

PhD
STUDENT HANDBOOK

College of Mass
Communication and
Media Arts

Southern Illinois University
Carbondale

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Welcome!

All four MCMA graduate programs are college-wide which means you can take advantage of the scholarly, professional, and artistic expertise of our faculty in the Department of Cinema and Photography, the School of Journalism and the Department of Radio-Television-Digital Media in developing a program of study that best serves your needs and interests.

This first half of this handbook provides the major policies and guidelines for the all MCMA graduate programs. The second half contains information specific to your particular degree program. If you have any questions about the program, please seek clarification from the Associate Dean of Graduate Studies (ADGS), the Associate Dean office staff or your faculty adviser.

This handbook may also be found online:

<http://mcma.siu.edu/academics/graduate/currentStudentFacultyResources.html>

MCMA Graduate Studies Organization

All graduate programs in Mass Communication and Media Arts are the joint responsibility of the College of Mass Communication and Media Arts and the SIU Graduate School. Requirements for entry, assistantship, graduation and every aspect of the degree must be considered in light of the requirements of both entities.

- ❑ University wide graduate affairs are administered by the Dean of the Graduate School in consultation with the Graduate (Faculty) Council. Related policies and procedures are outlined in the SIU Graduate Catalog which can be found online.
- ❑ College graduate studies are directed by the MCMA Graduate Committee and the college graduate faculty and are administered by the ADGS.
- ❑ Graduate faculty status is conferred on our MCMA faculty on the basis of scholarly achievement and authorizes faculty to teach graduate courses, serve on graduate student committees and direct theses, research reports and dissertations. The College of Mass Communication and Media Arts is governed by operating papers that outline, among other things, grievance procedures for graduate students. Copies are available in the ADGS's office.

MCMA Graduate Programs Mission and Descriptions

Mission

The graduate program of MCMA represents a unique blend of the arts, humanities, and social sciences, focusing on the study of communication processes and the responsible production of media, and striving for excellence. We foster fresh and lively endeavors in an intellectual and creative community attuned to global social changes

Descriptions

The PhD, MFA, MA and MS degrees are advanced degrees culminating in the preparation of a dissertation, thesis or a research report. Students are expected to conduct research and/or creative activity to answer important questions, discover new information or insights, show new associations between previously known facts, or to offer innovative and informed perspectives on specific subjects.

PhD, Mass Communication and Media Arts

The doctoral program engages students in the interdisciplinary study of global media. Concepts and methods drawn from various research traditions in the field are compared and contrasted, while specialization in particular areas and approaches is open to students.

MFA, Media Arts

The interdisciplinary Master of Fine Arts degree provides substantial advanced study for a limited number of highly talented and motivated individuals. The program emphasizes the artistic and intellectual development of the student and the creation of works in photography, film, video, sound, and new media. We encourage interdisciplinary media arts exploration, though students may opt to focus and refine their skills within one medium. Students study contemporary thought and practice in order to contextualize their work. Available course work in studio production, criticism, theory, history, and combined media studies emphasizes the interwoven character of traditional and contemporary approaches and technologies in the 21st century.

MA, Media Theory and Research

This degree offers a broad overview of mass communication and media arts and their processes and effects in the larger social system. Graduates gain both an appreciation of the field's strengths and an understanding of its obstacles in being a force for social development. Areas in which this specialty is used include department-level leadership in the mass media industries, opinion research, commentary, critical theory, and teaching. This degree may lead to doctoral studies.

MS, Professional Media and Media Management Studies

This degree provides students with an interest in professional media practice and media management with an intellectual background in theory and critique of the communication industries and trains students with varied professional interests to establish careers in these industries. More specifically, this program aims to train intelligent, aware, flexible graduates who will go on to become leaders in the communications industry.

Faculty Advisers

Every graduate student should have a faculty adviser. New graduate students in the MA, MFA and PhD programs will be assigned an initial faculty adviser. The MS program advisor or ADGS will serve as initial faculty adviser to all MS students for the first year.

Meet with your adviser as soon as possible. It is your responsibility to contact your adviser when you wish to set up a meeting. These professors are experts in the field and will be able to help

you in many ways. This person can guide you with your selection of second and third semester classes, and help you to adapt to a graduate studies environment if you have related questions or concerns.

After taking courses and meeting more faculty members in your area of study during the first year, you should be ready to select a committee chair no later than your third semester. This faculty member will usually be your primary adviser through the rest of your program. The ADGS is also available for advisory questions. See individual degree committee requirements for more information on this process.

Your adviser is your source of advice about which classes to take, which conferences to attend, how to refine theses, research projects and dissertation topics, and simply how to make it through your program. Though the faculty adviser's job is primarily to help you advance in your studies it may not necessarily remain a one-way relationship. You are expected to conduct yourself in a scholarly, professional manner. This means that you may develop new ideas with your adviser. This may sometimes, though not always, open the possibility of publishing scholarly papers or engaging in creative projects with one another as well as other joint opportunities.

The relationship with your adviser often develops into a long-term professional relationship that lasts long after your days as a Southern Illinois University student are over.

Accelerated PhD Admission

Upon recommendation of the department and approval of the Graduate School, an accelerated entry option is possible in exceptional cases to students who have been admitted to the MA program. To be eligible the student must: 1) either already possess a Master's degree or, 2) complete at least nine hours but no more than 18 hours in the MA degree and 3) have a minimum 3.25 GPA in the MA program with no incomplete or deferred grades. Students may petition the ADGS for the accelerated entry option during the semester in which the student will begin taking the ninth hour of graduate courses, but must petition before earning the 18th hour of coursework in the MA program. If approved, the student is enrolled in the MCMA PhD program beginning with the next semester.

Please note that accelerated admission into the PhD can decrease the total years of Assistantship Funding eligibility. Please discuss this with the ADGS before making your decision.

<http://mcma.siu.edu/academics/graduate/currentStudentFacultyResources.html>

SPECIAL NOTE: Course work completed in a master's degree program cannot be counted toward residency requirements for a doctoral program, per Graduate School policy (see Degree Requirements section of the Graduate Catalog).

Once the student is admitted to the PhD program, up to 12 credit hours earned in the MA program may be applied to MCMA PhD program requirements, for internal course requirements only but not Graduate School residency. Exceptions to these MCMA rules must be submitted in writing and appealed to the Graduate Committee, which has the final authority to approve or

reject the petition. Again, course work to be applied toward residency does not begin until after admission into the doctoral program.

Change of Degree Program

If you request a change of degree after already joining our MCMA graduate program, i.e. you start in the MA program but are approved to change to the PhD program, you should discuss the academic credits and financial implications. Courses taken as a master's student are prohibited from transferring into another level, like the PhD program. See this issue as mentioned in the Accelerated Entry above. Also, any MCMA months of GA support which you already used in the prior degree program will count as being used in the alternate program, i.e. you used 9 months of support as an MA student therefore you have also used 9 months already in the PhD program. Unless you actually complete the prior degree program and then enter the next degree program MCMA and the Graduate School continue counting those months just as you continued on in the program. Months of support do not restart unless you finish the first degree.

Transfer Credit and Substitution Policy

Graduate School policy allows departments to approve the transfer of course work earned at another accredited institution or at SIU subject to the following provisions:

- For master's programs transfer credits from a prior institution, only 15 credits of the student's program may be accepted and those transfer credits cannot count toward the 15 hours of required 500-level courses. Only graded credit of B or higher can transfer. No correspondence or extension courses from other institutions or those used toward the completion of a previous degree will transfer.
- For doctoral programs, the residency requirements of 24 credit hours for admission to candidacy prevent transfer credit. Doctoral students do not receive course credit per se for transfers (the courses do not appear on the transcript, nor is the grade calculated in the GPA.)
- For transfer credit from SIU, only up to 12 graduate credits with grade B or higher, either earned with approval while an undergraduate, a non-declared student, or credit not applied toward another prior degree may be requested for transfer. Both the ADGS in MCMA and the Graduate School Dean must approve all transfer credit.
- Students may apply in writing to the ADGS for acceptance of substitute courses that meet requirements of their program prior to the middle of their first semester (fall or spring) in the program.
- The application must include full documentation: course description, instructor bio or short CV, dates of attendance, course description and syllabus, grade, etc. If the application for graduate course credit transfer meets the rules of the Graduate School (see Graduate Catalog under General Regulations and Procedures, Transfer Credit), it is sent

to the MCMA Graduate Committee.

- ❑ The MCMA Graduate Committee rules on acceptance. If a student's application for course acceptance is approved, the student's course credit hour requirements toward completion of the degree are reduced accordingly.
- ❑ Graduate courses taken within MCMA prior to acceptance to a program, do not constitute grounds for admittance to an MCMA graduate program. Recommendations for admittance are made by the program admission committee and approved by the MCMA Graduate Committee.
- ❑ The Graduate Committee will review petitions for substitutions at the first or second meeting each semester. Petitions should be brought to the ADGS by the end of the second week of the semester.

Registration

Registration should be done as early as possible since courses get canceled for low enrollment before the semester even begins. If a course does not exist, like an independently supervised course as thesis or independent study, DO NOT just "pick a section" and register. Email the instructor/professor requesting that you wish to take the independent course with them, providing your DawgTag (student ID) number to him/her, and have it added to the Schedule of Classes. The instructor or you should contact the ADGS staff to create the course, which takes at least overnight to load into the system. Then they will let the instructor and you know when it is ready for an override to be entered and the student can register.

For any registration error messages:

- If it says you have a HOLD on your account, click the "View Holds" to get a definition of what type of hold it might be, i.e. Bursar's, transcripts, immunization records, etc.
- If another error appears, please take a screenshot of the whole screen and email it to the ADGS office so they can enter the correct override. Sometimes it takes more than one type of override to allow you to register for a course so just follow-up with the staff if that happens.

These are time limits to add or drop a course within a semester, so be sure to check the Registrar's registration calendar online to know those deadlines.

Be sure to register for your required or elective courses early, after registration opens. We are required to drop courses that do not make satisfactory enrollment, or conversely, you may find that a desired class is already completely filled.

Retention and Satisfactory Progress

GPA

- In addition to the retention policies of the Graduate School, all MCMA master's students must maintain an overall grade point average of 3.00 (A=4) and PhD students must maintain an overall grade point average of 3.25 (A=4).
- Students falling below these requirements will be placed on academic probation and allowed only one academic term to improve their averages to the minimum requirements; failing this, they will be dropped from the graduate program and will not be allowed to re-apply for admission. Please note that the SIU Graduate School allows two semesters on academic probation, but MCMA allows only one semester.
- Those who receive below a "B" twice in the same core course will also be dropped from the graduate program.
- No course in which the grade is "D" or lower shall count toward the degree or fulfillment of any requirement, but the grade will be included in the grade point average.
- In addition for the PhD degree, students must earn a "B" or higher in all required courses and no more than three hours of "C" work in graduate courses will count toward the degree.

INC Grades

- Incompletes should only be assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. This is left to the discretion of the instructor.
- MCMA students will not be permitted to hold more than one incomplete except under extraordinary circumstances.
- Students requiring an incomplete must sign an Incomplete Grade Agreement with their instructor and have it on file with the MCMA Graduate Studies office. Per Graduate School policy, the maximum time period noted to complete the course is within one year from the close of the term in which the course was taken or else the INC will be converted to an F after this time. If the student passes the course, the instructor must submit a Grade Change Card to the MCMA Graduate Studies office well in advance of the time limit. The student is responsible for following up to be sure this procedure is accomplished.
- Forms for the Incomplete Grade Agreement can be obtained in the MCMA Graduate Studies office.
- Students who are not in good standing cannot hold assistantships and may be removed from the program.

Student Reviews

- All students are subject to regular review by the Graduate Committee. Policies and practices vary by degree. See the specific degree handbook for details.
- Students not attaining the minimum standards or those who in any way fail to meet any other requirements or standards set by the faculty will be dropped from the program.
- Any student who cheats or plagiarizes in any course, including thesis/dissertation/research papers, taken while in the MCMA graduate program may be dropped from the program and will not be allowed to re-apply for admission.
- The purpose of reviews is to prevent students from investing extensive time and personal resources pursuing a graduate program where the faculty has serious doubts about the student's progress and ability to complete the degree.

Time to Degree Completion

- Per Graduate School policy, master's students have six years from admission to the program to complete all degree requirements. MCMA faculty expect the MS and MA students to finish in no longer than three years, and MFA students no longer than four years.
- Doctoral students have five years after passing their written comprehensive exams and oral exams, after being admitted to candidacy by the Graduate School, to complete their degree. MCMA faculty expects PhD students to finish in no longer than seven years.
- Doctoral students have additional deadlines to meet to remain in good standing. Please see the degree program book for these details.

Program of Study Plan

- Students must have a program of study plan signed and approved by their adviser and on file with their adviser and the MCMA Graduate Studies office.
- This means working with a faculty adviser (or the MS adviser for PMMM students) to project courses and other requirements through graduation.
- Program of Study Plan Checklist forms are provided in the back of this handbook.
- If a student wishes to substitute a different course for a requirement, s/he must petition the Graduate Committee before taking the course. This petition consists of a letter addressed to the ADGS explaining why a substitution is requested, why the substitute course is more appropriate to the program of study. This must be accompanied by a current syllabus for the requested substitution. These must be submitted at the beginning of a semester. This applies to independent studies – please do not request an independent study as substitute for course. PLEASE NOTE: Student are not allowed to request substitutions for core required courses, except under very extraordinary circumstances.

- ❑ Changes in thesis or dissertation topics may result in necessary changes in the program of study, including additional course work. A major goal in planning is for the student to have the proper foundation to add to the body of knowledge in the field.

Scheduling of Committee Meetings, Proposals, Examinations and Defenses

- ❑ Master's and doctoral committee meetings to hear proposals, oral comprehensive examinations and thesis, research reports, or dissertation defenses must be scheduled between the second and the fourteenth weeks of fall and spring semesters. The Graduate Studies Office will not process paperwork for hearings, examinations or defenses outside of these established time frames. Do not plan on summer proposals or defenses.
- ❑ Two weeks prior notification in writing must be provided by the student to the MCMA Graduate Studies office to allow preparation and distribution of public announcements and proposal/defense forms for the faculty committee. This must include the date, time, location, and committee-approved title of the defense, name of committee chair and committee members.
- ❑ Defense of a thesis, research report or dissertation will be scheduled no later than one week prior to the last date the Graduate School will accept completed work for graduation that semester.
- ❑ Faculty are on 9-month contracts, therefore they will not be expected to write exam questions, read exam answers, read theses or research reports, final creative projects or dissertation proposals when they are not on the University payroll (summers). In addition, faculty are not allowed to work with you during their own sabbaticals or leaves. In some cases, this will prevent scheduling of exams, proposals, and defenses, so student must plan well in advance of the term they plan to defend and carefully coordinate their time schedule with their committee chairs and other members.
- ❑ Students are responsible for coordinating meeting schedules with their committee members.
- ❑ Proposals, theses, research reports and dissertations must be submitted to committee members at least two weeks in advance of meetings.
- ❑ Proposals and defenses must be public. NOTE: If using Skype or the like to allow a remote committee member to participate in a defense, you must schedule it early enough to allow the original paperwork to be mailed to that member and back to the ADGS office. The Graduate School will only accept original signatures on the final defense forms! Coordination and cost for all of the mailing is the responsibility of the student.

Continuing Enrollment / 601

- Graduate students who complete their course work and the maximum number of credits required for thesis, research reports or dissertation must enroll in MCMA 601, Continuing Enrollment, each semester until the completion of their degree programs.
- Exceptions to the continuing enrollment rule are allowed only for students who are required to be away from SIU full-time by the United States or the State of Illinois government. This is a MCMA college policy, not Graduate School.

General Program Information

Student Responsibilities

- Students are responsible for knowing degree requirements and enrolling in courses that will enable them to complete their degree programs.
- Students are responsible for letting the ADGS office know when their contact information changes. This is necessary so students can receive important and required information from the office.
- Students are responsible for knowing Graduate School regulations. For information, consult both the general and specific degree requirements contained in the Graduate School Catalog, which can be found online.
- Additional requirements and procedures are addressed in this publication. Further clarification may be obtained from the ADGS.

Student Conduct

- The SIU Student Conduct Code found in the Graduate Catalog governs graduate students.
- SIU is dedicated not only to learning, research, and the advancement of knowledge, but also to the development of ethical and responsible people. The University seeks to achieve these goals through sound educational programs and policies governing individual conduct that encourage independence and maturity.
- By accepting membership in this University, an individual joins a community characterized by free expression, free inquiry, intellectual honesty, respect for others, and participation in constructive change. All rights and responsibilities exercised within this academic environment shall be compatible with these principles.
- The stressful situations experienced in graduate school occasionally result in personal friction between students. In most cases, these incidents can and should be worked out between students on the basis of common courtesy, mutual respect and common sense. Individual incidents or trends that cannot be resolved at the student level or which are serious violations of civil or student codes should be documented in writing and reported

to the appropriate civil or university authority. Formal complaints regarding violations of the student code should be filed with the coordinator of Student Judicial Affairs. In addition, the ADGS should be informed in person and in writing of those incidents that cannot be resolved at the student level and of any actions taken.

Leave of Absence

All MCMA graduate students shall be enrolled continuously while they are students at the University. If a student stops paying tuition for MCMA 601, s/he will be dropped from the program except for extraordinary circumstances such as mandatory military obligations. Other scenarios will be considered on a case-by-case basis. Internships will not be considered for leave of absence. NOTE: **Leaves of absence do not stop the time-to-degree limits as stated in the Graduate School catalog.**

Funded Travel Policy: Conference Presentations, Publications and Exhibitions

Graduate students are encouraged to prepare and submit research papers/creative works to the various professional organizations, journals and exhibition/screening venues serving the communications and media arts disciplines.

- Upon being invited or accepted as a participant for conference presentation, journal publication, exhibition or screening, students should submit a Request for Travel Support form to the MCMA Graduate Studies office. It is available on the Graduate Professional Student Council's (GPSC) webpage: Forms tab, select Travel Funding. You must attach the Call for Papers specific to the part you are attending, along with your email or letter notifying you of acceptance. This information is also used to update accomplishments of the College as well as to budget for future travel.
- Most funding on campus requires that you be a full-time registered student – in particular, OSPA and GPSC. This does not include 601 Continuing Enrollment. So summer conference travel may decrease your funding unless you are also fully enrolled.
- Students are responsible for their own travel and lodging arrangements, subject to State of Illinois restrictions. You are responsible for reading the “Know Before You Go” traveler’s guide on the Procurement Services webpage. Look under Travel then the Regulations heading for the Know Before You Go guide. Basically, think like a state accounting auditor in keeping track of receipts and reporting expenses!
- With advance permission, absence from classes and from graduate assistantship responsibilities are typically authorized; but students must coordinate such absences with faculty or supervisors.
- Students must complete travel funding request forms as far in advance as possible and a minimum of 30 days prior to travel. Except for GPSC funding, you will NOT receive reimbursement if you fill out these forms after you attend the event. If you plan to attend more than one conference, you need to ask for funding for each one.

- ❑ Upon return from travel, and within 10-30 days of the expenses being incurred, attendees must complete a Travel Expense Voucher form, also found on GPSC's forms page. Submit the completed form with required original expense receipts, including electronic ones, to obtain reimbursement. These must be itemized versions. The MCMA Graduate Studies office will use your form as a template to prepare the final version for you to sign.
- ❑ Funding sources include the College of Mass Communication and Media Arts Dean's Office, the Graduate School/OSPA, and GPSC. Female students may also check online with University Women's Professional Advancement (UWPA) for additional travel funds. GPSC and UWPA usually only fund once a year. Funding amounts from the Dean's office and ORDA vary depending upon resources at the time you apply. OSPA will provide funds only one time during an academic year.
- ❑ Funding for student travel is limited and most will not cover the total cost of conference attendance. Students should be prepared to cover expenses above those covered by the University.

Application for Graduation

- ❑ Commencement ceremonies are held at the end of each fall and spring semester. There is no summer ceremony.
- ❑ Degree candidates must apply for graduation with the Graduate School no later than the end of the second week of the fall/spring semester or first week of summer session in which the student plans to graduate.
- ❑ Summer master's graduates can choose to walk in the May ceremony or the December ceremony. NOTE: MFAs can walk but cannot be "hooded" until they have officially completed and been cleared for graduation by the Graduate School. PhDs can only participate the semester after they have been cleared for graduation. Always check the Graduate School website for official deadlines for the semester you plan on graduating.
- ❑ Official deadlines and graduation application forms are available on the Graduate School's website.
- ❑ A graduation fee is required of all persons receiving degrees. This fee does not cover the costs for rental of cap, gown or hood or the cost of invitations. These items may be ordered through the University Book Store.
- ❑ Deadlines for final approved copies of dissertations/theses/research reports and oral defense forms are found on the Graduate School website. Typically these are 4-5 weeks prior to commencement during fall and spring semesters and 3-4 weeks prior to the end of summer semester.

- Attendance at commencement is not compulsory; students who wish to graduate in absentia must notify the Graduate School in advance.

Theses, Research Projects and Dissertation Submission Guidelines

Guidelines for the Preparation and Submission of Dissertations, Theses, and Research Papers are published by the Graduate School and available on their website.

Style

- The MCMA graduate programs have adopted the MLA, APA, and Chicago Styles for you to choose from one.
- Legal research papers should normally be prepared in accordance with “The Bluebook” published by the Harvard School of Law. Students preparing legal research for thesis or dissertation requirements should check current policies with their committee chair and the Graduate School.
- Whichever type of bibliographic style is selected must be applied consistently throughout the document.

ETD

- Electronic submission of written Theses and Dissertations (ETDs) is required via ProQuest ETD. These would be for our MA, MFA or PhD students.
- Electronic submission of written Research Paper is required via OpenSIUC. This would be for our MS in PMMM students.
- Information on formatting and submission of your paper can be found on the Graduate School website. Remember that within the Graduate School’s restrictions, MCMA uses either APA or Chicago Style formatting.
- Thesis and dissertation titles should be limited to 240 characters.
- For inclusion of any moving image or sound projects in your online upload, see the following:
 - Theses/dissertations use ProQuest. On the Graduate School’s Guidelines page, click Publishing Guidelines => Online Submission: Frequently Asked Questions. Then under Submission and Technical Support Questions, click “How can I include related files (sound clips,).”
 - Research papers use OpenSIUC. On the Graduate School’s Guidelines page, under the Charts, Tables, Figures heading near the bottom of the list, it refers you to follow instructions provided once you log into OpenSIUC.
- There are no fees for publishing master’s theses or dissertations with UMI/Proquest. There is a library fee. An optional copyright service is available, also for an additional fee.

- Submit ETDs only after the paper has been reviewed and approved by your committee, the ADGS and the Graduate School.

Hardbound Copies

- Upon final acceptance, graduate students are responsible for checking with their committee members to see if they want bound copies (on standard paper) of the student's final dissertation, thesis, or research paper. This is at the student's costs. Our college itself does not require a copy since it can be found online once submitted.
- The SIU University Bookstore can arrange for binding of the completed dissertation, thesis or research papers for a fee. Use the following binding guidelines:
 - Research Reports do not require a traditional hardbound binding. They can be submitted in a binder with a left side fastener. Verify with your committee what they prefer.
 - Theses, in the College of MCMA, are bound in a red cover with gold lettering, including a disk of media production when appropriate.
 - Dissertations, in the College of MCMA, are bound in a black cover with gold lettering.
- Doctoral students are also required to submit the Survey Form of Earned Doctorates at the time the dissertation is submitted.

Human Subjects Research Requirements

- Before the start of any research involving human subjects, including administering questionnaires, conducting interviews, or accessing confidential databases, you must submit an application to and receive approval by the SIU Human Subjects Committee which is an institutional review board. This information is found on the Graduate School webpage.

Copyright

- Compliance with copyright law is imperative. Information on copyright issues is available from the following web sites: AAP Questions and Answers on Copyright for the Campus Community UMI Copyright Law and Graduate Research. ProQuest offers a copyrighting service for a fee.

Tips to Thrive Rather than Merely Survive- Note That Some Are Degree Specific and Some Are General Tips

1. Work closely with a faculty adviser. Meet regularly with your adviser, at least twice a semester. Communication is important!
2. Build an ongoing studio practice. Ask faculty and other graduate students what this means to them.

3. Keep a personal journal. Depending upon your program, this journal could be unfinished sketches, possible or impossible artistic or research projects, responses to artworks or essays.
4. Find fellow graduate students nearing the end of their program; ask how they did it.
5. Enter competitions.
6. Write a grant proposal.
7. Curate your own exhibition. There are many local spaces open to this.
8. Write and submit conference papers and papers for publication or submit professional or creative work for exhibition/screening/broadcast.
9. Attend conferences even if you're not presenting to meet and network with people.
10. Attend art shows.
11. Participate meaningfully in seminar classes.
12. Meet all deadlines.
13. Be proactive about your program of study; ask questions, especially in advance of any problems.
14. Attend college lectures/events.
15. Read the weekly MCMA listserv emails, as you are responsible for knowing this information.

MCMA Graduate Student Academic Grievance Process

Staff of the College of Mass Communication and Media Arts, as faculty and administrators, are assigned the fundamental academic responsibilities of determining academic curriculum and evaluating student achievement. Such responsibilities include, but are not limited to, determination of reasonable standards of performance, assignment of grades, and establishment of retention policies within the Graduate Programs of the College.

Any CMCMA graduate student who disagrees with a particular application of such academic responsibilities and wishes redress may grieve a matter by the procedure outlined below. A graduate student who is not a major within any of the MCMA Graduate programs, but is enrolled in any course offered by the College or is otherwise governed by a policy of the College, may also grieve a matter by this procedure. The student's major unit will be notified of all action and can be requested or may petition to submit additional information. Access to these grievance procedures is restricted to students who were officially enrolled at the time when the incident that has resulted in the filing of a grievance occurred.

Before filing a grievance, the student should discuss the matter with the individual responsible for the decision being questioned and with the ADGS. An attempt should be made to resolve the matter informally.

If the issue is not resolved at that level, the student may appeal to the next higher level. The Graduate School should not be asked to rule on any grievance until prior channels are exhausted.

Nothing set forth in the following procedures should be construed to diminish an instructor's academic freedom, which encompasses the right of the instructor to determine a student's grade. This fundamental right shall not be abridged unless it has been determined after a thorough

review of the evidence through these procedures that the instructor has acted in an arbitrary manner. Thus a student wishing to contest a grade assigned by an instructor must bring evidence of one or more of the following:

1. The assignment of a grade was made on some basis other than the student's performance in the course.
2. The assignment of a grade was made by resorting to more exacting or demanding standards than were applied to other students in the course.
3. The assignment of a grade was made by substantial departure from the instructor's previously announced standards.

Student Grievance Procedure

Filing a Grievance

A graduate student desiring a hearing before a grievance committee must submit a written request to the ADGS no later than 30 calendar days after the beginning of the semester following the incident in question, excluding summer term. A student may request an extension of the deadline in writing by petitioning the ADGS.

The request for a hearing must state the following:

1. Name of the grievant.
2. Program in which the grievant is enrolled.
3. Name of the grievant's major adviser.
4. Name and title of the person(s) against whom the grievance is being filed.
5. Current address and phone number of the grievant.
6. Statement of the grievance including descriptions of the incident(s) involved, date(s) of occurrence, what remedy is being sought, as well as any supporting documents.

Action on Grievance

Upon receiving a written request for a hearing regarding an academic grievance, the ADGS shall send the respondent a copy of the grievance. The grievant will provide the ADGS with a written response within a reasonable time as stipulated by the ADGS. The ADGS shall then convene and forward the grievance and response to the Graduate Student Grievance Committee of the college.

The ADGS shall notify the parties of the identity of the individuals who have been selected to serve on the grievance committee. The participation of any committee member may be challenged for cause. If the ADGS determines that the challenge is valid, she/he shall name a substitute.

The ADGS shall request of both parties copies of any documents and a list of witnesses they wish to introduce. These should be submitted without delay. The committee chair shall convene a hearing within 20 days of receipt of the substantiating documents. These documents shall be available to both parties at least five days prior to the hearing.

The committee shall conduct the hearing according to the hearing procedures as outlined in Item B (The Procedure) below.

In the absence of compelling circumstance, the committee shall make its recommendation on the grievance to the ADGS within 10 working days after the conclusion of the hearing.

The ADGS shall advise the parties of their right to appeal to the Dean of the Graduate School. Hearings of appeals will not be automatically granted. Dissatisfaction with the decision shall not be sufficient grounds for appeal. The appellant must demonstrate that the decision at the program level was in error.

A. The Committee

The MCMA Graduate Grievance Committee consists of one representative of each of the academic units currently on the Graduate Committee not including the ADGS. The normally ex-officio student representative on the Graduate Committee becomes a voting member of the grievance committee. The assembled committee will select a chair. The Committee exists only when convened by the ADGS or the Dean of the College.

B. The Procedure

The academic grievance procedure for MCMA graduate students proceeds as follows. Acceptable resolution at any one of the following steps precludes the necessity of proceeding further. If agreement cannot be reached at a given step, both parties to the grievance have the right to initiate the next step.

1. Discussion between the student(s) and faculty/staff members(s) involved.
2. Discussion among the student(s), faculty/staff members(s) and the ADGS.
3. Discussion among the student(s), faculty/staff members(s) and the Dean if the grievance is against the ADGS.
4. Hearing by the Graduate Grievance Committee as outlined below
 - a. The principal parties to the grievance shall have the right to be accompanied by an adviser of their choice. The advisers may speak on behalf of their clients only with the approval of the committee.
 - b. All hearings shall be open unless either of the parties requests that the hearings be closed. If the hearing is closed, only the parties, their adviser, and the committee shall be present during the taking of evidence. Witnesses for either party shall be present only while giving testimony if the hearing is closed.
 - c. All hearings shall be tape-recorded. The tape recording will be deposited in the office of the ADGS at the conclusion of the hearing.
 - d. Each party may call witnesses to present evidence. Each party shall have the right to examine any witness called by the opposing party. If a witness is unable to appear the committee may allow written statements. If the presence of a witness is

required to ensure fairness to all parties, the hearing may be continued until such witness is physically able to attend the hearing.

- e. The committee will decide all matters, procedural and substantive, by simple majority vote.
 - f. Each party may make an opening and a closing statement.
 - g. Decisions by the panel will be based on a preponderance of the evidence.
 - h. If both parties agree to abide by the Committee's recommended resolution, the procedure ends.
 - i. If one party refuses to abide by the Committee's recommended resolution, the Grievance may be appealed to the Grievance Committee of the Graduate School.
5. If, on procedural grounds, the grievant feels that an injustice was committed, an appeal of process may be made to the Dean of the College of Mass Communication and Media Arts.
 - a. If procedures are found lacking, the Grievance Committee reconsiders the case.
 - b. If procedures are found acceptable, the recommended resolution stands.

C. Related Information

1. The ADGS initiates and keeps a file of all information involved in any grievance. If the grievance is against the ADGS, the Dean initiates and keeps the file. Parties to the grievance have free access to this file and may place notes of addition or clarification in this file.
2. Both parties to the grievance must produce all appropriate evidence for the grievance file at the initiation of the grievance and as necessary when requested by the ADGS, the Grievance Committee, or the Dean of the College at the various steps.
3. This procedure is based on consultation. In matters of grading, the right to change a grade resides solely with the individual faculty member. The intent of this procedure is to ensure that students and faculty of the Department receive proper consultation and consideration in a grievance.
4. Students have access to all approved University grievance procedures should resolution at the college level be unacceptable.

MCMA Graduate Faculty Profiles

The graduate faculty, consisting of members of the School of Journalism and the departments of Cinema and Photography, and Radio-Television-Digital Media, offer graduate work leading to the Master of Arts degree, Master of Science Degree, Master of Fine Arts degree, and the Doctor of Philosophy degree, all in Mass Communication and Media Arts.

The faculty information is organized to read: Name, faculty rank, degree held, degree granting institute, year degree granted, year of joining SIU faculty, and teaching area.

Cinema and Photography

Aguayo, Angela, Associate Professor, PhD, University of Texas, Austin, 2005; 2008.

Documentary theory and social change, critical/cultural studies, video production.

Bursell, Cade, Associate Professor, MFA, San Francisco State University, 2002; 2003. Cinema production, queer cinema, experimental cinema.

Chase, Jennida, Assistant Professor, MFA, Virginia Commonwealth University, 2009; 2014.

Theory and production of digital and traditional filmmaking, video and sound art, performance, public intervention and collaboration.

Kapur, Jyotsna, Professor and Chair, PhD, Northwestern University, 1998; 1998. Feminist and Marxist analysis of media, globalization, children's film and consumer culture, documentary and ethnographic film, the German and Japanese new wave and Indian cinema.

Martinez, Antonio, Associate Professor, MFA, East Carolina University, 2005; 2006. Digital imaging, alternative printing processes, multimedia installation, class and racial identity.

Metz, Walter, Professor, PhD, University of Texas at Austin, 1996; 2009. Film studies, contemporary American cinema, the Cold War, the 1950s, adaptation studies, intertextuality, film historiography.

Overturf, Daniel, Professor, MFA, Southern Illinois University at Carbondale, 1983; 1990. Photography.

Rowley, R. William, Associate Professor, MFA, University of Iowa, 1974; 2000.

Foundational digital and analog film production and post-production techniques, experimental filmmaking, observational documentary, intermedia arts.

Spahr, Robert, Associate Professor, M.F.A, Parsons School of Design, 1991; 2009.

Computational art using generative and procedural processes, genetic algorithms, time-based media and live art.

Leigh, Michele, Assistant Professor, PhD, University of Southern California, School of Cinematic Arts, 2008; 2010. Russian and East European cinema; silent cinema; independent cinema; female industrial practice; animation; film history and theory, independent cinema, and film festivals.

Tudor, Deborah, Associate Professor and Associate Dean, PhD, Northwestern University, 1992; 2006. Culture and technology, popular cinema and political cultures.

Vratil, Dru, Associate Professor, MFA, University of Iowa, 1998; 2001. Screenwriting; currently on leave of absence.

Zhou, Hong, Associate Professor, MFA, York University, Toronto Canada, 2000; 2008. Film and video production, cinematography, Chinese cinema, Surrealist cinema.

Journalism

- Babcock, William A.**, Professor, PhD, Southern Illinois University, 1979; 2008. Media ethics, public policy reporting.
- Dolan, Mark**, Associate Professor, MA, Syracuse University, 1995; 2008. Visual and interactive communication, photojournalism.
- Freivogel, William**, Professor, J.D., Washington University 2001; 2006. Journalism, media law, public affairs & policy.
- Frith, Katherine**, Professor, Ed.D. University of Massachusetts, 1985; 2008. International advertising, copywriting, advertising and society.
- Han, Dong**, Assistant Professor, PhD, University of Illinois at Urbana-Champaign, 2011; 2012. Intellectual property and media, media history and political economy, international communication, communication technology.
- Karan, Kavita**, Professor, PhD, London School of Economics, University of London, 1997; 2009. Political communication, advertising and market research, international communication, media and children, health communication.
- McClurg, Scott**, Professor, PhD, Washington University, 2000; 2001. Political communication, social network analysis, public opinion, interpersonal communication.
- Veenstra, Aaron**, Associate Professor, PhD, University of Wisconsin, 2009; 2009. New media and political communication, political blogs, cognitive effects of news construction.
- Xie, Weijing**, Assistant Professor, PhD, University of Maryland, 2009; 2009. New media and online journalism, communication and technology, mass communication, international communication.

Radio-Television-Digital Media

- Brooten, Lisa**, Associate Professor, PhD, Ohio University, 2003; 2002. Media and globalization, gender, alternative media, social movements, political communication, interpretive/critical research methods, ethnography.
- David Burns**, Associate Professor, MFA, Parsons School of Design, 2001; 2005. 3D computer animation; media arts theory; technology, culture, and society; memory and post-memory.
- Hochheimer, John**, Professor, PhD, Stanford University, 1986; 2006. Community radio, global media, media studies pedagogy, media history, spirituality and education, and popular music. Dr. Hochheimer is currently on leave.
- Kreider, Wago**, Associate Professor, MFA, Rutgers University, 2006; 2007. Independent filmmaking, broadcast television production, media studies.
- Lawrence, Novotny**, Associate Professor and Interim Chair, PhD, University of Kansas, 2004; 2005. African American representations in film and television, Japanese animation, Hindi cinema, film history, genre theory.
- Lewison, Sarah**, Associate Professor, MFA, University of California San Diego, 2007; 2007. Video, social movements, environmental media, installation, live art and performance.
- Meehan, Eileen**, Professor, PhD University of Illinois, 1983; 2007. Political economy of the media, cultural studies, mass communications history, critical communications research
- Motyl, Howard**, Associate Professor, MFA, Northwestern 1990; 2007. Media production and screenwriting, narrative, gay representation.

Needham, Jay, Professor, MFA, California Institute of the Arts, 1989; 2003. Video, film, digital audio production, and electro-acoustic music.

Padovani, Cinzia, Associate Professor, PhD, University of Colorado at Boulder, 1999; 2005. Historical approaches to political economy, public service broadcasting, international communication, social movements and the media.

Perkins-Buzo, John Reid, Assistant Professor, MFA, Northwestern University, 2004; 2014. Digital arts, animation, games, and mobile technologies. Exploring the boundaries where film, animation and computer games meet.

Podber, Jake, Associate Professor, PhD, Ohio University, 2001; 2002. Media studies, oral history, cultural studies, Appalachian studies, media history.

Thompson, Jan, Professor, M.G.S., Roosevelt University, 1988; 2000. Video documentary production, music composition, production and performance.

Helpful URLs for MCMA Graduate Students

Rev. as of 8/13/14

Guidelines and Information for Thesis, Dissertation, and Research Papers from Graduate School
<http://gradschool.siu.edu/thesis-dissertation-researchpaper/index.html>

MCMA Student Handbooks – these are the current academic year's books
<http://www.mcma.siu.edu/academics/graduate/currentStudentFacultyResources.html>

Travel Funding from GPSC (Graduate Professional Student Council)
<http://gpsc.rso.siu.edu/forms/travel-funding-guidelines-and-forms/>

Travel Regulations and Information from Procurement Services
<http://procurement.siu.edu/travel/> Most important is the Know Before You Go link!

Human Subjects Research – OSPA (Office of Sponsored Projects Administration)
<http://www.ospa.siu.edu/compliance/human-subjects/>

Graduation Application form
<http://gradschool.siu.edu/thesis-dissertation-researchpaper/graduation-app.html>

DOCTOR OF PHILOSOPHY PROGRAM In Mass Communication and Media Arts

Program Overview

The doctoral program engages students in the interdisciplinary study of global media. Concepts and methods drawn from various research traditions in the field are compared and contrasted, while specialization in particular areas and approaches is open to students.

Credit Requirements

The Ph.D. in Mass Communication and Media Arts requires a minimum of 60 credits including 36 credits of coursework and a 24-credit dissertation.

A minimum of 12 courses is required. Four foundation courses constitute the required core. Eight additional courses, including methods are required. Ten courses must be taken within MCMA.

A maximum of two (2) independent study courses, for 6 credit hours total, can be counted toward degree (MCMA 596 and/or MCMA 591). **No Independent studies (MCMA 591 Readings or MCMA 596 Independent Study) can be taken in the first three semesters.**

All course work counting towards the degree must be at the 500 level. If the faculty advisor and student determine a 400 level course would be beneficial, the course can be taken as an independent study with specific extra work to make it equivalent to a 500 level course. A plan of study must be submitted and approved in advance by the ADGS for such a course to be taken for degree credit. If approved, then the course instructor must request creation of a 500 level section, co-convened with the 400 level course.

Foundation Core: These Courses Must Be Taken In Year One

All doctoral students are required to take 12 hours of foundation courses:

MCMA 504-3	Foundations of Mass Communication Theory
MCMA 505-3	Theoretical Issues in Mass Communication
MCMA 508-3	Conceptual Foundations of Research Methods
MCMA 595-3	PhD Proseminar

Research Tools Courses

Nine (9) credit hours of additional research methods courses must be taken. Tools courses are selected in consultation with the faculty adviser and are typically selected to best serve the research needs of the student's dissertation topic. A minimum of six (6) credits, two courses, must be within MCMA.

Emphasis Area

Fifteen (15) credit hours of additional courses must be taken, selected in consultation with the student's faculty adviser to build an emphasis. This can include ONLY two independent studies: either MCMA 591, Readings, or MCMA 596, Independent Study.

Comprehensive Written and Oral Exams

A maximum of six (6) credit hours of dissertation may be taken to count towards degree before a student has advanced to candidacy. The written exam must be scheduled the spring semester of the second year and taken by mid October of the third year.

Dissertation – MCMA 600

Including your proposal and defense, a minimum of 24 credit hours of dissertation is required, but students may only take up to a cumulative total of 32 credit hours in our college. : Students may take only six (6) hours of MCMA 600 prior to passing the comprehensive exams.

Emphasis Area Examples Including Research Tools

There are no formally structured emphasis areas within the PhD program. The possible pathways below are meant only as a guide to students and their faculty advisers in the selection of possible electives.

Eight courses after foundation core required (3 methods courses plus 5 additional courses.)

Mass Communication / Journalism	Law & Policy	Media/Cultural Studies	Inter-disciplinary
532 Quantitative Methods	MCMA 506 Law and Policy	531 Critical Research Methods	
534 Qualitative Methods	532 Quantitative Methods	555 Textual Analysis	
555 Critical Analysis of Discourse	506 Law & Policy	564 Political Economy of Media	
506 Law & Policy	501 Intellectual Property & Law	550 History Media Arts	
565 Strategic Comm/Ad	Political Comm.	551 Theory Media Arts	
561 Comm. for Social Change	502 Media Economics	552 Topics in Hist. & Theory Media Arts	
560 Studies in Media History	509 Media Ethics	560 Studies in Media History	

503 Media & Technology	564 Political Economy of Media	563 Globalization & Media	
502 Media Economics		503 Media & Technology	
563 Globalization & Media		534 Qualitative Methods	
509 Media Ethics		535 Textual Analysis	
564 Political Economy of Media		555 Critical Analysis of Discourse	

Additional Research Methods Courses

- MCMA 530 Historical Research in the Mass Media
- MCMA 536 Media Content Analysis
- MCMA 539 Legal & Governmental Research in Mass Media
- MCMA 564 Political Economy of Media
- MCMA 535 Textual Analysis
- MCMA 555 Critical Analysis of Discourse

Example Course Plan By Semester

Fall Year 1	SP Year 1	Fall Year 2	SP Year 2	Fall Year 3	SP Year 3	Year 4
MCMA 504	MCMA 505	Methods	Methods or Elective	Comprehensive Exams by mid-Oct. Dissertation	Dissertation 8 cr. hrs.	Dissertation 11- 16 cr. hrs
MCMA 508	MCMA 595	Elective	Elective			
Methods	Methods	Elective	Elective			
9 cr. hrs.	9 cr. hrs.	9 cr. hrs.	9 cr. hrs.	6-8 cr. hrs. Dissertation*	8 cr. hrs.	11-16 cr. hrs.

- The Graduate School only allows six (6) credit hours of dissertation taken before the exams are passed be counted towards degree. MCMA students are allowed to take up to eight (8) credit hours during the exam semester in order to hold an assistantship contract. This would mean up to 14 credits of dissertation could be counted if exams are passed in that term – 6 prior + 8 during the semester.

First Year Review

All doctoral students will undergo a first year review in April. Student's performance in their first year courses and in the annual MCMA graduate student research symposium presentation will serve as the basis for the review.

If problem areas are identified, students will be informed as to steps that need to be taken to ensure successful completion of the graduate program. After the meeting, the ADGS will write a letter to each of the doctoral students reviewed conveying the nature of the faculty's discussion. Students are encouraged to meet with their faculty advisers to discuss their end-of-year review.

Annual Research Symposium

An annual graduate student research symposium will be held near the end of each spring semester. First year doctoral students are required to present a paper that they have been developing during the first year. This will serve as a part of the first year review process. It will also give students the opportunity to complete a paper for submission to conferences and publications, receive feedback from faculty and peers on their presentation and to learn more about other students' areas of research. This in turn may result in future collaborations.

The symposium is meant to strengthen the community of scholars and media artists within the College. Students from all MCMA degree programs will be invited to present recent research/creative work during the symposium as well.

Comprehensive Exams

After completing coursework students will sit for the written and oral comprehensive examinations. The exams must be:

- ❖ **Scheduled** during the 4th semester, typically spring of the 2nd year, and
- ❖ **Taken** during the 5th semester, typically fall of the 3rd year.

Any incomplete and deferred grades must be removed before taking comprehensive exams. **A maximum of six (6) credit hours of dissertation credit taken before the comprehensive exams are passed may be counted towards degree requirements.**

Comprehensive Committee

By the beginning of the third regular semester of enrollment, the student will have an approved graduate faculty chair for program guidance and coordination of comprehensive exams that will serve as their academic adviser through the completion of coursework, the comprehensive examination process and, ideally, completion of the dissertation.

Chairs are named by mutual agreement between the student and faculty member. Because it is the student's responsibility to initiate contact with a potential chair, it behooves new students to become acquainted with graduate faculty members.

Membership:The comprehensive examination committee is composed of at least four (4) members. These must include the MCMA chair and either three other MCMA graduate faculty members or two other MCMA graduate faculty members and one outside member. The chair advises about, and approves selection of, members. The student is responsible for contacting each member of the committee and requesting the member's participation. The student must fill out a Comprehensive Committee form obtained from the ADGS office and return it to the ADGS office once committee members have agreed to serve and notify the chairperson that the committee is formed and ready to meet.

The chairperson will call a meeting of the committee soon after it is formed, to discuss each member's role, the form of the exams, and any particular areas of concern.

During the 4th semester, students should consult each member of the committee for additional reading lists, details about the structure and process of the exam along with specific recommendations regarding preparations for the examination questions.

Written Exam

Oral and written exams must be scheduled in spring, for summer study, and taken in the student's 5th semester, typically a fall term. Committee members, through formal meetings or other mechanisms coordinated by the chair and acceptable to all members and the student, agree

on the structure, scope and evaluation procedures for the exams, within the following parameters:

- Exams will comprehensively test the student's knowledge and understanding of communication theory and research thus far; and
- Written exams must be taken within a two-week period in the same semester and must total a minimum of 20 hours of testing, although the exams may be in various forms.

The examinations test mastery of each field beyond specific coursework. Exams are taken between the third and fourteenth weeks of the fall semester.

Written exams will be administered through the ADGS office. Committee members will submit their exam questions to the chair of the committee who will forward the complete packet of questions to the ADGS staff with any related instructions for the administration of the exams.

Although comprehensive examinations are typically completed in a closed-book setting and typed on a computer provided by the college they may also take other forms. This may include take home exams. All must be completed within a two week time period. Some questions may require additional library research or access to other materials. Specific requirements will be coordinated between the student, committee members and Graduate Studies office staff. At the completion of the written phase, student responses to all questions are submitted electronically to the chair, committee members and the student by Graduate Studies office staff.

Oral Exam

Upon completion of the written exams, the student takes an oral exam after which a formal decision of pass or fail is made. The oral examination and defense of the student's answers is scheduled following a period of at least two weeks to allow all committee members to review the responses. During this period, the student is also afforded an opportunity to review the answers and prepare corrections or to address any weaknesses in preparation for the oral defense. All committee members participate in the oral examination. Unlike proposal and final defenses of theses and dissertations, the oral defense for the comprehensive examination is not open to attendance by those other than the committee.

The student must pass all parts of the exam. In the event that the student fails the majority of the examination, the exam committee shall recommend either that the student be terminated from the program, or in exceptional circumstances, that the student be allowed to retake the examination.

Retaking the examination can be in the form of an extended paper, an examination with a set time limit, or whatever options, including additional coursework and specifying acceptable criteria for passing, are deemed appropriate by the committee. Failure to pass the examination on the second attempt will result in dismissal from the doctoral program. The day the oral exam is passed, a form so stating is filed with the SIUC Graduate School. This is the date of the student's admission to candidacy.

Student's Responsibilities: Coordinating the time and location of the exam defense is the student's responsibility as is reserving the classroom or conference room. Policy directs that

examinations and defenses will not be scheduled during the first two and last two weeks of the semester. Also, committee members are not to be expected to write exam questions or participate in defenses during SIUC breaks or while on sabbatical. Students must take these restrictions into account when scheduling the examination period.

Proceedings of the oral exam are directed by the chair and typically involve each committee member beginning with requests for clarification and additional questions regarding their own question and then a general discussion period in which all committee members may direct questions on all aspects of the student's responses to any of the examination questions. While this allows the committee members to probe areas of weakness, the oral defense process also provides students an opportunity to clarify their written responses, add to discussions that were poorly developed or treated insufficiently during the written phase. Questioning during the oral examination is not limited to the content of the written exam questions.

During this period between the written and oral exam the student is also afforded an opportunity to review the answers and prepare corrections or to address any weaknesses in preparation for the oral defense. All committee members participate in the oral examination. The length of the oral examination and defense is at the discretion of the committee chair. At the completion of the oral defense, the student leaves the room and members of the committee consult on the student's performance both in the written and oral phases of the examinations. The committee may immediately pass the student and recommend the student for candidacy, may judge the examination defense a failure, or may exercise a range of intermediate options from requiring the student to complete additional readings or research, repeat courses or take additional courses to address weaknesses. In cases requiring additional steps by the committee, students should meet with their chair as soon as possible after the defense to ensure that all requirements are fully understood and a time frame established for their completion.

When the committee is satisfied that the student has completed the comprehensive examination requirement, a signed letter is forwarded from the committee through the ADGS to the Graduate School recommending the student for acceptance into candidacy. A formal letter of acceptance into candidacy is mailed to the student from the Graduate School. The dissertation proposal, defense and all dissertation hours must then be completed within five (5) years from the student's admission to doctoral candidacy.

Once in "All But Dissertation" (ABD) status, candidates may present a copy of their letter from the Graduate School to make themselves eligible for use of research carrels in the library and to obtain a courtesy card that allows doctoral candidates to check books out for a period of 16 weeks.

Dissertation

Dissertation Committee

Membership: Selection of a dissertation committee is typically undertaken shortly after candidacy is attained and in conjunction with the process of finalizing a dissertation topic. The dissertation committee is composed of five (5) graduate faculty members, of which the chair and

three members must be graduate faculty in MCMA with one committee member who represents an outside discipline. The chair must be a tenured PhD in MCMA. The members of the dissertation committee are not necessarily the same faculty members as those who served on the comprehensive exam committee as membership may change to better tailor the committee to the topic and methods to be pursued in the dissertation. Students will normally seek the advice and consent of their chair to select members with the expertise necessary to best serve the research to be completed. Once the dissertation committee is established, changes in composition are considered unusual and must be approved through the ADGS.

Student Responsibilities: The student is responsible for contacting each member of the committee and requesting that person's participation. The student will then send email to the MCMA Graduate Studies Office assistant with the names of those members indicating which one is the committee chairperson. If you include an external committee member from another SIU college or another university, please include from which department they are faculty, and if off-campus then also include from what university. Off-campus faculty must have additional pre-approval from the Graduate School to serve on the committee. The assistant prepares the typed form for your committee chair and the ADGS to sign then it gets sent to the Graduate School for approval.

Topic Selection

Doctoral students are encouraged to identify an area of interest and refine their research topic while completing required coursework. Class research papers can be used to explore topics of interest and to refine general topics into more specific research questions and hypotheses to be tested in the dissertation.

Dissertation Proposal

Students develop their selected topic and prepare a written dissertation proposal. Throughout this stage, the student works closely with the chair to identify specific requirements, to refine the focus of the research and develop a formal written proposal.

The dissertation proposal must contain the following sections:

- Title Page,
- Table of Contents
- Abstract (250 words),
- Introduction
- Literature Review
- Methodologies Chapter
- Chapter Outline, which is a brief paragraph summarizing each chapter,
- Timeline,
- Works Cited.

The dissertation proposal must be approved within one year of admission to candidacy. Then, with the chair's approval, the student submits copies to all committee members at least two weeks in advance of the scheduled proposal hearing. The student and the committee should agree following the hearing on the nature, scope, method and progress schedule of the proposed dissertation. The committee may require written changes to the proposal.

Proposal Defense

The proposal defense is intended to clarify and evaluate the proposed dissertation and to ensure that the student and committee members are in agreement regarding the focus, scope and methods to be pursued in completing the research.

Student Responsibilities: The student is responsible for copying and delivering the proposal and for coordinating the date and time, and reserving the location of the proposal defense. Do not plan summer proposal defenses. The student is responsible for informing ADGS staff of the date, time, location and chair-approved title of the defense in writing a minimum of two (2) weeks ahead of time so the announcement and defense forms can be prepared.

Typically, the student is provided the opportunity to present a brief overview of the dissertation proposal followed by discussion and questions from each member of the committee. Questions typically require clarification or further development of key points of the study, discussion of potential problem areas and specific direction for additional research or revisions to make the proposal acceptable to all committee members.

The proposal defense is open to the public. Other faculty members and graduate students in attendance may ask questions or comment on the proposed study at the discretion of the chair.

Upon completion of the proposal defense, the committee members render a decision, which can take one of three forms:

- 1) Acceptance of the proposal as presented;
- 2) Acceptance of the proposal with revisions;
- 3) Refusal of the proposal presented.

Often, the defense process results in required and suggested changes to the proposal. Students are responsible for meeting with their chair to determine those changes that must be made in the proposal or incorporated into research procedures to go forward with the study.

It is in the best interest of the student and the committee members to resolve all disagreements and clarify expectations before the student proceeds with the dissertation research. In cases where only minor changes are required, consultation and approval of the chair may be sufficient. In the case of significant changes or concerns, all committee members often review revisions.

Working on the Dissertation

Following acceptance of the dissertation proposal, the student enters the research phase. Studies that involve human subjects in any way require prior approval of SIUC's Human Subjects Committee. Failure to secure this approval will result in the dissertation being rejected by the SIU Graduate School.

During the research phase, the student collects and analyzes the data necessary to complete the proposed study. While the student works independently throughout much of this phase, students are wise to regularly update their chair and other committee members about the study's progress,

to discuss interim findings and results and to explore solutions to any unforeseen obstacles or concerns that arise.

Graduation Application

The graduation application is found on the Graduate School's website under forms. It should be filed with the Graduate School no later than the 2nd week of the term in which you wish to graduate. It will help to give a copy to the ADGS staff so they can verify that you have met all degree requirements except for your final defense and paper submission.

Writing

Upon completion of the research phase, the student writes the remaining chapters of the dissertation with the advice of the chair and committee members, as appropriate. A final draft of the completed dissertation is provided to the chairperson, who reviews the editing and completeness of the final draft and ensures that it is ready for review by the full committee. No dissertation should be considered ready to defend before the committee chair is satisfied with the completed work.

Scheduling the Dissertation Defense

When the chair is satisfied, copies are provided to all members of the committee for their review, and a date for the final dissertation defense is scheduled. The student is responsible for copying and delivering the dissertation and subsequent revisions to committee members. The student is also responsible for coordinating the date and time, and reserving the location of the final defense. The student is responsible for informing ADGS staff of the date, time, location and chair-approved title of the defense in writing a minimum of two (2) weeks ahead of time so the announcement and defense forms can be prepared.

Dissertation Final Defense

On completion of the final draft of the dissertation, including title page, abstract, acknowledgements (if appropriate), reference notes and bibliography, and when the chair judges the dissertation ready, the student defends the work in an oral examination before the committee. The oral defense of dissertation will not be scheduled later than one week prior to the last date on which the Graduate School will accept completed dissertations for graduation the semester the candidate intends to graduate. The student distributes copies to all committee members at least two weeks prior to the scheduled defense.

The final defense is intended as an opportunity for the student to present the results of the dissertation research and for members of the committee to evaluate the study and the student's understanding of it. The format and protocol of the final defense is at the discretion of the committee chair.

Typically, the student is provided an opportunity to present an overview of the study and its findings, which may include an opportunity for questions during the presentation by members of the committee. Following the presentation, individual committee members will question the student in greater depth based on their review of the written dissertation. The final defense is open to the public. Other faculty members and graduate students in attendance may ask questions or comment on the final study at the discretion of the chair.

Upon completion of the defense, the committee members will dismiss the student and others in attendance and after closed consultation will render a decision on the dissertation. As in the case of the proposal, this decision may take one of three forms:

- Final acceptance of the dissertation as presented.
- Final acceptance of the dissertation with revisions.
- Refusal to accept the dissertation.

A dissertation must have four (4) positive votes by the committee members, one of which must be the chair. The most typical outcome is acceptance of the dissertation contingent upon completion of revisions. Before the defense adjourns, the student and the chair should be aware of any additional work required by the committee and agree on a mutually acceptable procedure for final approval of the dissertation. Depending upon the extent of the required revisions, which may be minor and possible for the student to correct within a month, or they may be substantial and require a semester or more to correct, final review may be the sole responsibility of the chair or may require a formal or informal review by other committee members.

In the rare case of an outright refusal to accept the dissertation, the student will be dismissed from the program.

After Acceptance of the Dissertation

Students must comply with Graduate School requirements for submission of the finished dissertation. Review the Graduate School's Guidelines for the Preparation of Research Papers, Theses and Dissertations, available on the Graduate School's website.

Doctoral students who have completed their course work and the minimum number of credits required for dissertation must enroll in MCMA 601 Continuing Enrollment each regular fall or spring semester until they complete the degree.

Forms Submission: Upon acceptance of the dissertation, members of the committee sign the dissertation defense form, which is then signed by the ADGS and forwarded to the Graduate School. The Graduate School reviews the completed dissertation and ensures its compliance with submission guidelines. Final acceptance and electronic submission of the dissertation to the Graduate School's ProQuest site completes the process.

Doctoral graduate students are responsible for checking with their committee members and chair to see if they want to have provided to them more permanent bound copies (standard paper) of the student's final thesis, at the student's cost. If hardcover bound, they should be done in a black cover with gold lettering. The SIUC University Book Store can arrange for binding of the completed dissertation for a fee.

Assuming that the student has applied for graduation during the second week of that semester and all other degree requirements have been met, the diploma will be issued at Graduate Commencement ceremonies or will be mailed to students unable to participate in the graduation ceremony. As doctoral graduates will be "hooded" at the ceremony, they are not permitted to walk in the ceremony until all requirements are met. The student should invite a faculty member to hood them and inform the ADGS office staff of who is that individual, as paperwork must be submitted.

Ph.D. Timeline

SPECIAL NOTE in all degree programs: For any comprehensive exams, proposal defenses, thesis/dissertation/research paper defenses, you should contact your faculty during the regular semester (not summer) before you plan the event. Do not count on faculty to be here in summer.

1. Meet with your adviser during the first and each subsequent semester. In consultation with your adviser, develop your program of study and **fill out the Program of Study Checklist** at the end of this handbook. **A current copy, signed by your adviser, must be kept on file by your adviser and in the Graduate Program office.**

2. Comprehensive Exam Committee and planning: After taking your classes in the first two years, within your 4th semester you should find and work with your research advisor to select a committee for your comprehensive exams. Then contact those faculty members to see if they agree to serve on your committee and obtain the study literature or information to prepare over the summer for taking the comps in the fall term. Obtain the Comprehensive Committee Form from the ADGS office to fill out your comp committee member names and leave with the ADGS staff. The comps should be scheduled between the 3rd and 14th week of the semester to avoid the beginning or end of the term when faculty are very busy.

3. Take the Comprehensive Written and Oral Exams: Exams questions and criteria are collected by the committee chair and provided to the ADGS office to monitor and oversee completion of each. Answers should be submitted within the time allowed per exam via email to the ADGS office, which will make sure all committee members receive the questions and answers. All written exams must be completed within a two-week time period. The oral exam should be scheduled no earlier than two weeks after the written are completed to allow the committee members to prepare their questions for you. The committee chair

4. Select a Dissertation Committee: The committee must be made up of a chairperson and four other members. The members do not have to be the same as your comp exam members. The chair and three members of the committee must be MCMA graduate faculty. The fifth member should come from outside the college. The committee advises you in the preparation of the dissertation, evaluates its quality when completed and supervises the oral defense. You should consider your area of interest when selecting a chair and other members of the committee. **Form:** Please provide the names of your committee members in writing to the ADGS office staff to prepare the ***Graduate Faculty Committee Approval*** form for signing by the committee chairperson and ADGS to submit to the Graduate School for approval. This must be done well in advance as any off-campus committee members need special approval.

5. Develop your proposal: Work with your chair to develop your proposal. Your other committee members should act as a resource for your proposal development.

6. Defend your proposal: Choose a date, time and location to defend your proposal to the entire committee. The defense must be open to the public. Your proposal should be submitted to the committee at least two weeks prior to the defense. The defense should be held prior to the last two weeks of class. Do not expect to defend your dissertation during the summer. Inform the

ADGS staff no less than two weeks before the defense, in writing, of the date, time, location and chair-approved title of the dissertation so a formal announcement can be created informing faculty and students of the defense. DO NOT begin collecting data for the dissertation until your committee has approved the proposal.

7. Human Subjects: Go to the Office of Sponsored Projects Administration web page, under Compliance, Human Subjects Research to secure the current form packet and to find what material is needed to approve your dissertation. This is a lengthy process so allow enough time.

8. Do the research and write your dissertation: Work with your chair and committee throughout the whole process.

9. Review the Formatting Guidelines for Dissertations from the Graduate School and your unit. Each year the Graduate School publishes strict guidelines for theses and dissertations. Dissertations must be in either APA or Chicago style. Dissertations must be submitted in a digital format.

10. Apply for graduation: The deadline is usually the end of the second week of the semester you plan on graduating. Remember that you cannot walk in the ceremony unless you have met all requirements, as you will be hooded during the ceremony.

11. Defend your dissertation: Your dissertation should be submitted to your committee members at least two weeks prior to the defense. The chair must also okay that you are ready to defend. The defense should be no later than a week before the Graduate School's deadline and must be held prior to the last two weeks of class. Do not expect to defend your dissertation during the summer. The student is responsible for reserving the classroom or conference room for the defense and for informing the Graduate Secretary, in writing, no less than two weeks in advance of the defense with the date, time, location and chair-approved title of the dissertation so a formal announcement can be created informing faculty and students of the defense. The defense must be open to the public.

12. Make revisions: Most dissertations will require some degree of revision. These revisions should be specified at the conclusion of your defense, as well as the procedure the committee wishes you to follow to have those revisions approved.

Forms: Once the revisions are complete and the committee has approved the dissertation, the committee members must sign the defense forms and promptly return to the ADGS staff the following forms that are provided to your committee chair by the ADGS office:

Oral Defense Form

Dissertation Approval Form

Dissertation Assessment Form

13. Submit an electronic copy of dissertation to Graduate School: All work must be complete at least five weeks prior to the end of the semester if you plan to participate in the graduation ceremony. This includes all revisions and the submission of the final electronic copy

of your paper to the Graduate School's ProQuest site. Check the Graduate School website for the official deadline for that semester.

Upon final acceptance, graduate students are responsible for checking with their committee members and chair to see if they want to have provided to them more permanent bound copies (standard paper) of the student's final thesis, at the student's cost. Note the binding colors for MCMA dissertations are a black cover with gold lettering.

14. Preparations for the graduation ceremony: You must have met all requirements for the degree or you are not permitted to walk, as you will be officially hooded. You need to invite a faculty member to be the person to hood you and provide the name to the ADGS office staff.

15. Celebrate!

**MCMA PhD in Mass Communication and Media Arts
Program of Study Checklist for Academic Year 2016-2017**

Name _____

DawgTag# _____

Semester/Year Entry Date _____

I. FOUNDATION CORE (12 credits, all of the following) **Hours** **Sem/Year/Grade**

MCMA 504 Foundations of Mass Communication Theory 3
_____ / _____ / _____

MCMA 505 Theoretical Issues in Mass Communication 3
_____ / _____ / _____

MCMA 508 Conceptual Foundations of Research Methods 3
_____ / _____ / _____

MCMA 595 PhD Proseminar 3
_____ / _____ / _____

II. RESEARCH TOOL COURSES (9 credit hours of additional research methods courses must be taken, selected in consultation with the student's faculty adviser. A minimum of 2 courses, totaling 6 cr .hrs., must be within MCMA.)

Course Number	Title	Hours/Sem/Year/Grade
_____	_____	____ / ____ / ____ / ____
_____	_____	____ / ____ / ____ / ____
_____	_____	____ / ____ / ____ / ____

III. EMPHASIS AREA (15 credit hours of additional courses must be taken, selected in consultation with the student's faculty adviser to build an emphasis.)

Course Number	Title	Hours/Sem/Year/Grade
_____	_____	____ / ____ / ____ / ____
_____	_____	____ / ____ / ____ / ____
_____	_____	____ / ____ / ____ / ____

_____ / _____ / _____ / _____
 _____ / _____ / _____ / _____

V. DISSERTATION (*Proposal and Defense. A minimum of 24 cr. hrs. is required, but students may take up to a max of 32 cr. hrs.*)

Once the minimum number of dissertation hours is met and if no assistantship is held, students must register for 600 Continuing Enrollment under their the section of the committee, or for more dissertation hours up to a maximum of 32 credits during each semester excluding summers until the dissertation is completed.

No more than 6 semester hours of dissertation may be completed and counted toward degree prior to official advancement to candidacy for the PhD, which occurs upon successful completion of the comprehensive examinations.

	Hours	Sem/Year
MCMA 600 Dissertation	_____	_____ / _____
MCMA 600 Dissertation	_____	_____ / _____
MCMA 600 Dissertation	_____	_____ / _____
MCMA 600 Dissertation	_____	_____ / _____

VI. TOTALS

Total Semester Hours in FOUNDATION CORE	12 sem. hrs. _____
Total Semester Hours in RESEARCH TOOLS	9 sem. hrs. _____
Total Semester Hours in EMPHASIS AREA	15 sem. hrs. _____
Total COURSEWORK HOURS	Minimum 36 sem. hrs. _____
Total DISSERTATION semester hours	Minimum 24 sem. hrs. _____
Total <i>Semester Hours</i> :	Minimum 60 sem. hrs. _____

Dates of comps exams: _____ **Date of dissertation proposal:** _____

Date ABD: _____ **Date of dissertation defense:** _____

Adviser Name _____

Adviser Signature _____ **Date** _____

Date Filed in the Graduate Studies office _____ **Staff initials** _____