

TEXAS A&M UNIVERSITY

DEPARTMENT OF COMMUNICATION

GRADUATE STUDENT HANDBOOK

(AUGUST 2016)

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# GRADUATE STUDY IN COMMUNICATION

## GENERAL INFORMATION

The Graduate Program in the Department of Communication at Texas A&M University offers concentrations in rhetoric and public affairs, organizational communication, health communication, and telecommunication and media studies. The doctoral programs are designed for students who plan research-oriented careers in academic, governmental, or non-profit organizations, or the private sector. The graduate curriculum does not include courses in applied communication skills such as public speaking, debate, argumentation, or discussion. Such skills-oriented courses are available, however, at the undergraduate level. The four major concentration areas of our department are described below:

### COMMUNICATION AND HEALTH:

Health communication researchers employ a diverse set of theoretical and methodological approaches to examine the role of communication in relation to the health and well being of individuals, families, and communities. Our contexts of study include clinical settings, family and social networks, health care organizations, and the general public. Topics of research include clinician-patient communication and health outcomes, health-related decision making in families, persuasive public health campaigns, the impact of social and professional changes on communication within health care organizations, and how interactive media contribute to health promotion.

### RHETORIC AND PUBLIC AFFAIRS:

Scholars in this area focus on how public discourse shapes and is shaped by choices confronting the public, ways in which texts and cultural practices of communication constitute identities and sustain democratic forms of citizen participation, and the interwoven fabric of power, politics, and speech-making in American society. Research in the program includes classical, contemporary, and critical rhetorical theory; rhetorical history and the criticism of American public address; feminism and the intersectional analysis of race, class, and gender; the presidency; social movements; contemporary political campaigns; policy and media; visual rhetoric, materialism, and monuments; and freedom of expression.

### ORGANIZATIONAL COMMUNICATION:

Organizational communication researchers focus on the impact that communication processes—message transmission, meaning-creation, language-use, and symbolic action—have on the creating, maintenance, and transformation of organizations. Some of this work addresses the way that leadership and conflict is practiced in organizations. Other research examines organizational members' use of communication strategies to develop organizational images, identities, and reputations, and to deal with reputational crises. A

final research focus examines organizations' use of rhetoric and symbolism to influence salient cultural assumptions, popular attitudes, and public policies.

#### TELECOMMUNICATION AND MEDIA STUDIES:

Scholars in telecommunication and media studies focus on media industries and technologies as systems of communication operating in specific cultural and historical contexts. They emphasize the role of media in globalization, the appropriation of media in the local context, international and comparative studies, and give equal attention to new media and historical studies. Faculty research includes global media, communication technology, law and policy, political economy, cultural studies, media economics, popular communication, race and gender, and the social, political, and geopolitical implications of media and new media technologies.

Across these areas of emphasis, the curriculum is designed to provide instruction in the history, theory, and analysis of communication processes, events, and texts. Graduate students have exposure to both social scientific and humanistic approaches to scholarship. To this end, we strive to identify common opportunities for students and faculty from the various concentrations to work together and learn from one another.

The graduate programs in Communication are based on intellectual curiosity and excellence in scholarship and students become well-educated scholars and professionals who are intellectually prepared to enter a wide variety of occupations. Because each individual's goals are unique, the graduate curriculum in communication is flexible. In addition to its ability to adapt to a broad spectrum of interests, another strength of the graduate program at Texas A&M is accessibility of faculty and purposely small classes that allow for a great deal of student-faculty interaction. As a result, our graduate students are themselves productive scholars. Graduate students at Texas A&M are expected to participate frequently in professional meetings and begin publishing in academic journals during their graduate study.

The Department of Communication has an active colloquia series. Colloquia involve presentations by scholars from other universities, "job talks" during the hiring process, and presentations on research in progress from scholars in the department and from other departments at TAMU. **Graduate students are expected to participate as audience members in all colloquia.** They are also expected to present their own research at least twice during their residency in the program. Of course, it is especially valuable for students who plan to present papers at conferences or conventions to use the colloquium series as an opportunity to conduct a "trial run" for their conference presentation.

#### ADMISSION REQUIREMENTS

To be considered for admission to the graduate program in Communication, an applicant must have an earned bachelor's degree and/or master's degree from an accredited college or university. Most applicants to the program have an earned master's degree are enrolled in the 64-Hour Doctoral Program. Exceptional students without a master's degree are admitted into the 96-hour Doctoral

Program. In admitting graduate students, the Department of Communication gives preference to the most highly qualified applicants as evaluated by a combination of criteria, including grade point average, GRE scores, letters of recommendation, demonstrated writing ability, and research interests that are a suitable fit with our departmental resources. All students are expected to be proficient in spoken and written English. Although each application is considered on its own merits and there is variability in cumulative qualifications from year to year, for incoming doctoral students as a group, GPAs average around 3.6 in the last two years of undergraduate study and in graduate study, and Graduate Record Examination (GRE) scores average around 1200 (combined verbal and quantitative scores) or approximately 300 on the new grading system.

Students apply for admission during the fall semester, with admissions materials due in December. Admissions decisions and decisions about graduate funding are made during the spring semester and students begin the program at the start of the following fall semester.

## GRADUATE STUDENT FUNDING

### TEACHING ASSISTANTSHIPS

The Department of Communication annually awards graduate assistantships to qualified students who have been admitted to the graduate program. All graduate assistants have the university's regular employee benefits package, including health insurance coverage, carry a nine-month stipend (September through May) and require 20 hours of assigned work per week. Typically, entering graduate students teach recitation sections of COMM 203 ("Public Speaking"), under the direct supervision of the course director during their initial semester.

Doctoral students in good academic standing can be assured of at least four years of assistantship funding. The department strives to provide a fourth year of doctoral funding if that proves necessary and the student is making satisfactory progress toward completing the degree. Graduate students will be moved into stand-alone sections of COMM 203 or other courses that are related to their program of research as soon as possible. **Texas law requires teaching assistantships to have completed 18 semester hours of graduate coursework in their academic field before they can become the teacher of record (e.g., teach in other than a mass lecture/recitation format).** This law will be irrelevant to students who enter our 64-hour PhD program with a Master's degree in Communication. Students who enter 96-hour PhD program, as well as 64-hour PhD students whose Master's degrees are in other disciplines should be careful to complete 18 graduate hours of COMM coursework during their first year in residence. If they do not, they may not be able to be funded during their first summer or teach stand-alone courses during the fall semester of their second year.

A concerted effort is made to provide doctoral students who perform well in teaching assignments with diverse instructional experiences. In addition to public speaking, graduate students typically have the opportunity to teach skills courses such as argumentation and debate, small group communication, technical communication, and interviewing. Graduate students who have passed their comprehensive exams may have the opportunity to teach lecture courses in their primary research areas. In the past these courses have included organizational communication, health communication, American oratory, and intercultural communication. Summer teaching assistantships are often available.

Graduate students with Teaching Assistant positions will be provided office space and the keys needed to access Bolton Hall, their offices, and other spaces deemed necessary for them to do their jobs. Merit Fellows and Research Assistants will also be provided with space and access keys on a space-available basis. Once a student leaves the graduate program, no longer is on an assistantship, or has job duties that are changed or reassigned, keys must be returned immediately to the staff member charged with managing the keying system. If a key is lost, students will be required to pay the fees necessary to compensate.

### RESEARCH ASSISTANTSHIPS

Over the course of their study, graduate students are sometimes assigned as research assistants. When holding a research assistantship, a student receives a release from teaching one course per semester that the student is an RA. A research assistantship requires that a student work up to 10 hours/week during the semester, performing a variety of tasks related to the ongoing research functions of the department faculty. Because RA funding is linked to individual faculty members, either through their having obtained grants and/or contracts, or through negotiation over the terms of their employment, they decide (in conjunction with the department head) which students they would like to invite to serve as their RAs.

### UNIVERSITY ASSISTANTSHIPS

Students may also seek graduate assistantships with other offices and departments at Texas A&M University. For example, graduate students in communication have secured graduate assistantships in the College of Liberal Arts' Undergraduate Advising Office, the Confucius Institutem the University's Off-Campus Housing Office, the Writing Center, Office of Student Life, and in academic units including Sociology, GeoSciences, and the School of Rural Public Health.

### TUITION & FEES

All graduate assistants are eligible for in-state tuition. In addition, PhD-level graduate assistants in department of communication typically receive funds from the University to cover their tuition. These funds are granted to teaching assistants, and most research assistants.. Typically, Texas A&M will cover tuition expenses for up to 9 credit hours for the Fall and Spring semesters that a student has an assistantship. Students are responsible for paying fees each semester. The university typically covers tuition costs for 3 credit hours for each 3 hour course a student teaches in the summer (NOTE: summer teaching is NOT guaranteed).

### OVERLOADS

There may be opportunities for additional teaching and research opportunities inside and outside the department that exceed the normal teaching and research load for graduate students. Given the complexity of university rules informing overloads, students wishing to pursue such opportunities should consult with the Department Head and their advisor before entering into a contract to take on overloads. Only students with excellent academic credentials who are on track for completing their degrees on time will be asked to take on an overload or approved for doing so.

### FELLOWSHIPS

The University awards two kinds of highly-competitive fellowships. The **College of Liberal Arts Distinguished Graduate Fellowships** are offered in lieu of a teaching or research assistantship for a student's first year and final year. These awards are made primarily on the basis of academic merit: test scores, grade point averages, recommendations. An applicant's record of convention presentations and academic publications also are taken into consideration. The Distinguished Graduate Fellowships provide all of the fringe benefits afforded teaching and research assistants. **Graduate Diversity Fellowships** are designed for students who will enhance the diversity mission of the university in a variety of ways. These Assistantships require the student to carry a regular assistantship in their academic department, but include additional funding benefits beyond the regular assistantship.

Finally, Texas A&M University also sponsors **Academic Excellence Awards**, student loans, and other specialized forms of financial aid. For more information concerning the forms of aid available phone the financial aid office at 845-3236 or check the financial aid section of the TAMU website. To be eligible for any of these non-assistantship awards, a student's application must be complete by December 1 of the year prior to matriculation.

#### FUNDING FOR GRADUATE STUDENT RESEARCH & TRAVEL

All full-time graduate students in good academic standing are eligible to apply for travel funding in order to present their research at academic conferences. As long as funding is available, each graduate student can apply for up to \$500 to travel to one conference funds each academic year.

Students seeking additional funds for conference travel and/or to cover research expenses should apply for either a Professional Development Support Award or Research Grant through the Department of Communication. These awards are distributed up to two times each academic year, and require that students submit an application and proposal to the Graduate Instruction Committee. For more information about proposal materials and deadlines, please go to: <http://comm.tamu.edu/funding-opportunities>.

#### ANNUAL REVIEW OF GRADUATE STUDENTS

During each spring semester the faculty as a whole conducts an annual review of all graduate students. Students will be evaluated in terms of their scholarly productivity, performance in graduate seminars, teaching (when applicable), academic-related service, and participation/attendance to professionalization activities (colloquia, job talks, workshops, etc.).

Because an overview of the student's progress will be presented by the academic advisor, it is imperative that the graduate student take the initiative to meet with her or his advisor prior to this meeting, the date and time of which will be announced in advance. The purpose of the annual review is to provide constructive feedback to students, both in terms of identifying problems or weaknesses to remedy, as well as to reinforce achievements and strengths. Students are expected to complete and submit a form detailing their accomplishments from the previous year as well as a current copy of the CV. At these meetings, all students who will be returning the following academic year are reviewed.

In all annual reviews, minimal satisfactory requirements are that students have maintained at least a **3.30 GPR**. During this annual evaluation, the advisor will first report on the student's progress through the academic program toward degree completion (e.g., completion of degree plan,



comprehensive exams, thesis / dissertation proposal, etc.). Any incompletes will be noted; lingering or accumulating incompletes are a serious problem. Other faculty members who have had the student in classes may also comment. The faculty also will focus on other scholarly activities, such as papers submitted to or presented at conventions and conferences, essays under review or accepted by academic journals, or in edited collections, grants applied for or awarded, and participation in departmental activities.

Finally, for students on assistantships, reports will be made by the faculty who have observed and/or supervised the student in teaching settings and/or have supervised the student in a research assistantship. Prior to this meeting, all students who serve as teaching assistants will have been observed while teaching, and have received feedback about their instructional skills. Student evaluations of graduate teaching assistants will also be reviewed.

On the basis of this annual review, students will receive written feedback from their advisor that summarizes the faculty comments.<sup>1</sup>

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<sup>1</sup> For information concerning Suspension and Dismissal from the Graduate Program and/or Assistantships, see Appendix E.

## DOCTOR OF PHILOSOPHY IN COMMUNICATION

The following sections provide an overview of the policies, procedures, and regulations governing the Ph.D. program in Communication at Texas A&M. Other specific details related to graduate study at TAMU are covered in more detail in the *Graduate Handbook* produced by the Office of Graduate and Professional Studies and in the *Graduate Catalog* (in particular, note the residency requirements found in the *Graduate Catalog*). These documents are available on-line at the Office of Graduate and Professional Studies website. A list of graduate courses in Communication is provided in Appendix A. A summary of the course requirements, elective requirements, and a timetable for completing important activities related to completing the Ph.D. program can be found in Appendix B.

### COURSEWORK IN THE PROGRAM OF STUDY

The program of study for the doctoral degree can vary a great deal from student to student, depending on academic and professional goals, as well as previous educational experiences. Thus, it is critical that the program of study be developed by the student in close consultation with his or her advisor and advisory committee. Before an advisory relationship is established, the student should consult with his/her interim advisor and the Director of Graduate Studies.

The course requirements for a Communication degree are designed to maximize student flexibility in choosing courses while at the same time ensuring that all graduates possess a comprehensive background in communication, not only in their own specialized area, but also across multiple areas. This department has four areas of study, Health Communication, Telecommunication and Media Studies, Organizational Communication, and Rhetoric and Public Affairs. Rather than fostering difference, however, we believe that experiencing a diversity of robust and distinct perspectives enriches all of our understandings of communication as a whole. It is on this basis that we *require* every student to take courses outside of their specialized area *within* the Department of Communication and in consultation with his or her advisor and committee. In addition, it *allows* students with interests in more than one area to create an individualized program of study in which she or he can pursue those interests.

## 64 HOUR PHD PROGRAM (STUDENTS ENTERING DOCTORAL PROGRAM WITH A COMPLETED MA)

To earn a PhD in the Department of Communication at Texas A&M, a student entering the program with an MA from another institution is required to take at least 38 credit hours of courses plus at least 11 hours of dissertation credit (for a total of no less than 64 total credit hours), pass a comprehensive exam on completion of coursework, and then successfully write and defend a dissertation. PhD coursework should follow a plan of study that includes those research methods, theories, and topics that will best prepare the student to successfully complete her or his dissertation and other research projects.

### COURSEWORK (64 Hour Program)

COMM 681: Professional Seminar	2 Credits
600-Level COMM Seminars in Specialized Area	12 Credits
600-Level COMM Seminars outside Specialized Area	6 Credits
600-Level COMM Seminars in any Area	12-16 Credits
600-Level Courses Outside COMM Department	6-15 Credits

**Note 1:** Only 6 credits of Directed Research (COMM 685) will be counted toward the degree.

**Note 2:** Each individual area may have more specific course requirements (i.e. specific methods courses) in addition to the general requirements of the department.

**Note 3:** The “area” of the course will be determined by the student’s graduate advisor using a combination of course number, subject matter, and the faculty teaching the course.

**Note 4:** 400-level courses can be taken if they are necessary for a dissertation project and have the approval of the student’s advisor. Enrollment in such courses should be considered only when no comparable graduate course is available, and when the class is being taught by a member of the graduate faculty. Given that the class is being taken as part of the students’ graduate coursework, it is not unusual for faculty to require additional work in the form of reading, paper, or research assignments and projects.

**Note 5: Exceptions to these requirements require approval by committee chair and a majority of the Departmental Graduate Committee.**

**DISSERTATION HOURS (COMM 691)** 11 to 26 Credits

**Note:** Students may take additional courses beyond the 38 credits, but they will simply not be counted toward the “core” 38 hours. For instance, students who take more than 6 hours of directed research, or who require additional outside courses, still have to take the required 600-level COMM seminars

**TOTAL REQUIRED HOURS (coursework + dissertation):** 64 Credit

## 96 HOUR PHD PROGRAM (STUDENTS ENTERING DOCTORAL PROGRAM W/O A COMPLETED MA)

To earn a PhD in the Department of Communication at Texas A&M, a student entering the program without an MA or equivalent degree from another institution is required to take at least 53 credit hours of courses plus at least 29 hours of research credit (for a total of no less than 96 total credit hours), pass a committee review of a research portfolio the by the end of year two, pass a preliminary examination on the completion of coursework, and then successfully write and defend a dissertation.

### **COURSEWORK**

***\* at least 6 credit hours of the following requirements must be committed to "methods" courses\****

COMM 681: Professional Seminar	2 Credits
600-Level COMM Seminar in Specialized Area	15 Credits
600-Level COMM Seminar in Second Area	9 Credits
600-Level COMM Seminars in any Area	18-27 Credits
600-Level Course Outside COMM Department	6-15 Credits

**Minimum Coursework Total 53 Credits**

### **RESEARCH**

*Research hours may be taken: (1) when the student is preparing the research essay for second year review (up to 3 credit hours), (2) the summer before and semester of completion of comprehensive exams, and/or (3) all semesters the student is working on his/her dissertation.*

COMM 691: Research	29-43 Credits
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**TOTAL REQUIRED HOURS (Coursework + Research)                      96 CREDITS**

**Note 1:** Only 6 credits of Directed Research (COMM 685) will be counted toward the degree.

**Note 2:** Each individual committee may have more specific course requirements (i.e. specific methods courses) in addition to the general requirements of the department.

**Note 3:** The "area" of the course will be determined by the student's graduate advisor using a combination of course number, subject matter, and the faculty teaching the course.

**Note 4:** On rare occasions, and if space is available, 400-level courses can be taken if they are necessary for a dissertation project and have the approval of the student's advisor. Enrollment in such courses should be considered only when no comparable graduate course is available, and when the class is being taught by a member of the graduate faculty. Given that the class is being taken as part of the students' graduate coursework, it is not unusual for faculty to require additional work in the form of reading, paper, or research assignments and projects.

**Note 5: Exceptions to these requirements require approval by committee chair and a majority of the Departmental Graduate Committee.**

### **Research Portfolio Review**

In order to continue in the program students in the 96-hour program must pass a research portfolio review by June 1 of the second year of study (or upon completion of 38 hours). The review will be conducted by a three-member committee (including, the student's advisor) comprised of graduate faculty in the Department of Communication that represent the student's research interests.

The review process will consist of a written and oral component. The written component has the following *minimum* requirements (additional components are at the discretion of the faculty review committee):

**(1)Research Narrative** – A personal statement that articulates a clear research identity and trajectory for continued graduate work. (\*note advisors and/or committee members may have further requirements for this narrative\*)

**(2)Research Essay(s)** – One to two research essays that showcase the student's research interests and demonstrate theoretical and methodological competency. The research essay(s) *cannot* be unrevised seminar papers, and each must be a complete and bounded academic argument (appropriate for conference and/or journal submission). The number of required research essays is at the discretion of the advisor and committee members.

Upon submission of the research portfolio, the committee will have a minimum of two weeks to evaluate the written materials. After the minimum evaluation period, an oral defense of the research portfolio must be conducted. To pass this review, a student must receive a passing vote from the majority of the review committee members (including the chair). ***Students may only complete the oral defense one time. If a student fails this defense, the student will not be able to continue in the program.***

### **ADVISING IN THE DOCTORAL PROGRAM**

Upon entering the Ph.D. program at Texas A&M, each student will be assigned an *interim advisor*. The interim advisor's responsibilities include helping the new student understand the requirements and course options in the doctoral program, assisting in the assessment of curricular needs with relation to previous coursework at both the BA and MA levels, and familiarizing the student with the graduate faculty, their research interests, and their expertise in anticipation of selecting a permanent advisor and advisory committee.

A *permanent advisor* should be selected early in the second semester of the program. This permanent advisor may (or may not) be the interim advisor. Also, the permanent advisor can be changed during the course of the program as circumstances require (for example, after the completion of preliminary exams). However, it is critical that an advisor be selected early in the program in order to help design

a program of study, make decisions about mentorship opportunities, and start thinking about dissertation possibilities.

At the beginning of the third semester of the program, in conjunction with his or her advisor, doctoral students should also select a *temporary advisory committee*. This committee – composed of the advisor and two other faculty members in the department – should meet with the student during early in the third semester of the program to design a *proposed plan of study*. The proposed plan of study should follow the same format as the degree plan that will eventually be submitted to the university (see OGAPS website for Degree Plan form), but will be for internal department review only. This proposed plan of study serves as a template for selecting subsequent coursework in the program. The content of the program of study will depend on the student's goals and the educational needs as determined by the student and committee. The proposed plan of study should be submitted to the graduate director by **October 1** of the second year of study in the program for 64 hour students, and third year of study in the program for 96 hour students. Students can get forms for the internal program of study review at: <http://comm.tamu.edu/current-graduate-resources/>.

The student must form his or her *permanent advisory committee* before submitting a formal plan of study and taking comprehensive examinations. This advisory committee typically consists of an advisor, two to three additional members of the departmental faculty, and one faculty member from outside the department. An outside member is required by the University. **According to University policy, the advisory committee must be established and a formal degree plan submitted to the Office of Graduate and Professional Studies no later than 90 days prior to the preliminary examination (see upcoming section on the preliminary examination).** However, we strongly encourage students to finalize their committees and formal degree plan early in the second year of the Ph.D. program. The permanent committee may (or may not) consist of members from the temporary advisory committee described above. It should also be noted that committee membership sometimes shifts as a student moves from the preliminary examination to the dissertation. Changes in advisor or committee members or changes in the degree plan can be done through the normal petitioning process described in the Texas A&M University *Graduate Handbook*.

## ENROLLING IN COMM 691

Finally, as a general rule, students should complete coursework before taking COMM 691: Research hours. In order to sign up for COMM 691 hours, one of the following conditions must be met:

- (1) A 96 hour students can take up to 3 hours of COMM 691 the semester they are preparing and defending their research portfolio.
- (2) 64 hour and 96 hour students may COMM 691 hours the semester they are scheduled to take preliminary exams (Exception: If a student is scheduled to take preliminary exams the beginning of the fall semester, that student may enroll in COMM 691 during the summer semester(s) that immediately precede the fall).

(3) 64 hour and 96 hour students can enroll in COMM 691 after has successfully passing the preliminary examination.

Exceptions to the three conditions described above will be made on a case-by-case basis at the Director of Graduate Studies.

If one of these conditions has been met, the student must submit a COMM 691 request form (signed by his/her permanent advisor) to Silvia Martinez. This form is only required if: (1) it is the student's first time to sign up for COMM 691 hours, and (2) a student is in the 96-Hour program and the student has defended a research portfolio, but has not passed preliminary exams.

#### PRELIMINARY EXAMINATION

A preliminary examination (also called a "comprehensive" examination) must be taken no later than the semester following the completion of the formal course work on the degree plan (except COMM 691, Dissertation Hours). **The student must file his or her degree plan with the Office of Graduate and Professional Studies at least 90 days prior to taking preliminary exams.** The degree plan is filed electronically, and details on this process can be found at the OGAPS website. A student can enroll in dissertation hours during the semester in which she or he takes the preliminary exam but not before. The preliminary examination has a written portion and an oral portion. The chair and the student will complete the "Preliminary Examination Checklist". At the end of the oral examination the chair will submit the "Checklist" and the "Report of the Preliminary Examination" (See forms on OGAPS website) to the Office of Graduate and Professional Studies. **Preliminary exams MAY NOT be taken during the Graduate Professionalization/Orientation Weeks that occur at the beginning of fall and spring semesters.**

**Purpose:** Preliminary exams are designed to test a student's expertise in at least two areas of specialization, general field knowledge, theory, and methodology as declared in the student's Program of Study. Although comprehensive exam questions will relate to the student's research trajectory, the examination process is not designed to forward or approve a specific dissertation proposal or agenda. Dissertation prospectus meetings cannot be scheduled the same day as exams.

#### **Process:**

- **Written and Oral Component.** The written component will consist of journal submission paper ( or equivalent) and 12 hours of essay questions with the oral defense accounting for an additional 2 hours.
- **Developing the Examination.** Each committee will develop an examination based on that student's declared areas of interest. The advisor and the student shall convene a meeting of the committee no later than the semester before the student plans to take the exam (in most case this will be April 30 of the student's second or third year). The papers, projects, and questions will involve theory, method, and special topic areas, as appropriate. The Chair of the student's committee will facilitate this process overall, in conjunction with the graduate

administrative assistant or other exam proctor. Under the direction of the committee chair, responsibility for writing the exam questions will be distributed among the examination committee members based on the member's particular expertise.

- Examination Structure. The examination includes: (1) the production of a journal submission quality paper or equivalent, and (2) answering 3-4 essay questions using a timed closed-book format, take-home format, or some combination of the two [12 hours].
  - Journal submission paper or equivalent. Each student will be assigned a paper to write that is (or is equivalent to) a journal submission. This paper should advance a focused and bounded argument in some way. While the paper may be related to the student's dissertation, it is not a complete prospectus. The essay portion of the test begins once the paper has been submitted to the exam proctor.
  - Essays. Twelve hours of the examination may be taken in-house using a timed closed-book format, take-home format, or some combination of the two. The essay portion of the examination will consist of 3-4 questions that are to be divided among theory, method, and special topics as appropriate, and as determined by the committee chair in consultation with the student and other committee members. Potential areas for take-home examinations may include literature reviews, data analyses, and other sorts of problem-based exercises in which it makes sense to have an open book format and for which the amount of time needed doesn't equate to a carefully-timed number of hours.
- Timing of the Examination and Defense. OGAPS rules stipulate that the examination process, including the writing of the in-house essays and the final oral examination, must be conducted within a three-week period.
  - Examination Timeline. The following deadlines guide the process:
    - Development of the examination (April 30): The student's committee will meet no later than April 30 of the student's second year to develop the examination. Papers and essay questions must be developed well in advance of the proposed examination date.
    - Announcement of the examination (One Month Prior): A student must submit a signed Preliminary Examination Scheduling form to the test proctor (graduate administrative assistant), no later than 30 days before the exam is to begin.
    - Completing the written examination (November 1): The written portion of the examination consisting of the essay questions shall be completed no later than



November 1 of the beginning of the student's third year. The examination will start on a Friday, when the student submits the journal submission paper. The student will then have 10 days to complete the written portion of the examination, the second Monday following the start of the examination on Friday.

- Oral examination (Three weeks following the beginning of the written essays).
  - If extenuating circumstances exist, these deadlines may be modified in consultation with the student's committee and the Director of Graduate Studies.
- Assessing the Examination
    - The oral defense will be scheduled no later than three weeks after the written exams start. Committee members will have one week to read the answers and form an opinion of the quality, providing cursory feedback to the committee chair.
    - The oral examination will consist of questions related to the written answers and will also be directed toward further development of the theoretical/methodological issues related to dissertation research.
    - Student passes the oral exam if the majority (including chair) agrees. Passing written and oral examination is necessary to proceed to dissertation prospectus meeting.

*EXPECTATIONS OF STUDENT, CHAIR, AND COMMITTEE MEMBER:*

The responsibilities of the student:

- Meet with the advisor to determine the number of hours allotted for each paper, project, or question and the breakdown between projects/papers and timed closed-book essays.
- Schedule the examination and plan for other logistics with the graduate administrative assistant.
- Schedule the defense with the committee members and inform the graduate administrative assistant.
- Work with the advisor as needed to prepare for the examination.
- Take the examination, emailing the answers to the graduate administrative assistant at the end of the scheduled times.
- Before the oral defense: Meet with the advisor to review comprehensive answers and plan for what to prepare for the defense.
- For the defense: Provide a 5-8 minute presentation at the beginning of the meeting; notes are allowed.

The responsibilities of the committee chair:

- Meet with the student to determine the number of hours allotted for each question and the breakdown between in-house and take-home; convey this to the rest of the committee.
- Work with the student as needed to prepare them for the examination.
- Coordinate with other committee members as needed.
- After the written portion of the examination: Meet with the student to prepare them for the defense; in particular, point out areas where they will want to be especially prepared
- Before the oral defense, committee chairs should consult with other members of the committee to determine their cursory determination of the quality of the written portion (i.e., pass/fail).
- During the defense: facilitate the defense, coordinating the conversation and order of questioning; turn the conversation toward proposal and dissertation if appropriate

The responsibilities of the committee members:

- Along with the student, develop a general sense of the topic and scope of the question; provide a reading list or other guidance
- Write a question designed for the length of time allotted for this question and send to the committee chair two weeks before the student is scheduled to begin comps
- One week after the exams have been completed/one week before the comps defense: Provide the committee chair with a cursory determination of the quality of the written portion (i.e., pass/fail).
- For the oral defense: Skim answers to all of the questions; read closely and be prepared to ask questions on the answer specific to your area.

#### AFTER PASSING ONE'S PRELIMINARY EXAMINATION

Once a student has passed the Preliminary Examination, she or he has four years to complete all remaining requirements for the degree. Otherwise, the student must repeat the Preliminary Examination.

If a student has completed all of the regular coursework on his or her degree plan, she or he must be continuously registered during all regular (fall and spring) semesters until all degree requirements have been met. This requirement can be met either by registering "in absentia" or by registering in residence. Students who plan to register "in absentia" should obtain a letter from their advisor indicating that they will not be using any university resources (including faculty time) while registered "in absentia." A copy of this letter should be placed in their permanent file. Out-of-state students who register "in absentia" pay out-of-state tuition.

Additional regulations for both parts of the examination regarding the scheduling, timing, and administration are included in the *Texas A&M Graduate Handbook*.

## DISSERTATION

Doctoral students must demonstrate their ability to conduct independent research of high quality by completing an original dissertation. While acceptance of the dissertation is based primarily on its scholarly merit, it must also have credible literary workmanship. Details about the format of the dissertation are available in the *Texas A&M University Graduate Handbook* and the *Thesis Manual* available from the Thesis Office. The University now requires mandatory electronic formats for theses and dissertations.

The dissertation process actually begins early in the program, as the student explores possible dissertation topics and discusses those possibilities with his or her advisor and other members of the faculty. The first formal step is formulating and presenting a dissertation proposal. The precise form of the proposal will vary greatly, depending on the topic areas and the preferences of the student's committee. Thus, students should carefully discuss expectations for the proposal with advisor and committee. It should be noted that research projects involving human subjects must be approved by TAMU's Institutional Review Board (IRB). IRB approval must be obtained before the proposal is submitted to OGAPS.

After completing the written proposal, a meeting is typically scheduled with all members of the student's advisory committee. This meeting is often seen as a "working session" in which ideas about the dissertation can be discussed and negotiated. Once the proposal is approved by all members of the student's committee, the proposal and approval forms are submitted to OGAPS (see OGAPS website for complete details). Though the formal deadline for submitting a dissertation proposal is 15 days prior to the dissertation defense date, students in our department typically submit their dissertation proposals months before the dissertation defense.

**Conducting the dissertation research and writing the dissertation then involves a period of time involving both independent research and much consultation with the advisor and advisory committee. When the advisor and student are both satisfied that the dissertation is ready for a defense, a complete copy should be distributed to each member of the student's advisory committee in the format she or he prefers (paper or electronic) and an oral defense of the dissertation should be scheduled.** The dissertation should be distributed to the student's advisory committee at least 10 working days before the requested examination date. If this requirement is not met, the defense will have to be rescheduled. There are no exceptions to this rule. In addition, permission to announce and hold the final examination must be requested of OGAPS at least 10 working days before the requested exam date. **It also is good practice to review the degree plan that has been filed with OGAPS well in advance of the requested date, especially if the degree plan (including committee membership) has been changed between the date of the comprehensive exam and the date of the dissertation defense.** Dissertation defenses normally are scheduled during the academic year (August 15 to June 1). Most faculty are on 9-month

contracts, which means that they are not on staff during summer months, and should not be expected to be involved in committee activities. **Dissertation defenses MAY NOT be scheduled during Graduate Professionalization/Orientation Weeks that occur at the beginning of fall and spring semesters.**

The dissertation defense will be a 1-3 hour meeting over the content of the dissertation. University policy allows a student's advisory committee to open the initial segment of a dissertation defense to faculty, students, or invited guests. If the committee chooses this option, the student will provide a brief, formal presentation of the dissertation project and findings. Following the presentation, all attendees who are not official members of the student's committee will be asked to leave and the official portion of the defense will begin. The chair of the student's advisory committee conducts the meeting. All members of the student's advisory committee should attend the meeting (see OGAPS rules about committee attendance). Upon completion of this meeting, the student will be excused from the room while the student's committee votes on whether or not to accept the dissertation in partial fulfillment of the degree requirements. Dissertations that are accepted must be filed with the thesis clerk in the Office of Graduate and Professional Studies following the policies and procedures of that office. For deadlines for filing theses, see the calendar distributed by the Office of Graduate and Professional Studies and available on the OGAPS website.

A doctoral student is allowed **one** attempt on a dissertation defense.

#### TIME LIMITS

The University requires that students complete degree requirements in a timely fashion. As such, a student has a maximum of **10 years** to complete degree requirements (after 10 years, courses begin to "expire"). Also, after passing preliminary exams, doctoral students have **4 years** to successfully defend a dissertation.

In very rare occasions, the Department of Communication will grant an extension of these time requirements. The department will grant extensions only in cases where: (1) an extenuating circumstance has delayed progress on the degree, and (2) there is evidence that substantive work toward fulfilling degree requirements has been accomplished. In order to request an extension, a student must submit a memo to the Director of Graduate Studies and Department Head detailing how the above qualifications have been met. This memo must be accompanied by the student's advisor verifying that condition two has been met.

## MASTER OF ARTS IN COMMUNICATION

The following sections provide an overview of the policies, procedures, and regulations governing the M.A. degree in Communication at Texas A&M. Other specific details related to graduate study at TAMU are covered in more detail in the *Graduate Handbook* produced by the Office of Graduate and Professional Studies and in the *Graduate Catalog* (in particular, note the residency requirements found in the *Graduate Catalog*). These documents are available on-line at the Office of Graduate and Professional Studies website. A summary of the course requirements for an M.A. degree (thesis and non-thesis option can be found in Appendices C & D.

### THESIS OPTION

#### REQUIRED 30 CREDIT HOURS

600-Level COMM Seminar in one Area	3 Credits
600-Level COMM Seminar in a second Area	3 Credits
600-Level COMM Seminar in a third Area	3 Credits
600-Level COMM Seminars in any Area	9 Credits
600-Level Course Outside COMM Department	3 Credits
Optional Course (600-level course inside or outside COMM Dept)	3 Credits
COMM 691: Thesis Hours	6 Credits

**Note 1:** Students in the MA/PhD program must take one course in at least 3 different areas (i.e., a course in 3 of the 4 areas of Rhetoric, Health, Organizational, and Media) to acquire experience in different research traditions during their first two years of coursework.

**Note 2:** Only 3 credits of Directed Research (COMM 685) will be counted toward the total 30 credits.

**Note 3:** The “area” of the course will be determined by the student’s graduate advisor using a combination of course number, subject matter, and the faculty teaching the course.

**Note 4:** 400-level courses can be taken if they are necessary for a thesis project and have the approval of the student’s advisor. Enrollment in such courses should be considered only when no comparable graduate course is available, and when the class is being taught by a member of the graduate faculty. Given that the class is being taken as part of the students’ graduate coursework, it is not unusual for faculty to require additional work in the form of reading, paper, or research assignments and projects.

**Note 5:** All students are required to complete a sequence of at least two methods courses that will prepare them to conduct independent research, including a thesis.

Thesis option students may take more than 6 hours of COMM 691, but they can only include 6 hours on their degree plans. The same "continuous residency" requirements that PhD students must meet also apply to MA thesis-option students.

Students who initially choose the thesis option can change to a non-thesis option should their interests and career goals change. However, once a student files a non-thesis degree plan with the Office of Graduate Students, she or he cannot change to a thesis option.

A number of divisions of TAMU recently have established certificate programs for graduate students. Examples include a certificate in business, which requires four courses from that college, a certificate in International Studies, a four-course program in the Bush School of Government and Public Service, a certificate in Film Studies, and a certificate in Women's Studies through the Program in Women's Studies. Students who are interested in these programs should discuss them with their advisor during their first semester in residence.

## THESIS

Students selecting the thesis option must write a thesis proposal. The proposal is a document in which the student explains the topic or subject of inquiry, the reasons and justifications for studying the topic, the methods by which the investigation will proceed, and the current state of knowledge concerning the topic. The specific format and plan for the thesis proposal should be discussed with the advisor, as different faculty members have different requirements for this document.

Once the student has produced a proposal acceptable to her or his advisor, a thesis proposal meeting can be set up. *In all cases a minimum of two weeks notice is required* for setting up a thesis proposal meeting. It is expected that all members of the student's thesis committee be present for the proposal meeting. The student is to submit the approved thesis prospectus to the Office of Graduate and Professional Studies along with the proposal form signed by all committee members (see OGAPS website for forms). . It should be noted that research projects involving human subjects must be approved by TAMU's Institutional Review Board (IRB). IRB approval must be obtained before the proposal is submitted to OGAPS. The Office of Graduate and Professional Studies requires submission of the proposal 15 days before the defense, but most students in communication complete the proposal several months ahead of this deadline.

When the advisor and student are both satisfied that the thesis is ready for a defense, a complete copy should be distributed to each member of the student's advisory committee in the format she or he prefers (paper or electronic) and an oral defense of the thesis should be scheduled. **The thesis should be distributed to the student's advisory committee at least 10 working days before the requested examination data. If this requirement is not met, the defense will have to be rescheduled. There are no exceptions to this rule. In addition, permission to announce and hold the final examination must be requested of OGAPS at least 10 working days before the requested exam date.** It also is good practice to review the degree plan that has been filed with OGAPS well in advance of the requested date, especially if the degree plan (including committee membership). **Thesis defenses normally are scheduled during the academic year (August 15 to June 1). Most**

**faculty are on 9-month contracts, which means that they are not on staff during summer months, and should not be expected to be involved in committee activities. Thesis defenses MAY NOT be scheduled during Graduate Professionalization/Orientation Weeks that occur at the beginning of fall and spring semesters.**

The thesis defense will be a 1-3 hour meeting over the content of the thesis. University policy allows a student's advisory committee to open the initial segment of a thesis defense to faculty, students, or invited guests. If the committee chooses this option, the student will provide a brief, formal presentation of the thesis project and findings. Following the presentation, all attendees who are not official members of the student's committee will be asked to leave and the official portion of the defense will begin. The meeting is conducted by the chair of the student's advisory committee. All members of the student's advisory committee should attend the meeting (see OGAPS rules about committee attendance). Upon completion of this meeting, the student will be excused from the room while the student's committee votes on whether or not to accept the thesis in partial fulfillment of the degree requirements. Theses that are accepted must be filed with the thesis clerk in the Office of Graduate and Professional Studies following the policies and procedures of that office. For deadlines for filing theses, see the calendar distributed by the Office of Graduate and Professional Studies and available on the OGAPS website.

Should the committee decide that the thesis defense is not of passing quality, university regulations provide that the "student shall be given only one opportunity to repeat the final examination [thesis defense] for the master's degree and that shall be within a time period that does not extend beyond the end of the next regular semester," exclusive of summer terms.

## NON-THESIS OPTION

### REQUIRED 36 CREDIT HOURS

600-Level COMM Seminar in one Area	3 Credits
600-Level COMM Seminar in a second Area	3 Credits
600-Level COMM Seminar in a third Area	3 Credits
600-Level COMM Seminars in any Area	15 Credits
600-Level Course Outside COMM Department	3 Credits
Optional Course (600-level course inside or outside COMM Dept)	9 Credits

### *Comprehensive Exam*

**Note 1:** Students in the non-thesis MA program must take one course in at least 3 different areas (i.e., a course in 3 of the 4 areas of Rhetoric, Health, Organizational, and Media) to acquire experience in different research traditions during their first two years of coursework.

**Note 2:** Only 3 credits of Directed Research (COMM 685) will be counted toward the total 30 credits.

**Note 3:** will be determined by the student's graduate advisor using a combination of course number, subject matter, and the faculty teaching the course.

**Note 4:** 400-level courses can be taken if they are necessary for a student's program of study have the approval of the student's advisor. Enrollment in such courses should be considered only when no comparable graduate course is available, and when the class is being taught by a member of the graduate faculty. Given that the class is being taken as part of the students' graduate coursework, it is not unusual for faculty to require additional work in the form of reading, paper, or research assignments and projects.

**Note 5:** Comprehensive Exam will consist of 6 hours of written exams and 1-2 hours of oral exams. For full-time students this would usually mean in the fourth full semester of study. The same University regulations that apply to a thesis defense also apply to comprehensive exams. To be eligible to take the final examination, the student's GPR must be **at least 3.3; there must be no unabsolved grades of D, F, or U for any course listed on the Degree Plan.** All course work on the Degree Plan must have been completed with the exception of those hours for which the student is registered.

#### SCHEDULING THE EXAMINATION

Each semester the Office of Graduate and Professional Studies (OGAPS) establishes a time period during which comprehensive exams can be administered. (See the calendar distributed by the OGAPS.) Comprehensive exams are divided into two parts: written exams and oral exams. The OGAPS regards the oral examination as the final exam; a committee chair should use the same procedure to schedule this oral exam as are used in scheduling a thesis defense. The Office of Graduate and Professional Studies will determine whether the student is eligible to take the final exam based upon the student's graduate grade point average and the student's progress on her or his official "Degree Plan." The oral exam cannot be held until the meeting schedule for that final exam is formally approved by the Office of Graduate and Professional Studies.

#### WRITTEN COMPREHENSIVE EXAMINATION

The written comprehensive examination is given over two consecutive days and involves 6-8 clock hours of writing. All exams are conducted in the department (*not* "take-home") and are closed-book in nature. Students are responsible for scheduling a room and a computer with Department office staff at least two weeks in advance of the exam. It is the responsibility of the committee chair to solicit 6-8 hours of questions from among those faculty members who taught graduate-level courses to the degree candidate. Not all faculty members need to be invited to submit questions, but the committee chair must secure questions from at least three members of the graduate faculty in Communication both on and off of the student's advisory committee. Questions also may be solicited from faculty members outside the Department of Communication if the candidate has taken a significant amount of course-work in some other field. Faculty members who are not on the candidate's committee (but whose questions were included on the exam) will inform the committee chair of their evaluations of the student's answers to their questions. These evaluations will be afforded the same weight in calculating the student's performance on those questions as the grades



given by the student's committee members. However, only the members of the candidate's committee can vote as to whether the student passed his or her examination **as a whole**.

#### ORAL COMPREHENSIVE EXAMINATION

The oral examination will be held *within ten calendar days* after the written examination. The oral exam will cover the student's answers to the written questions and other issues related to these responses. The oral exam will be 1-3 hours in length. Any member of the graduate faculty may attend an oral comprehensive examination. Other individuals may attend with the explicit agreement of both the committee chair and the candidate.

Upon completion of the oral examination, the student and all other individuals not on the student's graduate committee will be excused from the room while the student's graduate committee votes on whether the student's performance *on the oral exam and the written exam, as a whole*, is of passing quality. Should the committee decide that the examination is not of passing quality, university regulations provide that the "student shall be given only one opportunity to repeat the final examination for the master's degree and that shall be within a time period that does not extend beyond the end of the next regular semester," exclusive of summer terms.

For further information concerning university policies governing theses and comprehensive examinations please consult the most recent *Graduate Catalog*. Also note the residency requirement in the *Graduate Catalog*.

## DEPARTMENTAL STRUCTURE

Communication is one of the twelve departments that comprise the College of Liberal Arts at Texas A&M University. The Dean of the College of Liberal Arts is Dr. Pamela Matthews. She is assisted by three Associate Deans; Associate Dean Gerianne Alexander currently chairs the College's Graduate Committee and has various responsibilities related to graduate policies in the College. The graduate student's daily existence, however, is much more likely to be directly affected by the structures and codes operating inside a given department.

**Department Head:** The head of the Department of Communication is Dr. J. Kevin Barge. Dr. Barge is responsible for all aspects of the department and reports directly to Dean Matthews. Anyone wishing to have a private conference with Dr. Barge should schedule a meeting through his assistant, Sandra Maldonado. If the problem can be solved at a level below that of the department head, then take the problem to that level first. Many problems can be solved by the office staff, Director of Graduate Studies, advisor, or the basic course director (if applicable).

**Director of Graduate Studies:** Dr. Kristan Poirot is the graduate studies director. The DGS is responsible for the day-to-day administration of the graduate program. Dr. Poirot is available to counsel all incoming graduate students and oversees their transition to a permanent advisor. The graduate studies director is responsible for the implementation of all university, college, and departmental policies involving graduate instruction. Dr. Poirot reports directly to the Department Head and to the Associate Dean for Graduate Studies. The DGS is always accessible to talk with graduate students about any aspect of their experiences in the graduate program. If a person, policy, procedure, or other aspect of "life as a graduate student" is bothering you, speak to your advisor. If your advisor is not able to solve the problem, see the DGS. Routine problems, (filing forms, registration, etc.) usually can be solved by Silvia Martinez the administrative assistant for the graduate program, or other members of the office staff.

**Director of Undergraduate Studies:** Professor Nancy Street is the undergraduate studies director.

**Basic Course Director:** While some advanced doctoral students may teach diverse classes, the majority of students who are serving as graduate teaching assistants (T.A.s) will work closely with the Director of COMM 203 ("Public Speaking"), Professor Nancy Street. Professor Street is responsible for the instruction and final evaluation of the undergraduate students enrolled in COMM 203. As a T.A., you will be expected to perform duties that are assigned to you by the course director. Usually, this will involve responsibility for recitation sections of the course. T.A.s should consult closely with the course director concerning classroom policies and procedures. Any problems with students, grades, classroom discipline, or other dimensions of the undergraduate classroom should be referred immediately to the course director. As a member of the teaching staff of the department, you fulfill a vital role in the departmental mission. Always act in a professional manner. The faculty, including the course director, will stand behind you 100%.

Different faculty members will serve as directors for the other courses taught by graduate students. They will play a similar role to that performed by Professor Street for these courses.

**Graduate Placement Team:** The Graduate Placement Team advises students on how to prepare materials for academic job applications, and helps prepare them for job interviews. Students who are currently applying for jobs should contact Dr. Matt May and/or Dr. Sherry Holladay. Students plan to apply for jobs in the next 12-18 months will also benefit from meetings with these faculty members.

**Communication Laboratory Personnel:** The Department of Communication maintains an active communication laboratory, managed by Ms. Melinda Alvarado. Questions about multimedia instruction and laboratory equipment, maintenance, access, and use should be directed to Ms. Alvarado or other appropriate lab personnel.

**Departmental Graduate Instruction Committee:** The department graduate committee is composed of the graduate studies director and four to six members of the graduate faculty. This committee is the policy-making arm of the faculty on questions concerning graduate education. The graduate committee, for example, selects students for admission, examines applications for graduate assistantships, and advises the DGS on the day-to-day operations of the graduate program. Any suggestions for improving the graduate program or petitions for waiving requirements or adjudicating grievances should be directed to the graduate committee through its chair, Dr. Poirot. If you have suggestions for improving “the way things work” around here, please share them with members of the graduate committee: Dr. Richard Street, Dr. Johanna Dunaway, Dr. Matt May, Dr. Sherry Holladay, and Dr. Antonio LaPastina.

**Permanent Advisor:** The permanent advisor is the person with whom the graduate student should be working most closely. Generally, this is the person who will either direct the dissertation/thesis or chair the examining committee. No decision made during a graduate student's residence is more important than the selection of a permanent advisor. This should be a person whom you respect, whose research is in an area similar to your own, who has a genuine interest in you and your ideas, and with whom you can work closely to achieve your goals. Most members of the department's graduate faculty can serve as a permanent advisor. Talk to as many faculty members as you can before making this selection. Don't be hesitant about approaching them, but don't be surprised if you are asked to set up a time for an appointment—they have heavy schedules too. Use the time—both yours and theirs—wisely.

**Texas A&M Office of Graduate and Professional Studies:** As you near the end of your program, you will want to become familiar with the Office of Graduate and Professional Studies, located in 001 Commons Building. Its phone number is (979) 845-3631 and its mailing address is 1113 TAMU, College Station, TX 77843-1113. This is the office that issues guidelines for theses, deadlines for exams, and other detailed information concerning “end times.” Most of the information you will need will be provided to you directly by the department's DGS, but on occasion you will need to go to the Administration Building to deliver forms, applications, or other administrative materials.

## **APPENDIX A: GRADUATE COURSES IN COMMUNICATION**

(unless otherwise noted, courses are for 3 hours credit)

**610. Social Science Methods in Communication Research** Quantitative research methods in communication, including design, measurement and analysis for descriptive and experimental research; practice in evaluating and conducting research projects.

**615. Interpretive Methods in Communication Research** Introduction to interpretive and qualitative methods in communication research. Underlying epistemologies, design issues, and explanation of knowledge claims. Methods including participant observation and interviewing

**620. Communication Theory** The nature and role of communication theory, systems of ontology and epistemology in theory development; critical review of current theories concerning communication codes, function and processes in various contexts.

**630. Interpersonal Communication** Major theories in interpersonal communication; critical examination of current research programs on communication in interpersonal influence, relational development and conflict management.

**631. Group Communication** Major concepts and theories of communicative processes in task-oriented groups from a social scientific perspective; the role of group communication in (1) group decision processes (2) decision development, (3) decision-making agendas and (4) conflict and performance quality.

**632. Communication and Conflict** Elements and central features of conflict theories and different approaches to communication in conflict management. Analysis of communication research in interpersonal, family/marital, group, organizational, and public conflicts and the role of the media in social and international disputes.

**634. Communication and Gender** Gender considered as a complex phenomenon constituted through communication. Topics include femininities, masculinities, language, power, nonverbal behavior, gender in media, organizations, interpersonal relationships and social movements.

**636. Survey of Organizational Communication** Theoretical and empirical literature on human communication and complex organizations; the study of messages, interaction, and meaning in the process of organizing; topics include superior-subordinate communication, communication networks and technologies, language, message flow, symbols and organizational culture, negotiation and conflict, and power and politics.

**637. Organizational Communication Seminar** Investigation of a subject important to the understanding of organizational communication, such as communication and organizational decision-making, group communication within organizations, communication and organizational culture, and organizational rhetoric and issue management. May be repeated for credit with a different content up to a total of three times.

**640. Rhetorical Theory** Close reading of classical and contemporary systems of rhetoric; survey of principal applications to communication theory and research.

**645. Rhetorical and Textual Methods in Communication Research** Comparative study of traditional and contemporary perspectives on the description, interpretation, and evaluation of public discourse, including textual analysis, neo-classical analysis, Burkean criticism, quantitative and qualitative approaches to content analysis, fantasy theme analysis, and semiotic analysis.

**649. American Public Discourse to 1865** Public discourse and political rhetoric in America in colonial and pre-Civil War years. Historical, conceptual, and practical examination of political campaign rhetoric, legislative rhetoric, judicial rhetoric, and advocacy group rhetoric.

**650. American Public Discourse since 1865** Public discourse and political rhetoric in America in post-Civil War years. Historical, conceptual and practical examination of political campaign rhetoric, legislative rhetoric, judicial rhetoric and advocacy group rhetoric. May be repeated for credit with a different content up to a total of three times.

**651. Presidential Rhetoric** Rhetorical discourse of American presidents, including principal genres of presidential communication, speechwriting and media strategies; case studies of presidential communication ranging from campaign oratory, to crisis rhetoric, and ceremonial address.

**652. The Rhetoric of Social Movements.** Analysis of persuasive strategies used to build social identities and collectively agitate for social change; exploration of the history of social movements in the United States and abroad.

**653. Rhetoric and Public Cultures.** Examination of how artifacts of public culture function rhetorically to transform public attitudes, opinion, and memory; analysis of documents, artworks, images, and histories from a humanities and social science perspectives.

**654. Classical Rhetoric.** Origins of rhetoric in classical Greece and Rome; exploration of the relationship between philosophy, rhetoric, and democratic political culture; the contemporary relevance of classical thought to contemporary problems. Cross-listed with ENGL 654.

**655. Contemporary Theories of Rhetoric.** Investigation of the major figures in rhetorical theory in the 20th and 21st centuries; analysis of the relationship between rhetoric and power; identifying new challenges for rhetoric in a global, multicultural, technological age. Cross-listed with ENGL 655

**656. Feminism and Rhetoric.** This course traces the historical development of the ideology, theory and rhetorical practices of U.S. feminism. We will begin in the 19th century with women's activism in the abolitionist movement and end by studying contemporary feminist activism.

**658. Seminar in Communication and Culture** Investigation of the ways that culture, religion, identity, gender, popular culture, community, history, and related ideas are shaped through communication in order to understand the development of social norms, political values, and the human experience. May be repeated for credit up to 3 times.

**659. Communication and Citizenship in the Public Sphere** Theoretical examination of communication within democratic, republican, and liberal conceptions of citizenship; consideration of the ideal of the public sphere, and communication in global civil society. Specific attention to the practices of American citizenship within the global civil society.

**662. Survey of Telecommunication and Media Studies** Survey of research and theory in media studies and telecommunication; review of literature on mass communication, media, culture, and society, media audiences, texts, industries and technologies; provides students an overview of the literature and theoretical orientation.

**663. Seminar in Telecommunication and Media Studies** Intensive work on selected topics of research in telecommunication and media studies; may address work in the areas of audience studies, media effects, industries, policy, international issues, media and culture, media history or theory; may be repeated for credit with different content up to a total of three times.

**665. Communication and Technology** Examines the relationships between human communication and technology, investigating the social effects of communication technology, the quality of messages, communicative practices, and rhetorical norms that typify effective communication in technological society.

**669. Survey of Health Communication** Theories and research in health communication considering functions and outcomes of communication processes in various health contexts, ranging from interpersonal settings to public campaigns. Emphasis on providing framework for synthesizing and critically evaluating health communication research.

**670. Health Communication Seminar** Investigation of a subject important to the understanding of health communication, such as persuasion and public health campaigns, physician-patient communication, or communication in health care organizations. May be repeated for credit with different content up to a total of three times.

**681. Professional Seminar (1 credit)** Provides socialization to the profession of communication, focusing on graduate students' roles as scholars and teachers; provides instruction on teaching, communication, conducting and writing publishable research, and fulfilling responsibilities to one's organization and profession.

**685. Directed Studies; Credit (1 to 6 each semester)** Directed studies in specific problem areas in communication. Student may take up to two sections of directed studies in communication in the same semester, with a maximum of 6 credits.

**689. Special Topics in... (Credit 1 to 4 each semester)** Selected topics in an identified area of communication. May be repeated for credit.

**691. Research; (Credit 1 or more each semester)** Research for thesis or dissertation.

## APPENDIX B: 64-HOUR PROGRAM REQUIREMENTS

### PhD. COURSEWORK

**TOTAL REQUIRED HOURS (coursework + dissertation):**

**64 Credits**

#### **Courses in Specialized Area**

\_\_\_\_ COMM \_\_\_\_

\_\_\_\_ COMM \_\_\_\_

\_\_\_\_ COMM \_\_\_\_

\_\_\_\_ COMM \_\_\_\_

#### **Courses Outside of Specialized Area**

\_\_\_\_ COMM \_\_\_\_

\_\_\_\_ COMM \_\_\_\_

#### **Courses in Any COMM Area (12-18 hours)**

\_\_\_\_ COMM \_\_\_\_

\_\_\_\_ COMM \_\_\_\_

\_\_\_\_ COMM \_\_\_\_

\_\_\_\_ COMM \_\_\_\_

\_\_\_\_ COMM \_\_\_\_

\_\_\_\_ COMM \_\_\_\_

#### **Courses Outside of COMM (6 to 15 hours)**

\_\_\_\_ COMM \_\_\_\_

\_\_\_\_ COMM \_\_\_\_

\_\_\_\_ COMM \_\_\_\_

\_\_\_\_ COMM \_\_\_\_

\_\_\_\_ COMM \_\_\_\_

\_\_\_\_ COMM \_\_\_\_

**Two Professional Development courses (1 hour each):**

\_\_\_\_\_ COMM 681 \_\_\_\_\_ COMM 681

**TOTAL COURSEWORK HOURS: 37 to 53**

***Dissertation Hours: 11 to 27 hours of COMM 691***

TOTAL HOURS for Ph.D. Degree Plan: **Minimum of 64 hours (coursework + dissertation)**

***Residency requirement:***

\_\_\_\_\_ One academic year taking 9 hours each term (semester or 10-week summer session)

***Degree plan requirement:***

\_\_\_\_\_ Degree plan filed through ogsdpss.tamu.edu 90-days *prior* to preliminary exam (comps)

***Preliminary exam checklist form (student downloads form from OGAPS):***

\_\_\_\_\_ Prior to scheduling exams to determine all criteria have been met

***Registration for preliminary exams:***

\_\_\_\_\_ Must be enrolled for a minimum of 1 credit hour the semester or summer term the student will take the exam

***Preliminary exam results (student downloads forms from OGAPS website):***

\_\_\_\_\_ Two **forms** submitted to OGAPS to report results of comps (Report of Doctoral Preliminary Exam form and Preliminary Examination checklist) within 10 working days of oral defense

***Dissertation proposal (student downloads form from OGAPS website):***

\_\_\_\_\_ The proposal and TITLE PAGE **form** from OGAPS submitted after getting committee approval and at least 15 days prior to defense



**Apply for graduation:**

\_\_\_\_\_ During first week of final semester through degreeapp.tamu.edu

**Request for Final Exam/Dissertation Defense (student downloads form from OGAPS website):**

\_\_\_\_\_ File **form** with OGAPS 10 days prior to exam date

**Dissertation Defense (OGAPS form sent DIRECTLY to advisor; student downloads thesis from thesis office website):**

\_\_\_\_\_ Committee signs **form** from the OGAPS and the **form** from the thesis office

**Benchmarks**First semester

- \_\_\_\_\_ Begin tentative plan of study
- \_\_\_\_\_ Become involved in at least one research project (solo or with faculty)
- \_\_\_\_\_ Join 1 or more professional organizations

Second semester

- \_\_\_\_\_ Select Permanent Advisor
- \_\_\_\_\_ Consult with advisor on coursework
- \_\_\_\_\_ Submit 1-2 manuscripts to a conference
- \_\_\_\_\_ Updated CV for Annual Review

Third semester

- \_\_\_\_\_ Submit proposed plan of study to DGS (**October 1**)
- \_\_\_\_\_ Have attended or are registered to attend at least one scholarly convention
- \_\_\_\_\_ Engage in independent research project or work with a faculty member
- \_\_\_\_\_ At least one first/solo authored manuscript for journal submission should be in preparation.
- \_\_\_\_\_ Select Committee Members

Fourth semester

- \_\_\_\_\_ Complete coursework
- \_\_\_\_\_ Meet with committee to plan Preliminary Exam (APRIL 30)
- \_\_\_\_\_ Submit at least two manuscripts to scholarly convention (preferably national or international)
- \_\_\_\_\_ Submit manuscript to a journal for publication
- \_\_\_\_\_ Submit Degree Plan of Study with OGAPS (@least 90 days before exams)
- \_\_\_\_\_ Update CV for Annual Review

### Year 3

- \_\_\_\_\_ Have at least 1 manuscript accepted for publication at a journal.
- \_\_\_\_\_ Have completed (or in the process of giving) at least 3 conference presentations
- \_\_\_\_\_ Complete and pass Preliminary Exams
- \_\_\_\_\_ Successfully defend dissertation proposal meeting with committee; file proposal with OGAPS.

*(Dissertation proposal must be defended and accepted no later than the last day of the second summer session of the third year.)*

- \_\_\_\_\_ Submit 1-2 manuscripts to conferences.
- \_\_\_\_\_ Prepare writing sample for job applications.
- \_\_\_\_\_ Update CV for Annual Review
- \_\_\_\_\_ Apply for and/or engage in at least one high-impact event outside of the department (national pre-conference; doctoral honors seminar; summer institutes; writing camps, etc.)

### Year 4

- \_\_\_\_\_ Continue to Submit papers to conferences to journals
- \_\_\_\_\_ Prepare materials for job applications (CV, sample syllabi, research statement, teaching philosophy, cover letter, etc.)
- \_\_\_\_\_ Prepare research job talk (early in the fall)
- \_\_\_\_\_ Practice research job talk (coordinated through advisor and Graduate Placement Officer)
- \_\_\_\_\_ Complete dissertation
- \_\_\_\_\_ Schedule Final Exam (dissertation defense)
- \_\_\_\_\_ Submit Dissertation to OGAPS and coordinate with them to meet all requirements for graduation.

## APPENDIX C: 96-HOUR PROGRAM REQUIREMENTS

### PHD. COURSEWORK

**TOTAL REQUIRED HOURS (coursework + dissertation):**

**96 Credits**

#### Courses in Specialized Area

\_\_\_\_\_ COMM \_ \_ \_

\_\_\_\_\_ COMM \_ \_ \_

\_\_\_\_\_ COMM \_ \_ \_

\_\_\_\_\_ COMM \_ \_ \_

\_\_\_\_\_ COMM \_ \_ \_

#### Courses Outside of Specialized Area

\_\_\_\_\_ COMM \_ \_ \_

\_\_\_\_\_ COMM \_ \_ \_

\_\_\_\_\_ COMM \_ \_ \_

#### Courses in Any COMM Area (18-27 hours)

\_\_\_\_\_ COMM \_ \_ \_      \_\_\_\_\_ COMM \_ \_ \_

\_\_\_\_\_ COMM \_ \_ \_      \_\_\_\_\_ COMM \_ \_ \_

\_\_\_\_\_ COMM \_ \_ \_      \_\_\_\_\_ COMM \_ \_ \_

\_\_\_\_\_ COMM \_ \_ \_

\_\_\_\_\_ COMM \_ \_ \_

\_\_\_\_\_ COMM \_ \_ \_

#### Courses Outside of COMM (6 to 15 hours)

\_\_\_\_\_ COMM \_ \_ \_

\_\_\_\_\_ COMM \_ \_ \_

\_\_\_\_\_ COMM \_ \_ \_

\_\_\_\_\_ COMM \_ \_ \_

\_\_\_\_\_ COMM \_ \_ \_

\_\_\_\_\_ COMM \_ \_ \_

**Two Professional Development courses (1 hour each):**

\_\_\_\_\_ COMM 681 \_\_\_\_\_ COMM 681

**TOTAL REQUIRED COURSEWORK HOURS: 53**

***Dissertation Hours: 29-43 hours of COMM 691***

**TOTAL HOURS for Ph.D. Degree Plan: Minimum of 96 hours (coursework + dissertation)**

***Residency requirement:***

\_\_\_\_\_ One academic year taking 9 hours each term (semester or 10-week summer session)

***Degree plan requirement:***

\_\_\_\_\_ Degree plan filed through ogsdpss.tamu.edu 90-days *prior* to preliminary exam (comps)

***Preliminary exam checklist form (student downloads form from OGAPS):***

\_\_\_\_\_ Prior to scheduling exams to determine all criteria have been met

***Registration for preliminary exams:***

\_\_\_\_\_ Must be enrolled for a minimum of 1 credit hour the semester or summer term the student will take the exam

***Preliminary exam results (student downloads forms from OGAPS website):***

\_\_\_\_\_ Two **forms** submitted to OGAPS to report results of comps (Report of Doctoral Preliminary

Exam form and Preliminary Examination checklist) within 10 working days of oral defense

***Dissertation proposal (student downloads form from OGAPS website):***

\_\_\_\_\_ The proposal and TITLE PAGE **form** from OGAPS submitted after getting committee approval and at least 15 days prior to defense

***Apply for graduation:***

\_\_\_\_\_ During first week of final semester through degreeapp.tamu.edu

***Request for Final Exam/Dissertation Defense (student downloads form from OGAPS website):***

\_\_\_\_\_ File **form** with OGAPS 10 days prior to exam date

***Dissertation Defense (OGAPS form sent DIRECTLY to advisor; student downloads thesis from thesis office website):***

\_\_\_\_\_ Committee signs **form** from the OGAPS and the **form** from the thesis office

**Benchmarks**

First semester

- \_\_\_\_\_ Begin tentative plan of study
- \_\_\_\_\_ Become involved in at least one research project (solo or with faculty)
- \_\_\_\_\_ Join 1 or more professional organizations

Second semester

- \_\_\_\_\_ Select Permanent Advisor
- \_\_\_\_\_ Consult with advisor on coursework
- \_\_\_\_\_ Submit 1-2 manuscripts to a conference
- \_\_\_\_\_ Updated CV for Annual Review

Third semester

- \_\_\_\_\_ Have submitted at least one paper to a scholarly convention
- \_\_\_\_\_ Have attended or are registered to attend at least one scholarly convention
- \_\_\_\_\_ Engage in independent research project or work with a faculty member

\_\_\_\_\_ Select Research Portfolio Committee Members

#### Fourth semester

\_\_\_\_\_ Prepare Research Portfolio

\_\_\_\_\_ Pass Research Portfolio Review

\_\_\_\_\_ Submit at least two manuscripts to scholarly convention (preferably national or international)

\_\_\_\_\_ Update CV for Annual Review

#### Year 3

\_\_\_\_\_ Revise at least 1 manuscript and submit for journal publication

\_\_\_\_\_ Submit Preliminary Plan of Study to DGS (October 1)

\_\_\_\_\_ Submit Degree Plan of Study with OGAPS (@least 90 days before exams)

\_\_\_\_\_ Meet with committee to plan PhD Preliminary Exam (April 30)

\_\_\_\_\_ Update CV Annual Review

#### Year 4

\_\_\_\_\_ Complete and Pass Preliminary Exams

\_\_\_\_\_ Submit manuscript or abstract to a national scholarly convention

\_\_\_\_\_ Successfully defend dissertation proposal; file proposal with OGAPS.

*(Dissertation proposal must be defended and accepted no later than the last day of the second summer session of the third year.)*

\_\_\_\_\_ Have at least 1 manuscript accepted for publication at a journal.

\_\_\_\_\_ Prepare writing sample for job applications.

\_\_\_\_\_ Update CV for Annual Review

\_\_\_\_\_ Apply for and/or engage in at least one high-impact event outside of the department (national pre-conference; doctoral honors seminar; summer institutes; writing camps, etc.)

#### Year 5

\_\_\_\_\_ Continue to Submit papers to conferences to journals

\_\_\_\_\_ Prepare materials for job applications (CV, sample syllabi, research statement, teaching philosophy, cover letter, etc.)

\_\_\_\_\_ Prepare research job talk (early in the fall)

\_\_\_\_\_ Practice research job talk (coordinated through advisor and Graduate Placement Officer)

\_\_\_\_\_ Complete dissertation

\_\_\_\_\_ Schedule Final Exam (dissertation defense)

\_\_\_\_\_ Submit Dissertation to OGAPS and coordinate with them to meet all requirements for graduation.

## APPENDIX D: SUSPENSION & DISMISSAL FROM GRADUATE PROGRAM/ASSISTANTSHIPS

Students may be suspended or dismissed from the graduate program if they fail to remain in good standing, engage in unethical behavior, or both.

### SUSPENSION FROM GRADUATE PROGRAM

Good standing is defined as meeting the minimum GPR, minimizing incompletes, and making good progress toward the degree. Suspension from the program means that students will not be allowed to register for classes, and as a result, will lose any funding that is contingent on their being a full time student (e.g., employment as teaching or research assistantships, fellowships and scholarships, student loans, and in-state tuition). Students may be suspended from the program if they fail to meet one or more of the following criteria.

**Minimum GPR.** Graduate students are expected to maintain an overall GPR of 3.30. If a student's overall GPR falls below 3.30 for one semester, the student must meet with his or her advisor and the graduate director to discuss the issue and develop a plan and timeline for raising the GPR. If the student fails to raise their GPR within the timeline established, then the student may be dismissed.

**Excessive incompletes.** If a graduate student accumulates two or more incompletes during a single semester—or has two or more outstanding incompletes at the end of a semester—the student will not be allowed to register for classes the following semester unless the two incompletes are converted to a satisfactory grade prior to the start of the following semester. In rare cases, an alternative timeline may be generated through consultation among the student, the advisor, and the director of graduate studies. (i.e., a timeline for conversion of the incompletes is set). If the incompletes are not resolved prior to the beginning of the following semester or an alternative timeline negotiated, the student will be reinstated the semester following the successful conversion of the incompletes to a satisfactory grade.

**Failure to make normal progress toward the degree.** Normal progress toward the degree is defined in terms of the timely and successful completion of: (1) coursework, (2) selecting a permanent advisor, (3) creating a program of study, (4) establishing preliminary examination, and thesis or dissertation committees, and (5) paperwork required by the department and the Office of Graduate and Professional Studies. Appendices A, C, and D lay out the benchmarks by which normal progress is determined. Students are expected to develop active research programs while in graduate school. This involves submitting papers based on their research to conferences, revising those papers, and submitting them for publication. However, successful efforts to publish original



research, while strongly valued and generally necessary for employment in a competitive job environment, is not used to assess progress toward the degree.

If a student fails to make adequate progress, the student will not be allowed to register for the next semester unless the reason for failing to make adequate progress is addressed (e.g., establishing a committee) or a mutually agreeable alternative is negotiated by the student, the advisor, and the director of graduate studies (e.g., postponing comprehensive exams for a semester).

#### DISMISSAL FROM GRADUATE PROGRAM

Students may be dismissed from the program if: (a) They fail to maintain good standing in the program for an extended period of time (i.e., more than one semester), (b) they are suspended from the program, but take insufficient action to be reinstated, (c) they fail to maintain a 3.30 overall GPR for two consecutive semesters, (d) they have one or more incompletes for two consecutive semesters, or (e) they act unethically in either their academic teaching or scholarship. Unethical conduct may be defined, but is not limited to, acts such as inappropriate relationships with students, plagiarism, improper use of university funds or equipment, and falsification of academic records. Depending upon the nature of the issue, extenuating circumstances may be taken into consideration by the Director of Graduate Studies (DGS) when making a decision to dismiss a student from the program.

Students have a right to appeal dismissal from the program. The following five-step process should be followed when making an appeal.

**1. Student Notification.** A registered or hand-delivered letter will be sent by the DGS to the student notifying him or her of dismissal from the program. In the case of a hand-delivered letter, the student shall sign a form indicating receipt of the letter. The letter will summarize the reasons for the dismissal and specify the date the dismissal goes into effect.

**2. Conference with the Director of Graduate Studies.** The student may make a written request to the DGS to discuss the dismissal. If a mutually agreeable alternative to dismissal is negotiated during the meeting, the DGS will write a letter summarizing the resolution and provide a written copy to the student. A copy will also be placed in the student's file.

**3. Departmental Head and Graduate Affairs Committee Review.** If the issue is not successfully resolved by the DGS, the student may request in writing for the Department Head to review the dismissal decision. The department head will request a review by the graduate committee. The graduate committee will hear evidence and testimony regarding the dismissal decision and the grounds for disputing the decision. Using a majority vote, the committee will recommend to the head to uphold, reject, or modify the dismissal decision.

**4. Dean Review.** If the issue is not successfully resolved, the student or DGS may make a written appeal to the Dean of the College of Liberal Arts, or the Dean's designee, regarding the Graduate Affairs Committee decision. The Dean or the Dean's designee will provide

additional information regarding the way the Dean's review is to be conducted and what kinds of evidence and testimony will be permitted.

**5. Graduate Appeals Panel.** If the decision by the Dean or the Dean's designee is not satisfactory to either the student or the DGS, either party may request the Graduate Appeals Panel to take action. Information regarding the way the request may be made and the appeal is to be managed may be found in Rule 59 of Student Rules ([student-rules.tamu.edu](http://student-rules.tamu.edu)).

## SUSPENSION AND DISMISSAL FROM RESEARCH AND/OR TEACHING ASSISTANTSHIPS

### ***Research Assistantships***

Research assistantships (RAs) are funded by individual faculty members (or groups of faculty members) either through independent grants or research bursaries provided by the university (e.g., new faculty "start up" funds). Consequently, faculty supervisors select research assistants and the terms of an RA appointment are negotiated between the student and the faculty sponsor. There are a number of university guidelines for these negotiations (for example, a full-time research assistant cannot be required to work more than 20 hours per week), and the terms of these assignments must be approved by the department head, but specific activities, sites, and work schedules will depend on individual negotiations. As with their academic progress, RAs will receive annual reviews from their supervising professors, which will include evaluations of their work. Research assistants may be dismissed if their work is deemed to be inadequate by their supervising faculty member. Actionable behaviors include not completing assigned tasks or performing them at an inadequate level of quality, or violating university policies or relevant laws regarding research activities, confidentiality, or use of funds. When appropriate, RAs will first be given a formal notice that dismissal may be forthcoming which includes steps that must be taken to continue in the position, means of measuring progress toward meeting those requirements, and a timeline/deadline for doing so. In some cases, termination will take place at the end of a semester and students will be eligible to shift to a teaching assistantship as outlined in their offer letters (unless dismissal is related to violations of laws or university policies). However, in other cases, termination may be immediate and students will be given an alternate work assignment until the end of the term.

### ***Teaching Assistantships***

Teaching assistantships (TAs) are assigned on a semester-by-semester basis. Because of the extensive lead time for scheduling that is required by the university registrar, incoming graduate students normally will teach recitation sections of COMM 203, Public Speaking, during their first semester. In subsequent semesters, students who have successfully completed 18 hours of graduate coursework in COMM and distinguished themselves in the classroom may be offered other assignments that are related to their programs of study. Each TA will be assigned a supervising professor to help with course design, syllabus construction, teaching and evaluation

strategies, and so on. General, department-wide expectations will be provided during new student orientation. Course-specific expectations will be provided by supervising faculty prior to the beginning of each semester. Teaching assistants may be dismissed if their work is deemed to be inadequate. Examples of actionable behavior include failure to hold class or make timely arrangements to have classes covered in cases of illness or personal crisis; repeatedly missing staff meetings or coming to them unprepared; refusing to communicate with students by holding regular office hours and/or responding to email messages; repeatedly being unprepared for class; arbitrary and/or capricious grading; and violation of university policies and/or state or federal laws, especially those related to student privacy (FERPA) or discrimination (overt or by creating a hostile educational environment); or failing to comply with the rules regarding outside employment that were described earlier in this *Handbook*. TA performance will be monitored throughout the semester through a wide variety of mechanisms. These approaches will be established by supervising faculty and communicated to TAs. Teaching performance will be assessed by the supervising professor and communicated to the student in his or her annual review letter. If at some point a TA's performance is judged to be inadequate, supervising faculty must initiate an intervention that includes: (1) written notice of the action (either through campus mail or through the university email system); (2) identifies the problems that have been observed; and (3) establishes steps that must be taken to remedy those deficiencies. Item three will include criteria for measuring success in remedying identified problems, and a timeline/deadline for taking corrective action. Fortunately, both the department and the university have a number of opportunities in place through which teaching assistants can improve their teaching. Students who fail to complete a remediation program may be dismissed from their TA positions using the same dismissal process described in steps one through three of the procedures for academic dismissals.