



Graduate Student Handbook Communication & Journalism

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 & Journalism Graduate Student Handbook

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**University of New Mexico
Department of Communication & Journalism**

**GRADUATE STUDENT HANDBOOK
MA and PhD
in Communication Studies**

OVERVIEW OF GRADUATE PROGRAMS

The Department of Communication & 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.

The complex relationship between communication and culture is the distinctive focus of the graduate program. We approach communication as central to the social construction and structural production of culture. We define culture broadly as pertaining to emergent identities; discursive practices and norms; performative, artistic, and mediated expression; locations of speaking, acting, and producing; organizational systems; and institutional structures. This mission is achieved, in part, through excellence in teaching, mentoring, and facilitating graduate students' research and service. The Department is committed to diversity and fosters a sense of collegiality and community engagement that extends to the graduate student community. C&J actively promotes interdisciplinary scholarship and 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 three different areas of emphasis: critical intercultural studies, health communication and culture, and media studies. The doctoral program is designed to prepare individuals for university teaching and research positions or positions in the private and public sectors that require the ability to conduct research in applied contexts.

The MA Program offers a general communication degree that provides foundational knowledge of theory and research methods as well as depth of knowledge in the student's area(s) of interest within the communication field. The program is designed to prepare individuals for a career in professional fields or to continue toward a doctorate degree.

The interdisciplinary orientation of the Department of Communication & Journalism is bolstered by collaborative relationships with other programs and departments in the University, including but not limited to Africana Studies, American Studies, Anthropology, Chicana and Chicano Studies, Community and Regional Planning, Comparative Literature and Cultural Studies, Education, Geography, Latin American Studies, Linguistics, Sociology, Sustainability Studies,

Spanish and Portuguese, the Women, Gender and Sexuality Studies Program, the Latin American and Iberian Institute, the Southwest Hispanic Research Institute, and the Institute for the Study of Race and Social Justice, among others. C&J graduate courses and seminars often include students from these programs and feature rich cross disciplinary dialogues.

CREATING DEPARTMENTAL CULTURE AND COMMUNITY

We like to think of our Graduate Programs 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 is a beginning list of suggestions for creating and fostering our learning community:

1. Attend classes, arrive on time and 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 and other events at which departmental and guest speakers talk about their research. It is a good place to engage in scholarly discussions.
4. Complete the annual reviews 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.
7. Get involved in CommGrads, 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 coursework, 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. Seek campus resources and writing workshops to improve your academic writing. Allow time for editing research papers before submitting them to professional conferences. Expect that drafts of thesis or 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 teachers and mentors who can help you navigate those differences.
- 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 or 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 that 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. Get to know your peers in the graduate program. They will be some of the best friends, supporters, colleagues, and resources you will ever know.

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 programs. 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. You are encouraged to keep in touch with your adviser about current requirements.*

Advising

Temporary Advisers. New students meet with the Directors 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 adviser or act as your temporary advisers.

Graduate-Student Buddies. You will be assigned 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 directors.

Permanent Advisers. The matching of advisers with students is an important process. The time and energy required for a faculty member to become your adviser is not to be taken lightly. You will need to select a faculty member to be your adviser, ideally for the rest of your program (although plans and conditions may change, and rearrangements are possible). 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 adviser to refer to as you progress.

Program of Studies Committee. By the end of the first year of coursework, MA and PhD students will be expected to have selected their advisers, met with them to agree on a program of

study, identified a committee of faculty with whom they will work, and met with the committee for input and approval of the Program of Studies. Before the meeting, the student will fill out the C&J Program of Studies Worksheet available in this handbook (page 26 for the MA form and page 44 for the PhD form) and on the C&J web site. This form is helpful for planning and tracking coursework, preparing for meetings with your adviser, and determining that your courses meet program requirements. The student will fill out the form and send a copy to the members of the committee before the program of studies meeting. During the meeting, committee members review and approve the program. After the meeting, a signed copy will be sent by the student to the Department's graduate program coordinator.

Continuing Students. Every fall, continuing graduate students should meet with their advisers 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 they progress through the program. MA students have one committee, which may be a thesis, project, or comprehensive exam committee. PhD students typically have three as they progress in the program: Program of Study Committee, Comprehensive Examination Committee, and Dissertation Committee. While not required to be, these often end up as the same committee, depending on the student's needs.

The University has rules about which faculty members can serve on committees. The composition of committees and categories of faculty approvals for service on student committees (with the approval of the unit faculty and the Office of Graduate Studies) are discussed in the sections below for the MA and PhD programs.

Transfer of Credits and Substitution of Courses

Students who have completed graduate-level coursework at an accredited institution other than the University of New Mexico, whether they were in graduate or non-degree status, and students who have completed graduate credits at UNM in non-degree status may request that these credit hours be used toward their degree program. **All transferred-in credits require the approval of the student's Program of Studies committee.** These are the departmental guidelines:

PhD Credit Hours and Transferred Credits. The doctoral degree requires a minimum of 48 graduate coursework credit hours, of which 9 are transferred from the student's MA degree program. This leaves 39 credits graduate coursework; from these, **students can transfer up to 12 credits from doctoral-level courses at other institutions.** 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.

MA Credit Hours and Transferred Credits. The master's program requires 30 credits of coursework for the completion of Plan I (thesis option) or Plan II (project). Students who opt to finish the degree with the comprehensive examination must take 36 credits of coursework. **At**

least 50 percent of required coursework after admission to the graduate program must be completed at UNM.

Non-degree Credit Hours and Transferred Credits. MA and PhD students can only transfer in a certain number of units earned as non-degree students before formal admission to our program. MA students must complete at least 50 percent of required course work 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.

Transferring Credits: Process and Deadlines

To qualify as a transfer or substitute, the course(s) must be:

1. graduate level courses
2. graded “B” or above. Courses taken on a Pass/Fail basis and/or courses taken as extension credit at other universities are not accepted for graduate credit.
3. beyond what was required to earn the previous degree completed. Coursework that has been counted toward a previous degree may not be counted again toward any other degree (except the transfer of Master’s coursework toward a doctoral degree). The exception for this rule is for students enrolled in the Communication & Journalism Department’s Shared Credit BA/MA Program – see below).

To complete the transfer, students must do the following:

1. During the second semester of your first year in the program, bring a copy of the course transcript and course syllabus or catalog description to your adviser, who will be serving as Program of Studies (POS) meeting chair.
2. Secure approval from your adviser for course transfer or substitution.
3. In your Program of Study meeting, secure formal approval by the members of your committee to transfer or substitute credits.

Shared Credit BA/MA Program

UNM juniors or seniors majoring or minoring in Communication or Journalism and Mass Communication may seek permission to enter the Department of Communication & Journalism’s Shared Credit BA/MA Program. This program is designed to encourage outstanding undergraduate students to apply to the Department’s MA program while still completing their BA 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 MA 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 MA program, provided the student earns a grade of C or better in those courses.

3. For Shared Credit coursework to count toward the MA 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.

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 and 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. If a student earns a grade below B- in a required class, the student must retake—and earn a grade of B- or higher—in the class in order to take either MA or PhD Comprehensive Exams. Alternatively, and only if the faculty member who taught the class agrees to do so, the faculty member may provide the student the opportunity to raise his/her grade to at least B- by assigning additional and/or revised assignments directly related to the course's content). In addition, 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 UNM Graduate Catalog.

Time Limit for Completion of Degrees

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 register 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.

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.

C&J policy (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 adviser 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).

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 April to: (a) the Directors of the Doctoral and Master's Programs, AND (b) their Advisers (if you have not selected an adviser, your assigned temporary adviser will serve as your adviser.) Deadlines for submission will be announced.

Step 2. All graduate students will schedule a meeting with their adviser to discuss the annual review. It is the student's responsibility to initiate this process. Even if the student's adviser 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 adviser will review the student's progress, adviser 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 adviser 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 advisers, 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, advisers will submit a signed copy of the entire evaluation document, including, if applicable, the advisement summary, to the Graduate Program Coordinator to be placed in the student's permanent file.

Step 4. On their final semester, all students who successfully defend their dissertations, theses, projects, or MA comprehensive examinations will be asked by the Graduate Programs Coordinator to fill out an exit survey form available on the C&J departmental web site (link to forms). Students will return the surveys to the Graduate Program Coordinator.

Candidacy and Application for Graduation

PhD Candidate status is earned after the student demonstrates: completion of required coursework and credits, 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 need graduate committee approval before attempting to complete the thesis, project, or exam in the same semester that the prospectus is approved.

THE CURRICULUM

Theory

- 500 Foundations of Communication Theory
- 506 Critical and Cultural Studies
Note: CJ506 can count as either a theory course or a methods course
- 600 History and Philosophy of Communication
- 602 Theorizing Culture and Communication

Health Communication

- 550 Seminar: Health Communication
- 552 Current Developments in Health Communication
- 553 Health Communication Campaigns
- 555 Culture, Disparities, and Health Communication

Media Studies

- 566 Media Theories
- 567 Digital and Social Media
- 568 Political Economy of Media
- 569 Media, Culture, and Society

Methods

- 501 Foundations of Communication Research
- 506 Critical and Cultural Studies*
- 507 Introduction to Quantitative Methods
- 604 Qualitative Research Methods (field methods, research design)
- 605 Qualitative Research Methods (text and data analysis)
- 606 Qualitative Methods Practicum
- 607 Advanced Quantitative Research Methods
- 609 Mixed Methods Research Design

**CJ506 can be taken as a theory or as a methods course*

**CJ604 is not a pre-requisite for CJ605*

Intercultural Communication

- 514 Seminar: Intercultural Communication
- 517 Culture, Identities, and Subjectivities
- 518 Culture, Places, and Spaces
- 519 Intercultural Topics

Other

- 584 Teaching Communication at UNM*
- 502 Topics Courses
- 521 Seminar: Interpersonal Communication
- 592 Intercultural Engagement Project

**International students may choose to also take OILS 583: Graduate Teaching I, a course outside the department for international students who are teaching.*

Tentative Two-Year Schedule (Fall 2021-Spring 2023)

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.

Fall 2021		Spring 2022	
500	Foundations of Comm Theory	502	Special Topics in Communication
501	Foundations of Comm Research	506	Critical and Cultural Studies
507	Intro to Quantitative Methods	517	Culture, Identities, & Subjectivities
518	Culture, Places, & Spaces	552	Topics in Health Communication
555	Culture, Disparities, & Health Comm	568	Political Economy of Media
567	Digital & Social Media	602	Theorizing Culture and Communication
584	<i>Teaching Comm (for C&J TAs)</i>	604	Survey of Qualitative Research Methods
600	History and Philosophy of Comm	607	Advanced Quantitative Research Methods
605	Qualitative Research Methods (text and data analysis)		
Fall 2022		Spring 2023	
500	Foundations of Comm Theory	506	Critical and Cultural Studies
501	Foundations of Comm Research	519	Topics in Intercultural Comm
507	Intro to Quantitative Methods	553	Health Comm Campaigns
514	Seminar in Intercultural Comm	569	Media, Culture, & Society
550	Health Comm	602	Theorizing Culture and Communication
566	Media Theories	604	Survey of Qualitative Research Methods
584	<i>Teaching Comm for C&J TA's</i>	607	Advanced Quantitative Research Methods
600	History and Philosophy of Comm	609	Mixed Methods Research Design
605	Qual Research Design & Analysis		

MA PROGRAM in COMMUNICATION

The MA in Communication is a general communication degree providing foundational knowledge of theory and research methods, and depth of knowledge in the student's area(s) of interest within the communication discipline. Students are required to complete courses in communication theory and research, 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 adviser 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 units. An MA student's graduate program culminates in the completion of: (1) a Master's thesis, or (2) an MA project, or (3) passing a comprehensive examination.

Making the Thesis, Project, or Comprehensive Exam Decision

Whether your choice is thesis, project, or comprehensive 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 the 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 or project interests and is designed to assist you in reaching your goals.

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 (health, intercultural, media, environmental communication, etc.).
 - 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.

- 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 Comprehensive Examination Guidelines and Policies below.

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 thesis or project credits. 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, Graduate Program Director, and Department Chair. The core courses are listed below.

Communication Background. Students coming into the MA degree program who do not have a communication background may be required to take C&J 300 (theories) and C&J 301 (methods) before taking the required courses C&J 500 and 501. 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.

Required Courses (15 credits)

- C&J 500 Foundations of Communication Theory (3 credits)
- C&J 501 Foundations of Communication Research (3 credits)
- C&J 507 Introduction to Quantitative Research Methods (3 credits)
- One other research methods course selected from the ones below (3 credits):
 - C&J 506 Critical and Cultural Studies (can be taken as theory or methods course)
 - C&J 604 Qualitative Research Methods (research design, field methods)
 - C&J 605 Qualitative Research Methods (text and data analysis)
 - C&J 606 Qualitative Methods Practicum
 - C&J 607 Advanced Quantitative Research Methods
 - C&J 609 Mixed Methods Research Design
- One seminar selected in the student's main area of interest (3 credits)

Electives (15 credits for thesis or project option; 21 credits for comprehensive exam option)

- The remaining 15 hours of coursework are electives. With adviser's approval, up to 9 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 adviser usually recommends that the student take only 3 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 studies and help the student complete a thesis or project. Up to 6 hours of electives may be an independent study (CJ593: Graduate Problems) course, with only one such course taken in any given semester.

C&J 584: Required Training for Teaching Assistants (1 credit)

- C&J584 Teaching Communication at UNM. This is 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, which is specifically geared to international instructors.

Institutional Review Board (IRB) Compliance

- If your research for the MA thesis or project, as well as other research conducted through our program, involves people as participants, you must comply with the guidelines of UNM's Office of the Institutional Review Board (OIRB) to ensure the safety of the individuals volunteering to participate in research projects and to maintain ethical and sound research (<https://irb.unm.edu/>). Your dissertation adviser 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.

MA Committee Composition

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. The roles of the MA Committee are also to: (1) approve comprehensive exam questions and thesis or project prospectus, (2) conduct exam or thesis or project defense, (3) evaluate student performance, and (4) report the outcomes to Graduate Studies. The adviser and committee members should be selected by the end of the first year.

Committee for Project or Thesis Option. At least three members (you may have more) comprise the committee. All three committee members can be from the Department, or one member can be from outside the Department. A C&J faculty member serves as your primary adviser and chairs the committee to direct your thesis or project. 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).

Committee for Comprehensive Exams. The faculty members in the student's graduate committee comprise the MA Comprehensive Exam Committee. One member serves as content area expert and the other two cover theory and methods.

The MA Committee composition must comply with the following rules and be approved by Graduate Studies.

1. *Two* members must be Category 1 (see descriptions below) OR *one* member can be Category 1 and *one* member may be Category 3 if his/her appointment is within the student's major.
2. The chair of the exam committee must be Category 1, 5 or 3, if his/her appointment is within the student's major.
3. The third member can be any Category (1-6).

4. 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 major.
5. No more than one voting member can be in Category 4. Departments can impose a more restrictive structure for exam committees.

Category 1: 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 2: Tenured or tenure-track faculty at other institutions. Role: External member on dissertation committee. CV required.

Category 3: Individuals (not tenured/tenure track) 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 4: Others who are considered experts in the field. Role: Voting member of the committee. CV required.

Category 5: 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 6: 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.

MA Comprehensive Exam Policies and Procedures

(C&J Policy and Procedure Manual, Section CJ603; revised Sept. 2020)

Taking comprehensive exams is one of three options for the MA in Communication. The exam has a written and an oral component. A three-person comprehensive exam committee will write the examination questions and evaluate the student's exam performance. These three will also comprise the oral defense committee.

Students need to be enrolled for at least 1 unit the semester they take comps. They also need to complete the intent to graduate form in the semester they are taking comps, if they have not done so the semester before.

Goals of the MA Comprehensive Exam. The following are the main goals of a comprehensive examination:

1. To demonstrate general expertise in the communication field.
2. To demonstrate understanding of various theories and research methods.

3. To provide general descriptions, explanations, and evaluations of communication theories, methods, and practices.

The Exam: Areas of Examination. Comprehensive exams involve a written component and an oral component. For the written component, students are required to answer one question in each of these areas: theory, methodology, and a specialty area. The oral examination session is typically a 1.5 hours defense of the written portion held two weeks after completion of the written exam. The oral exam session is not open to the public, friends, or family.

Choosing the Comp Exam Option. In choosing the MA comprehensive exam option, follow these steps:

1. By the end of the second semester in the program, when meeting with committee members for the Program of Studies meeting, students interested in this option should discuss with their advisers whether the comprehensive exam (rather than the thesis or project) best meets their needs. Students and advisers might also wait until early in the third semester in the student's program of studies to make a decision about opting for the MA comprehensive exam.
2. If the comprehensive exam option is selected, students in consultation with their advisers 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 9 of the total 36 hours be taken outside of the department. The 36 hours of course work should be listed in the C&J's MA Program of Study Worksheet approved by the student's committee.

Preparing for the Comprehensive Exam. In consultation with their advisers, the students will:

1. Schedule a comprehensive exam meeting with the committee. Typically, either by February 1st or September 1st of the semester in which the exam will be taken, students will meet with their graduate committees to get approval of the comp exam option and set the dates of examination. Before the meeting, the Chair of the committee will revise the student's transcript to verify they have completed all requirements. During the meeting, the student will share with committee members a copy of the approved program of study worksheet and discuss how the comprehensive exam option supports the student's career goals.
2. Upon approval of the exam option, the committee will discuss the content areas and set the dates for the written and oral components of the examination. When scheduling the written examination, students may also schedule the date of the oral examination. Students must allow committee members two weeks after the completion of the written exam to hold the oral defense. Since faculty in Comprehensive Exam committees may be reading several sets of exams at the same time for different students, the earlier students can plan and begin coordinating schedules, the better.

3. After the comps exam meeting, the student must arrange to meet individually with each member of the exam committee to review material relevant to the faculty member's question and craft a reading list. Committee members may share a copy of one previous exam question with the students to give them an idea of the structure, organization, and content required for a passing question.

Format of the Written and Oral Exams.

1. The format of the written examination is a take-home, open-book exercise. MA students have three weeks to complete the exam. They are expected to produce three academic essays in response to three questions in the areas of theory, methods, and a specialty area. The answers can be written in the form of a literature review or any other format agreed upon by the committee members—e.g. performance piece, proposal, etc.
2. The length of each answer is expected to be between 10-12 pages, plus a bibliography. In consultation with your adviser, choose the academic style (APA, MLA, Chicago, etc.) that best fits your scholarly approach.
3. The answers must be submitted as a Word document, double-spaced, in Times New Roman, with font size 12, one-inch margins, and numbered pages. Students must include their name and the question they are answering in each essay.

Examination Process. The steps in the process of taking the MA comprehensive exam are the following:

1. Scheduling the exam dates: MA students have three weeks to complete the written exam. In consultation with the adviser/chair of the exam committee, students will set the starting date of the examination period and the deadline to submit the answers. Please note that start dates and submission deadlines must be scheduled during office hours (Monday-Friday), when the C&J Graduate Coordinator is available to administer the exams. The Coordinator is in charge of sending the exam questions and receiving the answers from students by the deadlines established.

The oral examination should be scheduled two weeks after the completion of the written exams. Students may reach out to committee members to explore their availability once they establish the deadline for completing the written exams.

2. **At least two weeks before the start of the written examination period, the student is responsible for** sending an email to the C&J Graduate Coordinator (with copy to their adviser and chair of the exam committee) with confirmation of the approved starting date of the exam and deadline to submit answers. The Coordinator will be administering the exam, and it is important to keep the Coordinator informed of the schedule of examination and of any changes to such schedule. In the event that the Graduate Coordinator is unavailable to distribute the questions to the students on a particular date, the student should contact their graduate adviser to make alternate plans.

3. **At least two weeks before the start of the written examination period, the chair of the committee is responsible for** collecting the questions from all committee members and sending them via email to the Graduate Coordinator.
4. At the end of the three-week examination period, students will send their answers via email attachment to the C&J Graduate Coordinator. The Coordinator will then forward the answers to the committee for evaluation.
5. **Two weeks after the completion of the written exams**, the adviser and chair of the exam committee will facilitate the oral defense. Students must allow committee members two weeks after the completion of the written exam before holding the oral defense. The students will consult with their advisers regarding format and expectations of the oral examination.

Between the end of your written exams and your oral defense, re-read your answers. Plan for probable questions that your committee members may ask, or identify gaps or areas in your answer you may wish to clarify during the oral exam session.

6. **OGS Announcement/Report of Examination Form: At least two weeks before the date of the oral examination**, students must submit the Announcement/Report of Examination Form to the Office of Graduate Studies. This form is a request to the Dean of Graduate Studies for approval to hold the oral exam. The oral exam and final evaluation of the exam may not be conducted until OGS approves the appropriate announcement form and it is returned to C&J. We strongly recommend that the form is submitted earlier; one month before the oral exam is a good guideline. The electronic form is available at: <http://grad.unm.edu/resources/gforms/announcement-examination.html>.

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 three questions in order to pass the exam. If only one of the three questions is given a non-passing evaluation, the student may be allowed to rewrite the question under the conditions established by the committee members. Rewrites could involve minor or major corrections or entail writing a new question and answer. 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.

What the committee members are looking for in a comps answer:

1. Ability to be a scholar—to organize, categorize, and synthesize information; to make claims and defend them.
2. More important than how much knowledge you can spout back, is what you do with the knowledge. Evaluators are interested in original thinking, creative thinking, and organized thinking that assimilates and expounds on what you have learned.
3. Ability to create coherent essays around a thesis statement or claim—not just strings of information.
4. While there are no preset definitions for competence, the following may help you understand what might be considered competent [and worthy of passing].
 - 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.
 - The answer makes an interesting claim, supports that claim, and may even push some boundaries of understanding.

Sample Master’s Program: Timeline and Forms Required

This is a typical two-year timeline to degree completion with a summary of the C&J and Office of Graduate Studies (OGS) forms you will need to submit at the different stages of your program of studies. Note that the schedule will be different for students not following the two-year, full-time, Fall-Spring degree cycle; please adjust the timeline accordingly.

1st Fall Semester

1. Courses: Take C&J 500, C&J 501, and a C&J seminar, elective, or methods course. If you are a new teaching assistant, take also C&J 584: Teaching Communication at UNM (1 credit course for new TAs only).
2. Meet with the Graduate Program Director (or temporary adviser) and other faculty in your areas of interest to start discussing your program of study options.

1st Spring Semester

1. Courses: Take C&J 507 and/or CJ 604 and other courses to cover seminar and/or electives.
2. Select your permanent adviser and discuss other committee members with your adviser. Your adviser will be the chair of your graduate committee and will assist you in making important decisions.
3. Before the end of the Spring semester (in March or April), finalize **the C&J’s MA Program of Study Worksheet** (form included on page 26 of this handbook and on the C&J web site) in

consultation with your adviser and meet with your graduate committee members. The MA Program of Study Worksheet is a form designed to help you organize your proposed plan of studies with the input of your graduate committee. Approval of a program of study usually involves these steps:

- a. The student fills out the MA Program of Studies Worksheet.
- b. The student and the Committee Chair meet to set a meeting with all committee members to review and approve the Program of Study Worksheet.
- c. In the meeting, once the committee members approve the program, the Chair of the Committee signs the form. **A copy of the signed Program of Study Worksheet is sent by the student to the C&J Graduate Coordinator for departmental files.**

4. Fill out the **C&J Graduate Student Cumulative Review**. The form will be distributed and collected via email by the directors of the MA and PhD programs in Spring. Deadlines will be announced.

1st Summer Session

1. You may take an independent study course (C&J 593) or other course related to your specific interests. Consult with your adviser on options.

2nd Fall Semester

1. Take three courses to cover method, seminar, and/or electives, as needed.

2. Submit and defend your prospectus. The prospectus is a written proposal for your Thesis or Project, written under the guidance of the chair of your committee. Note: **You may not enroll for more than four total thesis hours until your prospectus has been approved by your committee.** You may not defend your thesis or project in the same semester that you successfully defend your prospectus, unless you are granted approval by the members of your graduate committee.

Fill out the **Prospectus Meeting Form** before defending the prospectus. This is a C&J departmental form available in the C&J Office and web site. Fill out the top part of the form and send to the chair of your graduate committee. At your prospectus defense meeting, **the chair will record the approval or non-approval of the prospectus, sign the form, and send a copy to the C&J Graduate Programs Coordinator.**

3. If you are planning to finish your degree in Spring, fill out the **OGS Program of Studies Form for the Master's Degree**. The form must be signed by the chair of your graduate committee and approved by the Office of Graduate Studies before you defend the thesis or project, or take the master's comprehensive examination. **Deadlines:** Submit by October 1 for Spring Term graduation, March 1 for Summer Term graduation, or July 1 for Fall Term graduation. Turning this form in late will delay your graduation. The form is available at: <http://grad.unm.edu/resources/gs-forms/pos-masters.html>

4. **Notification of Intent to Graduate.** Notify the C&J Graduate Programs Coordinator of your graduation plan the semester before you intend to finish the degree. This notification does not require a form, but just an email notification. **Tip:** the OGS' document "Master's Graduation Checklist" is a useful tool to ensure that you are following university procedures as you progress toward graduation. See the PDF document at: <http://grad.unm.edu/resources/gs-forms/index.html>

2nd Spring Semester

1. **Courses:** Take any final course if needed, and thesis or project hours.

2. **Deadlines:** Defend your thesis or project and turn in the final manuscript and required forms to the Office of Graduate Studies by April 15 for May graduation. After April 15, you will be considered a Summer graduate. If you intend to graduate in Summer, the deadline for submission to OGS is July 15; for Fall graduation, the deadline is November 15.

3. If you are defending your thesis or project: **At least two weeks before** the defense of a thesis or project, or before the MA comprehensive oral examination, the student needs to notify C&J and OGS. The first step, in consultation with your adviser, is to fill out the **OGS Announcement /Report of Examination Form** available at: <http://grad.unm.edu/resources/gs-forms/announcement-examination.html>

Upon C&J approval of the plan, the Office of Graduate Studies will approve of the student's scheduled examination. After the defense or examination, the faculty in your graduate committee will submit the Report of Examination Form to OGS to report the outcome of the defense or examination. Students do not need to fill or submit the Report, just the Announcement.

4. Other forms to be completed before and after the defense of the MA thesis: **MA Thesis Manuscript Forms and Procedures:** Visit the OGS page at: <http://grad.unm.edu/resources/gs-forms/index.html> to access instructions and forms pertaining to final stages of thesis formatting and submission after your defense.

5. Students who finish the degree with an MA Project or MA Comprehensive Exam do not have to submit a final manuscript to OGS. Their process is completed when the student's graduate committee sends the **Report of Examination** to OGS. Students who complete MA Projects are required, however, to submit a final, edited copy of any written manuscript and/or audiovisual materials to the members of the committee for departmental archives.

6. Fill out the **C&J Graduate Student Cumulative Review** form (even if you intend to graduate this semester). The form will be distributed via email by the directors of the MA and PhD programs in Spring. Deadlines will be announced.

7. Complete the **C&J Graduate Student Exit Survey** after thesis defense. C&J Graduate Programs Coordinator will distribute the surveys (the survey is also available at the C&J web site). Once completed, students will return the surveys to the C&J Graduate Coordinator. The survey will be used for program assessment purposes. Every student will be encouraged to complete the survey on the semester they finish the MA degree.

C&J's MA Program of Studies Worksheet

This form is for departmental advising purposes (not for OGS). Get approval of your graduate committee by the end of the first year of coursework. Send a signed copy to the C&J Graduate Programs Coordinator.

Name:	Expected Graduation Date:
Degree Plan: <input type="checkbox"/> Thesis (Plan I) <input type="checkbox"/> Project (Plan II) <input type="checkbox"/> Comprehensive Exam (Plan III)	
Committee Chair:	
Committee Members:	

C&J Required Courses (15 credits)	Semester	Credits	C&J Elective Courses (15 credits for thesis/project option or 21 credits for comp exam option) • Up to 9 credits of electives may be from outside C&J • Up to 6 credits of electives may be an independent study (C&J 593) • CJ506 can be used as method or elective course	Semester	Credits
_____ CJ 500 Found Theory					
_____ CJ 501 Found of Res					
_____ CJ 507 Quant Methods					
Select <u>one</u> of the following:					
_____ CJ506 CritCult Studies					
_____ CJ 604 Qual Methods					
_____ CJ 605 Qual Methods					
_____ CJ 606 Practicum					
_____ CJ 607 Adv Quant			Courses Outside C&J (up to 9 credits for electives)		
_____ CJ 609 Mixed Methods					
Take <u>one</u> C&J seminar in your area of interest:					
Teaching Training for TAs			Thesis or Project Credits (6 credits for Plan I and II)		
_____ CJ 584 Teaching Com		1			
Committee Chair Signature			Total Credits = _____ (minimum 36 credits required)		
Date					

PhD PROGRAM in COMMUNICATION

The focus on communication, culture, and change makes our doctoral program distinctive. We define culture broadly, as a field of interaction that is socially constructed and structurally produced via communication practices. We approach communication and culture as pertaining to emergent individual and group identities; discursive practices and norms; artistic and mediated forms; locations of speaking, acting, performing, and producing; organizational systems and institutional structures; and transformative practices for social change.

The doctoral program is designed to prepare individuals for university teaching and research positions or positions in the private and public sectors that require the ability to conduct research in applied contexts.

Earning a PhD at UNM requires 48 credits of coursework: 39 credits of coursework beyond a Master's degree, plus 9 credits that are transferred from the student's MA program. In addition, 18 dissertation credit hours are required after completing the degree. The PhD program features three areas of concentration: critical intercultural studies, health communication and culture, and media studies.

Areas of Concentration

You will work closely with faculty advisers 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 a combination of the following areas:

Critical Intercultural Studies: The study of communication, culture, and power in social interactions and discourses, with a focus on the understanding and critique of normative assumptions about communication and cultural practices. Faculty approaches draw on cultural, critical, race, queer/trans of color, decolonial, border, and transnational studies.

Media Studies: The study and critique of the discourse, organizational practices, political economy, and sociocultural impact of mass media, digital media, and other emerging, mediated forms of communication.

Health Communication and Culture: The communication processes associated with improving health outcomes, with a focus on understanding the cultural contexts and inequities that determine health outcomes.

Requirements for the PhD Degree

Admission to the program is contingent upon the completion of a Master's degree. The complete transcript must be on file in the department by June 30 of the preceding admission year.

Admission procedures and criteria can be viewed at the departmental web site.

Course Requirements

The requirements for the PhD Program in Communication are 48 credits of graduate coursework: 39 credits of coursework beyond a Master's Degree and 9 credits transferred from the student's MA program or other doctoral program. **In addition, 18 credit hours for the dissertation are required.** 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 rules must be approved by the Program of Study Committee, PhD Program Director, and Department Chair.

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 Graduate Program Director generally makes this determination after a review of the student's application materials and/or a meeting with the student before registration for the first semester. These courses do not fulfill any of the graduate course requirements but are taken *in addition to* required PhD credits.

Required core courses (6 credits)

- C&J 600 History and Philosophy of Communication
- C&J 602 Theorizing Culture

Required methods courses (9 credits)

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. 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. 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, select from the list of qualitative methods courses listed above.

- C&J 507 Quantitative Data Analysis *or*
- C&J 607 Advanced Quantitative Research Methods
- And two courses from the following list:
 C&J 506 Critical and Cultural Studies (can be taken as a theory or methods course)
 C&J 604 Qualitative Research Methods (fieldwork, design)
 C&J 605 Qualitative Research Methods (data and textual analysis; 604 is not a pre-requisite for C&J 605)
 C&J 606 Qualitative Methods Practicum (methodologies will vary)
 C&J 609 Mixed Methods Research Design

Required teaching training (for Teaching Assistants only) (1 credit)

- C&J 584 Teaching Communication at UNM. All teaching assistants must take this course during their first Fall semester in the program.

Seminars (12 credits)

- Students will take 12 credits in their areas of concentration. At least two courses must be in their main area of emphasis (intercultural, health, or media). The other two seminars may be chosen from any area.

Electives (12 credits)

- The remaining 24 credits of coursework are electives that can be taken in the C&J Department or outside the department. At least 6 credits must be from outside the C&J Department.
- For students who have an MA from another institution: Of *these* elective credits, no more than 6 credits may be from C&J 502: Topics (or topics courses outside the 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. Among the options for electives, C&J 592: Intercultural Engagement Project (IEP) is a unique opportunity, as described in the next section.

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) option as an elective. 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 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 (an elective) 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 to be approved by student’s main adviser as well as the student’s Program of Study committee. 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.

The student's graduate committee will decide whether the IEP course counts as an elective. 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, the experience could be used for the IEP if it takes place before beginning the thesis/dissertation work.

Occasionally, the department will offer a course or sponsor a regional project that could count as an IEP. In most cases, students arrange an IEP on their own by (1) linking up with an existing program in the department 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; (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. See section on financial support for graduate students at the end of this handbook.

Institutional Review Board (IRB) Compliance

Research conducted through our program and research for dissertations that involve people as participants must comply with the guidelines of UNM's Office of the Institutional Review Board (OIRB) to ensure the safety of the individuals volunteering to participate in research projects and to maintain ethical and sound research (<https://irb.unm.edu/>). Your dissertation adviser 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.

Language or Research Tool Requirement

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

a. 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).

b. 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, or feminist methodologies. 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.

Comprehensive Examination

All doctoral students must: (a) write a comprehensive examination that is read and evaluated by a Comprehensive Examination Committee and (b) participate in an oral defense of this written exam for the evaluation 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 under the guidance and direction of the faculty in the student's Comprehensive Examination Committee.

The exam involves a set of four questions. These questions 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 or a cognate area of interest. More detailed instructions regarding comprehensive exams are provided below, in the "PhD Comprehensive Exam Policy and Procedures" section in this handbook.

Prospectus and Dissertation

After passing comprehensive exams, PhD students must then write a dissertation prospectus and present it to the dissertation committee for approval in an oral defense. After prospectus defense, students will engage in data collection and analysis, and write up, before scheduling a dissertation defense. Work closely with your adviser to set a reasonable timeline for the defense of the final manuscript.

PhD Committees: Functions and Composition

Appointment of the Program of Study, Comprehensive Examination, and Dissertation Committees usually involves the following considerations and steps.

1. Program of Study (POS) Committee

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, approve transfers of credits and course substitutions, certify proficiency in a foreign language or research

tool, approve significant changes in the program of study, and serve in comprehensive exam and dissertation committees.

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 adviser. These three members may also serve on your comprehensive exam committee. This committee should be selected (and a Program of Study meeting should be held) by the end of your first academic year. Appointment of the Program of Study Committee usually involves the following steps:

- a. The student meets with and obtains approval from the faculty member who will serve as their main Adviser and Committee Chair.
- b. The student and the Committee Chair agree upon the remaining internal members of the Committee.
- c. The student meets with prospective committee members from C&J who decide whether to serve on the Program of Study Committee.
- d. The full committee meets to approve the Program of Study. The Chair of the Committee signs the PhD Program of Studies Worksheet.
- e. A copy of the signed PhD Program of Study Worksheet is sent by the student to the C&J Graduate Coordinator for departmental files.

2. Comprehensive Exam Committee

The function of the examination committee is to approve the exam questions, evaluate the student responses, and report the results. Meet with the committee no later than three months prior to taking comprehensive exams to help prepare for comprehensive exam questions and schedule exam time.

This committee often consists of the same three members of 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. The role of the outside member of the Comprehensive Examination Committee will be determined by the adviser, student, and other members of the Comprehensive Examination Committee. The role of the outside member will vary according to students' programs of study.

Committee Composition. 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.

This committee must consist of a minimum of three members as stipulated by OGS policy (see description of faculty categories below), as follows:

- a. The chair of the exam committee must be Category 1 or Category 3 (see categories listed below) if the faculty appointment is within the student's department.
- b. Two members must be Category 1 OR one member can be Category 1 and one member may be Category 3 if the appointment is within the student's department.
- c. The third member can be any Category (1-6).
- d. A co-chair can be from any Category (1-6) as long as the other co-chair is a Category 1 or 3 and the faculty appointment is within the student's department.
- e. No more than one voting member can be in Category 4.

Category 1: 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 2: Tenured or tenure-track faculty at other institutions. Role: External member on dissertation committee. CV required.

Category 3: Individuals (not tenured/tenure track) 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 4: Others who are considered experts in the field. Role: Voting member of the committee. CV required.

Category 5: 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 6: 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.

3. Dissertation Committee

Four faculty members serve in a Dissertation Committee, including your adviser and director of the dissertation. Three members of the committee must be from inside the C&J department and one from outside the department. Generally, you should select your adviser 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.

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 advisers 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.

The Dissertation Committee must consist of a minimum of four members from these faculty categories (described in the section above):

- a. At least two of the four members must have Category 1 approval;
- b. the Chair must have approval as a Category 1, 3, or
- c. the second member must have approval as Category 1 or 3 if the appointment is within the student's department.
- d. 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.
- e. The fourth member can have approval as Category 1-6.
- f. Co-Chair (optional) must have approval as a Category 1-6.
- g. No more than one voting member can be in Category 4.

PhD Comprehensive Exam Policies and Procedures

(from C&J Policy and Procedure Manual, Section CJ603; revised Fall 2020)

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 for the approval 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. You may take your exam during your last semester of coursework. Comprehensive exam and prospectus defense can occur in the same semester, if desired.

You should meet with your graduate committee to plan your comprehensive exam 3 to 5 months prior to taking the exam in order to allow sufficient time to prepare.

For advice on comps preparation, consult with your adviser and members of your committee. They are aware of your individual needs and have your best interests in mind. It is your responsibility to ask what each member's expectations are for completing a successful exam.

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.

Goals of the Exam. 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.

The written comps test your ability to synthesize and evaluate relevant literature, develop arguments on your own, and propose theoretical and methodological frameworks that enable you to advance toward the defense of the dissertation prospectus. The oral examination tests your ability to think on your feet, formulate your own perspectives and arguments orally, and engage in scholarly dialogue. More specifically, the goals of the exam are as follows:

1. Demonstrate knowledge of theories and methods, and the ability to conceptualize and analyze research topics.
2. Demonstrate how your theoretical and research interests are positioned in the discipline.
3. Demonstrate doctoral level written and oral communication skills comparable to arguments made in professional/creative conference papers/presentations and professional roundtable discussions.
4. Demonstrate the ability to create arguments generated by thoughtful engagement with, and reflection upon, work read throughout the program of study.

The Exam: Areas of examination. Four exam questions are developed by the members of your Comprehensive Exam Committee. The questions address separate (or overlapping) issues in 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 topic, and d) topical research in a related often based on additional cognate coursework. The questions are designed to emphasize coursework and agreed upon outside readings that relate to your research interests. The Oral Exam session is a defense of your written work. The session is typically 1.5 hours long. The examination session is not open to the public, friends, or family.

Preparing for the Exam. Three to five months before your examination, follow these steps to prepare for the comprehensive exam.

1. The first step in planning your exam is to meet with your adviser and discuss the composition of your Comprehensive Examination Committee. Since your adviser knows your work best, has research experience, and knows the faculty, it is very important to discuss your options with your adviser prior to asking faculty members to serve in the committee.
2. Schedule a Comprehensive Exam Committee meeting in consultation with your adviser. Typically, you should meet with your committee three to five months prior to taking the exam in order to allow sufficient time to prepare for each question. Students are

responsible for scheduling the time, date, and place or medium for the committee meeting.

3. Your adviser will facilitate the actual Comprehensive Exam Committee meeting. During the meeting, the committee members will discuss the nature of the exam questions and the student will receive guidance about how to prepare. At the end of this meeting, you may start to set the dates of the written and oral examination. Students must allow committee members two weeks after the completion of the written exam before holding the oral exam. Since faculty in Comprehensive Exam committees may be reading several sets of exams at the same time for different students, the earlier students can plan and begin coordinating schedules, the better.
4. After the meeting, you should then meet with individual faculty members to prepare for their questions. In these individual meetings, you'll discuss a reading list and obtain advice about how best to approach your preparation. For instance, some faculty members use a format that allows you to choose one question from a list of options; others give you one question. Some faculty members provide more information about the coverage of the question in advance and then expect a more detailed and substantive answer; others prefer that you prepare more broadly. In other words, discuss with each faculty member their expectations.

Format of the Written Exams. Please follow these guidelines to format your answers to the exam questions.

1. The format of the written examination is a take-home, open-book exercise. Students will have two months to produce four academic essays written in the form of literature reviews or other formats agreed upon by committee members—e.g. course syllabus, performance piece, proposal, etc.
2. The length of each answer will be between 10 and 20 pages, plus a bibliography. Discuss with each of your committee members the expected length of each answer within the 10-20 page range. In terms of style, consult with your adviser to choose the academic style (APA, MLA, Chicago, etc.) that best fits your scholarly approach.
3. Your answers must be submitted as Word documents, double-spaced, in Times New Roman, with font size 12, one-inch margins, and numbered pages. Make sure you include in your answers your name and the questions that you are answering.

Examination Process. The examination process involves the following steps and the collaboration between the student, the chair of the committee, committee members, and C&J graduate coordinator:

1. Scheduling the exam in C&J: Students have two months to complete the four questions posed by the committee. With the approval of the adviser and chair of the exam committee, students will set the starting date of examination and the deadline to submit the answers. Student and adviser will decide on the structure of examination within the two-

month period. For example, the student may receive all four questions at the start of the examination period and submit all answers together two months later. Or, the student might prefer to receive the four questions at the beginning of the examination period and set different deadlines to submit each individual answer within the two-month period allowed. In any case, the adviser must approve the structure of examination and schedule. Please note that start dates and submission deadlines must be scheduled during office hours (Monday-Friday), when the C&J Graduate Coordinator is available to administer the exams. The Coordinator is in charge of sending the exam questions and receiving the answers from students by the deadlines established.

The oral examination should be scheduled two weeks after the completion of the written exams. Students may reach out to committee members to explore their availability for the oral exam once they establish the deadline for completing the written exams.

2. **At least two weeks before the start of the written examination period, the student is responsible for** sending an email to the C&J Graduate Coordinator (**with copy to their adviser and chair of the exam committee**) with the approved starting date of the exam and deadline(s) to submit answers. The Coordinator will be administering the exam, and it is important to keep the Coordinator informed of the schedule of examination and of any changes to such schedule. In the event that the Graduate Coordinator is unavailable to distribute the questions to the students on a particular date, the student should contact the graduate adviser to make alternate plans.
3. **The chair of the graduate committee is responsible for** collecting the four questions from all committee members and sending them via email to the Graduate Coordinator **at least two weeks before the start of the examination period.**
4. At the end of the two-month examination period (or on deadlines approved by the chair of the committee), students will send their answers via email attachment to the C&J Graduate Coordinator. The Coordinator will then forward the answers to the committee for evaluation.
5. **Two weeks after the completion of the written exams**, the adviser and chair of the exam committee will facilitate the oral defense. Students must allow committee members two weeks after the completion of the written exam before holding the oral defense. The students will consult with their advisers regarding format and expectations of the oral examination.

Between the end of your written exams and your oral defense, re-read your answers. Plan for probable questions that your committee members may ask, identify gaps or areas in your answer you may wish to clarify, or think of additional examples from research you may wish to discuss in the oral exam session.

6. **OGS Announcement/Report of Examination Form: At least two weeks before the date of the oral examination**, students must submit the Announcement/Report of Examination Form to the Office of Graduate Studies. This form is a request to the Dean of

Graduate Studies for approval to hold the exam. The oral exam and final evaluation of the exam may not be conducted until OGS approves the appropriate announcement form and it is returned to C&J. We strongly recommend that the form is submitted earlier; one month before the exam is a good guideline. The electronic form is available at: <http://grad.unm.edu/resources/gforms/announcement-examination.html>. See the section below on OGS Guidelines for additional university policies.

7. **PhD Candidacy form:** The Office of Graduate Studies also requires students to submit the **Application for Candidacy for the Doctoral or MFA** during the semester in which they have both passed the comprehensive examination and fulfilled any language or research skill(s) that may be required. The adviser must sign this form before submitting to OGS. The electronic form is available at: <http://grad.unm.edu/resources/gs-forms/application-candidacy.html>

Evaluation of the Exam

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

What the Committee Members are Looking for in a Comps Answer:

1. No matter what the question, you should answer it fully and make a coherent argument.
2. In your answers, go beyond describing what past researchers have found by evaluating the value of past scholarship and relating it to your dissertation project. You may also offer a rationale for how your work will fill gaps, expand upon previous work, and make a contribution to the field.
3. Situate yourself within your area of research by offering your own theoretical positioning, conceptualizations of constructs, and proposed research studies.
4. Often, you are asked to design a research project. You are encouraged to think of your dissertation project as you respond to such a question. Overall, your answers to the theory, method, and subject questions should allow you to move closer to the dissertation prospectus.

Outcomes of the Exam

1. A student must pass all four questions in order to pass the exam. If one of the four questions is given a non-passing evaluation, the student may be allowed to rewrite the question. Rewrites could involve minor or major corrections or entail writing a new question and answer. Your exam committee will determine the conditions and deadlines for the rewrite. If you're asked to rewrite, it does not mean you have failed. It is not unusual that students are

asked to rewrite answers to the exam. Your committee's job is to ensure that you are adequately prepared to complete your degree, and sometimes that preparation requires rewriting.

2. If the student is given a non-passing evaluation on two or more questions, the student has failed the exam. 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.

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 during the semester the student passes the doctoral comprehensive examination.

The administration of the comprehensive exam is governed by the following guidelines:

1. Student must have a cumulative grade point average of at least 3.0 at the time of the examination.
2. Student must be enrolled in a minimum of one credit of graduate course work the semester in which they take 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. Follow the committee composition rules described in this handbook.
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 students 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 students in writing of the reason for the delay and let them know when notification can be expected.

The results of the examination must be reported by the student's adviser 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 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 OGS deadline.

Sample PhD Program: Timeline and Forms Required

This timeline is designed for full-time doctoral students. Part-time students need to adjust as needed in consultation with their advisers.

1st Fall Semester

1. Courses: Take the required core class C&J600, and two other courses (a seminar in your area of studies, a methods class, or an elective). If you are a new teaching assistant, take also C&J 584: Teaching Communication at UNM (1 credit course for new TAs only).
2. Meet with your temporary adviser and graduate faculty in your interest area to discuss the Program of Study, language/tool requirement, and potential or committee members.

1st Spring Semester

1. Courses: Take the required core class C&J 602, and two other courses.
2. Select a permanent adviser and the members of the Program of Study Committee.
3. Complete the form **C&J PhD Program of Study Worksheet** (see the form on page 44 of this handbook and on the C&J web site) in consultation with your adviser. Meet and obtain approval of your program by the committee. Submit copy of the signed form to the Graduate Programs Coordinator in C&J and keep a copy for your records.
4. Fill out the **C&J Graduate Student Cumulative Review** form and get your adviser's approval. This form allows for the review of progress in the program. This form will be distributed and collected via email by the director of PhD program every Spring semester. Deadlines will be announced.

1st Summer Semester

1. Take an independent study related to your specific interests and/or Take a Break!

2nd Fall Semester

1. Courses: Take methods, seminar, topic, theory, independent study, or other elective.
2. Meet with adviser to review progress.

2nd Spring Semester

1. Courses: Take 2-3 courses to ensure completion of course related to area of expertise.
2. Meet with Comps Committee to start preparing for comprehensive exams.
3. Fill out the **C&J Graduate Student Cumulative Review** form and get your adviser's approval.

2nd Summer Semester

1. Take an independent study related to your specific interests and/or Take a Break!

3rd Fall Semester

1. Register for dissertation hours.
2. Prepare for the PhD comprehensive exam.
3. **At least two weeks before** the start of the PhD comprehensive examination, and in consultation with your adviser, fill out the **OGS Announcement/Report of Examination Form** available at:
<http://grad.unm.edu/resources/gs-forms/announcement-examination.html>
 The Office of Graduate Studies must approve the student's scheduled examination before the start of the written exam. After the oral defense of the exam, the faculty in your graduate committee will submit the Report of Examination Form to OGS to report the outcome of the examination.
4. Communicate with your adviser and C&J Grad Programs Coordinator to schedule to your oral defense.
5. Complete the OGS form **Application for Candidacy for the Doctoral or MFA Degree** and get your adviser's signature. The Office of Graduate Studies requires that students fill out the **Application for Candidacy for the Doctoral Degree** the term the student passes the comprehensive examination and no later than the last day of the term before the student intends to graduate. The electronic form is available at: <http://grad.unm.edu/resources/gs-forms/application-candidacy.html>
 After determining that all degree requirements except for the dissertation have been completed, the Dean of Graduate Study will advance you to candidacy.

3rd Spring Semester

1. Register for dissertation hours.
2. Finalize dissertation committee.
3. Begin work on dissertation prospectus in early semester.
4. Finalize the prospectus and submit to committee.
5. Before the prospectus defense, fill out the **Prospectus Meeting Form**. This is a C&J departmental form to be signed by the chair of your graduate committee on the day of the prospectus defense and upon approval of your proposed project. After a successful defense, have the form signed by the chair of your committee and send it to the Graduate Programs Coordinator in C&J. You can get this form from the Grad Programs Coordinator or on the C&J web site.
6. After successful prospectus defense, begin work on dissertation.
7. Fill out the **C&J Graduate Student Cumulative Review** form and get your adviser's approval.

3rd Summer Semester

1. Preparation for Academic Job Hunting and/or Take a Break!

4th Fall Semester

1. Register for dissertation hours.
2. Work on dissertation. Be mindful of **OGS deadlines**: dissertations must be defended and turned in to the Office of Graduate Studies by April 15 for Spring (May) graduation; in July 15 for Summer graduation; or November 15 for Fall graduation. As you prepare for the final stages of the PhD program, go to the OGS page to make sure you meet dissertation submission deadlines and other guidelines at:
<http://grad.unm.edu/resources/gs-forms/index.html>
 In particular, under "Graduation," see the Doctor of Philosophy Graduation Checklist.
3. **Notification of Intent to Graduate**. Notify the Graduate Programs Coordinator of your graduation the semester before you plan to graduate. This notification does not require a form, but just an email notification.
4. Work on job hunting.

4th Spring Semester

1. Register for dissertation hours.
2. Work on the dissertation manuscript. Go to the OGS page to make sure you meet dissertation submission guidelines at: <http://grad.unm.edu/resources/gs-forms/index.html>. In particular, under “Manuscript Forms and Procedures,” you can access instructions and tutorials pertaining to final stages of manuscript formatting (e.g. the Manuscript Preparation and Submission Quick Reference Checklist) and final submission forms to file after the defense.
3. **At least two weeks before** the day of your dissertation defense, and in consultation with your adviser, fill out the **OGS Announcement/Report of Examination Form** online, available at:
<http://grad.unm.edu/resources/gs-forms/announcement-examination.html>
The Office of Graduate Studies must approve the student’s dissertation defense plan. After the defense of the dissertation, the faculty in your graduate committee will submit the Report of Examination Form to OGS to report the outcome of the defense.
4. After you and your committee set the dates and times for a dissertation defense, reserve a C&J room (or alternative venue) for the defense and give confirmation to your committee members.
5. After the successful defense of your dissertation, contact the Manuscript Coordinator as OGS for instructions for electronic submission of your manuscript and to complete other forms required for graduation (e.g. Information Cover Sheet, Certification of Final Form (CFF), Survey of Earned Doctorate Form, ETD Release Form). Visit the OGS page at: <http://grad.unm.edu/resources/gs-forms/index.html> to access instructions and forms pertaining to final stages of dissertation submission after your defense.
6. Fill out the **C&J Graduate Student Cumulative Review** form and get your adviser’s approval.
7. Fill out the **Graduate Student Exit Survey** at the end of the semester when you complete your degree. The survey is distributed and collected by the graduate program directors and coordinator.

C&J's PhD Program of Studies Worksheet

Please fill out by the end of the first year of coursework. Send a signed copy to the C&J Graduate Coordinator.

Student Name:			Committee Chair:		
Committee Members:					
C&J 509 Workshops for Professional Development			Seminars (12 credits). Take 4 of the seminars below. At least two must be in the same emphasis area (Crit Intercultural, Health, or Media). The other two may be chosen from <u>any</u> area.	Semester	Credits
_____ <i>Attended at least 3</i> _____ <i>Did not Attend</i>					
Teaching Training for TAs	Semester	Credits			
CJ 584 Teaching Comm		1	Critical Intercultural Studies		
Core Courses (6 credits)			CJ 514 Intercultural Comm		
CJ 600 History and Philosophy			CJ 517 Culture, Identity, & Subject		
CJ 602 Theorizing Culture			CJ 518 Culture, Places, & Spaces		
Methods Courses (9 credits)			CJ 519 Intercultural Topics		
CJ 507 Quant Methods			Health Communication		
CJ 607 Advanced Quant Methods			CJ 550 Seminar Health Comm		
CJ 506 Crit/Cultural Studies			CJ 552 Current Dev in Health		
CJ 604 Qual Methods /design			CJ 553 Health Campaigns		
CJ 605 Qual Methods /analysis			CJ 555 Disparities & Health		
CJ 606 Research Practicum			Media Studies		
CJ 609 Mixed Methods			CJ 566 Media Theories		
Electives (12 credits. At least 6 must be from outside C&J)			CJ 567 Digital & Social Media		
			CJ 568 Pol Eco of Media		
			CJ 569 Media, Culture, & Society		
			Transfer 3 courses from your MA Program (9 credits)		
Language or Research Tool (see p. 30 in Grad Handbook)					
			Total Credits = _____ minimum 48 credits of coursework		
Signature of Committee Chair:			Date:		

FINANCIAL, ACADEMIC, and SOCIAL SUPPORT

Assistantships, Fellowships, Scholarships, and Grants

To support graduate students, the Department of Communication & Journalism has a limited number of regular teaching assistantships (TA) each year. Research assistantships (RA) and graduate assistantships (GA) are other forms of financial support that are contingent upon special programs and grants at C&J or are available in other campus units. Contingent on departmental budget, C&J may also offer partial support for student travel to and presentation in academic conferences. In addition, several campus programs offer other sources of support like assistantships, fellowships, research and travel grants, and employment (see a list of contacts below).

Teaching assistantships (TA). These are typically offered at the time of admission to the graduate program. However, graduate students may apply for an assistantship any time during their program of study. Regular teaching assistantships pay a 10-month stipend, tuition, and health coverage. Occasionally, the department may have some assistantships available that will pay a stipend, but they may not include tuition waivers.

Research assistantships (RA) and graduate assistantships (GA). These are contingent upon special programs and grants at C&J or in other campus units. If you are interested in exploring opportunities for research or graduate assistantships, please talk to your adviser and the chair of C&J. In addition, the UNM Office of Graduate Studies compiles a list of annual competitions for different forms of funding (<http://grad.unm.edu/funding/>).

Eligibility for TA, GA, or RA Positions

Renewal of any assistantship will be based on budget and student academic and teaching performance evaluations. Generally, we give returning students in good standing precedence when awarding assistantships, so incoming students may have a less likely chance of being awarded an assistantship than a returning student when there are budgetary constraints.

To be employed as a TA, GA, or RA, 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—if applicable—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.

Teaching Assistantships: Overview

Historically, the Department has guaranteed two years of funding for MA students and four years for PhD students. Full-time status for teaching assistants (.50 FTE, 20 hours per week) is 6 credits per semester (2 courses); full-time status for students who are not teaching is 9 credits per semester (3 courses). However, we **strongly** recommend that all students take 9 hours (3 courses) per semester in order to complete coursework in a timely fashion. This would enable them to finish the PhD in 3 to 4 years, and the MA in two years. Teaching assistants are required to take C&J 584: Teaching Communication at UNM, which is a 1-credit teaching training course typically taken during their first semester in program.

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. The extended assignment policy applies to allocation of funding for graduate students beyond their original contracts (as stipulated in the letter of admission), typically, two years of TA funding for MA students and four years for PhD students.

Our goal is to help graduate students finish their degrees in a timely manner. But some students, particularly in the PhD program, at times need an additional year to complete their degree and request an extension of the assistantship. This request is managed on a case-by-case basis by the department since 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. The goal of the Department is to make funding decisions based on fair and transparent procedures and, when the budget permits, to fund selected fifth-year PhD students and third-year MA students. However, there are no guarantees for funding beyond the original contract offer upon admission.

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. This policy will hopefully provide certainty about the funding stream and help the Department provide funding in a fair manner. These are the overall guidelines for funding priorities each year:

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

Procedures to apply for extended teaching assignments

1. MA or PhD students will be asked to present a timetable for completing their program and a rationale for requesting an extended teaching assignment. This information will be developed with input and approval from the adviser.
2. A written request for extended assignment will then be forwarded to the Department Chair. The Department Chair will make the final decisions regarding extended teaching assignments based on departmental budget, enrollment management, and instructor needs.

Criteria for Evaluating Extended Teaching Assignment Requests

1. Lack of other funding sources.
2. Need for intensive fieldwork, international travel, or other research or 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:
 - a. Degree completion is imminent.
 - b. Expect funding for the Fall semester only when more classes are scheduled.
 - c. 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.

Teaching Training 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 (C&J 584). This is offered during orientation and in a one-credit (ungraded) course, normally held during the first 8 weeks of the first semester. Students may be divided into two cohorts, one for first-time teachers and one for experienced teachers. International students with a teaching assistantship may 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 and mentorship by the faculty coordinators of the courses they are assigned to teach.

Other Campus Sources of Financial Support

The following is a list of campus sources of funding for graduate students in the form of grants, scholarships or fellowships. These support graduate research, travel, foreign language study, conference presentations, teaching training, and professional development.

- **UNM Office of Graduate Studies** compiles a list of annual competitions for graduate student fellowships, scholarships, research grants, employment, etc. (<http://grad.unm.edu/funding/>).
- **UNM Graduate Resource Center** offers a list of resources for graduate funding at <https://unmgrc.unm.edu/helpful-links/index.php> and at <https://unmgrc.unm.edu/resources/funding-for-graduate-students.php>
- **The Global Education Office** offers resources for international students. Visit <https://geo.unm.edu/admission/graduate/scholarships/index.html>
- **UNM Graduate and Professional Student Association** allocates research funds for conference attendance, student projects, and other opportunities. (<http://gpsa.unm.edu/funding/index.html>).
- **UNM Latin American & Iberian Institute** funds field research projects, language study, and dissertation research in Latin America and Iberia (laiicomm@unm.edu).
- **Feminist Research Institute** has funding for graduate students (femresin@unm.edu).
- **UNM Center for Regional Studies** offers graduate fellowships to support students (<http://crsinfo.unm.edu/Graduate%20Fellowships/index.html>).
- **ProQuest Grants and Funding Resources**. Advice on funding possibilities, how to find help writing a grant proposal, and other topics. (<https://about.proquest.com/researchers/graduate-student/expert-advice-grantsfunds/>).
- **Research and Travel Grants**. Offered through several campus programs (<https://grad.unm.edu/funding/research-travel-grants/index.html>).

Academic Support for Graduate Students

The Office of Graduate Studies maintains a page with information and a variety of sources of support for graduate students at: <https://grad.unm.edu/resources/student-resources/academic.html>. Some of the sources listed on that page are:

UNM Academic Policies

- **UNM Graduate Catalog** at: <http://catalog.unm.edu/catalogs/2020-2021/>
- **The Pathfinder**-UNM Student Handbook at: <http://pathfinder.unm.edu/>

Research and Writing

- **Graduate Online Writing Lab (GrOWL)**. Online support service available to graduate and professional students seeking feedback on their writing and research projects. Students can submit their written work, online 24/7, for review by one of our trained GRC consultants. At: <https://unmgrc.unm.edu/support-services/growl.php>
- **Pro-Quest Resources on Researching**. Advice on topics such as how to prepare for comprehensive exams, present research, conduct literature reviews, write research papers, and more. At: <https://about.proquest.com/researchers/graduate-student/expert-advice-researching/>
- **Pro-Quest Resources on Thesis/Dissertation**. Advice on writing and submitting your project, selecting a topic, defending your dissertation, and more. At: <https://about.proquest.com/researchers/graduate-student/expert-advice-thesisdissertation/>
- **ProQuest Virtual Dissertations Bootcamp**. At: <https://about.proquest.com/researchers/graduate-student/expert-advice-thesisdissertation/Virtual-Dissertations-Bootcamp.html>
- **Subject Librarians**. At: <https://library.unm.edu/about/employees/subject-librarians.php>
- **UNM Library Research Guides**. At: <https://library.unm.edu/about/employees/subject-librarians.php>
- **Office of the Institutional Review Board (OIRB)**. At: <https://irb.unm.edu/>
- **The OWL Purdue**. An exhaustive source for anything related to the writing process, including grammar and style guides. At: <https://owl.purdue.edu/>
- **Article**: “Is the University Missing What Matters Most?” At: <https://www.chronicle.com/article/is-university-research-missing-what-matters-most/>

Academic and Professional Development

- **H-NET.** A large and continually updated database of humanities & social sciences calls for papers, conference announcements, job postings, and more. At: <https://networks.h-net.org/>
- **PAW: OGS Professional and Academic Workshops and Lectures. Tailored to your needs as a graduate student.** Free to attend and are open to all UNM students, faculty, and staff. At: <https://grad.unm.edu/resources/paw-site/home.html>

Integrity, Plagiarism, & Ethics

- **[Academic Integrity & Research Ethics \(AIRE\)](http://grad.unm.edu/aire/index.html).** At: <http://grad.unm.edu/aire/index.html>
- **[Academic Integrity Tutorial for Students, Faculty, and Staff](http://grad.unm.edu/aire/ai-tutorial/presentation.html).** At: <http://grad.unm.edu/aire/ai-tutorial/presentation.html>
- **[Academic Integrity Online Course](http://grad.unm.edu/aire/ai-undergrad/presentation.html).** At: <http://grad.unm.edu/aire/ai-undergrad/presentation.html>

Wellness and Coping with the Pressures of Graduate School

- **Managing Your Time:** A guide from Dartmouth's Academic Skills Center. At: <https://students.dartmouth.edu/academic-skills/learning-resources/time-management-tips>
- **“Home Runs & Strikeouts in Graduate School”:** An article from *The Chronicle of Higher Education*. At: https://community.chronicle.com/news/967-home-runs-and-strikeouts-in-grad-school?cid=at&utm_source=at&utm_medium=en
- **[The College Student's Guide to Stress Management](https://www.purdueglobal.edu/blog/student-life/college-students-guide-to-stress-management-infographic/):** A guide from Purdue University. At: <https://www.purdueglobal.edu/blog/student-life/college-students-guide-to-stress-management-infographic/>
- **Combating “Impostor Syndrome.”** At: <https://everydayfeminism.com/2014/08/combat-imposters-syndrome/>
- **Graduate School Survival Guide.** At: <https://grad.ucla.edu/asis/library/survivalguide.pdf>

Graduate Student Organizations

- **CommGrads**
This is C&J' departmental graduate student organization. It offers students opportunities to lead and participate in events that strengthen their teaching, research, and service experience within the academic and community environments. CommGrads members are also active co-participants, along with faculty, in departmental governance activities. This is the link to CommGrads' Facebook page: <https://www.facebook.com/COMM-Grads-UNM-242308823294022>

- **GPSA – The Graduate and Professional Student Association**
Its mission in student government is to identify, promote, and support the interests and concerns relevant to the welfare and academic development of graduate and professional students. It offers support on issues ranging from research grants to health insurance to academic freedom. For more information, visit: <http://gpsa.unm.edu/index.html>
- **The Project for New Mexico Graduates of Color (PNMGC)**
A student-led program that aims to build social, cultural, and academic communities of support among underrepresented students. PNMGC hosts a variety of events to encourage student engagement, trust building among peer mentors, faculty-student mentoring, and mentoring scholarships. For more information, visit: <https://pnmgc.unm.edu/mentorship/Peer%20Mentorship%20Program.html>

Campus Information

NetID and E-mail Account

As a UNM student, you are entitled and expected to have a NetID and UNM email account. A NetID is the user name you will use to access various systems at UNM. Students create a NetID when they join the University. You can create your NetID by going to New users – Create your UNM NetID at: it.unm.edu/accts/. You will need your birth date and social security number to complete the application process.

When you create a NetID, a UNM email account is automatically created for you in this format: <your netid>@unm.edu. Your UNM e-mail account will be used for university and departmental official communication and important messages.

As soon as you obtain a valid UNM email address, send a message to the C&J staff and create or update your online graduate student profile bio with the C&J webmaster.

Identification Card (Lobocard)

Once you have been accepted as a student and receive official notification from the UNM Office of Admissions, you will also need to obtain a student identification card or Lobocard (Lobo means “wolf” in Spanish and is the university mascot). This card allows you to use the libraries, gym, and other facilities. You may also deposit money on the card account and use it as a debit card.

To obtain your Lobo card you will need to take your driver’s license or other identification to the Student Union Building (SUB). The Lobo card office is in the basement, next to the Mercado. Be prepared to have your picture taken. The student card will enable you to obtain a free bus pass in the form of a sticker. The Lobo card office staff can tell you where to get the bus sticker. The sticker can be obtained at a table just outside the Lobo card office, 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.

Parking and Permits

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. 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. There is a parking structure east of the building, across from the UNM bookstore. Parking meters are available both on and off campus. Bike racks are located at the C&J building if you would like to forego the craziness and cost of parking.

Additional parking lots are available off campus for hourly, daily, or monthly fees. Close to the C&J Building, there is a lot at the corner of Yale Boulevard and Silver Avenue, and one north of Central Avenue on University Boulevard across from UNM, as well as many others south of the campus.

C&J Department Administration: Contact List

Contact Information

Department Main Number: (505) 277-5305

Department Fax: (505) 277-2068

Position	Name	Phone	Email
Department Chair	David Weiss	(505) 277-1905	davidweiss@unm.edu
Department Associate Chair	Tamar Ginossar	(505) 277-1905	ginossar@unm.edu
Department Administrator	Michelle Baca	(505) 277-1902	mbaca38@unm.edu
Graduate Programs Coordinator (Graduate Advisement)	Maria Hazel Mendoza Jayme	(505) 277-2078	hazeltm@unm.edu
Academic Advisers (Undergraduate Advisement)	Victoria Lobato & Cory Muñoz	(505) 277-5305	cjadvise@unm.edu
Administrative Assistant (C&J main office)		(505) 277-0463	