** – Outline of course requirements and plans. Fill it out with your advisor by the end of your first year of coursework, and obtain approval from your PhD Program of Study Committee. Give a copy to your advisor, keep a copy, and turn in the completed form to the Coordinator of Student Advisement. A copy of this worksheet can be found below.

**Prospectus Meeting Form** – To be signed by your advisor at the end of the prospectus meeting. Bring a completed form to the Coordinator of Student Advisement. This form can be obtained from the Coordinator of Student Advisement.

**Appointment of Program of Study and Dissertation Committees** – Use this form for BOTH your Program of Study Committee and your Dissertation Committee. For the Program of Study Committee, print one version and strike the word "dissertation" and write "Program of Study Committee" above it. Submit copies of both of these forms to the C&J Coordinator of Student Advisement. Failure to have your Program of Studies Committee approved could put your exams at risk, so be sure to submit this form early. Once you defend your prospectus, submit this form again with your dissertation committee members listed. Get a copy of this form from the OGS website.

**Announcement of Examination** – Submit this form to the Coordinator of Student Advisement and reserve your room at least two weeks prior to the date of your comprehensive exam defense. You will fill out and submit this form a second time two weeks prior to your dissertation defense date. The form is on the OGS website.

**Application for Candidacy** – Submit this form at the point when you have passed your comprehensive examination and fulfilled any language or skill/research tool requirements. This

form should be accompanied by the **Report of Examination** and **Certificate of Language or Skill Requirement** forms. After determining that all degree requirements except for the dissertation have been completed, the Dean of Graduate Study will advance you to candidacy. See the OGS website to get a copy of the form.

**Notification of Intent to Graduate** – Notify the Coordinator of Student Advisement the semester before you plan to graduate. (This is not a form, but just an email notification.)

**Certification of Final Form** – Turn in with the final draft of your dissertation after you have made any changes required by your committee at the defense. This form should be accompanied by the **Information Cover Sheet**. This form is also available at the OGS website.

**Information Cover Sheet** – Turn in to OGS with your dissertation. Get the form from the OGS website.

**Application of Candidacy for the Doctoral or MFA Degree** – Required by the Office of Graduate Study (OGS). Submit this form with the C&J Plan of Study form to the Coordinator of Student Advisement. Due at least one semester before graduation. Get the form from the OGS website.

**Prospectus Meeting Form** – To be signed by your advisor at the end of the prospectus meeting. Bring completed form to the Coordinator of Student Advisement. Complete this form two semesters prior to the date you intend to graduate. The Program Coordinator has copies of this form.

## **PhD Process Timeline**

1. End second semester, form Program of Study
  - Form: PhD Program of Study form (in C&J Graduate Student Handbook)
    - To: C&J Student Advisement Coordinator for file, copy to student and advisor
2. End fourth semester (after earning 39 required course credits)
  - Action: schedule comprehensive exams (sign up for dissertation credits and/or additional by-choice courses that exceed your 39 required courses you have already completed)
  - Form: Announcement of Exam, PhD Comprehensive Exam (includes comps committee members)
    - When: At least two weeks before scheduled comps date
    - To: OGS; C&J Student Advisement Coordinator for file, copy to student and advisor
  - Form: Application for Candidacy (includes coursework, language requirement)
    - When: In same semester as comps (traditionally done before comps, although OGS website says after comps completed)
    - To: OGS; C&J Student Advisement Coordinator for file, copy to student and advisor

### 3. After comps

- Form: Report of Examination (second page of Announcement of Exam form)
  - When: After successful comps defense
  - To: OGS; C&J Student Advisement Coordinator for file, copy to student and advisor
- Form: Appointment of Dissertation Committee
  - When: No later than first semester of C&J 699 (Dissertation hours) enrollment
  - To: OGS, C&J Student Advisement Coordinator for file, copy to student and advisor

### 4. Schedule prospectus

### 5. Defend prospectus

- Form: Prospectus Defense form
  - When: After successful defense
  - To: C&J Student Advisement Coordinator for file, IRB application (if applicable), copy to student and advisor

### 6. Schedule dissertation defense

- Form: Announcement of Exam, Final Exam for Doctorate
  - When: At least two weeks before defense
  - To: OGS; C&J Student Advisement Coordinator for file, copy to student and advisor

Note: We highly recommend that at or before this stage you attend a free OGS dissertation formatting workshop so you have your manuscript prepared for turning in to OGS when the time comes.

### 7. Dissertation defense (bring these with typed-in names, prepared for signature)

- Form: Red-border Signature Page (student types in names, brings to defense)
- Form: Report of Exam (second page of Announcement of Exam form; C&J Student Advisement Coordinator generates)
- Form: Report on Thesis or Dissertation (need one copy for each committee member; C&J Student Advisement Coordinator generates)
- Form: Certification of Final Form
  - When: bring forms to defense
  - To: all go into final dissertation pdf for uploading; some go to OGS in hard-copy before student can register with LoboVault (see next section)

8. Post-defense (in hard copy to OGS before registering with LoboVault)

- Form: Information Coversheet (no signatures)
- Form: Certification of Final Form (original signatures)
- Form: Red-border Signature Page (original signatures)
- Form: Red-border Title Page
- Form: ETD Release (signed by student author)
- Form: Survey of Earned Doctorates
  - Register OGS homepage
  - Complete online at OGS homepage
  - Print out hard copy
- Form: UMI Doctoral Dissertation Agreement
  - See #9

9. ProQuest UMI Microfilming (fees involved)

- Register, pay fees, print form for OGS (see #8)
- Form: UMI Doctoral Dissertation Agreement
- Upload dissertation (see OGS for detailed formatting and required front matter)

10. LoboVault--UNM digital repository

- Can register after OGS receives all documents in #8
- Register and upload dissertation (see OGS for detailed formatting and required front matter)

**PhD Program of Study Worksheet**

**UNM COMMUNICATION & JOURNALISM**

Communication Doctoral Student: Program of Study

Name: \_\_\_\_\_ Committee on Studies: \_\_\_\_\_  
 Expected Graduation Date: \_\_\_\_\_ Chair \_\_\_\_\_  
 Primary Focus \_\_\_\_\_

<p><i>Core</i> (9 units)</p> <p style="text-align: right;"><u>Semester</u></p> <p><i>PhD Professional Seminar</i> (3 separate 1-credit units)</p> <p>_____ 509</p> <p><i>Theory</i> (6 units):</p> <p>_____ 600</p> <p>_____ 602</p>	<p><i>Methods</i> (9 units): (choose 1--must take 607 if you took 507 in C&amp;J's MA program)</p> <p style="text-align: right;"><u>Semester</u></p> <p>_____ 507</p> <p>_____ 607</p> <p>and (choose 2)</p> <p>_____ 604</p> <p>_____ 605</p> <p>_____ 606</p> <p>_____ 609</p>																																
<p><i>Emphasis</i> (9 units): <u>Semester</u></p> <p>Inter/cultural Communication</p> <p>_____ 514 and</p> <p>and (2) from</p> <p>_____ 517</p> <p>_____ 518</p> <p>_____ 519</p> <p>OR</p> <p>Health Communication</p> <p>_____ 550</p> <p>and (2) from</p> <p>_____ 552</p> <p>_____ 553</p> <p>_____ 555</p> <p>OR</p> <p>Mass Communication</p> <p>_____ 566</p> <p>and (2) from</p> <p>_____ 567</p> <p>_____ 568</p> <p>_____ 569</p>	<p><i>Electives:</i> 12 units from in or out of the department with consultation of the Program of Studies Committee</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Course</th> <th style="width: 15%;">Credits</th> <th style="width: 50%;">Course Name</th> <th style="width: 15%;">Semester</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p><i>Research Skill/Language:</i> Fluency in a foreign language (Passing 200 with B or better or demonstrated fluency as determine by Plan of Studies) OR Research skill—6 units of methods or data analysis beyond what was taken for methods requirement (not counted toward total required credits)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Course</th> <th style="width: 15%;">Credits</th> <th style="width: 50%;">Course Name</th> <th style="width: 15%;">Semester</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Course	Credits	Course Name	Semester																					Course	Credits	Course Name	Semester				
Course	Credits	Course Name	Semester																														
Course	Credits	Course Name	Semester																														


Student \_\_\_\_\_ Advisor \_\_\_\_\_

Committee Members \_\_\_\_\_

(Any changes to the program must be approved by your Committee on Studies)

### **C&J's Intercultural Engagement Project (IEP): C&J 592**

In order to enhance the cultural experiences of our graduate students, C&J offers an “Intercultural Engagement Project” (IEP). We envision this to be a cultural immersion experience that features grounded learning, collaborative research and service, and/or similar kinds of meaningful interactions with people from cultures different from one’s own. It can be an experience abroad, an experience in another part of the United States, or a regional experience with cultures in the Southwest. “Intercultural” is defined broadly and is not confined to ethnicity, race, or nationality. For example students may think of service-based immersive research within communities of sexual orientation, age, class, ethnicity, or cosmology, etc., different from their own.

The IEP is not a requirement for students in the program but we anticipate that many will see it as an excellent complement to the work they are doing in their graduate programs. Students can receive 3 credits for this project and may take it either for a grade or for CR/NC. Graduate students in C&J currently can take two independent studies as part of the program; if they choose to do an IEP, this will be allowed as a third independent study. The IEP can be taken in the same semester as another independent study.

Interested students will complete a proposal form (similar to the standard independent study form). The proposal will be approved by a supervising faculty member as well as the student’s Program of Study committee (much like the POS decides whether a student has met the department’s language requirement for the PhD). Students will need to describe what they are planning to do, why this will meet the objectives of a significant cultural immersion experience, and expected outcomes. They will also provide a bibliography of sources—readings, films, interviews—related to the project that will help prepare them for the immersion experience. There is no set amount of time required for the cultural immersion experience except that it must be appropriate for three credits and approved by the supervising faculty.

Whether or not the IEP course counts as an elective course is up to the student’s graduate committee; the IEP course is not intended to replace important background that students learn through relevant courses. Students cannot count thesis/dissertation research toward an IEP; in other words, they cannot be signed up for IEP units and thesis/dissertation units for the same work. If they engage in a cultural experience as a pilot project or similarly separate research project in the same setting in which they will do their thesis/dissertation work, but before beginning that work, that experience could be used for the IEP.

In some years, the department will offer a course that could count as an IEP (the course offered as part of the Danish exchange program, for instance). In some years, the department might offer a regional project that will count. We suspect, however, that most students will arrange an IEP on their own by (1) linking up with an existing program in the department (Richard Schaefer's program to Mexico, for example) or on campus (there are all kinds of regional and international programs available at UNM); (2) linking up with a faculty member whose research is taking them abroad (Mary Jane Collier's research in the Middle East, Africa, and Northern Ireland would lend itself to research collaboration); (3) linking up with an individual or organization in the community engaged in a suitable project; or (4) independently arranging an experience.

We realize that funding will be necessary for many students to complete an IEP. Below is a list of some UNM funding that students may wish to pursue.

- The UNM Latin American International Institute funds various field research projects in Latin America & Iberia (Contact: [laiicomm@unm.edu](mailto:laiicomm@unm.edu)).
- The UNM Student Research Allocation Committee allocates research funds for graduate student projects.
- The Arts & Sciences Dean's Scholarship fund has an annual competition for graduate student research.
- The UNM Office of the Vice President for Research has a Graduate Student Funding Initiative that has website resources to help graduate students obtain extramural funding (Contact Elly Van Mil: [evanmil@unm.edu](mailto:evanmil@unm.edu)).
- The Feminist Research Institute has funding for graduate students (Contact Anita Obermeier: [femresin@unm.edu](mailto:femresin@unm.edu)).



# Teaching and Research Assistantships: Overview and Application Process

## Overview of Teaching/Research Assistantships

The department has a limited number of teaching, research, and graduate assistantships each year. We have 17 regular teaching assistantships that pay stipend and tuition and are generally awarded to PhD participants. Research and graduate assistantships are usually contingent upon special programs and grants. The course load for a full time TA (.50 FTE, 20 hours per week) is two courses per semester. Most contracts are in place one semester at a time. We also have assistantships available that will pay a stipend, but they may not include tuition waivers. Renewal of any assistantship will be based on budget and performance evaluations. We give returning students precedence when awarding assistantships, so incoming students have a less likely chance of being awarded an assistantship than a returning student. Graduate student assistants are required to take C&J 584: Teaching Communication at UNM, which is a 1-credit course typically taken during the fall semester.

## Applying for Assistantships

You may put in an application for an assistantship any time during your study. You can obtain an application from the department administrator. You may include former teaching evaluations, descriptions of courses taught, letters of recommendation, or anything else you believe would be informative in your application. Please see your advisor, the Graduate Director, or the Student Advisement Coordinator if you have questions about assistantships.

## *Types of Assistantships and Eligibility*

To be employed as a TA, Graduate Assistant, Teaching Associate, or Research Assistant, a student must meet the following criteria:

- a. Have been formally admitted to Graduate Study at The University of New Mexico.
- b. Be currently enrolled at The University of New Mexico for a minimum of six hours of course work, thesis or dissertation hours that count toward the degree, and three hours during the Summer session. Courses taken for audit are not accepted as part of the minimum hours.
- c. Maintain a 3.0 grade point average in graduate course work. Students on Type 1 and 2 probation are ineligible to hold an assistantship. Students on Type 3 probation may provisionally hold an assistantship for one semester.

## *Extended Student Teaching Assignments*

This policy applies only to funding for teaching assistantships through the C&J Department. If graduate students have, or can get, other funding through other university mechanisms, this policy does not apply. This policy applies to allocation of funding for graduate students beyond their original contracts (i.e., two years for MA students and three years for PhD students).

Our goal is to help graduate students finish their degrees in a timely manner. Historically, the Department has allotted two years for MA students and three years for PhD students. Some students, particularly in the PhD program, have desired another year to complete their degree, and this is managed on a case-by-case basis. Some students conducting time-intensive dissertation projects, working in international sites or conducting fieldwork in local communities may require an extra year to complete their program. There are no guarantees for funding after the third year for PhD students and after the second year for MA students. Fourth-year PhD funding consists of covering 6 units of dissertation credits each semester.

The C&J Department wishes to provide clarity about opportunities for graduate students to obtain funding beyond the original contract in order to facilitate degree completion in a timely and effective manner. The goal of the Department is to make funding decisions based on fair and transparent procedures and, when the budget permits, to fund selected fourth-year PhD students and third-year MA students.

This policy and the ongoing rankings will hopefully provide certainty about the funding stream and help the Department provide funding in a fair manner.

#### Procedures

- (1) MA students will be asked at the end of their first year (and perhaps second) and PhD students will be asked during their second (and perhaps third) annual reviews to project a timetable for completing their program. This information will be developed with input and approval from the advisor and appropriate graduate committee.
- (2) The application will then be forwarded to the PhD or MA Committee. The PhD and MA committees will rank order the priority of the requests for extended teaching and forward their rankings with a brief rationale to the Department Chair. The Department Chair will make the final decisions regarding extended teaching assignments.

#### Overall Funding Priorities by Year

- (1) MA and PhD students within their original contracts have first priority for funding.
- (2) Fourth-year PhD students have second priority.
- (3) Third-year and beyond MA students and fifth-year and beyond PhD students, have last priority before part-time instructors.
- (4) All priorities are based on qualifications to teach a class, teaching evaluation scores, faculty observation letters, and adequate progress toward degree.

#### Criteria for Extended Teaching Allocations

- (1) Lack of other funding sources.
- (2) Need for intensive fieldwork, international travel, or other research/creative demands.
- (3) Need for additional specialized coursework or training.
- (4) Strong performance in completed coursework.
- (5) Adequate progress toward degree (comps completed or dissertation prospectus defended).
- (6) Concrete plan and timetable for finishing program.
- (7) Concrete plan for completing research manuscripts and submitting for publication.

- (8) Demonstrated evidence of teaching effectiveness (faculty observation letters, teaching evaluation scores).
- (9) Qualifications to teach needed courses.
- (10) Other qualifications (NOTE). For fifth year and beyond PhD students and third year and beyond MA students, we will consider funding on a case-by-case basis and expect to provide funding in relatively rare circumstances. Criteria for consideration, in addition to those above, are the following:
  - (i) Degree completion is imminent.
  - (ii) Expect funding for the Fall semester only when more classes are scheduled.
- (11) Case-by-case exceptions will be considered by the Chair. For example, a student may face extenuating circumstances that may alter the implementation of the policy. Speak directly to the Chair about such circumstances.

### **Teacher Training and Support**

The Department values good teaching and to this end provides considerable support to teaching assistants. All teaching assistants new to UNM are required to take a TA training program. This is offered during orientation and in a one-credit (ungraded) course, normally held during the first 8 weeks of the first semester. Students are divided into two cohorts, one for first-time teachers and one for experienced teachers. International students with a teaching assistantship will also be required to participate in OILS 583:Graduate Teaching sponsored by the Office of Graduate Studies.

In addition to these training programs, TAs will receive continued support by the faculty coordinators of the courses they are assigned to teach.

## **Campus Information**

### **Identification (Lobocard)**

1. Once you have been accepted as a student, you will need to obtain a LOBO identification card. This card allows you to use the libraries, gym, and other facilities. You may also put money on the card and use it as a debit card.
2. To obtain your LOBO card you will need to take your driver's license or other identification to the SUB (Student Union Building). The Lobo card office is in the basement next to the Mercado. Be prepared to have your picture taken. Your LOBO card will enable you as a UNM student to obtain a free bus pass. The Lobo card office can tell you where to get a bus sticker. Sometimes there is a table just outside the Lobo card office, sometimes they are available at the bookstore or at the SUB main desk. There is no cost for your first LOBO card but there is a replacement fee for lost cards.

### **E-mail Account**

1. As a UNM student, you are entitled and expected to have a UNM email account.
2. Emails with important information will be sent to your UNM email. As soon as you obtain a valid UNM email address, send a message to the C&J staff and update your online graduate student profile bio with the C&J webmaster.
3. Students need a NetID to access their UNM email accounts. A NetID is the user name you will use to access various systems at UNM. Student should create a NetID when they join the University. When you create a NetID, a UNM email account is automatically created for you in this format: <your netid>@unm.edu.
4. You can create your NetID by going to New users – Create your UNM NetID at: [it.unm.edu/accts/](http://it.unm.edu/accts/). You will need your birth date and social security number to complete the application process.

### **Parking and Permits**

1. UNM parking permits are required to park on campus. You may obtain one at Parking Services (277-1938) on Redondo Drive right across from the UNM bookstore, or online at: [pats.unm.edu](http://pats.unm.edu). Your LOBO card or Net ID is required to purchase the permit. Please check online for availability and rates. Certain parking lots require you to take the free UNM shuttle to and from the lot.
2. Additional parking is available off campus. There is a lot at the corner of Yale and Silver and one north of Central on University across from UNM, as well as many others south of the campus.
3. There is a parking garage a block east of the building.
4. Meters are available both on and off campus.
5. Bike racks are located at the C&J building if you would like to forego the craziness and cost of parking.

## C&J Department Administrative and Building Policies

These are the departmental procedures for the Department of Communication and Journalism. Should you have any questions or comments, please come by the main office on the first floor and we will assist you.

Administrative Contacts:

Department Main Number: 277-5305

Department Fax: 277-2068

<b>Position</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Department Co-Chairs:	Mary Jane Collier	277-1905	<a href="mailto:mjc@unm.edu">mjc@unm.edu</a>
	David Weiss	277-1905	<a href="mailto:davidweiss@unm.edu">davidweiss@unm.edu</a>
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Operations Manager	Adan Garcia	277-2819	<a href="mailto:adang25@unm.edu">adang25@unm.edu</a>

*Please see the Department's Administrative and Building Procedures Document for additional details about policies. You will receive a copy of this document at orientation. You are expected to follow these procedures.*

## APPENDIX

### MA Degree Forms Process

Prepared 9/17/13

Unless otherwise noted, all forms are obtained from the OGS website.

STAGE	FORM	DESCRIPTION	NORMAL TIMEFRAME	DEADLINE	RESPONSIBLE
Beginning	Program Worksheet	This informal worksheet is designed to help you organize your program in preparation for the official POS form (below). The MA Director will provide the copy to you.	First semester	None	Temporary advisor & student in advising sessions (Currently MA Director serves as temporary advisor.)
Course work	Program of Study	Required by OGS. Outline of Course Requirements and plans. Copies of this form can be obtained at the Office of Graduate Studies Website.	Second Semester  Please do not wait until the third semester to complete this form.	After completion of 12 credits, October 1 for spring graduation, March 1 for summer, July 1 for Fall	Regular advisor & student fill out the form together; committee approves the form; signed by the student, advisor, graduate director, and dean; department chair signs in certain circumstances. Student gives the form to the Student Advisement Coordinator, who will pass it on to OGS.

Committee	Committee Approval Form	Not required for the MA, this form is strongly recommended to assure student that the committee is legal and approved. Use the dissertation committee form from the OGS website.	Second semester	Before POS approval.	Signed by student, advisor, graduate director. Student Advisement Coordinator will send it to OGS.
Prospectus	Prospectus Meeting Form	Form to verify Prospectus approval. This is a C&J form, not an OGS form. Advisor can get it from the Student Advisement Coordinator, who will have it prepared on the day of the defense.	Third semester (You cannot defend your prospectus the same semester you complete the thesis.	Last day of semester before you graduate	Advisor fills in, gets committee signatures, and signs at the end of the prospectus meeting. Student or advisor gives form to Student Advisement Coordinator.
Graduation planning	Notification of Intent to Graduate	This is not a form. Please notify the Student Advisement coordinator by email of your intent to graduate.	Third semester	Last day of semester before you graduate	Email sent by student to Student Advisement Coordinator

Thesis Defense	Announcement /Report of Examination	A two-part form to be completed prior to and after the thesis or comprehensive exam defense. Obtain it from OGS website.  Part 1: Announcement of Examination  Part 2: Report of Examination	Fourth semester	Part 1: 2 weeks prior to date of defense  Part 2: Immediately following defense, but no later than 2 weeks after defense	Part 1 filled out by student and advisor together, signed by department chair and dean. Student should reserve the room at this time.  Part 2 completed by advisor and committee after the defense.  Once completed, both forms should be given to the Student Advisement Coordinator.
Thesis Defense	Signature page for thesis	The signature page for the thesis	Fourth semester	Date of defense	Student obtains this form from the OGS website or Bookstore and brings it to the defense. Committee signs the form.
Thesis submission	Information cover sheet	Submitted to OGS with thesis	Fourth semester or summer	Immediately after advisor approves final thesis with changes	Student delivers with thesis to OGS.
Thesis submission	Electronic ETD Release Form	Releases thesis for electronic submission.	Fourth semester or summer	April 15, July 15, or November 15	Student signs form and turns it in to OGS (Doug Weintraub)  For more information, go to <a href="http://grad.unm.edu/degree-completion/thesis-dissertations/thesisdissert-embargo.html">http://grad.unm.edu/degree-completion/thesis-dissertations/thesisdissert-embargo.html</a>
Thesis submission	Certificate of Final Form	Verification that all changes are approved and thesis is final.	Fourth semester or summer	Immediately after advisor approves final thesis with changes	Student brings form to advisor; both sign; student delivers to OGS (Doug Wintraub) Required for student's official graduation.



## PhD Degree Forms Process

Prepared 9/27/13

Unless otherwise noted, all forms are available on the OGS website.

STAGE	FORM	DESCRIPTION	NORMAL TIMEFRAME	DEADLINE	RESPONSIBLE
Coursework	Program Worksheet	This worksheet is designed to help students organize their course-taking plans to meet their learning goals and program requirements. Form available in the Graduate Handbook.	Second semester	None	Student and temporary advisor/regular advisor in advising sessions; discussed and signed by committee in POS meeting set up by the student; student keeps copy, provides adviser copy, and turns in signed worksheet to the Student Advisement Coordinator.
Comprehensive Examination	Announcement /Report of Examination	A two-part form to be Completed prior to and after the exam.  Part 1: Announcement of Examination  Part 2: Report of Examination	Fifth semester	Part 1: 2 weeks prior to date of exam  Part 2: Immediately following defense, but no later than 2 weeks after defense	Part 1 filled out by student and advisor. Student gets signatures and submits form to Student Advisement Coordinator, signed by department chair. Dean returns signed copy to department. Student should reserve the room for written and oral portions at this time.  Part 2 completed by advisor and committee after the defense. Advisor gives to Student Advisement Coordinator.

Candidacy	Application for Candidacy	Approves the official program of study. Submitted when student has passed comprehensive exam and completed all coursework. Advances student to PhD Candidate status.	Fifth semester	After comps are passed and before final term of graduation	Prepared by student & taken to advisor and PhD Director for signatures. Submit to Student Advisement Coordinator, who will forward it to OGS.
Candidacy	Appointment of Dissertation Committee	Required for approval of dissertation committee.	Fifth semester	After comps are passed and before final term of graduation	Prepared by student and taken to advisor and department chair for signature; turned in to Student Advisement Coordinator, who will forward it to OGS.
Prospectus	Prospectus Meeting Form	Form to verify prospectus approval. This is a C&J form, not an OGS form. You can get it from the Student Advisement Coordinator.	Fifth semester (You cannot defend your prospectus the same semester you complete the thesis.	Before final term of graduation	Prepared and signed by advisor at the end of the prospectus meeting. Student or advisor gives form to Student Advisement Coordinator.
Graduation planning	Notification of Intent to Graduate	This is not a form. Please notify the Student Advisement coordinator by email of your intent to graduate.	Penultimate semester	Last day of semester before you graduate	Email sent by student to Student Advisement Coordinator

Dissertation Defense	Announcement /Report of Examination	A two-part form to be Completed prior to and after the Dissertation Defense  Part 1: Announcement of Examination  Part 2: Report of Examination	Final semester	Part 1: 2 weeks prior to date of defense  Part 2: Immediately following defense, but no later than 2 weeks after defense	Part 1 filled out by student and advisor. Student submits form to Student Advisement Coordinator, signed by department chair. Student should reserve the room for written and oral portions at this time.  Part 2 completed by advisor and committee after the defense. Advisor gives to Student Advisement Coordinator.
Dissertation Defense	Dissertation signature page	The signature page for the dissertation	Final semester	Date of defense	Student obtains this form from the OGS website or Bookstore and brings it to the defense. Committee signs the form. Student inserts it into the dissertation.
Dissertation submission	Information cover sheet	Submitted to OGS with thesis	Final semester	Immediately after advisor approves final thesis with changes	Delivered with dissertation to OGS
Dissertation submission	Electronic ETD Release Form	Releases thesis for electronic submission.	Final semester	April 15, July 15, or November 15	Student signs form and turns it in to OGS (Doug Weintraub)  For more information go to <a href="http://grad.unm.edu/degree-completion/thesis-dissertations/thesisdissert-embargo.html">http://grad.unm.edu/degree-completion/thesis-dissertations/thesisdissert-embargo.html</a>

Dissertation submission	Certificate of Final Form	Verification that all changes are approved and thesis is final.	Final semester	Immediately after advisor approves final dissertation with changes	Student brings form to advisor; both sign; student delivers to OGS with final draft and information cover sheet (Doug Wintraub)
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## **COMPREHENSIVE EXAM GUIDELINES FOR MASTER'S STUDENTS**

Taking Comprehensive Exams is one of three options for the M.A. in Communication. Each semester the department chair appoints a three-person comprehensive exam committee. This committee will write the examination questions and evaluate the student's exam performance. Exams are different each semester and for each student, but standardized in their general format.

### ***Before The Exam***

By the end of the second semester or early in the third semester of their program students should complete, with the help of a faculty mentor, a program of study that will go in their file. This plan will help students determine whether the exam option best meets their needs and will identify the 36 hours of course work expected to be taken. Course work should be chosen that strengthens a student's knowledge of communication. In no case may more than nine of the total 36 hours be taken outside of the department.

Typically, by either February 1st or September 1st (of the semester in which the exam will be taken), the student must have turned in an application to the chair of the comprehensive exam committee. This application will consist of the following: A) a copy of the faculty mentor approved program of study noted above; B) a current copy of the student's UNM transcript (exams may only be taken in the final semester of course work or later); C) a 1-2 page statement that identifies the student's specific content area of expertise, as well as a brief explanation of how the student's course work and the comprehensive exam option support the student's career goals.

Upon approval of the application, the student must arrange to meet individually with each member of the MA Comps Committee to review material relevant to the faculty member's question. Committee members may share a copy of one prior exam question (on a different topic than the one you will be preparing for) with you to give you an idea of the structure, organization, and content required for a passing question.

### ***The Exam***

Comprehensive exams involve both a written (four 2-hour questions) and an oral component (1-2½ hour defense of the written portion), covering general methods, general communication theory, specific research design, and a question covering one of the six specific content areas in the M.A. program (health, interpersonal, intercultural, mass, organizational, and rhetorical communication). All exams are typed. No notes are allowed.

Typically, the written portion of the exams will be administered the last Friday of October in the Fall and the last Friday of March in the Spring. The student must take the exam on the scheduled day or wait until the next semester.

The oral part of the exam will be conducted within two weeks after the written exam. The oral portion of the exam is not open to friends and family.

### ***Evaluation and Outcomes of the Exam***

The comprehensive exam committee is responsible for determining if the student passed the exam and for turning in the required forms to the graduate administrator. A passing evaluation is based on both the written and oral portions of the exam.

A student must pass all four questions in order to pass the exam. If only one of the four questions is given a non-passing evaluation, the student may be allowed to rewrite the question as long as it is done within one week after the oral portion of the exam. Rewrites could involve minor or major corrections or entail writing a new question and answer; again, no notes are allowed. If the student is given a non-passing evaluation on two or more questions, the student has failed the exam and must wait until a future semester to retake it.

A student may retake the exam in a future semester only once. If a student fails the exam, the student will receive written feedback that explains the rationale behind the committee's decision within two weeks. If the student fails a second time, the student is dropped from the program.

### ***Additional Information***

1. The comprehensive exam option requires that you have 36 hours of coursework in your program. You need to be enrolled for at least 1 unit the semester you take comps. You also need to complete your intent to graduate form in the semester you are taking comps, if you have not done so the semester before.
2. See the [above] Comprehensive Exam Guidelines for Master's Students for dates and other details. Note that you will have to fill out the appropriate forms early in the semester to schedule comps.
3. Typically, a committee of three C&J faculty will comprise the MA Comps Committee. The department chair at the start of each academic year chooses this committee. MA Comps Committee members will develop the questions, either by themselves or by consulting with other faculty. These three will also comprise the oral defense committee. If no one on the committee represents the student's specialty, a fourth person can be added or substituted. Another option is that the committee will simply consult with a faculty member in that specialty before the oral defense.
4. You will generally be required to answer one question related to theory, one question related to methods, and one question about your specialty area. For a fourth question, you can choose a question from among any of the above three areas. (You will usually have a choice of questions in each area). Please indicate the question you are answering.
5. Consult with the MA Program Director about the exact conditions in which you will take your comps.
6. What the faculty is looking for in a comps answer:
  - A. Ability to be a scholar—to organize, categorize, and synthesize information; to make claims and defend them.
  - B. Less interest in how much knowledge you can spout back, but in what you do with the knowledge. They're interested in original thinking, creative thinking, and organized thinking that assimilates and expounds on what you have learned.
  - C. Create coherent essays around a thesis statement or claim—not just strings of information

7. There are no preset definitions for competence, but the following may help you understand what might be considered competent [and worthy of passing].

A. Very solid grasp of information and synthesis of it. The answer demonstrates a genuine understanding of the implications of a theory, research methodology, or an argument.

B. The answer makes an interesting claim, supports that claim, and may even push some boundaries of understanding.

8. Because you may not take notes into the written portion of the exam and because your answer is a first draft, the comps committee may permit you to create a “cleaned up” version of the original answer that you turn in to the graduate advisor. You may not change the content of your answers in the cleaned up version, but you may be permitted to do the following (consult with the MA Comps Committee Chair on this):

1. Include the questions before each of your answers.

2. Fix any spelling errors and grammatical errors you can find. You may reword a sentence that was poorly worded in its original form. You may write a subheading within an answer. Double-space your answers and put page numbers on your final document, so the exam committee members can all locate passages quickly.

3. If you cited authors in your answers, include an APA reference for the author's work you cited. Place these references at the bottom of each answer. Each answer should start on a new page.

4. OTHER THAN PUTTING IN A SUBHEADING, YOU MUST NOT CHANGE THE CONTENT OF ANY OF YOUR ANSWERS. CHANGING THE CONTENT OF AN ANSWER AT THIS POINT WOULD BE ACADEMIC DISHONESTY AND WOULD RESULT IN FAILURE OF THE EXAM. IF YOU MADE A MISTAKE IN ANSWERING A QUESTION, ADDRESS THAT MISTAKE IN THE ORAL DEFENSE.

5. Send copies of the "cleaned up" answers to the three committee members and the graduate administrator.

6. Print out a copy of your "cleaned up" answers and bring that to your comps defense. You may also bring any other written material you want to that defense. If you want to share something with your committee, please bring four copies.

7. YOU MAY NOT SHARE YOUR COMPS QUESTIONS AND ANSWERS WITH ANYONE EXCEPT YOUR COMMITTEE MEMBERS AND THE GRADUATE ADMINISTRATOR. DISTRIBUTING YOUR COMPS QUESTIONS OR ANSWERS TO OTHER STUDENTS WOULD BE CONSIDERED ACADEMIC DISHONESTY.