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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 the 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 29, 2022 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 <http://www.buffalo.edu/cas/communication.html> and www.grad.buffalo.edu.

The faculty of the Department of Communication places highest priority on academic ability, emphasizes quantitative research skills, and expects students to develop an individualized program of study with their advisor (see www.communication.buffalo.edu). If you believe the Department of Communication meets your academic goals, you will find a link for UB’s online application site on the department website. You can upload your application materials there. Paper documents mailed to the department will not be accepted.

ADMISSIONS REQUIREMENTS

The Department of Communication accepts qualified applicants without regard to race, color, creed, sex, sexual orientation, age, or national origin. Admissions are for Fall semester only. There are no Spring or Summer admissions for matriculated students. Non-matriculated students may enroll in the Fall or Spring.

The Department welcomes applications from qualified international and domestic students. In addition to the application requirements listed below, international students must also

- Consult with the Office of International Admissions, University at Buffalo, 115 Capen Hall, Buffalo, NY 14260.
- Be proficient in English. UB offers special courses in English as a second language.
- Document the 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 English proficiency and financial requirements.

Graduate students are selected competitively, according to the standards in the table below:

Preparedness	Metrics
Training	Sufficient breadth of undergraduate training within and outside the field of communication and an overall undergraduate average of at least 3.0/4.0. Students with majors other than communication are encouraged to apply but may be asked to take specific undergraduate or graduate courses, if needed.
Test Results	Pass the Verbal and Quantitative Aptitude Tests of the Graduate Record Examination with at least 153 on the Verbal and 148 on the Quantitative section. This requirement may be waived for UB Communication majors.
International Student Exams	International students not educated in the United States must also obtain a computer-based score of 100 or higher on the IBT TOEFL examination.

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International students who would like to be considered for Teaching Assistantships <i>must</i> score 100 or higher on the IBT TOEFL and 55 or higher on the SPEAK test of oral English.

At the start of your first Fall term, all newly accepted Master's and Doctoral students must submit official transcripts demonstrating degree completion from an accredited university to the Communication graduate program secretary. The secretary is required to send the transcripts to the Graduate Enrollment Services office by October 1.

The application deadline for students requesting financial assistance is January 1. For international students not seeking financial assistance, the application deadline is April 1. Domestic student applications are processed until classes begin in the fall.

You may choose to enroll as a non-matriculating student through the online application system at <https://ubgradconnect.buffalo.edu/apply> by filling out a Non-Degree Application Form. You may complete up to 12 hours of Communication graduate coursework 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.)

<i>Please Note:</i> Admission to the graduate program does <u>not</u> indicate you are a <i>candidate</i> for an advanced degree. You become a candidate for a degree <i>after</i> your Application to Candidacy has been accepted by the Graduate School (see the "Application to Candidacy" section, p. 13).
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FINANCIAL AID

University Financial Assistance

Graduate student applications for financial aid are administered through Student Financial Services, Student Response Center, University at Buffalo, 1 Capen Hall, Buffalo, NY 14260. You may qualify for the National Direct Student Loan, College Work Study, and a variety of other loans and scholarships.

Limited awards are also available. Two awards, the Arthur A. Schomburg Fellowship and the UB Presidential Fellowship, which are available on the basis of academic promise, require departmental nomination. Information about these and other funding opportunities are available through the UB Office of Fellowships and Scholarships, 402 Capen Hall, Buffalo, NY 14260.

Teaching Assistantships

A limited number of graduate teaching assistantships (TAs) are awarded each year on a competitive basis to students of exceptional merit. Typically each year, one to three students, most of whom are doctoral students, are awarded a teaching assistantship. Successful candidates must meet the criteria for admission and as well as the following conditions:

- Attain a competitive score on the GRE. Typically, TAs have earned a score of (160) V and (148) Q or higher on both the verbal and quantitative aptitude tests of the GRE
[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.]
- Achieve a grade point average of at least 3.5/4.0.
- Submit supporting evidence of scholarly achievement such as published papers, conference papers, classroom research papers, and so forth.

When you accept an appointment as a teaching assistant, you become a part-time staff member with specifically assigned duties. Those 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 consist of teaching or research tasks.

Domestic students receiving any type of tuition assistance through the department or the University (TA, graduate assistant, research assistant, fellow) must apply for New York State residency, using the appropriate forms available on the Student Response Center website, prior to December 1. Teaching Assistants who fail to establish New York State residency must pay the difference between resident and non-resident tuition, but comprehensive fees for funded students will be covered.

Stipends for teaching assistants average about \$20,000 for the 2022-2023 academic year, plus a tuition scholarship along with comprehensive fees.

Assistantships are awarded on a semester-to-semester basis, assuming satisfactory performance. Teaching assistants in the Master's program are limited to a **maximum of 36 credits** or two years (whichever occurs first) of support. Doctoral students are eligible for **no more than 72 credits** or four years (whichever occurs first) of support. TAs who earned their M.A. degree in the department and continue in the Ph.D. program may obtain up to five years of funding.

At the end of each academic year, the Director of Graduate Studies, in consultation with the faculty, evaluates each teaching assistant's performance and decides whether s/he should retain the assistantship. Satisfactory performance is defined as

- Exemplary performance of assigned duties;
- Satisfactory progress toward the degree; and,
- Maintaining a minimum grade point average of 3.5/4.0.

Students on academic probation may lose 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 full-time courses 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 and are deemed to be making satisfactory progress toward the degree (see "Satisfactory Progress Toward the Degree," p. 17).

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 9 credit hours. Anyone who receives 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 nearing the end of their program who register for fewer than 12 credits (9 credits if on an assistantship) may apply to remain at "full-time status" when they file the Application to Candidacy form with the Graduate School.

TRANSEER CREDITS

NOTE: Transfer credits must be less than 10 years old.

Students 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").

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The Department of Communication will accept up to six 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. 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 the granting university considers the satisfactory grade to be equivalent at least a 'B' grade.

Students entering the doctoral program with a master's degree may, with the consent of the Director of Graduate Studies, apply up to 18 credit hours of appropriate graduate courses toward the 72-hour minimum requirement for the Ph.D. program.

ADVISEMENT

A graduate degree is granted in recognition of high attainment in a particular field of study, rather than 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 you and your academic advisor.

New students should schedule a conference with their temporary advisor when they arrive on campus. Your temporary advisor, assigned by the Director of Graduate Studies before classes begin, will help you learn about your new environment and help plan a preliminary program of study.

In your first semester, you should become acquainted with the faculty and learn about their research abilities and interests. At the *beginning of the second semester*, you must select a permanent Academic Advisor from among the Communication graduate faculty (see p. 25). Ask someone whom you think can help you in fulfilling your educational goals. Usually, students have no difficulty in finding a faculty member to serve as Advisor. When a faculty member agrees to be your permanent Advisor, notify the Director of Graduate Studies by completing an Advisor Selection Form, available from the department's Graduate Secretary.

Your permanent Academic Advisor (also known as your Major Professor) is an invaluable aid to you and fulfills the following roles:

Degree Program	Advisor/Major Professor Role
All Students	To discuss and plan your classes each semester. To select a topic of scientific investigation suitable for the M.A. or Ph.D. degree.
All students	To assist you in forming an Advisory Committee that helps develop your Program of Study. Discuss with your Major Professor which faculty members you should consider in this advisory role. After you obtain consent from the professors, immediately inform the Director of Graduate Studies by completing the Committee Selection Form, available from the department's Graduate Secretary.
M.A. students	A Master's Advisory Committee must consist of your Academic Advisor and at least one other full-time faculty member from the Department of Communication. Your committee should be formed during your second semester of residency. Students completing the Applied Master's Degree Option work solely with their advisor.
Ph.D. students	A Doctoral Advisory Committee must consist of at least three full-time faculty members, including your Academic Advisor, two of whom must be full-time members of the Department of Communication faculty. The chairperson of the Committee must be a member of the <u>graduate faculty</u> of the Department of Communication (see p. 25). Your committee must be formed in order to prepare your Application to Candidacy.
Ph.D. students	For Ph.D. students, to prepare and administer, with the help of the Advisory Committee, preliminary or qualifying papers. The qualifying 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. For Ph.D. students, 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 doctoral student may change after the qualifying papers are completed and a different Dissertation Committee formed which also conforms to the specifications above.
All students	To chair, for M.A. thesis students, the Thesis Proposal Hearing or, for Ph.D. students, the Dissertation Proposal Hearing. The examination committee for any oral defense consists of the Advisory Committee and other full-time faculty members of the Department if you desire. Your defense is open to the public.
All students	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 may be terminated by mutual consent or by either party through negotiation with the Director of Graduate Studies. You are required, however, to have an advisor at all times. If you change advisors, you must submit an *Advisor Change Form* (signed by the former and new advisors) and provide it to the Director of Graduate Studies.

Your Academic Advisor's main function is to help guide you through the program. An Advisor is neither an authoritarian prescriber of your behavior nor a "rubber stamp." Ultimately, you are responsible for your own education. You should regularly meet with your Major Professor for guidance, and before beginning and as you work on your thesis, project, or dissertation. Under the best of circumstances, the relationship with your Advisor is that of two scholars interacting with mutual trust and respect.

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

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 Communication Department, and the Graduate School.

Master of Arts

The M.A. Degree in Communication prepares students for research careers or for a doctoral program. The Applied Option is used by students who terminate their graduate study at the master’s degree level with a final project.

General Requirements:

The Master of Arts requires successful completion of a minimum of 36 semester hours of graduate course work, with a minimum GPA of 3.0/4.0 and a thesis or project. 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 in Communication.

Your program of study must meet the following requirements:

COURSE NUMBER	COURSE TITLE	WHEN	CREDITS
Required Courses*:			18 credits
COM 500	Proseminar in Communication	First Yr. - Fall	3
COM 504	Research Methods	First Yr. – Fall	3
COM 515	Communication Theories	First Yr. – Fall	3
COM 517	Applied Theory Testing	First Yr. - Spring	3

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COM 518	Statistics I	First Yr. - Spring	3
COM 519**	Statistics II	Second Yr. - Fall	3
<i>*For descriptions of required classes, see the "Core Courses" section. **With permission of your advisor, COM 519 may be waived for students completing the M.A. <u>applied/project option.</u></i>			
Elective Courses:			15-20 credits
Choose at least 9 credits from any COM graduate courses	[Consult with your Advisor]	As advised	9
Maximum allowed credits from other departments' graduate courses	[Consult with your Advisor; Up to 6 credits may be transferred into the master's program]	As advised	9 to 11
Culminating Experience:			1 to 3 credits
COM 700	Thesis Guidance	Final Semester(s) of Study	
Total Credits			36

- Successful completion of the Communication required core courses (18 credit hours) with a minimum of a 'B-' grade in each class, unless noted otherwise.

Depending on their English ability, international students may be recommended or required to successfully complete **ESL 512**, Communication for International Teaching Assistants, during the first semester in residency. This decision is based, in part, on the student's TOEFL and SPEAK test scores. Even if it is required, ESL 512 will count as credit toward your Communication degree.

- Departmental limits on informal courses must be respected (see "Informal Courses – Limits," p. 20).
 - Successful completion of the Thesis or Project Proposal Hearing (see "Thesis/Project Proposal Hearing" below).
 - Successful completion of a thesis or project.
 - Successful completion of an oral defense-of-thesis; oral defense is optional for the students doing the project option (see "Thesis" and "Oral Defense of Thesis " p. 13).
2. Timely observance of other Graduate School requirements including the Certification of Full-Time Status form, submission of thesis/project copies to the Graduate School, and completion of an M-form (prepared by the graduate secretary). Go to www.grad.buffalo.edu for detailed information regarding policies, procedures, and deadlines.

Applying for graduation for M.A. Degree

Those pursuing a master's degree must "Apply for Graduation" through HUB by deadline listed below in order to become a candidate for degree conferral. Please refer to the step-by-step guide on [applying for graduation](#) in HUB.

Graduation Term	Application Deadline	Electronic Thesis and Dissertation Submission	Conferral Date
Fall	Oct. 15	Jan. 13	Feb. 1
Spring	Feb. 22	May 11	June 1
Summer	July 15	Aug. 11	Aug. 31

Students completing an exam, paper, project or portfolio: Before your conferral date, your department must complete the appropriate culminating experience milestone in HUB, which is completed by the department secretary prior to your defense of a thesis or project.

Thesis Proposal Hearing

Prior to beginning your thesis research, M.A. students must present to their Advisory Committee a thesis proposal. This proposal is presented in a Proposal Hearing, chaired by your Major Professor. At the discretion of the Major Professor, the meeting is open to interested faculty members and graduate students.

Thesis

A thesis embodying the results of an original investigation is part of the program for each master's degree student. Your Major Professor, in consultation with the 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 (who will work with you and instruct you when to share your materials with the Advisory Committee). Your Advisory Committee and the Department of Communication 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, 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.

Based on the oral defense, your Advisory Committee may elect to accept the thesis as is, require revisions, or reject it. If rejected, the thesis or project must be revised and a second oral defense scheduled. No more than two defenses of the thesis are allowed. Failure to successfully defend the thesis after the second attempt 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-Form and revised copies of the thesis, will award the M.A. degree to you.

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After the Oral Defense of the Thesis, electronic copies of the thesis must be presented to your Major Professor, Committee. An electronic copy must also be sent to the Communication graduate secretary before the M-form is processed.

M.A. Project Option

Although an M.A. thesis is not typically a formal requirement for admission to a doctoral program, students who are interested in pursuing doctoral-level study in Communication or a related field should generally complete a thesis. Students who are seeking non-academic careers have the option to complete a project.

Guidelines for M.A. Projects

An M.A. project is intended to be a capstone experience that demonstrates a student's understanding of communication theories or methods. Such projects may then serve as part of a portfolio or as a writing sample in students' job applications. In general, all projects should include a written scholarly document, including an abstract and references.

The project should be developed in consultation with your advisor. Although a committee is not required for the project option, you should feel free to seek input from other faculty members as well.

In planning a project, consider the learning objectives and professional goals your project will help you achieve. How will the project allow you to deepen your training or demonstrate your ability to apply the knowledge of Communication you have gained during your M.A. courses? How can you use the project to connect to domains or industries relevant to your future career? Can your project demonstrate how you would add value to a group or company, or help them solve a problem or increase their impact?

For example, a student may:

- design an informative or persuasive website related to an issue
- propose a communication campaign drawing on principles from health, risk, or political communication, and then write a paper explaining the theoretical basis of the campaign
- provide an analysis of a communication phenomenon (organizational structures at a particular company; media effects in a particular domain; a contemporary political issue; and so forth) using prior literature and information from their coursework
- apply a particular research method, but at a smaller scale than a full thesis
- conduct an in-depth literature review
- develop a course proposal (including detailed justifications for course readings and other materials such as an example lecture)

A project may be an extension of work from a course or an internship, but the project must provide a substantial advance beyond previously submitted work. The final project, as approved by your advisor, must be submitted electronically to the Director of Graduate Studies and the Graduate Secretary.

Doctor of Philosophy

General Requirements:

The Ph.D. degree involves the successful completion of at least 36 credit hours of course work beyond the Master's degree (a minimum of 72 credit hours beyond the Bachelor's degree, of which a minimum of 50 credit hours are in Communication), with a Quality Point Average of 3.0/4.0 or higher; two qualifying papers with an oral defense; and, a dissertation with an oral defense.

Those with UB Communication Master’s degrees need only 36 credit hours beyond the M.A. to make up the 72 credit hours. Students with an M.A. degree from another University deemed the equivalent of the UB master’s program may transfer in no more than 18 credit hours (subject to approval by the Director of Graduate Studies and the Graduate School), with the remainder of the 72 hours being completed at UB. Specific requirements are described below:

COURSE NUMBER	COURSE TITLE	WHEN	CREDITS
Required Courses*:			36 cr.
COM 500	Proseminar in Communication	First Yr. - Fall	3
COM 504	Research Methods	First Yr. - Fall	3
COM 515	Communication Theories	First Yr. - Fall	3
COM 517	Applied Theory Testing	First Yr. - Spring	3
COM 518	Statistics I	First Yr. - Spring	3
COM 519	Statistics II	Second Yr. - Fall	3
Choose at least 6 credits from all COM graduate courses, except COM 700	[Consult with your Advisor]		18
<i>*For descriptions of required courses, see the section titled "Core Courses"</i>			
Research Electives:			9 cr.
Choose at least 9 research methods or statistics credits from any graduate courses	[Consult with your Advisor to select courses from COM or cognate area offerings]	As planned with your Advisor	9
Department Electives:			12 cr.
Choose at least 12 credits from all COM graduate courses, except COM 700	[Consult with your Advisor]	As planned with your Advisor	12
Free Electives:			6 to 12 cr.
Choose 6 to 12 credits from any graduate courses, except COM 700	[Consult with your Advisor]	As planned with your Advisor	6 - 12
Instructional Requirement:			3 cr.
COM 695	Supervised Teaching [This requirement is waived for funded Teaching Assistants; TAs may select a COM elective instead]	As approved by your Advisor; students may take up to six credits	3 - 6
Culminating Experience:			1 to 3 cr.
COM 700	Thesis Guidance [Maximum of 3 credits may be used toward the degree]	Final Semester(s) of Study	1 - 3
Total Credits			72

Note: 50 COM credit hours required for the Ph.D.; Up to 18 credits may be transferred from a non-UB MA program; Limit of 15 credit hours of COM 695, COM 696, and COM 699

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. The program of study must meet the following requirements:

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- A Master's Degree.
 - Successful completion of at least 50 graduate hours of Communication courses.
 - The six core courses (18 credit hours) must be completed with a minimum grade of 'B' in each course.
 - Successful completion of the Research Electives requirement (9 credit hours).
 - Successful completion of the Department Electives requirement (12 credit hours).
 - Successful completion of the Free Electives requirement (6-12 credit hours).
 - Successful completion of the Department Instructional requirement (3 credit hours) which may be satisfied by the assumption of primary teaching responsibility for an undergraduate class or by assisting a professor teaching a course (see below).
 - Successful completion of two publication-quality papers, which serve as your preliminary examinations and the oral defense of those papers at least **two** semesters prior to the expected date of graduation.
 - Successful completion of a Dissertation Proposal Hearing (See "Dissertation Proposal Hearing," p. 11).
 - Successful completion of a dissertation (See "Dissertation," p. 11).
 - Oral defense of the dissertation at least **one month** before the expected date of graduation. In certain circumstances, and with the agreement of all members of the committee, this deadline may be adjusted.
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

All doctoral students are required to gain instructional experience. Teaching experience is valuable not only in academia but in other organizations because you learn to organize information and present it in clear oral, written, and visual forms.

The instructional requirement may be satisfied if you assume primary teaching responsibility for an undergraduate course section or by assisting a faculty member in teaching a course for credit through COM 695, Supervised Teaching. Funded Teaching Assistants meet the instructional requirement via their work assignment; TAs may not apply COM 695 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 Major Professor should guide you in completing this requirement. You may assist your Advisor or another professor in teaching a class. If you work with another professor, s/he will evaluate your performance and notify your Advisor when the requirement is completed.

When assisting in a particular course, you will be required to sit in on the course, take notes, attend instructor's meetings, and help with assignments, present lectures, and so forth. If you wish to teach a course independently, you must first sit in the course with a faculty member before teaching the course.

If you believe you may be unable to fulfill the responsibilities of an instructional assistant or instructor, you may petition the Director of Graduate Studies to substitute an equivalent experience, to be determined by your Advisory Committee.

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 your ability to independently perform publishable research. The exam consists of writing and orally defending two papers 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; 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 the topics are selected, you 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. Completed papers should fall within the range of 25-35 pages before references, tables, and appendices.

After you complete the exams, your Advisory Committee may make one of the following determinations:

Advisory Committee Determination	Outcome
Pass	You pass the examination and are admitted to candidacy for the Ph.D. degree.
Conditional Pass	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 coursework.
Fail	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.
Second Attempt Fail	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 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 the general area of investigation. You can obtain the required Application to Candidacy forms from the Graduate School website at www.grad.buffalo.edu. (See “Application to Candidacy,” p. 13)

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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. This meeting is open to interested faculty members and graduate students.

*Your dissertation proposal should be detailed enough for your Committee to provide specific feedback on your proposed studies. For example, it should generally include a theoretical rationale, data collection plan (e.g., number of participants and where you will obtain them), measures, and analysis plans. Additionally, a written list of requested changes and a plan for completing the dissertation study or studies should be circulated to all Committee members shortly after the proposal defense. **Agreement on a research plan at the proposal stage is an important way of avoiding problems at the final defense.** If circumstances necessitate a change in your research plan, you should keep in touch with Committee members to inform them of these changes.*

Dissertation

For each Ph.D. candidate, the University and the Department require a dissertation that embodies the results of an 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 Advisory Committee evaluates, offers criticisms, and recommends changes in the dissertation or additional work, if appropriate. The dissertation must be approved by your Advisory Committee and the Department.

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 by the date indicated on the Graduate School website for corresponding conferral dates. Your Major Advisor, Advisory Committee, and the department Graduate Secretary should also receive electronic copies.

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, 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 any of the following:

Advisory Committee Determination	Outcome
Pass	You pass the examination and your dissertation is accepted for the Ph.D. degree. [Some minor edits to the document may be needed. Your Major Professor will need to approve the changes.]
Reject	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 dissertation.
Second Attempt Reject	You do not pass the written and/or oral parts of the examination on your second attempt and fail. Your status as a graduate student in the Department is terminated.

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.

Application to Candidacy – Ph.D. Students

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 along with the general area of investigation. You can obtain the required Application to Candidacy forms from the Graduate School at www.grad.buffalo.edu.

ATC Components	Description
Application to Candidacy form – Complete online and Print	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.
	The tentative title of your dissertation (Ph.D. student).
CITI RCR Completion Report	UB is an institutional member of the Collaborative Institutional Training Initiative’s online program in Responsible Conduct of Research (http://www.citiprogram.org). The Graduate School requires doctoral students to successfully complete the Social and Behavioral Sciences portion of the CITI RCR program with a passing grade of 80 percent or more. A printed copy of your “Completion Report” must be submitted with the Application to Candidacy form to the Communication graduate secretary.
Informal Course Descriptions	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 the CITI RCR Completion form (doctoral students only), and submit it to the Graduate School for processing.

For the Ph.D. degree, the Application to Candidacy form is required. Ph.D. students typically file after the completion of required coursework. 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

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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 Master's Theses, and Dissertations

As noted in the sections above, each master's thesis and doctoral dissertation must be orally defended by the candidate before it is approved and scheduled according to the instructions that follow:

Oral Defense Procedures	
Advisory Committee Review	After your Major Professor has approved your thesis, or dissertation, you must deliver a copy of it to the remainder of your Advisory Committee at least <u>two weeks</u> before you would like the defense to be scheduled . A defense may be scheduled sooner if the Advisory Committee consents.
	If circumstances warrant (illness, leaves, sabbaticals, unforeseen circumstances, for example), a Committee member may require a reading period longer than two weeks.
	Do not assume that faculty members will be available for defenses during the summer months. Although Committee members may be willing to schedule summer defenses in exceptional circumstances, keep in mind that most faculty members are on 10-month contracts and are not obligated to be on campus in the summer. Plan ahead and allow sufficient time to meet the deadlines.
	If any Committee member finds the thesis/dissertation is not ready for an oral defense, you may be required to perform revisions. In such a case, additional time is needed to complete the revisions <u>and</u> to give the Committee adequate time to review the revised work. Due dates will be negotiated on a case-by-case basis.
Thesis or Dissertation Format	The thesis or dissertation should be free of grammatical and typographical errors and must be complete in every sense, including title page, table of contents, abstract, text, references, tables, figures, appendices, and any other necessary components. Consult with each Committee member in advance to determine whether s/he prefers a paper or electronic copy.
Scheduling the Defense	When the Advisory Committee finds the thesis/dissertation defensible, your Advisor will schedule 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 defense 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 will disseminate these items to the interested community, along with the time, date, and place of the defense.

Please note you are required to deliver your 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.

Microcredentials

The University is developing a number of microcredential programs to provide additional opportunities for students to develop specific sets of skills, and to document that training for future employers. For example, the Communication Department offers a Communication Campaigns microcredential. All graduate students are eligible to receive microcredentials if they complete the requirements. Please see the Department website for additional details.

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 699 credits may be earned in this activity as determined by you and your Advisor (see "Informal Courses - Limits," p. 20).

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, <http://www.buffalo.edu/research/research-services/compliance/irb.html>.

Additionally, the University requires online training for all individuals involved with human subjects research (CITI course); see the IRB website for details.

Requirements for Completing Degree within Specific Time Limits

Master's degrees must be completed within four years from your first registration date in the Communication master's degree program. Doctoral degrees must be completed within seven years from your initial formal matriculation in the doctoral program. 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. Requests for extensions of time limits must be petitioned using a Graduate Student Petition Form. Go to <http://grad.buffalo.edu/succeed/current-students/forms.html>

Continuous Registration and Leaves of Absence

Registration information is available on the University at Buffalo Graduate School website, <http://grad.buffalo.edu/succeed/current-students/faq.html#classes>

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 website, <http://grad.buffalo.edu/succeed/graduate/application-to-candidacy.html>

Degree Program	Required documentation for your degree*
Master's Candidates Completing applied graduation project	Approved Certification of Full-time Status forms and Application to Graduation found in HUB.
	Successful oral defense of the project.
	An email from the Major Professor to the graduate secretary stating approval of project, for the purpose of entering such approval into the HUB system and generating conferral of degree. No M Form or submission of project to the Graduate School is required.
	<i>An electronic copy of all M.A. projects must be submitted to the department's graduate secretary.</i>
Master's Candidates Completing thesis	Approved Certification of Full-time Status forms and Application to Graduation
	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 and is prepared by the Communication graduate secretary);
	Successful oral defense of the thesis and,
	<i>An electronic copy of the thesis (an electronic copy of all M.A. projects must be submitted to the department's graduate secretary).</i>
Doctoral Candidates	Approved Application to Candidacy and Certification of Full-time Status forms;
	Successful oral defense of dissertation;
	An M-Form signed by your Dissertation Committee and the Director of Graduate Studies; (the M-Form indicates that you have met Departmental and University requirements and is prepared by the Communication graduate secretary);
	One electronic copy of the dissertation and abstract (electronic copies of the dissertation are also presented to the Department and Major Professor).
	Survey, microfilming, and student account forms.

*** The Graduate School requires that the Communication Graduate Secretary submits all forms to the Graduate School on your behalf. Please do not try to bypass and submit forms, as they will not be accepted.**

Continuous registration is mandatory until these requirements are met. If continuous registration is no longer possible or appropriate, a leave of absence may be sought from the University. You can request a leave by completing a Graduate Student Petition from the Graduate School website at www.grad.buffalo.edu. Otherwise, you will need to withdraw from the degree program and file an Official Withdrawal form with 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. If you voluntarily terminate registration, however, that choice affects your re-admission review.

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. Registration is NOT automatic and must be requested in writing to the Graduate Secretary. If you fail to register, your full-time status may be compromised. It is especially important for Teaching Assistants – both domestic and international – to register on time because tuition scholarship monies may not be applied to their account or their F-1 visa may be placed in jeopardy.

International students must register for one credit hour in the summer prior to an August 31st conferral.

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:

Grade	Grade Policy Information
Passing Grades	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 of 'A' or 'B' grades.
Incomplete Grades	Incomplete ('I') grades indicate that additional work is needed to fulfill course requirements. Incompletes are given rarely and at the sole discretion of the instructor who will select a default grade based on your completed work. If you, for illness or some other compelling reason, missed a final examination or did not complete all assigned work, you may request an incomplete grade from your instructor.
	If an 'I' grade is granted, you must complete the necessary work according to the time frame given by your instructor, not to exceed 12 months. If the work is not completed by that date, the instructor may change your grade to the default grade. The University will automatically change the incomplete to the default grade at the end of 12 months.
Financial Aid and Grades	Students receiving financial aid (see "Financial Aid") are required to complete a prescribed percentage of full-time courses each semester. Incomplete courses are not considered to be completed courses.
Grade Changes	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.
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:

- Maintain an overall GPA of at least 3.0/4.0 each semester. Grades of "D" or below are not accepted in fulfilling requirements for advanced degrees. 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.
- Teaching Assistants and Fellows must maintain an overall GPA of 3.5/4.0 each semester.
- Earn a grade of "B-" or better in any required core course for the M.A. program.
- Earn a grade of "B" or better in any required core course for the Ph.D. program.
- Have no more than six credit hours of Incomplete ("I") grades at any time.
- Satisfactorily perform research and instructional obligations.
- 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 and the 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, the student will be dismissed from the program.

M.A. students who attain a grade of "C+" or lower (or Ph.D. students who earn 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, repeat the course, or may be placed on academic probation.

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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, and so forth) 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. Plagiarism occurs 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 sources 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 are expected to submit your own original work. You may not, except with explicit permission from your instructor, submit work that has been turned in for other classes. During examinations and other assignments, you must present your own work and follow all of the rules provided by the instructor 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 also has the ability to press charges and recommend sanctions at the University level, up to and including expulsion.

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 maintain academic integrity. For more information, see these resources:

- UB website on academic integrity (<https://academicintegrity.buffalo.edu/>)
- 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)

COURSE INFORMATION

The Core Courses

Course Number	Title	Description
COM 500	Proseminar in Communication Theory and Research	Provides first-year graduate students with 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 are periodically presented to students for critical evaluation.
COM 504	Research Methods	This course is designed to provide incoming communication graduate students with an understanding of the fundamentals of quantitative research methodologies—a necessary requirement for interpreting published research as well as designing quantitative research studies. Topics include variables, relationships, and hypotheses, construct measurement (including techniques, validity, and reliability), internal and external validity, experiments (laboratory and field), quasi-experimental research, survey design, and research ethics.
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 the fundamentals of theory, students will be exposed to classic theories in communication and social science.
COM 517	Applied Theory Testing	This course emphasizes theory application and theory testing. By reviewing empirical studies that are based on key communication theories, students will develop the ability to critically analyzing published research and developing a theory-based research project on their own. By the end of the semester, students will carry out a primary or secondary data analysis to identify empirical evidence in addressing specific research questions that reflect their areas of research interests.
COM 518	Statistics I	This course is designed to provide an understanding of the fundamentals of quantitative research analysis. The course deals with statistics from a conceptual/theoretical standpoint as well as a practical one. Therefore, students will learn data management, data analysis, basic statistical procedures, and how to report results. By the end of the semester, students will have learned how to conduct descriptive statistics, t-tests, ANOVA, correlation and linear regression, and chi-square using SPSS. The main objective of this course is to give students the skills to be able to read and understand empirical research, analyze data, and report results.
COM 519	Statistics II	This course is designed to provide an advanced understanding of quantitative research analysis. The course deals with statistics from a conceptual/theoretical standpoint as well as a practical one.

INFORMAL COURSES

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

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.

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

Limits –

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

Ph.D. candidates may apply no more than 15 credit hours of informal courses (excluding COM 700 – Thesis Guidance) toward the Ph.D. degree. Supervised Teaching (COM 695) credits are included in the 15 credit hours along with any credits earned in informal courses as a part of the M.A. degree.

Course #	Title	Description/Notes
COM 695	Supervised Teaching <i>This is a force registration class. To enroll, obtain an Informal Course form from the COM graduate secretary who will register you after the form is completed and returned.</i>	Provides an opportunity for students to gain teaching experience. Admission only by consent of the Director of Graduate Studies and the Major Professor. Students must 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 instructor. No more than 3 credits of Supervised Teaching can be applied to the degree program without permission of the Advisory Committee.
COM 696	Communication Internship <i>This is a force registration class. To enroll, obtain an Informal Course form from the COM graduate secretary who will register you after the form is completed and returned.</i>	Provides supervised work experience for students in selected agencies. May be repeated for credit. Admission only by instructor consent. 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. A description of the internship must be appended to the Application to Candidacy. Credit is variable and calculated on the basis of 45 hours of supervised activity for each credit. Internships can be paid or unpaid. No academic credit is given to students who are performing their regular jobs.

COM 699	<p>Independent Study</p> <p><i>This is a force registration class. To enroll, obtain an Informal Course form from the COM graduate secretary who will register you after the form is completed and returned.</i></p>	<p>Provides students with the opportunity to receive individualized attention as a research apprentice or to pursue academic study in areas in which there are no formal courses. Independent studies may take several forms:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Directed readings in a particular area, <input type="checkbox"/> Independent research on a question of interest to a student, or, <input type="checkbox"/> Collaborative research with a faculty member. <p>You must complete an Informal Course Form to enroll. The form must include a statement of the coursework, including textbooks and other assigned materials, a description of how the course is evaluated, and the signatures of both the student and instructor.</p>
COM 700	<p>Thesis Guidance</p> <p><i>This is a force registration class; enrollment is not automatic. To register, email your request and person number to the COM graduate secretary.</i></p>	<p>This course is restricted to students working on their dissertations, theses or projects and may not be enrolled in until the semester in which the official Application to Candidacy is submitted to the Graduate School.</p> <p>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'.</p>

**For Informal Course forms, see the Communication graduate secretary.*

***All informal graduate courses are graded on a Satisfactory (S) or Unsatisfactory (U) basis.*

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.

In general, please feel free to raise any concerns with the Director of Graduate Studies or the Department Chair.

IMPORTANT DEADLINES

For Master's degree students, please adhere to the following schedule:

M.A. Deadlines	Must successfully be completed:
First Fall Semester	Complete COM 500, COM 504, and COM 515 with a minimum grade of B-. International students must successfully complete ESL 512 (ESL 512 will count as credit toward the Communication degree program – See page 6).
	Have any transfer credits approved by your Advisory Committee and Director of Graduate Studies (see "Transfer Credits").
	Submit transcripts reflecting degree completion to the Communication graduate secretary no later than September 30.
	Domestic students receiving any type of tuition assistance through the department or the University (TA, graduate assistant, research assistant, fellow) must apply for New York State residency, using the appropriate forms available on the Student Response Center website, prior to December 1.
First Spring Semester	Complete COM 517 and COM 518 with a minimum grade of B-.
	Select Major Advisor and Advisory Committee (see "Advisement").
	Plan a preliminary program of study in consultation with your Advisor and Advisory Committee.
Second Fall Semester	Complete COM 519.
	Apply for graduation in HUB-. See the Graduate School website, www.grad.buffalo.edu , for deadlines.
	Have your thesis proposal approved in a Thesis Proposal Hearing or your project approved by your advisor.
Final Semester	A minimum of 36 hours of graduate coursework, including a maximum of 6 hours of transfer credits, a minimum of 24 hours in Communication courses (including COM 500, COM 504, COM 515, COM 517, COM 518 and COM 519). You must have a minimum QPA of 3.0/4.0 in both COM courses and courses taken outside the department (see "Degree Requirements"). You must be registered for at least 1 credit of COM 700, Thesis Guidance.
	The research requirements (see "Research Requirement").
	Research for thesis and have thesis approved in an Oral Defense-of-Thesis; or for the Applied program, a project approved by your advisor.
	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 1 conferral), in May (for June 1 conferral), and in August (for August 31 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.
	You must submit an electronic copy of the thesis to the Department of Communication and the Graduate School no later than deadline date established by the Graduate School in January (for February 1 conferral), in May (for June 1 conferral), or in August (for August 31 conferral). Your Major Professor and the Department must also receive a copy of your completed thesis or project.

For Doctoral degree students, please adhere to the following schedule:

Ph.D. Deadlines	Must successfully be completed:
First Fall Semester	Complete COM 500, COM 504, and COM 515 with a minimum grade of B. International students must successfully complete ESL 512 (ESL 512 will count as credit toward the Communication degree program).
	Have any transfer credits approved by your Advisory Committee and Director of Graduate Studies (see "Transfer Credits").
	Submit transcripts reflecting degree completion to the Communication graduate secretary no later than September 30.
	Domestic students receiving any type of tuition assistance through the department or the University (TA, graduate assistant, research assistant, fellow) must apply for New York State residency, using the appropriate forms available on the Student Response Center website, prior to December 1.
First Spring Semester	Complete COM 517 and COM 518 with a minimum grade of B.
	Select Advisor/Major Professor (see "Advisement").
	Begin planning a preliminary program of study in consultation with your Advisor.
Second Fall Semester	Complete COM 519 with a minimum grade of B.
No later than two semesters before expected date of graduation, you must have:	Submitted the Application to Candidacy to the Graduate School (go to www.grad.buffalo.edu for deadlines) and be registered for 1 credit of COM 700, Thesis Guidance.
	Successfully completed (with a GPA of 3.0/4.0 or better) 72 graduate semester hours of coursework, including 50 semester hours of Communication courses; completion of all program requirements; a research requirement of at least 9 credit hours (see "Degree Requirements").
	Successfully completed the instructional requirement (see "Instructional Requirement").
	Successfully defended your preliminary examination papers (see "Preliminary Examination").
	Formed a Dissertation Advisory Committee. This Committee may be the same as the Advisory Committee that administered the comprehensive examination (see "Advisement").
	Successfully defended a dissertation proposal in a formal Proposal Hearing (see "Dissertation Proposal Hearing").
One semester prior to expected date of graduation:	You must successfully defend the completed dissertation (see "Oral Defense of Dissertation"), no later than seven weeks prior to the expected date of graduation.
	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 1 conferral), in May (for June 1 conferral), or in August (for August 31 conferral).
	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 February1 conferral), in May (for June 1 conferral), or in August (for August 31 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 from the Graduate School are submitted at this time, as well.
	Present your Major Professor and the Department with an electronic 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 of 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.

GRADUATE FACULTY

Name	University/Area of Study	Research Focus
Thomas H. Feeley, PhD <i>thfeeley@buffalo.edu</i>	University at Buffalo; Health Communication and Social Influence Processes	Dr. Feeley's research interest is focused on health communication processes in applied contexts.
Mark G. Frank, PhD <i>mfrank83@buffalo.edu</i>	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.
Melanie C. Green, PhD DEPARTMENT CHAIR <i>mccgreen2@buffalo.edu</i>	Ohio State University; Media Effects	Dr. Green's research focuses on narrative persuasion, with topics ranging from health communication to social issues. She also studies the effect of social media and computer-mediated communication on interpersonal relationships.
Lindsay Hahn, PhD <i>Lhahn2@buffalo.edu</i>	Michigan State University; Media Effects	Dr. Hahn's research investigates the cognitive processes surrounding media use and effects in audiences across the lifespan.
Junhao Hong, PhD <i>jhong@buffalo.edu</i>	University of Texas at Austin; International, Intercultural, and Media/New Media Studies	Dr. Hong's research focuses on global communication issues, relationships between media and society, and how media formations and impact of new media differ in different societies, particularly related to Asian countries.
David Lee, PhD <i>dslee9@buffalo.edu</i>	University of Michigan; Interpersonal Communication and Well Being	Dr. Lee's research examines the impact of social interactions and relationships on well-being and health. He also studies the psychological antecedents and consequences of social media use.
Yotam Ophir, PhD <i>yotamoph@buffalo.edu</i>	Annenberg School for Communication at the University of Pennsylvania; Media Effects and Computational Social Science	Dr. Ophir's research focuses on media effects and persuasion, combining novel computational tools for automated content analysis, such as machine learning, topic modeling, and network analysis, with experimental and survey designs, to study media content and its effects on audiences.
Lance Rintamaki, PhD DIRECTOR OF UNDERGRAD STUDIES <i>rlance@buffalo.edu</i>	University of Illinois at Urbana Champaign Health Communication	Dr. Rintamaki's research interests focus on communication in the management of chronic illnesses.

<p>Michael Stefanone, PhD DIRECTOR OF THE SINGAPORE PROGRAM <i><u>Ms297@buffalo.edu</u></i></p>	<p>Cornell University; Computer-Mediated Communication</p>	<p>Dr. Stefanone's research interests include interpersonal, group, and computer-mediated communication. His research explores off- and online social networks and social media use.</p>
<p>Kelly Tenzek, PhD <i><u>kellyten@buffalo.edu</u></i></p>	<p>University of Wisconsin-Milwaukee Interpersonal and Health Communication</p>	<p>Dr. Tenzek's research interests include interpersonal and health communication, primarily focusing on end-of-life communication issues.</p>
<p>Frank Tutzauer, PhD <i><u>comfrank@buffalo.edu</u></i></p>	<p>Northwestern University; Interpersonal Communication</p>	<p>Dr. Tutzauer's research interests include bargaining and negotiation, communication networks, and mathematical modeling of communication processes.</p>
<p>Helen Hua Wang, PhD DIRECTOR OF GRADUATE STUDIES <i><u>hwang23@buffalo.edu</u></i></p>	<p>University of Southern California; Technology and Health</p>	<p>Dr. Wang's research focuses on the social transformation of communication technologies in everyday life, digital communication for health promotion, and entertainment-education.</p>
<p>Janet Z. Yang, PhD <i><u>zyang5@buffalo.edu</u></i></p>	<p>Cornell University; Risk Communication</p>	<p>Dr. Yang's research centers on the communication of risk information related to science, health, and environmental issues. She is particularly interested in how cognitive and affective evaluations of risk influence individuals' decision making.</p>
<p>Yini Zhang, PhD <i><u>yzhang20@buffalo.edu</u></i></p>	<p>School of Journalism and Mass Communication, University of Wisconsin-Madison; Communication</p>	<p>Dr. Zhang's research focuses on the formation of public attention and public opinion in the digital media environment and its relation to news media, using a combination of conventional and computational approaches.</p>