

WELCOME!



August 2010

Dear Members of the Graduate Community:

We wish to extend a warm welcome to our new and returning graduate students. 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 document provides most of the information you need to have to navigate the graduate school process. It also describes 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,

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Communication and Journalism Graduate Student Handbook

2010-2011

Table of Contents

I. Summary of General Policies and Procedures.....	1
A. Advising.....	1
B. Faculty Categories Approved for Graduate Student Committees.....	2
C. Records	2
D. Transfer of Credit/Substitution of Courses	2
E. Courses Prior to Formal Acceptance into Graduate Program.....	3
F. Time Limit for Completion of Degree.....	3
G. Semester Course Load Requirements	3
<i>International Graduate Students</i>	3
H. Three-Semester Continuous Enrollment Policy.....	3
I. Leave of Absence.....	4
J. Academic Standing, Grade Point Average, and Grading Policies.....	4
K. Incomplete (I) Grades and Procedures for Removal.....	4
L. Candidacy and Application for Graduation	5
M. Graduate Student Cumulative Annual Evaluation	5
II. Overview of Graduate Programs	5
Proposed Graduate Courses AY 2010-2011	6
Tentative Graduate Courses (2010-2014).....	7
<i>Course Names</i>	7
III. MA in Communication.....	7
A. Requirements for the MA Degree.....	8
B. Making the Thesis/Project/Comprehensive Exam Decision.....	8
1. <i>MA Thesis</i>	9
2. <i>MA Project</i>	9
3. <i>MA Comprehensive Exam</i>	9
C. Who May Serve on MA Committees.....	9
1. <i>MA Committee Composition and Function</i>	9
2. <i>Sample Masters Program and Timeline</i>	10
3. <i>MA Mapping for Forms and Requirement</i>	11
D. MA Forms and Required Documents List	12
E. MA Plan of Study Form.....	14
F. MA Worksheet for Semester-to-Semester Mapping.....	15
IV. PhD in Communication	16
A. Areas of Concentration	16
B. Overall Requirements for the PhD Degree	16
1. <i>Comprehensive Examination and Dissertation</i>	16

C. Course Requirements for the PhD Degree.....	17
1. <i>Required Courses</i>	17
2. <i>Electives</i>	17
3. <i>Language/Tool Requirement</i>	18
4. <i>Required Training for Teaching Assistants</i>	18
5. <i>Communication Background</i>	18
D. Steps in Appointment of PhD Committees.....	18
E. PhD Committees: Composition and Function	18
1. <i>Plan of Study Committee</i>	18
2. <i>Comprehensive Exam Committee</i>	19
3. <i>Dissertation Committee</i>	19
F. Sample PhD Program and Timeline	20
G. PhD Comprehensive Exam Policy and Procedure.....	21
H. PhD Forms and Required Documents.....	24
I. PhD Mapping for Forms and Requirements	26
J. PhD Plan of Study Form	28
K. PhD Worksheet for Semester-to-Semester Mapping	29
V. Teaching and Research Assistantships: Overview and Application Process	29
A. Overview of Teaching/Research Assistantships	29
B. Applying for assistantships	30
1. <i>Types of Assistantships and Eligibility</i>	30
2. <i>Extended Student Teaching Assignments</i>	30
VI. Campus Information	32
A. Identification (Lobo Card)	32
B. E-Mail Account.....	32
C. Parking and Permits	32
VII. C&J Department Administrative and Building Policies.....	33
A. Administrative Contacts.....	33
B. Building and Administrative Office Policies	33
1. <i>Hours of Operation</i>	33
2. <i>General C&J Building Policies</i>	33
VIII. Creating an Intercultural Community of Learning	36

University of New Mexico
Department of Communication and Journalism
GRADUATE STUDENT HANDBOOK
MA and PhD in Communication
2010-2011

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

Temporary advisors. New students meet with the Director of the PhD and MA Programs during Orientation. During the first semester, the Directors of the PhD and MA graduate programs assign you to an initial temporary advisor or act as your temporary advisors.

Graduate-student Buddies. Comgrads will assign you a buddy who is also an excellent source of information on classes, requirements, and procedures. You should have already heard from Comgrads prior to coming to campus, but if not, tell one of the graduate program directors.

Permanent advisors. The matching of advisors with students is an important process. Be aware that faculty members are not compensated for directing dissertations and theses; as such, the time and energy required for a faculty member to become your advisor is not to be taken lightly. You will need to select a faculty member to be your advisor for the rest of your program; this person typically also directs your PhD dissertation or MA thesis, project, or comprehensive exam. Identify a faculty member who has: (a) Graduate Faculty status at UNM, (b) expertise in your concentration area of interest, and preferably (c) had you in at least one class. Set up an appointment to make the request of that faculty member. Be prepared to outline your interests, research, and creative goals and to provide a rationale or reasons for your choice—why that faculty member is a good fit for your interests.

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. The Plan of Study Form in this Handbook will be helpful for planning and tracking coursework, preparing for meetings with your advisor, and developing the formal Program of Studies form for the Office of Graduate Studies (OGS).

Continuing Students

Every Fall, continuing graduate students should meet with their advisors 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

Students should keep a copy of all documents related to their degrees during their graduate program. This includes, but is not limited to, transcripts, independent study forms, Plan of Study forms, petitions, course transfers, relevant email messages, waivers, and so on. The Department also needs a copy of all forms, so please turn forms into the C&J Coordinator of Program Advisement before submitting to OGS. In some cases, the Coordinator of Program Advisement submits required forms for the student.

D. Transfer of Credit/Substitution of Courses

PhD credit hours and transferred credits. The doctoral degree requires a minimum of 48 graduate coursework credit hours, and entering PhD students are given an automatic transfer of 9 credits for their MA degree. This leaves 39 graduate coursework credits from 13 graduate courses that student must earn beyond the MA degree. Of these 39 credits, students can transfer up to 12 credits from doctoral-level courses at other institutions. All transferred-in credits require the approval of students' Plan of Studies Committee.

Transferring process and deadline. Students can transfer credit for courses completed prior to enrollment in the graduate program, or substitute a comparable course from another program or area of study for a required course. To qualify as a transfer or substitute, the course(s) must be (a) graduate level, (b) graded "B" or above, and (c) beyond what was required to earn the previous degree (i.e., if course was required for your MA or BA degree, it cannot be transferred to satisfy PhD or MA degree requirements). To complete the transfer, students must do the following:

1. During the first semester, bring a copy of course transcript and course syllabus or catalog description to your temporary advisor.

2. Secure written approval from your temporary advisor for course transfer or substitution.
3. By the end of the second semester, bring the written approval, transcript, and syllabus/catalog to your Plan of Study (POS) meeting and secure formal approval of the POS committee to transfer or substitute credits.

E. Courses Prior to Formal Acceptance into Graduate Program

MA students must complete at least 50% of required course work after admission to the graduate program. PhD students must complete at least 24 hours of graduate credit course work at UNM, and at least 18 hours of graduate credit course work at UNM after admission to the doctoral program.

F. 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 transferred work, may be more than seven years old at the time a master's degree is conferred.

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

G. Semester Course Load Requirements

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

Graduate students not holding an assistantship and taking 8 credit hours or 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.

H. 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.

I. 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.

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

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

No more than 6 credit hours of course work in which a grade of C (2.0), C+ (2.33) or CR (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation.

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

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

K. Incomplete (I) Grades and Procedures for Removal

The grade of “I”—Incomplete—is given only when circumstances beyond the student’s control prevent completion of the coursework within the official dates of a semester or summer session. Incomplete grades are NOT given due to lack of time available to complete a research project or paper.

Effective Fall 2010: Students may carry over incompletes for one semester only. If work is not completed by the end of the semester following receiving the incomplete, including summer semesters, the instructor of record will revert the grade to an “F.” Incomplete grades not resolved within the six-month time frame will be converted automatically to an “F” (failing) grade.

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

Extension of Incomplete: Students may negotiate with their advisor and instructor of record in order to extend the internal C&J one-semester rule. For a formal extension beyond the UNM graduate school rule of 12 months, a student may apply for an extension of the time allowed to complete the required course

work removing the “I” grade. The request for the formal UNM extension is available from the Office of Records and Registration. Students must submit the form with all required signatures to OGS by the applicable deadline dates (November 15 for Fall, April 15 for Spring, July 15 for Summer).

L. Candidacy and Application for Graduation

Being granted the status of Candidate for MA degree is earned after successful completion of the comprehensive exam or thesis/project. PhD 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. This means that the dissertation must be defended in a different semester from the semester in which advanced candidacy was granted.

M. Graduate Student Cumulative Annual Evaluation

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

The purpose of the cumulative annual review is to provide information for annual graduate student award selection, assess each student’s progress toward the degree, identify accomplishments and areas worthy of praise as well as areas in need of improvement, outline any unmet needs and concerns, and offer recommendations for ways the Department can support student success in the program.

Procedure:

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

- a. Director of the Doctoral/Master’s Program
- b. Advisor/Dissertation/Thesis Director (If you have not selected an advisor, the Director of the Doctoral/Master’s 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 the 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 PhD/M.A Program, and (c) graduate student. Written copy will be placed in the 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/Master’s 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 Master’s 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 extends 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 PhD 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 MA graduates enter, or return to, professions in business, the mass media, research, education, and other fields, while other graduates enter doctoral programs. The MA 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.

Proposed Graduate Courses AY 2010-2011

Fall 2010	Spring 2011
<p><i>Required</i> 500 Communication Theory 501 Foundation Research Methods 601 Theories of Communication 605 Textual Analysis 607 Quantitative Methods</p> <p><i>Health</i> 550 Seminar, Health Communication</p> <p><i>Media</i> 566 Mass Communication Theory</p> <p><i>Intercultural</i> 518 Subjectivities and Culture</p> <p><i>Other</i> 583: TARC, Teaching Basic Course (required for all TAs)</p>	<p><i>Required</i> 507 Quantitative Methods 509/510 Introduction to Graduate Studies 600 History and Philosophy of Communication 602 Theorizing Culture 604 Field Research Methods</p> <p><i>Health</i> 553 Health Communication Campaigns</p> <p><i>Media</i> 568 Media Institutions and Structures</p> <p><i>Intercultural</i> 517 Metaphors and Cultural Codes</p> <p><i>Other</i> Visual Narrative (tentative) 583: TARC, Teaching Basic Course (required for all TAs)</p>

Course Names

<i>Course Names</i>	
<p>Theory 500 Comm. Theory 506 Critical and Cultural Studies 509/510 Intro to Grad Studies 600 History and Philosophy 601 Communication Theory 602 Theorizing Culture</p>	<p>Methods 501 Foundations of Communication Research 507 Quant. Data Analysis 604 Qualitative Research Methods I 605 Qualitative Research Methods II 606 Qualitative Methods Practicum 607 Quant. Research Methods 609 Mixed Method</p>
<p>Health Communication 550 Seminar: Health Comm 552 Current Developments in Health Communication 553 Health Comm. Campaigns 555 Culture, Disparities, and Health Communication</p>	<p>Intercultural Communication 514 Seminar: Intercultural Comm 517 Culture, Community and Change 518 Culture, Sustainability and Change 519 Culture, Borderlands and Change</p>
<p>Media 566 Mass Communication Theory 567 Media Effects and Public Opinion 568 Media Institutions and Structures 569 Critical Research on Media and Culture</p>	<p>Other 5XX Topics in Comm (number unassigned) 544 Seminar: Organizational Comm 557 Persuasion</p>

III. MA in Communication

The MA 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 Graduate Program catalog, section “Program of Studies for the Masters Degree.”)

A. Requirements for the MA Degree

A total of 36 credits are required for the MA degree. Under either the thesis or the project option, students complete 30 credits of coursework and 6 credits of thesis or project. For the comprehensive exam option, students must complete 36 credits of coursework. Any exceptions to these must be approved by the Plan of Study Committee, respective Graduate Director, and Department Chair. 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 604 Field Research Methods
 C&J 605 Textual Analysis Qualitative Methods Practicum
 C&J 606 Qualitative Methods Practicum

C&J 607 Advanced Quant. Research Methods
C&J 609 Mixed Methods

One topic or seminar (3 credits; see Course Names on previous page)

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

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 MA degree) are required to take **TARC or I-TARC**, a one-unit class that deals with teaching. It is suggested that MA 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 MA 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 MA student should understand that the same high standards of methodological and theoretical quality will be applied to both thesis and project. The choice of thesis or project route should depend primarily on what you, the student, are interested in, what kinds of questions or problems you wish to consider, and what kinds of outcomes you anticipate as a result of your efforts. Your MA committee provides input related to your thesis/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. MA Thesis

Goals

- a. To develop and test theories, models, concepts and principles of communication for the purpose of answering questions.
- b. To provide general descriptions, explanations, and evaluations of communication phenomena within a subfield of study (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. MA Project

Goals

- a. To identify and apply theories, models, concepts and principles of communication for the purpose of solving problems.

- b. To assess the extent to which theories, models, concepts, and principles of communication may provide solutions to an existing situation.
- c. 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, or organization.

3. MA 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 MA 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 the introductory section of this handbook.

1. MA 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 can 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 MA Committee helps a student design a program of study to meet departmental requirements and individual student needs. The committee also helps students determine whether a thesis, project, or comprehensive 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 MA 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 MA Comprehensive Exam Committee is comprised of three to four C&J faculty members. One member serves as content area expert and the other two for theory and methods. MA students do not choose their own comps committee, as do PhD students. Rather, the chair appoints MA Comprehensive Exam committees at the beginning of each academic semester (Fall and Spring only).

2. Sample Master's Program and Timeline

1st Fall Semester

1. Courses: C&J 500, C&J 501 and C&J seminar
2. TARC or I-TARC (if a TA)
3. Meet with a MA Program Director (your initial advisor) to discuss your program of study

1st Spring Semester

1. Courses: C&J 507 or C&J 605, C&J seminar or topic (elective)
2. 509/510 (3 credits) recommended
3. Select 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
5. Finalize Program of Study

Summer

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

2nd Fall Semester

1. Third methods course (604, 605, 606, 607, 609), electives, independent study, thesis/project hours
2. Complete prospectus (a written proposal for your thesis/project). You may not enroll for more than four total thesis hours until your prospectus has been approved by your committee. You may not graduate (defend your thesis) in the same semester that you successfully defend your prospectus.

2nd Spring Semester

1. Courses: if needed, seminar related to specific interest and/or thesis/project hours
2. Thesis/project defended and turned in to Graduate Office by April 15th
3. Complete graduate annual review

3. MA Mapping for Forms and Requirement

I. Internal Plan of Studies

- Form: *MA Plan of Studies* form (in C&J Graduate Student Handbook)
- Who: Student and student's advisor (in conjunction with committee members)
- To: C&J Program Advisement Coordinator for file, copy to student and advisor
- When: End second semester

II. External OGS Program of Studies

- Form: *Program of Studies for Master's Degree/Graduate Certificate*
- Form: (if applicable) *Approval Request for Committee Service* (if a special committee member needs to be approved to serve on committee)
- Who: Student and student's advisor (in conjunction with committee members)
- To: OGS, C&J Program Advisement Coordinator for file, copy to student and advisor
- When: End third semester (any time after acceptance but no later than term before graduation) and by these deadlines for specific graduation:
 - Summer graduation: no later than March 1

- Fall graduation: no later than July 1
- Spring graduation: no later than October 1

III. Announcement of Examination form—at least two week before thesis/project defense

- Form: *Announcement of Examination*, ; *Final Examination for Thesis*
- Who: Student and student’s advisor complete; C&J Program Advisement Coordinator copies, forwards to OGS
- To: OGS
- When: at least 2 weeks before defense and by these deadlines for semester in which student wants to graduate:
 - Summer graduation: no later than July 1
 - Fall graduation: no later than November 1
 - Spring graduation: no later than April 1

IV. Letter to Grad Program Chair and Program Advisement Coordinator of intent to graduate

- Form: (No formal form) Student must *inform department in writing* of their intent to graduate
- Who: Student in conjunction with student’s chair
- To: C&J Program Chair & Program Advisement Coordinator
- When: About mid-way through semester prior to intended semester of graduation

V. Proposed Graduation Checklist goes to OGS

- Form: *Proposed Graduation List*
- Who: C&J Program Advisement Coordinator
- When: Program Advisement Coordinator submits C&J proposed graduation list no later than 5:00 p.m. on the last day of the semester immediately preceding the semester of graduation.
- To: OGS

VI. Master’s Examination (i.e., thesis/project/comps defense)

- Form: *Announcement of Examination*,
 - ; *Final Exam for Thesis (Thesis Defense)* or
 - ; *Master’s Exam/Project*
- Who: Student and student’s committee chair complete; C&J Program Program Advisement Coordinator copies, forwards to OGS
- When: After formal POS form approved by OGS Graduate Dean; > two weeks before scheduled date of defense
- To: OGS

VII. After Thesis/Project/Comps Defense

- Form: Form from #6, *Announcement of Examination*, with second part of form completed: *Report of Examination*
- Who: Before defense, C&J Program Advisement Coordinator sends this form to OGS; form comes back to Department; Program Advisement Coordinator forwards form to committee chair on or before defense date
- Who: At defense, committee chair completes, committee members sign

- Form: (one for each committee member) *Report on Thesis or Dissertation*
- Who: Before defense, C&J Program Advisement Coordinator fills in these forms and forwards with Announcement of Examination to committee chair on or before defense date
- Who: At defense, committee members and chair complete forms
- Who: After defense, committee chair gives all completed forms to Program Advisement Coordinator who copies and then forwards to OGS

When defense successfully completed, #6, #7 forms are completed, copied, and sent

- When: No later than two weeks after scheduled date of defense
- To: OGS, filed by C&J Program Advisement Coordinator

VIII. Deadline for Satisfying All Degree Requirements

- In order to graduate in a particular term, student must complete all degree requirements, complete defense, make all necessary revisions to manuscript, and have it accepted by OGS by the following dates:

Spring Graduation - April 15

Summer Graduation - July 15

Fall Graduation - November 15

IX. Dspace-UNM Digital Repository

- Can register for Dspace after OGS receives all documents in #7
- Register and upload thesis/project (see OGS for detailed formatting and required front matter)

D. MA Forms and Required Documents List (see Office of Graduate Studies for detailed information about these forms)

Many of these are available on the C&J website, from the Office of Graduate Studies 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 OGR with a copy submitted to the C&J office.

Internal 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 MA Committee. Then turn in the completed Plan of Study form to the Coordinator of Program Advisement.

Graduation Checklist – Obtain this form from the Coordinator of Program Advisement at the beginning of your second year of study.

External Program of Study – Required by OGS. Submit this form with the C&J Plan of Study form to the Coordinator of Program Advisement. This is 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 Coordinator of Program Advisement. Complete this form two semesters prior to the date you intend to graduate.

Office of Graduate Studies Forms – Available from Coordinator of Program Advisement or the Office of Graduate Studies online at www.unm.edu/~grad.

Appointment of Dissertation Committee – Even though OGS doesn't require MA 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 PhD and write MA above it.

Notification of Intent to Graduate – Notify the Coordinator of Program Advisement one semester before you plan to graduate.

Announcement/Report of Examination – Give to Coordinator of Program Advisement 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. MA Plan of Study Form

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

(To be completed by the participant and his/her Plan of Studies Committee during the first year of study)

Name: _____		Plan of Studies Committee _____	
Expected Graduation Date: _____		_____	Chair
		_____	Member
Primary Focus _____		_____	Member
Plan I (Thesis) _____		_____	Member
Plan II (Project) _____		_____	
Plan III (Comp exam) _____		_____	
Core Courses		Primary Area Electives	
Course	Semester to Complete	Course	Semester to Complete
500	_____	_____	_____
501	_____	_____	_____
507	_____	_____	_____
604 OR	_____	_____	_____
605 OR	_____	_____	_____
606 OR	_____	_____	_____
609	_____	_____	_____
Seminars		Related Area Electives	
(Must complete ONE seminar in area of interest)		(If desired, up to 9 units may be taken outside the department.)	
Course	Semester to Complete	Course	Semester to Complete
_____	_____	(up to 6 topics credits: e.g., 522, 543, 512)	_____
_____	_____	_____	_____
_____	_____	(up to 6 independent studies credits) 593	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Thesis/Project Hours To Begin _____

Student _____ Advisor _____

Committee Members _____

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

F. MA Worksheet for Semester-to-Semester Mapping

Semester-by-Semester POS Mapping		
Student: _____ Advisor: _____		
Fall _____		Spring _____
Summer _____	Fall _____	Spring _____
Fall _____		Spring _____

IV. PhD in Communication

The focus on the role of culture and change in communication makes our doctoral program distinctive. 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 PhD 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 PhD 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 MA 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. Overall Requirements for the PhD Degree

1. *Comprehensive Examination and Dissertation*

1a. 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.

1b. Dissertation Overview

After passing comprehensive exams, PhD 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. Course Requirements for the PhD Degree

The C&J departmental requirements for the PhD Program in Communication are 39 credits of course work beyond a Master's Degree, plus 18 credit hours for the dissertation. Any exceptions to these must be approved by the Plan of Study Committee, respective Graduate Director, and Department Chair.

1. Required Courses:

Five theory, historical foundations, introductory courses:

C&J 600 History and Philosophy
C&J 601 Communication Theory
C&J 602 Theorizing Culture
C&J 509 (1 credit) Introduction to Graduate Studies
C&J 510 (2 credit) Introduction to Graduate Studies

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

C&J 507 Quant. Data Analysis
C&J 604 Field Research Methods
C&J 605 Textual Analysis
C&J 606 Qualitative Methods Practicum
C&J 607 Quant. Research Methods
C&J 609 Mixed Methods

(Criteria for selecting methods courses)

- If you have NOT completed a quantitative methods course at the MA level equivalent to C&J 507, you are required to take C&J 507. 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 604, 605, 606, or 609 (mixed methods).
- If you HAVE completed a quantitative methods course at the MA level equivalent to C&J 507, you are required to take C&J 607 and two other methods courses. (You may not take C&J 507 if you have already had the equivalent in your MA program.) In order to give you exposure to both qualitative and quantitative methods, at least one course should be from the qualitative series: C&J 604, 605, 606, or 609 (mixed methods).

2. Electives

The remaining 18 credits of course work are electives that can be taken in the C&J Department. (See course names under Tentative Graduate Courses (2010-2014). Students should secure approval from their Plan of Studies Committee Chair for classes taken outside the Department. For students who have an MA 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 MA from C&J, and

have already taken 6 credits of topics courses or 6 credits of independent study, you may take only 3 additional credits of topic courses or independent study.

3. 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 the students' Plan of Studies Committee. Courses generally cannot be ones from your MA program and may include methods that are applied in your dissertation. Credits for courses taken to meet the language/research tool requirement are taken *in addition to* the 39 credits required for the degree. Usually, the Plan of Studies Committee makes the final determination as to credits that may be substituted or transferred.

4. Required Training for Teaching Assistants

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

5. Communication Background

Students coming into the C&J PhD degree program who do not have an MA in communication may be required to take C&J 500 (theories) and C&J 501 (methods). The 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.

D. Steps in Appointment of PhD Committees

Appointment of the Plan of Study Committee and Comprehensive Exam/Dissertation Committee usually involves the following steps: (1) the student 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) the committee approves the Plan of Study, (5) the committee is approved by the appropriate Director of the MA or PhD 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. PhD Committees: Composition and Function

1. Plan of Study Committee

- a. Each doctoral student will be assisted by a Plan of Study Committee in planning their 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 first 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 the Dissertation 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 are being asked to step off of your committee.
- c. The Dissertation Committee must consist of a minimum of four members:
 - i. At least two of the four 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 PhD Program and Timeline

1st Fall Semester

- 1. Courses (one each): theory, methods, and content-area seminar.
- 2. TARC (1 credit) if teaching.
- 3. Meet with PhD Program Director, temporary advisor, or graduate faculty in your interest area to discuss Plan of Study, language/tool requirement, and potential advisor or committee members.

1st Spring Semester

- 1. Courses: 509/510 and two from: theory, methods course, seminar (take the required courses first as they are offered in a two-year rotation).
- 2. Select advisor.
- 3. Meet with Plan of Study Committee and complete Plan of Study form; submit to Coordinator of Program Advisement.
- 4. Complete cumulative annual review.

1st Summer Semester

Independent study or other course related to your specific interests.

2nd Fall Semester

- 1. Courses: Methods, seminar/topic, theory, independent study, or other elective.
- 2. Meet with advisor to review progress.

2nd Spring Semester

- 1. Courses: 2-3 courses to ensure completion of course related to area of expertise.
- 2. Meet with Comps 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 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

1. Take a trip to a remote island or the top of a mountain and enjoy life, or...
2. Edit your dissertation into manuscripts for articles/books, submit manuscripts for publication, and prepare for courses to be taught in your new university position, 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 Comprehensive Examination 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” or “revise,” ask you to do some version of the following: 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, 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 PhD is about mastering several kinds of skills. Coursework offers you one skill set, while comps offer 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

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:

1. The student must have a cumulative grade point average of at least 3.0 at the time of the examination.
2. 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.
3. At least two weeks prior to the date of the examination, the major graduate unit must request approval from the Dean of Graduate Studies to hold the exam. It may not be conducted until the Dean of Graduate Studies approves the appropriate announcement form and it is returned to the unit.
4. Committee composition (described on p. 1 of this document).
5. In order to qualify to sit for a doctoral exam during the intersession, the student must be registered for the following semester.

Barring extraordinary circumstances, the graduate unit will notify the 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. PhD 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 Coordinator of Program Advisement. 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 PhD Plan of Study Committee. Give a copy to your advisor, keep a copy, and turn in the completed form to the Coordinator of Program Advisement.

Graduation Checklist – Obtain this from the Coordinator of Program Advisement or Office of Graduate Studies 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 Coordinator of Program Advisement.

OGS Forms – Available from Coordinator of Program Advisement, 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 Coordinator of Program Advisement. 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 Coordinator of Program Advisement 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 Coordinator of Program Advisement 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 Coordinator of Program Advisement at the beginning of your second year of study.

Program of Study – Required by the Office of Graduate Study. Submit this form with the C&J Plan of Study form to the Coordinator of Program Advisement. 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 Coordinator of Program Advisement. Complete this form two semesters prior to the date you intend to graduate.

I. PhD Mapping for Forms and Requirements

1. End second semester, form Program/Plan of Studies
 - Form: PhD Plan of Studies form (in C&J Graduate Student Handbook)
 - To: C&J Program Advisement Coordinator for file, copy to student and advisor
2. End fourth semester (after earning > 36 course credits)
 - Action: schedule comprehensive exams
 - Form: Announcement of Exam, ; PhD Comprehensive Exam (includes comps committee members)
 - When: At least two weeks before scheduled comps date
 - To: OGS; C&J Program Advisement Coordinator for file, copy to student and advisor
 - Form: Application for Candidacy (includes coursework, language requirement)
 - When: In same semester as comps (traditionally done before comps, although OGS website says after comps completed)
 - To: OGS; C&J Program Advisement Coordinator for file, copy to student and advisor
3. After comps
 - Form: Report of Examination (second page of Announcement of Exam form)
 - When: After successful comps defense
 - To: OGS; C&J Program Advisement Coordinator for file, copy to student and advisor
 - Form: Appointment of Dissertation Committee
 - When: No later than first semester of 699 enrollment
 - To: OGS, C&J Program Advisement Coordinator for file, copy to student and advisor
4. Schedule prospectus
5. Defend prospectus
 - Form: Prospectus Defense form
 - When: After successful defense
 - To: C&J Program Advisement Coordinator for file, IRB application (if applicable), copy to student and advisor
6. Schedule dissertation defense
 - Form: Announcement of Exam, Final Exam for Doctorate
 - When: At least two weeks before defense
 - To: OGS; C&J Program Advisement Coordinator for file, copy to student and advisor
7. Dissertation defense (bring these with typed-in names, prepared for signature)
 - Form: Red-border Signature Page (student types in names, brings to defense)
 - Form: Report of Exam (second page of Announcement of Exam form; C&J Program Advisement Coordinator generates)
 - Form: Report on Thesis or Dissertation (need one copy for each committee member; C&J Program Advisement Coordinator generates)
 - Form: Certification of Final Form
 - When: bring forms to defense (student can collect these from C&J Program Advisement Coordinator and bring for signature)
 - To: all go into final dissertation pdf for uploading; some go to OGS in hard-copy before student can register with Dspace (see next section)

8. Post-defense (in hard copy to OGS before registering with Dspace)
 - Form: Information Coversheet (no signatures)
 - Form: Certification of Final Form (original signatures)
 - Form: Red-border Signature Page (original signatures)
 - Form: Red-border Title Page
 - Form: ETD Release (signed by student author)
 - Form: Survey of Earned Doctorates
 - Register OGS homepage
 - Complete online at OGS homepage
 - Print out hard copy
 - Form: UMI Doctoral Dissertation Agreement
 - See #9
9. ProQuest UMI Microfilming (fees involved)
 - Register, pay fees, print form for OGS (see #8)
 - Form: UMI Doctoral Dissertation Agreement
 - Upload dissertation (see OGS for detailed formatting and required front matter)
10. Dspace-UNM digital repository
 - Can register after OGS receives all documents in #8
 - Register and upload dissertation (see OGS for detailed formatting and required front matter)

J. PhD Plan of Study Form

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

Name: _____ Committee on Studies: _____
 Expected Graduation Date: _____ Chair _____
 Primary Focus _____

<p><i>Intro to Grad Studies</i> (3 units) _____ <u>Semester</u> _____ 509 & 510 <i>Theory</i> (9 units): _____ 600 _____ 601 _____ 602</p>	<p><i>Methods</i> (9 units): (1) (must take 607 if had 507 in C&J's MA program) <u>Semester</u> _____ 507 _____ 607 and (2) _____ 604 _____ 605 _____ 606 _____ 607 _____ 609</p>																																			
<p><i>Emphasis</i> (9 units): <u>Semester</u> Intercultural Communication _____ 514 and (2) from _____ 517 _____ 518 _____ 519 Health Communication _____ 550 and (2) from _____ 552 _____ 553 _____ 555 Mass Communication _____ 566 and (2) from _____ 567 _____ 568 _____ 569</p>	<p><i>Electives:</i> 9 units from in or out of the department with consultation of the Plan of Studies Committee</p> <table border="1" style="width:100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th style="width:15%;">Course</th> <th style="width:10%;">Credits</th> <th style="width:50%;">Course Name</th> <th style="width:15%;">Semester</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p><i>Research Skill/Language:</i> Fluency in a foreign language (Passing 202 with B or better or demonstrated fluency as determine by Plan of Studies) OR Research skill—6 units of methods or data analysis beyond what was taken for methods requirement</p> <table border="1" style="width:100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th style="width:15%;">Course</th> <th style="width:10%;">Credits</th> <th style="width:50%;">Course Name</th> <th style="width:15%;">Semester</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>TARC</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; height: 20px;"> </td> <td style="width:25%;"> </td> <td style="width:25%;"> </td> </tr> </table>	Course	Credits	Course Name	Semester																	Course	Credits	Course Name	Semester											
Course	Credits	Course Name	Semester																																	
Course	Credits	Course Name	Semester																																	

Student _____ Advisor _____

Committee Members _____

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

K. PhD Worksheet for Semester-to-Semester Mapping

Semester-by-Semester POS Mapping Ph.D.		
Student: _____ Advisor: _____		
Fall _____	Spring _____	Summer _____
Fall _____	Spring _____	Summer _____
Fall _____	Spring _____	Summer _____
Fall _____	Spring _____	Summer _____
Fall _____	Spring _____	Summer _____

V. Teaching and Research Assistantships: Overview and 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 PhD 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 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.

B1. 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 six hours of course work, thesis or dissertation hours that count toward the degree, and three hours during the Summer session. Courses taken for audit are not accepted as part of the minimum hours.
- c. Maintain a 3.0 grade point average in graduate course work. Students on Type 1 and 2 probation are ineligible to hold an assistantship. Students on Type 3 probation may provisionally hold an assistantship for one semester.

B2. 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., two years for MA students and three 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 third year for PhD students and after the second 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 fourth year PhD students and third 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

- (1) 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.

- (2) 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.
- (3) 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

- (1) MA and PhD students within their original contracts have first priority for funding.
- (2) Fourth year PhD students have second priority.
- (3) Third year and beyond MA and fifth year and beyond PhD students have last priority before part-time instructors.
- (4) 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

- (1) Lack of other funding sources.
- (2) Need for intensive fieldwork, international travel, or other research/creative demands.
- (3) Need for additional specialized coursework or training.
- (4) Strong performance in completed coursework.
- (5) Adequate progress toward degree (comps completed or dissertation prospectus defended).
- (6) Concrete plan and timetable for finishing program.
- (7) Concrete plan for completing research manuscripts and submitting for publication.
- (8) Demonstrated evidence of teaching effectiveness (faculty observation letters, teaching evaluation scores).
- (9) Qualifications to teach needed courses.
- (10) Other qualifications (NOTE). For fifth year and beyond PhD students and third year and beyond MA students, we will consider funding on a case-by-case basis and expect to provide funding in relatively rare circumstances. Criteria for consideration, in addition to those above, are the following:
 - (i) Degree completion is imminent.
 - (ii) Expect funding for the Fall semester only when more classes are scheduled.

- (11) 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 but there is a replacement fee for lost cards.

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 New users – Create your UNM NetID at: it.unm.edu/accts/. You will need your birth date and social security number to complete the application process.

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: pats.unm.edu. Your LOBO card or Net ID is required to purchase the permit. Please check online for availability and rates. Certain parking lots require you to take the free UNM shuttle to and from the lot.
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 and 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

Position	Name	Phone	Email
Department Chair	Glenda Balas	277-1905	gbalas@unm.edu
Department Administrator	Nancy Montoya	277-1902	nmontoya@unm.edu
Coordinator, Program Advisement	Gregoria A. Cavazos	277-1903	gcavazos@unm.edu
Operations Manager	Adán García	277-2819	adang25@unm.edu
Administrative Assistant	Jeanette Albany	277-2078	jenmarie@unm.edu
Department Fax Number		277-2068	
Department Main Number		277-5305	

B. Building and Administrative Office Policies

1. Hours of Operation:

- The **C&J Building hours** are from 6:30 a.m. until 9:00 p.m., Monday through Friday. The University does not allow individuals to stay overnight in office buildings.
- C&J Administrative Office hours** are from 8:00 a.m. until 5:00 p.m., Monday through Friday. The Administrative Office does not close for lunch.
- 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

- 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.
- Security is always a concern in the C&J building because of our accessibility to Central Avenue. Our offices and classrooms are quick and easy targets. Do not leave your office open or unattended even for a short time. Exercise caution and good judgment when working after hours.
- 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 four keys. The first will open their office, the graduate student lounge, the mailroom, and the classrooms. There is another key for the outside door; one for their filing cabinet, and a fourth key for their 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 in Room 151. This room can 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, the refrigerator, and microwave clean.
- (ii) The C&J departmental library is in 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.

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. 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. C&J staff do not have copies of mailbox keys.
- (ii) Mail is delivered once 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. There are a limited number bins to keep packages because they are accepted for the whole department.

f. Phones, Voicemail and Fax

(i) Phones:

- UNM: To dial any UNM number from a campus phone, skip the first two numbers. For example, to reach 277-1903, dial 7-1903.
- Local: Dial 9 to access an outside line. You will not hear a dial tone. Proceed to dial the whole seven digit number.
- 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:

- There is a fax machine in the main office that is available to fax one or two pages and for emergency situations. 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

- (i) The Department Administrator handles teaching/research contracts. She will email you when the contracts are ready to be signed. The contracts should be signed as soon as possible so that you are paid on time.
- (ii) You will be paid on the last work day of each month.
- (iii) When you sign your first contract, you will be given an automatic deposit form. You will need to fill out the form and provide a voided check. Your paycheck will then be automatically deposited into your bank account.
- (iv) For your first contract, you need to bring your social security card, your driver's license, and a voided check. For international students, we need a copy of your passport and your I9.
- (v) 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.
- (vi) 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:

- (i) All teaching assistants will be given a copy code which will give them access to the department copy machine. Each TA is allocated 500 copies per class, per semester to copy handouts and other teaching materials. If you go over your allotted amount, you will be billed 5¢ a copy at the end of the semester. So that you won't use up all you allotted copies, the C&J office staff will copy tests for your class. All copy requests should be turned in three days in advance of the date you will need them. Just fill out and attach a copy request form to the test and give it to one of the C&J staff.

- (ii) If you are not teaching, you may ask to be assigned a copy code. At the end of the semester, you will be billed 5¢ per copy and expected to reconcile the charges promptly.
- (iii) Faculty and TAs/Instructors with instructional materials have priority with regard to using the department copy machines.
- (iv) 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:
 - PhD and Masters candidates who plan to use television, VCRs, 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 the use of C&J equipment given 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 them.
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 MA or PhD program at the University of New Mexico. Enjoy the experience!