

**University of Wisconsin-Milwaukee**

**Department of Communication**

**Master of Arts Program**

**Handbook**

**2015-2016**

On behalf of the graduate faculty, current students, and program alumni, we welcome you and wish you success in achieving your goals in undertaking advanced study in the Master of Arts Program in Communication. This document explains the Master of Arts [MA] Program in Communication at the University of Wisconsin-Milwaukee. The handbook contains:

- Information regarding admissions requirements and procedures;
- Explanations of specific program requirements and options for successfully completing the MA program of study;
- Summary of financial aid opportunities and requirements;
- Identification of program personnel and explanations of program governance;
- Forms required for managing the student's MA program.

This dated version of the handbook should be retained throughout your MA program of study. Please read all parts of the handbook thoroughly; keep it with other important university documents as it is a valuable source of information that you will need to consult while participating in the MA program.

In developing the MA program, the graduate faculty has attempted to provide a curriculum that allows for both specialized and broadly based programs of study. All students are encouraged to seek the advice of faculty advisors in developing study plans and discussing opportunities for effectively using the program's resources.

The requirements outlined in the Handbook apply to all students entering the program during the 2015-16 academic year. Students that entered the program prior to June 1st of 2015 should consult an earlier version of the Handbook.

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## **GOALS AND OBJECTIVES**

The Department of Communication offers a Master of Arts degree designed to provide breadth and depth of study in the following areas:

Organizational/Professional Communication  
Intercultural/Global Communication  
Interpersonal Communication/Conflict Management  
Rhetoric/Public Address

The MA program provides preparation for a variety of careers including the Ph.D. degree. It endeavors to provide students with a framework in which to study communication as a liberal art while creating an opportunities for specialization in subject matter areas of particular interest to the individual.

The curricular emphases of the program are embodied in the following program objectives:

- A. Provide intensive study in theory and research methodologies appropriate for analyzing and evaluating processes of communication in human interactive settings.
- B. Provide intensive study in theory, research methodologies, and practical strategies of public message preparation, analysis and management.

The program strives to integrate conceptual, methodological, and practical concerns in the study of communication so that they can be appreciated in their own right or applied to specific occupational settings. It is the individual student's responsibility to balance these concerns in a program of study designed to meet specific educational needs and objectives.

## **ADMISSION**

Admission to the Graduate Program in Communication is granted after a joint consideration of the applicant by the Graduate School and the program. All prospective students must apply through the Graduate School. Consult the Graduate School Bulletin for general requirements and specific application guidelines.

To be admitted into the Graduate Program in Communication in "good standing," you must:

- Meet the general requirements of the UW-Milwaukee Graduate School based on completing the Graduate School's online application including the statement of reasons for graduate study.
- Possess the equivalent of an undergraduate major in communication, speech communication, or related areas.
- Possess an undergraduate grade point average of 3.00 in all communication courses

completed or a 3.00 overall undergraduate grade point average.

- Submit three acceptable letters of recommendation from persons capable of judging your capacity for success in a graduate program of study.
- Submit acceptable scores from the verbal, quantitative, and writing sections of the Graduate Record Examination.
- Submit an acceptable sample of written work from an academic and/or professional assignment.

The preceding list corresponds to and is an expansion of information listed on the Dept. of Communication Graduate Program website. Applicants lacking an appropriate undergraduate major in communication (or related major) may be admitted with deficiencies on the condition that such deficiencies are made up in an assigned program of study that does not count toward the degree.

Applicants without the requisite grade point average may be admitted on a probationary basis.

International students, in addition to satisfying The Graduate School's requirements for English language proficiency, must submit TOEFL scores prior to admission in good standing. This requirement may be waived if: the student received one or more degrees from an institution at which English was the predominant language of instruction or the student presents evidence of significant mastery of written and oral English.

## **FINANCIAL AID**

Some students admitted to the program may obtain financial support through one of the following mechanisms: Graduate School Fellowships, Advanced Opportunity Fellowships, departmental Teaching Assistantships, or Research Assistantships. Students interested in financial support should so indicate on their Graduate School application forms. Requests for Teaching and Research Assistantships must be made directly to the Chairperson of the Department of Communication. All other financial aid requests should be made directly to the Graduate School. Students needing financial assistance in order to attend graduate school are strongly encouraged to acquire and submit all necessary applications materials at the time of their application for admission to graduate school.

***University Fellowships.*** Fellowships are competitively awarded tax-free, grants-in-aid offered to a selected few entering or continuing UWM graduate students. Awards are typically made for an academic year or summer session. The qualitative standards for selection and the limited monies available restrict fellowship awards to only a top few graduate students across campus. Application materials for University Fellowships are available in the Graduate School or the program office (gradschool@uwm.edu). Deadlines for applying are generally early in January or February.

***Advanced Opportunity Fellowships.*** The Advanced Opportunity Program Fellowships are tax

free grants-in-aid offered in accordance with university guidelines for assisting minority and economically disadvantaged students on a year-to-year basis. Subject to the availability of funds, deserving students recommended by their respective programs can obtain fellowship support. Application materials for Advanced Opportunity Program Fellowships are available in the Graduate School or the program office (gradschool@uwm.edu). Deadlines for applying are generally in February.

***Graduate Teaching Assistantships.*** The Department of Communication employs graduate students to assist in its instructional programs at the undergraduate level. Student appointments as Graduate Teaching Assistants are made on the basis of departmental need; students are selected according to their level of scholastic achievement, letters of recommendation supportive of instructional capability, and standing in comparison to others requesting assistantships. Contracts for Teaching Assistants usually extend for an academic year (nine months beginning in the Fall term and ending at the conclusion of the Spring term). A .50 Full Time Equivalent [FTE] teaching assignment is considered full-time employment; TAs are discouraged from seeking other employment while employed as TAs in the department. Contact the department chair for the current stipend amount.

***Research Assistantships.*** A Research Assistantship employs the student to aid faculty in conducting research projects. Most Research Assistantships are supported by funds from research grants and contracts, and, therefore, do not represent a predictable source of graduate student employment. Students will be informed about opportunities for Research Assistantships as we learn of them.

## **ADMINISTRATION**

The Graduate Program in Communication at UWM is the umbrella for all graduate degree programs and certificates offered by the Department of Communication. The program's structure, requirements and curricular content reflect decisions made by the department's graduate faculty concerning graduate study in communication at UWM. The MA program is administered by the Graduate Affairs Committee, composed of the directors of the MA and PhD programs, four graduate faculty members, including a chairperson elected from among the graduate faculty members, and two student members one each from the MA and PhD programs. The Chair also functions as the Coordinator of Graduate Studies for the program.

### ***Graduate Affairs Committee***

The Graduate Affairs Committee (GAC) is responsible for coordinating the MA Graduate Program in Communication. The GAC represents, for students and faculty, a direct link to the ongoing operation of the MA program. Students, for example, can request the GAC (through its Chair) to reconsider decisions about admission, program requirements attendant to a program of study, academic probation, or dismissal from the program for academic performance. The faculty can address its concerns or suggestions for the MA program by forwarding proposals for review and action to the GAC (also through the Chair).

### ***Coordinator of Graduate Studies (Chair, Graduate Affairs Committee)***

The person who chairs the GAC also assumes the role of Coordinator of Graduate Studies for the program. The Coordinator/Chair of the GAC is charged with the normal responsibilities associated with chairing a faculty standing committee. The committee Chair is expected to process information and direct it to the GAC when appropriate. The Chair calls committee meetings, sets meeting agendas, maintains committee records and files, and corresponds for the committee in its relationships with campus administration and faculty governance systems. The GAC can, and does, delegate certain tasks associated with the ongoing operations of the program to the committee Chair/Director. These tasks, along with other duties, comprise the role of the Director of Graduate Studies.

### ***Director, Master of Arts Program in Communication***

The Director of the Master of Arts Program in Communication Coordinator is the MA program's liaison with faculty, students, campus and the community. The MA program Director is the intake officer for student applications for entry into the MA program. The Director responds to inquiries about the program, manages paperwork related to requests for admission, authorizes student admissions for the program, and interacts with the Graduate School on admissions and other related matters.

The Director also functions as the "initial advisor" to all students entering the MA program and assigns new students to other faculty members who serve as "interim advisors" prior to the student's selection of a major professor. The Director is also the "contact person" for information regarding the program's requirements and curriculum. Student inquiries, requests for requirement waivers and other procedural matters should be directed to the Director. The Director is also responsible for auditing each student's progress in the program and reporting audit results to the GAC. Likewise, the Director is responsible for counseling students about their progress in the program in such cases where the GAC deems it advisable.

## **ADVISING**

Graduate program students are exposed to a three-step advising sequence involving the Director as the initial advisor, an assigned graduate faculty member as interim advisor, and a major professor ultimately selected by the student, respectively. Advisors are responsible for monitoring a student's program of study and overall progress and providing direction in regard to the student's educational objectives. Advisors and their roles are described in greater detail below.

***Initial Advisor (Graduate Director).*** Students entering the Graduate Program in Communication will rely on the Graduate Director as their initial advisor on program of study until an interim advisor is assigned.

***Interim Advisor.*** Upon admission to the program, each student is assigned a graduate faculty member as an interim advisor. Assignments are made by the Director and match students with faculty members with appropriate specialties if possible. The interim advisor is responsible for counseling a student regarding the program of study until the student

selects a major professor.

**Major Professor.** The student must have a major professor to advise and supervise the student's studies as specified in Graduate School regulations. The major professor should be designated by March 15<sup>th</sup> using the form titled, "Request for Appointment of Chairperson of MA Committee." The major professor, chairperson, directs the committee for the student's summary evaluation (either an MA Portfolio or thesis).

## GRADUATE PROGRAM OF STUDY

All aspects of the MA program are planned in consultation with a faculty adviser as was explained the preceding section of this handbook. The planning, implementation and completion of the MA degree program is generally referred to as the Graduate Program of Study.

### **MA Degree Program Requirements:**

The minimum degree requirement is 30 credits, including 24 credits taken in the Department of Communication; that is, only a maximum of 6 credits taken outside the department may count toward the total credits required. Students must take 24 of the 30 required credits in courses numbered 700 or above. Other limitations are:

- A **maximum** of 6 graduate credits may be from departments other than Communication, *if* the student's major professor approves those credits as substantially contributing to the student's program *in advance* of enrollment.
- A **maximum** of 6 graduate credits may be earned in courses numbered below 700 (i.e., those designated Undergraduate/Graduate).
- A **maximum** of 6 credits *may* be earned in Communication 860.
- A **maximum** of 3 credits *may* be earned in Communication 998.
- A **maximum** of 3 credits *may* be earned in Communication 999.
- A **maximum** of 9 credits *may* be earned from the **combination** of Communication 998, Communication 999 and courses outside the department.
- If a student elects to do a thesis, 1 to 6 credits of Communication 990 may count toward the degree.

*Students must complete either an MA Portfolio Project [MAPP] or a thesis.*

### **MA Degree Program: Credits and Courses**

Required and elective courses available to MA program students are listed below.

#### **Required Courses**

##### *General*

800 Proseminar: The Discipline of Communication, 3 cr

*One of the following Methods Courses*

- 700 Quantitative Research in Communication, 3 cr
- 701 Critical Analysis of Communication, 3 cr
- 702 Qualitative Research in Communication, 3 cr
- 770 Measurement and Evaluation in Speech Communication, 3 cr

## **Elective Courses**

Subject to the credit and/or course restrictions and options listed above, students may complete their program of study with a minimum of 24 credits in elective courses selected from courses in the Department of Communication listed below:

### *Undergraduate/Graduate [U/G] Courses (3 cr. unless otherwise noted)*

- 550 International and Global Communication
- 627 Designing and Developing Communication Training Interventions
- 640 Contemporary Issues in Freedom of Speech
- 655 Communication Issues in Cultural Adjustment and Training
- 665 Introduction to Mediation
- 667 Great American Speakers and Issues
- 672 Speech Communication and Social Order
- 675 International Mediation and Peacebuilding
- 681 Communication in a World of AIDS

### *Graduate [G] Courses (3 cr. unless otherwise noted)*

- 700 Quantitative Research in Communication
- 701 Critical Analysis of Communication
- 702 Qualitative Research in Communication
- 710 Managerial Communication
- 727 Seminar in Communication and E-Learning
- 735 Theories of Rhetorical Communication
- 762 Argumentation in Theory and Practice
- 770 Measurement and Evaluation in Speech Communication
- 772 Rhetorical Leadership and Ethics
- 801 Seminar in Interpersonal Communication
- 802 Marital and Family Communication
- 803 Gender and Communication
- 804 Seminar on Sexuality and Communication
- 810 Studies of Communication in Organizations
- 813 Seminar in Mediated Communication
- 815 Communication Technologies in Organizations
- 823 Seminar in Small Group Communication
- 827 Seminar in Programs of Adult Communication
- 835 Seminar in Contemporary Public Address
- 837 Instructional Communication in the College Classroom
- 850 Seminar in Intercultural Communication
- 864 Communication and Social Influence
- 865 Theory and Practice of Mediation
- 872 Rhetorics of Constituting Community and Social Controversy
- 873 The Digital Mirror
- 881 Interpersonal Health Communication
- 882 Rhetoric of Kenneth Burke
- 893 Rhetoric of/and the Internet
- 965 Discourses of Conflict

- 971: Meta-Analysis: Practice and Application  
972: Methods in Communication Research: [subtitle] (3 cr.; repeatable up to 9 cr. with change of topic).  
973: Topics in Rhetorical Research: [subtitle] (3 cr.; repeatable up to 9 cr. with change of topic).  
981 Communication and HIV/AIDS

### **Variable Topics or Individualized Courses in Communication**

860 **Seminar: Issues in Communication (3 to 6 credits)**. Students may count a maximum of six credits of 860 toward the degree. Only three credits of 860 may be counted in the student's primary concentration area.

990 **Research and Thesis (1 to 6 credits)**. Students electing to write a masters thesis may count one to six credits of 990 toward the 15 credits of elective courses.

998 **Internship (1 to 3 credits)**. Students may count only three credits of 998 toward the degree. Internship credits earned in the Department of Communication cannot, however, be applied to satisfy minimum credit distribution requirements in required or content areas. They must be considered elective courses.

999 **Independent Study (1 to 3 credits)**. Students may count only three credits of 999 toward the degree. Independent study credits earned in the Department of Communication cannot, however, be applied to satisfy minimum credit distribution requirements in required or content areas. They must be considered elective courses.

### ***MA Degree Program: Summary Evaluation Option***

Prior to completion of 19 credits of graduate study, in consultation with the major professor, students must select one of two options for completing the summary evaluation of work in the graduate program: (1) thesis, or (2) Master of Arts Portfolio Project [MAPP]. Once chosen, a student's selection of the Summary Evaluation Option may be changed **only once** with the approval of the student's major professor and the Graduate Affairs Committee. A change of declared option from the thesis to the MAPP option also means any credits earned in Com 990 (Research and Thesis) cannot be counted towards the MA degree. Due to the importance of research methods courses to the summary evaluation option and overall program of study, students should seek advice from the appropriate advisor before registering for the required methods course because it should be taken in the first available semester after enrollment in the program. Students must successfully complete either a MAPP or a thesis to earn the degree.

### ***Graduate Program of Studies Form***

The Graduate Program of Studies form (GPS), also referred to as the "Course of Study" form, is your official record of the coursework used in your course of study that is maintained in the office of the Graduate Program in Communication. Each student is responsible for keeping the record of their progress up to date. All entries must be typed or printed clearly. Students should download a copy of the GPS form (see the form near the end of the handbook titled "Proposed Course of Study for Master's Degree") and, in conjunction with their advisor, record their progress. This form is also available for downloading from the department website ([www.uwm.edu/Dept/Commun](http://www.uwm.edu/Dept/Commun)). A master copy of the GPS form is kept in the student's file in the Department of Communication office and should be updated each semester as coursework and other requirements is completed. To summarize, the GPS form is designed to create a record

of the courses and completion option defining the program of study a student and their adviser(s) approve as the student's individualized course of study in the MA program.

## THESIS OPTION

All students should give serious consideration to electing to write a thesis. A thesis involves original research and is a proven method for developing specialized knowledge and skills that can enhance an individual's expertise within a substantive area of study. A thesis is recommended for students who intend to continue study toward the PhD degree or plan research-related employment. If the thesis option is elected, the student must write the thesis and pass an oral examination on a report of research initiated by the student under the guidance of the major professor. With the approval of the major professor, the student also may apply up to 6 credits of Communication 990 (Research and Thesis) to the program of study. A faculty committee, chaired by the major professor, will evaluate the written report and conduct an oral examination of the candidate.

***Time Limit.*** The student must complete all degree requirements within five years of initial enrollment.

***Thesis Proposal.*** In preparing to write a thesis, the student must prepare a formal proposal in consultation with the major professor. The thesis proposal must be reviewed and approved by the thesis committee before proceeding with the research project. Depending on the nature of the project, the major professor and student may need to secure Institutional Review Board [IRB] approval before proceeding. Discuss IRB procedures with the major professor and access the IRB website for additional information. Specimen copies of proposals from previous thesis students are available on the graduate program website.

***Faculty Committee.*** All thesis work is evaluated by a faculty committee selected by the student in consultation with their major professor. A thesis committee must be composed of at least three faculty members. Two members of the committee (including the major professor) should be related to your concentration area in the program; a third member should be selected from among the faculty in the graduate program or from another graduate program that represents a "cognate" area of study associated with the proposed thesis project.

***Thesis Format.*** A complete outline of the recommended format for a thesis is available from the Graduate School. Read that document thoroughly before writing the thesis.

Thesis students should consult with their major professor about the style guide to be used in preparing the proposal and thesis. The most widely used style guides are by: Chicago, Turabian, Modern Language Association, and American Psychological Association. Copies of one or more of these style guides are available at the UWM Bookstore.

***Number of Copies.*** Prepare at least five copies of the proposal: one copy for each member of your committee, one for the program's file on thesis proposals, and one for yourself. Usually, copies can be digital copies unless otherwise requested.

**Approval.** By approving the thesis proposal, your committee is affirming that, in its judgment, the proposal provides evidence that: (a) you know enough about the subject to undertake the study; (b) the proposed study seems worth undertaking; and (c) the methodology outlined is appropriate for the proposed research.

Once your proposal is approved, you are expected to follow the methodology outlined in the proposal. Any major changes in the direction of your study must be approved by your entire faculty committee.

**Thesis Proposal Outline.** The sample outline may not be appropriate for some thesis projects. Each thesis student and major professor should decide whether to follow the sample outline below or modify it to suit the needs of a particular study. Proposals from former students are available on the department website and can be reviewed to assist in proposal development. Proposals should be well documented and include a working bibliography of materials consulted or expected to be consulted in the course of the proposed research.

- I. Background and rationale of the study
  - A. General background of the subject area
  - B. Specific background for the topic of investigation
  - C. Review of the literature
  - D. Definitions of all key terms
  - E. The hypotheses or questions to be addressed
- II. Methodology
  - A. Identify and justify the choice of general approach and specific research method
  - B. Subjects (if applicable; describe them and your rationale for their selection)
  - C. Methods
  - D. Limitations
- III. Outline of Projected Results
- IV. Potential Conclusions and Implications
- V. "Working" Bibliography of Sources & Materials

**Thesis Evaluation and Oral Defense.** Thesis students are expected to work closely with their major professor (and committee when appropriate) during the research and writing of the thesis. When copies of the thesis are submitted to the committee for review and defense, the committee must assume that the thesis student and major professor are satisfied with its contents and the student's ability to defend all facets of the research project. Oral defense of the thesis will focus on the student's ability to explain and justify the rationale, methodology, findings, and interpretations and conclusions contained in the thesis.

In evaluating the thesis and its oral defense, the faculty committee can decide to:  
(a) accept the thesis and its defense; (b) request corrections or revisions in a thesis that is successfully defended prior to your major professor's signature of approval; (c) request

revisions and a subsequent oral defense of the revised thesis; or (d) fail the student on the oral defense and the thesis submitted.

Any student asked to revise a thesis and resubmit it for a second defense may do so only once. Any student that fails the oral defense of the thesis must leave the program. A successful defense of the thesis is determined by a unanimous vote of the committee.

***Graduation and Thesis Submission.*** The student must file an Application for Graduation with the Graduate School early in the semester in which graduation is expected.

Once the committee has accepted the thesis and the major professor has signed the original copy, the student must submit the original typed copy to the Graduate School for a final review. At that time, the thesis must meet all of the specifications described in the Graduate School Bulletin. The thesis must be submitted to the Graduate School no later than the Monday before Commencement. Theses received after the Monday prior to commencement will be accepted for graduation at the end of the following semester and a new Application for Graduation form that semester must be filed.

A bound copy of the completed thesis must also be filed with the department as a requirement for graduation.

## **MASTER'S PROFESSIONAL PORTFOLIO [MAPP] OPTION**

Instead of writing a thesis, a student may complete the MA degree by electing to engage in a capstone experience involving the construction and defense of a pre-professional *portfolio* reflecting the student's objectives and accomplishments throughout their program of study. The Master of Arts Portfolio Project [MAPP] brings together the student's coursework, ongoing interaction with their major professor, related scholastic and field experiences, and vision of how they will apply their degree after graduation. A committee chaired by the student's major professor appraises the portfolio providing the student with a critical assessment and decision regarding graduation.

### **Purpose**

At the Master's level, the M.A. Portfolio Project [MAPP] is designed to allow students to synthesize their accomplishments during the M.A. program and identify their strengths and needs as they pursue objectives beyond graduate school. In conjunction with the completion of 30-credit hours (per Department of Communication M.A. guidelines) students who successfully complete a MAPP will meet the requirements for the M.A. in Communication.

The M.A. Portfolio Project will provide students with an opportunity to:

- Compile documentation of academic accomplishments during the pursuit of an M.A.
- Synthesize the primary contributions of M.A. coursework

- Critically reflect upon accomplishments in written work
- Reflect upon the accomplishment of their initial goals and objectives for the M.A., and articulate future career goals and objectives that will utilize the skills/knowledge gained
- Establish a connection with a field expert (e.g., an individual who works in the student's desired employment sector or a member of a community group with whom the student hopes to work) and gain additional information about activities the student may wish to pursue after graduation
- Reflect upon one's understanding of future pursuits and draw connections between the M.A. experience and the nature of this type of work/service

## Process

MAPPs are completed in five steps: (1) identification of a committee and an initial meeting with the MAPP major professor/advisor, (2) preparation of a set of documents that will be submitted to the advisor for review and feedback, (3) completion of an information gathering interview and field interview reflection paper, (4) a final meeting with the advisory committee to discuss the MAPP products, reflect upon one's work toward the M.A., and identify future plans, and (5) submission of the completed MAPP to the graduate advisor for approval.

Prior to the start of a student's final semester of enrollment, s/he and the major professor must identify at least one additional faculty member who will serve as the student's MAPP advisory committee. The major professor serves as the student's primary point of contact throughout all stages of the project. Additional committee faculty will participate in a final meeting to discuss project outcomes.

Completion of a MAPP will proceed as follows:

1. Prior to the start of a student's semester of graduation, the student and major professor identify at least one additional faculty member to serve as the MAPP advisory committee. Only students in academic "good standing" according to Graduate School guidelines may compose advisory committees. Then, at the start of the final semester, the student meets with his/her major professor to establish parameters for the project and establish a timeline for completion.
2. By the 8<sup>th</sup> week of the semester, the student submits the following documents to the advisor for review:
  - a. **A current professional résumé** (1-2 pages) or an **extended curriculum vita** (2-3 pages). The format for the resume should be consistent with the audience with whom the student wishes to engage following graduation. The **vita** should include all major professional and academic accomplishments. The MAPP committee may request that a student submit both a resume and vita if that would best meet the student's career goals.

- b. **A list of all courses completed** (categorized by semester) with a brief paragraph (3-4 sentences) explaining what was learned in a course and how the knowledge may be utilized as they pursue their objectives.
- c. **A writing sample** that reflects the student's ability to construct an argument, think critically, and/or conduct a thoughtful analysis. A cover page should contain a paragraph or two that highlights why this piece of writing is an appropriate example.
- d. **Goals and Objectives paper** (8-10 pages, maximum). This paper should include the following:
  - **Reflection on the student's personal statement** (from M.A. application materials) and the degree to which the student has accomplished the goals and objectives identified as they entered the program. Students should reflect on the ways that their educational experience and journey have been utilized to accomplish their initial goals and objectives for the program.
  - **Identification of future career goals and objectives.** This should include a statement regarding the student's future professional or community-based goals and objectives, including the requisite communication skills and other competencies believed to be necessary for pursuing a job in this field.
  - **Application of M.A. experience.** Students should briefly reflect on the specific aspects of their M.A. experience that will be useful toward achieving these career goals and objectives. The goal of this section is for students to provide expectations about how the MA may apply to future pursuits. After a field interview (see item 3, below), students will be asked to consider their expectations relative to the input from a field expert.

In addition, students should include a minimum of two of the following items/categories. Each of the items should be preceded by a brief essay explaining how either their MA allowed them to more effectively accomplish these tasks and/or how these tasks enhanced their MA experience.

- a. teaching evaluations
- b. teaching philosophy
- c. convention papers / presentations
- d. examples of their community service (volunteer for Peace Learning Center, Boys and Girls Club, restorative justice)
- e. listing of lecture series, colloquiums, lectures, public forums that they have attended (sample of promotional materials).
- f. professional service (helping at NCA, editorial assistant, coder/transcriber)
- g. awards that they have won (scholarships)
- h. example of a presentation / training module that they have created
- i. a summary of recent work experiences and/or internships with brief explanation of the way that content from M.A. coursework informed (or was informed by) the experience

Upon receiving the items, the advisor will review the documents and provide feedback to the student. The student will then make any modifications to the documents and compile the final set of documents into a packet for dissemination. At this time, the student will discuss their potential field expert contact with the advisor (see item 3, below).

3. The student will then need to contact a field expert and set up a date and time for an information gathering interview. Upon contacting the interviewee, students should explain the purpose of the interview and establish the approximate amount of time that the interview will take (interviews should be at least 30 minutes). Prior to the interview, students should prepare a set of interview questions. These questions should focus upon elements such as:
  - a. The characteristics of the tasks that individuals in this field perform
  - b. Key qualifications and skills that are needed to excel in the field
  - c. Information about the initial steps that one should take when attempting to enter and/or advance in the field (i.e., how to apply, who to contact, etc.)
  - d. Any other information the student feels is necessary to better understand the field

After completing the interview, the student should prepare a field reflection paper (3-5 pages). The goal of this paper is to reflect upon the findings from the interview and integrate this information with one's experiences during the M.A. Specifically, the paper should address:

- a. The student's general understanding of the field before the interview (i.e., from the statements in the Goals and Objectives paper) and whether the interview yielded any new and/or different information
- b. Reflection about how to best highlight and utilize the knowledge from the M.A. in the chosen field
- c. Strategies for addressing any deficiencies that may limit the students ability to excel in the field
- d. Plans for taking the initial steps (or continuing forward progress) toward securing the student's objectives

After completing the field reflection paper, it should be included with the complete packet of materials (prepared prior to the field interview) and submitted to the MAPP advisory committee.

4. The student will then schedule a meeting with the MAPP advisory committee. The discussion at the meeting will focus upon the student's experiences during the completion of their M.A., questions/discussion of items contained in the packet, and the student's future goals and objectives. The project will be evaluated based on the completion of the project requirements as well as the demonstration of critical thinking within the various reflective statements. The committee will provide the student with a written appraisal of the MAPP and graduation decision (including specific reasons for not graduating if that is the decision reached by the advisory committee).

5. After the final meeting, the completed project will be uploaded to the Department archive by the faculty adviser, and the completed MAPP checklist form will be submitted to the MA Graduate Program Director for final approval.

## **Content**

The final MA Portfolio Project must contain the set of items prepared throughout the process. These documents are:

1. Current professional resume and/or curriculum vita
2. List and brief description of all courses completed
3. Writing sample
4. Paper reflecting on the achievement of and planning toward goals and objectives
5. A minimum of two items in each of the following categories:
  - a. teaching evaluations
  - b. teaching philosophy
  - c. convention papers / presentations
  - d. examples of their community service (volunteer for Peace Learning Center, Boys and Girls Club, restorative justice)
  - e. listing of lecture series, colloquiums, lectures, public forums that they have attended (sample of promotional materials).
  - f. professional service (helping at NCA, editorial assistant, coder/transcriber)
  - g. awards that they have won (scholarships)
  - h. example of a presentation / training module that they have created
  - i. a summary of recent work experiences and/or internships with brief explanation of the way that content from M.A. coursework informed (or was informed by) the experience
6. Field interview reflection paper
7. Signed MAPP approval form

## **INDEPENDENT STUDY**

Students may apply up to 3 credits of Communication 999 (Independent Study) toward the MA program of study. Independent study credits cannot, however, be applied to satisfy minimum credit distribution requirements in required areas. Generally, independent study credits from departments other than Communication cannot be applied as elective credits toward graduation. A student desiring to apply independent study credits as out-of-program electives must first obtain the approval of the Graduate Affairs Committee.

To engage in an independent study, the student must first find a graduate faculty member to "sponsor" the independent study. The student and faculty member are responsible for developing a mutually acceptable proposal for the work to be accomplished by the end of the semester. A proposal form has been developed to facilitate monitoring independent study work. Copies of this form are available from the Department of Communication office. Submit three copies of the proposal on an Independent Study Form to the Coordinator for countersignature. One copy of the

form will be retained in your file; additional copies will be returned to you and the sponsoring faculty member. Forms should be submitted within the first three weeks of a Fall or Spring semester or the first week of a Summer Session.

## **INTERNSHIPS**

Students may apply one-three (1 to 3) credits of Communication 998: Internship toward their program of study. These credits cannot count as the only course in a given required or content distribution area, however. Internships are secured by the student in consultation with a faculty advisor and the MA Program Director and must represent advertised internships. The student should consult with the faculty advisor on an acceptable proposal for a paper to be completed by the end of the semester. A copy of internship policies and procedures, as well as a form to be completed by the student, advisor, and cooperating organization, is available in the Department of Communication office.

## **TRANSFER OF CREDIT**

The Graduate School has set the maximum number of transfer credits from other institutions at 12 credits (the equivalent of one semester of full-time enrollment). It is the Graduate Affairs Committee [GAC], however, that decides which credits it will accept as part of a student's graduate program. To request a transfer of credit, complete and return a "Transfer of Credit" form, available at the Graduate School. It will be sent to the Coordinator and one other member of the GAC for evaluation. You must present the following supplemental items must to the Coordinator to assist in reaching a decision about transfer credits: papers, syllabi and information concerning the level of the course (i.e., was it a graduate-student-only course, or were undergraduates allowed in the course as well as graduate students?). The program will not consider coursework in transfer unless it obtains sufficient materials to evaluate the nature of the course(s) in question. If credit is not granted, a student can ask for the full GAC membership to consider the request.

## **APPRAISAL AND CONTINUATION**

Students may assume they are maintaining adequate progress toward completion of a degree if they have:

- A. A cumulative grade point average (GPA) of 3.00.
- B. Accumulated sufficient credits (approximately 15 in one year for full-time students) to complete a program of study within two years, OR enough credits (approximately 6-9 within one year for part-time students) to complete a program of study in two to five years.
- C. A thesis proposal approved by a faculty committee by the third consecutive semester of enrollment--for full-time students--or by the third year of enrollment for part-time students.
- D. A MAPP project plan should be agreed to by a faculty committee during or before the first

few weeks of the semester in which 30 credits will be completed.

- E. Satisfactorily completed the requirements for graduation in the semester in which the application for graduation was submitted to the Graduate School.

A student's advisor is responsible for assessing semester-to-semester performance. The Graduate Affairs Committee reviews performance each year and may instruct the Coordinator to consult with the student's advisor or directly counsel that seems necessary.

The Graduate School will automatically place any student whose semester GPA falls below a 3.00 on academic probation. The Graduate School will automatically require any student whose cumulative GPA falls below a 3.00 to submit an Exception Form that outlines why they should be allowed to remain in the graduate program. The GAC will be responsible for determining whether the student will be allowed to remain in the program, or be asked to leave. Any student with two consecutive semesters of probationary status will be asked to leave the program.

If you hold a Teaching or Research Assistantship or Fellowship, consult your contract or award documents for additional requirements associated with continuing financial support.

## **APPLICATIONS TO GRADUATE**

Graduation applications must be filed with the Graduate School during the semester or summer session in which you plan to graduate. A copy of the application is then forwarded to the graduate program from the Graduate School. A safe deadline for application submission would be by the end of the third week of a semester or by the end of the first week of a summer session. Should a student not graduate as planned because work is not completed or for some other reason, the graduation application will be returned to the Graduate School from the program indicating that the student is not cleared for graduation. A new application form must then be re-filed in the following semester(s) in anticipation of the expected new date of graduation. Consult the Graduate School Bulletin or contact the Graduate School directly for additional information.

## Request for Appointment of Chairperson of MA Committee

I, \_\_\_\_\_ have selected Dr. \_\_\_\_\_  
Please Print Name Please Print Name

to serve as the chairperson of my guidance committee.

\_\_\_\_\_  
Student's Signature Date

**Accepted:**

\_\_\_\_\_  
Chairperson of Committee Signature Date

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**Acknowledged:**

\_\_\_\_\_  
Director of Graduate Studies Date

Proposed Course of Study for Master's Degree  
Due March 15<sup>th</sup>

Name of Student \_\_\_\_\_

Name of Adviser \_\_\_\_\_

Required Courses:

Proseminar 800 (semester completed/expected) \_\_\_\_\_

Methods Course (Please Circle One): 700                      701                      702                      770

Semester of Completion \_\_\_\_\_

Additional Courses: List Number and Department (if not a Communication Course).  
Must total at least 24 credits.

<b>Course Title/Number</b>	<b>Semester Completed/Expected</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Certificate Completion (optional): \_\_\_\_\_

Summary Completion Option (please circle)                      Thesis                      MAPP

\_\_\_\_\_ Approved by Student/Date

\_\_\_\_\_ Approved by Adviser/Date

\_\_\_\_\_ Approved by MA Program Director/Date

# M.A. Portfolio Project (MAPP)

## Student and Faculty Checklist

### Prior to Graduating Semester

1. Add second faculty member to committee (Name: \_\_\_\_\_)

### Start of Graduating Semester--Student

2. Meet with advising faculty member to discuss plan for MAPP

### 8<sup>th</sup> week of Graduating Semester—*Student submits MAPP project materials to advisor*

3. Current professional resume and/or curriculum vita
4. List and brief description of all courses completed
5. Writing sample
6. Paper reflecting on the achievement of and planning toward goals and objectives
7. A *minimum* of two (2) items from the following categories:
  - a. teaching evaluations
  - b. teaching philosophy
  - c. convention papers / presentations
  - d. examples of their community service (volunteer for Peace Learning Center, Boys and Girls Club)
  - e. list of lecture series, colloquia, lectures, public forums attended (incl. sample of promotional materials)
  - f. professional service (helping at NCA, editorial assistant, coder/transcriber)
  - g. awards that they have won (scholarships)
  - h. example of a presentation / training module that they have created
  - i. a summary of recent work experiences and/or internships with brief explanation of the way that content from M.A. coursework informed (or was informed by) the experience

### Field Interview Paper--Student

8. Contacts field expert to set up date/time for field interview
9. Completes field interview and reflection paper to be added to MAPP

### Prior to End of Graduating Semester—Student and/or Faculty Advisor

10. Meeting of student and advisor for final draft approval of MAPP
11. Completed MAPP distributed to committee members by student
12. Student schedules defense meeting with committee
13. Successfully completed MAPP requires: Advisor uploads MAPP to Department archive; MAPP approval form signed by Committee and submitted to MA Program Director for final approval/signature

Candidate Name (print)

\_\_\_\_\_ Candidate Signature/Date

\_\_\_\_\_ Advisor Signature/Date \_\_\_\_\_ Committee Signature/Date

\_\_\_\_\_ MA Program Director Signature/Date