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INTRODUCTION

The Department of Communication offers the Master of Arts in Communication, with an emphasis in Mass or Speech Communication. Anyone wishing to take course work for enrichment purposes only is encouraged to do so under the "No Degree" classification with the understanding that the credit earned might not apply toward a degree program should the student later decide to complete a degree.

Graduate study in Communication is designed to aid the student in understanding communication theory and the theoretical bases of either speech or mass communication; conducting communication-related research and writing reports reflecting independent, scholarly thought; and developing professional skills to facilitate maturation in an area of interest. Those interest areas include: broadcasting and film, interpersonal communication, organizational communication, public communication, journalism, and public relations.

This handbook provides a brief overview of departmental requirements and policies concerning graduate study. Students are expected to know and understand the material in this handbook. Since it is designed to supplement, but not replace, the Graduate Catalog, the student also must familiarize him or herself with the catalog in effect during the year the student entered graduate study. The student, not the graduate coordinator, is the one responsible for meeting degree requirements and deadlines. Exceptions and waivers to requirements cannot be made because a student is unaware of the requirements, policies, or procedures listed in this handbook, or the Graduate Catalog.

ADMISSION

A student who has a baccalaureate degree from an accredited college or university may be admitted to graduate school at Central Missouri State University. Students in the United States may make application for admission at any time up to three weeks before the start of the initial semester) by contacting the Office of Admissions. Admitting a student to the university and accepting that student into a program of study are two separate acts. Admission to the university does not imply that the student meets the requirements for acceptance into a particular program, nor does it guarantee acceptance into that program.

To be accepted as a provisional candidate in the Department of Communication Graduate Program, a student must have a minimum 2.75 grade point average (on a 4.0 grading system) in at least fifteen (15) hours of accredited communication-related courses, and a cumulative 2.5 GPA on all undergraduate coursework. Exceptions may be made for applicants who cannot meet this standard, if they can present evidence of successful, related professional experience, letters of strong recommendation, and/or other convincing evidence indicating a potential for success in graduate study in communication.
Applicants with an undergraduate degree in a non-communication related field normally will be required to complete a minimum of 15 undergraduate semester hours in the appropriate communication area, in addition to the 32 semester hours of graduate credit required for the degree. The student must maintain a 3.00 GPA (B average) in these background areas. Professional experience and/or coursework in communication may count toward satisfactory completion of the background requirement.

International students who are overseas must submit admission forms at least 90 days in advance of the initial semester, so as to ensure time for the necessary forms and paperwork to be competed. International students must demonstrate proficiency in English and some background in the appropriate area of communication course work before being admitted as a provisional candidate. A T.O.E.F.L. score of 550 or greater is required, and international students also will be required to pass the TOEFL Oral English Test. Additional English language coursework may be required. For specific details concerning the requirements for admission, prospective international students should contact the International Student advisor, Office of Admissions.

Students who are admitted to Graduate Studies, but denied admission to the Graduate Program in Communication, may take coursework as "No Degree" students. Such students may apply for readmission provided they earn a minimum of 3.0 GPA on 9 hours of graduate coursework in communication. Normally this 9 hours will include COMM 5000, Introduction to Graduate Study, and COMM 5010, Theories of Communication. Graduate students under a "No Degree" classification should understand that credits earned as a "No Degree" student might not apply to the degree program.

A CMSU senior may apply for admission to the Graduate School in the semester prior to the final semester of study. After being admitted, a CMSU senior may enroll in courses for graduate credit during the semester in which the baccalaureate requirements are completed. The total number of undergraduate and graduate hours must not exceed 15 semester hours. A student must complete baccalaureate requirements in the semester in which they are enrolled in both undergraduate and graduate hours before graduate credit will be awarded.

**PROGRAM REQUIREMENTS**

The M.A. degree is designed for students seeking advanced study in communication. Two courses are required of all graduate students: COMM 5000, Introduction to Graduate Study; and COMM 5010, Theories of Communication. In addition, students must select one of two options: 1) Mass Communication option; or 2) Speech Communication option.

The Mass Communication option is a broadly based study designed for those who desire to emphasize academic preparation with professional applications. Courses in four subject areas are required of students: 1) law; 2) world communication systems; 3) social
issues; and 4) economics and/or management. Students who have taken any of these
courses as part of their undergraduate coursework, or taken them elsewhere for graduate
credit, will be required to take advanced graduate seminars or readings in those subject
areas. In addition, students should plan to engage in an intensive study of an area of
special interest during the process of completing the minimum total of 32 graduate-level
semester hours of study required for the degree.

The Speech Communication option is a broadly based study of speech communication
designed for those who desire an academic professional sequence of study. Students are
required to take two of the following core courses: 1) Theories of Interpersonal
Communication; 2) Modern Rhetorical Theory; and 3) Group Communication. Students
who have taken any of these courses as part of their undergraduate coursework, or taken
them elsewhere for graduate credit, will be required to take advanced graduate seminars
or readings in those subject areas. In addition, students would plan to engage in an
intensive study of an area of special interest during the process of completing the
minimum total of 32 semester hours of study required for the degree.
A maximum of eight semester hours may be transferred in from another accredited graduate program in communication, subject to approval by the Graduate Coordinator. Such transfer courses must reflect a B or higher to be transferred. If accepted, such courses will count as elective credit; no outside course can substitute for any core requirement of either the Mass Communication or Speech Communication option. In addition to the regular course offerings, the department offers seminars, readings, special topics, projects, and research problems in a variety of subjects based on faculty interest areas or fields of expertise. See page 10 for further information on special topics courses.

After consultation with the Graduate Coordinator, students may also enroll in up to six hours of cognate courses from other related disciplines (e.g. Political Science, Sociology, History, Education, etc.). Cognate courses must be approved in advance; otherwise the student may not receive graduate credit for such courses within this program.

M.A. Course Requirements:

<table>
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<tr>
<th>REQUIRED GRADUATE COURSEWORK</th>
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<tr>
<td>I. COMM 5000 Introduction to Graduate Studies</td>
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<tr>
<td>II. COMM 5010 Theories of Communication</td>
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<tr>
<td>III. RESEARCH</td>
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<tr>
<td>A. COMM 5090 Thesis (1-6 hours)</td>
<td>3</td>
</tr>
<tr>
<td>B. SPCM 6271 Graduate Internship in Organizational Communication (1-6 hours)</td>
<td>0 - 6</td>
</tr>
<tr>
<td>C. Research Paper option carries no credit</td>
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<tr>
<th>SELECT ONE OF THE FOLLOWING OPTIONS:</th>
<th>6 - 11</th>
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<tr>
<td>Mass Communication Option Core</td>
<td>9 - 11</td>
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<tr>
<td>A. MCOM 4050 Mass Communication Law (3)</td>
<td></td>
</tr>
<tr>
<td>B. MCOM 4060 Comparative Media Systems (2) OR</td>
<td></td>
</tr>
<tr>
<td>C. MCOM 5060 International Communication (2)</td>
<td></td>
</tr>
<tr>
<td>D. MCOM 4080 Criticism of Mass Media (2) OR</td>
<td></td>
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<tr>
<td>E. MCOM 5080 Effects of Mass Communication (3)</td>
<td></td>
</tr>
<tr>
<td>F. MCOM 4040 Media Management (2) OR</td>
<td></td>
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<tr>
<td>G. MCOM 4045 Media Economics and Sales (3)</td>
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<tr>
<th>Speech Communication Option Core (choose two of the following)</th>
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<tr>
<td>A. SPCM 4130 Theories of Interpersonal Communication (3)</td>
<td></td>
</tr>
<tr>
<td>B. SPCM 4145 Modern Rhetorical Theory (3)</td>
<td></td>
</tr>
<tr>
<td>C. SPCM 5130 Group Communication (3)</td>
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Students are also required to satisfy a research requirement. Students in the Mass Communication option may write a thesis (COMM 5090) or prepare two research papers. Students in the Speech Communication option may choose to write a thesis, two research papers, or a paper based on an internship (SPCM 6271). A student should select the most appropriate option based on his/her background, abilities, interest, and vocational goals. For detailed information on the research requirement, see pages 11-15.

NOTE: The Masters of Science in Education (MSE), with an emphasis in Speech Communication, has been put into indefinite abeyance. Students interested in a regular MSE degree should consult with the School of Education.

**GRADE REQUIREMENTS**

Graduate students are expected to maintain a 3.0 grade point average (on a 4.0 scale) during their graduate program. A 3.0 GPA is required to file for candidacy, and, of course, to graduate. Students who drop below a 3.0 GPA will be placed on probation by the Dean of Graduate Studies. A grade of "C" or higher must be received in each course which is part of the student's approved program (any course with a "D" or "F" grade must be repeated). Not more than 6 semester hours of credit with a grade of "C" may be applied toward meeting degree requirements. A student who receives more than 6 hours of "C" in his/her program is not out of the program, but when that point is reached, the student should drop one or more of those courses in which the "C" or lower was earned, and add another course(s) to the program. If the student has a cumulative graduate GPA of less than 3.0 at the end of each of three consecutive semesters of enrollment, the student becomes ineligible for a masters degree in Communication at CMSU.

Courses numbered at the 4000 level are currently offered for either graduate or undergraduate credit, unless designated as an undergraduate course only. A student should make sure that a specific 4000 course is approved for graduate credit prior to enrolling in such a course. A 4000 level course taken for undergraduate credit may not be applied or repeated as graduate credit. In addition, students must remember that at least 15 semester hours in the approved graduate program must be at the 5000 or 6000 level.

**REGISTRATION**

All graduate students should preregister as soon as possible before the semester in which they expect to take course work. Due to high enrollments, especially in some 4000 level courses, the department recommends very early registrations. This is especially important...
for graduate students taking background undergraduate courses. The following guidelines are recommended:

--Enrollment for Fall semester should be made at the beginning of the enrollment period during the prior Spring semester.

--Enrollment for Spring semester should be made at the beginning of the enrollment during the prior Fall semester.

--Enrollment for Summer should be made during the prior Spring semester.

To sign up for classes, a student must arrange a class schedule with the graduate coordinator (the coordinator has the proper form); then enroll at the Graduate Studies office, by phone or through the Mule system. Students may not enroll in arranged courses, including thesis hours, without consulting the Graduate Coordinator and completing an "Arranged Course Form," available from the department Office Professional or the Graduate Coordinator (see page 9).

During the Fall and Spring semesters, the average course load for graduate students in the Department of Communication is 12 hours, with a maximum of 16 hours. Students with graduate assistantships are normally limited to 9 -10 hours per semester. Students planning to enroll in the summer should check with the Graduate Coordinator about maximum course loads permitted.

**ROLE OF THE GRADUATE COORDINATOR**

The primary role of the Department of Communication Graduate Coordinator is that of a facilitator—to translate departmental and graduate policy into fact, to serve as an advisor to the graduate student, and to interact with faculty members vis-a-vis student programs so as to permit orderly and academically sound progress on the part of the student. The Graduate Coordinator serves as the initial program coordinator/advisor for the graduate students, helping to insure that such students follow prescribed programs and adhere to departmental course requirements.

The Graduate Coordinator recommends to the student the most appropriate sequence of courses that meets the dual goals of departmental/university requirements and the needs of the student. A copy of the specific semester enrollments and overall sequence of courses will be developed by the Graduate Coordinator and kept in the student's file. The Graduate Coordinator serves as a counselor; after the student has met the minimal degree program requirements and has taken any required courses, the decision of which courses to take rests with the student.

Graduate students may seek the advice of any or all graduate faculty members. Students often find it beneficial to obtain advice from other graduate faculty members before
consulting with the Graduate Coordinator. This is encouraged as a means of allowing the student to determine the best elective courses to follow during their academic programs.

The Graduate Coordinator files Program of Study papers submitted by the graduate student at the prescribed time in the student's academic program. In addition, the Graduate Coordinator serves as a liaison between the Graduate Studies office, and on behalf of the Department as required and directed. The Graduate Coordinator responds to inquiries about the program, handles applications and admissions, assists in recruitment of graduate assistants, and helps seek out other assistantship openings on campus for qualified incoming graduate students.

The Graduate Coordinator is also responsible for coordinating the comprehensive examinations, with the advice and input of the graduate faculty, and is responsible for routing these examinations among the appropriate faculty for evaluation. The Graduate Coordinator is responsible for scheduling and supervising comprehensive examinations.

The Graduate Coordinator or other faculty advisors will not necessarily be the thesis or research paper advisor(s). As the student reaches the point of working to satisfy the research requirement, he/she will propose a research committee, subject to approval by the Graduate Coordinator or Graduate Committee; this committee will assume responsibility for guiding his/her progress on the research component of the degree (see pages 10-14 for guidelines on selecting such a committee).

The Graduate Coordinator or a designated alternate determined by the Graduate Committee will serve in that capacity during the summer semesters of the academic year, for a minimum of a six-week session. Due to lack of available faculty, no comprehensive examinations will be scheduled during the summer semester of the academic year.

**GRADUATE FACULTY**

Graduate courses are taught by approved graduate faculty. Currently, graduate faculty status is reserved primarily for individuals holding a doctorate, or an equivalent terminal degree, with exceptions made by the Dean of the Graduate School (see the Graduate Catalog).

Normally, for an arranged or variant course to count for graduate credit, it must be supervised or taught by a member of the graduate faculty. In addition, members of the student's research committee (whether thesis or library papers), normally are graduate faculty. Students should make sure that the instructor or supervisor of an arranged course, or the proposed members of a research committee meet this qualification. Students should refer to the appended list of departmental faculty to help with their selection of an appropriate research committee (pp. 19-21).

**APPLICATION FOR APPROVAL OF PROGRAM OF STUDY**
One of the most important forms to be filed as a graduate student is the Application for Approval of Program of Study, Master of Arts Degree, because it officially admits the student to candidacy for the degree. There are several steps which must be completed before the Program of Study forms can be processed by the Graduate Coordinator and the Graduate Studies office.

Normally, students will submit the Application for Approval of Program of Study forms during their second semester in the program. Students must file the forms after they have completed 12 semester hours in their graduate program. The Graduate Coordinator and Office of Graduate Studies check to see that the proper courses and number of courses have been taken, which prevents a last-minute situation in which the student is told of a missed requirement which will delay graduation. Graduate students are responsible for making sure that Program of Study forms are filed in time. Failure to complete this requirement may result in delayed graduation.

Steps for filing:

1. Pick up one copy of the blue Application for Program of Study, Master of Arts Degree form from the departmental office or Graduate Coordinator (or from Graduate Studies, WE 1800) early in the second semester of the graduate program.

2. Arrange for a transcript of all graduate work, including transfer credits, to be sent to the Graduate Coordinator. Failure to do so may delay final approval of the student's program. A 3.0 GPA is required on all completed graduate course work before Program of Study forms are approved.

3. Complete the form. It is preferred that the forms be typed, though neat printing in ink is acceptable. All courses must be listed, including those that have not yet been taken, as well as required background courses. It is essential that the student plan ahead and project a program that can be completed. At times, when work or other conflicts arise, it is necessary to amend the Program of Study (done through the Graduate Coordinator).

4. Sign and date the form, then turn it in to the Graduate Coordinator. The Graduate Coordinator will then check the form and the student's transcript, then also sign and date it before forwarding it to the Office of Graduate Studies.

GRADUATE COMPREHENSIVE EXAMINATIONS

All Master of Arts and Master of Science in Education students must request, attempt, and pass comprehensive examinations. The purpose of the comprehensive examination is to encourage the student to review, organize, synthesize, and integrate a number of ideas
from several courses and sources to enable the student to see ideas in a different perspective, retain the knowledge of and gain additional insight and understanding in the key concerns of human communication.

This approach will be implemented by faculty preparing examinations in the core areas each semester. The Graduate Coordinator is responsible for the final form of the written comprehensive examinations, and for administering the examinations (he/she may delegate responsibilities).

Questions on the comprehensive exams parallel a student's academic program, and may also contain specific questions from communication courses required of all students, including courses from core requirements, regardless of where or when those courses were taken. Students who have taken any 4000 level core course as an undergraduate, or at a different program, will be examined over that material; such students are recommended to take a 5000 or 6000 level seminar or readings over that subject area. In answering a question, the student should demonstrate understanding, integration, and synthesis of basic concepts/content, providing adequate supporting materials as evidence, with a good organization and style of presentation.

Students should make application to take comprehensive examinations by the 15th week of the semester prior to the semester when plan to write the examinations. Application is made by completing the "Permission to Take Comprehensive Examinations" form and submitting it to the Graduate Coordinator. Students who miss the prior semester deadline normally will NOT be permitted to take the examinations.

The Graduate Coordinator will schedule an open meeting early each semester to provide guidance to students scheduled to write their examinations during that semester. Students planning to write examinations are strongly urged to attend these meetings. Comprehensive examinations normally will be conducted approximately 4-6 weeks into the semester, to be arranged by the Graduate Coordinator.

To be eligible to write comprehensive examinations in the Department of Communication:

1. The student must have been admitted to candidacy (filed a Program of Study);
2. The student must have completed all core and core-option (elective) courses;*
3. The student must have earned a minimum of 20 hours of graduate credit in an approved program.

*Current core courses for the Masters of Arts Degree in Communication include COMM 5000, Introduction to Graduate Study in Communication; and COMM 5010, Theories of Communication.

*Current core-elective courses for the Mass Communication option include MCOM 4050, Mass Communication Law; MCOM 4060, Comparative Media Systems, or MCOM 5050, International Communication; MCOM 4080, Criticism of Mass Media,
or MCOM 5080, Effects of Mass Communication; MCOM 4040, Media Management, or MCOM 4045, Media Economics and Sales.

*Current core-elective courses for the Speech Communication option include SPCM 4130, Theories of Interpersonal Communication; SPCM 4145, Modern Rhetorical Theory; and SPCM 5130, Group Communication.

Comprehensive examinations will be organized in the following manner:

1. M.A. candidates (thesis option) will have four hours of written comprehensives, and a minimum of one hour oral defense of thesis; such candidates may also have a special oral exam to cover areas of written comprehensives judged substandard by one or more exam committee faculty.
2. M.A. candidates (non-thesis option) and M.S.E. candidates will have six hours of written comprehensives, and, at the committee's discretion, a minimum of one hour of oral examination over subject areas.

It is advised that the candidate not attempt to write more than three hours in any one day. Normally, written comprehensives are completed before the oral defense of the thesis is scheduled. The oral defense of either thesis or examination questions may not be scheduled sooner than seven days after evaluation of written comprehensives.

After the candidate has written his/her examinations, the Graduate Coordinator will route the student's answers to the faculty who supplied the questions. The grading process goes through at least two readers, sometimes more, and takes approximately 4-6 weeks to complete. Students will be notified regarding their performance on the comprehensive exams by the Graduate Coordinator. Individual readers are NOT permitted to give you their ratings, as all ratings are averaged together to get your final score.

The student's answers will be rated in the following manner:

1. **Superior Pass**: Outstanding content and development.
2. **Pass**: Adequate content and development.
3. **Conditional Pass**: Marginally adequate content and development, to be verified in an oral examination.
4. **Fail**: Inadequate content and development.

Passing written comprehensives will occur when the combined score equals "superior pass" or "pass." Students receiving one or more ratings of "conditional pass" should be prepared to answer questions in those areas during an oral examination. When one or more faculty have rated one or more question(s) "conditional pass," the Graduate Coordinator will poll, in writing, each member of the student's examination committee as to whether or not an oral examination should be given. A simple majority is needed for such an oral examination to be administered. The orals examination committee will be the same as the comprehensive examination readers. The Graduate Coordinator will appoint a chair from this committee to facilitate the oral examination. While the oral questions will focus on the low-rated answers, other questions may be asked related to
the entire exam. In addition, non-thesis option students may be given an oral examination over the core coursework, regardless of performance on the written examination.

Passing the oral defense of comprehensive exams will occur when the consensus vote of the oral examination committee is pass, or when the majority of the committee votes pass and no more than one committee member votes fail. If two or more committee members vote fail, then the candidate fails orals. If the candidate fails to satisfactorily answer the questions in the oral exam, he/she is normally required to retake the applicable areas (other arrangements may be made, such as retaking course work or completing a paper, depending on a vote by the orals examination committee, in consultation with the Graduate Coordinator). Orals may be repeated once, but not during the same semester, nor later than two semesters after the first attempt. During all second oral attempts, an impartial observer appointed by the Graduate Coordinator will observe the proceedings and act as an ombudsman in the event of any challenges.

If a candidate receives a "fail" on an examination question from one or more committee members, the candidate is normally required to retake a written test over the area of the question or questions that were judged substandard (a single failing answer may be part of a scheduled oral examination, depending on a vote by the examination committee; if a student satisfactorily answers the question, it may substitute for rewriting the item. This option is determined solely by the examination committee). Examination retakes cannot be taken before 30 days after the original examination date, nor later than two semesters after the first attempt. If the second attempt is failed, the candidate will be required to take additional course work in the areas failed. Failed examinations may be reviewed at the student's request by making application in writing to the Graduate Coordinator within two weeks of the reported results.

A record will be kept by the Graduate Coordinator of the candidates written examination and oral defense evaluations by committee members. This record will be open to the candidate's inspection, by appointment with the Graduate Coordinator. Any questions about the exams, either before or after, should be directed to the Graduate Coordinator. All examinations are the property of the Department of Communication.

**ARRANGED COURSE HOURS**

Normally a graduate student will not be permitted to enroll in individual studies or arranged courses (Thesis, Readings, Research Problems, Special Topics, Special Projects, Internship) during the first semester of enrollment. Usually, enrollment in individual studies or arranged courses is permitted only after the student has taken the appropriate courses and seminars in the curriculum, since such courses are designed to supplement and extend the course offerings. The number of such arranged course hours normally may not exceed 6 semester hours (excluding internship and thesis hours).
To arrange a special project or readings course, a student must consult with an appropriate faculty member regarding both the content and supervision of such a course, and secure his/her permission to enroll in such a course. The content of an arranged course must reflect graduate level work. Students must complete the "Application for Arranged Course" form, available from the departmental office or Graduate Coordinator. This form requires the signatures of the student, the supervising faculty member, the Graduate Coordinator, and the Department of Communication Chair. The complete form, with all signatures, must be submitted to the Graduate Coordinator before the student is permitted to enroll in the arranged course for graduate credit.

Arranged courses are not intended to substitute for the research requirement(s) of the graduate degree program; however any papers which grow out of the arranged course could become the basis for a "library paper" developed under the supervision of a research advisor and a second reader.

**GRADUATE INTERNSHIP**

The Graduate Committee sets the policy regarding student enrollment and requirements for internship credit, while the Graduate Coordinator advises students on the possible selection of an internship for academic credit.

The Internship Committee implements the policy set by the Graduate Committee, and oversees the general internship opportunities and placement. Assignment of faculty supervision and evaluation of graduate interns is determined by the Graduate Committee in consultation with the Department Chair as part of the internship application. Mass Communication policy permits students to enroll in 1-3 hours of internship credit (MCOM 4095, Internship). It includes the requirement of a substantive paper done under the supervision of an internship supervisor. The overall adequacy of the internship experience and the substantive paper are evaluated by the internship supervisor. While the internship experience is not intended to substitute for the research requirement(s) of the graduate degree program, the "substantive paper" could become the basis for a "Library Paper" developed under the supervision of a research advisor and a second reader.

Speech Communication policy permits students to enroll in 1-6 hours of internship credit (SPCM 4285, Internship in Speech Communication), which includes the requirement of a substantive paper done under the supervision of an internship supervisor. The overall adequacy of the internship experience and the substantive paper are evaluated by the internship supervisor. While the internship experience is not intended to substitute for the research requirement(s) of the graduate degree program, the "substantive paper" could become the basis for a "Library Paper" developed under the supervision of a research advisor and a second reader.
In addition, the Speech Communication option offers SPCM 6271, Graduate Internship in Organizational Communication (1-6 semester hours) which can fulfill the research requirements for the graduate program (see page 15).

Students interested in any of these internship options are encouraged to discuss them with the Graduate Coordinator and appropriate faculty members. Application for the graduate internships is made to the Graduate Committee.

**ROLE OF RESEARCH IN GRADUATE STUDIES**

The Masters degree in communication at Central Missouri State University offers advanced study in the fields of Speech and Mass communication. Entry into the program presupposes that the student has had, or will obtain, appropriate undergraduate courses in the skills and industry of specialization in communication. The graduate curriculum is intended to provide an opportunity for students to engage in advanced study and research in their chosen areas of interest. Such advanced study is a scholarly endeavor.

Within that context, the scholarship requirements for the degree not only include the completion of a variety of courses, but also the completion of a research option. Why is there a requirement to conduct research? First, the major function of research is to discover new knowledge, and test and modify old knowledge. In that way graduate students, under the direction of experienced faculty, have the opportunity to contribute to the body of knowledge about the area studied. Since a scholar's ultimate goal is to make a "contribution" to the field of expertise, research is a major function of the modern American university, thus part of the role of an advanced academic degree program.

Further, within the applied professions of communication, research continues to be increasingly important. Generally, research completed in an academic setting is theory-oriented, and has public applications. Research is done extensively in communication industries, but is proprietary, with the results considered to be the sole property of the sponsoring agency. Therefore, to prepare students for entry into communication industries, the graduate program in communication at CMSU requires students to demonstrate competence in research.
The following sections describe each of the research options available to graduate students in the Department of Communication:

1) Thesis

Although a thesis (COMM 5090) is optional in the Masters of Arts program, there are a variety of reasons for selecting this research option. In particular, those students planning to continue work for a Ph.D., or other post graduate degree, often report that the completion of a M.A. thesis aided their acceptance into other graduate departments. The structure of a thesis also is similar to many industry projects. There is no specified length for a thesis, although most in the Department of Communication range from 50 to 200 pages, depending on the type of study. Prior theses are available for checkout from the departmental secretary.

Students are strongly encouraged to select a thesis topic during their first semester of graduate study, and to begin working on it as early in the program as possible. Students should consult with the Graduate Coordinator and other appropriate faculty members regarding possible topic areas and committee makeup.

After such consultation, a student may request that particular faculty members serve as the thesis committee. The thesis committee is comprised of the thesis advisor and two additional committee members, one of which may be from a cognate area. Normally this committee consists of graduate faculty (the advisor must be a member of the graduate faculty). In addition, the Graduate Coordinator and/or Department Chair may be designated to serve as committee members, either as one of the three primary members, or as a fourth ex-officio member. These persons may participate in the signing of the accepted thesis.

Students should make their requests for a thesis committee by completing and submitting the "Request for Thesis Committee" form to the Graduate Coordinator. Normally such requests will be made by the second semester of the student's graduate program. While every attempt will be made to honor the student's request for a committee, the Graduate Coordinator may suggest alternative faculty, after considering faculty loads, content specialization, and methodological expertise. The Graduate Coordinator is the final decision-maker on the makeup of any thesis committee, subject to review by the Graduate Committee. Once "The Request for Thesis" form is signed by the individual committee members and the Graduate Coordinator, the "Request for Thesis Committee," it constitutes the official recognition of the thesis committee. Any changes require a new form to be submitted.

A thesis may be taken for up to 6 semester hours of academic credit. Normally, a graduate student will enroll for an initial 2-3 hours in Thesis (COMM 5090) during the second or third semester. Once students enroll in thesis hours, they must complete a thesis. Students cannot change their programs after that time. Therefore, students, for their own protection, must receive permission from the Graduate Coordinator to enroll in
any thesis hours; such permission usually requires that the student have a proposed topic and committee.

Students normally will enroll in the last 3-4 hours of thesis in the third or fourth semester, after receiving permission from the Graduate Coordinator. Such permission usually requires that the student has completed an acceptable prospectus in the first enrollment of COMM 5090. A grade of "U" (Unfinished) will be recorded for all thesis hours until the final draft is accepted and signed off by the committee. At that time, separate grades will be turned in by the thesis advisor for each thesis registration.

In some circumstances, especially for Graduate Assistants who must maintain an enrollment of 6 credit hours per semester, it is beneficial to enroll in all 6 thesis hours during the same semester; however, students who opt for such an enrollment should be working on their thesis prior to enrollment in the 6 hours (it will take you a minimum of two semesters to complete a thesis project).

The student should work with the thesis advisor to narrow and define the topic in preparation for the prospectus (aka thesis proposal). The thesis prospectus is the formal proposal made by the student to the thesis committee, outlining the suggested study. While no specific requirements are set, an acceptable prospectus usually contains the following, where applicable:

1. A title;
2. An overview statement introducing the problem;
3. A statement of the specific problem to be examined;
4. A survey of the pertinent literature;
5) A statement of purpose;
6) The hypothesis to be tested or research questions;
7) A description of the specific methodology;
8) The value of the study to the literature of communication;
9) A bibliography; and
10) Appendices as necessary.

In addition, the following will be required whenever applicable: a copy of a preliminary questionnaire, persons to be interviewed, evidence of expertise or available resources in statistics or computer programming, an example of coding sheets to illustrate specific content analysis objectives, or other appropriate elements or materials. All questionnaires must be approved by the Human Subjects Committee, and the Graduate School. Before questionnaires may be used by graduate students in any study or survey, the questionnaire must be approved by the student's advisor and the Chair of the Department of Communication. To meet U.S. government directives, the Chair will refer questionnaires dealing with human subjects to the University Human Subjects Committee (the proper form is available in the Office of Graduate Studies). After the questionnaire has received final approval by the Human Subjects Committee, the advisor or Chair should send a Notice of Approval to the Graduate Studies office. A second copy of this
notice is to accompany the thesis or research paper when submitted to the Graduate Studies office for final approval.

It is expected that the thesis prospectus will conform to the CMSU Thesis Manual, and that it will reflect a carefully thought out project on the part of the student, with as many specifics as possible (often the prospectus forms the basis for the first chapters of the thesis).

When the thesis advisor believes the prospectus to be in a suitable form, he/she will coordinate a time for the committee to review the prospectus with the student. Informal caucuses by the committee may precede the formal presentation. One week in advance of the formal meeting, the student will distribute copies of the prospectus to each committee member, and make written notification to all members of the graduate faculty in the department, inviting them to attend this meeting (this can be done through a general posting). At the prospectus meeting, the committee may recommend further modification or addition to the study, or accept it as presented.

Changes in the committee membership necessitated by changes in the graduate faculty do not affect the study once the prospectus has been formally approved. When the study has been completed in keeping with the approved thesis prospectus, an oral defense of the thesis will be scheduled. Committee members must receive final copies of the thesis, typed in accordance with specifications from the CMSU Thesis Manual (available from the Office of Graduate Studies), at least one week prior to the defense, with all graduate faculty invited to attend the defense.

At the defense meeting, the committee will normally have corrections and changes to be made in the final draft. The committee also may require more substantial modifications if it is felt that the results are not adequate. Members of the committee will question the student further about the study to clarify their own and the student's understanding of the work. Attending graduate faculty will be invited to ask questions and/or make comments, but they will not vote on acceptance of the thesis. Although the majority of theses are accepted by their committees (subject to major or minor revisions), the committee may reject the thesis when it fails to meet accepted standards of research or composition. The committee will then determine the future course of action for the student.

2) Research Papers

Graduate students are encouraged to engage in independent scholarly activities. It is recognized that the student's goals might be served better by taking a minimum of 32 semester hours of graduate course work and writing two research papers rather than writing a thesis. Research papers are not truncated or watered-down theses. Instead, they are model research papers based upon library sources or other data. They should examine some aspect of communication, and are normally an outgrowth of a graduate course or seminar. There is no specified length, but will be exemplary term papers for a graduate-level course. Prior library papers are available for checkout from the department.
As a minimum, research papers will include the following:

1) A review of the pertinent literature on the topic;
2) A synthesis of that literature; and
3) Intelligent conclusions made independently by the student on the topic.

The director, or first reader, of each library paper usually will be the professor for whom the paper was originally written. There will be a second reader for each paper, as well. Both readers should be members of the graduate faculty. Students must complete and submit the "Request for Research Paper Committee" form to the Graduate Coordinator for each paper. Once the committee and the Graduate Coordinator have signed this form, subject to review by the Graduate Committee, the form constitutes the official recognition of the research paper committee. The Graduate Coordinator, with the Graduate Committee, is the final determiner of the makeup of each library paper committee.

Generally speaking, students will find it do their benefit to divide the papers into different semesters. Ideally, one paper will be completed during the second or third semester of enrollment, with the second paper completed during the third or fourth semester. Although a formal oral defense is not required, students writing research papers may be questioned on those papers during a comprehensive examination oral.

Like theses, research papers are expected to conform to appropriate academic style and the guidelines of the Office for Graduate Studies (see the CMSU Thesis Manual).

3) Internship Research Paper (SPCM option only)

Graduate students in the Speech Communication option may, under certain circumstances, satisfy the research requirement by enrolling in SPCM 6271, Graduate Internship in Organizational Communication, for up to 6 semester hours of credit. This course has a pre-requisite of SPCM 4280, Communication in Organizations, which must be taken prior to enrollment in SPCM 6271.

The writing of a major research paper based on the graduate internship is a requirement for this option. This paper must be a legitimate research project, not merely a report or essay, on the internship experience. The student may, for example, use the internship situation as a means of gathering data for the paper. Prior internship projects are available for checkout from the departmental secretary.

Before obtaining an internship, students should meet with a prospective advisor to discuss potential topics for the research project. Internships must be approved by the advisor and the Graduate Coordinator, in consultation with the Graduate Committee. Two other committee members are needed for the committee (one may be from a cognate area; both should be from the graduate faculty). In addition, the departmental internship supervisor may be a member of the committee, either as one of the primary three
members, or as a fourth ex officio member. The student needs to complete and submit a "Request for Thesis Committee Form" signed by the committee members to the Graduate Coordinator. As with thesis committees, every attempt will be made to honor student's requests, though sometimes alternative faculty members will be suggested by the Graduate Coordinator for the committee. The Graduate Coordinator, with the Graduate Committee, is the final decision-maker regarding the make-up of all internship project committees. The signed form constitutes the official recognition of the internship project committee.

The student should, under the direction of his/her advisor, prepare the project during his/her enrollment in SPCM 6271. The research requirement is satisfied when the paper is approved by the advisor and readers during an oral defense, following the thesis option.

4) Guidelines for Preparing Research Projects

The Communication Department accepts the latest editions of two stylebooks: 1) MLA Handbook for Writers of Research Papers, latest edition; and 2) Publications Manual of the American Psychological Association (APA), latest edition. Current guidelines for preparing theses or research papers are available through the Office of Graduate Studies. These guidelines are subject to frequent revision. Students are responsible for conforming to the guidelines currently in effect when they complete all requirements; failure to do so may delay graduation.

Once the thesis is accepted by the department, one unbound copy, signed by members of the committee and the Department Chair, is submitted to the Dean of Graduate Studies at least four weeks prior to the end of the semester when the student is seeking graduation. The thesis will be read by the Writing Lab, and revisions will be sent to the student. Upon completing those revisions, the student will resubmit the thesis to the Office of Graduate Studies, to be signed by the Graduate Dean. At least four copies must be prepared, according to guidelines provided by the Office of Graduate Studies. These copies will be bound (two copies will go to the library, one to University Microfilms, and one to the department).

Research papers and internship projects need not be signed by the Dean of Graduate Studies. However, students need to get at least one copy bound for the Department of Communication. Additional copies may also be requested at that time.

All costs relating to reproduction and binding of the thesis are the responsibility of the student. The Office of Graduate Studies issues a bindery receipt which is needed to complete the application for graduation. The receipt number should be returned to the department’s Graduate Coordinator, no later than two weeks prior to the end of the semester in which the student plans to graduate.

Students are responsible for knowing and meeting all deadlines set each semester by the Graduate Studies office. Failure to meet these deadlines will result in a delay until the next semester for formally completing degree requirements.
GRADUATION

The student initiates the paperwork for graduation through the Graduate Studies office. There are three major steps:

1. Requesting a Transcript--a white card which goes to the Registrar's Office requesting a copy of the student's transcript be forwarded to the Department of Communication. This is checked by the Graduate Coordinator against the approved Program of Study forms to insure that all course requirements are being or have been met.

2. Application for a Degree--a white IBM card which must be returned to the Graduate Studies office by a specified deadline each semester (see catalog) by the Graduate Coordinator, who certifies that the student is eligible for graduation when outstanding course work is completed.

3. Certificate of Eligibility for a Graduate Degree--a blue sheet that is forwarded by the Graduate Coordinator when all requirements have been met (including comprehensive examinations completed and thesis or research papers signed). The bindery receipt number for the thesis or research papers must be listed on this form. All outstanding "U" grades must be removed prior to submission of this form to the Graduate Studies office.

Failure to submit these forms on time, or incomplete submissions, may delay graduation for another semester. All of these steps should be completed well in advance of the deadlines. The filing of paperwork certifying completion of comprehensive exams, thesis defense, or completion of research papers should be accomplished in sufficient time to avoid any complications.

 Shortly before the end of the graduation semester, the Revenue Office will bill the student for graduation fees. When these are paid, and the application for degree approved, the student's official record will reflect that all requirements for the degree have been met after the close of the semester. Official transcripts of your record can be sent to the student, if authorized. Students will receive information about Commencement, held in December and May of each school year.

Information about receiving permission to walk through the graduation ceremonies early can be obtained from the Office of Graduate Studies. In addition, Graduate Studies can provide a letter or completion, upon student request.

The Department of Communication recommends that all students receiving a degree register at the Placement Office prior to graduation, and that they stay in touch with the Department after graduation, for possible career contacts and letters of recommendation.
ASSISTANTSHIPS AND FELLOWSHIPS

The Department of Communication offers graduate assistantships to promising graduate students who have previous training and/or related experience in the field of communication. Some graduate assistants are responsible for instructing the basic public speaking course, the basic radio-TV production course, the basic journalism course, or the intermediate level courses in radio production and television techniques. Other assignment areas including assisting in research, assisting with the forensic program, assisting with large classes, or supervising other laboratory settings. These academic graduate assistantships are established to provide graduate students with financial assistance, and to aid the Department of Communication in completing its educational mission.

The general requirements and procedures for applying for Graduate Assistantships are detailed in the Graduate Catalog. More specific departmental requirements are as follows:

1. An undergraduate degree with an emphasis in communication or related fields;
2. An overall grade point average of 2.5, and a minimum grade point average in communication or related fields of 3.0;
3. Experience in communication or a related field will also be considered.

To apply, prospective students should send a resume, official transcript of undergraduate coursework, and arrange for three letters of reference to be sent from persons familiar with your academic or professional activity to the Graduate Coordinator or Chair of the Department of Communication.

Salary is per unit (a three-semester hour course or its equivalent). In all courses, including those with laboratory sections, the number of semester hours credit is the criterion for payment. The normal teaching load is two three-hour courses per semester. Where laboratory sections are handled in lieu of teaching classes, three laboratory hours are the equivalent of two lecture hours. Where the type of assignment cannot be equated in semester hours, 10 hours of work each week is equivalent to a three-semester hour course.

Assignments are made by the Chair of the Department of Communication, in consultation with the Graduate Coordinator and/or appropriate faculty. While individual backgrounds and personalities are taken into consideration, the ultimate decision as to how a graduate assistant will be assigned is up to the Chair.

All assistants have specific duty assignments and are supervised and counseled while on the job. In addition to regularly assigned duties, graduate assistants may be asked to assist faculty members. While assistants are not considered members of the faculty, they may, on occasion, attend departmental and general faculty meetings, or serve on selected faculty committees.
In addition to departmental assistantships, other assistantships are available on campus. Efforts are made to place qualified graduate students in these or other positions based on backgrounds, interest, and financial need. Appointments are not automatic. An application is an application only, and not a contract or an appointment. No faculty member is empowered to offer or promise an applicant an appointment, since this is set by a signed letter from the Provost's office.

Central Missouri State University is an affirmative action equal opportunity employer, and invites applications from all qualified applicants.

**AND IN THE END**

The graduate program in the Department of Communication at Central Missouri State University is designed to benefit students under the guidance of experienced professionals. Students should let the faculty know of ways they can be of help.

A graduate degree can be a big asset, both professionally and generally. Perhaps this guide can assist both the student and the teacher in avoiding the rocks and shoals in the passage through the waters of learning. Such passage should be pleasurable, even though demanding.
COMMUNICATION DEPARTMENT FACULTY
2003/04
[additional information available at www.cmsu.edu/commun]

Carol Atkinson, Ph.D. (1986) Professor of Mass Communication. Dr. Atkinson received her doctorate from Bowling Green University, Ohio. Currently, she also is the coordinator for the Women’s Studies minor at CMSU, as well as teaching a variety of Mass Communication courses. In addition, she has extensive professional experience in journalism, photography, radio, and public relations. Her research interests are in media law, and race, class & gender in media.

Barbara L. Baker, Ph.D. (1988) Professor of Speech Communication. Dr. Baker obtained her M.S. degree from the University of North Texas, and her doctorate from the University of Southern California. She received a national award for her dissertation from the National Communication Association. Her research interests are in film & television criticism; feminist media studies; gender communication; and cultural studies. Currently she teaches a variety of courses in communication. She also taught at the University of Glamorgan, Wales (Spring 1994), and at the Tec de Monterrey, Campus Estado de Mexico in Spring 2003. She returned to full time teaching in January after serving as Graduate Coordinator from 1991-2004.

Carol L. Benton, Ph.D. (1989). Professor of Speech Communication. Dr. Benton received her M.A. from Eastern Michigan University and her doctorate from Southern Illinois University, Carbondale. She taught in Michigan before coming to CMSU, where she currently teaches a variety of courses in communication and women’s studies. Her research interests are in personal narratives and ethics; interpersonal and family communication; race, class & gender and sexuality issues. She has received a NEH Summer Stipend to study narrative at the University of Wisconsin, Madison, and was an exchange faculty at the University of Glamorgan, Wales.

E. Sam Cox, Ph.D. (1985). Professor of Speech Communication. Dr. Cox received his doctorate from The University of Arizona. Dr. Cox has numerous publications in the areas of argumentation and debate and also worked in the corporate world as a trainer. He spent two years at the Open University in Britain, developing programs in distance learning and information technology. He also has worked extensively in developing research and teaching connections in Latin America. He is especially interested in the integration of technology into teaching and learning, as well as the use of computer-mediated communication in small group decision making and collaborative learning. After serving as Interim Department Chair, he returned to full-time teaching in January.

Terry M. Cunconan, Ph.D. (2000). Associate Professor of Speech Communication, Chair of the Department of Communication. Dr. Cunconan received his M.A. from Oklahoma State University and his doctorate from the University of Oklahoma. His research interests are in applied communication, especially organizational communication. He teaches courses in Communication Training, Organizational Communication, Professional communication, and Interpersonal Communication.
Charles Fair, Ph.D. (2000). Associate Professor of Mass Communication; advisor to the student newspaper, The Muleskinner. Dr. Fair received his doctorate from Ohio University. His research interests are in journalism history and ethics, and he teaches a variety of courses in journalism and Mass Communication.

James J. Floyd, Ph.D. (1972) Professor of Speech Communication. Dr. Floyd received his doctorate from Indiana University. He was the Director of Forensics, and currently teaches a variety of undergraduate courses as well as the introductory graduate course. He has published articles in rhetorical theory, and a popular textbook on listening, as well as co-author of a popular textbook in organizational communication.

Brent Foster, Ph.D. (2001). Assistant Professor of Mass Communication. Dr. Foster earned his M.A. degree from CMSU, and recently completed his doctorate degree at the University of Missouri, Columbia. His research interests include media effects, convergence & interactivity; media addiction and parasocial relationships; and new media. He teaches a variety of courses in the Broadcast Media emphasis.

Wendy Geiger, Ph.D. (2000). Assistant Professor of Speech Communication, Graduate Coordinator. Dr. Geiger received her M.A. from Eastern Michigan University and her doctorate from the University of Kansas. Her research areas include intergroup and interpersonal communication, as well as persuasion. She also has expertise in quantitative methods, and currently teaches the Introduction to Graduate Study course, as well as numerous other courses in Communication. She also advised the International Business Communicators Association.

Pamela M. Glasnapp, Ph.D. (1991) Instructor in Speech Communication. Dr. Glasnapp received her doctorate from The University of Kansas with an emphasis in interpersonal and organizational communication. She has taught in both Kansas and Maine before coming to CMSU. She teaches public speaking and interpersonal communication, and has research interests in Communication Education. She also spent two semesters at the Tec de Monterrey, Campus Estado de Mexico, in Mexico City. Currently she is supervising the Graduate Assistants in Communication.

Tricia Hansen-Horn, Ph.D. (1998). Associate Professor of Mass Communication. Dr. Hansen-Horn received her M.A. from CMSU, and her doctorate from Purdue University. She has research interest in public affairs and issues management; public relations; and organizational communication. She currently teaches courses in Public Relations, and is the advisor to the Public Relations Student Society.

Joseph Mazza, Ph.D. (1969) Professor of Speech Communication. Dr. Mazza received his doctorate from the University of Missouri, Columbia. He teaches undergraduate and graduate courses in small group and organizational communication, and has co-authored a small group communication textbook. He has received a Julius J. Oppenheimer Grant, and has most recently represented the Communication Department on implementing assessment procedures at the undergraduate level. Dr. Mazza was the recipient of the Byler Award in 1994.
Kuldip (Roy) Rampal, Ph.D. (1976) Professor of Mass Communication. Dr. Rampal received his M.S. from Boston University and his Ph.D. from the University of Missouri, Columbia. Dr. Rampal has extensive journalism experience in both his native India and the U.S. He is widely published in journalism and has research interests in international political communication; print media; media ethics; and mass media and society. Dr. Rampal recently received the prestigious Byler Award and, in 1993 received the Republic of China's International Communication Award. He travels overseas extensively, and has taught at numerous international universities.

Arthur Rennels (2000). Instructor in Speech Communication: Director of Debate. Mr. Rennels earned his M.A. degree from the University of Texas at Tyler. He works with the nationally-ranked forensics team, as well as teaches numerous courses in Speech Communication. He has research interests in nonverbal communication, and currently is working on a doctorate at the University of Missouri, Columbia.

Jack Rogers, Ph.D. (2000). Assistant Professor of Speech Communication; Director of Forensics. Dr. Rogers earned his Ed.D. from McNeese State University and his Ph.D. from Louisiana State University. Currently he directs the nationally-ranked forensics team (“the Talking Mules”) and participates in the International Debate Association. His teaching and research interests are in argumentation and debate, communication theory, gender studies, and interpersonal communication.

John Smead, Ph.D. (1970) Professor of Mass Communication. Dr. Smead received his doctorate from the University of Michigan. He has had professional experience in television and film in both Michigan and Los Angeles, and taught in Idaho as well. His teaching specialties are in broadcast production and film, while his research interests are in film history. He supervises all the screenwriting theses, some of which have won major awards. He spent the Spring 2004 semester at Tec de Monterrey, Campus Estado de Mexico.

Lori Stone (2001). Assistant Professor of Mass Communication. Ms. Stone received her master’s degree from CMSU and currently teaches in the Broadcast Media emphasis. Her research interests are in multi-media applications for the broadcast industry; persuasion; and mass media effects. Currently she also serves as the departmental web page designer.

Doug Underwood, Ed. Specialist (1995) Associate Professor of Mass Communication. Mr. Underwood received his M.A. from Webster University, and his Educational Specialist degree from Central Missouri State University. He has several years of professional media experience. Mr. Underwood teaches courses in television and radio production, broadcast history, and media effects. His research interests include digital media production and violence in TV. He spent the fall 2004 semester on sabbatical in Greece.
DEPARTMENT OF COMMUNICATION  
CHECKLIST FOR PROGRESS TOWARD M.A. DEGREE

See the Department Graduate Handbook, or the Graduate Catalog, for further information. This checklist assumes a 9 to 12 hour load each semester.

After Receiving Initial Acceptance Letter

_____ Arrange orientation meeting with Graduate Coordinator (obtain Graduate Handbook); complete initial worksheet.

_____ Enroll in up to 6 hours undergraduate background courses required for degree (if any).

_____ Enroll in first semester courses after consultation with Graduate Coordinator; ideally will include 6 to 9 hours core courses.

1st Semester

_____ Enroll in second semester courses after consultation with Graduate Coordinator; ideally will include remaining core courses.

_____ Complete first semester courses (both background, if required, and core).

2nd Semester

_____ Complete any remaining undergraduate background courses required for degree, if necessary.

_____ Complete core courses in program.

_____ Schedule an initial consultation with Graduate Coordinator and/or interested faculty regarding a thesis topic, or library paper topics

_____ Enroll in third semester courses after consultation with Graduate Coordinator (if doing any arranged courses, be sure to file the Arranged Course form).

_____ Request that a transcript be sent to the Graduate Coordinator during the second semester and prior to filing Program of Study forms.

_____ After 12 hours completed with a minimum 3.0 G.P.A., prepare 3 copies of Program of Study forms (blue sheets); file all 3 forms with the Graduate Coordinator (be sure to sign the forms!)
3rd Semester

_____ Select thesis, library paper, or internship committees; file Thesis/Library Committee forms with the Graduate Coordinator.

_____ If planning to complete a thesis, enroll in COMM 5890, Thesis, after obtaining permission from the Graduate Coordinator.

_____ Enroll in fourth semester courses after consultation with Graduate Coordinator, including the remaining thesis hours, if applicable (thesis hours remain as a "U" grade until you are completed with the thesis).

_____ Obtain, then file, the Permission to Take Comprehensive Examinations Form with the Graduate Coordinator; application must be made the semester prior to the examinations; you must have at least 24 hours and all core classes completed with a 3.0 GPA to be eligible.

_____ Pick up the latest edition of the Central Thesis Manual in the Graduate Office

Note: you need to follow this manual even if doing papers!

_____ In consultation with your thesis committee, complete a draft of the Thesis Prospectus (or proposal). [If applicable]

_____ Arrange for a Thesis Prospectus Meeting through The Department Office Professional--you must make this arrangement 1 week in advance, and formally invite all faculty invited. [If applicable]

_____ Defend your Thesis Prospectus; gain approval by the committee. [If applicable]

_____ If applicable, obtain an internship for COMM 6771, Graduate Internship in Organizational Communication; obtain approval for the internship project.

_____ Work on your first library paper (ideally you will complete this paper during this semester, and get the title page signed by committee, then take it to be bound). [If applicable]

_____ If complete the first library paper, take it to the Graduate School; return the bindery number for the first library paper to the Graduate Coordinator. [If applicable]

4th Semester

_____ After receiving permission to take Comprehensive Exams, attend the Comprehensive Examination meeting (usually held during the first four weeks of the semester).
Take Comprehensive Examinations (usually held between the fourth and sixth week of the semester).

Schedule any examination retakes or oral examinations with the Graduate Coordinator (view the comment sheets for your exams in the Graduate Coordinator's office).

Retake any failed Graduate Comprehensive Exams; defend examination answers in an oral examination with the examination committee. [If applicable]

Pick up the Application for Degree packet (4 forms) in the Graduate School--be sure to follow the instructions and pay attention to the deadlines!

Send the Request for Transcript card from the Application for Degree packet to the Registrar, making sure that you have requested that your transcript be sent to the Graduate Coordinator.

File the white IBM card with the Graduate Coordinator by the date marked on the instructions (or listed in the catalog). This is VERY IMPORTANT! Failure to file this card by the deadline will delay your graduation by a semester.

File the Certificate of Eligibility for a Graduate Degree (blue sheet) with the Graduate Coordinator; this form will be held until you obtain bindery numbers for your research projects, finish any outstanding courses, and/or complete comprehensive examinations.

Write the remaining chapters of your thesis; when completed, arrange for a Thesis Defense meeting with your committee (arrange through the Office Professional a week in advance--be sure to invite all faculty members!) [If applicable]

Defend a complete draft your thesis before the committee; make any suggested revisions to your thesis in a final draft (to be sent to Graduate Studies). [If applicable]

Complete the final draft of the thesis according to the CMSU Thesis Manual (be sure your margins and paper, etc., are correct); obtain signatures of your committee members and the Department Chair on the title page. [If applicable]

Forward your thesis to the Graduate School; make any revisions required (be sure to allow enough time for this process, so you can make the final deadline for filing the Certificate of Eligibility form). [If applicable]

Obtain the Graduate Dean's signature on the title page, and receive bindery number. [If applicable]; take the bindery number for your thesis to the Graduate Coordinator, who will enter it onto Certificate of Eligibility form. [If applicable]
Write the second library paper to the satisfaction of the committee; obtain signatures on the title page; take to the Graduate School for a Bindery number which you give to the Graduate Coordinator. [If applicable]

Complete the final draft of the internship research project according to guidelines in the CMSU Thesis Manual; schedule a defense with all your committee members (arrange through the Office Professional a week in advance--be sure to invite all faculty members!). [if applicable]

Defend the internship research project; make recommended changes and obtain signatures; take the internship project to the Graduate School; take the bindery number of the project to the Graduate Coordinator, to put onto the Certificate of Eligibility form. [if applicable]

Be sure the Certificate of Eligibility form (blue sheet) is filed with Graduate Studies prior to the deadline listed in Application for Degree packet.

Complete all semester coursework; make sure all "U" grades are removed.

File the Permanent University Record Form (white sheet in Application for Degree packet) with the Placement Office.

Leave a forwarding address with the Departmental Office Professional.

Pay all Graduation fees; arrange to attend Commencement (if desired).

CONGRATULATIONS! YOU ARE FINISHED WITH YOUR MASTER'S DEGREE IN COMMUNICATION!