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**University of California, Santa Barbara**

**Department of Communication**

**Graduate Student Handbook**

**2010-2011**

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## I. INTRODUCTION

Welcome to the Department of Communication at the University of California, Santa Barbara! Our department offers advanced study leading to the Doctor of Philosophy (PhD) degree. We embrace research, teaching, and service in communication that is theoretically motivated, methodologically rigorous, and socially relevant. The department promotes these goals within a collaborative and collegial atmosphere. We take pride in our faculty of leading scholars all actively involved in communication research, teaching, and professional service. Our graduate students are among the very finest in the world. We are not only proud of their many accomplishments while at UCSB, but upon graduation our students have continued their successes.

Our graduate program is designed to provide students with a theoretical understanding of the processes of human communication, the methodological skills to develop and carry out rigorous and significant research, and reinforce ethical principals for conducting research that meets the very highest standards of scientific endeavor. The department embraces a social science orientation to the field of communication. Faculty members typically use empirical quantitative and qualitative methods to study important societal issues concerning human communication. The graduate curriculum provides students with essential preparation in theory construction, data analysis, and research methodologies for conducting original scholarship in communication.

Graduate training is provided in three major areas: Interpersonal and Intergroup Communication (including intercultural communication), Media Communication (including both traditional and emerging communication technologies) and Organizational and Group Communication (in private, public, and non-profit settings). These scholarly foci are the result of a strategy for growth formulated by our founders: to focus department research/teaching on a few key areas representing prominent sub-disciplines in the field of communication. One of the strengths of our graduate program is that faculty often conduct research in more than one of these three primary areas, and students are encouraged to explore overlaps among these traditional contexts.

The PhD program is structured to be completed in five years by students entering with no previous graduate work. The Master of Arts (MA) degree is earned in the process, typically after two years in the program. Students with an MA degree (with research-based thesis) from another university should be able to complete the PhD degree within four years. The department normally does not admit students who are interested in the MA degree only.

As you embark on your graduate education in our department, we offer this handbook to provide a general overview of our graduate program along with the specific requirements, procedures, and expectations that are essential for students to know as they progress through each stage of graduate student life.

## II MASTER OF ARTS DEGREE

Completion of the PhD requires that the student first obtain a Master of Arts degree. The MA degree is expected to be achieved within the first two years of graduate study and culminates with the successful oral defense of the MA thesis.

### II.1 Time to MA Degree

Time-to-degree is the number of years considered to be reasonable by the faculty of an individual department for completion of an MA degree by a full-time student in that program. In the Department of Communication, students are expected to complete the MA degree in **two years (6 quarters)** of academic study..

### II.2 Required MA Coursework

In total, students must complete a minimum of 43 units in the MA portion of the program and successfully defend their Masters thesis to earn the MA degree.

Students entering the MA/PhD program must successfully complete the following 4 core courses during the MA portion of their degree:

- Comm 200 (Communication Theory Construction)
- Comm 204A (Research Methods in Communication),
- Comm 204B (Applications in Research Methods in Communication)
- One (1) of the following Survey Courses:
  - Comm 207 (Interpersonal Communication)
  - Comm 213 (Mass Media, the Individual, and Society), OR
  - Comm 222A (Micro and Macro Organizational Communication).

In addition, students must complete the following:

- Three (3) elective content courses in the department (12 units)
- One (1) elective methods/tools course (4 units)
- 8 units of Comm 598 (Thesis Prep)
- 3 units of COMM 500 (Teaching Apprenticeship).

Finally, all students are required to enroll in a 1-unit department colloquium (Comm 505) *every quarter* during their graduate residency. Comm 505 and Comm 596 are graded as S/U and do not count toward specific MA degree coursework requirements.

The above represent the minimum requirements. Students may take courses beyond the minimum, and may transfer two (2) courses (8 units) toward their PhD degree requirements without appeal. With a successful appeal, students may apply an additional course (4 units) toward their PhD requirements. Such appeals must be made prior to enrolling in the desired course. These PhD-credited courses must be above and beyond

those courses fulfilling the requirements of the MA degree. That is, courses cannot “double count” toward both degrees simultaneously. Of note, although students may enroll in more than 8 units of COMM 598 during their career, only 8 units count towards the degree.

### **II.3 Additional Course Information**

#### **II.3.1 Colloquium (COMM 505)**

The colloquium meets regularly throughout each quarter and features guest speakers including faculty and graduate students from the Department of Communication as well as scholars from other departments and campuses who present their research. Graduate students are expected to register for Comm 505 each quarter and to attend each colloquium offered.

#### **II.3.2 Teaching Apprenticeship (COMM 500)**

Students who have been awarded a teaching assistantship must enroll in COMM 500 for 3 units during their first Fall quarter in residence. COMM 500 is designed both for students with no teaching experience and for students with prior teaching experience from another university. Students not funded by a teaching assistantship but who aspire to such an appointment at some point during their graduate career are strongly encouraged to enroll in COMM 500 during their first quarter.

#### **II.3.3 Directed Reading (COMM 593) & Directed Research (COMM 596)**

Directed Reading (COMM 593) is designed to provide students with a similar experience as a typical seminar course, except that it is conducted on an individual basis with a faculty member. COMM 593 is particularly useful when a course that a student desires is not being offered as part of the regularly scheduled curriculum. Students should consult with individual faculty members to determine whether a COMM 593 is possible in a given quarter. In advance of a COMM593 course, students and supervising faculty should develop a contract that describes the course goals, designated reading list, and the required assignments.

Directed Research (COMM 596) is a research-oriented tutorial experience with a faculty member. The purpose of this course is to provide the student with supervised research experience in an area of communication in the faculty member’s area of expertise. The research activities for which COMM 596 units can be earned include any or all of the following: critically reviewing the literature and formulating hypotheses or research questions, designing measurement techniques, collecting data, analyzing and interpreting results, and writing final reports of studies for a scholarly conference or publication. In advance of the Directed Research, students and supervising faculty should develop a contract that describes the goals of the course and the specific nature of the work to be conducted for the precise number of units.

Contract forms for COMM 593 and COMM 596 are available from the Graduate Program Assistant and online (see the communication department's webpage).

COMM 593s and COMM 596s can be used to fulfill required elective MA coursework. However, the limit of COMM 593s and COMM 596s that fulfill course requirements is a total of 4 units. Once enrolled in the PhD program, additional units can be applied toward the requirements for the doctoral degree.

#### **II.4 Full Time Status and Course Load**

Maintaining active status as a graduate student involves paying fees and officially registering in classes each quarter. There is no provision for part-time graduate status as UCSB. However, budgetary resources are allocated to departments and to the campus based on a formula whereby one graduate student Full-Time Equivalency (FTE) equals 12 graduate units. Therefore, students must to enroll in at least 12 units each quarter to qualify for a full-time status. A typical course load is 13 units per quarter, which includes three courses to fulfill requirements (12 units, see above) and Comm 505: Colloquium (1 unit, see above)

#### **II.5 Sample Progress & Progress Benchmarks**

Below is a sample program of study that demonstrates how a student might distribute the required courses across the two years of study. Please note: these charts only show the minimum requirements. As noted above, all students must be enrolled in 12 units each quarter to remain at full-time status.

**Year 1:**

| <u>Fall</u>           | <u>Winter</u>                    | <u>Spring</u>        |
|-----------------------|----------------------------------|----------------------|
| 204A                  | 204B                             | 200                  |
| Content Course<br>500 | Content Course<br>Content Course | Methods/Tools Course |

**Year 1 Progress Recommendations:**

- Choose MA advisor (see below) by the end of Winter
- Finalize committee by the end of Spring
- Complete a draft of the thesis proposal by the end of Spring

**Year 2:**

| <u>Fall</u>   | <u>Winter</u> | <u>Spring</u> |
|---------------|---------------|---------------|
| Survey course | Thesis        | Thesis        |
| Thesis        |               |               |

**Progress Benchmarks:**

- Students are expected to have their thesis proposals approved by their committee on or before November 1 of year 2. Students are at risk of falling out of good standing if their proposal has not been approved by their committee by January 15 of year 2
- Students are expected to successfully defend (i.e., pass) their MA thesis by the end of Spring Quarter of year 2. Students are at risk of falling out of good standing if their thesis is not successfully defended by October 1 of year 3.

## **II.6 MA Advisor & MA Committee**

### **II.6.1 MA Advisor's Role**

Each student who is working on an MA degree must select an academic advisor. The role of the MA advisor is to assist the student with a plan of study, and to oversee the student's degree progress and research activity during the pursuit of the MA degree. The MA advisor also serves as chair of the student's MA committee.

### **II.6.2 MA Committee's Role**

The MA committee is responsible for reviewing and approving the student's thesis proposal. The MA committee also evaluates the final version of the thesis. The membership and size of the committee should be dictated by the student's research interests, though students must have at least 2 ladder faculty on their committee, in addition to their MA advisor. With Academic Senate approval, non-ladder faculty may in some cases be able to serve on MA committees.

### **II.6.3 How to Choose an Advisor and Committee Members**

Before selecting an advisor and committee members, incoming students have an opportunity to explore the research interests and specializations of the faculty. To assist students in this process, the Graduate Program Assistant organizes sessions during the Fall quarter to orient new students to faculty and their research interests. Once a student finds a faculty member with shared research interests, the student asks that faculty members to serve as their MA advisor. If the faculty member agrees, students must file a Declaration form available from the Graduate Program Assistant and online (see the communication department's webpage). This should be completed by the end of Winter quarter in Year 1.

As students hone in on thesis topics, they may select additional faculty to serve on their MA thesis committee. Faculty should be chosen based on their expertise in both content and methodology, and should be selected in consultation with the MA advisor. Once faculty agree to serve on an MA committee, students must file a second Declaration form with the Graduate Program Assistant. This should be done by the end of Spring in Year 1. Students should be aware that they may change advisors and committee members as they progress through the program. This is especially common as students move from the MA to PhD program as their research interests shift, though it may occur at other points. Changes to advisory members typically involves a conversation with the faculty members in advance and filing of Declaration forms indicated the new advisory structure.

### **II.6.4 Advisor and Committee Members Eligibility**

The MA advisor should be a tenure-track faculty member (also called ladder faculty) of

the Department of Communication. MA committee members should consist of at least two ladder faculty from the department, in addition to the MA advisor. Upon approval by the MA Advisor and the Graduate Program Director, other ladder faculty outside the Department of Communication can be added to the committee.

### **II.6.5 Deadline for Selection/Form Filing**

Students should declare their MA advisor by the end of the Winter quarter of the first year. The student's committee should be chosen by the end of Spring quarter during the first year.

## **II.7 MA Thesis**

### **II.7.1 Nature and Scope**

The thesis typically is an empirical research project that addresses an important issue in communication. It may be based on data gathered by the student or on data available from other sources. The thesis is typically a collaborative effort with the student's MA advisor, although the student assumes primary responsibility for the written thesis. The thesis should be approximately 25-35 pages in length (excluding references and tables) and should follow the general format of a conference paper and/or journal article.

### **II.7.2 Thesis Proposal and Proposal meeting**

The student must submit a thesis proposal to his/her MA committee before formal work on the thesis may begin. The proposal is a brief description (i.e., 10-12 pages) of the research project to be undertaken, including some theoretical background and rationale, as well as the methodology to be employed. Once vetted by the MA advisor, the proposal is distributed to the committee in advance of the proposal meeting. Students must give faculty a minimum of 14 days to review the proposal before the proposal meeting is held.

The purpose of the proposal meeting is for the MA committee to offer advice and guidance to the student so they may complete a thesis that is theoretically and methodologically rigorous as well as manageable within the year timeframe for completion. The student is responsible for scheduling the MA proposal meeting.

### **II.7.3 Thesis Defense**

Once the thesis is completed and vetted by the MA Advisor, the student presents and defends the research project to her/his MA committee at a scheduled oral defense meeting that typically lasts 2 hours. Students must distribute a completed version of their thesis to their MA committee at least 14 days prior to a scheduled defense date. Students should consult with their advisors about how to prepare for the thesis defense. The defense meeting typically results in one of several possible outcomes: the thesis is approved (“pass”) with little or no changes to be made; the committee requires that some major changes be made that can be supervised and approved by the student’s advisor without an

additional meeting; or the committee requires that substantial changes be made and that a subsequent defense meeting is needed to evaluate the revisions. The student is responsible for scheduling the defense date, time (allow for a 2 hour meeting), and location.

Thesis defenses should take place during the academic school year. Faculty members are not expected to be available for defense during the summer months. If students hope to defend during the summer, they must secure agreement from each member of their MA committee during the Spring quarter. If faculty are not available, the defense must be held in within the first two weeks of the Fall quarter.

Students who are unable to defend by the end of Spring of Year 2 should schedule an appointment with the Graduate Advisor to discuss the reasons for this delay and to present a precise time frame for completion ratified by their MA Advisor. Students who do not complete program benchmarks (see below) in a timely fashion must be able to demonstrate that they are making strong progress toward the degree in order to be allowed to continue in the program.

#### **II.7.4 Timing**

*Thesis Proposal:* The thesis proposal should be approved by the MA committee on or before November 1 of year 2. If the proposal has not been approved by the committee by January 15 of year 2, the student's good standing in the program is at risk. Students should allow for a minimum of 2 weeks for committee members to review their proposals prior to the proposal meeting.

*Thesis Defense:* The thesis should be completed and defended by the end of the second year in residence. If the thesis has not been defended by October 1 of Year 3, a student's good standing in the program is at risk (see "Sample Progress & Progress Benchmarks"). The student must provide a final copy of the thesis to all committee members at least 2 weeks before the defense date.

#### **II.7.5 Informing the Graduate Program Assistant**

Once a student completes all requirements for coursework at the MA level, she/he must make an appointment with the Graduate Program Assistant for a degree check. Before the meeting, the student should complete a coursework grid available from the Graduate Program Assistant and online (see the communication department's webpage). Further, the student must inform the Graduate Program Assistant about (1) the selection of the MA advisor and MA committee members, (2) the scheduling of the thesis proposal meeting, and (3) the scheduling of the thesis defense.

#### **II.8 Advancing to the PhD Program**

Most students who are admitted to graduate study in communication at UCSB intend to seek the PhD. However, successful completion of the MA degree does not necessarily

ensure advancement into the PhD program.

The student must establish a clear record of commitment and competence in graduate study in communication while seeking the MA degree. For students in good standing, advancement to the PhD in the department is tied to approval of the thesis document (i.e. a “pass and advance” grade on the Master's thesis from her/his MA committee). The thesis committee’s recommendation for advancement is commensurate with their decision about the quality of the thesis and potential for the student to succeed in the doctoral program.

### **II.8.1 Degree milestones & Good Progress Deadlines**

There are two degree milestones at the MA:

*Thesis proposal meeting:* The student’s MA thesis committee evaluates the quality of the proposed thesis project, including its feasibility for completion within the progress expectation timelines, and recommends improvements.

The first good progress deadline is for students to have their thesis proposals approved by their committee on or before November 1 of year 2. If the proposal has not been approved by the committee by January 15 of year 2, the student is at risk of falling out of good standing. If these deadlines are not met, a student will receive letters indicating that they have not met the good progress deadline and specifying what they need to do to meet expectations

*The thesis defense:* The student’s MA thesis committee evaluates the quality of the final thesis document and the student’s ability to defend that document. The committee may recommend revisions before making a final decision regarding approval.

The next good progress deadline is to successfully defend (i.e., pass) the MA thesis by the end of Spring Quarter of year 2. If the thesis is not successfully defended by October 1 of year 3, the student is at risk of falling out of good standing. In both instances, the student will receive letters indicating that they have not met the good progress deadline and specifying what they need to do to meet expectations.

### **II.8.2 Implications of Falling Short of Progress Expectations**

Students who fall short of progress expectations will be informed of that fact in writing, along with any related implications, within two weeks of its discovery. Graduate Division will be copied on all official correspondence related to progress. There are two possible implications of not meeting the department’s progress expectations.

*(1) Degree objective implications:* For students who are making good progress, the MA committee’s decision regarding the quality of the thesis becomes the only factor determining the recommendation for advancement to the PhD. For students who fall short of progress expectations during the MA portion of their program, the decision for

advancement to the PhD involves members of the MA thesis committee, the Department Graduate Advisor, the Graduate Committee, and the Department Chair. Following the thesis defense, each member of the MA committee makes a recommendation to the Department's Graduate Advisor regarding their perceptions of the suitability of the student for advancement to the PhD. The MA Advisor then takes those recommendations to the Graduate Committee, which deliberates and offers a recommendation to the Department Chair. The chair then solicits input from the faculty and/or the student involved. In the case of discrepant recommendations, the Chair, based on the relevant input, makes a decision that is forwarded to the Graduate Division as to whether the student should advance to the PhD

*(2) Re-focus on academic progress objectives:* To maximize the student's focus on academic progress objectives, the following steps will be taken for students who are not making sufficient progress toward their degree, with re-evaluation on a yearly basis based on evidence of progress: (a) The student will submit progress updates to the Graduate Committee at the end of each quarter and/or when requested by the Department's Graduate Advisor. (b) The student must consult with the Department's Graduate Advisor on all coursework decisions and progress-related issues. (c) Students will be ineligible for departmental travel funding to conferences and summer teaching opportunities.

### III. DOCTOR OF PHILOSOPHY DEGREE

The PhD in the Department of Communication is awarded to students who demonstrate academic excellence, and the ability to conduct rigorous and meaningful original research. All students must first obtain a thesis-based MA degree from UCSB or another accredited institution before working toward the doctorate. The PhD is designed to be completed in three years for students who first obtain an MA degree in Communication at UCSB. Students entering the program with an MA degree from another university should be able to complete the PhD degree within four years. In the section below separate notations are made for the two categories of PhD candidates: UCSB MA and Outside MA.

#### A. Time to PhD Degree

Time-to-Degree is the number of years considered to be reasonable by the faculty of an individual department for completion of a PhD by a full-time student in that program. In the Department of Communication, students who possess the MA degree from UCSB are expected to complete the PhD in three years of academic study. PhD candidates with an MA from another institution are expected to complete the PhD within four years of study.

#### B. PhD Coursework

A minimum of 68 units of coursework (beyond the MA degree) is required for the PhD in Communication for those with a UCSB MA degree (87 units otherwise). However, students are encouraged to take more units when appropriate to their plan of study. All of the required 68 units, with the exception of Comm 596, Comm 597, and Comm 599, *must be taken for letter grade*. Required courses should be taken at the graduate level (200 level and above). Undergraduate courses may be considered only when graduate courses in the topic are unavailable or when a student lacks appropriate background in the area, and only at the discretion of the student's advisor, the course instructor, and the Graduate Advisor. In such instances, a student should enroll in Comm 593 (Directed Reading) rather than the 100+ level undergraduate course, and discuss with the course instructor what additional work is required to make the course equivalent to a graduate level class.

#### Summary of Course Requirements

##### 1. Core Courses

All PhD students must complete the following courses:

- Comm 200 (Communication Theory Construction)
- Comm 204A (Research Methods in Communication),
- Comm 204B (Applications in Research Methods in Communication)
- Comm 204C
- Two (2) of the following Survey Courses:
  - Comm 207 (Interpersonal Communication)
  - Comm 213 (Mass Media, the Individual, and Society), OR

Comm 222A (Micro and Macro Organizational Communication).

- Comm 500 (Teaching Apprenticeship)

Those with an MA from UCSB will have completed several of these courses during their MA program (see above description of MA program requirements), including Comm 200, Comm 204A, Comm 204B, one survey course, and Comm 500.

## **2. Additional Coursework**

In addition, all doctoral students must complete the following requirements beyond their MA coursework and in addition to the core requirements.

- Four (4) elective content courses in the department (16 units)
- Two (2) elective content courses outside the department (8 units)
- Two (2) elective methods/tools course (8 units)
- 4 units of Comm 596 (Directed Research)
- 12 units of Comm 597 (Dissertation Prep)
- 12 units of Comm 599 (Dissertation Units).

Further, all students are *required to enroll* in a 1-unit department colloquium (Comm 505) *every quarter* during their graduate residency. This course is graded as S/U and does not count toward specific degree requirements.

The above represent the minimum requirements. Students may take courses beyond the minimum to maximize their preparation for the qualifying exams and dissertation project.

## **3. Transferring Courses**

Doctoral students with UCSB MAs may transfer two (2) courses (8 units) from their MA program toward their PhD degree requirements without appeal. These PhD-credited courses must be above and beyond those courses fulfilling the requirements of the MA degree. That is, courses cannot “double count” toward both degrees simultaneously. Of note, although students may enroll in more than 12 units of COMM 597 and Comm 599 during their career, only 12 units of each may count towards the degree.

Through appeal, MA students may be allowed to transfer one additional course (4 units) toward their PhD requirements. This exception requires that at least one of the courses transferred is a core course for the PhD. Further, the appeals process to be completed prior to enrolling in the desired third transfer course.

With the approval of the Graduate Advisor and the Graduate Division, a maximum of 8 units of graduate coursework may be transferred from another institution not affiliated with the University of California or 12 from another UC campus

## **4. Additional Course Information**

#### **4.1. Comm 505: Colloquium**

All students are required to enroll in a 1-unit department colloquium (Comm 505) *every quarter* during their graduate residency. The colloquium meets regularly throughout the quarter and features guest speakers, including faculty and graduate students from the Department of Communication as well as scholars from other departments and campuses who present their research. Comm 505 units are graded as S/U and do not count toward specific degree coursework requirements. Graduate students are expected to attend each colloquium offered while in residence.

#### **4.2 Comm 500: Teaching Apprenticeship**

Students who have been awarded a teaching assistantship *must* enroll in Comm 500 (Teaching College Communication) for 3 units during their first Fall quarter in residence. Comm 500 is designed both for students with no teaching experience and for students with prior teaching experience from another university, and is mandatory for anyone who is awarded a TA appointment. Students not funded by a teaching assistantship but who aspire to such an appointment at some point during their graduate career are strongly encouraged to enroll in Comm 500 during their first quarter.

#### **4.3 Directed Reading (COMM 593) & Directed Research (COMM 596)**

Directed Reading (COMM 593) is designed to provide students with a similar experience as a typical seminar course, except that it is conducted on an individual basis with a faculty member. COMM 593 is particularly useful when a course that a student desires is not being offered as part of the regularly scheduled curriculum. Students should consult with individual faculty members to determine whether a COMM 593 is possible in a given quarter.

In advance of a COMM593 course, students and supervising faculty should develop a contract that describes the course goals, designated reading list, and the required assignments.

Directed Research (COMM 596) is a research-oriented tutorial experience with a faculty member. The purpose of this course is to provide the student with supervised research experience in an area of communication in the faculty member's area of expertise. The research activities for which COMM 596 units can be earned include any or all of the following: critically reviewing the literature and formulating hypotheses or research questions, designing measurement techniques, collecting data, analyzing and interpreting results, and writing final reports of studies for a scholarly conference or publication. In advance of the Directed Research, students and supervising faculty should develop a contract that describes the goals of the course and the specific nature of the work to be conducted for the precise number of units.

Contract forms for COMM 593 and COMM 596 are available from the Graduate Program Assistant and online (see the communication department's webpage).

Doctoral students must complete 4 units of COMM 596 for their degree requirements. While students may enroll in COMM 596 in multiple quarters as long as they are engaged in research activities with a faculty member, only 4 units will count toward degree requirements. Multiple COMM 593s may be taken. However, only one can count toward the content elective requirements.

#### **4.4 Comm 597: Dissertation Preparation Units**

Students who are in the process of preparing for and writing their qualifying exams must enroll in Comm 597 credits. Students must enroll in a minimum of 4 units for the qualifying exam preparation period and a minimum of 8 units for the qualifying exam writing quarter. Students may enroll in up to 12 such units per quarter as appropriate. However, only 12 units total will count towards degree requirements.

#### **4.4 Comm 599: Dissertation Units**

Students who have completed all required coursework for the PhD degree and have advanced to candidacy should enroll in sufficient dissertation units (Comm 599) to ensure full-time status (i.e., up to 12 units per quarter until degree is conferred).

### **5. Full-Time Status and Courseload**

Maintaining active status as a graduate student involves paying fees and officially registering in classes each quarter. There is no provision for part-time graduate status as UCSB. Students must enroll in *at least 12 units* each quarter to maintain full-time status.

### **6. Sample Programs of Study**

There is no one way to progress through the program. As long as students complete all requirements in a timely fashion, the order in which classes are taken is up to the student and their advisor. However, below are some sample plans of study to guide students as they plan their time. Three sample programs are available: (a) assuming one starts in the MA program at UCSB and does not transfer any units, (b) assuming one starts in the MA program at UCSB, transfers the typical allowable courses (8 units) and takes required PhD courses at the MA stage, (c) assuming one starts the PhD with an MA from another institution.

**Sample Progress –PhD Program with UCSB MA– Version 1**  
**Assuming no unit transfers from UCSB MA to PhD**

**Year 1 (MA)**

| <b>Fall</b> | <b>Winter</b> | <b>Spring</b> |
|-------------|---------------|---------------|
| 204-A       | 204-B         | 200           |
| Content     | Content       | Methods/tools |
| 500         | Content       |               |

*Recommendation:* Choose advisor by the end of Winter -- year 1.

*Recommendation:* Finalize committee by the end of Spring – year 1

**Year 2 (MA)**

| <b>Fall</b>   | <b>Winter</b> | <b>Spring</b> |
|---------------|---------------|---------------|
| Survey course | Thesis        | Thesis        |
| Thesis        |               |               |

*Recommendation:* Defend thesis proposal in the fall and complete thesis in spring of Year 2

**Year 3 (PhD)**

| <b>Fall</b>     | <b>Winter</b> | <b>Spring</b>     |
|-----------------|---------------|-------------------|
| Dept. content   | Dept content  | 204C              |
| Dept. content   | Dept. content | Survey course     |
| Outside content | Method/Tool   | Directed research |

*Recommendation:* Choose PhD advisor by end of Fall -- year 3

*Recommendation:* Finalize committee by the end of Spring – year 3

*Recommendation:* Discussions with committee members about the reading list for the quals prep should begin immediately upon the committee member’s agreement to serve on the committee.

**Year 4 (PhD)**

| <b>Fall</b>     | <b>Winter</b> | <b>Spring</b> |
|-----------------|---------------|---------------|
| Outside content | Quals writing | Diss proposal |
| Method/Tool     |               |               |
| Quals prep      |               |               |

*Recommendation:* Have proposal meeting by the end of Spring of year 4.

**Year 5 (PhD)**

| <b>Fall</b>  | <b>Winter</b> | <b>Spring</b> |
|--------------|---------------|---------------|
| Dissertation | Dissertation  | Dissertation  |

*Recommendation:* Data collection should be completed by end of Winter – year 5

*Recommendation:* Dissertation should be completed by end of Spring – year 5

## Sample Progress –PhD Program with UCSB MA– Version 2

Assumes transferring units and completing PhD Core classes during MA years

### Year 1 (MA)

| <u>Fall</u> | <u>Winter</u> | <u>Spring</u> |
|-------------|---------------|---------------|
| 204-A       | 204-B         | 200           |
| Content     | Content       | Methods/tools |
| 500         | Content       | 204-C         |

*Recommendation:* Choose advisor by the end of Winter -- year 1.

*Recommendation:* Finalize committee by the end of Spring – year 1

### Year 2 (MA)

| <u>Fall</u>   | <u>Winter</u> | <u>Spring</u> |
|---------------|---------------|---------------|
| Survey course | Thesis        | Thesis        |
| Thesis        | Survey Course | Content       |

*Recommendation:* Defend thesis proposal in the fall and complete thesis in spring of Year 2

### Year 3 (PhD)

| <u>Fall</u>   | <u>Winter</u>   | <u>Spring</u>     |
|---------------|-----------------|-------------------|
| Dept. content | Dept. content   | Outside content   |
| Dept. content | Outside content | Method/Tool       |
|               | Method/Tool     | Directed research |

*Recommendation:* Choose PhD advisor by end of Fall -- year 3

*Recommendation:* Finalize committee by the end of Spring – year 3

*Recommendation:* Discussions with committee members about the reading list for the quals prep should begin immediately upon the committee member's agreement to serve on the committee.

### Year 4 (PhD)

| <u>Fall</u>        | <u>Winter</u>         | <u>Spring</u> |
|--------------------|-----------------------|---------------|
| Quals prep (597-P) | Quals writing (597-Q) | Diss proposal |

*Recommendation:* Have proposal meeting by the end of Spring of year 4.

### Year 5 (PhD)

| <u>Fall</u>  | <u>Winter</u> | <u>Spring</u> |
|--------------|---------------|---------------|
| Dissertation | Dissertation  | Dissertation  |

*Recommendation:* Data collection should be completed by end of Winter – year 5

*Recommendation:* Dissertation should be completed by end of spring/summer – year 5

## Sample Progress – PhD with an MA from other University

### Year 1 (PhD)

| <u>Fall</u>          | <u>Winter</u> | <u>Spring</u>         |
|----------------------|---------------|-----------------------|
| 204A                 | 204B          | 200                   |
| Dept. content<br>500 | Survey        | 204C<br>Dept. content |

*Recommendation:* Choose PhD advisor by end of Spring -- year 1

### Year 2 (PhD)

| <u>Fall</u>   | <u>Winter</u>     | <u>Spring</u>   |
|---------------|-------------------|-----------------|
| Method/Tool   | Method/Tool       | Survey          |
| Dept. Content | Outside content   | Outside content |
| Dept. Content | Directed Research |                 |

*Recommendation:* Finalize committee by the end of Winter – year 2

*Recommendation:* Discussions with committee members about the reading list for the quals prep should begin immediately upon the committee member's agreement to serve on the committee.

### Year 3 (PhD)

| <u>Fall</u>        | <u>Winter</u>         | <u>Spring</u> |
|--------------------|-----------------------|---------------|
| Quals prep (597-P) | Quals writing (597-Q) | Diss Proposal |

*Recommendation:* Defend qualifying exams by the end of Spring quarter of Year 3. Have proposal meeting by the end of Spring - year 3.

### Year 4 (PhD)

| <u>Fall</u>  | <u>Winter</u> | <u>Spring</u> |
|--------------|---------------|---------------|
| Dissertation | Dissertation  | Dissertation  |

*Recommendation:* Dissertation proposal should be approved by Nov. 1 of Year 4 (at the latest). Data collection should be complete by end of Winter – year 4

*Recommendation:* Dissertation should be defended by end of Spring/Summer – year 4

### **C. Interdisciplinary Emphases**

Several interdisciplinary programs are available for doctoral students to obtain cross-training in the theories and methods of other disciplines that approach the same area of study, but from different perspectives. The Communication Department is currently involved in five such programs on campus: the Interdisciplinary Cognitive Science Program; Feminist Studies; Program in Human Development (IHD); Quantitative Methods in the Social Sciences (QMSS), and The Technology and Society emphasis in the Center for Information Technology and Society (CITS). All are formally recognized by UCSB as interdisciplinary emphases that can be added to the PhD in Communication. Additional emphases exist on campus (e.g., The Language, Interaction, and Social Organization Program (LISO)), however, the Communication Department at present is not currently a participant, and thus Communication students are not eligible for these emphases.

Graduate students may choose to add an interdisciplinary emphasis to their work in Communication by taking additional coursework as required by each program and having a member of the emphasis serve on their dissertation committee. Students must work with the administration of each emphasis to make sure they fulfill the necessary requirements. Students are strongly urged to plan their course of study carefully so that they may complete the requirements of the PhD and the chosen emphasis within the time period allocated for their degree.

Cognitive Science Program The interdisciplinary program in Cognitive Science involves faculty from the PhD programs in Anthropology, Communication, Computer Science, Education, Electrical and Computer Engineering, English, Geography, Linguistics, Philosophy, and Psychology. Its goal is to give students an appreciation of the interdisciplinary study of thinking, perception, and intelligent behavior, as determined jointly by the nature of the environment and by the internal architecture of the intelligent agent, whether human, animal, or machine. The program features a structured set of courses that are taught individually and collaboratively by faculty from a variety of disciplines.

Feminist Studies In the Feminist Studies doctoral emphasis students are required to successfully complete four seminars designed to develop critical and analytic understanding of feminist theory and pedagogy as well as the study of women, gender, and sexuality. Feminist Studies as an inter-departmental set of conversations and intellectual questions also supports a multifaceted undergraduate curriculum at UCSB; doctoral emphasis students are encouraged to apply to teach Feminist Studies courses as teaching assistants and associates as part of their training.

The Interdisciplinary Program in Human Development (IHD) focuses on the scientific study of human development, and may be of interest to those pursuing work in family communication, children and the media, or any other aspect of communication that deals with lifespan development. The program includes faculty and graduate students from Communication, Education, Linguistics, Psychology, and Sociology who are concerned with biological, sociocultural, and ethnic influences on human development.

Interdisciplinary coursework in the program is concentrated in three areas: social-emotional development; language acquisition and interpersonal communication; and cognitive development and the acquisition of knowledge.

The Quantitative Methods in the Social Sciences (QMSS) emphasis helps students to attain the competencies needed to conduct quantitative social science research through core design and analysis classes, courses in advanced and specialized methodologies, and participation in interdisciplinary colloquia and research projects. Conducting quantitative social science research requires competence in certain core design and analysis methods that are common across social science disciplines. In addition, some specialized methodologies have emerged from research applications that are unique to social science fields. At most universities, social science instruction and research takes place in many separate units spread throughout the campus, which discourages the sharing of resources and ideas. The overarching purpose of the QMSS emphasis is to overcome these barriers by creating a unifying administrative structure that capitalizes on UCSB's strengths to create a unique interdisciplinary program.

The Technology and Society emphasis in the Center for Information Technology and Society (CITS) is closely affiliated with the new Optional PhD Emphasis in Technology and Society at UC Santa Barbara. This degree certification program functions similarly to a doctoral minor, and is currently open to students in seven disciplines. It provides doctoral students with a short curriculum of courses outside their home departments, and a colloquium series in which they can meet other students and faculty with similar interests.

## **D. PhD Advisor**

### **D.1 Advisor's Role**

Each doctoral student must select an academic advisor. The role of the PhD advisor is to assist the student with a plan of study, to oversee the student's progress during the pursuit of the PhD, and to supervise the student's research activity that culminates in the written dissertation. The PhD advisor also serves as chair of the student's PhD committee.

### **D.2 Selecting an Advisor**

Before selecting an advisor, incoming students explore the research interests and specializations of the faculty. To assist students in this process, the Graduate Program Assistant organizes sessions during the Fall quarter to orient new students to faculty and their research interests.

The PhD advisor should be a tenure-track faculty member (also called ladder faculty) of the Department of Communication. On occasion, a student may wish for a ladder faculty member outside the department to direct their dissertation work. In these circumstances, the student must also select a co-chair who is ladder faculty within the Communication Department.

Students should declare their PhD advisor by the Spring quarter during their first year in the PhD program and file a declaration form with the Graduate Program Assistant. Declaration forms require both the advisor's and the student's signature.

### **D.3 Changing Advisors from the MA**

Students should be aware that they may change advisors and committee members as they progress through the program. This is especially common as students move from the MA to PhD program as their research interests shift, though it may occur at other points as well (e.g., after successful defense of the qualifying exams). Changes to advisory members typically involves a conversation with the faculty members in advance and filing of Declaration forms indicated the new advisory structure.

## **E. PhD Committee**

### **E1. PhD Committee's Role**

PhD committee members are responsible for guiding the student in their preparation for their qualifying exam, preparing qualifying exam questions, actively participating in the qualifying exam defense, and rendering a judgment regarding the quality of the exam responses. PhD committee members are also responsible for reviewing and approving the student's dissertation proposal and the final version of the dissertation.

### **E2. Committee Composition**

In addition to the PhD advisor, the PhD committee should consist of at least two ladder faculty members from the Department of Communication and one “outside” faculty member from another department or program on campus whose work is relevant to the student’s interests. The particular composition and size of the committee should be dictated by the student’s research interests. For students pursuing Interdisciplinary Emphases, at least one member of the committee must be a member of the emphasis. Typically the Communication ladder faculty write the qualifying exam questions, and thus the outside member may opt not to participate in this portion of the committee work. However, it is expected that the outside member will participate in the dissertation proposal meeting and defense. Exceptions to committee composition requires filing an appeal with the Graduate Advisor who will render a decision in consultation with the Graduate Committee.

### **E.3 How to Choose PhD Committee Members**

Committee members should be chosen based on their expertise in the content and/or methodology relevant to the students expected dissertation work, and should be selected in consultation with the PhD advisor. Once faculty agree to serve on a PhD committee, students must file a Declaration form with the Graduate Program Assistant.

### **E.4 Deadline for Selections/Form Filing**

Ideally, the PhD committee should be chosen by the end of the Spring quarter of the first year in the doctoral program, though must be selected no later than the quarter prior to the commencement of qualifying exam preparation. The “outside” member of the committee should also be recruited before the student is ready to prepare for the qualifying examination.

## **F. Qualifying Examination**

### **F.1 Purpose of the Qualifying Exam**

The qualifying exam process is designed to serve several purposes. First, the exam tests a student's conceptual mastery of influential theories and research within the student's chosen area of study: interpersonal, organizational, or media communication. Second, the exam assesses a student's methodological skills in addressing communication-related problems. Third, the exam provides the student with an opportunity to craft original and insightful arguments about issues in communication research. Finally, the exam provides a diagnostic assessment of the student's preparation to begin the dissertation process.

### **F.2. Parameters of the 3 questions**

The exam consists of three questions crafted by the communication faculty on the student’s PhD committee. Each member should take primary responsibility for writing one of the three questions, though input from all committee members is encouraged.

Each of the three questions posed by the committee should cover one the following domains: broad area, specialty, and method. Each question encompasses different emphases, as indicated below. The response for each question should be a paper approximately 25 pages in length (but no more than 30 pages), excluding references.

**Broad Area:** This question should test a student's broad knowledge of the primary area of study in the program (i.e., interpersonal/intergroup, organizational, or media communication). The question is intended to be somewhat expansive and to encourage the student to analyze and integrate influential bodies of work in creative fashion. For example, a question might require a student to compare and contrast major theories in the area, or to synthesize and analyze meta-theoretical issues that characterize the area.

**Specialty Focus:** This question should assess a student's specialized knowledge in a selected area of interest. The question typically will be more topical than the broad area question and is intended to reflect the individualized expertise that a student has developed. This question can, but does not have to, reflect the student's topic for the dissertation.

**Method:** This question should assess the student's methodological competence as a communication researcher. Ideally, the question should be crafted in a way that reflects the student's broad area of study and/or specialty focus. This question may deal with hypothesis testing and design issues, methodological assumptions of different designs, and/or statistical tests and analyses.

### **F.3 Exam Preparation**

To prepare for the qualifying exam, the student should consult with the PhD committee to determine the respective responsibilities for question preparation among the members. At the discretion of the advisor, this consultation may be accomplished either through a formal meeting or through individual interactions with committee members. Once the areas of responsibility for each committee member are established, the student should consult individually with each committee member during the preparation quarter, concentrating on the area in which s/he will be preparing a question. The student should work with the faculty member to construct a bibliography relevant to the question and to define scope conditions or parameters for the question. Students are advised to meet regularly with each committee member during this preparation process. Committee members should be as helpful and directive as possible during this process, *without revealing the precise question* that will be asked on the examination. *Under no circumstances* may a student write their own question. If this is found to occur, a rewrite may be required of the student.

### **F.4 Exam Procedures**

The examination process is a two-quarter sequence. In the first quarter, the student engages in formal preparations for the exam; in the second quarter, the student writes and submits their responses. The exam is open-book, and students may consult all relevant

resources to assist in the preparation of their response. However, students must refrain from seeking direct feedback from their committee during the writing period. The exam is then defended within 2 weeks of the beginning of the following quarter (including summer session).

In order to insure that the exam is conducted in a timely fashion, the exam questions should be submitted to the PhD advisor no later than two weeks prior to the first day of the student's writing quarter. This allows the advisor the necessary time to review and compile the questions, to accomplish any necessary revisions, and to convey the questions to the Graduate Program Assistant for distribution at the appropriate time.

The student will receive all three questions from the Graduate Program Assistant on the first day of classes of the writing quarter. Completed answers to the examination questions must be submitted by Monday of the 10th week of the writing quarter. This deadline insures that the committee will have a minimum of seven days to read and evaluate the student's exam papers prior to the oral defense date. Copies of the exam questions and answers must be submitted to each committee member and the Graduate Program Assistant. The defense meeting must be scheduled well in advance and should take place during the 11th week (or final exam week) of the quarter in which the exam occurs but no later than 2 weeks into the beginning of the following quarter. The student is responsible for scheduling the defense date, time, and location (allow for a 2 hour meeting). In cases where the written portion of the exam occurs during the summer, the questions will be distributed by the Graduate Program Assistant on the first day of Summer Session E. The oral defense should be scheduled within 2 weeks of the beginning of Fall quarter.

Before undertaking preparation for or writing of exams during the summer, students must verify that committee members will be available during this time for any needed consultation or oral defense. Students wishing to prepare for the qualifying exam during the summer may not begin preparing until 12 weeks before the Fall quarter begins.

The qualifying exam is normally undertaken once the student has completed all required doctoral coursework in the program. A student may begin the preparation process for the exam while completing their last one or two required courses. However, students should avoid taking coursework during the quarter when the exams are written as this may interfere with a student's ability to focus on and successfully complete the exam. For students who enter our program with a BA degree, the exam typically occurs during the fourth year of graduate study. For students who enter with an MA degree from another university, the exam typically occurs in the third year of graduate study.

During the preparation quarter, a student should enroll in a minimum of 4 units of Comm 597 (Preparation for Qualifying Examination), and during the writing quarter a student should enroll in a minimum of 8 units of Comm 597 (Preparation for Qualifying Examination). Students may enroll in up to 12 units, if necessary to maintain full-time status. However, only 12 Comm 597 units total will count toward degree requirements.

## **F.5 Qualifying Exam Committee**

The qualifying exam committee is typically comprised of a student's PhD committee members. Thus it is expected that a minimum of four faculty members will serve on each student's Qualifying Exam Committee, three from within the Communication Department (including the advisor) and one from outside the department who has expertise in an area relevant to the student's expected dissertation work. As noted above (see PhD Committee), committee members should be chosen before the student is ready to prepare for the qualifying examinations. See Appendices for forms to declare or change committee members.

The outside member of the student's committee typically is not involved in the construction of the questions, but must receive a copy of the questions as well as the written papers prepared in response to them prior to the oral defense, in which the outside member will participate fully.

## **F.6 Additional Guidelines & Ground Rules for the Qualifying Exam**

Students should discuss and negotiate with each committee member to ascertain the topic and parameters for each question. However, students should not see the precise questions until the quarter in which the papers are written. Otherwise, a rewrite may be required.

Once the questions are obtained, students are invited to clarify a question's meaning or scope with a particular committee member. However, students are expected to work independently in crafting answers to the questions. Faculty members are not to give feedback during the writing stage, nor should they read preliminary versions of the papers. The process is intended to be like an open-book, take-home exam.

Papers should be word-processed and prepared according to the guidelines in the most recent Publication Manual of the American Psychological Association. Each of the three papers should be approximately 25 pages in length and no more than 30 pages, excluding references. 12 point font size and 1 inch margins should be used.

Upon successful completion of qualifying exams with a grade of "Pass/Advance," the student will Advance to PhD Candidacy.

## **F.7 Qualifying Exam Rewriting Procedure**

At the conclusion of the oral defense, each question is assessed by the committee as passing or in need of rewriting. All questions must be deemed passing in order for the student to advance. If one or more question is deemed in need of rewrites, the student has one additional quarter to revise their work and submit a passable answer. The committee has the option of requiring a second oral defense. Under these circumstances, the procedures outlined for the initial exam should be followed. The committee may also determine that individual committee members make the judgment about the suitability of

the rewritten answers. In either case, the work must be completed within 2 weeks of the start of the subsequent quarter (within 2 weeks of the commencement of Summer Session A in the case of a Spring quarter rewrite). Otherwise, the student cannot advance to candidacy.

Students who do not complete the exam within the two-quarter period are considered to be making insufficient progress toward the degree and therefore are at risk of losing financial support and/or dismissal from the program .

## **F.8 Sample questions**

Each set of questions asked of a student is unique. However, questions asked of students in the past are available from the Graduate Program Assistant for students to review if they would like.

## **F.9 Advancement to PhD Candidacy**

Once students successfully pass their qualifying exam, they advance to PhD candidacy and thus are eligible for faculty privileges at the library. International students will be exempt from non-resident tuition for a period of nine quarters upon advancement to PhD candidacy.

## **G. Doctoral Dissertation**

### **G.1 Nature and Scope**

The dissertation represents the culmination of a student's intellectual and scholarly growth. The dissertation should be an original piece of research that makes a significant contribution to knowledge within the field of communication. A successful dissertation demonstrates the ability to frame meaningful questions for inquiry as well as the methodological skill required to provide appropriate answers to the research questions posed. Unlike the master's thesis, which may be the product of a more collaborative effort with the faculty advisor, all aspects of the dissertation (including conceptualization, data collection/analysis, and manuscript preparation) are the sole responsibility of the doctoral candidate. The faculty advisor's role is to provide extensive guidance and feedback throughout the project, in concert with other members of the student's PhD committee.

It is the student's responsibility to negotiate with each member of the committee the nature and extent of the member's contribution to the student's dissertation work. Faculty/student interaction varies from case to case. It is important, therefore, that the needs and expectations of all parties are communicated clearly at the outset of the project.

Typically, students work on the dissertation during the entire three quarters of their final year in the doctoral program. Dissertating students should enroll in 8-12 units per quarter of Comm 599 (Dissertation Prep) in order to ensure full-time status.

### **G.2 Expectations for Seeking External Funds**

All students are expected to seek funding to support their dissertation work from sources outside the Communication Department. Such sources might include campus sources (e.g., Graduate Division Dissertation Fellowships) as well as extramural sources (government funding agencies, private foundations, etc.) Those students who can provide evidence of seeking dissertation funding will receive priority for any funding resources that might be available within the department.

### **G.3 Dissertation Proposal Meeting**

#### **1. Purpose**

The first step toward the dissertation is the preparation of a written proposal. The proposal need not be lengthy, but should include a review of relevant literature, a rationale for the dissertation project, and a detailed outline of the methods to be used in the study. A preliminary proposal may be circulated to committee members prior to convening a proposal meeting. Once a final draft is completed and distributed, the student should schedule a committee meeting to be held no sooner than *fourteen days* after distributing the proposal. The proposal meeting is designed to provide feedback to the student feedback from all committee members before the dissertation project is undertaken. A productive proposal meeting can go a long way toward ensuring a successful dissertation. Once the proposal is approved by the committee, it serves as a blueprint for the dissertation project. Any substantive changes to the research plan agreed upon at the proposal meeting should be made only with the explicit consent of the committee.

#### **2. Timing**

The dissertation proposal meeting should take place in the quarter following advancement to candidacy (i.e., following the successful defense of the qualifying exam.) Given the expected time to degree, students would greatly benefit from thinking about their possible dissertation project while preparing for their qualifying exam and using the qualifying exam process to help develop thinking about the project whenever possible. Students should allow for a minimum of 14 days for committee members to review their proposals prior to the proposal meeting. If the proposal has not been approved by the committee by the fourth week of the second quarter following advancement to candidacy, the student's good standing in the program is at risk.

#### **3. Informing Graduate Program Assistant**

The student must inform the Graduate Program Assistant about the scheduling of the dissertation proposal meeting, and the scheduling of the dissertation defense.

### **G.4 Dissertation Defense Meeting**

#### **1. Purpose**

Once the final draft of the dissertation has been completed and reviewed by the PhD Advisor, it should be circulated to the committee and an oral defense meeting should be scheduled. Students should give committee members *at least fourteen days* to read the dissertation before the defense meeting. The student is responsible for coordinating the defense date, time, and location (allow for a 2.5 hour meeting).

Students should consult with their advisors about how to prepare for the dissertation defense. The defense meeting typically results in one of several possible outcomes: the dissertation is approved (“pass”) with little or no changes to be made; the committee requires that some major changes be made that can be supervised and approved by the student’s advisor without an additional meeting; or the committee requires that substantial changes be made and that a subsequent defense meeting is needed to evaluate the revisions.

## **2. Public Portion of Dissertation Defense**

Students must inform the Graduate Program Assistant as soon as the defense date is scheduled. The Graduate Program Assistant will advertise the defense to the department. Members of the academic community and other interested parties are invited to the first 30 minutes of the dissertation defense. During this period, the student will give a 10 minute overview of the dissertation after which they will field questions from the public guests. After the questions are exhausted or 30 minutes have passed (which ever comes soonest), the public portion will conclude. Guests and the candidate will exit the room, and the PhD committee will meet briefly before inviting the candidate back into the meeting to engage in the dissertation defense.

## **3. Filing PhD Dissertation**

Once the dissertation has been approved by the committee, the student must file an unbound, formal copy with the Graduate Division. The final version of the dissertation must comply with UCSB requirements (see the UCSB Guide to Filing Theses and Dissertations available on the Graduate Division Web site). Students typically bind copies for their PhD advisor and their committee members, as well as having personal copies bound. Students are responsible for the binding costs (see the Graduate Program Assistant for binding information.)

## **4. Leaving ABD**

Doctoral candidates are strongly encouraged to complete the dissertation while in residence. The student must be enrolled as a full-time student the quarter the dissertation is filed (though see possible exceptions below). Leaving the university for employment elsewhere may be an attractive option, but completion of the dissertation is often very difficult once a student is off campus with other responsibilities to meet. In addition, it is difficult to obtain regular consultation and feedback from an advisor and committee members when a student is not on campus.

In the event that a student decides to leave the university in ABD status, she/he must register for a minimum of 8 units until filing the dissertation. Additionally, she/he is responsible for returning to campus to complete the normal procedures for the dissertation (defending the dissertation, filing the final copy of the dissertation).

There are some options to reduce the cost of tuition and fees for students who are not funded by the department while ABD or are not in residence:

Summer Session – Students may register and pay for 4 units of coursework, rather than 8 units, during Summer Session and file the dissertation before the Summer deadline, typically in early September.

Filing Fee Leave – Students who have continually maintained full-time status and who plan to file in a particular quarter may apply for a filing fee leave for that quarter. Students **MUST** file the dissertation during the quarter for which they receive the filing fee leave. This is a one-time opportunity. If subsequent quarters are needed to complete, defend, and file the dissertation, the student will be charged full registration fees.

In Absentia Registration - Graduate students whose research or study requires them to live outside California for the duration of a full quarter, can take advantage of *in absentia* registration. The research or study must be directly related to the student's degree program and of a nature that makes it necessary to be completed outside of California. This includes students holding a fellowship, internship, or having a graduate student research appointment. Please see the Graduate Division website for specifics on qualifying for this reduction in tuition and fees. <http://www.graddiv.ucsb.edu/academic/petitions/inabsentia.htm>

## **IV. Funding Opportunities**

The Department of Communication is committed to providing financial support to all graduate students admitted to the program. All funding is contingent on the student being registered and making satisfactory progress toward the degree. There are several forms of funding available to students, as outlined below.

### **A. Teaching (TA and Associate)**

#### **1. Teaching Assistant**

Because of large undergraduate enrollments, the most common form of financial support for graduate students in Communication is a nine month teaching assistantship, typically at a 50% (half time) employment. Teaching Assistants help course directors teach undergraduate courses, typically assisting in grading, exam preparation, and often conducting class discussions. Comm 500 is mandatory preparation for any student who wishes to be a Teaching Assistant. Teaching Assistants must be registered graduate students in good standing to be employed. Graduate students holding a Teaching Assistant appointment of 25% time or more in a given quarter will have a portion of their university and educational fees and mandatory health insurance paid for that term as outlined in the current agreement between The Regents of the University of California and the Association of Student Employees, International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), AFL-CIO. (NOTE: The remissions quoted are consistent with the terms of the current contract. Please be aware that future wages, terms, and conditions are subject to modification based on the collective bargaining process.)

#### **2. Teaching Associate**

When resources are available, a limited number of students may be employed as Teaching Associates. Teaching Associates conduct the entire instruction of a course under the mentorship of a faculty member. Associates are allowed to teach lower division courses (e.g., Comm 88 or 89) and, upon approval from the university, "basic" level upper division courses (e.g., Comm 107, 110, 113, 160). The Department typically offers one Teaching Associate position each quarter, depending on available funds. To receive a teaching associate position, students must have advanced to PhD candidacy, have completed the MA degree and Comm 500, and had at least one year of teaching experience. Teaching associate positions are extended by faculty invitation only. Criteria for invitation include excellence in teaching, competence in relevant communication course content, and strong progress toward degree requirements. Teaching Associates are not allowed to hold any other positions (Research, Administrative, or TA) during their quarter appointment as an Associate. Graduate students holding a Teaching Associate appointment of 25% time or more in a given quarter will have a portion of their university and educational fees and mandatory health insurance paid by the University for that term as outlined in the current agreement between The Regents of the University of California and the Association of Student Employees, International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), AFL-CIO. (NOTE: The remissions quoted

are consistent with the terms of the current contract. Please be aware that future wages, terms, and conditions are subject to modification based on the collective bargaining process.)

## **B. Research Grants**

### **1. Graduate Student Researchers (GSR)**

A limited number of graduate student research positions are typically available in the department, and these are awarded by faculty members who have grant-supported research. A Graduate Student Researcher (GSR) is employed to assist a faculty member with scholarly research, and often collaborates in the publication of research results as determined by supervising faculty (for more information, refer to *Standards for Faculty/Graduate Student Relationships: Research*). Graduate students holding a research appointment of 35% time or higher typically will have their educational fees, health insurance, and nonresident tuition paid by the contract or grant that funds the position.

### **2. Applying for Grants (GSR)**

A number of federal agencies and foundations provide funds for graduate work, especially dissertation grants. Dissertation grants relieve students from teaching duties and provide them with support for conducting their research. Some examples of these grants are: Ford Foundation Fellowship, NSF Dissertation Improvement Grant, NSF GRFP Graduate Research Fellowship Program, Fulbright, American Association of University Women, Mellon Fellowships, and Woodrow Wilson Foundation. The UC Graduate Division maintains a list of grants and fellowships, an archive of successful grants, and fact sheets. Importantly, students need to complete and defend their dissertation proposals to be eligible for many dissertation grants. Students should work with their academic advisors and with the Institute for Social, Behavioral, and Economic Research (ISBER) in applying for grants.

## **C. Fellowships**

### **1. New Graduate Students**

The campus has a limited number of recruitment fellowships for graduate admissions. Applicants must have distinguished scholastic records and be approved for admission in the Department's graduate program. Notification of fellowship awards is in March.

All applicants are strongly encouraged to seek out national, governmental, and foundation fellowships, scholarships, grants, and loans that can be used at any university. Information about these may be obtained by writing directly to individual agencies and foundations. The campus financial aid office may be able to advise you about extramural sources. In addition, the UCSB Graduate Division maintains a [Web site](#) for funding sources.

### **2. Graduate Division Continuing Fellowships**

For continuing students, a variety of fellowships are available, many of which are awarded through an annual campus-wide competition. Continuing student fellowships are awarded on the basis of academic merit, financial need, scholarly achievement, and promise. To be eligible, students must be enrolled full-time and have filed a Free Application for Federal Student Aid ([FAFSA](#)) by March 1<sup>st</sup>. Some fellowships are restricted to U.S. citizens and permanent residents, while others are available to international students as well.

In most cases, graduate students must have successfully completed their written and oral qualification exams (Quals) before the end of winter quarter (late March) to be eligible for the majority of continuing fellowships.

A general announcement for Continuing Graduate Student Fellowships will be sent to the department in late February. The Graduate Committee will call for requests and will evaluate them to determine the most competitive applications. Students need to submit applications to the Graduate Advisor by mid-March to have the materials assembled and forwarded to the Graduate Division for the campus-wide competition. Interested graduate students should carefully read the eligibility requirements for each fellowship (e.g., Domestic only, Advanced to Candidacy, ability to be employed along with the fellowship, etc.). Applications should include: a cover sheet, a summary of the dissertation proposal, a project plan, a CV, and a faculty letter of recommendation.

The following types of Continuing Student Fellowships and Grants require Departmental Nomination:

a) Dean's Fellowship

Award: \$17,000 stipend, Fees/Insurance paid

Eligibility: Domestic and International; Employment permitted for 2 quarters at 50% time

b) Graduate Opportunity Fellowship

Award: \$17,000 stipend, Fees/Insurance paid

Eligibility: Domestic only; Employment permitted for 2 quarters at 50% time

c) Graduate Research Mentorship Program

Award: \$17,000 stipend; Fees/Insurance paid

Eligibility: Domestic only; Advanced to Candidacy; Employment permitted for 2 quarters at 50% time

d) Graduate Division Dissertation Fellowship

Award: \$6,000 for 1 quarter; Fees/insurance paid

Eligibility: Domestic and International; Advanced to Candidacy; Employment not permitted during stipend quarter

e) President's Dissertation Year Fellowship

Award: \$17,000; Fees/insurance paid

Eligibility: Domestic only; Advanced to Candidacy; Employment not permitted during stipend quarter

f) Humanities & Social Sciences Research Grant

Award: \$2,000 max

Eligibility: Domestic and International; Advanced to Candidacy; Employment permitted

Students apply direction to the Graduate Division for the following types of Continuing Fellowships:

a) Brython Davis Graduate Fellowship

Award: \$17,000 max/yr, \$6,000/1 qtr; Fees/insurance paid

Eligibility: Parent(s) was/is in Navy or Marine Corps

b) UCSB Affiliates Graduate Dissertation Fellowships

Award: \$3,000/1 qtr

Eligibility: Domestic and International; Advanced to Candidacy; may be employed quarter of the award

Students need to submit a cover sheet, summary of dissertation proposal, narrative of project, budget, proof of service (where applicable), and a faculty letter of recommendation. For further information, please look at the Graduate Division Fellowship applications Web site

#### **D. Employment Limits**

Graduate students generally are limited to 50% time employment at UCSB to ensure that the majority of time is devoted to their academic study and training. Exceptions can be granted in cases of departmental need or special circumstances for a student. A student who wishes to work more than 50% time must fill out an Employment Overload Request and submit it to the Graduate Advisor for approval. A maximum of 75% time may be requested. The student must be able to demonstrate that the supplemental employment will not interfere with academic performance and progress toward the degree. Exceptions are made on a quarter-by-quarter basis only. Students on F-1 and J-1 visas may not work over 50% time during the academic year. All students may work 100% time during the summer without departmental approval. (See Policy on Instructional Funding for additional important information.)

## V. POLICIES

### A. Graduate Student Evaluations

Ladder faculty meet annually to review the progress of all continuing graduate students at the end of Spring quarter. The major function of the review is to provide students with timely feedback regarding their progress in the program. The process also allows faculty to identify problems and counsel students about areas that may require more attention and/or the sharpening of certain skills.

Near the end of each Spring quarter, all students who will be registering in the upcoming Fall quarter are asked to submit an Annual Progress Report on their efforts and accomplishments during the current academic year. The progress report should be organized into four sections: **(a) coursework performance** (courses taken and grades), **(b) overall progress toward the degree** (what benchmarks have been reached this year, what benchmark is the student working toward and how close is the student to achieving this goal), **(c) research activity** (publications, papers submitted for publications, conference papers, research projects), and **(d) service activity** (for the department, campus, community and/or the discipline). **Teaching performance** is evaluated for those with teaching responsibilities in the department. Students also are asked to submit an updated curriculum vita with their progress report.

Following the faculty evaluations, students will receive a written summary of their annual progress in the key areas outlined above. The summary letters typically are sent out over the summer. During the following Fall quarter, students are encouraged to meet with the Graduate Advisor and with their faculty advisor to discuss their evaluations and to plan for the following academic year.

Students will receive early notification of unsatisfactory progress, both in writing and orally. Written notification will delineate the nature of the faculty concerns, steps and a timeline to be taken to achieve satisfactory progress, and potential consequences if these steps are not taken. The Graduate Advisor and the student's faculty advisor will consult with the student and develop an academic progress plan (to be co-signed by the faculty member and the student). A copy of this notification and academic progress plan will be sent to the Graduate Division. A student will have at least one quarter to make the necessary academic improvements for incompletes and progress to degree. The student will remain on the department's monitoring status for one year until the problem is corrected or the student graduates/advances or the department decides to recommend to the Graduate Dean formal academic probation.

Issues signaling unsatisfactory performance include: failure to complete courses, multiple incompletes, incompletes that turn into F grades, GPA below 3.25, problems with time to degree, poor performance on required milestones (e.g., oral defenses), and delays in completing qualifying exams, theses, and/or dissertations.

Failure to rectify problems of unsatisfactory progress in a timely manner may result in academic probation or dismissal. The department may recommend to the Graduate Dean that the student be placed on academic probation or be dismissed after time on academic probation. Students are usually placed on academic probation for at least one regular quarter prior to recommendations for academic dismissal. Students on academic probation are not eligible to hold a TA position or receive central fellowship support. In the case of a MA student who fails to meet scholarship standards, has unsatisfactory performance, or has delays in completing course work or a thesis, the department may recommend that a student leave with a terminal Master's degree.

## 2. Good Standing

To remain in good academic standing, a graduate student must make timely progress toward degree completion and satisfactorily meet the standards of scholarship established by the department as well as the University and campus.

Below are the most current requirements for good standing, drawn from the Graduate Division Guidelines

<http://www.graddiv.ucsb.edu/handbook/gradresponsibilities.html#academic>).

Please note: department good standing requirements may be more stringent than the Graduate Division's rules. For the Communication Department, the minimum GPA requirement to remain in good standing is 3.25, and time to degree is 2 years for the MA and 3 years (with UCSB MA) or 4 years (with Outside MA) for the PhD. Additional requirements as indicated by Graduate Division include:

- Take courses for a letter grade to achieve the minimum cumulative GPA of 3.25, since courses graded Pass/No Pass or Satisfactory/Unsatisfactory earn 0.0 grade points and do not contribute to good standing;
- Keep the student transcript free of excessive units of unfinished coursework, defined as 12 or more units of Incomplete, No Grade, and/or No Record. [Graduate Council rulings];
- Advance to doctoral candidacy within four years of admission to and enrollment in a doctoral program. [Senate Regulation [350A](#) and Graduate Council rulings];
- Complete the master's degree within the four-year time limit. [Senate Regulations [300A](#)];
- Complete the doctoral degree within the seven-year time limit. [Senate Regulation [350A](#)];
- Meet all departmental degree requirements in accordance with departmental time limits, including satisfactory performance in core courses (grade of B or better required, or a higher departmental stipulation) and on required projects or examinations; pass departmental examinations within the number of attempts permitted by the student's department and Graduate Council. [Senate Regulations [255B](#), [255C](#), [265](#), and [270](#)];
- Form a master's or doctoral committee; present a thesis plan or dissertation research proposal acceptable to the committee; complete a thesis or dissertation acceptable to all committee members; and successfully pass a final defense of the thesis or dissertation when required. [Senate Regulations [300B](#), [305B](#), [350.D.2](#)];

- **NOTE:** Some departments establish GPA and individual course grade standards greater than the Academic Senate B/3.0 GPA. Students should check carefully on departmental requirements for good standing and adequate progress toward degree completion.

The consequences for violations of good standing are currently under faculty review. In the interim, the Communication Department will follow the guidelines and procedures set out by the Graduate Division and as outlined in the relevant sections of this Handbook (graduate student evaluations, grading, incompletes).

### **3. Grading**

#### **A. Letter Grades**

To remain in good standing, graduate students are required to maintain a minimum cumulative grade point average of 3.25 in all courses. The Graduate Division automatically places a student on academic probation if the cumulative GPA falls below 3.0 in a given quarter, a student received a NG or does not take courses for a letter grade, or if a student has 12 or more credits of incomplete (I), no grade (NG), or no record (NR) per Policy # VIII-D (“Academic Standards of Scholarship” in the University’s Graduate Handbook). After one quarter of probation, if a student’s cumulative GPA is still below the 3.0 minimum, the Graduate Division requests advice from the department as to whether the student should be continued on probation or dismissed. (See Appendix A for Academic Standards Disciplinary Flow Chart.)

Students who fall below the Department’s required 3.25 GPA minimum will receive official notification from the Graduate Advisor. The first notification is considered a warning and the second notification will involve possible academic probation. If a student continues to have deficiencies in grade point average or incompletes after the 3<sup>rd</sup> quarter, the Graduate Dean will proceed with probation or academic dismissal, upon consultation with the department.

All required coursework, with the exception of Comm 500, 505, 597, 598, and 599 must be taken for a letter grade. Coursework evaluation is based on the full A+ through F letter scale. Grades below a B show deficient graduate work. A series of deficient grades may be cause for academic disqualification. Below are the definitions of acceptable grades in graduate coursework:

#### **B. Grading Standards**

All required coursework, with the exception of Comm 500, 505, 597, 598, and 599 must be taken for a letter grade. Although a full range of grades (A through F) may be used, the range of grades typically seen, and their definitions, appear below.

A+ Superior work; The student’s work and contributions far exceed expectations on all criteria of student evaluation.

A Excellent work; The student’s work and contributions far exceed expectations on at least one dimension of student evaluation and exceed expectations on all remaining criteria.

A- Good work; The student's work and contributions exceed expectations on at least one dimension of student evaluation and easily meet expectations on all remaining criteria.

B+ Solid work; The student's work and contributions meet expectations on all criteria of student evaluation.

B Satisfactory work; The student's work and contributions minimally meets expectations on all criteria of student evaluation.

B- Somewhat deficient work; The student's work and contributions fail to meet expectations on at least one dimension of student evaluation.

C+ Seriously deficient work; The student's work and contributions are well below expectations on at least one dimension of student evaluation.

C Unacceptable work; The student's work and contributions fail to meet expectations on all criteria of student evaluation; the student fails to meet minimum course standards.

### **C. Incompletes**

Students must get approval from the course instructor in order to take an incomplete (I) grade in a graduate course. Typically, an incomplete is given when a student has a minimal amount of work left to complete in the class. Students must file a petition prior to the last day of the quarter in the Registrar's office to receive an incomplete (I) grade. If this petition is not on file and an instructor submits an "I" grade, the Registrar will enter the grade as an "F" or "U." Incomplete work needs to be finished by the end of the quarter following the original class. Otherwise, the "I" grade will become a "F." Grades of "NG" (No Grade) are treated similar to "I" grades and need to be completed to receive a letter grade. Students with "I" grades on their record are ineligible to advance to PhD candidacy or receive their MA or PhD degree.

### **4. Leaves of Absence**

Leaves of absence are granted only for extraordinary circumstances such as pregnancy, serious medical difficulties and family emergencies. Students must document their reasons for requesting a leave. Requests made on the grounds of outside employment or lack of funding are usually denied by the Graduate Division. Petitions for leaves should be submitted first to the Graduate Program Assistant in the department. The petition will be forwarded to the Graduate Division for final approval. A leave of absence is approved for a set period of time only. Approximately 2-4 weeks before the expiration of the approved leave, the student must notify the Graduate Division of her/his intent to register in the upcoming quarter. Please see the Graduate Division website for more information: <http://www.graddiv.ucsb.edu/academic/petitions/LOA.htm>

### **5. Transfer of Credit**

With the approval of the Graduate Advisor and the Graduate Division, a maximum of 8 units of graduate coursework may be transferred from another institution not affiliated with the University of California or 12 from another UC campus. See the Graduate Division for specific regulations.

## **6. Out-of-State Students**

Graduate students coming to UCSB from outside the State of California are encouraged to begin establishing California residency *immediately* upon arriving in California.

Residency can be obtained after one year of graduate school, an action that exempts a student from paying nonresident tuition. To be classified as a California resident, a student must: (a) be a U.S. citizen or permanent resident of the U.S., (b) be able to document a presence in the State of California for one full year prior to the residency determination date, and (c) show an intent to make California a permanent residence (e.g., register to vote in California elections, obtain a California driver's license). Also note that students applying for residency cannot be absent from the state for a period longer than 6 months. For more information, see the Residence Deputy in the Office of the Registrar.

## **7. Access to Student Files**

The Department of Communication keeps a file on every graduate student that includes such paperwork as transcripts, application materials, annual evaluations, and Graduate Division forms and petitions that have been filed. Graduate students have a right to examine their student files at any time. Students who wish to see their file should notify the Graduate Program Assistant. Student files must be examined in the department, and no materials can be removed or added without the permission of the Graduate Advisor and the Chair of the Department of Communication.

## **8. Instructional Funding**

The Department of Communication has set limits on the total number of years graduate students can be funded through instructional support. Instructional support includes funding in any combination of the following titles: teaching assistant, teaching associate, reader, and tutor on an annual stipend. In all cases, funding is contingent on satisfactory progress toward the degree, satisfactory teaching performance, departmental curricular needs, and budget constraints. All students on academic probation are ineligible for teaching assistantships, research assistantship, and teaching associateships.

For students entering the program with a BA and whose progress toward the degree is deemed satisfactory, a total of five years of funding through instructional support is permissible. The five-year limit does not include summer instructional support. Hence, 15 quarters is the maximum term that students entering with a BA degree can expect to be funded through instructional support. Students in their sixth year who have not completed their degrees must seek other sources of funding or other employment. If departmental monies became available, students might be hired on a quarter by quarter basis.

For students entering the program with an MA from another university and whose progress toward the degree is deemed satisfactory, a total of four years of funding through instructional support is permissible. The four-year limit does not include summer instructional support. Hence, 12 quarters is the maximum term that students entering with an MA degree from another university can expect to be funded through instructional support. Students in their fifth year who have not completed their degrees must seek other sources of funding or other employment. If department monies became available, students might be hired on a quarter by quarter basis.

Students who are awarded UCSB centrally-administered fellowships (e.g., small Regents Fellowship, Graduate Opportunity Fellowship) may be given supplemental instructional support from the department in the form of partial teaching appointments (e.g., 25% TAship, 15% Reader). These partial appointments are counted as full quarters of instructional support in the tallying of the five-year and four-year limits described above. Nonresident Tuition Fellowships are awarded by the department typically to domestic students who will qualify for California residency after one year. These awards do not count as instructional support and therefore are not included in the tallying of the five-year and four-year limits described above.

## **9. Appeals Processes**

Students with concerns about grades in graduate courses or with issues regarding annual student evaluations should talk with the course professor and their academic mentors. Appeals regarding these decisions should go to the Graduate Advisor and the Department Chair. For concerns regarding cumulative coursework performance, time-to-degree, qualifying examinations, academic milestones, and overall performance, students should talk with the Graduate Advisor and appeal to the Department Chair. Regarding academic probation, dismissal, or failure to advance to the Ph. D, the Graduate Committee and the faculty as a whole make recommendations at the departmental level. These recommendations are forwarded to the Department Chair who makes the official recommendation to the Graduate Dean. The Graduate Division then processes appeals regarding academic probation and dismissal.

## **10. Department Resource Policies**

**10.a Mailboxes** – Located in room 4108 in the Department of Communication, mailboxes are assigned to each student upon entrance into the Graduate program. .

**10.b Copy machines** - The Department has two copy machines. The main copy machine is located in room 4005, and a second copy machine is located in the Graduate Student Lab. This latter machine is used primarily by graduate students. Students are each issued a personal copy code valid for both copy machines.

Students are responsible for paying for their personal copies (e.g., copies for coursework, research, and personal matters.) Each copy machine records how many copies are made under each copy code. At the end of each quarter, the graduate student will be given a bill reflecting the use of their copy code. The billing will reflect a charge of three cents per copy at which time they must reimburse the department for this usage. Students must also purchase their own paper supply.

If you are a Teaching Assistant for a quarter, the instructor for the course may request your assistance in making copies of handouts or exams for the class. If this is the case, the instructor will give you a copy code specifically for the course. This code is to be used only for the purpose of making copies for the course.

**10.c Keys** - Graduate students are given separate keys to their office, the building and the mailroom. Keys must be returned when students move to new offices or separate from the University. Keys disbursements is through the Department Business Officer (room 4101). A charge of \$10 per key will be charged if your key is lost.

**10.d Supplies** - Supplies are for instructional use only. Individuals must purchase their own paper and other supplies for personal use, such as coursework and research. The supply cupboard is located near the copy machine in room 4005, and contains pens, paper clips, rubber bands, staples, paper for copying classroom handouts and exams.

**10.e. Travel Funding-** When available, the Graduate Committee allocates funds for students to attend and present papers at conferences. Priority will be given to students who have authored or co-authored papers, are on the job market, or serve as an officer of a division or association (e.g. graduate student representative).

Students may be given allocation in advance of conference travel or, in some cases, as reimbursement for travel. In either case, students must submit receipts for transportation and lodging to turn in to the Graduate Program Assistant to demonstrate how the funds were spent. In the case of travel advances, no additional travel funding will be allocated to a student until supporting documentation of the use of the advance has been submitted.

## **11. Rights and responsibilities**

A series of campus regulations address the rights and responsibilities of members of the University community and provide campus-wide standards for implementing regulations as a means of sustaining this community. These can be found on the Graduate Division website at: <http://www.graddiv.ucsb.edu/handbook/gradresponsibilities.html#rights>

## APPENDIX I

### Department of Communication Administrative Structure

Our department's structure is minimal. Below is a brief description of each position's responsibilities, but in all cases the Department Chair, the Graduate faculty advisor, and your own advisor are best prepared to address *substantive* issues related to your graduate career.

**The Department Chair** is responsible for the overall running of the graduate and undergraduate programs, the budget, teaching allocations, and all departmental activities.

**The Graduate Advisor** is responsible for the everyday and routine activities associated with the graduate program, including the rules and procedures for degree progress, admissions, graduate advising, the evaluation and notification of graduate student progress, graduate student stipends, travel allocations, thesis and dissertation information. The Graduate Advisor is assisted by the Graduate Committee comprised of faculty representing the different areas of interest, and the Graduate Assistant.

**The Graduate Program Assistant (GPA)** is responsible for administrative advising of graduate students. The GPA works with the Graduate Advisor to ensure students are receiving clear and timely advising on administrative processes. S/he also reminds students about registration and fellowship deadlines, manages requisite administrative records on behalf of the department. The GPA also processes graduate admissions applications and maintains the admissions database. S/he serves as an *ex officio* member of the department's Graduate Committee. The GPA is responsible for assembling all materials for the annual graduate students' review.

**The Business Officer** (MSO, Managing Services Officer) is in charge of the everyday management of the department, room, reservations, internet services and the like.

**The Undergraduate Advisor** is in charge of undergraduate advising, course schedules, add/drop procedures and all other matters directly related to the undergraduate program. The Undergraduate Advisor is assisted by peer counselors, that is, undergraduate students who are trained in the departmental requirements and meet face-to face with undergraduate majors.

**The Receptionist** is in charge of the main reception area, copy codes and copying, the mailroom, and instructor evaluations.

## APPENDIX II

### Description of Department of Communication Facilities

Every graduate student has office space in SS&MS and accessibility to the Graduate student computer lab. Graduate student offices are assigned on a yearly basis, determined by the type of funding and responsibilities a graduate student has for the year. Graduate students typically share offices with other graduate students. You may request access Ethernet connection for your individual computers by giving information to our Business Officer. Graduate Student offices do not have phone lines.

The department also has several rooms available for special events including research team meetings, computer analyses, laboratory experiments, research protocols, defenses, exams, and small group teaching sessions. These resources are listed below. Space and rooms within the department may be reserved for special events by sending a request by email to our Business Officer. Please include room preference, date, beginning and ending time, and what the room is being used for.

#### **Conference Room** (room #4105)

Conference tables and chairs

Seating up to 25 persons

Computer

Video equipment

Skype accessible

Used for: Meetings, quals, research meetings, defenses, graduate classes

#### **Seminar Room** (room #4103)

Conference table and chairs

Seating for 12

Computer

Video equipment

Skype accessible

Used for: Meetings, quals, research meetings, defenses, graduate classes

#### **Teaching Lab** (room 4143)

Classroom tables and chairs

Seats 16

Computer

Video equipment

Used for: Graduate classes, meetings, quals, research meetings, defenses

#### **Collaborative Lab** (room 1009)

Seats 41 in theatre seats

Seats 72 when mobile chairs are added

Computer

Video equipment

Used for: Colloquium, Graduate classes, meetings, quals, research meetings, defenses

**Graduate Lab** (room 4307)

Four PC desktop computers

One MacIntosh computer

One multi-linked printer

Copy machine

Scanner

Used for: Computer access for Grads, small meetings between graduates

**Research Lab** (room 4015)

Interaction Room

Media Lab

Conference Lab

Seven cubbies

Rooms Used for: Research, Human Subjects research, exams

## APPENDIX III

### University Resources

As you go through our program there are many places to go for assistance on campus. Of course, the place to start is with your faculty advisor, the Graduate Faculty Advisor, and your fellow graduate students. But there will be times where you will need information that goes beyond academic issues. Here is a list of the most often used official sources.

#### **Department of Communication**

4005 Social Science and Media Studies Building

Phone: (805) 893-4479

Fax: (805) 894-7102

<http://www.comm.ucsb.edu>

#### **College of Letter and Science**

2217 Cheadle Hall

Phone: (805) 893-2145

Fax: (805) 893-2441

<http://www.college.ucsb.edu>

#### **Graduate Division**

3117 Cheadle Hall

Phone: (805) 893-2277

Fax: (805) 893-8259

<http://www.graddiv.ucsb.edu>

#### **Housing and Residential Services**

University Housing Only

1501 Residential Services Building

Phone: (805) 893-2760

Fax: (805) 893-7099

<http://www.housing.ucsb.edu>

#### **Student Health**

Health Care for University Students

Building 588, Student Health Services Building

Phone: (805) 893-3371

Fax: (805) 893-3861

<http://studenthealth.sa.ucsb.edu>

#### **Counseling Services**

Building 599

Phone: (805) 893-4411

Fax: (805) 893-5259

<http://www.counseling.ucsb.edu>

## APPENDIX IV

### Glossary

It is important that you learn the jargon associated with graduate education at UCSB. Here is a quick glossary of critical terms that you will need to know over the course of your career. These terms are referred to throughout the handbook and greater detail is explained when appropriate.

- 1) **Full-Time Status:** Maintaining active status as a graduate student involves paying fees and officially registering in classes each quarter. There is no provision for part-time graduate status as UCSB. Full-Time Equivalency (FTE) equals 12 graduate units. Therefore, students must enroll in *at least 12 units* each quarter to qualify for full-time status.
- 2) **Core Courses:** These are the courses all students must take and receive a grade of B or higher to satisfy degree requirements and maintain good standings.
- 3) **Directed readings:** Directed readings provide students with the same material as a regular course except it is conducted on an individual basis with a faculty member. They are **individual** tutorials and need the consent of the instructor. Comm 593 is particularly useful when a course that a student desires is not being offered as part of the regularly scheduled curriculum. Students should consult with individual faculty to determine whether a Comm 593 is available in a given quarter. In advance of the Directed Reading, students and supervising faculty should develop a contract that describes the course goals, designated reading list, and the required assignments. A written contract describing the course, readings, and assignments needs to be submitted for approval to the departmental graduate advisor. These are identified as **COMM 593A**. See Appendix \*\*\*\* for contract forms
- 4) **Directed research:** Directed research provides students with supervised research experience including any of the following: reviewing literature, formulating research questions, designing measures, collecting and analyzing data, and writing papers. consent of instructor. In advance of the Directed Research, students and supervising faculty should develop a contract that describes the specific nature of the work to be conducted for the precise number of units. Written proposal must be approved by the departmental graduate advisor. These are designated as **COMM 596**. Comm 596 *cannot* be used to fulfill required courses. However, students are strongly encouraged to take Comm 596 as supplemental or elective units in order to enhance research skills.
- 5) **Colloquium:** The colloquium series offered each quarter consists of research presentations by students, faculty and guest speakers followed by critical discussion of the issues raised. Attendance at the department sponsored colloquia is mandatory each quarter that a student is in residence. All resident graduate students **MUST** register for one unit of COMM 505. Comm 505 units are graded as S/U, count as part of your residency requirement but do not count toward specific degree coursework requirements.
- 6) **Quals:** Qualifying exams are taken after a student has completed all the courses. The qualifying exam is designed to serve several purposes. First, the exam tests a student's conceptual mastery of influential theories and research within the student's chosen area of study:

interpersonal, organizational, or media communication. Second, the exam assesses a student's methodological skills in addressing communication-related problems. Third, the exam provides the student with an opportunity to craft original and insightful arguments about issues in communication research. Finally, the exam provides a diagnostic assessment of the student's preparation to begin the dissertation process.

7) **ABD:** Advancement to candidacy (all but dissertation). This is an important change in status insofar as it indicates a student has passed their qualifying exams. Eligibility for certain funding and teaching opportunities is dependent upon achieving ABD status. Students who are advanced to PhD candidacy are eligible for faculty privileges at the library. International students will be exempt from non-resident tuition for a period of nine quarters upon advancement to PhD candidacy.

8) **MA Advisor:** Each student who is working on an MA degree must select an academic advisor. The role of the MA advisor is to assist the student with a plan of study, and to oversee the student's degree progress and research activity during the pursuit of the MA degree. The MA advisor also serves as chair of the student's MA committee. Students should declare their MA advisor by the beginning of the Spring quarter during the first year. The MA advisor should be a tenure-track faculty member (also called ladder faculty) of the Department of Communication. See Appendix B for declaration forms. Declaration forms require both the advisor's and the student's signature. Students may change advisors at any time during the MA work without prejudice. The advisor must be informed by the graduate assistant of the change (is that right?)

9) **MA Committee:** The MA committee should consist of at least two ladder faculty from the department, in addition to the MA advisor. The membership and size of the committee should be dictated by the student's research interests. The MA committee is responsible for reviewing and approving the student's thesis proposal. The MA committee must approve the student's proposal before formal work on the thesis begins. The proposal should be approved by the end of the Fall quarter of the second year in residence. The MA committee also evaluates the final version of the thesis. The student's committee should be chosen by the end of Spring quarter during the first year. See Appendix \*\*\* for forms to declare (or change) committee members.

10) **PhD Advisor** Each doctoral student must select an academic advisor. The role of the PhD advisor is to assist the student with a plan of study, to oversee the student's progress during the pursuit of the PhD, and to supervise the student's research activity that culminates in the written dissertation. The PhD advisor also serves as chair of the student's PhD committee. Students should declare their PhD advisor by the Spring quarter during their first year in the PhD program. The PhD advisor should be a tenure-track faculty member (also called ladder faculty) of the Department of Communication. Declaration forms require both the advisor's and the student's signature. Students may change advisors at any time during the PhD work without prejudice.

11) **PhD Committee:** In addition to the PhD advisor, the PhD committee should consist of at least two ladder faculty members from the Department of Communication and one "outside" faculty member from another department or program on campus who typically represents the

student's cognate area. The particular composition and size of the committee should be dictated by the student's research interests. The PhD committee is responsible for reviewing and approving the student's proposal for the qualifying examinations, and for approving the qualifying exams themselves. The PhD committee is also responsible for approving the dissertation proposal and the final version of the dissertation. The PhD committee should be chosen by the end of the Spring quarter during the first year in the program. The "outside" member of the committee should be recruited before the student is ready to prepare for the qualifying examinations. It is not uncommon for students to change the membership of their committee over the course of study, particularly once they complete qualifying exams (advancing to PhD candidacy) and begin work on the dissertation. Committee changes can be made at any time during the PhD work without prejudice.

12) **Thesis:** This is the formal document that encapsulates the year long research project that demonstrates research competence and the ability to conduct sophisticated communication research. Theses vary in length and are subject to the approval of the entire Master's committee.

13) **Dissertation** The dissertation represents the culmination of a student's intellectual and scholarly growth. The dissertation should be an original piece of research that makes a significant contribution to knowledge within the field of communication. A successful dissertation demonstrates the ability to frame meaningful questions for inquiry as well as the methodological skill required to provide appropriate answers to the research questions posed. Unlike the master's thesis, which may be the product of a collaborative effort with the faculty advisor, all aspects of the dissertation (including conceptualization, data collection/analysis, and manuscript preparation) are the sole responsibility of the doctoral candidate. The faculty advisor's role is to provide extensive guidance and feedback throughout the project, in concert with other members of the student's PhD committee.

14) **Internal funding:** This is funding that comes from the department, a faculty member, or the university, such as central fellowships.

15) **External funding:** This is funding that the student receives from an external source such as the National Science Foundation, the Ford Foundation, or a private enterprise.

16) **TA:** Teaching assistant who works directly with a faculty member who has the major responsibility for designing and teaching the course.

17. **Teaching Associate:** Only students who are ABD may be a teaching associate. Teaching associates have complete responsibility for the design, syllabus, and teaching of the course

18. **GSR:** Graduate Student Researcher who works directly with a faculty member and is funded through sponsored research support.

19. **Ladder faculty:** tenured or tenure track PhD faculty with full time appointments,

20. **Non-Senate faculty:** PhD faculty who have permanent positions but are not tenure- track appointments.

21. **199RA:** Independent Research Assistant is an undergraduate whose coursework shall consist of faculty- or graduate student supervised research assistance. Students must have 1) attained upper-division standing; 2) a minimum of 3.0 grade-point average for the preceding three quarters; 3) have completed at least two upper-division courses in Communication. Students are limited to 5 units per quarter, with no more than a total of 12 units combined from 194, 199, and 199

**APPENDIX V**  
**Department History**

The Department of Communication was founded in 1985 when Professors James Bradac, Anthony Mulac, and John Wiemann separated from the Department of Speech and Hearing to establish a Communication Studies Program. When the PhD program was approved in 1990, there were nine faculty FTE in Communication. Presently there are 16 full time tenured faculty members, 3 non-senate faculty, and 6 affiliated faculty from political science, sociology, and psychology.