Table of Contents

Important phone numbers 1
Welcome 2
Communication Program Mission 3
Student responsibilities 3
Advising Requirements 4
Institutional Review Board (IRB) 4
Master of Arts Degree 5
Mission and Goals of Student Learning 5
Residency Requirements 6
Prerequisite Coursework 6
Program of Study 6
Required Coursework 6
Thesis Option 6
Professional Portfolio/Non-Thesis Option 9
Final Report on Candidate 9
Checklist Masters Degree 10
Doctor of Philosophy Degree 11
Mission and Goals of Student Learning 11
Residency Requirements 12
Prerequisite Coursework 12
Required Coursework 12
Program of Study 13
Comprehensive Examination 13
Ph.D. Dissertation 15
Advancement to Candidacy 16
Final Report on Candidate 17
Exit Assessment 17
Checklist Doctor of Philosophy (Ph.D.) Degree 18
Appendix A – Communication Faculty Area of Interest 19
Appendix B – Tentative schedule of Comm graduate courses 20

Important Phone Numbers

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

Dr. Slavka Antonova,
Graduate Coordinator
(701) 777 - 4184

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

Institutional Review Board (IRB)
(701) 777 - 4279

Library
(701) 777 - 2617

Registrar’s Office
(701) 777 - 2711

UND website
http://und.edu/
Welcome to the UND graduate programs in Communication!

The faculty of the UND Communication Program is pleased that you have selected one of our graduate programs for pursuing your Masters or doctoral degree.

You have made the right choice for your professional development, and we firmly believe that we have made the right choice by accepting you in our program. We have confidence in your abilities to successfully complete the program of studies.

In the transition from undergraduate to graduate studies, you will need a compass to guide you through the procedural uncertainties. We have developed this Graduate Student Handbook with that goal in mind – to be your step-by-step guide through the stages from the admission to graduation.

This Handbook is your “checklist” of what is expected from you during your studies in the graduate program. As such, it has been developed in conjunction with the School of Graduate Studies’ Graduate Student Handbook and the UND Academic Catalog, which are the ultimate authoritative documents.

We strongly advise you to be familiar with those important documents. Although various sections of information presented in this handbook are extracted from those two references, it is still important that you acquaint yourself with their contents.

We wish you success on your journey as a graduate student!
Masters Program Mission

‘Mission: The Masters program in communication strikes a purposeful and creative balance between the study and practice of human communication.

This program will provide a rigorous learning environment, foster excellence in teaching, research and application, consistent with the University’s liberal arts tradition.

The intent of the M.A. program is to graduate students with professional and scholarly competencies enabling them to be leaders in assessing and improving public communication and/or pursing an advanced degree.’

Ph.D. Program Mission

‘Mission: The Ph.D. program in communication and public discourse provides the opportunity to explore the range of ways human symbolic activity affects the public sphere.

This program will provide a rigorous learning environment and foster excellence in teaching, research, and application, consistent with the University’s liberal arts tradition.

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 communication as well as public intellectuals stimulating discussion of significant communication issues.’

The Communication Program offers graduate programs leading to the Master of Arts and the Doctor of Philosophy degrees.

Both the Masters and Ph.D. programs provide a flexible array of advanced coursework and intensive research. For Ph.D. students, the program culminates in the doctoral dissertation. Both the Masters and Ph.D. programs offer the opportunity for students to develop a broad range of professional and scholarly competencies.

The Masters program expands the professional options for graduates as well as prepares them for more advanced study.

The Ph.D. program prepares graduates for positions in academia, industry, and government.

Student responsibilities

During your studies in the Communication graduate program you will be provided with the supporting expertise of our faculty. Successful completion of your Program of Study, however, will depend on your personal initiative and full understanding of the Program’s, and the School of Graduate Studies’ expectations of you.

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

The expectations in advising requirements are the same for Masters and Ph.D. students. The organization of study and research for those two groups of students, though, differ Ph.D., and this is reflected in the separate sections of the Handbook.

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.
ADVISING REQUIREMENTS

NOTE: The Communication Program has devised a process of graduate student advising which is identical for M.A. and Ph.D. students.

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 M.A. and PhD programs;
- 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 by the end of the first semester.

Permanent Advising

Your permanent advisor will also chair your three-person advisory committee. To form your advisory committee, work together with your advisor and the Program Graduate Director who appoints the additional members of your advisory committee. Members are normally drawn from Program faculty.

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, areas 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 Faculty Advisory Committee. This 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 subjects are responsible for following the guidelines and regulations of the Institutional Review Board.

All research projects with human subjects are subject to a review of the board for approval. For legal and ethical reasons, human subject 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 can be found on the University’s IRB website http://www.und.edu/dept/rdc/regucomm/IRB/
MASTER OF ARTS DEGREE

‘Mission: The Masters program in communication strikes a purposeful and creative balance between the study and practice of human communication.

This program will provide a rigorous learning environment, foster excellence in teaching, research and application, consistent with the University’s liberal arts tradition.

The intent of the M.A. program is to graduate students with professional and scholarly competencies enabling them to be leaders in assessing and improving public communication and/or pursing an advanced degree.’

1. Goals of Student Learning

The Communication Program’s graduate degrees are administered and assessed according to specific Goals for Student Learning.

Students are expected to understand the appropriate rules and to be prepared to demonstrate achievement of those goals in relation to their coursework and the totality of their degree program. Such demonstration will be evaluated course-by-course, in regular meetings with advisors, and upon completion of the graduate degree.

In the area of communication theory, M.A. graduates are expected to:

1. Distinguish between and explain basic tenets of major theoretical positions in the field.
2. Compare and contrast at least two models or definitions of communication.
3. Demonstrate breadth of knowledge about at least two significant topics or concepts relevant to communication or depth in one topic concept.
4. Apply or develop a communication theory to frame a research project.
5. Explain the development of communication studies as an academic discipline.
6. Acquire particular expertise in an area of communication scholarship relevant to their career.
7. Critically assess the implications of communication practices for civic discourse.

In the area of communication research, M.A. graduates are expected to:

1. Demonstrate familiarity with the basic principles and issues of social scientific, humanistic, rhetorical, and critical communication research methods.
2. Be conversant with the range of methodologies used in communication research, including quantitative/qualitative approaches.
3. Identify the main scholars, scholarship, and journals applicable to their area of interest.
4. Conceptualize and design an independent research project.
5. Assess the strengths and weaknesses of published communication studies.
6. Find and evaluate information relevant to an area of professional practice.
7. Conduct research leading to usable research findings.

In the area of professional practice, M.A. graduates are expected to:

1. Understand the possible relationships between practice and theory.
2. Transfer and apply findings of communication research to professional practice.
3. Display highly competent verbal and written communication skills.
4. Integrate emerging communication technologies into the workplace.
5. Serve the public interest by using communication theory and research to address practical, real-world situations.
6. Exhibit competence in teaching (if applicable).
7. Provide informed leadership in their area of professional practice (if applicable).
2. Residency Requirements

The School of Graduate Studies recommends that Master students spend at least one year of full-time academic work in residence when pursuing the thesis option. 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. There is no residency requirement for the non-thesis option.

3. Prerequisite Coursework

In accordance with the School of Graduate Studies’ policies, a student admitted to the program with Qualified Status must complete the prerequisite coursework prior to advancing to candidacy, though preferably within the first academic year.

These prerequisites will be spelled out at the time of admission, and the student must inform the temporary and permanent advisors of the conditions of admission.

4. Program of Study

During your second semester, you are expected to complete, have approved, and submit a Program of Study to the School of Graduate Studies. The program of study must include all of the courses you agree to take to meet the requirements for the Master of Arts degree in Communication, including required courses.

This program of study must be approved by your advisor, faculty advisory committee, and the Communication Program Graduate Director before being submitted to the School of Graduate Studies. Once your program of study has been approved by the Graduate Dean, you will receive a letter informing you of the Graduate Dean’s decision. Keep a copy of these forms for your records.

5. Required Coursework

Required core courses for all Communication Masters students:

- COMM 501: Theoretical Perspectives in Communication
- COMM 505: Concepts in Quantitative Comm Research
- COMM 506: Concepts in Qualitative Comm Research

M.A. Thesis Requirements
Minimum of 30 credits in communication are required if a minor or cognate is not chosen. Your program of study should include a minimum of 4 credits of Comm 998: THESIS.

M.A. Non-thesis Requirements
Minimum of 32 credits in communication are required if a minor or cognate is not chosen. Your program of study will include Comm 997: Independent Study (2 credits).

NOTE: Attendance and active participation in Communication Program Colloquium Series - the Colloquium Series serves as a resource for student learning, professional development, and intellectual community. Students are expected to engage in the Colloquium as a component of COMM 505 and COMM 506 and to maintain their consistent contributions to the Colloquium throughout their coursework.

6. Thesis option

The University of North Dakota is a major research university; therefore, all of its graduate programs emphasize research, in addition to the areas of coursework pursued.
Whether you chose to go the non-thesis or traditional route, research will comprise a considerable portion of your education in the Communication Program.

Students opting for the thesis option must complete **30 hours of coursework**. If the student’s committee has approved a minor or cognate, 9 of these 30 credits must be in the minor or cognate.

### 6.1. Comprehensive Examinations

Masters thesis option candidates are required to undertake **comprehensive written examination** upon completion of 18 credit hours.

All students take the examination on the same day, and the examination is administered on the **Monday of the sixth full week** of the semester. The examination is given in the fall and spring semesters.

Students are responsible for arranging to take comprehensive exams with their advisor and/or the Communication Program Graduate Director.

The examination consists of three parts. To be successful at that examination, a student must earn a minimum evaluation of “Pass” on all three parts and from all three committee members.

The student’s advisory committee provides six questions for the examination. No more than two questions are solicited from any committee member. The student’s faculty advisor is responsible for collecting questions and providing the examination to the Communication Program Graduate Coordinator for administration.

The student writes for up to six hours on three of the six questions (one from each committee member). The examination is administered in three two-hour blocks, beginning at 9:00 a.m. and ending at 5:00 p.m. There is a one-hour break between each examination block.

- **9:00 – 11:00** Block 1 (Student gets the questions from one committee member)
- **11:00 – 12:00** Break
- **12:00 – 2:00** Block 2 (student gets questions from second committee member)
- **2:00 – 3:00** Break
- **3:00 – 5:00** Block 3 (student gets questions from final committee member)

No books, notes, or other aids are permitted at the exam. The student will not have the specific questions in advance, though committee members may provide reading lists and general topic areas to be covered by the committee members’ questions.

The students will use a computer terminal in the Communication Program to write the examination. Students **are not allowed** to access the internet or other applications that may be considered aids while taking the exam. The student may under some circumstances make a special request to use a typewriter or pen and paper.

Examination answers are collected at the end of each block by the examination administrator. The answers are turned over to the Communication Program Graduate Coordinator, who certifies that the examination was conducted appropriately. The Graduate Coordinator distributes the answers to the appropriate committee members who evaluate the students’ answers pertaining to the question the members wrote. The completed examination is distributed then to the student’s advisory committee.
One of three levels of achievement for each question on the examination is recorded: “fail,” “pass,” or “high pass.” A student must earn a minimum evaluation of “pass” on all three questions in order to pass the examination.

A student who fails one question in the examination may, at the discretion of his/her Faculty Advisory Committee and the Dean of the School of Graduate Studies, take a make-up examination in the area of scholarship covered by the failed question. The student will not answer the same question in the make-up examination, but rather a new question, written by the committee member whose question was failed and in the same general area of inquiry.

6.2. Thesis

NOTE: If you are using human subjects, 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

The thesis option is designed for students intending to pursue further education in the field of communication.

The thesis represents an original research project demonstrating sufficient comprehension of and scholarly ability in the field of communication.

Topic proposal for the MA thesis (5-7 pages) is developed in consultation with the advisor and committee members, and the research project is designed in collaboration with the student’s committee of three faculty members. Your Thesis Proposal must be approved by the School of Graduate Studies.

6.3. Advancement to Candidacy

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 will be eligible to apply for graduation.

6.4. Proposal and Thesis Format

Both the proposal and the final draft of the thesis must conform to the style manual most closely associated with the kind of research being proposed. In the Communication Program the current edition of the Publication Manual of the American Psychological Association (APA manual) is used for the majority of theses.

In addition to formatting requirements of the Communication Program, final drafts of your thesis 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

6.5. Defense of Thesis

In your final semester you will have to present and defend your thesis at an oral defense conducted by your Faculty Advisory Committee.

Up to two hours are allowed for the defense. After presenting a summary of the research (not to exceed 15 minutes is suggested), the candidate participates in a question and answer period.

All three committee members must approve of the thesis for the student to pass the defense.
6.6. Submitting Your Thesis

The School of Graduate Studies publishes defense deadlines each semester; usually the deadline is approximately three weeks prior to the commencement ceremony. This allows you time to submit your final copy of your thesis to the School of Graduate Studies for approval of format and style.

Once your thesis 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 the Communication Program and your advisor.

6.7. Applying to Graduate

Once you have advanced to candidacy you must file the Graduation Application before the stated deadline. Because this form requires your advisor’s signature make sure you know the published deadline for submission to the School of Graduate Studies.

7. Professional Portfolio/ Non-thesis option

Students opting for the professional portfolio must complete 32 credits of coursework. If the student’s committee has approved a minor or cognate, 9 of these 32 credits must be in the minor or cognate. In addition, the non-thesis student would prepare a portfolio, which requires students to synthesize the work they performed over the course of their graduate career. The portfolio includes:

- the candidate’s independent study report: a description of how each of the courses has both met the curricular goals of the M.A. program, and the student’s personal professional goals; these goals should be developed in consultation with a communication professional;
- two term papers or projects completed in any course in their program of study;
- an applied independent portfolio project.

Students demonstrate their mastery of the field of communication by assessing their coursework, relating it to the contexts of their chosen profession, and applying that knowledge in the portfolio project.

Students would design the project in consultation with the three-member faculty advisory committee plus one professional practitioner on their committee. Its form would be open for negotiation between the student and the committee.

Students would then present and defend their applied project at an oral defense. A comprehensive exam would not be a requirement of this option.

Portfolios are examined by the three faculty members on the advisory committee, whose opinions are binding. The external professional member to the committee serves in an advisory capacity only. All three faculty committee members must approve of the portfolio for the student to pass.

Once you have advanced to candidacy you must file the Graduation Application. Because this form requires your advisor’s signature make sure you know the published deadline for submission to the School of Graduate Studies.

8. Final Report on Candidate

The last report to be filed with the School of Graduate Studies is the Final Report on Candidate. This is filed for both Thesis and Non-thesis Masters students.

It is the responsibility of your faculty advisor to submit this report, but you should have the form completed and ready for signatures to help facilitate its submission.
CHECKLIST
Masters 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

_____ Choose an advisor (by the end of the first semester)
_____ Select the members of your Faculty Advisory Committee (Second Semester)
_____ Submit Program of Study (Second Semester)

Thesis Option

_____ Comprehensive Exam (Upon completion of 18 or more credit hours)
_____ Submit Topic Proposal Form (No later than the semester prior to your final semester)
_____ Advance to Candidacy (Semester prior to your final semester)
_____ Apply to Graduate (Submit by the deadline published for the semester you wish to graduate)
_____ Preliminary approval of your Thesis (Submit by the deadline published for the semester you wish to graduate)
_____ Notice of Defense of Thesis (Must be posted one week prior to defense)
_____ Final Defense of Thesis (Completed by the deadline published for the semester you wish to graduate)
_____ Submit your Thesis (Upon approval of the thesis, submit copies to the School of Graduate Studies, Communication Program, and your advisor)
_____ Submit a Final Copy of your Thesis to the School of Graduate Studies (By the deadline published for the semester you wish to graduate)
_____ 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)

Professional Portfolio/Non-thesis Option

_____ Submit Topic Proposal Form (No later than the semester prior to your final semester)
_____ Design the professional portfolio in consultation with the faculty members and professional practitioner on your committee.
_____ Advance to Candidacy (Semester prior to your final semester)
_____ Apply to Graduate (Submit by the deadline published for the semester you wish to graduate)
_____ Submit the form Final Report on Candidate: Non-Thesis Option to the School of Graduate Studies (Submit by the deadline published for the semester you wish to graduate)
DOCTOR OF PHILOSOPHY (Ph.D.)

‘Mission: The Ph.D. program in communication and public discourse provides the opportunity to explore the range of ways human symbolic activity affects the public sphere.

This program will provide a rigorous learning environment and foster excellence in teaching, research, and application, consistent with the University’s liberal arts tradition.

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 communication as well as public intellectuals stimulating discussion of significant communication issues.’

1. Goals of student learning

The Communication Program’s graduate degrees are administered and assessed according to specific Goals for Student Learning.

Students are expected to understand the appropriate rules and to be prepared to demonstrate achievement of those goals in relation to their coursework and the totality of their degree program. Such demonstration will be evaluated course-by-course, in regular meetings with advisors, and upon completion of the graduate degree.

In the area of communication theory, Ph.D. graduates are expected to:

1. Understand the ontological, epistemological, and ideological principles and differences of major theoretical positions in the field.
2. Contribute to critical discussion of models and definitions of communication.
3. Demonstrate depth of knowledge about at least three significant topics or concepts relevant to communication.
4. Be familiar with major scholars and works across the spectrum of communication studies.
5. Conduct a comprehensive literature review of work relevant to a scholarly project.
6. Generate new theoretical insights from critical reading, analysis, and research.
7. Integrate theoretical insights into an in-depth analysis of an aspect of public discourse.

In the area of communication research, Ph.D. graduates are expected to:

1. Understand the basic principles of social scientific, humanistic, rhetorical, and critical communication research approaches.
2. Compare positions on the role of and relationships between theory and research.
3. Contribute to critical discussion of research issues, methods, and ethics.
4. Know the range of methodologies and their logic used in communication research.
5. Demonstrate expertise in using at least two research methodologies.
6. Design, propose, seek funding for, and carry out independent research projects.
7. Describe the use, significance, and limitations of their research results.

In the area of professional practice, Ph.D. graduates are expected to:

1. Be knowledgeable of the field of Communication, its historical development, professional associations, and major debates and issues.
2. Demonstrate teaching competency.
3. Articulate a philosophy of service or engagement to guide contributions to the field, higher education or other professional setting, and the public.
4. Be familiar with processes of submission, review, presentation, and publication of scholarly work.
5. Have exemplary skills in writing and presenting scholarly work for a variety of audiences.
6. Contribute to public discussion of significant communication issues.
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. Prerequisite coursework

In accordance with the School of Graduate Studies’ policies, a student admitted to the program with Qualified Status must complete the prerequisite coursework prior to advancing to candidacy, though preferably within the first academic year.

These prerequisites will be spelled out at the time of admission, and the student must inform the temporary and permanent advisors of the conditions of admission.

4. Required coursework

To complete the program of study, a Ph.D. student should accumulate a minimum of 90 credits beyond Baccalaureate (60 beyond M.A.).

**Cumulative credit hours for the Ph.D.**

<table>
<thead>
<tr>
<th>Masters Coursework</th>
<th>30 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctoral modules</td>
<td>45 hours</td>
</tr>
<tr>
<td>Dissertation</td>
<td>15 hours</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>90</strong> Credit Hours</td>
</tr>
</tbody>
</table>

**Core Requirements** (9 credits):

- COMM 501: Theoretical Perspectives in Communication
- COMM 505: Concepts in Quantitative Comm Research
- COMM 506: Concepts in Qualitative Comm Research

**NOTE:** Attendance and active participation in Communication Program Colloquium Series is required as well. The Colloquium Series serves as a resource for student learning, professional development, and intellectual community. Students are expected to engage in the Colloquium as a component of COMM 505 and COMM 506 and to maintain their consistent contributions to the Colloquium throughout their coursework.

**Theory Requirements** (9 credits):

- COMM 508: Rhetorical and Communication Theory
- COMM 509: Media and Mass Communication Theory
- Plus one additional **Theory Course** (3 Credits). Choices follow or others approved by student’s committee:
  - ENG 531 Seminar in English Literature
  - ENG 532 Seminar in American Literature
  - ENG 533 Seminar in English Language
  - SOC 510 Sociological Inquiry
  - SOC 511 Contemporary Sociological Theory
  - SOC 512 Advanced Sociological Theory
  - SOC 538 Seminar in Social Organization
  - SOC 558 Seminar in Social Disorganization

**Scholarly Tools Requirements** (9 credits):

- COMM 510: Advanced Quantitative Research Design
  - or
  - COMM 520: Criticism and Communication

  **plus**

  - **Interdisciplinary Qualitative Tools** - 1 course from the following, or another course approved by student’s committee:
    - EFR 510: Qualitative Research Methods
    - EFR 520: Advanced Qualitative Research Methods
    - ENG 510: History of Literary Criticism
    - NURS 575: Qualitative Research Methods in Nursing
- HIST 502: Historiography
- TA 502: Seminar in Dramatic Production and Criticism

Plus
- Interdisciplinary Quantitative Tools - 1 course from the following, or another course approved by student’s committee:
  - EFR 517: Advanced Research Methodologies
  - EFR 518: Multivariate Analysis
  - EFR 519: Research Seminar
  - PSY 541: Advanced Univariate Statistics
  - PSY 542: Multivariate Analysis
  - PSY 543: Experimental Design

Major Area Courses - 3 inter-related courses, selected in consultation with your advisor; up to 1 course outside Communication.

Elective Courses – 3 courses, including undergraduate courses approved for graduate credit, with up to 1 outside Communication.

COMM 591 may count toward your elective credits, but cannot exceed 12 total credit hours. Repeateable courses such as COMM 514 and 570 can count multiple times toward the credit and elective modules, so long as the topics do not repeat. Students should check with the School of Graduate Studies and Advisor to ensure that credit-limits and topic overlap are not an issue.

Dissertation (15 credits)

5. Program of Study (PoS)

During your second semester, you are expected to submit a Program of Study (PoS) to the School of Graduate Studies.

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

If you received your Masters degree from the University of North Dakota, Communication Program, you should list the 30 credit hours from that degree as part of your 90 hours.

You must schedule a meeting of your faculty advisory committee to discuss the program of study. The program of study must be approved by your advisor, faculty advisory committee, and the Communication Program Graduate Coordinator before being submitted to the School of Graduate Studies.

Once your program of study has been received in the School of Graduate Studies the program 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 program of study has been approved you may make 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.

6. Comprehensive Examination

A comprehensive written exam is required of all Ph.D. candidates. It should be taken over the student’s first 36 credit hours of coursework and the semester prior to their anticipated semester of graduation, provided their scholarly tools requirements are completed.

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 examinations are administered in two parts: a written and an oral examination.

**6.1. Written Comprehensives**

The written comprehensive examination is administered on the Monday and Tuesday of the eighth (8th) full week of the fall and spring semesters. All Ph.D. students take the written comprehensive examination on the same day.

The student’s Faculty Advisory Committee provides eight questions for the examination. No more than two questions will be solicited from any committee member. The student must complete one question from each member of his/her committee, with the exception of the Member-At-Large.

The student writes for up to twelve hours on four of the eight questions. The examination is administered in four three-hour blocks, two blocks being administered on each day of the examination. The examination begins at 10:00 a.m. and ends at 5:00 p.m. There is a one-hour break between each examination block.

No books, notes, or other aids are permitted at the exam. Committee members may provide in advance reading lists and general topic areas to be covered by the committee members’ questions.

The students use computer terminals in the Communication Program to write the examination. Students are not allowed to access the internet or other applications that may be considered aids (see above paragraph) while taking the exam.

The completed examination is distributed to the student’s advisory committee.

One of three levels of achievement for each question on the examination will be recorded; “fail,” “pass,” or “high pass.” A student must earn a minimum evaluation of “pass” on three of the four questions in order to pass the examination. If a student fails to earn a minimum-passing grade on more than one question to the written examination is considered to have failed the Ph.D. comprehensive examination. The student may, at the discretion of his/her Faculty Advisory Committee, the Communication Program, and the Dean of the School of Graduate Studies, take a make-up examination in the area of scholarship covered by the failed question. The student will not answer the same question in the make-up sections of the examination, but rather new questions, written by the committee members whose questions were failed.

The student’s Faculty Advisor will inform the student in a timely fashion of the results of the written examination, and will discuss with the student the next step in the examination process.

**6.2. Oral Comprehensives**

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 Faculty Advisory Committee.

Oral comprehensives are scheduled for a **two-hour time block**. During the oral examination, the student’s entire Faculty Advisory Committee (all five members) will ask questions related to any aspect of any portion of the Ph.D. 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.

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 Faculty Advisory Committee, and filing a **topic proposal form**.

The dissertation must be a genuine contribution to knowledge and it must advance the understanding of Communication and Public Discourse. 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 Faculty 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.

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 subjects, 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

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 Faculty 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 is 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 their dissertation research. At the end of the defense, the Faculty 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 Faculty 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 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.

10. Exit Assessment

After the dissertation defense has been successfully completed, the candidate must meet with the advisor for a final review of the overall graduate degree experience in the Communication discipline at UND.
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

_____ Choose an advisor (No later than Second Semester)

_____ Select the members of your Faculty Advisory Committee (Second Semester)

_____ Submit Program of Study (Second Semester)

_____ Comprehensive Exam (Upon completion of the scholarly tools module and 36 or more credit hours)

_____ Submit Topic Proposal Form (No later than the semester prior to you final semester)

_____ Advance to Candidacy (Semester prior to your final semester)

_____ Apply to Graduate (Submit by the deadline published for the semester you wish to graduate)

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

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

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

_____ Submit your Dissertation (Upon approval, submit copies to the School of Graduate Studies, Communication Program, and your advisor)

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

_____ 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)
Appendix A
Communication Faculty
Areas of Research Interest

**Slavka Antonova** – Global Internet Governance, Rural Internet, Intercultural Communication and Communication Law and Policies

**Richard Aregood** – Discourse analysis, Media and conflict studies and Journalism

**Richard Fiordo** – Theories of Meaning, Dispute Management, Organizational Communication, Medical Education and Health Communication

**Kyle Conway** – Global Media Studies, Multicultural Media Policy, Semiotics and Cultural Studies

**Kimberly Cowden** – Health communication, Public Relations, Risk and Crisis Communication, and American Indian Issues.

**Brett Ommen** – Rhetoric and Visual Public Sphere

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

**Lana Rakow** – Feminist Theory, History and Philosophy of Technology, Community-Based Research, Rural Communication and Community Engagement

**Stephen Rendahl** – Communication and Society, Interpersonal Communication and Multicultural Communication

**Richard Shafer** – Media and Development

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](http://arts-sciences.und.edu/communication/faculty.cfm)
Appendex B
Tentative Rotation of Graduate Courses

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<td>Theoretical Perspectives in Communication</td>
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<td>Concepts in Qualitative Communication Research(f/2)</td>
<td>Shafer req.</td>
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<td>512</td>
<td>Communication Ethics, Law, and Regulation</td>
<td>Antonova</td>
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<td>550</td>
<td>International and Global Communication</td>
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<td>504</td>
<td>Semiotics and Visual Communication</td>
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<tr>
<td>508</td>
<td>Rhetorical and Communication Theory</td>
<td>Ommen</td>
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<td>511</td>
<td>Advanced Qualitative Research Design</td>
<td>Cowden</td>
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<td>520</td>
<td>Criticism and Communication</td>
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<tr>
<td>514</td>
<td>Special Topics in Research Design:</td>
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<td>Computer-mediated Content Analysis for Comm Research</td>
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<td>510</td>
<td>Advanced Quantitative Research Design</td>
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<td>530</td>
<td>Gender, Culture, and Communication</td>
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<td>Communication and Rural Community</td>
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<td>521</td>
<td>Perspectives on Media Writing</td>
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<tr>
<td>540</td>
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Appendix C
Undergraduate courses approved for graduate credit

Undergraduate courses at a 300 and 400 level may be used in the cognate of a graduate program. However, in order for a 300 or 400 level course to be used in the major or minor, it must appear in the Graduate Catalog on the basis of prior approval for graduate credit by the Graduate Committee. In order to justify approval, all graduate students taking the course must be required to do additional work and this work needs to be clearly documented in a form provided by the graduate school.

Following is a list of Communication undergraduate classes approved for graduate credit and listed in the new academic catalog.

301. Psychology of Communication. 3 credits.
310. Media and Diversity. 3 credits.
401. Organizational Communication. 3 credits.
402. International/Intercultural Communication. 3 credits.
403. Community Relations. 3 credits.
404. Advertising and Society. 3 credits.
405. Social Implications of the Information Society. 3 credits.
407. Communication, Technology and the Future. 3 credits.
428. Media History. 3 credits.
461. Political Communication. 3 credits.