

**The Ph.D. in Communication:
A Handbook**

2013 - 2014

The Ph.D. in Communication

The Ph.D. Handbook tries to represent the program and its requirements and policies clearly and comprehensively. It is both an outline of basic requirements for the Ph.D. and a compilation of policies.

The handbook is designed for students, faculty, and staff to consult as needed. Questions it does not address may be directed to the Graduate Program Coordinator, Graduate Adviser or Committee. For most purposes, authoritative interpretation of departmental policies and requirements rests with the Department's Graduate Adviser, Committee and Chair. Final interpretation of departmental policies and requirements rests ultimately with the Department of Communication faculty as a whole.

Requirements and policies change. New, updated editions of this handbook will be issued as needed.

TABLE OF CONTENTS

1.	Program Description	4
1.1	Overview	4
1.2	Areas of Emphasis	4
2.	Program Requirements	7
2.1	Courses	7
2.2	First Year Examination	7
2.3	Language Requirement	8
2.4	Academic Residence	9
2.5	Academic Standing	9
2.6	Teaching Requirement	9
2.7	The Doctoral Committee	10
2.8	Reconstituting the Doctoral Committee	10
2.9	Qualifying Examination ("Orals") and Advancement to Candidacy	10
2.10	Dissertation and Final Examination	12
3.	Departmental Advising and Program Planning	13
3.1	Where to Go	13
3.2	Selecting an Adviser	13
3.3	Written Plan of Study	14
4.	Policies and Procedures	15
4.1	Course Substitutions	15
4.2	Normative Time and Other Time Limits	15
4.3	Grading	16
4.4	Leave of Absence	16
4.5	Master of Arts	16
4.6	Quantitative Methods	17
4.7	Research Involving Human Subjects	17
4.8	Office Space	17
5.	Administration	19
5.1	Department of Communication	19
5.2	Office of Graduate Studies and Research	21
5.3	Graduate Student Association	21
5.4	Office for Students with Disabilities	21
6.	Funding Opportunities	22
6.1	Teaching Assistantships and Readerships	22
6.2	Research Assistantships	24
6.3	Departmental Scholarships and Fellowships	24
6.4	Campus-wide Fellowships and Awards	25
6.5	Research and Travel Awards	25
6.8	Externally-funded Fellowships and Awards	25
6.7	Summer Funding Opportunities	26

1. PROGRAM DESCRIPTION

1.1 Overview

In the Communication Department at UCSD we vigorously engage in the social investigation and transformation of communication practices, weaving together perspectives, theories, and methods from sociology, psychology, education, political science, anthropology, philosophy of science, history, media studies and production, computer science, cultural studies, and critical legal theory. Our department grew out of an inter-disciplinary undergraduate program jointly sponsored by the departments of drama, political science, psychology, and sociology. It became an autonomous department in 1982 and instituted a Ph.D. program in 1986. Our expansion into old and new disciplines reflects our faculty's shared commitment to innovative work, crossing disciplines, media forms and social contexts.

The graduate program blends two traditions: critical communication research and empirical American scholarship. Study is organized around the following three analytic perspectives: **communication as a social force**, **communication and culture**, and **communication and the person**. In addition, the department believes that investigation into communication requires a blending of theory and practice, hence our attention to the **media practices**.

Our courses incorporate methods, theories and texts from a range of fields. Several of our faculty members have joint appointments with other departments and programs including teacher education, sociology, psychology, critical gender studies and science studies. Most have ongoing professional connections with other fields. Despite the diversity in faculty approaches, some common points of reference exist. The faculty emphasizes historical and comparative approaches to the study of communication. The question of power is central to most faculty research. Individual faculty research and teaching interests seek to bridge these components of the curriculum.

1.2 Areas of Emphasis

Communication as a Social Force

Communication as a Social Force examines the relation of communication institutions to the broad structures of power in society. In this part of the curriculum we examine institutional arrangements and structural characteristics regarding:

- communication and political systems: state, law, regulation, social movements and political parties, democracy
- communication and economic systems: markets, ownership, access; "demographics" and class/gender/racial and national stratification
- the production of content within media industries

Faculty research includes the following topics:

- The study of news as public information and political ideology
- Telecommunications and the information economy
- Intellectual property and the flow of culture between global North and South
- The relationships among law, communication technologies, ownership, democracy and the public sphere.
- Comparative analysis of media systems
- Communication, globalization and economic development.

Communication and Culture

We experience our everyday lives through a variety of cultural artifacts and discourses including news reporting, law and public policy, commodity markets, popular music, films and television shows, advertisements, museum displays, landscape and urban design, and health and identity documentation systems. How can we understand the histories and changing practices associated with these forms of representation? What is the role of media (print, visual, electronic, material) in forming ideas about social identity and in shaping subjectivity? This part of the curriculum draws on the humanities, anthropology, history, political theory, cultural studies and the sociology of culture to offer students a range of methods and theoretical frameworks for interpreting the production and circulation of artifacts, discourses, and meanings in a range of local, national, transnational, and diasporic cultural contexts.

Faculty research includes the following topics:

- Collective memory and the struggles over the meaning of the past
- The study of power and politics in the interaction of nature and culture in contemporary theme parks and in historical court gardens
- The politics of representation of women, children, abortion, and childbearing
- Film and feminist theory
- The representation of race, gender, and nationalism in colonial settings.

Communication and Person (sometimes known as *Communication and Human Information Processing*, or "HIP")

How are individuals constituted in language and culture? How do minds develop and how are persons formed in interaction through various media? This part of the curriculum draws particularly on the fields of psychology, linguistics, cognitive science, and education.

Faculty research includes the following topics:

- The study of work settings as sites of collective cognition and problem solving
- The development of reading and writing in deaf children
- Critical studies of artificial intelligence
- Design and implementation of new forms of educational activity mediated by computers and telecommunication networks
- Bilingual and bi-cultural development.

Media Practices

Hands-on practice is crucial to the experience of a communication student. The major has a required production component that complements the three areas of theoretical inquiry. Through courses in production, students may produce a documentary video or audio program, create a web site or software project, or organize a media event. Projects may be individually produced, collaborative and/or community-based. With departmental approval, a media project may count toward the degree requirements. Direct involvement in production gives students opportunities to expand their understanding of how media is made, distributed, and interpreted, and how authorship is determined in media arts and industry.

Some communication faculty production interests include:

- Hybrid documentary and narrative forms
- Alternative representation of gender, race, and ethnicity in film and electronic media
- Distributed and networked media production
- Digital media based on game-like forms
- Altering and diversifying the terrain of mass media
- Development and use of media technology in and for educational contexts
- History, Theory and Development of world cinema and folklore
- Global media networks
- Experimental approaches to cinematography and sound design
- Media as a tool for social and political activism.

2. PROGRAM REQUIREMENTS

2.1 Courses

The First Year Core Curriculum:

- COGR 200A - Introduction to the Theory of Communication as a Social Force
- COGR 200B - Introduction to the Theory of Communication and Culture
- COGR 200C - Introduction to the Theory of Communication And Human Information Processing
- COGR 294 - History of Communication Research
- COGR 296 - Communication Research as an Interdisciplinary Activity
- Colloquium Attendance - In addition to completing the core curriculum, first year students are also required to attend Communication Department Colloquiums. These are usually held during Course Group on Wednesdays from 12:00-2:00pm

Other Required Courses:

- Four [4] courses in communication history and theory. These courses are normally chosen from among the graduate seminars offered by the Department. (Independent study courses (COGR 299) do not meet this requirement; their function is to provide for specialized study in areas not served by the standard curriculum.)
- Communication 280 Advanced Workshop in Communication Media (not open to first-year students)
- Three [3] courses from the Communication 201 Methods sequence.

All required courses must be taken for letter grades.

2.2 First Year Examination

At the end of the Spring quarter of the student's first year, the student must pass a comprehensive written examination based on the first year core courses (COGR 200 A-B-C and COGR 294).

Exam Procedures - Exams are graded Pass-Fail, without the designation of 'high-' or 'low.' The exam is a take-home exam and is normally scheduled for the first full week following the week in which spring quarter grades are due (usually the last week of June). The exam is comprised of four sections, each covering material from one of the four core courses. Each section will have between three and six questions; examinees are required to answer two questions from each section. Students should write clear, coherent, analytically sound answers responsive to the question and making use primarily of materials taught in the pertinent core course. Each exam should be not more than 10 double-spaced, keyboarded pages (about 5 pages per essay). Requests for special accommodations should be directed to the Graduate Advisor at least 3 weeks prior to the exam.

The instructors of the core courses, in consultation with a designated second faculty member assigned as a second reader for the exam, are responsible for writing test questions. Exams are read "blind" by an examination committee appointed by the Graduate Adviser. Normally the committee consists of the seminar instructor and a second faculty member. If the two members of the committee disagree in their evaluation of an exam, a third reader is consulted. In some cases including those where a student has failed one or more exams, the Graduate Adviser may assemble all the graders as a committee and/or consult with the Department Chair to make a final determination. A file of old test questions is maintained by the Graduate Program Coordinator. Students are encouraged to consult the file at their convenience.

First-year students may choose to take a COGR 298 course (Directed Group Study) in the spring quarter as a self-guided review to prepare for the first-year exam, normally calling on instructors from the first-year courses to provide some advice and counsel.

Make-Up Exams - Students failing an exam in one area of the curriculum can take a make-up exam. Students who fail two or more areas cannot continue with graduate study in the program.

Only students with medical emergencies may be excused from a regularly scheduled first-year examination and allowed to take a make-up exam. Those who fail to take the exam in their first year of graduate study will not be allowed to continue in the program.

The make-up exam will normally be given before the beginning of fall quarter. It will consist of a new set of questions written by the first year course instructor. Students who fail any portion of the make-up exam cannot continue in the program.

Appeals - Students may appeal any failed exam by sending a letter stating grounds for appeal to the Department Chair and the Graduate Adviser. An appeal must be filed within 15 days after notification of exam results. The response to the appeal will be issued within 15 days of filing.

2.3 Language Requirement

Students must demonstrate competence in a natural language other than English. Students can pass the MLA [Modern Language Association] examination for languages such as French, German, Russian and Spanish, with a score of 25 or better, or pass the fourth quarter of a Linguistics language course sequence at UCSD (examples include linguistics courses numbered 1D/DX or 11 and language courses numbered 2A). Students may also pass an exam or academic translation administered by a UCSD faculty member who is considered an expert in the language to be tested. This will be set up with the graduate advisor and requires departmental approval. In addition, students may fulfill this requirement with courses offered at various California community colleges. To do this, they need to get the list of approved courses from the Graduate Program Coordinator. If students select this option, the courses must be completed during their time of residency in the PhD program or during the summer immediately before their initial enrollment. If a student wishes to be tested in a language that is not taught at UCSD or is not on the MLA list, a special examination may be arranged with the approval of the Graduate Advisor. This specialized exam must be equivalent to the MLA language examinations in scope and depth. Determination of the qualifications of the exam administrator and suitability of the exam content, structure, and process will be determined by the Graduate Advisor in consultation with the Department Chair and/or Graduate Committee. Examination results are maintained in the student's file and may be obtained from the Graduate Program Coordinator. Students who have taken language instruction elsewhere must take the exam and pass it. Substitution of AP scores or transfer credit will not be accepted.

2.4 Academic Residence

The minimum academic residence requirement is six quarters: three quarters pre-candidacy, three quarters in candidacy. A student establishes academic residence each quarter by the satisfactory completion of at least six units, some of which can be at the undergraduate level.

2.5 Academic Standing

In order to qualify for departmental support in the form of teaching assistantships, fellowships or stipends, students must maintain good standing. Good standing is a minimum GPA of 3.0, and no more than 8 units of "U" or "F".

At the end of the first year - Minimum requirements for good standing at the end of the first year include completing and passing all required courses and passing all parts of the first year exams.

After the first year - Minimum requirements for good standing include: 1) a satisfactory grade point average and 2) a satisfactory annual evaluation, and 3) an agreement with a Department of Communication ladder-rank faculty member that he or she will serve as the student's Faculty Adviser on qualifying papers and dissertation. (See also Grading, Section 4.3) Students who fail to meet the minimum requirements for good standing may be placed on academic probation by the Department.

In addition, UCSD has its own minimum standards for good standing that apply to the award of teaching assistantships (see Policy and Procedure Manual, Section 165-82).

In the unusual circumstance of a student who has failed a first year core course [200 A-B-C or 294]: this student will be allowed to take the first-year exams, but must retake and pass the failed course at the first opportunity in order to qualify for good standing and continue graduate study.

2.6 Teaching Requirement

Students are required to teach, as a teaching assistant, in the Department for a minimum of two quarters prior to defending their dissertation. The courses taught must include two of the following: COMM 10 – Introduction to Communication and a course from the 100 series, COMM 100A – Situated Practices, COMM 100B – Interpretive Strategies, or COMM 100C Social Formations. Under certain circumstances, such as extensive teaching experience elsewhere, students may petition for a waiver or reduction of this requirement.

2.7 The Doctoral Committee (*form required*)

After three quarters of residency in good standing, the student may ask faculty members to serve of their doctoral committee. The doctoral committee conducts the qualifying examination, supervises the preparation of and passes upon the acceptability of the dissertation and administers the final examination.

A doctoral committee consists of five or more officers of instruction, with no fewer than four holding titles in the professorial ranks. Membership of the committee must represent more than one department, and at least two members should have academic specialties differing from that of the student. One of these two must be a tenured UCSD faculty member. The committee's Chair must be a Department of Communication ladder-rank faculty member. (Visiting and temporary instructors may not be committee chairs.) Assistant Professors and Lecturers with security of employment may be members, including chairs, of doctoral committees.

Students are to choose their own doctoral committee, usually in close consultation with their adviser. All committees must be approved by the Department Chair who is responsible for nominating the committee to the Dean of Graduate Studies and Research. The dean formally appoints the committee. Confirmation of appointment is sent to each committee member and to the student.

2.8 Reconstituting the Doctoral Committee *(form required)*

Doctoral committees may undergo changes in membership. The form to request a reconstitution the doctoral committee is available with the Graduate Program Coordinator. All parties involved must be notified prior to the reconstitution, and approval by the Committee and Department Chairs must be obtained prior to submitting the request to the Office of Graduate Studies and Research (OGSR). Requests for committee changes must reach OGSR at least two weeks prior to the defense.

2.9 The Qualifying Examination ("Orals") and Advancement to Candidacy *(form required)*

To advance to the qualifying exam phase a student must be in good standing, which includes successful completion of all required courses, exams, teaching and language requirements. The qualifying examination consists of two oral exams conducted by the student's Dissertation Committee. The first oral exam is based on two papers. The second oral exam is based on a dissertation prospectus. These exams are to be completed within a year of each other (for example, if the papers are presented in Fall, the prospectus must be defended by the end of the following Spring quarter). The qualifying exams are intended to demonstrate breadth of knowledge as well as competence in an area in which one plans to carry out dissertation research. The purpose of these exams is to demonstrate command of a relevant body of research literature in the context of developing an approach to a significant issue, problem, or perspective in communication.

Ideally, students should complete the qualifying exams by the end of their third year in the program. However, to remain in the program, the deadline set by OGSR to successfully advance to candidacy is the end of the fourth year of the program.

Qualifying Exam Part 1:

Two papers are required. Each of the two required qualifying papers should demonstrate competence in a different one of the three basic areas of the curriculum. The length of a qualifying paper varies, but it is normally expected to run 30 to 40 pages. The two papers also must address different substantive topics [e.g., one about a cultural reading of a historical event and another about philosophy of language], and demonstrate competence by developing an argument on each topic and providing an appropriate review of the literature. Thus the papers need to show facility in a range of intellectual topics, as well as in theory and methodology. Customarily, one of the qualifying papers has been related to the planned dissertation.

A media project may count as one orals paper with prior approval of the adviser and committee members. This project must be accompanied by a written statement. The format of the media project and accompanying written text should be agreed upon by the adviser and committee prior to the exam.

PLEASE NOTE: Different members of the faculty prescribe somewhat different emphases for the qualifying papers. Be certain to confer with your faculty adviser and other members of your

committee so that your understanding of what the qualifying paper should be is consistent with theirs.

Qualifying Exam Part 2:

The dissertation proposal should be a separate short document (11 to 15 pages), and should discuss the planned dissertation research project as a practical enterprise. It should describe what the student plans for the dissertation research project, what methods he or she will use, where the data might be located and how it could be obtained, and what timetable for the research the student expects to follow.

It is the responsibility of the student in consultation with the Graduate Program Coordinator and the Committee Chair to communicate with all members of the committee to establish a timetable for preparation and completion of the qualifying exam. When these two papers and/or the dissertation proposal are completed they will be read by your doctoral committee.

At least three weeks must elapse between the submission of a nominated doctoral committee and first part of the qualifying examination. The committee will be given a minimum of three weeks to read the papers and the proposal prior to each exam. If both exams are completed and the student's qualifications are unanimously approved, the candidate should immediately apply for candidacy by paying the Candidacy Fee to the cashier and file the completed Report of the Qualifying Examination form with OGSR. If the committee does not unanimously approve the Report, an explanatory statement must be prepared by each member of the committee concerning the vote cast and sent directly to the Dean of Graduate Studies and Research, who reviews the case and refers it to the Graduate Council for resolution.

It is recommended by the department that qualifying exams be "closed" (only the committee in attendance). The final decision to have "closed" or "open" (attendees outside the committee allowed) qualifying exams is at the discretion of the committee chair in consultation with the student.

Note: All students who entered the program prior to Fall 2012 will have a choice as to which qualifying examination process they wish to use. This information must be communicated to the Graduate Coordinator no later than second week of the quarter in which the student plans to take one or both portions of the qualifying examination.

2.10 Dissertation and Final Examination *(form required)*

A dissertation is required of every candidate for the Ph.D. degree. The form of the dissertation must conform with the procedures set forth in the booklet of Instructions for the Preparation and Submission of Doctoral Dissertations and Masters' Theses which is available through OGSR's webpage at: <http://www.ogsr.ucsd.edu/studentpublications/bluebook/index.htm>. The dissertation must be written. A media project may be included as part of the overall dissertation project with prior approval of the dissertation adviser and committee members. The adviser and committee members should be consulted and must agree upon the format and role of the media project in the overall dissertation. It is the responsibility of the student and his/her Committee Chair to establish a timetable for completion that includes time for all committee members to read and respond and for the student to revise chapters before final submission of the dissertation. A final draft of the dissertation must be submitted to each member of the doctoral committee at least four weeks prior to the final examination. Scheduling of the final examination is done through the Graduate Program Coordinator in close consultation with the student and the Committee Chair. The final examination, which is public, is scheduled and conducted by the candidate's doctoral committee three or more academic quarters after advancement to candidacy.

Following the final defense of the dissertation, and after all members of the committee have approved the dissertation, the proper form must be signed by the chair and the dissertation presented to OGSR along with the requisite forms. Acceptance of the dissertation by the librarian represents the final step in the completion of all requirements by the candidate.

3. DEPARTMENTAL ADVISING AND PROGRAM PLANNING

3.1 Where To Go

The following is a list of advising resources in the Department and the areas in which they assume responsibility:

Graduate Program Coordinator

- Department and campus services
- Financial aid questions and requests
- Maintains graduate student records
- Maintains records of evolving policies and regulations
- Questions concerning general requirements and procedures

Graduate Adviser

- Financial aid questions and requests
- General advising and course program planning
- Guidance of new students
- Quarterly approval of course program (first-year students only)
- Reviews petitions
- University and Department policy and regulations
- Questions concerning academic requirements, courses and procedures

Faculty Adviser (chairs Doctoral Committee)

- Annual letters of evaluation ("*spring evaluations*")
- Guidance in developing qualifying examination papers, dissertation proposal and dissertation
- Quarterly approval of course program

Department Chair

- Appeals
- Coordination of graduate program with other departmental activities, functions and responsibilities

3.2 Selecting an Adviser

Entering students must designate a temporary Faculty Advisor to help them with program planning during the first year. The students must meet with their Faculty Advisor and inform the Graduate Coordinator no later than 3rd week of Fall quarter. If the student does not have an advisor at that time, the Director of Graduate Studies will assign one to them. Students go on to choose a permanent faculty adviser during their second year. You and your Faculty Adviser together will plan an overall program of study, covering courses to be taken, qualifying papers, and dissertation. Your Faculty Adviser is likely to become the Chair of your qualifying and dissertation committees.

Academic advisers are also responsible for writing yearly progress evaluations for their advisees. These annual evaluations are required by the Office of Graduate Studies and Research for all

continuing students. Your relationship with your adviser is vital: make a point of staying in touch with your adviser on a regular basis concerning your scholarly direction and academic progress.

3.3 Written Plan of Study

Each student is required to file a written "Plan of Study" with his/her adviser during the fall quarter. (First year students do not file a Plan of Study.) The Plan of Study should be a continuing record of the requirements satisfied, progress toward the qualifying examination, and courses taken. This form will be kept in the student's file in the Department and will be available to all faculty in the Department. The student will annually update it, send it to the faculty adviser, and arrange a meeting with the faculty adviser to discuss it during fall quarter. The Plan of Study is signed by both student and adviser, and a copy must be filed with the Graduate Program Coordinator.

The purpose of the Plan of Study is to improve the ability of the faculty in general and the faculty adviser in particular to keep track of what students need. It should include everything the student believes relevant to helping the adviser advise responsibly and usefully. Among the matters it might include are:

- **Finances** - What funding have you already had and what funding might you need?
- **Courses** - What courses do you plan to take in the next year and what requirements will they satisfy?
- **Other Requirements** - What plans do you have for fulfilling unfinished requirements?
- **Timetable** - When do you plan to qualify? Do you anticipate taking leave?
- **Topics** - What is your best guess about the topics you will choose for qualifying papers or for your dissertation?
- **Professional Activities** - What professional conferences do you plan to attend in the next year? What "networking" do you plan to undertake to be in touch with others of like interests?

Students are also strongly encouraged to write a self-evaluation (of one or two pages) for their adviser before April 30 each year so it can be included in the process of spring evaluations. (First-year students are not expected to write a self-evaluation.) Students should consult with their own adviser for guidance on what to include.

The Plan of Study is due no later than the first week of November. Please make an effort to turn this in a timely manner as it can be difficult to assist students without a Plan of Study on record.

4. POLICIES AND PROCEDURES

4.1 Course Substitutions (*petition required*)

Prior to advancement to candidacy and with approval of departmental representatives, a graduate student may petition to transfer course credit earned in other graduate courses.

While we encourage students to take relevant courses in other departments, we expect that all required courses will be taken within the Department of Communication. Students may also petition graduate courses taken at other universities. Course credits may be freely transferred for electives, and occasionally students have substituted extra-departmental courses for the "History

and Theory" seminar requirement. However, no substitutes for core required classes [200s, 280, 294, 296] may be made. Likewise, students should take their three methods courses [201s] inside the Department of Communication. Occasionally there may be a pressing reason for a student to take one methods course outside the Department, for example, in the case of a rarely offered course that is important to the student's planned work. In this case, the student should pre-petition. Substitutions are limited: At a maximum a) two history/theory seminars or b) one history/theory seminar and one methods course may be substituted.

COGR 299 - Graduate Research courses may not be used to fulfill specific course requirements (Section 2.1). In addition, no transfer credit may be given for lab courses, language courses, or undergraduate courses.

To substitute courses taught in other departments at UCSD, the Graduate Advisor must be informed of the intended course substitution no later than 2nd week of the quarter in which a course is to be taken. For all substitutions, after the course has been completed, a petition must be filed with the Graduate Adviser and must have the support of the student's Faculty Adviser. The petition should include the following documents:

- 1) Graduate Student General Petition
- 2) A memo* indicating the desired petitioned course and supplemental information.
- 3) Documents* such as a syllabus from the class, a transcript showing the grade received, and a list of texts or readings required for the class.

*The memo and supporting documents may be submitted electronically.

Please note that all petitions are due to the Graduate Adviser preferably at the end of the quarter in which the course was taken, but no later than the end of the following quarter. If a student plans on receiving a degree in a particular quarter, all petitions must be submitted by the end of week one.

4.2 Normative Time and Other Time Limits

In order to encourage students to complete their Ph.D.s in a timely manner, the University has established a normative time guideline. Normative time is the period within which students, under normal circumstances, are expected to complete requirements for the Ph.D. Normative time to a Ph.D. in Communication is six [6] years.

In addition, there are three other time limits Ph.D students must abide by:

- ***Qualifying Time Limit*** - Maximum registered time in which a student must advance to Ph.D. candidacy is four [4] years.
- ***Support Time Limit*** - Maximum time a doctoral student may receive financial support in any form through the University is seven [7] years.
- ***Registration Time Limit*** - Maximum registered time in which a student must complete all Ph.D. requirements is eight [8] years.

These time limits may be adjusted for students maintaining half-time status upon recommendation from the Department of Communication and approval by the dean of Graduate Studies. Time spent on leave, up to 3 quarters, will not count towards these time limits.

4.3 Grading

Graduate grading differs from undergraduate. The student must maintain at least a GPA of 3.0 for all upper-division and graduate course work. Customarily instructors confine themselves to

using grades A through C. C is a failing grade. Grades falling below B, including B-, are serious warning signs; they require reciprocally higher grades to maintain the 3.0 GPA.

University policy specifies that students with a C or D grade may not repeat the failed course for credit; however, students who receive an F may retake the course for credit.

Incompletes - Frequent Incomplete (I) grades are cause for concern in the Department of Communication and at the Office of Graduate Studies and Research. They may jeopardize a student's good standing. An "I" must be resolved within one quarter after the "I" grade was assigned or will lapse to a "U" or "F" whether or not the student is enrolled in that quarter. To avoid problems, students should use the option of the Incomplete grade very sparingly; it is expected that incomplete work will be completed with all dispatch.

First-year exams may not be taken by anyone with an incomplete in a required first year course (200 A-B-C, 294, 296), nor may first year exams be taken by anyone with more than one incomplete in an elective course at the time of the exams.

Qualifying exams may not be taken by anyone with any incompletes.

4.4 Leave of Absence (form required)

Students can request up to three quarters of leave from the program. Time spent on leave, up to three quarters, will not be applied to normative time or Ph.D. time limits. During this time, students cannot be employed by the university. Students should also be advised that campus privileges, including library privileges, are revoked while on leave. Students need to check with Student Health Services to understand health coverage or fees while on Leave. In certain circumstances, such as parenting, additional leave time may be granted.

4.5 Master of Arts (forms required)

Application to receive the Master of Arts in Communication must be filed no later than two weeks after the first day of the quarter in which the degree requirements are to be completed. It is the student's responsibility to notify the graduate coordinator of his/her intent to file for a Masters degree one quarter before advancing to candidacy or as soon as all requirements for an MA degree are completed.

The graduate program in Communication is intended as a Ph.D. program. The M.A. degree may be awarded only:

- to students who do not satisfy all requirements for continuing in the program, but have met core requirements, **or**
- to allow continuing students to acquire an M.A. on their way to a Ph.D. if they do not already have one.

Second Masters Degree - The Graduate Council policy states any current Ph.D. student who holds a M.A. or M.S. degree and has completed or will complete the requirements for a second Master's degree during their course of progress to the doctorate may apply to receive the degree with the consent of the department. However, the second degree must be in a different field. Students who hold a degree in the same field (e.g., a student enrolled in the Sociology Ph.D. program who received a M.A. in Sociology or a discipline very similar to Sociology despite being given a different title) from another university prior to entering UCSD's program are not eligible to receive a second Master's degree because it is expected that these students have received training similar to that received at UCSD. Master's degrees will not be awarded retroactively to graduated students that have already been awarded the Ph.D.

To earn a Master of Arts in Communication a student must, prior to submitting the required forms, complete the core sequence (COGR 200 A-B-C, COGR 294 and COGR 296) and an additional twenty (20) units of credit while maintaining a GPA of 3.2 or better. Graduate Research courses (COGR 299) may not be used in the fulfillment of requirements for the M.A., nor will transfer units be accepted. However, students may apply four units of teaching credit toward the requirement.

By approval of the Department, students who are unable to complete the first year exams may file for the M.A, provided they have passed core courses. These students must complete a thesis in lieu of the first year exam.

Students are not eligible to receive an M.A. in Communication from UCSD if they have been granted an M.A. in Communication (or a closely related field) from another university.

4.6 Quantitative Methods

Communication graduate programs often require at least one course in quantitative methods. Because of the diversity of scholarly approaches represented in our department, we do not have such a requirement, and our offerings in methodology emphasize our strength in a range of qualitative methods. Courses in quantitative methods are available in a number of social science departments, (including Sociology, Political Science, Economics and Psychology), and students should discuss with their advisers whether such courses would be appropriate to their intellectual interests. Courses in quantitative methods can be petitioned to substitute for one Methods (COGR 201 sequence) requirements.

4.7 Research Involving Human Subjects

Research performed at UCSD must be in conformity with human subject protection regulations. Students whose research involves living human subjects, including observation, interviewing and ethnographic fieldwork, must comply with these regulations which supersede the requirements and standards of any course, professor or laboratory project. Students and faculty are responsible for obtaining Human Subjects approval before beginning research. For more information, check with the Human Subjects Protection Committee.

4.8 Office Space

This policy outlines the conditions under which office space is assigned and for how long a student can hold an office in the Department of Communication.

Availability of office space - The Department's efforts are tempered by certain realities about our current space. Space in the Communication building is extremely limited, with priority given to permanent faculty offices, production facilities and administrative offices. The Department has limited space in adjacent Sequoyah Hall and the Cognitive Science Building.

The Department supplements its limited space with student offices contributed by research programs affiliated with the Department, such as the Research Program in Language and Literacy and the Laboratory for Comparative Human Cognition. Students are offered offices in these research laboratories by invitation of the research director.

Assignment of space - A graduate student in good standing, in residence and living locally will be assigned an office. The expectation is that for the duration of the student's residence in the program, the student has continuing use of the office. A student who moves out of the San

Diego area and is living elsewhere must also vacate the office. A student who completes studies in the program will vacate the office. Students who already have offices in a research program or elsewhere on campus will not be assigned offices in Communication, Sequoyah or Cognitive Science.

In the event that all possible offices are taken, the Graduate Program Coordinator will maintain a waitlist of students wanting an office.

Use of graduate office space - Because most graduate student office space will be shared, students are responsible for general good upkeep of the offices. As a matter of courtesy, students who share an office should agree on which personal items they will use in the office.

5. ADMINISTRATION

5.1 Department of Communication

Chair of the Department of Communication

The Chair of the Department appoints faculty representatives and chairs to faculty committees, including the Graduate Affairs Committee. In coordination with the Chair of the Graduate Affairs Committee, the Chair is also responsible for scheduling and chairing department-wide meetings on matters relating to recommendations of the Graduate Affairs Committee. The Chair receives graduate student appeals on decisions of the Graduate Affairs Committee, notably if a student wishes to appeal marks on the first-year examinations (Section 2.2). The Department Chair hears grievances of all kinds, and if necessary, refers them to the appropriate University committee or office.

The Graduate Committee

This committee is primarily responsible for the administration of the graduate program. Its membership is composed of the graduate coordinator and three faculty members: the Graduate Adviser, who chairs the committee, and two others. In addition, there are two graduate student representatives. They are elected by the graduate students, usually at the start of each academic year. The graduate committee as a whole performs the following functions:

- Reviews requirements, procedures and policies of the graduate program
- Appoints an admissions committee to review applications for admission to the Ph.D. program
- Makes policy recommendations

When students and their advisers are unclear about how requirements or procedures should be carried out, a letter explaining the circumstances can be directed to the Department Chair and the committee, and their advice may be solicited. Otherwise, all advising about program goals and intellectual content of graduate work remain within the scope of the student-adviser/professor relationship.

Routine matters such as filling out petitions and questions about meeting requirements are carried out by either the Graduate Program Coordinator or the Graduate Adviser (see Section 3.1 for a list of common responsibilities of the two).

Graduate student representatives to the committee participate in discussions and vote on the first two items listed above. There are other matters with which only the faculty members of the committee are concerned. These involve evaluating academic progress and merit of graduate students, awarding financial support and making final determination of admissions offers. The faculty members of the committee are responsible for:

- Making recommendations to the faculty for the award of university and departmental financial support such as fellowships, stipends, research grant awards and Teaching Assistantships
- Appointing an Examining Committee to prepare and administer examinations of first-year students

All decisions of the graduate committee are in effect recommendations to the faculty as a whole who serve as final arbiters on all matters relating to the graduate program.

The Graduate Adviser is responsible for scheduling meetings of the committee, and notifying all graduate students and faculty in advance of the agenda of the committee. The Graduate Adviser also distributes minutes of all open meetings to graduate students and faculty. All meetings of the committee, except for those involving review of awards of money and admissions (see below) are open to all students. Voting is limited to members of the committee.

The Graduate Admissions Committee

This committee is made up of four faculty members and two graduate student representatives, drawn from the Graduate Affairs Committee. This six-member committee reads applications. The faculty as a whole make all final decisions about admission. After a slate of names has been determined, faculty members of this committee make recommendations about amounts of financial support to be offered to the applicants (subject to OGSR approval) and which applicants, if any, to nominate for campus-wide fellowships. Once initial offers are made, the Graduate Adviser, consulting as appropriate with the Graduate Program Coordinator and the Department Chair, takes responsibility for negotiating any revisions in initial offers.

Departmental Committees

"Course Group" is the name we give to the meetings of faculty and graduate students held Wednesdays, generally at noon, throughout the academic year. The Department Chair presides. Course Group meetings may include anything from announcements and review of matters of policy to guest lectures and specially convened discussions. Some matters, such as graduate student financial aid and admissions decisions, are open only to faculty participation. The general rule is: unless otherwise advised, Course Group meetings are open.

The faculty also have four committees for managing various departmental activities and resources:

Personnel Committee - receives and reviews applications for faculty positions in the Department

Undergraduate Committee - makes recommendations to the faculty about programmatic issues and policies involving undergraduate students in the Department

Media Resources Committee - makes recommendations to faculty about the Department's media resource needs

Colloquium Committee - organizes regular and special colloquia presentations to the faculty and students of the Department

The Chair of the Department appoints chairs and faculty members to these committees, and graduate students are invited to elect one student representative to each committee. Meetings are scheduled by the chairs of the committees.

5.2 Office of Graduate Studies

There are some matters beyond those listed above which fall under the domain of the campus-wide Office of Graduate Studies (OGS). Staff members of OGS are prepared to handle most routine matters. These are:

- Official approval of doctoral committees
- Determination of time limits
- Awards of campus-wide fellowships to graduate students
- Determination of Teaching Assistantship support limits

Some matters involve special dispensations or interpretations of OGS policies and procedures. These are directed to the Graduate Council, a standing committee of the Academic Senate comprised of faculty members from the campus and the Dean of OGS. Examples of matters that have gone before the Graduate Council are:

- Policies regarding graduate students
- Individual requests for extending time limits
- Individual requests for extending leaves of absence due to medical reasons

5.3 Graduate Student Association

The Graduate Student Association (GSA) describes itself as "dedicated to the betterment of graduate student life at UCSD. The purpose demands that the organization take several roles. These roles include: advocate, mediator, funding source, social planner and generalized resource." Some of the services provided by or through the GSA office include funding of graduate student organizations, programs, events, socials and other functions; and acting as an information resource concerning the many issues facing graduate students. GSA's telephone number is 858-534-6504.

5.4 Office for Students with Disabilities

Students with disabilities or health problems that may interfere with their academic performance should be aware of the existence of the Office for Students with Disabilities (OSD). A range of support services and accommodations mandated by law are provided at UCSD, with the coordination of the OSD. For more information, call the OSD. It is the students responsibility to register with OSD. No accommodation or support services can be provided unless a student has registered with OSD.

6. FUNDING OPPORTUNITIES

There are six general sources of funding for Communication graduate students.

- Teaching Assistantships and Readerships
- Research Assistantships
- Department fellowships
- Campus-wide fellowships and awards
- Research and travel awards
- Externally funded fellowships and awards

Normally a student who is enrolled for full-time study in a quarter cannot be employed by the university for more than 50% time, or 20 hours a week. Support limits are strictly monitored by OGSR. A special waiver to work more than 50% time can be granted only by the Dean of OGSR, on request from the Chair of the Department. At present, the Dean grants such waivers only under limited conditions: the waiver does not extend beyond one quarter in one year; the student has an outstanding GPA, and no other graduate student is available to take the additional hours.

A student can elect to work off-campus, where support limits are outside the scope of OGSR and the Department. However, students contemplating work off-campus should discuss very seriously with their advisers whether such work could potentially interfere with normal progress in full-time graduate study.

6.1 Teaching Assistantships and Readerships

Departmental Teaching Assistantships

The Department gives first priority to its own graduate students for all Communication teaching assistantships (TAs). The Department agrees in principle to allocate three quarters of TAs first to second-year students in good standing who have successfully passed their first-year exams. (We emphasize that this is an agreement in principle. As in all cases of support, the availability of TAs is contingent on the allocation we receive from the University.) The remaining TAs are distributed among new incoming students as part of their financial offer package, and continuing students. Continuing students are considered for TAs based on merit, need and "reverse seniority." More advanced students are given less priority than lesser advanced students. The reasoning is that after the second year, the student is likely to be more familiar with funding possibilities and is better equipped to seek out these sources of funding. The longer a student remains in the program, the greater the student's responsibility for finding support.

Continuing awards of TAs are based on the following: good standing in the Department and satisfactory performance as a TA in the past (if relevant) as measured by student and professor evaluations. Offers of TAs for the coming year are made the spring quarter of the preceding year, and acceptances are due shortly afterward. Specific assignment schedules are firmed up thereafter. Whenever possible, the Graduate Committee will assign students to courses compatible with their areas of concentration. The limited number of slots and the need to provide as much TA support as possible may mean that matches are not always ideal. Students should also understand that scheduling complexities and the needs of large numbers of graduate students mean that the Graduate Committee can not always meet requests for preferred teaching schedules. Graduate students are responsible for letting the Graduate Committee know in spring in writing of any circumstances requiring special attention, such as an upcoming leave of absence.

After the initial round of TA offers in early spring, additional TA allocations may open up and new offers may be made. As in the first set of offers, new offers are determined by the Graduate Committee employing the criteria given above.

Teaching Assistantships in Other Departments

Graduate students can also apply for TAs in other departments and in various undergraduate programs on campus. Some of the largest employers of graduate students from different departments are the undergraduate writing programs. Also available, but to a smaller extent, are foreign language teaching assistantships (e.g. French, Spanish, Chinese, Russian) and TAs in large lecture courses in other departments. Students must contact the individual departments and programs to find out deadlines and criteria for applying.

Readerships

Readers assist course instructors in the grading of homework, papers or exams. They also may hold office hours to answer students' questions about such assignments. Readers do not assist and the teaching of a course. Consequently, a Readership does not fulfill the teaching requirement for the Ph.D.

Teaching Assistantships, Readerships and the UAW

Effective Fall 2000, all Teaching Assistant and Reader positions are represented by a collective bargaining agreement between the University and the UAW. This agreement clearly defines job responsibilities, compensation, work conditions, benefits, grievance procedures, etc. All students are encouraged to review the Agreement. A copy is available with the Graduate Program Coordinator, or it can be retrieved electronically at:

http://atyourservice.ucop.edu/employees/policies/local_contracts/ase/ASEUCSD2.pdf

Senior Teaching Assistantship

The Senior TA is responsible for carrying out TA training for new TAs, and providing support for all TAs on matters of teaching and relationships with students and professors.

The Senior TA is usually appointed for the academic year. The appointment is made by faculty members of the Graduate Affairs Committee based on an outstanding record of teaching experience. Funding of the Senior TA varies from year to year and is provided from departmental TA or block grant funds.

Teaching Excellence

OGSR also makes a small amount of money available for awards to TAs whose teaching has been outstanding. Usually, two awards will be made in any year. Nominations are by faculty to the Graduate Committee.

6.2 Research Assistantships

Unlike TAs, there is no regular allocation of Research Assistantships (RAs) to the Department. Funds for RAs are usually awarded via a grant to individual faculty members. RAs vary in number of quarters and hours per week of support, depending on the amount of the award.

RAships become available at any time, and filling them is left to the discretion of the individual faculty member. Because a faculty member requesting a RAship usually has to specify the duties of the RA, it is up to the faculty member to determine which graduate student best serves the research needs of the project.

It is also possible that students may take the lead in proposing and designing a research project with a faculty member. This is the exception, not the rule, but it is possible for a student who has discovered common interests with a faculty member to propose a joint research project. What makes this feasible is that the Academic Senate's Committee on Research (COR) calls for faculty research proposals several times a year. Faculty can obtain small "COR" grants (from a few hundred dollars up to \$10,000 in unusual cases) with very little bureaucracy to wade through. COR grants are readily available for junior faculty who apply for them, but senior faculty may also apply. COR grants are a primary source of current RA funding in the Department.

6.3 Departmental Scholarships and Fellowships

Each spring, the Department announces the availability of funding for its graduate students. Three types of awards are available:

- Fees Scholarships* - pays for one or more quarters of California resident fees only.
- Tuition Scholarships* - pays for one or more quarters of non-resident tuition only.
- Dissertation Fellowships* - provides a one quarter stipend to students to carry out research and writing of a dissertation.

Whether all three categories of award can be offered and how many and for which amounts depend on the "block grant," the amount of funding awarded to the Department by OGSR. (This funding is separate from the University's TA allocation funding.) Once the level of funding is known to the Department (typically in late winter), the faculty meet to determine the number and amounts of awards we can provide to our students. An announcement is then delivered to students specifying necessary criteria and a deadline for submitting applications. Students nominate themselves for award and are notified shortly afterwards of the faculty's decisions.

If you are in doubt about your eligibility, see the Graduate Program Coordinator.

6.4 Campus-wide Fellowships and Awards

OGSR has a collection of announcements for fellowships and small awards open for competition among graduate students of different departments. These fellowships usually have specific criteria and requirements, and are published yearly in a booklet by OGSR. Copies can be obtained from the Graduate Program Coordinator, or from OGSR. They also may be obtained on-line through OGSR's webpage: www.ogsr.ucsd.edu.

6.5 Conference Travel Awards

The Communication Department sets aside funding for conference presentation awards. The Department's criteria for awarding this support is as follows:

- Domestic travel* - no more than \$400.00 can be requested.
- International travel* - no more than \$600.00 can be requested
- Only one award per year* – as funds are available.

Requests are made to the Graduate Adviser and must include an official letter of invitation or the relevant page from the conference program with their application.

Dean of Social Sciences Travel Fund - For students with legitimate requests that the Department is unable to support, the Dean of Social Sciences also has a research travel fund that graduate students may apply to. Consult the Graduate Adviser or contact the Dean's office directly.

Intercampus Travel Fund - There is also financial support available, from a different source of funds, for "intercampus travel," travel for research purposes between the University of California campuses. Consult the Graduate Program Coordinator for more information and application guidelines.

6.6 Externally-funded Fellowships and Awards

Students are encouraged to seek out funding for graduate study from foundations, federal agencies and other private sources. Some of these programs offer more generous stipends and support for tuition and/or fees than can be offered by the Department or the campus. In addition, the process of presenting a coherent and persuasive account of one's research serves vital pedagogical purposes. We encourage students to train themselves in this type of writing.

The library and OGSR are the primary sources of information about external funding. The Department has from time to time organized efforts to collect and compile some of this information for students, but the primary responsibility for researching external funding sources and meeting their deadlines rests with the student.

6.7 Summer Funding Opportunities

Students often need to secure financial support for the summer months, and there is no organized way to go about this. Students are advised to start looking for support early. They should be aware of the following possibilities:

Summer School Teaching

Students who have advanced to candidacy may propose to teach their own courses in summer school or to teach basic departmental courses like COMM 10. Proposals to teach a course are normally due to the Department Chair in November. The Chair decides which course proposals to forward to the Summer Session Office, and Summer Session makes final decisions on what courses to sponsor. (A chief criterion for Summer School is: will the course draw enough enrollment to pay for itself -- i.e. 20 or more students?) Summer School decisions are made during winter quarter.

Students who have not qualified may seek positions as TAs or Readers for Summer School courses. To be considered, advise the Graduate Program Coordinator in the late spring. However, whether TAs will be available is generally not known until the last minute (late June), when Summer Session knows its enrollments.

Students with special skills in foreign languages, math, statistics, or ESL have sometimes taught in these fields at UCSD Extension during the summer (or during the year).

Faculty Research Assistantships

If a faculty member has a funded research project, he or she may be able to employ graduate students during the summer. If professors have not approached you, you may approach them and ask if they might have any RA-ships available at that time or in the near future.

External Research and Media Grants

External organizations sometimes fund graduate students directly. The California Council on the Humanities has supported student projects in the past and so has the National Endowment for the Humanities. Further information on external funding agencies can be obtained at the library and from OGSR.

External Employment.

There are other employment opportunities in the UCSD vicinity. Students in the past have written abstracts for Sociological Abstracts (a locally-based business), have worked in the computer industry, have earned money through free-lance journalism, and have taken teaching positions at community colleges and other institutions nearby. These jobs may occasionally come from a tip from a faculty member, but more often students learn of these opportunities through the graduate student grapevine or on their own initiative.