

DEPARTMENT OF COMMUNICATIONS



Table of Contents

Mission Statement	3
Introduction	3
General Enrollment Policies and Regulations	3
Academic Standards and Grades	4
Title IX Training	4
Department of Communication Contacts & Information	5
Additional USF Contacts & Websites	6
Offices for Student Assistance	7
Student Assistance	

Mission Statement:

Our department embraces innovative humanistic and social scientific approaches to inquiry and engagement in health, media, organizational and relational communication, with emphases on culture, performance, and social responsibility

Commitment to Graduate Student Success

The Department of Communication seeks to foster an equitable learning environment for graduate student success. We recognize that within the department and university graduate ~~teaching~~ ^{teaching} experiences, find themselves in contexts, or be the recipient of behavior that, while possibly unintentional, the impact of which, when it comes to issues of gender, race, ability, religion, national identity, class, sexuality and other markers of

Additional USF Contacts & Websites

Office of Graduate Studies

General Office Information:

gradliaison@grad.usf.edu

<https://www.usf.edu/graduatestudies>

University of South Florida
Office of Graduate Studies
4202 E. Fowler Avenue, ALN 226
Tampa, FL 33620-8116

Hours of Operation: 8 AM 5 PM, Monday Friday

ETD (Electronic Thesis & Dissertation) Contact & Website:

etd@grad.usf.edu

<http://www.grad.usf.edu/ETDresmain.php>

College of Arts and Sciences (CAS):

CAS Graduate Studies Contacts

Stephanie Hill
Academic Program Specialist
shill@usf.edu

Lisa Mirabal
Senior Academic Program Specialist
mirabal@usf.edu

Main CAS Website:

<http://www.usf.edu/artssciences/index.aspx>

IT & Classroom Technology Assistance:

USF IT Help Desk:

help@usf.edu

8139741222

Classroom Technology Help:

8139742382

Teaching Assistance:

Center for Innovative Teaching and Learning (CITL)

<https://www.usf.edu/citl/index.aspx>

8139741841

International Services

USF World

<http://www.usf.edu/world/>

8139745102

Student Accessibility Services SAS:

Student Accessibility Services
4202 E. Fowler Avenue, SVC 1133
Tampa, FL 33620
813-974-4309
[sas Fas 502 \(F\)- \(as\)](#)

Graduate Student Orientation:

The Department of Communication hosts an orientation for all incoming and returning graduate students the week prior to classes beginning. It is mandatory to attend. During this week, our departmental members will meet with you to discuss the program in detail, introduce you to your temporary advisor, provide team building activities, facilitate trainings, and prepare our new and returning students for their teaching assignments.

If you are unable to attend the yearly orientation as a returning graduate student, you must notify the Graduate Director. Please make every attempt to attend our orientation.

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There is no obligation to retain your temporary as your permanent advisor. Consider scheduling an appointment with your prospective permanent advisor to discuss your research interests and academic or professional trajectory. You are encouraged to choose a permanent advisor by the end of your first year in the program. If you choose someone else to serve as your permanent advisor, you should let your temporary advisor know and thank them for their help and guidance.

Permanent Advisor

A permanent advisor is chosen by an incoming graduate student to guide, monitor and evaluate your progress toward degree completion. The selection is mutual one, and can be based on concentration, research area or

Note: For Plan of Study information and example, please see Appendix I.

M.A. Thesis Timeline:

First Year

0-18 Credit Hours

Meet with your temporary (or permanent) advisor to discuss and select courses.

Consider taking classes offered within Communication only. Communication courses will provide more opportunities for you to acclimate to the department and get to know your colleagues. Remember, COM 6001 Histories and Theories of Communication must be taken the first time it is offered after you are admitted to the program.

Select your permanent advisor and submit the [Permanent Advisor Request Form](#)

Meet with your permanent advisor to discuss the formation of your committee and submit the [Graduate Student Supervisory Committee Appointment Form](#) to the Academic Program Specialist.

Your committee must include three members (including the advisor). Two members must be graduate faculty in the department. Should you need to make changes to the composition of your committee, complete the [to the Graduate Student Supervisory Committee Member form](#)

Collect the signatures from each committee member of your approved [Plan of Study](#). Your advisor may ask you to distribute your Plan of Study to each committee member for comment before you collect signatures.

Complete and submit your advisor approved [Plan of Study](#) to the Academic Program Specialist (see Appendix I)

Meet with your Advisor to develop a formal thesis proposal. Thesis proposals are typically finalized and defended by early in the fall semester during the second year of the program.

All research involving human subjects requires the [approval from the Research Program Institutional Review Board \(IRB\)](#). **Please see Appendix VIII for IRB Educational Requirements**

Your committee should be officially appointed and your Plan of Study formally approved before developing your proposal.

Second Year

19-36 Credit Hours

Distribute your thesis proposal to your committee and arrange a time and day for your oral defense with your committee. Contact the Administrative Specialist or Academic Program Specialist to schedule your defense. You should defend your proposal at least one semester before the thesis oral defense.

Each semester following your proposal defense, you are eligible to enroll in thesis hours. Contact the Academic Program Specialist for permits to register for your hours.

Conduct research and write your thesis based on the committee approved proposal.

Apply for graduation on OASIS during the final semester. Prepare to [purchase tickets](#) to participate in the commencement ceremony and sign up [on the commencement website](#)

Attend a mandatory in-person or online [Electronic Thesis & Dissertation \(ETD\) workshop](#) one semester prior to graduation to learn about requirements, responsibilities, and [deadlines](#)

Contact Academic Program Specialist for thesis defense scheduling and ETD paperwork. All forms required can be found on [the department website](#)

Complete the online Plagiarism Check with your advisor

Distribute a digital copy of your thesis

Doctoral Degree Requirements:

Find detailed [Doctoral Requirements](#) in the Graduate Catalog.

Doctoral Degree: 51 total credit hours beyond the M.A. degree (45 course credit hours minimum plus 6 credit hours of doctoral dissertation work)

Core Requirements(6 credit hours):

COM 6001, Histories and Theories of Communication (3 credit hours)

This course must be taken the first time it is offered after student admission to the program. While an MA student at USF, you are not required to retake it for your PhD program

COM 7325, Qualitative Methods or Critical Methods or Quantitative Methods (3 credit hours)

Additional Requirements(45 credit hours):

6 credit hours of research tools related to academic dissertation

27 credit hours of elective coursework in (Communication)

6 credit hours elective coursework

Six elective hours may consist of courses from departments at USF or other universities (pending advisor approval)

Write and successfully defend coursework, dissertation focused comprehensive exams

SPC 7980 Dissertation Hours

Admission to candidacy required to enroll in dissertation hours

Write and successfully defend a dissertation.

Participate in Title IX Training about sexual violence and harassment, and gender discrimination.

USF IRB and CITI Education Requirements:

As of Spring 2013, all new doctoral students at USF are required to have basic RCR training by completing the Collaborative Institutional Training Initiative (CITI) module most relevant to their program study.

If this requirement is not completed by the end of the first semester, you will receive a hold on your account preventing your registration for later semesters.

Once this requirement is completed you will receive a certificate. Email this to Joseph Botts at jbotts@usf.edu

Ph.D. Timeline:

First Year

0-18 Credit Hours

Meet with your temporary (or permanent) advisor to discuss and select courses.

Consider taking classes offered mostly in Communication. Communication courses will provide more opportunities for you to acclimate to the department and get to know your colleagues. Remember, COM 6001 Histories and Theories of Communication must be taken the first time it is offered after you are admitted to the

Select your permanent advisor and submit [Permanent Advisor Request Form](#)

PLEASE NOTE: All Doctoral students MUST complete the USF IRB and CITI training within their first semester. Please see Appendix VIII for information and links.

Meet with your permanent advisor to discuss the formation of your committee and submit [Graduate Student Supervisory Committee Appointment Form](#) to the Academic Program Specialist.

Your committee must include four members (including the advisor). Three members must be graduate faculty in the department and one must be an external faculty member from outside of the department. If you need to make changes to the composition of your committee, complete [Link to the Graduate Student Supervisory Committee Member form](#)

Collect the signatures from each committee member of your advisor's [Plan of Study](#). Keep in mind when creating your Plan of Study that the Doctoral Research Tutorial is a 3 credit course that will be assigned a letter grade counting as an elective. This course is designed to prepare you for your comprehensive exam and should be used in addition to the courses in your Plan of Study.

Your advisor may ask you to distribute your Plan of Study to each committee member for comment before you

Complete and submit your advisor's [approved Plan of Study](#) to the Academic Program Specialist (see Appendix I)

Your committee should be officially appointed and your Plan of Study formally approved before you have completed 27 hours of coursework.

Second Year

19-36 Credit Hours

You are eligible to take qualifying exams during the semester in which you completed 36 credit hours.

Meet with each committee member to discuss the doctoral [qualifying exam](#) questions.

Qualifying exams cover specific questions about topics from graduate courses, questions about the proposed general questions about the discipline or area.

Ph.D. students may sign up for SPC 7900 Doctoral Research Tutorial during the semester in which they take

Contact the Academic Program Specialist for permits to register for coursework hours.

Each semester after coursework is completed before doctoral candidacy, you must enroll in Research Hours. During the semester in which you plan to take qualifying exams, you will also enroll in Doctoral Research Tutorial (3 credits). If you

If you have made changes to your committee after your Plan of Study has been signed your new committee member's signature is not required. When choosing non-USF faculty members allow 2 weeks from the date of submission for approval. Please keep in mind that your external committee member is NOT your outside chair. Your outside chair's only function will be to preside over your oral dissertation.

Annual Student Evaluations

All graduate students in the department are asked to complete a self-assessment survey every spring semester. This is distributed by the Academic Program Specialist via email and can be taken electronically. It is mandatory to complete this self-assessment. The faculty use the information provided to evaluate the progress of students in the program, to recognize student accomplishments, and to make recommendations for the upcoming year. If you have any questions about what the assessment consists of, you can contact the Graduate Director or Academic Program Specialist. Written evaluations are provided to each student and filed with the department.

Graduation Process and Ceremony

Once you are ready to graduate, login into OASIS using MyUSF and follow these five steps:

1. Enter your Net ID and self-assigned password
2. Click on "My Resources"
3. Click on "OASIS"
4. Click on "Student"
5. Near the bottom of the list, select "Apply for Graduation"

You are responsible for checking with your college for any additional graduation requirements and earlier application deadlines they may require. Any student who completes the graduation survey and applies after the published deadline will not have their name included in the commencement brochure. If you do not apply for graduation by the deadline, you can still apply late, up until the last week of classes. Keep in mind a late application may possibly prevent the application from being processed in time for the degree to be awarded until the next semester, even if all degree requirements are met. In order for a degree statement to appear on your academic record, a graduation survey and application must be submitted whether or not participation in the commencement ceremony is desired. Visit the Registrar's website for more information:

<https://www.usf.edu/registrar/services/graduation.aspx>

To RSVP to participate in the commencement exercises, you have officially applied to graduate using the directions above, visit the Commencement Office website at: <https://www.usf.edu/commencement>

APPENDIX I:

Plan of Study:

In the first year of your graduate program, you will collaborate with your permanent advisor to create a plan of study that will be approved by your supervisory committee and the Graduate Director. The plan of study should be completed before 18 credit hours for MA students and 27 hours for PhD students.

The objective of the plan of study is ~~fold~~: (1) to demonstrate student preparedness to conduct and write thesis and dissertation research, and (2) to demonstrate expertise in the discipline and inquiry area.

Sections of the Plan of Study

First Section

Provide a Description

The first section will consist of 4 paragraphs. The initial paragraph will (1) identify your general area of study and (2) describe your prospective research or area(s) of interest. The second paragraph will (3) describe your theoretical orientation and methodological approach, and (4) explain how coursework from your major and minor areas inform your research agenda.

Second Section

Outline a Course Plan

The second section will outline your coursework and provide a timeline for degree completion. Refer to the course offerings and course descriptions updated on the department website to select present and prospective courses. Organize courses by your major area, minor area, and methods or research tool.

Some courses might fulfill multiple categories. Take for example, “Postcolonial Thought, Cultural Studies, and Cultural Critique.” This course could serve as a research tool (e.g., theory), major or minor area, or other coursework.

Third Section

Collect Signatures

The third section of your plan of study will include the signature lines for your committee and the Graduate Director.



Graduate students in communication work with their advisor and committee to develop personally tailored plans of study. Our department identifies four research clusters (health communication, organizational communication, interpersonal and relational communication, and media, culture, and performance). Students may organize their major and minor areas around these clusters, but the major and minor areas may be more specialized or combine ideas from different clusters.

Other Coursework

Course	Credit Hours	Semester	Professor	Grade
COM 6001: Intro to Graduate Studies ^	3	Fall 2018	Buzzanell/Dean Kruz	
SPC 6934 Communication Design and Thinking	3	Spring 2020	Steier	
SPC 7900 Doctoral Research Tutorial (Qualifying Exams)	3	Fall 2020		

Total Hours: 45

* = Six Credit Hours of Research Tools Requirement

+ = Six Credit Hours of Classwork Outside of Department Requirement

^ = Six Credit Hours for the Intro to Graduate Studies and Core Methodology Requirement

Major Professor

Date

Committee Member

Date

Committee Member

Date

Committee Member

Date

Graduate Director

Date

Sample MA Non-Thesis Plan of Study:

MA Non-Thesis Plan of Study for (Insert Name Here)

My studies so far in the Communication Department at USF have adopted a Third World perspective to understand social movements as an area of organizing resistance. Using labor organizations as the site of my research, I investigate communication works among laborers in organizing their movements or, in other words, what are the communication strategies of laborers in organizing resistances in the Third World countries. In addition, my research interest lies in exploring communication issues of female laborers from a Third World standpoint.

My plan of study has been a personal journey of bringing Third World voices in the Western academy where the voices of subalterns are historically absent. And my research interest stems from my background as a Third World female scholar in the Western academy. Similar to most people in the Third World countries, as a Bangladeshi citizen, I have come from a context of social instability and economic inequity, and, most importantly, my female identity often makes me more vulnerable. My work on Third World labor organizations, especially female laborers, is also an effort to make contributions in the field of women's empowerment.

In my first year of coursework, I have strongly focused on the areas of organizational communication and media studies as the theoretical outlines. The qualitative methodology of organizational communication along with theories of framing, sensemaking, feminism, and post-

Course Work

Title of Courses	Credits	Semester	Professor	Grade
Method Courses				
COM 7325 Quantitative Methods	3	Fall 2018	Dr. Joshua Scacco	
SPC 6934 Framing and Sensemaking	3	Spring 2019	Dr. Jane Jorgenson	
COM 7325: Qualitative Methods	3	Fall 2019	Dr. Mariaelena Bartesaghi	
Theory Courses				
COM 6001: Theories and Histories of Communication*	3	Fall 2018	Dr. Patrice Buzzanell and Dr. Marleah Kruze	
WST 6560: Advanced Feminist Theory (Women's and Gender Studies, USF)	3	Fall 2018	Dr. David Rubin	
COM 6934: Power and Control in Organizational	3	Spring 2019	Dr. Mahuya Pal	
SPC 6934 Postcolonial Thoughts in Communication	3	Spring 2019	Dr. Ambar Basu	
SPC 6934 Ethics	3	Fall 2019	Dr. Lori A. Roscoe	
COM 6345: Contemporary Cultural Studies	3	Fall 2019		

Sample MA Thesis Plan of Study:

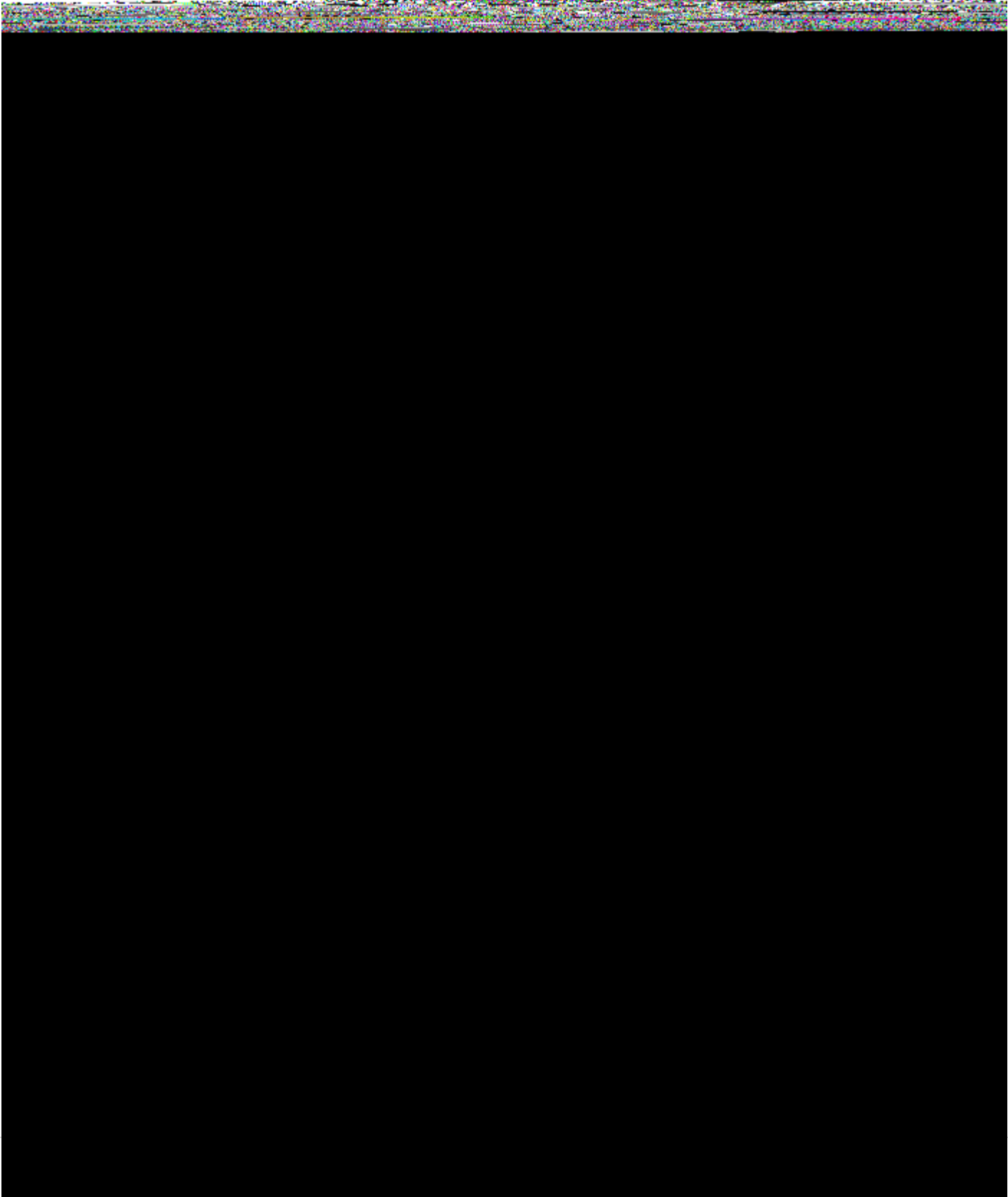
MA Thesis Plan of Study for [Insert Name Here]

My interests lie in critically examining medical and health systems disparities and inequities, patient-provider interactions and narratives in order to investigate the Western, medical structure and its processes. Similarly, I seek to investigate how health systems influence and interact with those who participate in it as well as those who are seen as outside of it. By employing qualitative methods and critical and interpretive frameworks, I am able to speak with and listen to those whose stories are often unheard and unaccounted for, t i v e

Major Area: Health Communication

Course	Semester	Credit Hours	Professor	Grade
SPC6934: Race & Ethnicity in Communication	Spring 2021	3	Durham	
COM 6025: Health Communication	Fall 2021	3	Basu	
SPC 6024: Interpersonal Health				

Directed Readings



APPENDIX III:

Graduate Forms & Information:

Please note that the forms listed in this handbook can be found on the Department of Communication website at <https://www.usf.edu/arts/sciences/departments/communication/graduate/forms/information.aspx>

Some forms may also be found on the Office of Graduate Studies website: <https://www.usf.edu/graduatestudies/forms.aspx>

Doctoral Forms & Information:

Each Ph.D. form has been put in order of completion below.

Thesis Defense Announcement	Used to announce MA thesis defenses to the department and p
Successful Master's Defense Form	Must be filled out immediately after defense has ended. Return completed form to APS.
Electronic Thesis Dissertation (ETD) Certificate of Approval	The last form used when submitting a thesis. There is a checklis included in the form to assist with the process.

Other Graduate Forms and Information

Contract for Directed Reading	Form to request a Directed Reading Form in AppendixII
Contract for Directed Research	

bargaining agent for Graduate Assistants at USF.

The Department of Communication has a proud tradition of activism with the GAU. It is important to note that being a GA does not automatically make you a member of GAU. In order to join, you must sign up to be a dues paying member. For more information on how and why to join, see <https://www.usfgau.org/> Joining GAU increases the size of the bargaining unit and provides GAU with more leverage to improve stipends, health insurance, and working conditions.

Working Outside USF and the Disclose Policy:

Travel Funding & Reimbursement

APPENDIX V II:

Emergency Contact Information:

~~24/7 Emergency University Police~~
~~911~~
~~University Police~~

