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Handbook for Graduate Students in Communication

This handbook provides prospective and enrolled graduate students in the Department of Communication, University at Buffalo, with a detailed description of the Department and its policies. For additional information about graduate study at the University at Buffalo consult Graduate School Policies and Procedures at www.grad.buffalo.edu.

DISCLAIMER: *The Department of Communication reserves the right to correct errors or omissions in this Handbook to ensure policies and procedures in force on or before August 27, 2012 are reflected.*

APPLYING TO THE DEPARTMENT

When selecting a university for graduate study, you should consider not only such factors as the number of credits that must be earned, but also the spirit and academic philosophy of the department. This handbook is designed to convey both. You may access this handbook, all required Department and Graduate School forms, and other important information at www.communication.buffalo.edu **and** www.grad.buffalo.edu.

The Department of Communication places highest priority on academic ability, including both breadth and specialization within your chosen area of study. Because the Department emphasizes quantitative research skills and encourages students to develop an individualized program of study, you should carefully review this handbook to determine whether UB's Department of Communication will serve your academic goals. More information is available online at www.communication.buffalo.edu. If you believe the Department is right for you, then submit the following materials to the Department:

1. An online "Application for Admission" form. The form can be found at www.buffalo.edu/grad/admission.
 - If you are not a U.S. citizen, submit the online "International Application for Admission" form and the "International Financial Form" located at www.wings.buffalo.edu/intled/admissions/gff.pdf, as well as certified bank statements proving the information submitted on the financial form. All forms must be submitted before your application can be reviewed for admission.
2. An official transcript of your academic record from all undergraduate and graduate schools you have attended. If you are completing an undergraduate degree when you apply, you must send both a current transcript and a final transcript after graduation.
3. An official Graduate Record Examination score report is required. Your GRE scores must be no more than five years old, according to University policy.
 - If English is not your native language, an official TOEFL score report must also be submitted. These scores must be no more than two years old.
4. Letters of recommendation from three individuals who are capable of judging your potential for graduate study, research, and professional achievement.
5. An updated resume.

6. Other supporting documentation, including two writing samples such as term papers, published articles, or convention papers.
7. A "personal statement." This statement should explain your background, educational and career aims, and reasons for applying to this department, and may be submitted directly on the online application.
8. A check or money order for the \$75 application fee, made payable to "University at Buffalo."
 - You may opt to pay the application fee online using a major credit card. Online fee payment information can be found at www.buffalo.edu/grad/admission.

Note: Applications for M.A. and Ph.D. degree (and teaching assistantships) will not be considered until all materials listed above are received by the Department of Communication.

Send any information not included in your online application form to

Rose Gryckiewicz
Graduate Secretary
Department of Communication
University at Buffalo
359 Baldy Hall
Buffalo, NY 14260

ADMISSIONS REQUIREMENTS

The Department of Communication accepts qualified applicants without regard to race, color, creed, sex, sexual orientation, age, or national origin.

The Department welcomes applications from qualified foreign nationals as well as domestic students. International students wishing to enroll as graduate students should consult with the Office of International Admissions, University at Buffalo, 411 Capen Hall, Buffalo, NY 14260. Foreign students must be proficient in English. The University offers special courses in English as a foreign language. In addition to the requirements listed below, international applicants must document their ability to meet all educational and personal expenses for the duration of their program of study. The University can issue a Certificate of Visa Eligibility only after the applicant has satisfied the English proficiency and financial requirements.

Each year the entering class of graduate students is selected from among applicants who have

1. Sufficient breadth of undergraduate training within and outside the field of communication and an overall undergraduate average of 3.0 or more (on a 4.0 scale).
 - Students with majors other than communication are encouraged to apply, but may be asked to take specific undergraduate or graduate courses to provide needed background.

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2. Satisfactorily passed the Verbal and Quantitative Aptitude Tests of the Graduate Record Examination, typically admitted students earn a minimum of 500 (153 new version) on the Verbal and 600 (148 new version) on the Quantitative section.
 - International students not educated in the United States must also obtain a computer-based score of 100 or higher on the IBT TOEFL examination.
 - Students scoring between 79 and 100 on the TOEFL may be admitted contingent on successful completion of the University's six-week Intensive English Program. This program is offered by the English Language Institute of University at Buffalo during the Summer and Fall semesters.
 - Students scoring between 60 and 79 on the TOEFL examination may be admitted, contingent on successful completion of a 12-week Intensive English Program. This program is offered by the English Language Institute of University at Buffalo during the Fall, Spring, and Summer semesters.
 - International students who wish to be considered for financial assistance (Teaching Assistantships) *must* score 100 or higher on the IBT TOEFL and 55 or higher on the SPEAK test of oral English.
 - Students entering the Ph.D. program must have earned a Master's degree that is from an accredited university that is equivalent to the University at Buffalo and is accepted by the Director of Graduate Studies and the Graduate School. Students must provide a final transcript upon fall admission. Likewise, all students entering the Master's program must have earned a Bachelor's degree and must produce a final transcript upon fall admission.

The application deadline for all students requesting financial assistance is January 15. For international students not seeking financial assistance, the application deadline is April 1. Domestic student applications are processed until classes begin in the fall. Admissions are for Fall semester only. There are no Spring or Summer admissions for matriculated students.

You may choose to enroll as a non-matriculating student through the online application system at www.buffalo.edu/grad/admission by filling out a Non-Degree Application Form. You can complete up to 12 hours of Communication graduate course work before you must be evaluated for admission to the degree program. (No more than 12 non-matriculated credit hours in Communication may be applied to your degree program.)

Please Note: Admission to the graduate program does not automatically indicate you are a *candidate* for an advanced degree. You become a candidate for a degree only after your Application to Candidacy has been accepted by the Graduate School. As explained in the "Application to Candidacy" section, the Application to Candidacy form is evaluated by the Graduate School when you have completed all course requirements and, in the case of Ph.D. students, when preliminary examination requirements have been met and you have successfully defended a dissertation research proposal.

FINANCIAL AID

University Financial Assistance

Graduate student applications for financial aid are administered through Student Financial Services, Student Response Center, University at Buffalo, 232 Capen Hall, Buffalo, NY 14260. Among the programs available are the National Direct Student Loan, College Work Study, and a variety of other loans and scholarships.

New York State Financial Assistance

Legal residents of New York State (citizens of the United States or those who have made application for citizenship) enrolled full-time in graduate study may be eligible for New York State Tuition Assistance (TAP). Applicants who are awarded a Teaching Assistantship are REQUIRED to apply for New York State Tuition Assistance (TAP) as soon as they are accepted into the degree program so that scholarship monies can be applied to their student account. All non-residents should apply for New York State residency during their first semester of residency.

Limited awards are also available. These include the Woodburn and Presidential fellowships, which are administered through UB's Graduate School on the basis of academic promise and require Departmental nomination. A limited number of Special Merit Awards and Fellowships are also available through the Office of Public Service and Urban Affairs.

Teaching Assistantships

A limited number of graduate teaching assistantships (TA) are awarded each year on a competitive basis to students of exceptional merit. Typically 1-3 students a year are awarded a teaching assistantship. Successful candidates must meet the criteria for admission and as well as the following conditions:

1. Attain a competitive score on the GRE. Typically, TAs earn a score of 600 or higher on both the verbal and quantitative aptitude tests of the GRE
 - o Students for whom English is not a native language must also score 100 or higher on the IBT TOEFL test and 55 or higher on the SPEAK test of spoken English. The SPEAK test score requirement is a University policy.
2. Achieve a grade point average of 3.5 or higher (on a 4.0 scale).
3. Submit any available supporting evidence of scholarly achievement such as published papers, convention papers, classroom research papers, and so forth.

When you accept an appointment as a graduate assistant, you become a part-time staff member with specifically assigned duties. Such duties are considered part of your training, require about 20 hours of work a week, and are assigned in keeping with Department needs, your ability and interests, and may consist of teaching or research tasks.

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Please note that if you are a domestic (U.S.) student and are receiving any type of tuition assistantship through the department or the University (TA, graduate assistant, research assistant, fellow), you qualify for New York State residency in your second semester. Please ensure that you apply for New York State residency, using the appropriate forms available on the Student Response Center website, as soon as you begin your first semester of study.

Stipends for teaching assistants average about \$13,560 for the 2012-13 academic year, plus a tuition scholarship (excluding fees).

Assistantships are awarded on a semester-to-semester basis, assuming satisfactory performance, but you cannot receive more than four years (eight semesters) of support. M.A. candidates are limited to a maximum of two years (four semesters) of support. Incoming M.A. students who are awarded a teaching assistantship must complete the master's degree by the end of the second year or the teaching assistantship will be revoked. At the end of each academic year, the Director of Graduate Studies evaluates each student's performance and decides whether s/he should be retain the assistantship.

Satisfactory performance is defined as

1. Exemplary performance of assigned duties;
2. Satisfactory progress toward the degree; and,
3. Maintenance of a 3.5 or higher grade point average.

Students on academic probation may not retain their assistantships. See the discussion of "Academic Standards" later in this handbook. New York State regulations require that recipients of assistantships complete the prescribed percentage of a full time course load each semester.

CLASSIFICATION OF GRADUATE STUDENTS

Graduate students in good standing are those who have been accepted as such by both the Department and the Graduate School (see "Satisfactory Progress Toward the Degree").

The terms full-time and part-time refer to the number of credits for which you register in a single semester. In most instances, to be considered full-time, you must register for 12 credit hours a semester. Students on a teaching or graduate assistantship are considered full-time with nine (9) credit hours. Students who receive financial aid, including assistantships and fellowships, must register as full-time students and show satisfactory academic progress by completing a full load of courses each semester. Students who register for less than 12 credits (9 credits if on an assistantship) may apply for full-time status after the Application to Candidacy has been approved by the Graduate School.

TRANSFER CREDITS

NOTE: All transfer credits must be less than 10 years old.

The Department will accept up to six (6) credit hours of appropriate graduate courses from other universities toward the master's degree, subject to approval by your Advisory Committee and the Director of Graduate Studies. Only courses in which grades of 'B' or better have been earned may be considered for transfer. Courses with Satisfactory (S) or

equivalent grades may be accepted, if that grade is considered by the granting university to be equivalent to a 'B' grade.

Students entering the Ph.D. program with a master's degree in Communication, or with a master's degree in an area **other than** Communication from an equivalent University, may, with consent of the Director of Graduate Studies, apply up to 18 semester hours of appropriate master's graduate courses toward the 72-hour minimum requirement for the Ph.D. program.

Students must negotiate decisions about transfer credits that are less than 10 years old with their academic advisor and the Director of Graduate Studies. See, "Degree Requirements."

ADVISEMENT

A graduate degree is granted in recognition of high attainment in a particular field of study, rather than in simple recognition of a certain number of courses taken or years in residence. It requires independence of spirit and accomplishment but also depends upon close collaboration between student and his/her academic advisor.

As a first step in fostering a spirit of close cooperation with the faculty, new students should schedule a conference with the Director of Graduate Studies when they arrive on campus. Within the first few weeks of the semester, you will be assigned, *on a temporary basis*, to a faculty advisor. This temporary advisor will help you learn about your new environment, and help plan a preliminary program of study. During the first semester at UB, your temporary advisor should be a principal source of information about the Department and the University.

In the first semester in residence you will have an opportunity to become acquainted with the faculty and learn about each professor's particular research abilities and interests. At the *beginning of the second semester* you must select an Academic Advisor from among the graduate faculty (see pg. 32) in the Department. You are responsible for asking a faculty member to work with you; choose one who you think will be helpful in fulfilling your educational goals. Many factors, particularly the large number of advisees a professor may already have, may make it impossible for a given faculty member to accept this role. Generally, however, there should be no difficulty in finding a faculty member to serve as your Advisor. When a faculty member agrees to be your permanent Advisor, you must notify the Director of Graduate Studies by completing an Advisor Selection Form, available from the Department's Graduate Secretary.

Note: Although other graduate students can help you understand how the Department works, they are not trained advisors. You should rely solely on your Advisor, this handbook, The Graduate School, and the Graduate Secretary for official information about your program, its requirements, and procedures.

Your permanent Academic Advisor (also referred to as your Major Professor) is an invaluable aid to you and you should meet with that individual on a semester by semester basis. See your advisor for the following:

1. To discuss and plan your classes each semester.

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2. To select a topic of scientific investigations suitable for the M.A. or Ph.D. degree.
3. To assist you in forming an Advisory Committee to help develop a Program of Study. It is your responsibility to obtain the consent of the faculty members who will serve this advisory role. The Advisory Committee must be formed during the second semester of residency. You must inform the Director of Graduate Studies about this decision by completing the Committee Selection Form, available from the Department's Graduate Secretary.
 - A. A Master's Advisory Committee must consist of your Academic Advisor and at least one other full-time faculty member, both in the Department of Communication.
 - B. If you are a doctoral student, your Advisory Committee must consist of at least three full-time faculty members, including your Academic Advisor. At least two of the Committee members must be full-time members of the Department of Communication faculty.
4. To prepare and administer, with the help of the Advisory Committee, examination through preliminary papers. The preliminary papers will be read and evaluated by the Advisory Committee. Any faculty member in the Department may read the papers and provide responses to the Committee. All faculty members and graduate students are invited to attend the oral examination of preliminary papers.
5. To assist, in consultation with your Advisory Committee, in developing thesis and dissertation research. In some situations, the composition of the initial Advisory Committee of a Ph.D. student may change after the preliminary papers are completed and a different Dissertation Committee formed. This Dissertation Committee must also consist of a minimum of three faculty members from the University at Buffalo, two of whom must be full-time faculty members in the Department of Communication, and the chairperson of the Committee must be a member of the graduate faculty of the Department of Communication (see pg. 32).
6. To chair, for M.A. students, the Thesis Proposal Hearing or, for Ph.D. students, the Dissertation Proposal Hearing.
7. To chair, for M.A. students, the oral defense-of-thesis or project, or, for Ph.D. candidates, the oral defense-of-dissertation. The examination committee for the oral defense-of-thesis consists of the Advisory/Thesis Committee and, if desired, other full-time faculty members of the Department. The examination committee for the oral defense-of-dissertation consists of the Advisory/Dissertation Committee, and other full-time faculty members of the Department, if the student desires.
8. To keep the Department and the Graduate School informed of your progress.

As your interests develop you may wish to change your Academic Advisor and Advisory Committee. The advisee/advisor relationship can be terminated by mutual consent (when a new *Advisor Change Form* signed by the former and new advisor are submitted to the

Director of Graduate Studies) or by either party through negotiation with the Director of Graduate Studies. You are required, however, to have an Advisor at all times.

Your Academic Advisor's major function is to assist you by way of providing advice. Your Advisor should be neither an authoritarian prescriber of your behavior nor a mere "rubber stamp." Ultimately, students are responsible for their own education. You should meet with your Advisor at least once a semester to receive guidance, and before beginning and as you work on your thesis, project, or dissertation. Under the best of circumstances, the relationship with your Advisor should be that of two scholars interacting with mutual trust and respect.

DEGREE REQUIREMENTS

Specific requirements for the M.A. and Ph.D. degrees are discussed on the following pages. Completion of the minimum number of courses does not guarantee that a degree will be awarded. You must develop a coherent and defensible program of study that meets the approval of your Advisory Committee, the Department, and the Graduate School.

Please Note: The M.A. Degree in Communication prepares students for research careers or for a doctoral program. There is an Applied Option, **used rarely**, for students who terminate their graduate study at the master's degree level. Most students complete a thesis as a part of their master's degree program whereas in the Applied Option, there is a final project.

Master of Arts (Research Option)

General Requirements:

The Master of Arts requires successful completion of a minimum of 36 semester hours of graduate course work, with a minimum QPA of 3.0 and a thesis. Normally, it is a two-year program of study. Specifically, the Master of Arts degree requires

1. Successful completion of an individualized program of study. The program is placed on the Application to Candidacy form and must be approved by your Advisory Committee, the Director of Graduate Studies, the Divisional Committee, and the Graduate School. In the case where the Director of Graduate Studies is the student's Advisor, the Department Chair must approve the Application to Candidacy. Your program of study must meet the following requirements:
 - A. Successful completion of the Communication core courses (15 credit hours) with a minimum of a 'B' grade in each class, unless noted otherwise:
 - a. COM 500 (Proseminar in Communication) – Graded on a S/U basis,
 - b. COM 504 (Quantitative Foundations of Communication),
 - c. COM 515 (Communication Theories),
 - d. COM 517 (Theoretical Foundations of Communication), and,
 - e. COM 518 (Research Methods in Communication).
 - f. International students are required to successfully complete ESL 512, Communication Foreign TA, during the first semester in residency. Students who have attended another university where English is the language of instruction may petition the Director of Graduate Studies for exemption from this requirement. This decision is based, in part, on the student's TOEFL and SPEAK test

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scores. ESL 512, although required, does not count as credit toward your Communication degree program.

- COM 500, COM 504, COM 515, and ESL 512 (for international students) are required during the first semester in residency. (ESL 512 may not be counted as credit toward your Communication degree program)
- COM 517 and COM 518 are required during the second semester in residency.
- The general content of the core courses is explained in the handbook section under the heading, "Core Courses."

B. Completion of at least 21 additional graduate hours, at least nine (9) of which must be Departmental courses. These should be selected with the counsel of your Advisory Committee. A maximum of six (6) hours of graduate credit earned at another university may be applied toward the M.A. degree with the approval of your Advisory Committee and the Director of Graduate Studies. Departmental limits on informal courses must also be respected. (See "Informal Courses - Limits," p. 26).

C. Successful completion of the Thesis Proposal Hearing. (See "Thesis Proposal Hearing" below.)

D. Successful completion of a thesis. Up to three hours of COM 700 (Thesis Guidance), representing thesis research and writing, may be counted toward the 36-hour course requirement as informal course credit.

E. Successful completion of an oral defense-of-thesis examination. (See "Thesis" and "Oral Defense of Thesis" pg. 12)

2. Timely observance of other Graduate School requirements including the Application to Candidacy, submission of thesis copies to the Graduate School, and completion of an M-form (Go to www.grad.buffalo.edu for detailed information including policies, procedures, and deadlines).

Application to Candidacy

To become a candidate for an advanced degree you must submit, for Departmental and Graduate School approval, a program of study consisting of a coherent list of graduate courses that have, or will have, been taken and a title of the projected thesis. You can obtain the required Application to Candidacy forms from the Graduate School web site at www.grad.buffalo.edu. (See Application to Candidacy on pg. 18)

Thesis Proposal Hearing

Prior to beginning your thesis research and before submitting an Application to Candidacy form, M.A. students must present to their Advisory Committee a thesis research proposal. This proposal is presented in a Proposal Hearing, chaired by your

Major Professor. The meeting is open to interested faculty members and graduate students.

Thesis

A thesis embodying the results of original investigation forms a part of the program of each master's degree student. The Major Professor in consultation with your Advisory Committee directs the thesis on an ongoing basis. It is your responsibility to provide drafts of your work as it is developed to your Major Professor (your Major Professor will work with you and instruct you when you should share your materials with the rest of the Advisory Committee). Your Advisory Committee and the Department must approve the thesis.

If your thesis research involves human subjects, you must obtain approval from the Social and Behavioral Sciences Institutional Review Board (see "Research Involving Human Subjects"). Without this approval, the Graduate School will not accept your thesis.

The thesis must be written in standard English, following the canons of organization, presentation, and documentation prescribed for publication in Communication journals (i.e., *American Psychological Association Style Manual*). It must meet the same stylistic standards that are required of a dissertation. The Graduate School requirements on thesis format are available in the Guidelines for Graduation and Thesis and Dissertation Preparation, available from the Graduate School at www.grad.buffalo.edu.

Oral Defense of M.A. Thesis

The Oral Defense of Thesis is open to the public. After your M.A. thesis has been approved by your Advisory Committee, the oral defense is scheduled by your Major Professor or his/her delegate and is attended by members of your Advisory Committee. Other faculty members and graduate students of the University may attend.

On the basis of the oral defense, the Advisory Committee may elect to accept the thesis as is, require revisions, or reject it outright. If rejected, the thesis must be revised and a second oral defense scheduled. A student may schedule no more than two defenses of the thesis. Failure to successfully defend the thesis will result in dismissal from the graduate program.

If you successfully defend the thesis (and meet all other Departmental and University requirements), the Graduate School will be notified and, upon receipt of the M-Forms and revised copies of the thesis, will award the M.A. degree to you.

After the Oral Defense of the Thesis, bound or electronic copies of the thesis must be presented to your Major Professor, Committee, and a bound copy to the Department. It is recommended that copies be bound in boards covered with black imitation leather, with the title and author's name on the front in gold and the author's last name, degree, and year of conferral of the degree on the spine (also in gold).

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Master of Arts (Applied Option)

General Requirements:

The Master of Arts in the Program in Applied Communication is offered for special circumstances and requires successful completion of a minimum of 36 semester hours of graduate course work, with a minimum QPA of 3.0 and a final project. Normally, it is a two-year program of study. Specifically, the Applied Master of Arts requires

1. Successful completion of an individualized program of study in Communication. The program is placed on the Application to Candidacy form and must be approved by your Advisory Committee, the Director of Graduate Studies, and the Graduate School. Your program of study must meet the following requirements:

- A. Successful completion of the following required courses (12 credit hours) with a minimum grade of 'B' in each:

- a. COM 500 (Proseminar in Communication),
 - b. COM 504 (Quantitative Foundations of Communication),
 - c. COM 515 (Communication Theories), and,
 - d. One additional graduate level methods course.
 - e. International students are required to successfully complete ESL 512, Communication Foreign TA, during the first semester in residency. Students who have attended another university where English is the language of instruction may petition the Director of Graduate Studies for exemption from this requirement. This decision is based, in part, on the student's TOEFL and SPEAK test scores. ESL 512, although required, does not count as credit toward your Communication degree program.

- COM 500, COM 504 and COM 515 are required during the first semester in residency plus ESL 512 for international students (ESL 512 may not be counted as credit toward your Communication degree program).
- A methods course required during the second semester.
- The general content of the three required Communication core courses is explained below under the heading "Core Courses."

- B. Completion of 15 hours in Communication with a specialized concentration approved by the student's committee. Sample projects may be borrowed for a short time from the Department's Graduate Secretary. Departmental limits on informal courses must also be respected (See "Informal Courses - Limits," p. 26).
 - C. Successful completion of at least nine (9) additional credit hours either within or outside the department. The departmental limit on informal courses must also be respected. (See "Informal Courses - Limits," p. 26).
 - D. Successful completion of a final project. Projects may include web site or computer software development, the implementation of a communication

program or technology, or applied communication research. Your Major Professor, in consultation with your Advisory Committee, directs the project on an ongoing basis. It is your responsibility to provide drafts of your work to your Major Professor for feedback.

- E. Successful completion of your Oral Defense of the Project, no later than the expected date of graduation. See “Oral Defense” and “Master’s Thesis” below.
- 2. Timely observance of other Graduate School requirements including the Application to Candidacy, and completion of an M-form (See *Graduate School Policies and Procedures* at www.grad.buffalo.edu for detailed information including deadlines).

Application to Candidacy

To become a candidate for an advanced degree you must submit, for Departmental and Graduate School approval, a program of study consisting of a coherent list of graduate courses that have, or will have, been taken and a title of the projected project. You can obtain the required Application to Candidacy forms from the Graduate School web site at www.grad.buffalo.edu. (See Application to Candidacy on pg. 18)

Project

A final project embodying the results of original investigation forms a part of the program of each master’s degree student. Your Major Professor in consultation with your Advisory Committee directs the project on an ongoing basis. It is your responsibility to provide drafts of your work as it is developed to your Major Professor (your Major Professor will work with you and instruct you when you should share your materials with the rest of the Advisory Committee). Your Advisory Committee and the Department must approve the final project.

If your final project involves human subjects, you must obtain approval from the Social and Behavioral Sciences Institutional Review Board (see "Research Involving Human Subjects"). Without this approval, your project cannot be accepted.

The project must be written in standard English, following the canons of organization, presentation, and documentation prescribed for publication in Communication journals (i.e., *American Psychological Association Style Manual*) or in an appropriate format prescribed by your Advisory Committee.

Oral Defense of Project

After your M.A. Project has been approved by your Committee, the oral defense is scheduled by your Major Professor or his/her delegate and is attended by members of your Advisory Committee. Other faculty members and graduate students of the University may attend.

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If you successfully defend the project (and have met all other Departmental and University requirements), the Graduate School will be notified and, upon receipt of the M-Forms, will award the M.A. degree to you.

If you are unsuccessful in the defense, the project must be revised and a second oral defense scheduled. You may schedule no more than two defenses of your project. Failure to successfully defend the project will result in dismissal from the graduate program.

After the Oral Defense of the Project, bound or electronic copies of the project must be presented to your Major Professor, Committee, and bound copy to the Department. It is recommended that copies be bound in boards covered with black imitation leather, with the title and author's name on the front in gold and the author's last name, degree, and year of conferral of the degree on the spine (also in gold).

Doctor of Philosophy

General Requirements:

The Ph.D. degree involves the successful completion of a minimum of 36 hours of course work beyond the M.A. degree (a minimum of 72 hours beyond the Bachelor's degree, of which a minimum of 50 hours must be in Communication), with a QPA of 3.0 or higher; a written preliminary examination with an oral defense; and a dissertation with an oral defense. Students who have earned a U.B. Communication M.A. need only 36 credit hours beyond the M.A. to make up the 72 credit hours. Students with an M.A. in Communication or other master's degree from another equivalent University will be allowed to transfer up to 18 credit hours (subject to approval by the Director of Graduate Studies, the student's advisory committee, and the Graduate School), with the remainder of the 72 hours being completed at U.B. Specific requirements are described below:

1. Successful completion of an individualized program of study in Communication. The program is placed on the Application to Candidacy form and must be approved by your Advisory Committee, the Director of Graduate Studies, and the Graduate School. Your program of study must meet the following requirements:

A. A Master's Degree

- B. Successful completion of a minimum of 50 graduate hours of Communication courses. The following five core courses (15 credit hours) must be completed with a minimum grade of 'B' in each course:

- a. COM 500 (Proseminar in Communication),
- b. COM 504 (Quantitative Foundations of Communication),
- c. COM 515 (Communication Theories),
- d. COM 517 (Theoretical Foundations of Communication),
- and,
- e. COM 518 (Research Methods in Communication)

- COM 500, COM 504 and COM 515 are required during the first semester in residency plus ESL 512 for international students (ESL 512 may not be used as credit toward your Communication degree program).

- COM 517 and COM 518 are required during the second semester.
- The general content of the core courses is explained below under the heading "Core Courses."

- C. Successful completion of a minor area of concentration (QPA of 3.0 or more), consisting of a minimum of nine (9) graduate hours of courses taken outside the Communication Department. Your Advisory Committee will make the determination of what constitutes a minor. Departmental limits on informal courses must also be respected (See "Informal Courses - Limits," p. 26).
 - D. Successful completion of the Departmental instructional requirement. All Ph.D. students are required to fulfill a one course instructional requirement, which may be satisfied either through assumption of primary teaching responsibility for an undergraduate class or by assisting a professor teaching a course (see below).
 - E. An additional research methods or statistics course. This may be a communication course, or from cognate area (e.g., health, social psychology, social networks, management information systems, and so forth).
 - F. Successful completion of written preliminary examinations and your oral defense at least **two** semesters prior to the expected date of graduation.
 - G. Successful completion of a Dissertation Proposal Hearing (See "Dissertation Proposal Hearing," pg. 17).
 - H. Successful completion of a dissertation (See "Dissertation," pg. 17). Up to three (3) hours of COM 700 (Thesis Guidance), representing dissertation research and writing, may be counted toward the 72-hour course requirement.
 - I. Oral defense of the dissertation, **not later than seven weeks before the** expected date of graduation.
2. Timely observance of other Graduate School requirements including the Application to Candidacy, submission of dissertation copies to the Graduate School, and completion of an M-form (See *Graduate School Policies and Procedures* at www.grad.buffalo.edu for detailed information including deadlines).

Instructional Requirement

In addition to course and research requirements, all doctoral students are required to gain instructional experience. Teaching experience is valuable not only to those entering academia, it is also helpful to those who plan other careers in that you must organize the knowledge you have learned and sharpen your communication skills.

The one course instructional requirement may be satisfied if you assume primary teaching responsibility for an undergraduate course section or by assisting a professor in teaching a course for credit through COM 599, Supervised Teaching. Funded Teaching Assistants meet the instructional requirement via their TA course assignment. TAs, however, cannot apply COM 599, Supervised Teaching, as credit for classes assigned as a part of their TA duties. Students with prior Communication-related teaching experience may petition the faculty for exemption from the instructional requirement.

Your Advisory Committee is responsible for monitoring completion of this requirement. The course professor, who will notify your Advisory Committee when the

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requirement has been completed, will evaluate your performance as a teacher or assistant during the semester in which you are fulfilling this requirement.

Prior to teaching or assisting in a particular course, you will likely be required to sit in on the course, attend instructor's meetings, and help with assignments, present lectures, and so forth. If you wish to fulfill the requirement by teaching in the COM 101 course, you must have permission of the Director of Graduate Studies and complete the COM 101 training session offered to teaching assistants before the start of the Fall semester.

If your Advisory Committee believes you may be unable to manage primary responsibility for an undergraduate course section or fulfill the various responsibilities of an instructional assistant, you may petition the Director of Graduate Studies to substitute an equivalent experience, to be determined by your Advisory Committee.

Residency Requirement

Faculty strongly encourages students to attend full time and to immerse themselves in Departmental activities. At a minimum, doctoral students must satisfy a University residency requirement, which consists of two consecutive semesters of full time course work.

Ph.D. Preliminary Examinations

The Ph.D. preliminary examination is a written and oral examination designed to determine your understanding of an area of concentration and ability to independently perform publishable research. The exam consists of writing and orally defending two monographs that your Advisory Committee deems suitable for publication in the journals of the field. The papers should be within your area of concentration and demonstrate your theoretical and/or methodological ability. Preliminary papers are independent of the dissertation. That is, they are not a substitute for a dissertation proposal, nor should they duplicate the proposal. Occasionally, the content of the papers may become a section or chapter of the dissertation.

You and your Advisory Committee determine the precise form and subject matter of the preliminary papers. After topics are selected, students may be required to prepare a rationale for the papers that may include a preliminary literature review and methodology specification. Keeping in mind the goal of publication, this proposal should not exceed five pages. Finished monographs should fall within the range of 25-35 pages before references, tables, and appendices.

The Advisory Committee may make one of the following determinations:

1. You pass the examination and are admitted to candidacy for the Ph.D. degree.
2. You do not pass the written and/or oral part of the examination, but are given a conditional pass providing that you rewrite the preliminary papers

and present them to the faculty. The Advisory Committee may require additional course work.

3. You do not successfully pass the written and/or oral parts of the examination and are provided the opportunity to be re-examined over all or parts of the monographs. Under no circumstances will you be allowed to present your preliminary papers to the faculty more than twice.
4. You do not pass the written and/or oral parts of the examination on your second attempt and are not admitted to candidacy. Your status as a graduate student in the Department is terminated.

Doctoral preliminary examinations are scheduled upon completion of all course requirements, but **no later than two semesters prior to the expected date of graduation.**

Application to Candidacy

To become a candidate for an advanced degree you must submit, for Departmental and Graduate School approval, a program of study consisting of a coherent list of graduate courses that have, or will have, been taken and a title of the projected dissertation. You can obtain the required Application to Candidacy forms from the Graduate School web site at www.grad.buffalo.edu. (See Application to Candidacy on pg. 18)

Dissertation Proposal Hearing

You must prepare a proposal for your dissertation research and defend that proposal in a formal hearing before your Advisory Committee. Your dissertation proposal defense may occur at the same time as the defense of the preliminary papers, but is not required. This meeting is open to interested faculty members and graduate students.

Dissertation

For each Ph.D. candidate, the University and the Department require a dissertation that embodies the results of original investigation. Your Major Advisor and Advisory Committee direct the dissertation. (See “Advisement” for details about the composition of the dissertation Advisory Committee.) On an ongoing basis, you should provide drafts of your work to your Major Professor. When your Major Professor determines the dissertation is in acceptable condition, he or she will ask you to share copies with your committee. The dissertation must be approved by your Advisory Committee and the Department. The Advisory Committee evaluates, offers criticisms, and recommends changes in the dissertation or additional work, if appropriate.

An electronic copy of the revised dissertation must be submitted to the Graduate School after you have successfully completed the dissertation and passed the Oral Defense. Your Major Advisor, Advisory Committee, and the Department must also receive bound copies.

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Dissertation Format

All dissertations in the Department of Communication must be written in standard English, following the canons of organization, presentation, and documentation prescribed for publication in communication journals (i.e., *American Psychological Association Style Manual*). The Graduate School requirements for dissertation format are available in the Guidelines for Graduation and Theses and Dissertation Preparation, available from the Graduate School, www.grad.buffalo.edu.

Oral Defense of Doctoral Dissertation

The Oral Defense of Dissertation is open to the public. It is scheduled by the Major Advisor or his/her delegate and is attended by your Major Advisor and Advisory Committee after your dissertation has been approved by the Committee. Other faculty members and graduate students are invited to attend.

On the basis of the oral defense, the Advisory Committee may elect to accept the dissertation as is, require revisions, or reject it outright. If rejected, the dissertation must be revised and a second oral defense scheduled. A student may schedule no more than two defenses of the dissertation. Failure to successfully defend the dissertation will result in dismissal from the graduate program.

If you are unsuccessful in the defense, the dissertation must be revised and a second oral defense scheduled. You may schedule no more than two defenses of your dissertation. Failure to successfully defend the dissertation on the second attempt will result in dismissal from the graduate program.

If you successfully defend the dissertation (and meet all other Departmental and University requirements), the Graduate School will be notified and, upon receipt of the M-form, dissertation abstract, one copy of the revised dissertation, and survey, microfilming, and Student Accounts forms, will award the Ph.D. degree to you.

After the Oral Defense-of-the-Dissertation, bound copies of the dissertation must be presented to your Major Professor, Committee, and the Department. It is recommended that copies be bound in boards covered with black imitation leather, with the title and author's name on the front in gold and the author's last name, degree, and year of conferral of the degree on the spine (also in gold).

Application to Candidacy

To become a candidate for an advanced degree you must submit, for Departmental and Graduate School approval, a program of study consisting of a coherent list of graduate courses that have, or will have, been taken and a title of the projected thesis or project (for an M.A. student) or a title of the projected dissertation (for a Ph.D. student). You can obtain the required Application to Candidacy forms from the Graduate School web site at www.grad.buffalo.edu. Your Application to Candidacy must include a description of any "informal" courses taken (See "Informal" Courses). After completing the Application to Candidacy form online and printing it, you must submit it to the Department's graduate secretary, who will attach original transcripts and original informal course forms and submit it to the Graduate School for processing.

The Program of Study, reflected on your Application to Candidacy form, is not simply a collection of courses, but is fashioned so that courses, seminars, and research form a clear, coherent pattern of study leading to the degree.

For both the M.A. and Ph.D. degrees, the Application to Candidacy form is required. M.A. students usually file the Application to Candidacy after three semesters of full-time enrollment. Ph.D. students typically file after successful defense of the preliminary examination and the dissertation proposal. See *Graduate School Policies and Procedures*, at www.grad.buffalo.edu for additional information.

The tentative program of study, recorded on the Application to Candidacy form, should be filed in the Department office for use by you and your advisor, and should always be kept up to date (a petition must be completed when you make changes to your program of study). If objectives are clear from the outset, you will not need to make major revisions in the program. A major revision may mean that courses appropriate to the first program are inappropriate to the second and additional time to complete the degree may be necessary. Of course, objectives are not always clear, and they may be modified as a result of increased familiarity with the discipline. In either case, some modification of the initial program may be necessary, but a firm program should be developed as soon as possible.

Oral Defense Policy for Masters and Theses, Projects, and Dissertations

As noted in the appropriate sections above, each masters thesis, project and doctoral dissertation must be orally defended by the candidate before it is approved and must be scheduled according to the instructions below. After the Major Professor has approved your thesis or dissertation, you must deliver to the Advisory Committee a final version of the thesis or dissertation. This final copy of your thesis or dissertation should be provided to your Committee **at least one month (four weeks) before the defense is scheduled** with the Graduate Secretary. A defense may be scheduled sooner if the Advisory Committee determines the final version is defensible. The thesis/dissertation is to be free of grammatical and typographical errors and is to be complete in every sense, including title page, table of contents, abstract, text, references, tables, figures, appendices, and any other necessary components. The candidate must consult with each Committee member in advance to determine whether a paper or electronic copy is preferred.

If, at the end of the review period, the Committee finds the thesis/dissertation defensible, then the Advisor schedules the defense at a time convenient for the Committee. The Advisor may designate a representative (usually the student) to make arrangements for the oral defense with the Graduate Secretary. If a designate is used, the Advisor must alert the Graduate Secretary to this fact. The date and time of the defense must be acceptable to the Committee members and must be held no earlier than one week from the time of scheduling. At the time of scheduling, the candidate must provide the Graduate Secretary with the title of the work and an electronic copy of the abstract. The Major Professor or Graduate Secretary will disseminate these items to the interested community, along with the time, date, and place of the defense.

Alternatively, if at the end of the one month period any Committee member finds the thesis/dissertation to be not ready for an oral defense, the Committee may require revisions. In such a case, the additional time needed to complete the revisions and to give

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the Committee adequate time to review the revised work will be negotiated on a case-by-case basis.

If circumstances warrant (illness, leaves, sabbaticals, unforeseen circumstances, for example), a Committee member may require a reading period longer than one month.

Please note that this policy will require students to deliver the thesis/dissertation to the Committee well in advance of any Graduate School deadlines. Consult the Graduate School's *Policies and Procedures* manual for Graduate School deadlines.

As stated in prior sections, after the Oral Defense-of-the-Thesis, Project or Dissertation, bound copies must be presented to your Major Professor, Committee members, and the Department. It is recommended that copies be bound in boards covered with black imitation leather, with the title and author's name on the front in gold and the author's last name, degree, and year of conferral of the degree on the spine (also in gold).

Departmental Research Requirement

As part of graduate degree requirements, you should become involved in your advisor's research activities. Department faculty members believe that active participation in research is a valuable learning experience for all who plan a career in academia, private industry, or the public sector. For a description of the intent behind the research requirement and its academic justification see, G.R. Miller (1979), "Research Team Concept: An Approach to Graduate Training," *Communication Education*, Volume 28.

During your graduate career, you are encouraged to participate in research, either with your Advisor or with some other faculty member. COM 600 credits may be earned in this activity as determined by you and your Advisor (see "Informal Courses - Limits," p. 22).

Research Involving Human Subjects

The University has established procedures and committees to ensure compliance with regulations concerning research involving human subjects. The Department and the University require that no research on humans place the person at risk without prior informed consent. Prior approval for all research involving human subjects must be obtained from the Social and Behavioral Sciences Institutional Review Board, www.wings.buffalo.edu/cas/dean/hsrc.

Requirements for Completing Degree within Specific Time Limits

For the degree of Doctor of Philosophy, you are allowed seven (7) years to progress from first enrollment in a U.B. graduate program to completion of the doctoral degree. For the Master's degree, the time limit is four (4) years. These time frames exclude those periods of time when you are/were on an official leave of absence. (See "Continuous Registration and Leaves of Absence," below.)

If you do not complete a degree program within the time limits, you may petition the Department and the Graduate School for an extension of time.

Continuous Registration and Leaves of Absence

Registration information is available on the University at Buffalo Student Response Center web site, www.studentresponse.buffalo.edu.

As a graduate student, you must register (and pay all un-waived tuition and fees) for a minimum of one credit hour each fall and spring semester until all requirements for your degree are completed. The Graduate School considers degree requirements to be completed when it has received the following items before the specified deadline dates reported in the *Graduate School Policies & Procedures* booklet:

Master's Candidates:

- An approved Application to Candidacy form;
- An M-Form signed by the Director of Graduate Studies and Advisory Committee members (the M-Form indicates that you have met Departmental and University requirements);
- Successful completion of the oral defense-of-thesis examination; and,
- An electronic copy of the thesis.

Doctoral Candidates:

- An approved Application to Candidacy form;
- Successful oral defense of dissertation;
- An M-Form signed by your Dissertation Committee and the Director of Graduate Studies;
- One electronic copy of the dissertation and abstract (bound copies of the dissertation are presented to the Department and Major Professor); and,
- Survey, microfilming, and student account forms.

Continuous registration is mandatory until these requirements are met.

If continuous registration becomes impossible or inappropriate at any time, a leave of absence may be sought from the University. You can request a leave by completing a Graduate Student Petition form, which can be obtained on the Graduate School web site, www.grad.buffalo.edu. Otherwise you will need to withdraw from the Graduate School.

Requests for a leave of absence should be negotiated through the Director of Graduate Studies and approved by the Graduate School. Normally, leaves are for one year; however, it is possible for the leave to be extended if circumstances warrant. In the event that you voluntarily terminate registration, this action affects a review for readmission.

You must register for a minimum of one credit hour (COM 700 Thesis Guidance) in the fall or spring semester immediately prior to your June 1 or February 1 degree conferral. It is NOT automatic and must be requested in writing (e-mail) to the Graduate Secretary; failure to do this may result in full time status being compromised and is especially important for teaching assistants – both domestic and international who may not have their tuition scholarship monies applied to their account or may put their F-1 visa in jeopardy because of falling below the full time requirement of 9 credits. It is not necessary to register for one credit hour during the summer semester immediately prior to a September 1st conferral date.

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Exceptions to Requirements

Exceptions to some of the requirements described in this handbook can be made with the consent of the faculty. If you would like an exception, you should discuss the proposed exception with your Major Professor and the Director of Graduate Studies and then submit a formal petition to the faculty.

ACADEMIC STANDARDS

Grading procedures are described in detail in the University at Buffalo Graduate School Policies and Procedures at www.grad.buffalo.edu. Those procedures are summarized here:

1. Only grades of 'A', 'B', 'C' (with appropriate pluses and minuses) and 'S' are considered passing grades. In calculating Quality Point Averages (QPA), 'A', 'B', 'C', 'D', and 'F' grades carry quality points from 4.0 to 0. 'U' grades are treated as 'F' grades, and carry 0 quality points. 'S' grades do not contribute to the QPA, but, are awarded for work comparable to that earning 'A' or 'B' grades.
2. Incomplete ('I') grades indicate that additional work is needed to fulfill course requirements. Incompletes are given rarely and solely at the discretion of the instructor. If you, for illness or some other compelling reason, have been absent from the final examination or have not completed all of the assigned work, you may request an incomplete grade from your instructor. Assignment of an incomplete grade is at the discretion of the instructor and for a specific time frame, not to exceed 12 months.
 - If an 'I' grade is received, you must complete the necessary work according to the time frame given by your instructor. If course requirements are not completed by that date, the instructor will change your grade to an Unsatisfactory ('U') grade or the University will automatically change the incomplete to an Unsatisfactory ('U') grade at the end of 12 months.
 - Students receiving financial aid (see "Financial Aid") are required to complete a prescribed percentage of a full-time course load each semester. Incomplete courses are not considered to be completed courses.
 - The University does not permit your instructor to change a grade after 12 months. Therefore, you should verify that your transcripts reflect any grade changes.
3. Undergraduate Courses for Graduate Credit. The Department does not accept undergraduate courses toward the 36 credit hours required for the M.A. degree or the 72 credit hours required for the Ph.D. degree.

Satisfactory Progress toward the Degree

To be considered in academic good standing, you must meet the following criteria:

1. Maintain an overall QPA of at least 3.0 (an average of "B" or higher) each semester. Grades of "D" or below are not accepted in fulfilling requirements for advanced degrees. Teaching Assistants and Fellows must maintain an overall QPA of 3.5 each semester.
2. Maintain a QPA of 3.0 or higher (with grades of "U" being computed the same as an "F") in Communication courses and a 3.0 QPA in courses taken outside the

Department. In cases where a failing grade is earned, the grade remains on the record and is factored into the student's GPA. Repeating a course will remove the initial grade from being computed in the student's GPA.

3. Must have a grade of "B" or better in any required core course.
4. Must have no more than six (6) credit hours of Incomplete ("I") grades at any time.
5. Satisfactorily perform research and instructional obligations.
6. Make satisfactory progress toward the degree as judged by your Advisory Committee, and by adequately fulfilling Departmental and University obligations.

At the discretion of the faculty, students failing to meet these standards will be placed on academic probation. Students placed on academic probation will be notified in writing. The probation letter will describe the specific steps you must take in order to be removed from probation. If these tasks are not accomplished within the specified timetable, then the student will be dismissed from the program.

Students who attain a grade of "B-" or lower in any required core course will be subject to Departmental review. Upon completion of the review, and in consultation with the course instructor, the student may be required to complete additional work, to repeat the course, or may be placed on academic probation as deemed appropriate by the Department.

Academic Dishonesty

Academic dishonesty (including submission of materials previously submitted to another course without prior and express consent of the instructor, plagiarism, cheating on exams, etc.) may be grounds for immediate dismissal from the Department, following appropriate University review (See "Statement on Plagiarism," below).

Department of Communication, Statement on Plagiarism

The Department of Communication takes academic integrity seriously, and will not tolerate plagiarism or any other form of cheating. You commit plagiarism when you make use of others' work without proper attribution. Any time you use someone's unique ideas, you must properly cite the printed, electronic, or other source of that work. If you use a phrase (any non-obvious combination of a few words) from another person's work, you must also place these words within quotation marks and cite the source. You must turn in your own original work for an assignment. You may not, except with explicit permission from your instructor, turn in work that has been turned in for other classes. During examinations and other assignments you must present your own work, and must follow all of the rules provided by the instructor or other administrators in the class. Plagiarism and other forms of cheating, even if unintentional, will result in sanctions that can include an F in the class and a notation in your academic record. The instructor has the further ability to press charges and impose sanctions at the University level, up to and including expulsion. In addition, if you are aware that another student in the class is guilty of academic dishonesty, and fail to inform the instructor, you are also subject to sanctions.

If you are unsure whether something constitutes cheating or plagiarism, please approach your instructor before turning in your work. Your instructor will help you to understand how to avoid academic dishonesty. For further information, these resources on proper citation and how to avoid plagiarism may be of assistance:

- UB Statement on academic integrity

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- www.ub-judiciary.buffalo.edu/art3a.shtml#integrity
- Writing With Sources (www.fas.harvard.edu/~expos/sources/)
- Plagiarism Defined
(www.turnitin.com/research_site/e_what_is_plagiarism.html)
- Plagiarism and the Art of Skillful Citation (www.bcm.tmc.edu/immuno/citewell/)
- Using Sources
(www.hamilton.edu/academics/resource/wc/usingsources.html)

THE CORE COURSES

1. **COM 500** (*Proseminar in Communication Theory and Research*). Provides first-year graduate students an overview of research foci in the field of communication. Students read exemplary research articles and learn different contexts of study in communication. Faculty and graduate student research is periodically presented to students for critical evaluation. (Professor Junhao Hong)
2. **COM 504** (*Quantitative Foundations of Communication*). This course introduces the Communication graduate student to the mathematical and statistical tools integral to the formulation of rigorous theory and the quantitative analysis of data. The course begins with mathematical fundamentals followed by a discussion of data, variables, SPSS, probability, and descriptive and inferential statistics. (Professor Frank Tutzauer)
3. **COM 515** (*Communication Theories*). This course is the first of two courses that introduce the graduate student to theory testing and theoretical development in communication. In addition to learning fundamentals of theory, students will be exposed to classic theories in communication and social science. (Professor Lance Rintamaki)
4. **COM 517** (*Theoretical Foundations of Communication*). This is the sequel course to COM 515 and covers essential and influential theories in human communication. The course also introduces an array of research studies that appropriately test communication theories. (Professor Michael Stefanone)
5. **COM 518** (*Research Methods in Communication*). Covers measurement, reliability and validity, sampling, methods of data collection (surveys, experiments, observational methods, secondary analysis of existing data), the library as a research tool, data processing and analysis. (Professor Arun Vishwanath)

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INFORMAL COURSES

The Department of Communication offers four informal courses at the graduate level: Supervised Teaching (COM 599), Independent Study (COM 600), Internships (COM 624), and Thesis Guidance (COM 700). You must have instructor approval before enrolling in any of these courses.

Informal Course Forms – Descriptions of informal courses (except COM 700) must be appended to your Application to Candidacy Form. Forms for that purpose are available from the Graduate Secretary. The description must include a statement of the course work, including assigned reading materials, a description of how the course was evaluated, and the signatures of both the student and the instructor.

Limits – M.A. candidates may apply no more than three (3) credit hours of informal courses toward the M.A. degree (excluding COM 700 – Thesis Guidance).

Ph.D. candidates may apply no more than fifteen (15) credit hours of informal courses (excluding COM 700 -- Thesis Guidance) toward the Ph.D. degree. Supervised Teaching (COM 599) credits are included in the 15 credit hours along with any credits earned in informal courses as a part of the M.A. degree. Please note: You may apply no more than three (3) credits of COM 700 toward the doctoral degree.

Informal Course Grades – Informal courses are graded on a Satisfactory/Unsatisfactory basis. In the Department, ‘S’ grades are awarded only for graduate work that is considered by the instructor to be of ‘B’ or higher quality.

COM 599 (*Supervised Teaching*).

Provides the opportunity for students to gain teaching experience. Students wishing to enroll in COM 599 must negotiate the teaching assignment with their Major Professor and the Department, and complete an Informal Course Form. The Informal Course Form must include a statement of the course work, including textbooks and other assigned materials, a description of how the course was evaluated, and the signatures of both the student and the instructor. COM 599 is graded on a Satisfactory (‘S’) or Unsatisfactory (‘U’) basis. No more than three (3) credits of Supervised Teaching can be applied to the degree program.

COM 600 (*Independent Study*).

Provides students with the opportunity to receive individualized attention as a research apprentice. COM 600 provides students with the opportunity to pursue academic study in areas in which there are no formal courses. Independent studies may take several forms:

- Directed readings in a particular area,
- Independent research on a question of interest to a student, or,
- Collaborative research with a faculty member.

To enroll in COM 600 you must complete an Informal Course Form. You can obtain the form from the Department Graduate Secretary. The Informal Course Form must include a statement of the course work, including textbooks and other assigned materials, a description of how the course was evaluated, and the signatures of both the student and the instructor. COM 600 is graded on a Satisfactory (‘S’) or Unsatisfactory (‘U’) basis.

COM 624 (*Internship*).

Provides students with the opportunity to apply their knowledge in a variety of situations (teaching, public relations, advertising, management, media, and so forth) by engaging in supervised, usually unpaid, activities in a business or social organization. With the approval of your Academic Advisor, you may arrange your own internship or the Department may assist you in identifying an internship.

After your Academic Advisor approves the internship, you must complete an Informal Course Form describing the proposed activity and its relevance to your program goals and have the form signed by your Advisor. (The Informal Course Form can be obtained from the Graduate Secretary.) A description of the internship must be appended to the Application to Candidacy.

You must also develop a written contract with your Academic Advisor and the person who will serve as your supervisor at the organization. The contract must specify what expertise and services the intern will provide to the organization; what resources, logistic support, and instruction the organization will provide to the intern; and what evidence of the academic value of the internship the Academic Advisor will require. The intern, Academic Advisor, and organizational supervisor, must sign the contract. Contract forms are available from the Graduate Secretary.

Credit for Internships is variable. It is calculated on the basis of 45 hours of supervised activity each semester for each credit. COM 624 is graded satisfactory ('S') or Unsatisfactory ('U'). Normally, the only compensation an intern receives is the academic credits from the University. However, an organization may be able to provide compensation to the student or donations to the Department of Communication. In no case will the Department give academic credit to a student who is a full-time employee at the organization in which the student wishes to intern, unless the internship responsibilities are clearly distinct from the intern's normal job function. No academic credit is given to people for performing their regular jobs.

COM 700 (*Thesis Guidance*). This course, which is solely for students working on their dissertations or theses, may not be enrolled in until the semester in which the official Application to Candidacy is submitted to the Graduate School, and may not be enrolled in by M.A. students in the Program in Applied Communication. COM 700 is assigned an 'L' where "continuing work" is to be indicated instead of a final grade. Upon completion of the defense of dissertation or thesis and submission of the M-Form to the Graduate School, the 'L' grade converts to 'S'.

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ACADEMIC AND ADMINISTRATIVE GRIEVANCES

The Department of Communication and the Graduate School encourage the prompt and informal resolution of grievances as they arise and provide orderly procedures for resolution of complaints. A full discussion of the established procedures is contained in the University at Buffalo *Graduate School Policies and Procedures* at www.grad.buffalo.edu.

IMPORTANT DEADLINES

Master's Candidates Deadlines

During first Fall semester in residence:

1. You must complete COM 500, COM 504, and COM 515. International students must successfully complete ESL 512 (ESL 512 does not count as credit toward the Communication degree program).
2. Have any transfer credits approved by your Advisory Committee and Director of Graduate Studies (see "Transfer Credits").

During second semester in residence:

3. You must complete COM 517 and COM 518.
4. You must select major Advisor and Advisory Committee (see "Advisement").

After three semesters:

5. Your Application to Candidacy must be submitted to the Graduate School. See the Graduate School website, www.grad.buffalo.edu, for deadlines.
6. Have your thesis proposal approved in Thesis Proposal Hearing.

Last semester before graduation, you must successfully have completed:

7. A minimum of 36 hours of graduate coursework, including a maximum of six (6) hours of transfer credits, a minimum of 24 hours in Communication courses (including COM 500, COM 504, COM 515, COM 517 and COM 518). You must have a minimum QPA of 3.0 in both COM courses and courses taken outside the department (see "Degree Requirements").
8. The research requirements (see "Research Requirement").
9. Research for thesis and have thesis approved in an Oral Defense-of-Thesis.
10. An M-Form signed by the Director of Graduate Studies (or Department Chair) and Advisory Committee which the Department will forward to the Graduate School. You must hand in your completed M-Form by the deadline date established by Graduate School in January (for February conferral), in May (for June conferral), and in August (for September conferral). It is your responsibility to ensure that the M-Form (prepared in

advance by the Graduate Secretary) is signed and submitted before these deadlines.

11. You must submit one electronic copy of the thesis to the Graduate School no later than deadline date established by the Graduate School in January (for February conferral), in May (for June conferral), or in August (for September conferral).

Doctoral Candidates Deadlines

During the first Fall semester in residence:

1. You must complete COM 500, COM 504, and COM 515. International students must successfully complete ESL 512 (ESL 512 does not count as credit toward the Communication degree program).
2. Have any transfer credits approved by Advisory Committee and Director of Graduate Studies (see "Transfer Credits").

During the second semester in residence:

3. You must complete COM 517 and COM 518.
4. You must have selected an Advisor and formed an Advisory Committee (see "Advisement").
5. Plan a preliminary program of study in consultation with your Advisor and Advisory Committee.

No later than two semesters before expected date of graduation, you must have:

6. Submitted the Application to Candidacy to the Graduate School. See the Graduate School website, www.grad.buffalo.edu, for deadlines.
7. Successfully completed (with a QPA of 3.0 or better) 72 graduate semester hours of coursework, including 50 semester hours of Communication courses; completion of all program requirements; a minor of at least nine (9) credit hours (see "Degree Requirements").
8. Successfully completed the instructional requirement (see "Instructional Requirement").
9. Successfully defended your preliminary examination papers (see "Preliminary Examination").
10. Formed a Dissertation Advisory Committee. This Committee may be the same as the Advisory Committee that administered the comprehensive examination (see "Advisement").

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11. Successfully defended a dissertation proposal in a formal Proposal Hearing (see "Dissertation Proposal Hearing").

One semester prior to expected date of graduation:

1. You must successfully defend the completed dissertation (see "Oral Defense of Dissertation"), no later than seven weeks prior to the expected date of graduation.
2. You must ensure the Department of Communication submits your M-Form, signed by the Dissertation Advisory Committee, and Director of Graduate Studies (or Department Chair), to the Graduate School in January (for February conferral), in May (for June conferral), or in August (for September conferral).
3. You must submit one electronic copy of the dissertation and one copy of the dissertation abstract to the Graduate School no later than deadline date established by Graduate School in January (for February conferral), in May (for June conferral), or in August (for September conferral).

In addition to the electronic copy of the dissertation, you must electronically submit title page and abstract (less than 350 words) with major advisor's name and title appearing where appropriate. You may also electronically submit optional supplementary files and keywords (see www.grad.buffalo.edu). Survey, microfilm and Student Account forms, obtained through the Department or directly from the Graduate School are submitted at this time, as well.

You must present your Major Professor and the Department with a bound copy of your dissertation.

GRADUATE COURSES

You can find a list of graduate courses offered by the Department of Communication, at http://www.communication.buffalo.edu/graduate/course_descriptions/

Department of Communication faculty members have expectations associated with the various types of courses you will enroll in as a part of your academic program. The communication program is designed to expand your knowledge, research abilities, and expertise in the field of communication. Success in your academic endeavors can be enhanced if you observe and adapt to the implicit as well as the explicit expectations for students in the Department.

Course Formats

Faculty members expect and welcome your questions and active participation inside and outside class. Communication courses are offered in one of four basic formats: lecture, discussion, recitation, or seminar. Each format is outlined below:

- **Lecture** – The course format that students are usually most familiar with is the lecture format. In a lecture course, your professor will instruct you by talking about a particular subject. That means you should be prepared to take comprehensive notes, complete reading assignments in advance, and ask questions. Many introductory classes are offered in this format.
- **Discussion** – A discussion class is one in which you are expected to master course materials and then engage in an informed debate about the merits of the points or subject under review. This type of course is one in which you must be well prepared in advance of each class. Although assignments and projects are given, your professor will put an emphasis on the quality and quantity of contributions you make to the class discussions.
- **Recitation** – In colleges and schools, a recitation is the rehearsal of a lesson by students before their instructor. Students should be able to demonstrate their understanding of course concepts.
- **Seminar** – Students often misunderstand the purpose and structure of the seminar format. In a seminar, you engage in original research or other specialized studies related to the course and contribute these ideas to class discussions. You must be familiar with assigned readings and projects in order to participate effectively in research and class discussions. Office hours are provided not only for you to seek clarification about course concepts, but also for you to explore your course-related research interests.

Finally, no matter what format in which your course is offered, the faculty will provide you with office hours to discuss your ideas. You can clarify course concepts during office hours and can seek more information about course-related issues.

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GRADUATE FACULTY

Ashley Anker, Ph.D., University at Buffalo; Dr. Anker specializes in the area of health communication. She is particularly interested in the study of prosocial persuasion or how social-psychological theories of helping can be used to promote altruistic behaviors, such as organ donation.

Mary B. Cassata, Ph.D., Indiana University; Mass Communication. Dr. Cassata is Director of Project Daytime, which focuses on daytime television serial drama examined from a cultural indicators perspective. Dr. Cassata research interests include the social uses and effects of the media, media ethics, and media literacy. *Dr. Cassata is no longer accepting new students.*

Thomas H. Feeley, Ph.D., (Department Chair) University at Buffalo; Interpersonal and Health Communication. Dr. Feeley's research interest is focused in health communication campaigns and health promotion/health education program evaluation.

Mark G. Frank, Ph.D., Cornell University. Interpersonal Communication. Dr. Frank specializes in nonverbal communication with a focus on understanding the complexities of facial expressions and deception in meaningful real world settings.

Junhao Hong, Ph.D., University of Texas at Austin. International, Intercultural, and Media Studies. Dr. Hong's research focuses on global communication issues, relationships between media and society in Asian societies, and how media formations differ in different societies.

Frank E. Tutzauer, Ph.D., Northwestern University; Interpersonal Communication. Dr. Tutzauer's research interests include bargaining and negotiation, communication networks, and mathematical modeling of communication processes.

Lance Rintamaki, Ph.D., (Director of Undergraduate Studies) University of Illinois at Urbana-Champaign. Dr. Rintamaki's research interests focus on communication in the management of chronic illnesses.

Gregory D. Saxton, Ph.D., Claremont Graduate University. Organizational Communication. Dr. Saxton's research is in the area of new media and organizational communication, with a special concentration on nonprofit organizations.

Allison Shaw, Ph.D., Michigan State University. My primary research interests are in interpersonal communication and social influence/persuasion (both dyadic and group). I am interested in understanding of the process(es) underlying communication by examining the social, interpersonal, and environmental factors that affect communication as well as the intrapersonal cognitive and endocrine factors that affect communication.

Michael Stefanone, Ph.D., (Director of Singapore Program) Cornell University. Dr. Stefanone's research interests include computer-mediated communication and emerging social networks.

Arun Vishwanath, Ph.D., (Director of Graduate Studies) University at Buffalo; Information Technology and Marketing. Dr. Vishwanath's research focuses on understanding, evaluating, and structuring the impact of information in technology markets, marketing practices, and its resultant impact on consumer behavior.

Helen Hua Wang, Ph.D., University of Southern California. Technology and Health. Dr. Wang's research focuses on the social transformation of communication technologies in everyday life, digital communication for health promotion, and entertainment-education.

Joseph Woelfel, Ph.D., University of Wisconsin; Communication Theory. Dr. Woelfel's research focuses upon collective cognitive processes and the development of computer software for their analysis.

Janet Z. Yang, Ph.D., Cornell University. Dr. Yang studies risk communication in context of health and recruitment of individuals for clinical research trials.