Master’s Studies
Department of Communication

2014-2015 Master’s Program Handbook

466 Communication Arts
East Lansing, MI 48824-1212
http://cas.msu.edu/departments/communication/academic-programs/masters-in-communication/master-s-in-comm-home
(517) 355-3471
# Table of Contents

**HANDBOOK FOR THE MASTER’S IN COMMUNICATION**  
**DEPARTMENT OF COMMUNICATION**

## Communication’s Mission Statement

- Department of Communication

## Master’s Program

- Master’s in Communication
- What Are the Differences Between the M.A. Tracks?
- Curriculum Outline
- Linked BA-MA in Communication
- Practicum
- Selection of Advisor and Guidance Committee
- Organizing Your Master’s Program of Study
- Guidelines for M.A. Thesis Proposal
- Guidelines for M.A. Final Written Exam
- Master’s Program Forms

## General Information

- Academic Dishonesty
- Academic Records (Student Files)
- Academic Standards for Graduate Students in the College of Communication Arts & Sciences
- Activities
- Catalogs – Academic Programs and Description of Courses
- Computer Enrollment, Registration, Univ. Calendars, Payment & Exam Schedules, Drop & Add Cycles, Etc
- Conflict Resolution
- Directory of Faculty and Staff
- Drops and Adds
- Email – Setting Up
- Evaluation of Performance
- Expectation of Student’s Role in Program
- Frequently Asked Questions
- Funding
- Getting Started in the Program
- Graduate Level Courses, Communication

## Graduation, Commencement, and Exit Surveys

- Graduation Checklist for Graduates with Thesis (Plan A)
- Graduation Checklist for Master’s Students with Final Written Exams (Plan B)
- Guidelines for Integrity in Research & Creative Activities
- Guidelines for Integrity in Scholarship and Grades
- Human Subjects
- Minimum Credit Loads
- Responsible Conduct of Research and Scholarship (RCR)
- Research Participant Pool for Students Pursuing Thesis Option
- STUINFO (includes Grade History and Financial records)
- Support for Graduate Student Travel
- Textbooks Availability Online
- Transcripts, Ordering of
- Transferring Credits and Time Limits
- Tuition and Fees
- Student Veteran Information
Preamble

The central focus of communication study at Michigan State University is the description and scientific analysis of how human beings create, transmit, receive, and respond to messages. Unlike disciplines which only look at one part of this process, we seek to integrate our understanding of how these various elements relate to form the entire process of human communication.

The Department of Communication has for 40 years set the standard (consistently ranking in the top three departments nationally) by which departments of communication elsewhere judge their curriculum, their faculty, their students, and their scholarly productivity. It was created in the innovative context of the first major College of Communication and it has maintained its innovative stance. Our plan for the next decade is to retain the lead role in higher education in communication.

We live in an era of immense social and technological challenge. We face the information revolution which, like the industrial revolution of the past century, is fundamentally reshaping major aspects of our global society. We witness increased ethnic conflict, major corporate restructuring, and increased health problems, particularly among youth at risk. Communication is central to confronting these challenges. How can we communicate to manage conflict, improve information flow, or persuade at-risk youth to engage in healthier behaviors?

As a department, we take a leadership role in understanding how we can communicate to meet these challenges. Through multidimensional excellence, we integrate teaching, research, and outreach activities in such a way that they focus on specific societal needs. Through our interaction with practitioners, students, and citizens we apply communication principles to societal problems.

Guiding Principles

As an academic unit of an AAU, Land Grant University, the Department of Communication believes that three core principles guide our mission. First, knowledge generation is vital to solving practical problems. Academics and practitioners rely on a common body of knowledge which can be applied to pressing social concerns. Second, our research models should derive from empirically testable propositions that can be organized into theory tested through a practitioner-researcher partnership in natural settings where both parties learn from one another. Knowledge must adhere to the canons of scientific rigor, but gain added external validity by seeking confirmation in naturalistic contexts. Third, we value taking responsibility for initiating efforts to implement our research to serve society. Not only must our research products derive from practitioner input, but we must facilitate the actual implementation of knowledge, and listen to others’ reactions to our efforts. We will use these principles as a foundation to integrate the three-fold traditional mission of academic units of teaching, research, and outreach.

Teaching

Our teaching efforts will focus on communication theory and research with the goal of helping students to learn knowledge and skills sufficient to empower them to confront the important communication problems inherent in key social issues. Undergraduate work in communication helps students explain communication behavior and critically evaluate message and media. In particular, the undergraduate program is intended to increase the student's (a) knowledge of causes and effects of communication behavior, (b) insights concerning ethical and aesthetic problems confronting communication practice, (c) ability to communicate effectively, and (d) skills in analyzing and diagnosing communication problems in pragmatic settings.

Our teaching is based on a behavioral, social scientific perspective. The beginning courses in our undergraduate sequence are designed to provide students with exposure to oral communication in all its infinite variety (e.g., interviewing, interpersonal relations, group decision making, and negotiation). In our upper-level courses, our emphasis is on developing critical skills, especially those evolving from extensive writing experiences. At the end of their coursework, students will be skilled evaluators of communication who can work to improve communication in mediated, interpersonal, and organizational settings. The Department offers a variety of opportunities outside of the classroom setting that encourage students to collaborate with faculty and practitioners in intensive experiences such as research teams, internships, practicums, and governance of the Department. We provide students with the theoretical and
technical expertise required of citizens in our society, as well as preparing them for various careers and post graduate education.

The Department's graduate teaching mission aims at the complementary objectives of knowledge generation and utilization, by applying research to pragmatic problems. We provide students with the theoretical, methodological, and substantive skills needed to conduct significant research about human communication processes and outcomes. The former objective is most germane to the M.A. program, while the latter captures the thrust of the Ph.D. program. Thus, the graduate program seeks to integrate applied approaches at the Master's level and research approaches at the doctoral level.

Research

Our research efforts focus on developing a rigorous, reliable body of knowledge about human communication. Faculty and students have been leaders in developing theoretical frameworks which have guided the work of numerous scholars in the discipline. These efforts, and our identity, derive primarily from the scholarly efforts of our faculty in close collaboration with students on research teams. We have always been a leader in innovative research methods, both in the field of Communication and at Michigan State University.

External reference groups value us for our scholarship and the strength of our Ph.D. recipients. The former has given us renown in the major journals, in our professional associations and at campuses across the country; the latter have diffused to other campuses and have been successful in a variety of ways. The faculty's research has been sufficiently heralded to bring recognition to the Department as an academic unit of high achievement. Several faculty—is proportionately more than most major institutions, move with renown in international circles, in their work with federal agencies as both researchers and consultants, and in the corporate world.

Outreach

In accord with its commitment to the land grant philosophy, the Department seeks to disseminate knowledge about human communication to various institutions and clienteles within the larger society, and to conduct research of social import. Taken together, this scholarly and pedagogical outreach aims at improving the quality of our society's communicative environment and at contributing to the University's goal of increased internationalization of the curriculum, cultural sensitivity and diversity. As an example of these innovative outreach activities, the department has developed a core of experts in the area of health communication, who cut across the interpersonal, organizational, and mediated communication areas within our Department. At the interpersonal level, scholars in our Department are examining doctor-patient relationships. Other faculty members are working on research at the organizational level aimed at streamlining the delivery of health care services through large institutions. In the mediated area, a faculty group is developing a variety of communication campaigns to promote less risky health behaviors. The medical community cries out for a better understanding of communication issues and enhanced communication skills. We seek to bring our knowledge to the medical community by addressing the significance of the health challenges facing our society.

Underlying Values

While we focus on teaching, research, and outreach, they are not separate activities. Rather, they reflect the department's commitment to a set of course values related to curiosity, craft, centrality, and commonweal.

Curiosity. We are obsessed with ideas, with demonstrating their worth. We have investigated many issues and used many tools, some of which we have discarded; only the most worthy have we retained. In so doing, we adhere to our commitment to attain the most perfect realization of ourselves and our ideas, realizing that only those ideas that are honed by the sharpest tools will withstand the blunting criticisms of others.

Craft. We have always had a commitment to craft in this department. By craft we mean a set of techniques that permit disciplined inquiry. Our most explicit training in craft has been in quantitative methods, but it is perhaps not accidental that some of the most respected qualitative researchers in communication have also passed through our department. Particular techniques and methods have come and gone in the department, but always there has been a devotion to the use of techniques in the pursuit of knowledge that can withstand the most intense scrutiny.

Commonweal. We have expended much effort, often unselfish, to preserve the good of the department, the university, and our discipline. Through these actions, we have demonstrated that we believe in things that are worthy of our
unselfish support. We have performed, and will continue to perform, extraordinary service to our communities, our professional societies and to the shaping of Michigan State University as a unique institution in higher education.

In sum, the Department and its members are committed to continuing to integrate our teaching, research, and outreach activities in a manner that reflects our commitment to curiosity, craft, centrality, and the commonweal.
The Master's program in communication has two major directions. The first option is the pre-Ph.D. academic track and the second option is the more applied, career-oriented comprehensive track. Each of these options prepares the M.A. student for very different outcomes.

**THE PRE-PH.D. OPTION (PLAN A — THESIS OPTION)**

This is a more structured track in terms of required course work than the applied option, designed for applicants with a background in human communication. Through the required course work, students are prepared to conduct research culminating in a Master's thesis. The goal of work in this track is to prepare M.A. students for application to available Ph.D. programs in communication. Course work stresses research and theory. The pre-Ph.D. track is seen as the first step leading to a career in research in academe or the public sector.

The pre-Ph.D. track will emphasize skills of research design, problem conceptualization, quantitative and qualitative analytic methodologies, the ability to conduct subject-based research, and participation on research teams in order to prepare the M.A. student to seek placement in highly competitive Ph.D. programs in Communication.

**THE CAREER-ORIENTED TRACK (PLAN B – FINAL WRITTEN EXAMINATION OPTION – NON THESIS)**

The second option in the M.A. program is a more applied, career-oriented degree which culminates in a final written exam over the course work. This track is designed to blend training in communication concepts and theories with experiences in the application of the knowledge to practical work-related problems. The program is intended for persons whose original background may be unrelated to the field of communication, but who presently find themselves (or anticipate finding themselves) in situations where their knowledge of communication determines their success.

One additional example: individuals with professional backgrounds often seek enrollment in the program when they want to move to a new position, either to a higher level in their organization, or to a different organization. They pursue the degree out of a conviction that training in communication will help them achieve their career objectives. Some examples from recent graduates will illustrate this point. One man came to us with a strong academic and work-history in accounting and finance. His work required him to convince bankers to adopt some new, Federally-approved procedures. He performed in the assignment poorly because he knew little about the role of communication in change. Another student, with greater foresight, learned that she was in line to become an administrator in a nurse's organization. She realized that her skills in communication were deficient, although her professional credentials were excellent, and earned an M.A. in this program. She was highly successful in her new position.

**BOTH TRACKS IN THE M.A. PROGRAM** are designed to assist students in improving their ability to:

- Identify the key communication variables which affect a person's performance either in an organization where they have worked or one in which they expect to work after their program is completed.
- Develop communication strategies for coping with specific communication problems which exist in the student's job.
- Identify communication variables which influence the relationship between their organization and the larger community.
- Demonstrate an ability to apply information from course work to the development of communication strategies.
- Synthesize results from research on any question.

**IN SUM**, the pre-Ph.D. track is designed to prepare students to compete for entry into a Ph.D. program in communication. The career oriented M.A. track is designed to meet the needs of a person who finds that (a) their ability to communicate, and/or (b) their ability to develop and implement appropriate communication strategies, are critical to their professional performance. Students come from middle management in diverse fields, such as secondary schools, community colleges, and various change agencies.
**WHAT ARE THE DIFFERENCES BETWEEN THE MASTER'S TRACKS?**  
by Dr. Mary Bresnahan, 1994

**ADVANTAGES OF THE CAREER-ORIENTED MA OPTION:** Half of the 30 credits must be taken in Communication, but if you are following this track only two of these courses—Com 803 and Com 820—are absolutely required. This gives you greater choice in selection of courses in the Department of Communication. For example, you might decide that you want to take Com 475 on Communication Campaigns. In addition, you end up with more credit space outside the department. If you see yourself going out and getting a job in the public sector after completing this degree rather than continuing on for a research Ph.D. in Communication, this is a superb option. Most of our graduates who have completed this career-oriented M.A. see it as an opportunity for further credentialing. Most of our M.A. students are in their late 20s and have worked for several years in a career before they come back to school. They have a very specific career goal in mind for pursuing the M.A. degree. Graduate school is not really a good place to find yourself. The more you already know what you want, the better the faculty in this department will be able to assist you.

**DISADVANTAGES:** If you change your mind and decide to go on for a Ph.D. in communication, the top programs may require you to backtrack and write an M.A. thesis. However, this should not be the only reason that you would select or not select a particular track. If this is important to you, you can investigate this semester whether programs you might like to attend require an M.A. thesis to continue work on the Ph.D. or whether they would accept an M.A. without a thesis.

**WHAT ABOUT THE PRE-PH.D. THESIS TRACK?**

**ADVANTAGES:** This is designed for individuals who know that they want to be a university professor in a Department of Communication conducting subject-based research. You will be equipped with behavioral and social science research skills. Because of this, you should be aware that there is a challenging component of applied mathematics in this track. Completion of the pre-Ph.D. M.A. does NOT automatically mean that you will be admitted to the Ph.D. program at MSU. It is one of the top five Ph.D. programs in the country and is unbelievably competitive for admission. However, with a strong track record in the pre-Ph.D. M.A. at MSU and with strong GRE scores you ought to be able to gain admission to a Communication Ph.D. program somewhere in the U.S.A. Students in the pre-Ph.D. track are strongly encouraged to join research teams and to begin to participate in publication and research projects. Such involvements will further make the MSU Master’s degree very attractive to Ph.D. programs around the country.

**DISADVANTAGES:** There is very little elective space in this track. (You must take Com 803, 820, and 830, and four credits of Com 899, plus 9-11 credits in elective Communication courses) There is room for only 2 courses outside of the department. If you are career-minded or uncertain, this is not a good option. The M.A. thesis must be based in subjects and reflect psychometric analysis. If you change your mind about getting a Ph.D. you will have spent a lot of time learning research skills that you might not use in an intercultural training position or investigating claims of sexual harassment in a corporation, for example.

**MASTER’S CURRICULUM OUTLINE**

**THESIS OPTION (PLAN A):** This option involves successful completion of the following core courses (13 credits):

- COM 803 (3 credits) – Introduction to Quantitative Research Methods
- COM 820 (3 credits) – Communication Theory and Process
- COM 830 (3 credits) – Applied Communication Research II
- COM 899 (4 credits) - Master's Thesis Research (oral defense required)

In addition, students in Plan A must complete 9-11 additional credits of course work in the Department of Communication and 6 to 8 credits outside of the Department of Communication to reach the 30 credit minimum required for the degree.

The thesis will be completed according to guidelines established by The Graduate School. Such guideline information can be found in a number of places including The Graduate School website, located at [http://www.grad.msu.edu](http://www.grad.msu.edu), or in the
following publications: The Graduate School Guide to the Preparation of Master's Theses and Doctoral Dissertations (available in 118 Linton Hall) or online at http://www.grad.msu.edu. Students selecting Plan A will defend their thesis during a final oral examination. This will be held in the final semester according to the University/Department deadlines. For further information please see section titled “Graduation” in this handbook.

**Knowledge Utilization Option (Plan B - Non Thesis)**: This option involves successful completion of the following core courses:

- COM 803 (3 credits) - Introduction to Quantitative Research Methods
- COM 820 (3 credits) - Communication Theory and Process

The program requires completion of 30 credits with a minimum of 16 credits at the 800/900 level and a minimum of 6 credits completed in residence at MSU. An additional 9 to 17 credits in the Department of Communication plus 7 to 15 credits which must be taken outside of the Department of Communication to reach the 30 credit minimum required for the degree.

Each student will take a written comprehensive examination in her or his final semester covering all courses completed up to that point. The exam will be scheduled according to the University/Department deadlines for final oral examinations. The University calendar can be found at http://www.reg.msu.edu/ROInfo/Calendar/academic.aspx. The scheduling of your exam is a committee decision. Normally your exam is held during your final semester. The exam will involve writing answers to three questions – one question from each committee member. The answers to which will be due 10 calendar days from the date of administration. If the student’s committee deems it necessary, an oral defense of these written responses will be scheduled after the committee has been given time to read the responses. For further information on graduation requirements please see section titled, “Graduation” in this handbook.

**General Program Information**

All students entering the program are assigned a faculty enrollment officer. Faculty members give the student immediate assistance in working out a program which maximizes the student's professional growth. **After 10 credit hours of course work have been completed, the student must select a permanent advisor, committee, and program of study.** In all likelihood, this advisor will be someone different than your enrollment officer.

A graduate committee is required for both options. The thesis option requires three (3) committee members. This includes your advisor, who must be from the Department of Communication, one committee member from the Department of Communication, and one member from inside or outside the Department of Communication.

The Comprehensive exam option requires three committee members. It shall be made up of your advisor and two other members, all of whom must be from the Department of Communication.

For students to receive maximum benefit from the program, it is necessary to enroll for at least three (3) courses per semester. It is possible to complete the degree program in one calendar year, although some students take up to two years. Students who consistently enroll for only one course, or who do not enroll at all for one or more terms, may be removed from the program. Five years is the maximum allowable time to complete the program.
LINKED BA-MA DEGREE IN COMMUNICATION

Bachelor of Arts Degree in Communication and Master of Arts Degree in Communication

The department welcomes applications from Michigan State University Communication majors who have completed at least 86 credits.

Application for admission must be made prior to the final semester as a Communication major undergraduate.

Admission to the program requires the following:
(1) a minimum overall undergraduate GPA of 3.5 based on all courses taken at MSU
(2) a statement of goals for the MA degree
(3) GRE scores
(4) at least 2 letters of recommendation from faculty in the Department of Communication
(5) an approved program of study for the MA degree at the time of admission.
(6) completion of Com 225, Com 240, Com 275, and Com 300 obtaining a grade of at least 3.0 in each of these courses.

The number of Communication majors admitted into this linked degree program will be limited by availability.

Admission to the Linked Bachelor’s-Master’s program allows the application of up to 9 credits toward the master's program for qualifying 400-level and above course work taken at Michigan State University. No 400 level courses with a grade lower than 3.0 will count toward the MA degree. Credit obtained from 400 level pass/fail courses and internships will not count toward the degree. The number of approved credits (approved by MA Coordinator), (from 7 to 9 credits not to exceed 9 credits), is applied toward the credit requirement of the master’s degree. So students in this program only need to complete 21 to 23 additional graduate credits (instead of 30) to complete the MA degree. Students admitted to this program must complete a thesis or a comprehensive exam and other MA program requirements.

And as indicated in the MSU RO: Academic Handbook, http://www.reg.msu.edu/AcademicPrograms/Print.asp?Section=328, within the first semester of dual enrollment, the student’s graduate degree program adviser must be identified and the appropriate graduate degree guidance committee established. The adviser and committee assist the student in developing a program of study for the graduate degree. Admission to graduate study must be approved before work to apply toward a graduate degree program is undertaken. Credits completed prior to admission to graduate study cannot be applied toward a graduate degree program.

Communication majors meeting eligibility requirements should contact Dr. Gwen Wittenbaum, Coordinator of the MA program in Communication email: gwittenb@msu.edu, phone 517-353-8120.
Eligibility Criteria for MA Practicum

1. A student must have completed at least 18 MA level credits.

2. A student must have filed forms with the Communication Graduate Office specifying their permanent advisor, their MA Committee, and a program of study before starting the practicum. The Committee must agree to include the practicum in the program of studies.

3. The practicum can be taken for up to 3 credits of Com 893 credit.

4. The Permanent Advisor is the faculty in charge of the practicum and its outcomes.

5. Before the internship can be approved, the Communication Graduate Office must receive the application form and a copy of the letter of invitation to the MA student from the organization offering the internship. This letter must specify what the practicum experience will include and the name and contact information of the practicum sponsor. The sponsor will submit an evaluation of the intern to the Communication Graduate office at the conclusion of the practicum experience.

6. It is expected that there will be an academic outcome (paper, sample campaign developed during the practicum, etc). This must be submitted to the MSU advisor who is overseeing the practicum.

7. It is acceptable to take a paid or a non-paid practicum. However, no part of the practicum may be related to the student’s current regular job.

8. Three hours per week is required for each registered credit so that an intern signing up for 3 credits must work nine hours per week in the internship.

9. Foreign practicum may require additional credits taken as independent study not to exceed 3 credits of Com 890 credit.

10. International students will have to work out the details with the MSU OISS office if they are in an internship. They will need to fill out a CPT form (Curricular Practical Training Form) http://oiss.isp.msu.edu/documents/students/cpt.pdf and obtain the Com Department’s signature.

11. If you are an international student and wish to obtain optional practical training after you graduate from MSU, you need to go and talk to the OISS advisors very early in the semester that you plan to graduate (e.g., in September for a December graduation date and in January or early February for a May graduation date). It takes 60 to 90 days to obtain the visa permission for the OPT http://oiss.isp.msu.edu/documents/students/opt.pdf

12. Practicum application on next page or a fillable pdf version can be found online, www.comm.msu.edu, “Academics”, “Masters”, “Resources”. 
Practicum Application: To be completed with faculty supervisor

Applicant Information

Full Name: __________________________ PID: __________________

Last   First   M.I.

Semester/Year: ______________________ COM 893 section #: ________ # of Credits ________

Practicum Employer Contact Information

Company Name: __________________________ Address: __________________________

Supervisor’s Name: __________________________ Supervisor’s Email: __________________________

Supervisor’s Phone: __________________________ Supervisor’s Mailing Address: __________________________

Practicum Description

Please list include number of hours per week, description of work to be completed and other employer expectations (attach letter from employer)

MSU Practicum Work to be Completed

To be completed with Faculty Supervisor. Please include the number of hours per week, written assignments, and number of official meetings with faculty supervisor

Deadline for Submission of Work __________________________

Signatures

Student’s __________________________ Date: __________________________

Supervising Faculty’s __________________________ Date: __________________________
SELECTION OF ADVISOR AND GUIDANCE COMMITTEE

All Master’s students are assigned a temporary advisor (enrollment officer) at the time of admission. An enrollment officer is a temporary advisor. This information is sent in your departmental letter of offer or you can contact the Academic Programs office at 517 355-3471 or barkman@msu.edu. The enrollment officer is to be used for only one semester. He/she is responsible to direct the student in his/her choice of courses the first semester and to select a permanent advisor. The student may select the enrollment officer as his/her advisor, if he/she agrees.

All students are expected to select an advisor, committee and program of study by the time they have completed 10 credits in the program. The thesis track (Plan A) students must select an advisor from regular faculty (tenure track) within the Communication Department, one committee member from the regular faculty (tenure track) within the Department of Communication, and one regular faculty from inside or outside the Department of Communication.

The final written exam track (Plan B – Non thesis) students must select an advisor from regular faculty (tenure track) within the Communication Department and two committee members from the regular faculty (tenure track) within the Department of Communication.

Please complete the “Master’s Program Forms” later in this document with your selected advisor and guidance committee.

ORGANIZING YOUR MASTER’S PROGRAM OF STUDY:

COURSES OUTSIDE OF THE DEPARTMENT AND OUTSIDE THE COLLEGE

by Dr. Mary I. Bresnahan, 1994 and revised by Marge Barkman, March 2013

Listed are some courses that are relevant to each of the five areas of specialization in which students pursuing M.A. degrees are likely to be interested. These are just suggestions. This list is not complete. Once you have selected a permanent academic advisor and a committee, it is important that you meet with your advisor to discuss what courses will be best for your academic program. Please note: Six credit courses outside the department are generally discouraged in the Communication MA Program. The student must seek prior approval from the Permanent Advisor and signatures from the MA Committee before enrolling in such a course.

<table>
<thead>
<tr>
<th>Specialization Abbreviations</th>
<th>Abbreviations: FS = Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICC=Intercultural Communication</td>
<td>SS=Spring Semester US = Summer Semester</td>
</tr>
<tr>
<td>IPC=Interpersonal Communication</td>
<td>The letter &quot;O&quot; following any semester listing,</td>
</tr>
<tr>
<td>OC=Organizational Communication</td>
<td>as in FS-O, means that the course is offered</td>
</tr>
<tr>
<td>MC=Mediated Communication</td>
<td>fall semester of odd-numbered years.</td>
</tr>
<tr>
<td>Likewise</td>
<td></td>
</tr>
</tbody>
</table>

ADVERTISING (ADV) 355-2314

MC & ICC
ADV 870 International Advertising, SS (3)
MC & OC
ADV 475 Advertising & Society, FS (4)
ADV 823 Consumer Behavior, FS, SS (4)
ADV 826 Advertising and Promotion Management, FS, SS (4)
ADV 846 Management and Media Programs, FS(3)
ADV 850 Public Relations Planning, FS (3)
ADV 865 Advertising and Society, SS (3)
HC
ADV 860 Media Relations, SS (3)

AGRICULTURAL ECONOMICS

(AEC) 355-4563

ICC & MC
AEC 810 Institutional & Behavioral Economics, FS (3)

ANTHROPOLOGY (ANP) 353-2950

ICC & IPC
ANP 415 China: Culture & Society, FS-O (3)
ANP 420 Language and Culture, FS, SS (3)
ANP 423 Psychological Anthropology, SS-E (3)
ANP 431 Gender, Environment & Dev., FS-O (3)
ANP 820 Language and Cultural Meaning, SS-O (4)

Continued next page

ANP 832 Class and Ethnicity in Social Differentiation, FS-O (3)
OC
ANP 424  Culture & Economic Behavior, FS-E (3)
ANP 428  Environments of International Enterprise, SS-O (3)
HC
ANP 835  Topics in Medical Anthropology SS (3)

**COLLEGE OF COMMUNICATION ARTS & SCIENCES 355-3410**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC</td>
<td>Mass Communication and Public Health, FS-O (3)</td>
</tr>
<tr>
<td>CAS</td>
<td>Health Communication for Diverse Populations, FS-E (3)</td>
</tr>
</tbody>
</table>

**COUNSELING, EDUCATIONAL PSYCHOLOGY AND SPECIAL EDUCATION (CEP) 355-7863**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPC</td>
<td>Communication &amp; Skill Training for the Helping Professional, FS, SS, (3)</td>
</tr>
<tr>
<td>CEP</td>
<td>Stress Management, FS, SS (3)</td>
</tr>
</tbody>
</table>

**EDUCATIONAL ADMINISTRATION (EAD) 355-4538**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>OC</td>
<td>Leadership and Organizational Development, SS, US (3)</td>
</tr>
<tr>
<td>EAD</td>
<td>Building a Learning Organization, SS (3)</td>
</tr>
<tr>
<td>EAD</td>
<td>Adult Learning, FS, (3)</td>
</tr>
<tr>
<td>EAD</td>
<td>Organizational Analysis of Education, SS, US, (3)</td>
</tr>
</tbody>
</table>

**ENGLISH (ENG) 355-7570**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICC</td>
<td>Language Use in the African-American Community, FS (3)</td>
</tr>
<tr>
<td>ENG</td>
<td>Language &amp; Culture, FS, SS (3)</td>
</tr>
</tbody>
</table>

**FAMILY AND CHILD ECOLOGY (FCE) 355-7680**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCE</td>
<td>Intro to Child &amp; Family Policy, FS-E (3)</td>
</tr>
</tbody>
</table>

**JOURNALISM (JRN) 355-6430**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC</td>
<td>Computer-assisted Reporting, FS (3)</td>
</tr>
<tr>
<td>JRN</td>
<td>Media, Society, and Theory FS (3)</td>
</tr>
<tr>
<td>JRN</td>
<td>Media Theory, F (3)</td>
</tr>
</tbody>
</table>

**LABOR AND INDUSTRIAL RELATIONS (LIR) 355-3285**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>OC</td>
<td>Organizational Behavior in Labor and Industrial Relations, FS, SS, (3)</td>
</tr>
<tr>
<td>LIR</td>
<td>Organizational Development and Planned Change, FS (3)</td>
</tr>
</tbody>
</table>

**MANAGEMENT (MGT) 353-5415**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT</td>
<td>Human Resource Management for General Managers, FS (3)</td>
</tr>
<tr>
<td>MGT</td>
<td>Human Resource Staffing, SS (3)</td>
</tr>
</tbody>
</table>

**PHILOSOPHY (PHL) 355-6475**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHL</td>
<td>Seminar in Philosophy of Health Care, FS (2-4)</td>
</tr>
</tbody>
</table>

**POLITICAL SCIENCE (PLS) 355-6590**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLS</td>
<td>Public Opinion &amp; Political Behavior, FS-O (3)</td>
</tr>
</tbody>
</table>

**PSYCHOLOGY (PSY) 353-5258**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISC</td>
<td>Quantitative Research Design and Analysis in Psychology, FS (4)</td>
</tr>
</tbody>
</table>
PSY 817  Psychometric Methods, SS (4)
IPC
PSY 441  Interpersonal Behavior & Group, SS-E(3)
OC
PSY 860  Industrial & Organizational Psych, FS (3)

RESOURCE DEVELOPMENT (RD)
355-3421
IPC, HC
RD 859 Gender, Justice, and Environmental Change: Methods and Applications SS-E (3)

SOCIOLOGY (SOC)  355-6640
HC
SOC 475  Sociology of Health Care Systems, SS (3)
SOC 476  Social Psychology of Health, FS (3)
SOC 851  Demography & Public Health, SS-E (3)
SOC 873  Social Organizations of Health and Medicine, SS (3)

IPC
SOC 833  Gender and Power, SS-E (3)

ICC
SOC 481  Intentional Social Change, FS (3)
SOC 832  International Inequality & Development, FS-E (3)
SOC 834  Social Class & Social Change, SS-O (3)
SOC 836  Race, Politics, & Social Structure, FS-O (3)
OC
SOC 424  Complex Organizations, FS, SS (3)

MEDIA AND INFORMATION (TC)
355-8372
MC, OC
TC 452  Media Strategy, FS (3)
TC 458  Project Management, SS (4)
TC 840  Interaction Design, SS (3)
TC 852  Economic Structure of Telecommunication Industries, FS (3)

WOMEN'S STUDIES (WS)  355-4495
IPC & ICC
WS 403  Women & Change in Developing Countries, SS (3)
GUIDELINES FOR THE M.A. THESIS PROPOSAL

THESIS PROPOSAL (PLAN A):

Your Thesis Proposal is a formal description of your Master's research. It normally includes an Introduction, Methods, Analyses, and Hypotheses/Predictions sections for study you will be conducting; and complete References. Put a lot of thought into your proposal; it will be the core of your Master’s thesis write-up, so the more work you do now, the less you’ll have to do later. Also, be explicit, clear, and complete, so your Guidance Committee can really understand what you want to do and can then give you proper advice. The ultimate goal is for you to prepare a thesis proposal that leads eventually to a publishable article.

GUIDELINES FOR THE M.A. FINAL WRITTEN EXAM (PLAN B)

1. During this first semester of study, you need to narrow down your specialty area (if you don't already know) to one of the following areas: mass media, interpersonal communication or organizational communication. These are the three approved areas for final written examinations. We do not offer final written exams in other areas because there is not sufficient course work to develop expertise.

2. By the time you are enrolled for 10 to 12 credits (beginning of the second semester for most of you) you should have already selected a permanent academic advisor. When you entered the program, you were issued an enrollment advisor. In all likelihood, your academic advisor will not be the same person as the original enrollment officer. Your academic advisor should be someone in your specialty area. There are forms included in the handbook that you and your academic advisor need to complete. This is an important step in the completion of your degree to keep you on the right track.

3. During the second semester, you and your academic advisor should plan all the courses that you will take through the completion of your degree. If your advisor wants to check this out with the other members of your committee, then a meeting should be scheduled.

4. You will take a written final exam during the early part of your last semester in the MA program. The exam will consist of 3 questions that will be determined by your committee. The questions deal with theory and methodology in your area of interest. You will have 10 days to write your examination and the faculty committee will have 2 weeks to grade. When the written exam is done an oral defense of your written responses will be scheduled if your committee deems necessary. The defense must occur by the university deadline (found on the www.reg.msu.edu, calendar).
FORM I: REQUEST FOR ADVISOR AND PROGRAM PLAN*

I, _________________________________________________, request that
(please print name)

Dr. _____________________________ be appointed as my
(print name)
academic advisor for the MA program in Communication.

I have selected:    Plan A ______ (requiring thesis)
                    Plan B ______ (requiring final written exam)

__________________________________________  ____________
Student's signature                      date          Advisor's signature          date

______________________________
APPROVED:

______________________________  ____________
Director of Master’s Studies          date

______________________________
Chairperson, Dept. of Communication  date

*Note: This form should be completed no later than 10 credits into your program.
FORM II: REQUEST FOR APPOINTMENT OF EXAMINING COMMITTEE*

Note: Persons serving on the committee must be MSU faculty.

For Plan A (Thesis Option), MA students are required to have two (2) committee members (one must be from outside the department), plus an advisor. For Plan B (Final Written Examination option), MA students are required to have two (2) committee members plus an advisor, all of whom must be from the Department of Communication.

The following faculty agree to serve on my Examining Committee and I request that they be appointed.

Student's name — please print

Student's signature

Member selected — please print

Member's signature

Member selected — please print

Member's signature

Advisor's signature

date

APPROVED:

Director of Master’s Studies
date

Chairperson, Dept. of Communication
date

*Note: This form should be completed no later than 10 credits into the program.

Revised 8/14
MASTER’S FORM III:
PROGRAM OF STUDY FOR KNOWLEDGE UTILIZATION MAJORS

The following constitutes the courses to be taken for my, ______________________________ Print name

MA program. Note: Any deviation from this program once approved requires FORM IV (Modification of Program) to be completed. Courses taken at another institution require an MSU Credit Evaluation form (see Academic Programs Secretary, Department of Communication).

Six credit courses outside the department are generally discouraged and must have prior approval from student’s advisor and committee before enrolling in such a course.

PLAN A — THESIS OPTION — Please list course #, credits, & semester

COMMUNICATION COURSES
The following Core Courses plus 9-11 additional credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 803</td>
<td>3 crs</td>
</tr>
<tr>
<td>COM 820</td>
<td>3 crs</td>
</tr>
<tr>
<td>COM 830</td>
<td>3 crs</td>
</tr>
<tr>
<td>COM 899</td>
<td>4 crs</td>
</tr>
<tr>
<td>COM</td>
<td></td>
</tr>
<tr>
<td>COM</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL: _______ Note: Minimum of 30 credits with a minimum of 16 credits at the 800/900 level

OUTSIDE COMMUNICATION

6 to 8 credits

PLAN B — FINAL WRITTEN EXAMINATION OPTION — Please list course #, credits, & semester

COMMUNICATION COURSES
The following core courses plus 9 to 17 additional crs.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 803</td>
<td>3 crs</td>
</tr>
<tr>
<td>COM 820</td>
<td>3 crs</td>
</tr>
<tr>
<td>COM</td>
<td></td>
</tr>
<tr>
<td>COM</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL: _______ Note: Minimum of 30 credits with a minimum of 16 credits at the 800/900 level

OUTSIDE COMMUNICATION

7 to 15 credits

________________________________________________________________________
Student's signature date Advisor's signature

________________________________________________________________________
Member's signature Committee Member's signature

APPROVED:

________________________________________________________________________
Director of Master’s Studies date Chairperson, Dept. of Communication Revised 8/14
FORM IV: REQUEST FOR MODIFICATION OF THE MASTER’S PROGRAM

The following modifications are recommended in the Master’s program of study for

______________________________________________.

Print Student’s name

Student's signature date Advisor's signature date

I. CHANGE IN ADVISOR OR COMMITTEE MEMBERSHIP (specify change and reason; signature of new advisor/member required) Note: Please see the university guidelines for change in advisor/committee member at G.S.R.R. 2.4 for more information on MSU policies related to guidance committees (http://grad.msu.edu/gsrr/).

Drop ___________________________ Print name Drop ___________________________

Add ___________________________ Add ___________________________

Reason: ___________________________ Reason: ___________________________

Signature of New Member Signature of New Member

II. CHANGE IN COURSE REQUIREMENTS (specify changes)

Deletions Credits Additions Credits

_________ _____ ___________ _____

_________ _____ ___________ _____

_________ _____ ___________ _____

III. CHANGE IN PROGRAM PLAN Change from Plan _____ to Plan _____

APPROVED:

Director of Master’s Studies date

Chairperson, Dept. of Communication date

Revised 8/14
The Guidance Committee is pleased to announce that _______________________________
Please Print Name

successfully defended his/her thesis proposal on _________________________________
Date of Defense

__________________________________
Chair of Guidance Committee       date

Members of Committee Signatures

__________________________________

__________________________________

__________________________________

Approved:

__________________________________
Director of Master’s Studies       date

__________________________________
Chairperson, Dept. of Communication date

Revised 8/14
FORM VI: ELIGIBILITY TO HOLD FINAL EXAM

I request The Office of Academic Programs for the Department of Communication to determine the eligibility of ________________________________ to take the Master’s degree final examination on ________________, __________, ________.

________________________________
Student's signature & date

_______________________________________
Advisor's signature & date

The Office of Academic Programs for the Department of Communication has reviewed the record of the above named student and makes the following decision:

_____ The above mentioned student will have completed all requirements by the end of this semester and is therefore eligible to take the final oral examination. This assumes that present courses will be completed satisfactorily. Should the courses not be completed satisfactorily, this eligibility is void, and the examination must be retaken.

_____ The student has not completed all requirements. The examination shall be delayed until the following requirements are met:

________________________________________________________________
________________________________________________________________

APPROVED:

___________________________________
Director of Master’s Studies 

date

___________________________________
Chairperson, Dept. of Communication 

date

Note: This form must be submitted no less than two weeks before the requested examination date.
FORM VII: RESULTS OF FINAL EXAMINATION (Thesis OR Non-thesis tracks)

PLAN A and B:

This is to certify that ____________________________ has successfully completed the final examination for the Master’s degree in the Department of Communication.

GRADE of __________ is awarded.

(numerical)

______________________________  ________________
Advisor's signature            date

______________________________  ________________
Committee member's signature   Committee member's signature

APPROVED:

______________________________  ________________
Director of Master’s Studies   date

______________________________  ________________
Chairperson, Dept. of Communication   date

Revised 8/14
ACADEMIC DISHONESTY

The Department of Communication subscribes to the University’s Policy on Academic Honesty and the following information is from the ACADEMIC FREEDOM FOR STUDENTS AT MICHIGAN STATE UNIVERSITY publication, found online at http://www.vps.msu.edu/SpLife/acfree.htm

1.00 PROTECTION OF SCHOLARSHIP AND GRADES

The principles of truth and honesty are fundamental to the educational process and the academic integrity of the University; therefore, no student shall:

1.01 claim or submit the academic work of another as one's own.

1.02 procure, provide, accept or use any materials containing questions or answers to any examination or assignment without proper authorization.

1.03 complete or attempt to complete any assignment or examination for another individual without proper authorization.

1.04 allow any examination or assignment to be completed for oneself, in part or in total, by another without proper authorization.

1.05 alter, tamper with, appropriate, destroy or otherwise interfere with the research, resources, or other academic work of another person.

1.06 fabricate or falsify data or results.

ACADEMIC RECORDS (STUDENT FILES)

Students have access to view online their academic transcripts through STUINFO.MSU.EDU. Please use your MSU netid to login.

Your advisor will also have access to your records through the Office of Registrar’s website, www.reg.msu.edu, Faculty and Staff Forms, Electronic Student Folder.

Student departmental academic files are housed in the Academic Programs Office, 466 Communication Arts Bldg. Students are allowed to view these files and to check the files out for one week intervals.

ACADEMIC STANDARDS FOR GRADUATE STUDENTS IN THE COLLEGE OF COMMUNICATION ARTS & SCIENCES

(QUOTED FROM THE UNIVERSITY ACADEMIC PROGRAMS CATALOG, PAGE 248)

When a student receives a grade below 3.0 in more than two 400–level or higher courses taken for graduate credit at Michigan State University, the student is automatically withdrawn from the program. A graduate student who has been withdrawn under this regulation is required to wait a minimum of one calendar year from the date of the withdrawal before being eligible to apply for readmission to a graduate program in the College of Communication Arts and Sciences. The student may be readmitted, contingent upon repeating one of the three courses in which a grade below a 3.0 was earned, and earning a 3.0 or better grade in the course. The course to be repeated may be specified by the department. Following readmission, any additional grade below 3.0 in any course numbered 400 or higher will result in permanent dismissal. Courses below the 400 level may also be included under this regulation at the discretion of the individual
academic unit. While permission may be granted by the student's academic unit chairperson and the associate dean of the College to repeat a course in which a grade of less than 3.0 has been earned, subsequently earning a grade of 3.0 or higher does not eliminate the first earned grade in the course as one of the two allowed under this regulation. The student must also have at least a 3.00 average in all courses taken for graduate credit. Note: Please also see in the Departmental Handbook the section on “Evaluation of Performance.”

**ACTIVITIES**

**AGSCOM**

The Association of Graduate Students in Communication (AGSCOM) is a group of M.A. and Ph.D. graduate students that acts as a liaison between the students and the faculty and university. AGSCOM members serve on departmental and college committee as a voice for all the graduate students in the department. In addition, AGSCOM arranges many social events, such as Halloween and end-of-the-term gatherings.

**Departmental Sports Teams**

The department faculty and students participate in intramural sports leagues here at MSU. We have a football (touch) and a softball league. Emails are sent to the students each season to announce the formation of the new leagues. Please feel free to participate.

**CATALOGS**

The Academic Programs Catalog is available online at: [http://www.reg.msu.edu/AcademicPrograms/](http://www.reg.msu.edu/AcademicPrograms/)

The Description of Courses Catalog is available online at: [http://www.reg.msu.edu/Courses/search.asp](http://www.reg.msu.edu/Courses/search.asp)

**COMPUTER ENROLLMENT, REGISTRATION, UNIVERSITY CALENDARS, PAYMENT SCHEDULES, DROP AND ADDS, EXAM SCHEDULES, ETC.**


The above listed website is a great resource from the Office of the Registrar for information on computer enrollment, registration, university calendars, payment schedules, drop and adds, final exam schedules amongst many items. Please review this site now and bookmark for future reference.

**CONFLICT RESOLUTION PROCEDURES**

If a conflict should arise between a Master’s student and her/his advisor, committee or course instructor, then the following procedure should be followed. First, the student should discuss the problem with the advisor, committee member or the faculty member. If a satisfactory solution is not reached, then the student should discuss the matter with the Director of Master’s Studies. If a satisfactory solution is still not reached, then the student should present her/his case to the Chair. If the student is not satisfied at this point, then the Chair will advise the student as to further lines of appeal. For further information please refer to Article 5 in Graduate Student Rights & Responsibilities in Spartan Life, [www.vps.msu.edu/SpLife/grr5.htm](http://www.vps.msu.edu/SpLife/grr5.htm). The College bylaws for the department are 5.1.2 and for the College resolution, 5.4.
DIRECTORY OF FACULTY AND STAFF FOR THE DEPARTMENT OF COMMUNICATION  
http://comm.msu.edu

Please select “FACULTY” from the top menu located on this link. The directory of faculty links includes telephone number, email address, office address, degrees received, as well as research interests.

DROPS AND ADDS 
SCHEDULE.MSU.EDU

Information on time frame for drops and adds is now located on the Schedule of Courses. Selecting (clicking on) the section number under the Course Number a pop up box will appear with the dates.

EMAIL – SETTING UP YOUR MSU NetID ACCOUNT  
https://mail.msu.edu/imp/login.php

The link https://mail.msu.edu/imp/login.php will give you information on the university email system and how to set up your account. You will need to have an email account in order to complete enrollment/registration for courses. When you set up your account please be sure to email the Departmental Academic Programs Office, Mrs. Marge Barkman, with this information. Mrs. Barkman’s email address is barkman@msu.edu

This link will also give you information on how to set up your computer, contacts for computer assistance including finding your lost “Password.” Please take the time now to familiarize yourself with this site and all its options.

THE EVALUATION OF PERFORMANCE

Each Spring the Master’s students are evaluated on their academic performance by the Director of the Master’s Programs. Reviewed are the student’s coursework as well as other aspects (if appropriate) such as research team participation and volunteer teacher aid. Future program expectations are recommended in these evaluations, such as selection of committee, program of study, or degree requirements (final oral examinations). The student receives a letter to their MSU email address shortly after the completion of Spring semester. The student’s advisor or enrollment officer receives a copy of the evaluation and a copy is placed in the student’s academic department file.

EXPECTATION FOR STUDENT’S ROLE IN PROGRAM

A student is expected to make timely progress toward his/her degree requirements meeting the university time limit of 5 years. The student will take the required core courses, and meet the other program course recommendations. If the student encounters a situation where he or she cannot meet a particular requirement he/she should immediately contact their academic advisor in writing. The academic advisor will work with the student to find a suitable alternative. We encourage our students both Plan A and Plan B to participate in faculty research teams, colloquia, professional conferences and other such opportunities. The student is expected to perform in a professional manner with courtesy to his/her instructors, fellow students, and staff.

Also, see section on “Academic Standards for Graduate Students in CAS” on page 20 for additional pertinent information.
**FREQUENTLY ASKED QUESTIONS**

What is an enrollment officer? And what do they do? An enrollment officer is a temporary advisor. Each student is assigned a faculty member to act as his/her enrollment officer for the first semester in the program. He/she is responsible to direct the student in his/her choice of courses the first semester and to select a permanent advisor. Note: The student may select the enrollment officer as his/her advisor, if he/she agrees. The enrollment officer is to be used for only one semester. Then the student should select a permanent advisor. The enrollment officer should not continue for multiple semesters.

I hate forms! Why do we need to complete them? The forms are your contractual agreement for fulfillment of your program requirements. If you do not complete the forms in a timely manner you might find that the following occur:

- Your committee may not agree with your program of study and you will have to take additional course work.
- You may think that you are ready to write your thesis or take the comprehensive examination and find that your committee does not agree. Thus delaying the completion of your degree until you have met your committee’s expectations.

I’ve lost my PAN number. Who can give it to me? You must go in person to 150 Administration Bldg. to receive your number. This is not given out over the phone. Note: You may change your PAN number to another 4-digit number that you can remember more easily.

I want into a class but the computer says I don’t meet the restrictions. What can I do? Make sure that you have met the prerequisites in the Description of Courses catalog, [http://www.reg.msu.edu/Courses/Search.asp](http://www.reg.msu.edu/Courses/Search.asp). If you feel that you have or they could be waived, contact the Department offering the course for assistance in receiving an override. Once the override is given you will be able to register for the course.

I want to take an independent study. How do I do it? In the Department of Communication you must complete an independent study contract. Forms are located in the magazine rack outside room 470 CAS. Complete all information on the form with the instructor and have the instructor sign the form. Take the form to your enrollment officer or advisor for his/her signature. Now take the completed form to 466 or 473 CAS to have it processed. Once processed you will be able to register for your independent study computer registration.

Do I have to be registered for credits the semester I defend? You must be registered the semester you defend but it may be for ANY course for a minimum of 1 credit.

I am having legal issues (including items such as rental issues). Is there legal services available on campus? Yes, the Council of Graduate Students offers legal services at 328 Student Services or call 517 353-3716.

I have questions about my student health benefits. Who do I contact? The University Human Resources Office will be able to assist you. The website is [http://www.hr.msu.edu/benefits/studenthealth/](http://www.hr.msu.edu/benefits/studenthealth/). Their office is located in 140 Nisbet Bldg., telephone 353-4434 ext. 170 or 144.

**FUNDING**

We realize how difficult it is to support your education. The department's assistantship opportunities are limited. Therefore, we have strived to disseminate any opportunities we have received to you as soon as this information arrives by sending the message via your MSU email account. This happens throughout the semester and even breaks. If you do not receive regular messages from the Marge Barkman, barkman@msu.edu, via the listserv please make certain 1) that you mark her email as “safe” sender in your email accounts (may go to “junk mail” otherwise being it is a listserv) and then if you are still not receiving messages please contact Marge Barkman, barkman@msu.edu, to make certain you are on the listserv.

For other university opportunities and resource information please visit The Graduate School website at [http://grad.msu.edu/funding/](http://grad.msu.edu/funding/)

**GETTING STARTED IN THE PROGRAM**
The most important step at this point is to set up your University email account. This account setup is simple and can be done online at: https://mail.msu.edu/imp/login.php. You will need your PID (Personal Identification Number) and PAN (Personal Access Number) to create this account. These numbers will be found on your letter of acceptance from the Office of Graduate Admission. Once you have completed your account please email this address to me so we can use it for all MSU contacts. My email is barkman@msu.edu.

Second, please review the “Schedule of Courses” website to familiarize yourself with the courses that are available. The website is: http://schedule.msu.edu/. You must login on the right side of the page in order to see all information on this site. You will use your Email ID and Password to login.

Your MSU email account will also grant you access to computer registration. Because it is your first semester you do not have to be registered prior to orientation. In future semesters you will be required to be registered by the university deadline in order to avoid late fees. If you choose to register now we recommend you contact your enrollment officer (please see your departmental acceptance letter) prior to registration. Normally, all Master’s students are recommended to register for COM 820 during their first semester in the program whether you are pursuing the Thesis track (Track A) or Exam Track (Track B). The other possible selections should be made with your enrollment officers suggestions. The computer registration link is found on http://www.reg.msu.edu/roinfo/enrollment.asp, under “WebEnroll”.
Graduate Level Courses
Department of Communication

Listed below are the descriptions for the courses eligible for selection for a program of study.

425 Communication in Close Relationships  Fall, Spring.  4 credits. Open only to junior, senior or graduate Communication majors. Prerequisite: (COM 225 and COM 300) and completion of Tier I writing requirement. In-depth treatment of current research and of theoretical and methodological issues.

440 Organizational Communication Structure  Fall.  4 credits. Open only to junior or senior or graduate students Communication majors. Prerequisite: (COM 240 and COM 300) and completion of Tier I writing requirement. Systems approaches to information processing and communication structures in organizations.

475 Communication Campaign Design and Analysis  Fall.  4 credits. Open only to junior, senior or graduate student Communication majors or Health & Risk Communication major and open to students in Public Relations Specialization. Prerequisite: (COM 275 and COM 300) or (ADV 325 and completion of Tier I writing requirement). Design and analysis of campaigns presented through mediated channels including electronic and print media.

803 Introduction to Quantitative Research Methods  Fall and Summer.  3 credits. Graduate students Introduction to quantitative social science research methods and applied analyses for understanding research reports and developing graduate level research projects.

815 Organizational Communication I  Fall.  3 credits. Graduate students. Emphasis on dyadic and group processes and organizational intervention strategies. Topics include managing diversity, organizational structure, and communication productivity.

820 Communication Theory and Process  Fall.  3 credits. Graduate students. New change effective Fall 2004. Role that theory plays in different areas of communication scholarship.

821 Mass Communication Theory and Research  Fall and Spring.  3 credits. Graduate Students. Current mass communication research and theories, including exposure patterns, diffusion of news and isocial effects of mass media.

COM 822 Theories of Interpersonal Communication. Fall. 3 credits. Examination of a broad range of theories and research in interpersonal communication. Development of theoretical foundation and demonstration of the utility of interpersonal theories in a variety of contexts.

CAS 825 Mass Communication & Public Health  Fall of odd-numbered years.  3 credits. Recommended: Academic or professional background in mass communication and/or health. Health communication campaigns in domestic and international context. Focus on principles of effective communication

CAS 826 Health Communication for Diverse Populations  Fall of even-numbered years.  3 credits. Recommended: Academic or professional background in mass communication and/or health. Theory, research, and practice of communicating with specialized populations in clinical and public health contexts. Emphasis on interpersonal and small-group strategies.

828 Cross-Cultural Communication  Spring.  3 credits. Graduate students. Problems in communication across cultural boundaries, focusing on the processes, theories, and methods in the study of intercultural communication.

830 Applied Communication Research II  Spring.  3 credits. Thesis production. Reporting and evaluation the results of communication research


860 Persuasion  Fall.  3 credits. Graduate Students. Use of messages to gain compliance and effect social change. Persuasion and attitude change from classical theories to contemporary situations.

890 Independent Study  Fall, Spring, Summer.  1 to 4 credits. May re-enroll for a maximum of 9 credits. Graduate Students. Approval of department. Individualized study under faculty supervision.

CAS 892 Special Topics  Fall, Spring, Summer.  1 to 6 credits. A student may earn a maximum of 16 credits in all enrollments for this course. Open only to graduate students in the College of Communication Arts and Sciences or approval of college. Varied topics pertaining to advanced study of communication processes.

893 Practicum  Fall, Spring, Summer.  1 to 3 credits.
May re-enroll for a maximum of 3 credits.
Communication or Health & Risk Communication
Graduate students.
Supervised experience in an applied communication or
health & risk communication setting.

899 Master's Thesis Research Fall, Spring, Summer. 1 to
6 credits. May re-enroll for a maximum of 14 credits.
Communication Graduate students.
Master’s thesis research.

915 Organizational Com II Spring of odd-numbered
years. 3 credits. Recommended: COM 815. Graduate
students. Organizational communication structure and
information processing. The organization's embeddedness
in a larger social environment.

921 Micro and Macro Media Fall of odd-numbered years.
3 credits. Graduate students. Perspectives on media
processes pertaining to individuals, groups, and large-
scale systems. Topics include cognitive processing of
media, public opinion and affective responses to media.

922 Interpersonal Communication Fall. 3 credits. Graduate
students. Theory and research in interpersonal
communication. Role of communication in processes such as
interpersonal influence and relationship development.

CAS 992 Doctoral Seminar Fall, Spring, Summer. 3
credits. May re-enroll for a maximum of 15 credits.
Graduate students or permission of instructor. Rotating
topics on theoretical and research issues in
Communication and/or Mass Media.
ELECTRONIC SUBMISSIONS OF THESESES:

Graduate handbooks must indicate that MSU only accepts electronic theses submitted via ProQuest. The instructions for electronic submissions are available from http://grad.msu.edu/etd/.

The target date for the FINAL APPROVAL of an electronic Thesis to the Graduate School for graduating the semester of that submission is FIVE working days prior to the first day of classes for the next semester (see future target dates below). Be aware that a submission via ProQuest does not mean that the document has been ACCEPTED. The review process is interactive and final approval can take anywhere from a few hours to weeks, depending upon the extent of the necessary revisions and how diligent the author is when making the necessary revisions.

Electronic Submission’s Approval Target Dates:

Deadline Date for all semesters for FINAL APPROVAL of an electronic Thesis or Dissertation to the Graduate School is FIVE working days prior to the first day of classes for the 'next' semester.

- Fall 2014 – December 19, 2014
- Spring 2015 – May 13, 2015
- Summer 2015 – August 25, 2015
- Fall 2015 – December 16, 2015
- Spring 2016 – May 11, 2016
- Summer 2016 – August 24, 2016
- Fall 2016 – December 14, 2016
- Spring 2017 – May 10, 2017

Graduation on the semester of the electronic submission is only guaranteed if the document is APPROVED on or before the target date for that semester.

EXIT SURVEYS:

A short online exit survey for all students graduating with a Plan A or Plan B masters, only students who have applied for graduation will have access to the survey. The survey asks questions about educational experiences in MSU graduate programs, as well as about immediate professional plans. The Graduate School uses data from this survey when reviewing graduate programs and to guide decisions about services and initiatives for graduate students.

The identity of all respondents will be kept confidential and only aggregate (group) information will be made available to faculty and administrators. The students will receive an e-mail message from the dean of the graduate school with a link to the survey. However, students do not need to wait for that e-mail message to complete the survey after applying for graduation. It takes about 5-10 minutes to complete the online survey. Below are the instructions for completing the survey and they are also available from http://grad.msu.edu/etd/.

Instructions for students:

- Access the following website:
  - Doctoral Students: https://www.egr.msu.edu/doctoral/survey/
  - Master’s Students: https://www.egr.msu.edu/masters/survey/
- Enter your MSU NetID (Login Name) and Password
- Complete all the items on the survey. When finished, click Submit.

And your last step, please visit www.reg.msu.edu, for University Application for application to graduate and the commencement information. Please remember that commencement is a ceremony and not the actually certification of graduation so please complete all steps mentioned above as well as your thesis defense.
CHECKLIST FOR MASTER’S STUDENTS WITH PLAN B – WITH FINAL EXAMINATION

1. At the beginning of the semester you wish to graduate, complete the University Application for Graduation online at http://www.reg.msu.edu. The degree is not conferred the semester of the final oral exam unless the course work is completed. So please follow the next several steps so everything will be in order.

First, the scheduling of your final defense exam is a committee decision.

1. Final Written Examination — you must be registered for a minimum of one credit the semester (on campus) that you take your final written examination. This can be any course or even an independent study.

2. Contact your committee about getting your examination questions. Please see section in this handbook titled, “Guidelines for M.A. Final Written Exam”.

3. Once the comprehensive examination is arranged with your committee, please submit Form VI for MASTER’S program, “Notice of Final Oral Examination”. This should be submitted at least two (2) weeks before the examination is scheduled to take place.

4. Take Form VII, “Results of Final Examination”, to your advisor & committee members for their signature of approval and grade. Immediately after all signature of your committee have been completed please deliver this form to 466 Communication Arts, for processing of your degree forms.

5. Go to http://commencement.msu.edu/ for commencement information. Effective Fall 2012 the Graduate Advanced Degree Ceremonies will be on Friday of Finals week: 3:30 PM in the Breslin Center. Graduates and faculty should arrive one hour early to put on gowns and be properly ordered for the procession.

GUIDELINES FOR INTEGRITY IN RESEARCH AND CREATIVE ACTIVITIES
HTTP://GRAD.MSU.EDU/RESEARCH INTEGRITY/

The Department of Communication wishes to stress the importance of intellectual integrity in all aspects of graduate education and directs you, as a student, to The Graduate School’s research and scholarly integrity webpage, http://grad.msu.edu/researchintegrity. This page is your guide to resources for teaching responsible conduct of research, scholarship, and creative activities. The website offers resource links to 1) Avoiding Unintentional Plagiarism, 2) Research Integrity Council, 3) Guidelines for Integrity in Research and Creative Activities, and 4) Workshop opportunities for Responsible Conduct on Research. We ask you take the time now (early in your program) to review this information.

GUIDELINES FOR INTEGRITY OF SCHOLARSHIP AND GRADES

(QUOTED FROM SPARTAN LIFE ONLINE AUGUST 2014)

The principles of truth and honesty are recognized as fundamental to a community of scholars. The University expects both instructors and students to honor these principles and, in so doing, to protect the validity of University education and grades. Practices that maintain the integrity of scholarship and grades include providing accurate information for academic and admission records, adherence to unit-approved professional standards and honor codes, and completion of original academic work by the student to whom it is assigned, without unauthorized aid of any kind. To encourage adherence to the principles of truth and honesty, instructors should exercise care in planning and supervising academic
work. (For complete document please see http://splife.studentlife.msu.edu/regulations/student-group-regulations-administrative-rulings-all-university-policies-and-selected-ordinances/integrity-of-scholarship-and-grades).

**Human Subject Application and Manual (Thesis Track)**

http://www.humanresearch.msu.edu/

For Thesis track MA student you will need to complete a Human Subject application in order to collect data for your thesis. Please discuss this with your advisor/committee director before making application. The Human Subject application and Instruction Manual can be found online at http://www.humanresearch.msu.edu/

**Minimum Credit Loads**

http://www.reg.msu.edu/academicprograms/textAll.asp?section=111#348

**Without Assistantship:**

Minimum number of credits per semester as defined below:

- Master's Level: ............... 9 credits
- Doctoral Level: ................. 6 credits

**With Assistantship:**

The academic year encompasses two appointment periods: August 15 - December 31 and January 1 - May 15. Note: Students holding assistantships can be expected to follow these dates, even though the University semester calendar dates may vary. Graduate assistants must be registered each semester in which they hold assistantships. The minimum and maximum credit loads are as follows:

- For a quarter-time graduate assistant, minimum enrollment is 6 credits (including credits in courses numbered 899 or 999); maximum enrollment is 16 credits (excluding credits in courses numbered 899 or 999).
- For a half-time assistant: minimum enrollment is 6 credits (including credits in courses numbered 899 or 999); maximum enrollment is 12 credits (excluding credits in courses numbered 899 or 999).
- For a three-quarter-time assistant: minimum enrollment is 3 credits (including credits in courses numbered 899 or 999); maximum enrollment is 8 credits (excluding credits numbered 899 or 999).

Deviation from the minimum requirements listed above is permitted only in the following cases:

- Summer session, when a 3 credit minimum registration is allowed for all types of assistants, no deviation from the minimum requirements listed above is permitted. Any deviation from the maximum credit load requirements must have the approval of the Dean of the College PRIOR TO REGISTRATION.
- The semester in which the degree is granted, when the student is required to register only for the credits required to complete the degree or for the University minimum registration if all credits for the degree have been completed.

In meeting the credit requirements, graduate assistants should be enrolled in courses that are recognized as being of graduate level unless the student's department or school has granted written permission for course work constituting an exception to this rule. Visitor credits do not count as part of a graduate assistant's credit load.

**Responsible Conduct of Research and Scholarship (RCR)**

http://grad.msu.edu/rcr/

Graduate Students are expected to participate in 5 hours of Responsible Conduct of Research Training (RCR) seminars.
during their program. Training is sponsored by the College of Communication Arts & Sciences and through The Graduate School. Notification of such training opportunities are normally advertised via an email notice but can be found online at http://grad.msu.edu/rcr/. Note: Graduate Students who participate in grants are required to renew their training yearly with additional 3 hours of workshops each year.

**RESEARCH PARTICIPANT POOL**
http://www.msu.edu/~gwittenb/poolpage

Graduate students in the Communication Department have unlimited access to a departmental research pool in order to complete Master’s theses. They also have access for the completion of independent research projects for which there is a faculty sponsor. The coordinator of the pool is Dr. Gwen Wittenbaum, 559 Com Arts, 517 353-8120, gwittenb@msu.edu. Note: This is not the same as “Human Subject Application and Manual,” please see this section for University application and manual for Human Subjects, page 31 of this handbook.

**STUINFO – ACADEMIC, FINANCIAL, AND OTHER ONLINE SERVICES FOR STUDENTS**
(To review of records, to view grades, and billing statements)
https://ntweb1.ais.msu.edu/StuInfo/AppLogin.Asp

STUINFO offers a menu of available student information regarding your records and billing here at Michigan State University. The menu offers information in three different subject areas:

1) Academic, 2) Financial, and 3) Online Services. Academic information includes such items as Enrollment Appointment, Grade Reports, Courses by Subject to name just a few. Financial information includes Financial Aid, Account Details, and “Submit Bill Stub” (even with assistantship you are required to return the billing stub even if it read $0.00.) This can be done immediately online through this site which keeps you from being dropped from your courses for “nonpayment”. And the final category offers a link to the online services such as “application for graduation”, “transcript ordering” or “schedule of courses”.

**SUPPORT FOR GRADUATE STUDENT TRAVEL**

The Department has a fixed dollar amount that we use to support travel for graduate students each year. Each fall, we contact all graduate students and invite them to request for travel support for the coming academic year. At that time we divide up the available funds based on consideration of three things: 1) the students program (MA or Ph.D.), 2) participation in the conference (presenting a paper or just attending), 3) the prominence of the conference and its centrality to the scientific study of communication, and 4) the geographic location of the conference. Last fall, we received requests from students and I divided up the existing funds.

It is essential that students wishing to receive travel support submit their request for all travel during the academic year at the time these requests are solicited in the fall. Requests submitted after this date will not be considered in allocation of available funds.

Also, available through The Graduate School is a one-time travel funding opportunity. The website is http://grad.msu.edu/funding/, under “Overview of Financial Assistance for Graduate Students.” The request for funding is limited to $400.00. We encourage all our students to make application for this travel funding.

**TEXTBOOK AVAILABILITY ONLINE**
www.schedule.msu.edu

All textbook and other supplies information is now found on the schedule of courses website, www.schedule.msu.edu. “Click” on the section number of the course and a pop up text box will appear with the textbook information.
TRANSCRIPTS, ORDERING OF

Paper or electronic transcripts may be ordered online (secure site) at https://www.reg.msu.edu/StuForms/TranscriptRequest/Transcript.asp

1. Then follow online instructions for ordering.
2. You must have a Visa or MasterCard when using the web form. If you plan to pay by check or money order, you will need to send a request with payment (made out to Michigan State University) including all the information requested on web form. Address it to MSU Transcripts, East Lansing, MI 48824-0210

TRANSFER OF CREDITS & PROGRAM TIME LIMITS

As many as 9 semester credits of graduate course work (excluding research and thesis credits) may be transferred into a 30 credit master's degree program from other accredited institutions or international institutions of similar quality, if they are appropriate to a student's program and provided they were completed within the time limits approved for the earning of the degree desired at Michigan State University. The department or school chairperson or director and dean must grant approval. Only courses in which at least a 3.0 grade or its equivalent was received will be considered for transfer.

While in the MA program, the student must seek prior approval from the Permanent Advisor and the MA Committee before enrolling in a graduate course from another institution. The Permanent Advisor must determine whether the MSU Graduate School will accept this course in transfer credit.

Procedure for Processing: An online University Administrative Action form must be processed by our Academic Programs Office to post these courses to your transcript. To transfer courses taken at MSU in another graduate program or Lifelong Education status or Graduate Certificate program bring written verification from your committee, such as a letter/email or an approved Program of Study form to the Academic Programs Office, Department of Communication, 466 Communication Arts Bldg., and an administrative action form will be processed on your behalf. For course work from another university please follow the procedure above PLUS have an official transcript from the other institution sent to the Communication Academic Program Office. Note: An official transcript is required by the University for processing of the Administrative Action Transfer request. On your Program of Study form you will need to list these transferred courses as "trf" (transferred).

The time limit for the completion of the requirements for the master's degree is five calendar years from the date of enrollment in the first course included for degree certification. Note: If credits that are transferred are before the initial semester in the Masters in Communication at MSU, the semester/year of the transfer credits will be the new start.

TUITION, FEE, TAX AND HOUSING RATES

Students are assessed tuition each semester on the basis of their level, class, residency status, number of credits carried, graduate assistantship status, and beginning year of enrollment. Tuition information can be found at http://ctlr.msu.edu/COSStudentAccounts/Tuition_Fees.aspx.

STUDENT VETERANS INFORMATION
http://veterans.vps.msu.edu

Important information for student veterans can be found on this excellent website.

Revised 8/17/14