UNIVERSITY OF NORTH DAKOTA
COMMUNICATION PROGRAM

GRADUATE STUDENT HANDBOOK

2016

HTTP://ARTS-SCIENCES.UND.EDU/COMMUNICATION/
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Important Phone Numbers

Communication Program
(701) 777 - 2159
http://arts-sciences.und.edu/communication/

Dr. Slavka Antonova,
Graduate Director
(701) 777 - 4184
slavka.antonova@UND.edu

School of Graduate Studies
(701) 777 - 2784
http://graduateschool.und.edu/

Institutional Review Board (IRB)
(701) 777 - 4279
http://und.edu/research/resources/human-subjects/index.cfm

Library
(701) 777 - 2617
http://library.und.edu/

Registrar’s Office
(701) 777 - 2711
http://und.edu/academics/registrar/

UND website
http://und.edu/
Communication Program Mission

The mission of the Communication Program is to provide students with a broad understanding of human communication in various contexts, across diverse cultures, and through multiple systems. The Program engages students in lifelong learning that addresses socially and globally pressing communication challenges through scholarly, creative, critical, and practical curriculum and instruction.

The Communication Program offers a graduate program leading to the Master of Arts and the Doctor of Philosophy degrees. The Master’s degree is a non-thesis degree obtained as part of a Doctoral degree in Communication. The intent of the Ph.D. program is to graduate students with scholarly competencies enabling them to assume roles as intellectual leaders of the field of international and intercultural communication as well as public intellectuals stimulating discussion of significant communication issues.

Student Responsibilities

During your studies in the Communication graduate program you will be provided with the supporting expertise of our faculty. Your successful completion of the studies, however, will depend on your initiative and understanding of the expectations of you.

There are three primary sets of requirements for the graduate students in our Program, namely advising requirements, curriculum requirements, and completion requirements.

In the following part we present each of the requirements as checklists of steps and responsibilities. You might want to familiarize yourself with those checklists before you take your first step of meeting your assigned temporary advisor.

Please note that this program is intended to serve full-time Ph.D. students. Students are expected to complete a minimum of 18 credit hours toward completion of their Ph.D. every academic year and students doing so will be considered to be making normal progress. Students who do not remain on normal progress will not be eligible for either a graduate teaching assistantship or graduate tuition waivers. Likewise, students who have not completed the Ph.D. program after completing 90 credits (including successful defense of the doctoral dissertation) will not be eligible for either a graduate teaching assistantship or graduate tuition waivers.
CHECKLIST
Doctor of Philosophy (Ph.D.) Degree

*For more information and to download forms refer to the School of Graduate Studies website at: [http://graduateschool.und.edu/graduate-students/current/forms.cfm](http://graduateschool.und.edu/graduate-students/current/forms.cfm)*

_____ 1. **Choose an advisor** (No later than Second Semester). For students entering the program with a Master’s degree and a publishable-quality paper, go to item 5.

_____ 2. **Select the members of your Master’s Advisory Committee and complete the New Committee form** (Second Semester)

_____ 3. **Submit Master’s Program of Study form** (Second Semester)

_____ 4. **Completion of your independent research project approved by your Master’s Advisory Committee** (By end of Fourth Semester)

_____ 5. **Select the members of your Doctoral Advisory Committee and complete the Doctoral Degree New Committee form**

_____ 6. **Submit Doctoral Program of Study form**

_____ 7. **Comprehensive Exam** (Prior to earning 63 credits in the program)

_____ 8. **Meet with your Doctoral Advisory Committee to propose your dissertation project**

_____ 9. **Submit Dissertation Topic Proposal Form** (No later than the semester prior to your final semester)

_____ 10. **Preliminary approval of your Dissertation** (Submit by the deadline published for the semester you wish to graduate)

_____ 11. **Notice of Defense of Dissertation** (Must be posted one week prior to defense)

_____ 12. **Final Defense of Dissertation** (Completed by the deadline published for the semester you wish to graduate)

_____ 13. **Submit a Final Copy of your Dissertation to the School of Graduate Studies** (By the deadline published for the semester you wish to graduate)

_____ 14. **Submit the form Final Report on Candidate to the School of Graduate Studies** (Submit by the deadline published for the semester you wish to graduate)
ADVISING REQUIREMENTS

Temporary Advising

All admitted students will be assigned a temporary advisor as part of the admission process. You should work with your temporary advisor to:
- learn about the expectations and requirements of the Ph.D. program;
- select courses in your first semester;
- identify a faculty member who might serve as a permanent advisor for you; you should fill out the requisite paperwork for permanent advisement with the School of Graduate Studies no later than your second semester in the program.

Permanent Advising

For students entering the program with a bachelor’s degree (or a Master’s degree but without having produced a publishable-quality paper), your permanent advisor will also chair your three-person faculty advisory committee. To form your advisory committee, work together with your advisor and the Graduate Program Director, who recommend the members of your advisory committee to the Dean of the School of Graduate Studies. Members are normally drawn from Communication Program graduate faculty.

For students entering the program with a Master’s degree and a publishable-quality paper, your permanent advisors will chair your four-person doctoral advisory committee. Members are normally drawn from Communication Program graduate faculty. A fifth, external committee member will be assigned by the School of Graduate Study.

With your permanent advisor, in your second semester, you should develop a Program of Study. You should meet with your advisor toward the end of every semester (or semi-annually) and complete an assessment form. The form indicates the student’s progress, places for student improvement, and goals for the remainder of the student’s time in the program.

Additionally, the form includes a checklist of the Communication Program and School of Graduate Studies requirements to ensure students are in good standing and appropriately documented with the program and School of Graduate Studies. The regular meetings, along with the form, offer you appropriate feedback on your academic development.

Changing Advisors or Advisory Committee Members

You may, at any time, make changes to your Doctoral Advisory Committee. This change is done by completing and submitting an Advisor or Committee Appointment Request (Change) form available online through the School of Graduate Studies at http://graduateschool.und.edu/graduate-students/current/forms.cfm.

Once your form has been received in the School of Graduate Studies, the request will be reviewed and either approved or denied by the Graduate Dean. You will receive a letter in the mail showing your committee status. Keep a copy of these forms for your records.

INSTITUTIONAL REVIEW BOARD (IRB)

Students conducting research that includes human participants are responsible for following the guidelines and regulations of the Institutional Review Board.
All research projects with human participants are subject to a review of the board for approval. For legal and ethical reasons, human participant research MAY NOT be conducted until approval of the board has been given.

Information about the board and its purpose, as well as the necessary forms and training modules can be found on the University’s IRB website at http://www.und.edu/dept/rdc/regucomm/IRB/

PUBLISHABLE-QUALITY PAPERS FOR M.A. APPLICANTS TO THE PROGRAM

Students entering the program with a Master’s degree may be able to bypass the independent study project if they have previous produced a publishable-quality scientific paper. The determination of whether the paper is of publishable quality will be determined by the student’s four-person advisory committee. Thus, students entering the program with a Master’s degree are encouraged to identify their advisor and their advisory committee as soon as possible after entering the program so that this determination can be made. At least three of the four committee members need to agree that the student’s previous work is of publishable quality for the student to be able to bypass the independent study project. Should the committee determine that the student has yet to produce a publishable-quality paper, then the student will be required to complete one prior to being eligible to take his/her comprehensive exams.
DOCTOR OF PHILOSOPHY
(Ph.D.)

1. Goals of Student Learning

The Ph.D. program in international and intercultural communication is administered and assessed according to specific Goals for Student Learning. The faculty has identified the following learning goals for the program:

1. Students will be able to identify, articulate, and critically evaluate the theoretical perspectives that guide international/intercultural communication research.
2. Students will be able to identify, articulate, and critically evaluate the major areas of international/intercultural research.
3. Students will be able to conduct scientifically sound research in the area of international/intercultural communication.
4. Students will be able to publish scholarly research in international/intercultural communication in well-respected outlets.
5. Students will be able to appropriately apply ethical guidelines to international/intercultural communication research.
6. Students will be able to write competitive grant proposals in the areas of international/intercultural communication.

These goals are formally assessed through the comprehensive examinations and defense of the dissertation. Regular meetings with your advisor will provide the opportunity for additional assessment of learning progress and the development of plans for improvement (see also page 4).

2. Residency Requirements

The University of North Dakota School of Graduate Studies recommends that Ph.D. students maintain two consecutive years of full-time academic work in residence at the Grand Forks campus. The School of Graduate Studies defines full-time graduate student enrollment as nine credit hours per semester or be a graduate teaching or research assistant with six credits.

3. Required Coursework

To complete the program of study, a Ph.D. student should accumulate a minimum of 90 credits beyond Baccalaureate.

Core Requirements (15 credits):

- COMM 501: Theoretical Perspectives in Communication
- COMM 505: Concepts in Quantitative Comm Research
- COMM 506: Concepts in Qualitative Comm Research
- COMM 535: Intercultural Communication
- COMM 550: International and Global Communication

Students must complete no fewer than 45 credits in classroom-based coursework within the doctoral program, with a minimum of 36 of these credits coming in the form of 500-level classroom coursework in COMM. In other words, students can complete up to 9 credits of their program of study by taking courses from other departments/units on campus. Students are allowed to complete all of their coursework requirements through taking COMM courses. Likewise, they are also allowed to complete more than 45 credits of classroom coursework.
COMM Elective Courses:

- COMM 512: Communication Ethics, Law, & Regulation
- COMM 515: International and Intercultural Narrative Communication
- COMM 525: Interpersonal Relations and Communication
- COMM 528: Intercultural Global Conflict
- COMM 530: Gender, Culture, & Communication
- COMM 533: Communication and International Development
- COMM 538: International Media
- COMM 540: Communication and Organizations
- COMM 543: International and Intercultural Indigenous Communication
- COMM 549: Communication Technologies, Society, & Diversity
- COMM 570: Seminar in Communication

4. Program of Study (PoS)

During your second semester, you are expected to submit a Program of Study (PoS) to the School of Graduate Studies. Students entering the program with a bachelor’s degree will need to complete a second, doctoral PoS after completing their independent study project.

The program of study must include all of the courses you plan to take to meet the requirements for the Masters of Arts or Doctor of Philosophy degree in Communication, including required courses.

If you received your Master’s degree prior to entering the University of North Dakota, Communication Program, then your PoS will include a maximum of 30 credits applied to the 90 credits required to earn the Ph.D.

You should consult with members of your doctoral advisory committee to discuss the program of study. The PoS must be approved by your advisor, advisory committee, and the Communication Program Graduate Coordinator before being submitted to the School of Graduate Studies.

Once your PoS has been received in the School of Graduate Studies, it will be reviewed and either approved or denied by the Graduate Dean. You will receive a letter in the mail informing you of the Graduate Dean’s decision. Keep a copy of these forms for your records.

Once your PoS has been approved, you may make additional changes by completing and submitting a Change to Program of Study form.

You will find the Program of Study form, Instructions for filling out the Program of Study, and the Change to Program of Study form at http://graduateschool.und.edu/graduate-students/current/forms.cfm.

5. Research Project

Students are expected to submit a publishable paper (25 pages) to their doctoral advisory committee for the research project. In the case of students coming into the program with a thesis based master’s degree, this paper may be a cut down publishable manuscript version of their thesis. In the case of students coming into the program without a thesis, this publishable paper will be research project developed with feedback from their advisor and their advisory committee. Acceptance of the completed publishable paper is necessary before advancing in the program. The project should be completed and accepted by the end of the fourth semester. Successful completion and acceptance of this research project is necessary to receive a master’s degree as part
of this program. Unsuccessful completion and acceptance of this research project will terminate the student in this program.

6. Comprehensive Examination

A comprehensive written exam is required of all PhD candidates. It should be taken prior to earning 63 credits toward the Ph.D. The student must apply to the School of Graduate Studies for permission to take the comprehensive exam. After ascertaining the student’s eligibility, the School of Graduate Studies will notify the chairperson that the student is ready to take the examination.

The comprehensive examination provides an opportunity for the student to synthesize and bring together his/her intellectual experiences gleaned over a considerable amount of coursework. It also provides an opportunity to exhibit mastery of that knowledge and to demonstrate his/her ability to conduct dissertation research. This includes the ability to intelligently and cogently discuss his/her knowledge and answer questions thereon.

The comprehensive-exam process will involve two phases, with the first being written and the second being oral.

6.1. Written Exam

The written comprehensive examination will be administered once each fall and spring semester, on the first working day of the eighth week of each semester. The exam will be a take-home written exam, with answers due by 4:30 pm on the same day the following week (e.g., Monday – Monday).

The written exam will consist of a total of four pairs of questions, which will be determined by the student’s Doctoral Advisory Committee. One of the pair of questions will address Communication Theory. A second pair of question will address issues in Communication Research. The final two pair of questions will cover content areas that are relevant to that student’s own program of study. For each pair of questions, the student will be required to choose and answer one of the two questions.

Within one week of receiving the student’s answer, the members of the Doctoral Advisory Committee will determine whether the answers are “passable.” Specifically, all committee members will read all of the student’s response, but will only provide a “pass” or “fail” recommendation on the question that had been submitted by that particular faculty member. A student must earn a minimum evaluation of “pass” on three of the four questions in order to pass the examination.

A student who fails to earn a “pass” on more than one question on the written examination is considered to have failed the comprehensive examination. If this attempt is the student’s first at passing the comprehensive-exam process, then the student will be required to retake both written and oral portion (assuming the student passes the written portion on his/her second attempt) of the comprehensive-exam process during the following semester. Students who do not successfully complete the entire comprehensive-exam process on their second attempt will be dismissed from the Communication Ph.D. program.

6.2. Oral Exam

Students who receive a minimum evaluation of “pass” on at least three answers from the written portion of the comprehensive exams proceed to the oral portion of the examination. The oral examination is scheduled to occur no later than two weeks after completion of the written examination. Arrangements for the oral comprehensive will be made in
consultation with the student’s Doctoral Advisory Committee.

Oral comprehensives are scheduled for a two-hour time block. During the oral examination, the student’s entire Doctoral Advisory Committee will ask questions related to any aspect of any portion of the written examination.

If a student has failed one portion of the written examination, the student’s Faculty Advisor, in consultation with the author of the failed question, will make clear the reasons why the student’s response to the question was unsatisfactory. The author of the question failed will examine the student concerning the question failed and the student will be expected to correct the deficiencies in his/her written answer during the oral portion of the comprehensive examination.

Evaluation options are “pass” and “fail.” The student can pass the examination with only one declining vote. The student should be notified as soon as the committee has completed its evaluation of the oral examination.

If the student fails to earn a “pass” on more than one question area, then the student is considered to have failed the comprehensive examination. If this attempt is the student’s first at passing the comprehensive-exam process, then the student will be required to retake both written and oral portion (assuming the student passes the written portion on his/her second attempt) of the comprehensive-exam process during the following semester. Students who do not successfully complete the entire comprehensive-exam process on their second attempt will be dismissed from the Communication Ph.D. program.

The final results of the Ph.D. comprehensive examination are recorded on the bottom of the application to take comprehensive exams.

7. Ph.D. Dissertation

The dissertation is a requirement for the Ph.D. degree. It must be an original scholarly work that advances knowledge in the discipline.

At the University of North Dakota, as with all major research universities, there are strict guidelines and procedures for completion of the dissertation. These guidelines and procedures bear on both the substance and style of the dissertation.

Selecting a dissertation topic is a three-part process: initial consideration of a topic, preparing the dissertation proposal for your Doctoral Advisory Committee, and filing a topic proposal form.

The dissertation must be a genuine contribution to knowledge and it must advance the understanding of international and/or intercultural communication. To be acceptable as a dissertation in the Communication Program, a work must be centrally driven by communication issues and methods.

7.1. Proposal

The dissertation marks a pivotal point in the graduate student’s career. The proposal process for Ph.D. students involves two documents: a dissertation proposal and a topic proposal.

The importance and rigor of the dissertation research and writing processes are such that the Communication Program requires that the dissertation proposal submitted to your Doctoral Advisory Committee meet specific criteria. The student will consult with his/her faculty advisor to establish clear criteria for
the proposal, and will create a document that meets these expectations and provides details of the project as well as evidence that the student has considered the viability of the research. At a minimum, the written proposal will be at least 15 pages in length and contain a literature review and a description of the method that will be used to complete the project.

Once your committee has approved your proposal, you must file a **topic proposal form** with the School of Graduate Studies. This form requires you to provide a one-page narrative of your proposed research (the topic proposal).

While the latest deadline for this form is the semester before the degree is expected, the student will want to have their proposal approved well before the deadline to insure sufficient time to complete the dissertation.

It is the responsibility of the student, the faculty advisor, and the advisory committee to see that this form is filed. Once the Dean of the School of Graduate Studies has approved your topic you will be notified by mail.

**NOTE:** If you are using human participants, you must have **IRB** approval before you submit your topic proposal to the School of Graduate Studies. For more information, see the section in this handbook on the Institutional Review Board.

### 7.2. Format

Final drafts of your dissertation must conform to the format requirements of the School of Graduate Studies’ **Theses and Dissertation Style Guide.** This document can be found online at [http://graduateschool.und.edu/graduate-students/current/handbooks-and-guides.cfm](http://graduateschool.und.edu/graduate-students/current/handbooks-and-guides.cfm)

### 8. Advancement to Candidacy and Applying to Graduate

Once you have completed the above steps the School of Graduate Studies will review your records and make sure you are ready to graduate. If you have everything completed, they will send you notification that you have been **Advanced to Candidacy** and a **Graduation Application.** This should happen the semester before you plan to graduate.

Once you have advanced to candidacy you must file the **application to graduate** before the stated deadline. If you lose your graduate application you MUST CONTACT the School of Graduate Studies for a duplicate. Because this form requires your advisor’s signature, make sure you know the published deadline for submission to the School of Graduate Studies.

#### 8.1. Defense of Dissertation

In your final semester you will have to defend your dissertation in an oral examination, conducted by your full Doctoral Advisory Committee. Defenses are public meetings and a **Notice of Defense** must be posted one week prior to your actual defense. Your faculty advisor should be responsible for seeing that this posting gets done.

The defense is scheduled for two hours. A summary of the dissertation, not to exceed 30 minutes, is suggested.

The student is expected to discuss, answer questions regarding, and defend his/her dissertation research. At the end of the defense, the Doctoral Advisory Committee will confer to evaluate the examination and will vote “pass” or “fail.” Four of the five committee members must vote “pass” for the student to pass the defense.
Passing examinations are certified by the Doctoral Advisory Committee’s signing of the approval page of the dissertation (see the School of Graduate Studies’ Theses and Dissertation Style Guide) and by submission to the School of Graduate Studies of a signed Final Report on Candidate form filed by your committee chairperson.

There are published deadlines each semester that tell you when you must be defended by, but generally speaking the deadline is approximately three weeks prior to the commencement ceremony. This period allows you time to submit your final copy of your dissertation to the School of Graduate Studies for approval of format and style.

Once your dissertation has been approved by the School of Graduate Studies you must submit a “final copy” for the School of Graduate Studies and have additional copies bound for committee members, yourself, and the Communication Program.

8.2. Submitting Your Dissertation

Upon the successful defense of a Doctoral dissertation, students are required to submit a bound copy of the document to both the Communication Program and their advisor.


The last report to be filed with the School of Graduate Studies is the Final Report on Candidate. This report certifies to the School of Graduate Studies that the doctoral student has passed all examinations sufficiently to be awarded the degree sought.

It is the responsibility of your faculty advisor to submit this report, but you should always make sure you have the form completed and ready for signatures to help facilitate its submission.
Appendix A
Communication Faculty
Areas of Research Interest

**Slavka Antonova** – Global Internet Governance, Rural Internet, Intercultural Communication and Communication Policies
slavka.antonova@UND.edu

**Richard Fiordo** – Theories of Meaning, Dispute Management, Organizational Communication, Medical Education and Health Communication
richard.fiordo@UND.edu

**Pamela Kalbfleisch** Interpersonal and Persuasive Communication, Mentoring and Social Support, Gender and Culture
pamela.kalbfleisch@UND.edu

**Soojung Kim** --International/Intercultural Strategic Communication and Marketing Communication in Digital and Social Media Environment
soojung.kim@UND.edu

**Joonghwa Lee**--Use of Digital, Non-traditional, and Social Media in Strategic Communication and Health and Risk Communication
joonghwa.lee@UND.edu

**Timothy Pasch** – New Media and Cyberculture, Cultural Heritage Informatics (esp. for language preservation), Computer-Mediated Communication, Portal Creation and Multitouch Interfaces
Timothy.Pasch@UND.edu

**Lana Rakow** – Feminist Theory, History and Philosophy of Technology, Community-Based Research, Rural Communication and Community Engagement
lana.rakow@UND.edu

**Richard Shafer** – Media and Development
richard.shafer@UND.edu

Further detail on faculty research, including contact information and bios, can be found on the Communication Program website at:
http://arts-sciences.und.edu/communication/faculty.cfm