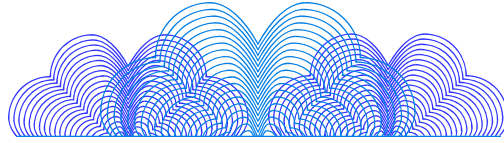


WELCOME!



August 2009

Dear Members of the Graduate Community:

We wish to extend a warm welcome to our new and returning graduate students. This year, we have approximately 40 students in the M.A. program and 30 students in the Ph.D. program, and we look forward to working with each of you. We are pleased to have you in our department and will do our best to provide you with a program of study that is both personally and professionally fulfilling.

The enclosed documents describe a number of policies and procedures for graduate students. The **Table of Contents** below summarizes the topics that are included.

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

Sincerely,

Pamela Lutgen-Sandvik

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Communication & Journalism Graduate Student Handbook

2009-2010

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University of New Mexico

Department of Communication & Journalism

GRADUATE STUDENT HANDBOOK

M.A. and Ph.D. in COMMUNICATION

2009-2010

I. Summary of General Policies and Procedures

NOTE: University of New Mexico policy states that students are responsible for knowing and abiding by the general University rules and regulations pertaining to graduate study at the University of New Mexico and the specific academic requirements of their particular degree program. They are also expected to be aware of their academic standing at all times. *Ignorance of a rule will not be accepted as a basis for waiving that rule.*

A. Advising

New students meet with the Director of the Ph.D. and M.A. Programs during Orientation week. During the first semesters the Directors of the Ph.D. and M.A. graduate programs will assign you to an initial temporary advisor or act as your initial advisors. You will need to select a faculty member who will be your advisor for the rest of your program; this person will also direct your dissertation or thesis/project/exams. Your peer-mentor buddy is also an excellent resource for information on classes, requirements and procedures.

The matching of advisors with students is an important process. Be aware that faculty members are not compensated for directing dissertations and theses; and therefore the time and energy required for a faculty member to become your advisor is not to be taken lightly. Identify a faculty member who: (a) has Graduate Faculty status at UNM, (b) has expertise in the doctoral area of concentration in which you are interested (culture & communication, culture & health, culture & mass communication) or your M.A. area of interest, and preferably (c) has had you in at least one class. Set up an appointment to make the request of that faculty member. Doctoral students, be prepared to outline your interests, research/creative goals, and provide a rationale for your choice of why that advisor's area of expertise is a good fit for your interests.

By the end of the first year of coursework, you will be expected to have selected an advisor, met with him/her to agree on your plan of study for your program, identified a committee of faculty with whom you'll work, and met with the committee for input and approval of your plan of study. (See sections on Plan of Study and Selecting Committees for more details.) The Plan of Study Form in this Handbook will be helpful in the planning and tracking of coursework and preparing for meetings with your advisor.

Continuing students, every Fall, all graduate students should meet with their advisor to discuss their plans for coursework and research/creative projects for the coming year.

B. Faculty Categories Approved for Graduate Student Committees

The categories of faculty approvals for service on student committees (with the approval of the unit faculty and the Office of Graduate Studies) are as follows:

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

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

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

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

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

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

C. Records

It is your responsibility to keep a copy of all transcripts, independent study forms, Plan of Study forms, petitions, relevant email messages, waivers, and so on during your graduate program. The Department Office also needs a copy of all forms. Please turn them into the graduate administrator before submitting to OGS.

D. Transfer of Credit/Substitution of Courses

If you wish to transfer credit for courses completed prior to enrollment in your graduate program, or you wish to substitute a comparable course from another program or area of study for a required course, you must do the following. First, *during your first semester*, bring a copy of your transcript and the course syllabus or catalog description to your advisor. The courses must be graduate level and you must have earned a grade of "B" or above in the course in order to transfer or substitute the course. After your advisor approves of the transfer/substitution of

credit, then bring the same materials to your Plan of Study meeting. Your graduate committee must also approve the transfer of credits or course substitution at that time.

The doctoral degree requires a minimum of 48 graduate coursework credit hours with at least 39 graduate credit hours of course work beyond the Master's degree. Entering Ph.D. students are given a blanket transfer of 9 credits for their M.A. degree. In addition to the C&J Departmental requirement of 39 credits (from 13 graduate courses), with the approval of students' Plan of Studies Committee 12 credits from doctoral level courses at other institutions and/or from an M.A. Program may be counted toward the UNM requirement of 48 credits of course work needed for admission to candidacy for the doctorate. This admission to candidacy occurs after successfully passing comprehensive exams.



E. Time Limit for Completion of Degree

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

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

F. Semester Course Load Requirements

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

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

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

G. Three-Semester Continuous Enrollment Policy

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

H. Leave of Absence

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

I. Academic Standing, Grade Point Average, and Grading Policies

UNM policies state that to remain in good academic standing students must maintain a cumulative grade point average of at least 3.0 in all courses taken for graduate credit after admission to a graduate degree program at the University of New Mexico. A student must have a cumulative GPA of at least 3.0 for courses listed on their Program of Study/Application for Candidacy.

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

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

Grades of Distinction: To recognize exceptional performance, "Passed with Distinction" may be placed on the transcripts of students who pass the master's examination, final examination for the master's thesis, doctoral comprehensive examination, comprehensive examination, and/or final examination for the doctoral dissertation. This status will be determined at the time of the examination through agreement of the examining committee members, with final approval given by the department chairperson, and results forwarded to the Office of Graduate Study. The examining committee will consider any oral, written, and exhibition work related to the

examination when deciding whether a student passes with distinction. Individual graduate units may choose to set specific guidelines for determining "Passed with Distinction."

J. Incomplete (I) Grades and Procedures for Removal

The grade of "I" is given only when circumstances beyond the student's control prevent completion of the coursework within the official dates of a semester or Summer session. Incomplete grades are NOT given due to lack of time available to complete a research project or paper. **Incomplete grades must be resolved no later than one year (twelve months) from the published end day of the semester in which the grade was assigned.** Incomplete grades not resolved within the time frame stated in this policy will be converted automatically to an "F" (failure) grade.

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

Extension of Incomplete: A student may apply for an extension of the time allowed to complete the required course work removing the "I" grade. The request for extension may be obtained in the Office of Records and Registration. Students must submit the form with all required signatures to the Office of Graduate Study by the applicable deadline dates (November 15 for Fall, April 15 for Spring, July 15 for Summer).



K. Candidacy and Application for Graduation

Being granted the status of Candidate for M.A. degree is earned after successful completion of the comprehensive exam or thesis/project. Ph.D. Candidate status is earned after the student demonstrates: (1) completion of coursework, (2) certification of completion of tool requirement (see PhD. Requirements), successful completion of comprehensive exam, and successful defense of dissertation prospectus. A student may not graduate in the same semester that she or he is advanced to final candidacy.

L. Graduate Student Annual Evaluation

Policy: *All* graduate students are required to participate in the annual review procedure in order to continue to receive or be considered for funding for the following year and to retain their good standing in the program, which includes being able to defend the prospectus and dissertation.

The purpose of the Annual Review is to: provide information for annual graduate student award selection, assess each student's progress toward the degree, identify accomplishments and areas

worthy of praise as well as areas in need of improvement, outline any unmet needs and concerns, and offer recommendations for ways the department can support student success in the program.

Procedure:

Step 1. All students must submit an Annual Review Form by April 1st to:

- a. Director of the Doctoral/Masters Program
- b. Advisor/Dissertation/Thesis Director (If you have not selected an advisor, the Director of the Doctoral/Masters Program will serve as your advisor.)
- c. Members of your Plan of Studies/Comprehensive Exam/Dissertation/Thesis Committee (This does not apply to students who do not have the Plan of Studies Committee designated.)

Step 2. All students will schedule a meeting with their Advisor no later than April 30th to discuss the annual review.

Step 3. By May 15 of the Spring semester each advisor will write a letter summarizing student's progress toward degree and outlining any concerns. Electronic copies of the letter will be sent to: (a) Department Chair, (b) Director of the Ph.D./M.A Program, and (c) Graduate student. Written copy will be placed in student's permanent file.

Step 4. All students, upon successfully defending their dissertations, will participate in an Exit Interview with the Director of the Doctoral/Masters Program.

II. Overview of Graduate Programs

The Department of Communication and Journalism at the University of New Mexico enjoys a national reputation for providing a balanced, quality graduate program leading to doctoral and master's degrees in Communication. Typically 70 students are enrolled in the program at any one time (40 Masters and 30 Doctoral). This provides a program large enough to have a variety of communication interests but small enough to have individual attention (with a 3-to-1 ratio of faculty to graduate students and an average seminar size of 10 to 15 students).

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

The Ph.D. Program offers an emphasis in three core areas of communication: intercultural communication, health communication and mass communication and is designed to prepare individuals for university teaching and research positions. Many M.A. graduates enter, or return to, professions in business, the mass media, research, education, and other fields, while other

graduates enter doctoral programs. The M.A. program offers a plan of study that includes options of a thesis, a project, or a comprehensive exam.

The diversity of the graduate programs offered by the Department of Communication and Journalism is maintained by positive relationships with other departments in the University, including linguistics, anthropology, education, sociology, psychology, women's Study, and business. Graduate courses and seminars typically include students from these allied disciplines. In addition, the department cooperates with a variety of research institutes and centers located at the University.

Projected Graduate Courses (2009-2010)

Fall 2009	Spring 2010
<p><i>Required</i> 500 Comm. Theory 501 Research Methods 506 Critical and Cultural Studies 600 History and Philosophy 607 Quant. Research Methods</p> <p><i>Health</i> 557 Persuasion</p> <p><i>Media</i> 561 Seminar: Media Effects</p> <p><i>Intercultural</i> 512 Intercultural Ethnography 514 Seminar: Intercultural Comm.</p> <p><i>Other</i> 521 Seminar: Interpersonal Comm.</p>	<p><i>Required</i> 507 Quant. Data Analysis 509/510 Introduction to Grad Studies 601 Comm. Theory Construction 614 Advanced Intercultural Comm.</p> <p><i>Health</i> 554 Diffusion of innovations</p> <p><i>Media</i> 664 Mass Comm. Theories</p> <p><i>Intercultural</i> 512 Cultural Codes in Comm.</p> <p><i>Other</i> 544 Seminar: Org. Comm. 531 Seminar: Rhetorical Theory</p>

III. M.A. in Communication

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

A. Requirements for the M.A. Degree

A total of 36 credits are required for the M.A. degree. Under either the thesis or the project option, students complete 30 credits of coursework and 6 credits of thesis or project. For the comprehensive exam option, students must complete 36 credits of coursework. The core courses are listed below.

Required Courses (9 credits):

C&J 500 Foundations of Communication Theory (3 credits)
C&J 501 Foundations of Communication Research (3 credits)
C&J 507 Quantitative Research Methods (3 credits)

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

C&J 506: Critical/Cultural Study Methods
C&J 538: Seminar: Rhetorical Criticism
C&J 608: Qualitative Research Methods

One topic seminar from (3 credits):

C&J 514 Seminar: Intercultural Communication
C&J 521 Seminar: Interpersonal Communication
C&J 531 Contemporary Rhetoric
C&J 544 Seminar: Organizational Communication
C&J 561 Seminar: Mass Communication Processes and Effects

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

Electives. The remaining 15 hours of course work are electives. With advisor's approval, up to nine hours can be taken outside the C&J department to count toward the degree. If a student does not have an undergraduate degree in communication, the advisor usually recommends that the student take only three hours outside of the department. Course work taken outside the department generally should add up to a minor concentration in an area that will complement communication study and help the student complete a thesis or project. Up to six hours of electives may be in the area of independent study or special topics courses, only one in any given semester.

All teaching assistants (including those pursuing an M.A. degree) are required to take **TARC or I-TARC**, a one-unit class that deals with teaching. It is suggested that M.A. students take 509/510 (Spring, 3 credits) Introduction to Graduate Studies. These credits may be counted toward the total number of credits required.

B. Making the Thesis/Project/Comprehensive Exam Decision

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

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

1. M.A. Thesis

Goals

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

2. M.A. Project

Goals

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

3. M.A. Comprehensive Exam

Goals

- a. To demonstrate general expertise in the communication field, and
- b. To demonstrate understanding of various theories and research methods.
- c. To provide general descriptions, explanations, and evaluations of communication theories, methods and practices.
- d. Exam Overview: The exam contains oral and written components and includes four questions. The questions cover required (theory, methods) and elective classes with at least one question from the student's concentration area and two questions from required classes.



C. Who May Serve on M.A. Committees

All tenured/tenure-track faculty are eligible to be on committees without prior approval. Lecturers may serve, but not as advisors. Members from outside the UNM faculty (e.g., industry leaders, professors from other universities) may serve on committees with approval from the Office of Graduate Study. See “Faculty Categories Approved for Graduate Student Committees” in introductory section of this handbook.

1. M.A. Committee Composition and Function

A thesis/project committee consisting of three members will assist each MA student. All three can be C&J faculty, or if desired, one member be outside the department if he or she provides expertise and experience regarding the student’s project/thesis topic. The outside member can be a faculty at UNM or a person outside the of the university community (if outside UNM, special permission is needed).

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

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

a. Committees for Project/Thesis Option

Committees must be comprised of at least three members (you may have more.) One member will be your advisor; s/he will also direct your thesis/project or coordinate your comprehensive exams, and chair your M.A. Committee. Students should select this committee by the end of the first year of coursework and at the time of filing your Plan of Study form if the student is attending full-time. (If the student is attending part-time, adjust the schedule accordingly.)

b. Committees for Comprehensive Exams

The C&J Department Chair selects a committee for you. The M.A. Comprehensive Exam Committee is comprised of three to four C&J faculty members. One member of the committee will serve as a content area expert for students doing comprehensive exams in a given semester. The M.A. Comprehensive Exam committee is appointed at the beginning of each academic semester (Fall and Spring only).

2. Sample Masters Program and Timeline

1st Fall Semester

1. Courses: C&J 500, C&J 501 and either a C&J seminar or 538 (only offered in the Fall)
2. TARC or I-TARC (if a TA)
3. Meet with a M.A. Program Director (your initial advisor) to discuss your program of study.

1st Spring Semester

1. Courses: C&J 507 or C&J 608. Courses outside the department or an elective in the department.
2. 509/510 (3 credits) recommended
3. Select your permanent advisor. This person will likely be your thesis committee chair and will assist you in making several important decisions.
4. Complete graduate annual review.

Summer

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

2nd Fall Semester

1. Courses: C &J Seminar, Course outside department or independent study, thesis/project hours.
2. Complete prospectus (a written proposal for your thesis/project). You may not enroll for more than 4 total thesis hours until your prospectus has been approved by your committee. You may not graduate in the same semester that your prospectus is approved.

2nd Spring Semester

1. Courses: A seminar related to your specific area of expertise. Thesis/project hours.
2. Thesis/project defended and turned in to Graduate Office by April 15th.
3. Complete graduate annual review.

D. M.A. Forms and Required Documents List

Many of these are available on the C&J website, from the Office of Graduate Study website, or from the C&J Graduate Administrator. Forms may be completed online and printed out. Forms listed as C&J forms are returned to the C&J office; OGS forms must be returned to department office.

Plan of Study — outline of course requirements and plans. Fill it out with your advisor by the end of your first year of coursework, and obtain approval from your M.A. Committee. Then turn in the completed Plan of Study form to the Graduate Administrator See Sample Form on next page.

Graduation Checklist — Obtain this form from the Graduate Administrator at the beginning of your second year of study.

Program of Study — required by the Office of Graduate Study (OGS). Submit this form with the C&J Plan of Study form to the Graduate Administrator. Due at least one semester before graduation.

Prospectus Meeting Form — to be signed by your advisor at the end of the prospectus meeting. Bring completed form to the Graduate Administrator. Complete this form two semesters prior to the date you intend to graduate.

Office of Graduate Studies (OGS) Forms (available from Graduate Advisor or the Graduate Administrator or the Office of Graduate Study located in Humanities 107 or online at www.unm.edu/~grad).

Appointment of Dissertation Committee — Even though OGS doesn't require M.A. students to submit committee members for approval, they still recommend that the student use this doctoral form. When you submit the form, strike any reference to doctoral or Ph.D. and write M.A. above it.

Notification of Intent to Graduate — Notify the Graduate Administrator one semester before you plan to graduate.

Announcement/Report of Examination — Give to Graduate Administrator at least two weeks prior to the date of defense of thesis. Reserve your room at the same time.

Certification of Final Form — Turn in to OGS with the final draft of your thesis after you have made any changes required by your committee at the defense.

Information Cover Sheet — Turn in to OGS with your thesis.

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

E. M.A. Plan of Study Form

**UNM COMMUNICATION & JOURNALISM
Communication Master's Participant
Plan of Study**

(To be completed by the participant and his/her Committee on Studies during the 1st year of study)

Name: _____

Committee on Studies: _____

Expected Graduation Date: _____

Chair _____

Primary Focus _____

Plan I (Thesis) _____

Plan II (Project) _____

Plan III (Comp exam) _____

Core Courses

Course	Semester to Complete
500 (Fall)	_____
501 (Fall)	_____
507 (Spring)	_____
506 (Fall) OR	_____
538 (Fall) OR	_____
608 (Spring)	_____

Primary Area Electives

Course	Semester to Complete
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Seminars

(Must complete **ONE** seminar in area of interest)

Course	Semester to Complete
512 (Fall, Spring)	_____
514 (Fall)	_____
521 (Fall)	_____
531 (Spring)	_____
544 (Spring)	_____
554 (Spring)	_____
557 (Fall)	_____
561(Fall)	_____

Related Area Electives

(If desired, up to 9 units may be taken outside the department.)

Course	Semester to Complete
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Thesis/Project Hours To Begin _____

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

_____ Participant

IV. Ph.D. in Communication

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

The Ph.D. program features culture and communication applied to three areas of concentration: intercultural communication, health communication; and mass communication. The doctoral program is designed to prepare individuals for university teaching/research positions or positions in the private/public sector that require the ability to conduct research in applied contexts.

Earning a PhD at UNM requires 48 credits of coursework. According to C&J departmental requirements, the Ph.D. Program in Communication requires 39 hours of course work beyond a Master's Degree, plus 18 credit hours for the dissertation. Additionally, 9 credits from M.A. programs/other doctoral programs may be transferred to meet UNM requirements; see section on Transferring Credits.

A. Areas of Concentration:

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

Intercultural Communication: The role of culture and cultural difference in discourse and social interaction.

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

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

B. Requirements for the Ph.D. Degree

1. Comprehensive Examination and Dissertation

a. Comprehensive Exam

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

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

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

b. Dissertation Overview

After passing comprehensive exams, Ph.D. students must then write a dissertation prospectus that is read by a Dissertation Committee and gain endorsement from a dissertation committee for the prospectus in an oral defense of the prospectus. If your dissertation involves human subjects, a completed IRB (Institutional Review Board) Application must accompany the dissertation prospectus when it is submitted to the committee. The dissertation is also presented in an oral defense in front of the committee. Most often committees require additions and rewriting of sections, prior to final approval, so allow time for this process prior to submitting the final copy to meet UNM deadlines for graduation.

C. Requirements for the Ph.D. Degree

The C&J Departmental requirements for the Ph.D. Program in Communication are 39 credits of course work beyond a Master's Degree, plus 18 credit hours for the dissertation.

1. Required Courses:

Five theory, historical foundations, introductory courses:

- C&J 600 History and Philosophy of Communication (Fall)
- C&J 601 Theories of Communication (Spring)
- C&J 614 Advanced Intercultural Communication (Spring)
- C&J 509 (1 credit) Introduction to Graduate Studies (Spring pass/no pass)
- C&J 510 (2 credit) Introduction to Graduate Studies (Spring, pass/no pass)
- [509/510 will be offered as a combined course in Spring 2010]

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

- C&J 507 Quantitative Research Methods (Spring)
- C&J 607 Advanced Quantitative methods (Fall)
- C&J 608 Qualitative Methods (Spring)
- C&J 506 Critical/Cultural Study Methods (Fall)
- C&J 538 Rhetorical Criticism (Fall)

(Criteria for selecting methods courses)

- If you have NOT completed a quantitative methods course at the M.A. level equivalent to C&J 507, you are required to take C&J 507. For the two additional courses (in

order to give you exposure to both qualitative and quantitative methods) select at least one course from the qualitative series C&J 608, 506, or 538.

- If you HAVE completed a quantitative methods course at the M.A. level equivalent to C&J 507, are required to take C&J 607 and two others methods courses. (You may not take C&J 507 if you have already had the equivalent in your M.A. program.) In order to give you exposure to both qualitative and quantitative methods, at least one course should be from the qualitative series C&J 608, 506, or 538.

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

Electives. The remaining 18 credits of course work are electives that can be taken in the C&J Department. Students should secure approval from their Plan of Studies Committee Chair for classes taken outside the department. For students who have an M.A. from another institution, of these 18 elective credits, no more than 6 credits may be from topics courses and no more than 6 credits may be independent study. For students who have an M.A. from C&J, and have already taken 6 credits of topics courses or 6 credits of independent study, you may take only 3 additional credits of topic courses or independent study.

2. Language/Tool Requirement

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

- (1) They may demonstrate competency in a language other than English. Competency is demonstrated by proof of fluency in the language (e.g., being a native speaker) or by passing the equivalent of a second year proficiency level course with a B or better (B-, B, B+). Being able to demonstrate non-English language competency may require taking language courses (200-level or higher).
- (2) Competency may also be demonstrated by taking two foreign language courses or learning the use of a research tool, such as statistics, or a specific communication methodology. This way of meeting the requirement is by taking two additional graduate level methods courses and passing them with a B or better (B-, B, B+). Courses can be taken in other departments when approved by students' Plan of Studies Committee. Courses generally cannot be ones from your M.A. program and may include methods that are applied in your dissertation. Credits for courses taken to meet the language/research tool requirement are taken *in addition to* the 39 credits required for the degree. Usually, the Plan of Studies Committee makes the final determination as to credits that may be substituted or transferred.

3. Required Training for Teaching Assistants

All teaching assistants (including those pursuing an M.A. degree) must take **TARC or I-TARC**, (1 credit) during Fall semester. This is a course about teaching and offered through the Teaching Assistant Resource Center.

D. Steps in Appointment of Ph.D. Committees

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

E. Ph.D. Committees: Composition and Function

1. Plan of Study Committee

- a. Each doctoral student will be assisted by a Plan of Study Committee in planning your coursework and research. The basic role of the Committee is to plan, with the student, an integrated individual program of study and research meeting general University and specific graduate program requirements. The Committee Chair and members must approve the program and oversee its execution. The Committee may also establish prerequisites when needed; recommend transfer of credit; certify proficiency in a foreign language or research tool; approve significant changes in the program of Study; and usually serves as the core of the comprehensive exam and dissertation committees.
- b. Select at least three C&J faculty (you may have more) to serve on your Plan of Study Committee. The chair of the committee is your advisor. These three members will also serve on your comprehensive exam committee. This committee should be selected (and the Plan of Study meeting held) by the end of your 1st academic year.

2. Comprehensive Exam Committee

- a. This committee is comprised of the same three members from your Plan of Study Committee plus one more faculty member who can be from outside the department. (The outside member is typically selected in your second year). Meet with the committee no later than 2-3 months prior to taking comprehensive exams to help prepare for comprehensive exam questions and schedule exam time.
- b. The role of the examination committee is to approve the exam questions, conduct the exam, evaluate the student response and report the results. This committee must consist of a minimum of three members stipulated as follows.

- i. Two members must be Category 1 OR one member can be Category 1 and one member may be Category 3 if his/her appointment is within the student's major
- ii. The chair of the exam committee must be Category 1 or Category 3 if his/her appointment is within the student's major
- iii. The third member can be any Category (1-6)
- iv. A co-chair can be from any Category (1-6) as long as the other co-chair is a Category 1 or 3 if his/her appointment is within the student's major
- v. No more than one voting member can be in Category 4.

3. Dissertation Committee

- a. There are four members on this committee including your advisor/director of the dissertation. Three members of the committee must be from inside the department and one is from outside the department Generally, you should select your advisor and two committee members from inside the department by the end of the second semester in order to hold a Plan of Study meeting your outside member may be selected during your second year.
- b. In most cases, the members of your Dissertation Committee are the same as those who served on your Comprehensive Exam Committee. However, if you have a change of direction or heart, you may change members or advisors as appropriate. Please note that most faculty who serve on your Comprehensive Exam Committee will assume they are on your dissertation committee unless you say otherwise. If you wish to make changes, it is expected to first notify the faculty who you are asking to step off of your committee.
- c. The dissertation committee must consist of a minimum of four members:
 - i. At least 2 of the 4 members must have Category 1 approval;
 - ii. Chair must have approval as a Category 1, 3, or
 - iii. The second member must have approval as Category 1 or 3 if his/her appointment is within the student's major
 - iv. The third member (external/outside) must have approval as Category 2 if selected from the faculty of an institution other than UNM, or Category 1 if a UNM faculty member outside the student's discipline
 - v. The fourth member can have approval as Category 1-6
 - vi. Co-Chair (optional) must have approval as a Category 1-6
 - vii. No more than one voting member can be in Category 4.

F. Sample Ph.D. Program and Timeline

1st Fall Semester

- 1. Courses: C&J 600, 607 or 506 or 538, C&J Seminar
- 2. TARC (1 credit)

3. Meet with Ph.D. Program Director (your initial advisor) or graduate faculty in your interest area to discuss your plan of study, language/tool requirement, and discuss potential advisor/committee members.

1st Spring Semester

1. Courses: C &J 509/510, 601, C&J 614, C &J 608 or 507
2. Select advisor. Meet with Plan of Study Committee.
3. Complete departmental annual review.

1st Summer Semester

Independent study or other course related to your specific interests

2nd Fall Semester

1. Courses: Methods course, C&J seminar, course outside of department, independent study
2. Meet with Major Advisor to review progress.

2nd Spring Semester

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

2nd Summer Semester

Begin work on dissertation prospectus.

3rd Fall Semester

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

3rd Spring Semester

1. Dissertation hours

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

3rd Summer Semester

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

G. PhD Comprehensive Exam Policy and Procedure

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

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

Goals Of The Exam: Students taking comprehensive exams should be able to

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

Policy For Comps Committee Composition

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

Meeting With Your Committee

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

Scheduling Your Exam

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

Preparing For The Exam And Oral Defense

1. No matter what the question, you should answer the question and make a coherent argument.
2. Often you are asked, as part of at least one question, to design a research project. You are encouraged to think of your dissertation as you respond to such a question.
3. In your answers, go beyond describing what past researchers have found by evaluating value of past scholarship and offering a rationale for how your work will fill gaps, expand previous work, and make a contribution to the field.

4. Situate yourself within your own area of research by offering your own theoretical positioning, conceptualizations of constructs, and proposed research studies.
5. Between the writing of your answers and your oral defense, re-read your answers several times. Plan for probable questions that your committee members may ask, identify gaps or areas in your answer you may wish to clarify, or additional examples from research. Practice your oral responses.
6. For advice on comps, consult your committee. Your committee is working with your individual needs and has your best interests in mind.
7. Maintain open communication with your committee. Each committee may choose to do comps a little differently and so it is your responsibility to ask what each member's expectations are for completing a successful exam
8. Success in your coursework does not guarantee success on your comprehensive exams. Earning a Ph.D. is about mastering several kinds of skills. Coursework offers you one skill set, while comps offers you another. Particularly, comps test your ability to think on your feet by developing written and oral arguments on your own without the assistance of notes or sources.
9. If you're asked to rewrite, it does not mean you have failed. Past norms suggest that in every cohort some students will be asked to rewrite one or more answers. Your committee's job is to ensure that you are adequately prepared to complete your degree, and sometimes that preparation requires rewriting.
10. Comps provide the committee with a means to assess your academic background and conceptual ability, ensure your suitability for the proposed dissertation research, and specify ways to correct any deficiencies.

OGS Guidelines For Doctoral Examinations

(<http://www.unm.edu/grad/catalog/catalog16.html#Anchor-----catalog> p.14)

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

The student must have a cumulative grade point average of at least 3.0 at the time of the examination.

The student must be enrolled in a minimum of one credit of graduate course work the semester in which he/she takes the doctoral comprehensive examination.

At least two weeks prior to the date of the examination, the major graduate unit must request approval from the Dean of Graduate Studies to hold the exam. It may not be conducted until the Dean of Graduate Studies approves the appropriate announcement form and it is returned to the unit.

Committee composition (described on p. 1 of this document).

In order to qualify to sit for a doctoral exam during the intersession, the student must be registered for the following semester.

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

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

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

Conditional Pass

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

H. Ph.D. Forms and Required Documents

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

Plan of Study – Outline of course requirements and plans. Fill it out with your advisor by the end of your first year of coursework, and obtain approval from your Ph.D. Plan of Study Committee. Give a copy to your advisor, keep a copy and turn in the completed form to the Graduate Administrator.

Graduation Checklist – Obtain this from the Graduate Advisor or Graduate Administrator at the beginning of your second year of study.

Prospectus Meeting Form—to be signed by your advisor at the end of the prospectus meeting. Bring a completed form to the Graduate Administrator.

OGS Forms--available from Graduate Administrator, Office of Graduate Studies, or online at www.unm.edu/~grad.

Appointment of Plan of Study and Dissertation Committees -- Use this form for BOTH your Plan of Study Committee and your Dissertation Committee. For the Plan of Study Committee, print one version and strike the word "dissertation" and write "Plan of Study Committee" above it. Submit copies of both of these forms to the C&J Graduate Administrator. Failure to have your Plan of Studies Committee approved could put your exams at risk, so be sure to submit this form early. Once you defend your prospectus, submit this form again with your dissertation committee members listed.

Announcement of Examination -- Submit this form to the Graduate Administrator and reserve your room at least two weeks prior to the date of your comprehensive exam defense. You will fill out and submit this form a second time two weeks prior to your dissertation defense date.

Application for Candidacy -- Submit this form at the point when you have passed your comprehensive examination and fulfilled any language or skill/research tool requirements. This form should be accompanied by the **Report of Examination** and **Certificate of Language or Skill Requirement** forms. After determining that all degree requirements except for the dissertation have been completed, the Dean of Graduate Study will advance you to candidacy.

Notification of Intent to Graduate – Notify the Graduate Administrator the semester before you plan to graduate.

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

Information Cover Sheet -- Turn in to OGS with your dissertation.

Graduation Checklist – Obtain this form from the Graduate Administrator at the beginning of your second year of study.

Program of Study – required by the Office of Graduate Study (OGS). Submit this form with the C&J Plan of Study form to the Graduate Administrator. Due at least one semester before graduation.

Prospectus Meeting Form—to be signed by your advisor at the end of the prospectus meeting. Bring completed form to the Graduate Administrator. Complete this form two semesters prior to the date you intend to graduate.

I. PhD Plan of Study Form

**UNM COMMUNICATION & JOURNALISM
Communication Doctoral Participant
Plan of Study**

(To be completed by the participant and his/her Committee on Studies during the 1st year of study)

Name: _____

Committee on Studies:

Expected Graduation Date: _____

Chair

Primary Focus _____

Core Courses

Course	Semester to Complete
600 (Fall)	_____
601 (Fall)	_____
509 (Spring)	_____
510 (Spring)	_____

Electives and Seminars

Course	Semester to Complete
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Methods

(Three method courses from the following list based on the outlined criteria below)

Course	Semester to Complete
507 (Spring)	_____
607 (Fall)	_____
608 (Spring)	_____
506 (Fall)	_____
538 (Fall)	_____

Foreign Language Competency

Course	Semester to Complete
_____	_____
_____	_____

IF you have NOT completed a quantitative method course at the M.A. level that is equivalent to CJ 507, the you are required to take CJ 507. Then you must select at least one from CJ 608, 506 or 538.

IF you HAVE completed a quantitative methods course at the M.A. level equivalent to CJ 507, you are required to take 3 methods courses including CJ607. One course should be from CJ 608, 506, or 538.

TARC

V. Teaching and Research Assistantships: Overview & Application Process

A. Overview of Teaching/Research Assistantships

The department has a limited number of Teaching, Research and Graduate Assistantships each year. We have 17 regular teaching assistantships that pay stipend and tuition and are generally awarded to Ph.D. participants. Research and Graduate Assistantships are usually contingent upon special programs and grants. The course load for a full time TA (.50 FTE, 20 hours per week) is two courses per semester. Most contracts are in place for one semester at a time. We also have assistantships available which will pay a stipend but they may not include tuition waivers. Renewal of any assistantship will be based on budget and performance evaluations. We give returning students precedence when awarding assistantships, so incoming students have a less likely chance of being awarded an assistantship than a returning student.

B. Applying for Assistantships

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

1. Types of Assistantships and Eligibility

To be employed as a TA, GA, Teaching Associate, RA, or PA a student must meet the following criteria:

- a. Have been formally admitted to Graduate Study at The University of New Mexico.
- b. Be currently enrolled at The University of New Mexico for a minimum of 6 hours of course work, thesis or dissertation hours that count toward the degree, and 3 hours during the Summer session. Courses taken for audit are not accepted as part of the minimum hours.
- c. Maintain a 3.0 grade point average in graduate course work. Students on Type 1 and 2 probation are ineligible to hold an assistantship. Students on Type 3 probation may provisionally hold an assistantship for one semester.

2. Extended Student Teaching Assignments

This policy only applies to funding for teaching assistantships through the C & J department. If graduate students have, or can get, other funding through other university mechanisms this policy does not apply. This policy applies to allocation of funding for graduate students beyond their original contracts (i.e., 2 years for MA students and 3 years for PhD students).

Our goal is to help graduate students finish their degrees in a timely manner. Historically, the department has allotted two years for MA students and three years for PhD students. Some students, particularly in the PhD program, have desired another year to complete their degree.

Some students conducting time intensive dissertation projects, working in international sites or conducting fieldwork in local communities may require an extra year to complete their program. Others may wish to take two and a half to three years to complete their coursework and choose to submit manuscripts for publication as soon as they complete particular seminars. There are no guarantees for funding after the 3rd year for PhD students and after the 2nd year for MA students, but the department has been fortunate to be able to provide funding for some students beyond their original contracts. Funding after the fourth year for PhD students will be extremely rare.

The C & J department wishes to provide more clarity about opportunities for graduate students to obtain funding beyond the original contract in order to facilitate degree completion in a timely and effective manner. The goal of the department is to make funding decisions based on fair and transparent procedures and, when the budget permits, to fund selected 4th year PhD students and 3rd year MA students.

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

Procedures

- a) MA students will be asked at the end of their first year (and perhaps second) and PhD students will be asked during their second (and perhaps third) annual reviews to project a timetable for completing their program. This information will be developed with input and approval from the advisor and appropriate graduate committee.
- b) During the annual reviews for MA and PhD students, those who desire to teach beyond their original contract must COMPLETE A FORMAL APPLICATION that will be forwarded to the PhD or MA committee. The application consists of the following:
 - i. An extended teaching request form.
 - ii. A projected timetable for their research/creative work and plans for program completion.
 - iii. Written endorsement of the advisor.
 - iv. A summary of teaching evaluations from the previous year.
- c) The application will then be forwarded to the PhD or MA Committee. The PhD and MA committees will rank order the priority of the requests for extended teaching and forward their rankings with a brief rationale to the Department Chair. The Department Chair will make the final decisions regarding extended teaching assignments.

Overall Funding Priorities by Year

- a) MA and PhD students within their original contracts have first priority for funding
- b) 4th year PhD students have second priority
- c) 3rd year and beyond MA and 5th year PhD students and beyond have last priority before part-time instructors
- d) All priorities are based on qualifications to teach a class, teaching evaluation scores, faculty observation letters and adequate progress toward degree

Criteria for Extended Teaching Allocations

- a) lack of other funding sources
- b) need for intensive fieldwork, international travel or other research/creative demands

- c) need for additional specialized coursework or training
 - d) strong performance in completed coursework
 - e) adequate progress toward degree (comps completed or dissertation prospectus defended)
 - f) concrete plan and timetable for finishing program
 - g) concrete plan for completing research manuscripts and submitting for publication
 - h) demonstrated evidence of teaching effectiveness (faculty observation letters, teaching evaluation scores)
 - i) qualifications to teach needed courses
- j) other qualifications (NOTE) For 5th year and beyond PhD students and 3rd year and beyond MA students, we will consider funding on a case-by-case basis and expect to provide funding in relatively rare circumstances. Criteria for consideration, in addition to those above, are the following:
- i. Degree completion is imminent.
 - ii. Expect funding for the Fall semester only when more classes are scheduled.
- k) Case-by-case exceptions will be considered by the chair. For example, a student may face extenuating circumstances that may alter the implementation of the policy. Speak directly to the chair about such circumstances.

VI. Campus Information

A. Identification (Lobocard)

1. Once you have been accepted as a student, you will need to obtain a LOBO identification card. This card allows you to use the libraries, gym, and other facilities. You may also put money on the card and use it as a debit card.
2. To obtain your LOBO card you will need to take your driver's license or other identification to the SUB (Student Union Building). The Lobo card office is in the basement next to the Mercado. Be prepared to have your picture taken.
3. There is no cost for your first card. A \$10.00 fee is charged to replace a lost card.

B. E-mail Account

1. As a UNM student, you are entitled and expected to have a UNM email account.
2. Emails will be sent to your UNM email with important information. As soon as you obtain a valid UNM email address, send a message to the C&J staff so that records and contact information are up to date.
3. Students need a NetID to access their UNM email accounts. A NetID is the user name you will use to access various systems at UNM. Student, faculty and staff members should create a NetID when they join the University. When you create a NetID, a UNM email account is automatically created for you in this format: <your netid>@unm.edu.
4. You can create your NetID by going to <https://netid.unm.edu>. You will need your birth date and social security number to complete the application process.

C. Parking and Permits

1. UNM parking permits are required to park on campus. You may obtain one at Parking Services (277-1938) on the NW corner of University and Central or online at <http://unm.edu/parking/>. Your LOBO card or Net ID is required to purchase the permit. Please check online for availability and rates. Certain parking lots require you to take the free UNM shuttle to and from the lot.
2. Additional parking is available off campus. There is a lot at the corner of Yale and Silver, and one north of Central on University across from UNM, as well as many others south of the campus.
3. There is a parking garage a block east of the building.
4. Meters are available both on and off campus.

VII. C&J Department Administrative & Building Policies

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

A. Administrative Contacts

John Oetzel, Department Chair	277-1905	joetzel@unm.edu
Nancy Montoya, Department Administrator	277-1902	nmontoya@unm.edu
Mary Lawton Bibeau, Graduate Administrator	277-1903	cjgrads@unm.edu
Sean Solowiej, Broadcast Engineer	277-2819	solowiej@unm.edu
Jeanette Albany, Administrative Assistant	277-5305	jenmarie@unm.edu
Departmental Fax	277-4206	

B. Building and Administrative Office Policies

1. Hours of Operation:

- a. The **C&J Building hours** are from 7:00 a.m. until 10:00 p.m., Monday through Friday, and for Saturday classes. The University does not allow individuals to stay overnight in office buildings.
- b. **C&J Administrative Office hours** are from 8:00 a.m. until 5:00 p.m., Monday through Thursday. On Friday, we are available from 8:00 a.m. to 4:00 p.m. We do not close for lunch. During the holiday season and the Summer, office hours might be shortened.
- c. **The Graduate Administrator**, Mary Bibeau, is generally available from 10:00 am - 1:00 pm, and 2:00 – 5:00 pm for advisement. Evening appointments are available by appointment.

- d. To meet with the MA or PhD Program Directors, it is most efficient to set up an appointment via email or telephone.

2. General C&J Building policies

University space, equipment, and supplies are to be used for university-related business and functions only, including but not limited to, conducting business, meeting with other students, study, paperwork, meetings, research, and/or class preparation.

a. Safety

- i. If you are working late at night and you would like an escort to your vehicle or you are concerned about security, contact **Campus Police** at **277-2241**. For an **emergency, call 911**.
- ii. Security is always a concern in the CJ building because of our accessibility to Central Avenue. Our offices and classrooms are quick and easy targets. Do not leave your office open and unattended even for a short time. Exercise caution and good judgment when working after hours.
- iii. In compliance with fire safety rules, all spaces must be generally clean and tidy. Pathways must remain clear in case of emergency evacuation.

b. Maintenance

For a maintenance problem during office hours, please report it to the staff in the main office. If there is an emergency maintenance problem after hours, please call Campus Police (277-2241) and they will report it to the appropriate people.

c. Keys

Teaching assistants will receive 4 keys. The first will open the office, the Graduate Student Lounge, the mailroom, and the classrooms; there is another for the outside door; one for his/her filing cabinet, and a fourth key for his/her mailbox. Graduate students who are not teaching will not be issued keys; for meetings after hours you may make arrangements with faculty members or teaching assistants to let you into the building.

d. Available Spaces

- i. The **Graduate Student Lounge** is Room 151. This room will be opened with an office key or by a member of the staff. There is a refrigerator and microwave in the room. It is YOUR responsibility to keep this room, refrigerator, and microwave clean.
- ii. The **C&J Departmental Library** is Room 242. The library contains journals, teaching manuals for some textbooks and other books. Please return books and journals promptly.
- iii. Other rooms: To reserve a room (such as the large or small conference rooms for meetings, comprehensive exams, thesis/dissertation defenses, and so on), please contact the staff and sign up. Please do not count on a usually empty room to be available on a specific day unless you reserve it.

iv. Courtesy, Privacy and Sustainability

- Please show courtesy toward your co-workers when using building spaces. This means keeping your possessions contained and being reasonably quiet while people share the space with you.
- Please properly store or dispose of food items to minimize bug problems. There is a refrigerator in the Graduate Student lounge, room 151. All food should be kept in plastic or glass containers. Keep the refrigerator clean by disposing of all outdated food promptly.
- The glass enclosed cubicles are for student conferences and other meetings. They are not for your private use.
- The last person to leave a room or office is responsible for turning off the lights and making sure the door(s) are locked.

e. Mail and Packages

- i. Mailboxes in the Mailroom on the first floor will be assigned to every graduate student. You will be given a key card to take to the Lock Shop to get your key. You will be the only person who has a key to your mailbox. No one in the office has a copy.
- ii. Mail is delivered twice a day and distributed into assigned mailboxes.
- iii. Mail too large to be put through the slot in the mailbox will be placed in the large locked bins under the mailboxes. You will get a notice in your mailbox. Please see the office staff to unlock and get your package.
- iv. Please pick up your packages as soon as possible. We have limited bins to keep books and we accept packages for the whole department.
- v. If you are turning in an assignment to a faculty member, please sign it in at the front desk before putting it in the faculty's mailbox. This allows us to check dates and verify that you did turn in the assignment.

f. Phones, Voicemail and Fax

- i. Phones:
 - UNM: To dial any UNM number from a campus phone, skip the first two numbers. To reach 277-1903, dial 7-1903.
 - 2) Local: Dial 9 to access an outside line. You will not hear a dial tone. Proceed to dial the whole seven digit number.
 - 3) Long Distance: It is available with a credit card.
 - Dial *8 (wait for dial tone)
 - Dial 0 + the number you are calling, including the area code.
 - You will hear the greeting from the long distance carrier. Wait on the line for the operator. After providing the operator with your billing information, your call will be placed.
- ii. Voicemail:

Voicemail is not available for the graduate student office numbers. When answering a phone call that is for another person, please take a complete message and put it on his/her desk.

iii. Fax:

A fax machine is available in the main office available for one or two pages and emergency situations. (505-277-4206) The fax machine is NOT available for long distance faxes, nor for you to submit/receive papers for classes, nor to send/receive conference papers. There are several copy centers located on Central Avenue which offer this service.

g. TAs and RAs: Pay Checks

- ii. The department administrator is in charge of teaching/research contracts. She will email you when the contacts are ready to be signed. The contracts should be signed as soon as possible so that you are paid on time.
- iii. You will be paid on the last work day of each month.
- iv. When you sign your first contract, you will be given an automatic deposit form. You will need to fill out the form and to provide a voided check. Your paycheck will then be automatically deposited into your account.
- v. For your first contract you need to bring your social security card, your driver's license, and a voided check. For an international student we need a copy of your passport and your I9.
- vi. If you do not submit the automatic deposit form at the time you sign your contract, or if you change banks, you will need to go to Payroll to set up the automatic deposit.
- vii. If you do not want to have your check automatically deposited, you must pick it up at the Payroll Department with photo identification.

h. Photocopying:

- ii. If you are a teaching assistant, you will be able to get your syllabi and tests copied by the main office. You must give them three (3) days to do this. You will also receive 500 copies/class for handouts and other teaching materials. If you go over that amount, you will be billed at \$.05 per copy at the end of the semester. You will not get a copy code to use until this is paid.
- iii. If you are not teaching, you may ask to be assigned a copy code. At the end of the semester, you will be billed at \$.05 per copy, and expected to reconcile the charges promptly.
- iv. Faculty and TAs/Instructors with instructional materials have priority with regard to using the department copy machines.
- v. The following list identifies other organizations that can meet your photocopying needs:
 - College of Education Publication Center 277-7276
 - Dane Smith Hall 277-8267
 - Kinko's, 2706 Central SE 255-9673
 - Express Copier Service, 2300 Central SE 265-1215

i. Equipment Use

i. General Policies for Equipment Use by all Graduate Students:

- Ph.D. and Masters candidates who plan to use television, VCR's, LCDs, or other equipment in their defenses and presentations are expected to know how to use the department equipment.
- Please schedule the equipment well in advance of the defense or presentation.
- Please attend one of the training workshops on use of the C&J equipment at the beginning of the Fall semester.

ii. Equipment available: All the classrooms in the CJ building are now smart rooms. They have overheads, projectors, etc., built in.

VIII. Creating an Intercultural Community of Learning

Your Roles and Responsibilities

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

1. Attend classes, arrive on time prepared for discussions and activities, complete all assignments including reading on time, come to class with questions and points to raise, participate in discussions, and do excellent research.
2. Identify additional materials to read and relate to what you are learning.
3. Attend department colloquia (brown bag lunches) at which departmental and guest speakers talk about their research. It is a good place to engage in scholarly discussions.
4. Complete the annual review of your progress in the program.
5. Develop a plan for your own research program that includes submitting manuscripts to appropriate outlets or publications. Attend professional conferences that are relevant to your interests.
6. Join a research project with a faculty member or take an idea to a professor and work on it with her/him.
7. Get involved in Comgrads, the graduate student association in our department.
8. Realize that learning doesn't always equal good grades. Focus on learning rather than grades. Employers with positions for students with graduate degrees are much more interested in

your course work background, research/creative projects, and ability to write well than what grades you earned.

9. The faculty expects that this academic program is your priority at this point in your life. We expect you to invest the time to be strong teachers, students, and citizens. What you do reflects on the C&J department and community. This doesn't mean "don't have any fun," but simply be responsible for your actions.
10. Recognize that the required courses are designed to provide you with foundational knowledge and background. To produce scholarship that matters, you need both breadth as well as depth of exposure and topics.
11. Expect that you will invest time to enhance your writing skills. Allow time for editing drafts and turn in proofread, edited, and polished papers for class assignments. Allow time for editing research papers before submitting them to professional conferences. Expect that drafts of thesis/dissertation chapters will be rewritten a number of times. Good writing is a process that requires time.
12. Contribute to the community by being willing to work on intercultural awareness and productive relationships. In order to engage and create an intercultural learning community:
 - a. Please respect the boundaries of others. It is important to respect each other's physical, psychological, and social spaces. This includes respecting people's offices and private places.
 - b. Be open to differences. We have people from a variety of cultural systems from around the world and this is an opportunity to engage difference in a respectful way.
 - c. Share your viewpoints as you are comfortable with other graduate students (and faculty). When we identify a common issue then it is clearer what needs attention.
 - d. Ask for input and listen to others.
 - e. Recognize that conflict will emerge. Attempt to resolve conflicts in a respectful and constructive manner. Avoid gossip and rumors.
 - f. When working with colleagues in groups, make sure to talk about goals, approaches to time management, schedules, and preferred styles. Discuss authorship and task assignments in advance (i.e., who is first author, second author, etc. and who is expected to do which tasks).
13. Give attention to negotiating appropriate relationships with faculty members.
 - a. Recognize that there are status differences. Faculty members are not your colleagues but your teachers and mentors. Faculty members have different styles and preferences but know that we are in a department with strong graduate programs because we are committed to graduate education and we want our own work enriched by your input.

- b. Show respect for the experience and investment of faculty in their research programs and lives as academics, even though your own interests or research orientations may be different.
- c. If you have concerns about course work or assignments, set up an appointment with the faculty member to discuss those concerns as soon as possible.
- d. Provide ample time to faculty members to read drafts of papers and thesis/dissertation chapters. Two weeks is a good minimum.
- e. For meetings with faculty members, do your “homework” and be prepared with suggestions. A good way to approach finding a topic for a major research assignment for example is to have a couple of options in mind, along with some preliminary research on the topics, rather than showing up at the office and asking “What should I do for my research project?”

14. Please share with your graduate directors and department chair any concerns as well as comments about what is going well. Our goal is to make your graduate student experience here at UNM as successful, productive, and smooth as possible.

15. Express appreciation to the C&J staff for all their hard work and energy to ensure that we all have what we need to do our work. Recognize that their time and attention is always in demand and they each work above and beyond the call for us. Please let them know you value their contributions to our C&J community and please treat them with high levels of respect.

16. Explore New Mexico and get to know your peers in the graduate program. They will be some of the best friends, confidants, supporters, and resources you will ever know, and what better way to get to know them than visiting a pueblo for a feast day, heading off to a museum, hearing some music, or taking a hike in the Sandias.

17. Remind yourself that you made an excellent choice in applying and accepting a position in the M.A. or Ph.D. program at the University of New Mexico. Enjoy the experience!