

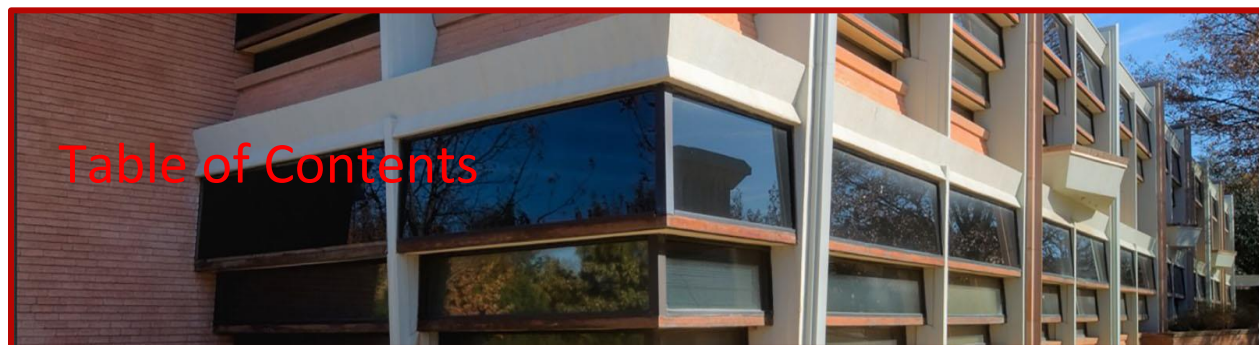


Department of Communication

The UNIVERSITY of OKLAHOMA



*Note: Portions of this document are taken from the Graduate College's Graduate Student Bulletin. Please note that graduate students must adhere to both Graduate College and Departmental requirements. Graduate college requirements can be found in the [Graduate College Bulletin](#) on the [Graduate College Webpage](#).



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Introduction

The Department of Communication at the University of Oklahoma began as the Department of Speech and Dramatic Arts in 1904. Like other programs at the time, initially it focused on public speaking but gradually through multiple transitions and name changes, it eventually become the Department of Communication in 1977. The department is committed to diverse methodological approaches to the study of the nature, processes, and effects of human communicative behavior.

The department offers a broad-based liberal arts education promoting communication research and development following a long tradition of quality graduate and undergraduate study in the field of human communication. The department specializes in a diverse range of study areas including:

Communication Technology/Computer-Mediated Communication
Health Communication
Intercultural/International Communication
Interpersonal Communication/Social Influence
Organizational Communication
Political/Mass Communication

Students generally focus on one of these areas, but the program is flexible. Students may tailor their studies to fit their individual goals and professional objectives.

The Department of Communication offers both the Master of Arts and the Doctor of Philosophy degrees. Our graduate program is regularly ranked among the finest in the country. We are a major center of communication research in the world. Our faculty and graduate students take pride in the department's excellent reputation among peer institutions.



Today, on the Norman campus, the Department of Communication serves roughly 350-400 undergraduate majors and 40-50 masters and doctoral students. Additional masters-level graduate students enroll through OU's [Extended Campus](#) program. The department plays a key role in the University of Oklahoma's undergraduate general education curriculum.

Our department has earned solid rankings in the [latest National Communication Association Doctoral Program Guide](#). The NCA assessment based on a national survey of graduate faculty across the communication discipline, ranked the doctoral program in communication in the top 22% in Research Output, the top 33% in Number of Citations, and lists the department as a Top Ten Research Program in 15 of 93 Research Areas. Of the 79 programs ranked, it is ranked 9th in intercultural/international communication (and the highest ranked Big 12 school); 13th in health communication (second-highest Big 12 school), and 13th in political communication.



The department was also ranked in other areas in our program, including 24th in mass communication (second-highest Big 12 ranking), and 21st in interpersonal communication. Our department's standing is especially gratifying, given we recently added new faculty members to build upon our strengths. As our recent additions gain prominence, the department endeavors to improve these ratings in future NCA assessments, which already provide solid evidence that our department is one of the finest doctoral programs in communication in the country—and the U.S. is the world's leader in advanced study in human communication.

Through publications, grants, honors, and research projects, faculty members represent the finest combination of excellence in teaching, research, and service. Professors in the Department of Communication have won numerous awards. These include several prestigious university-wide teaching and research awards, as well as National Communication Association and International Communication Association Awards among others. The department includes two Fulbright Scholars among a prolific faculty that has published more than 260 journal articles, 100 book chapters, a dozen scholarly books, and 300 convention papers in the last ten years, ranking the department among the top 20 programs in the nation. Many of our graduates hold teaching and research positions in top universities around the nation and around the world.

Admissions

To be eligible for enrollment for graduate study in the OU Department of Communication, students must be admitted to the University, the Graduate College, and the Department of Communication. Students seeking admission in full standing must meet the admission requirements of the Department of Communication, as well as those established by the Graduate College.

- Application information for admissions to the University and the Graduate College, including requirements and application process are available at:
<http://www.ou.edu/content/admissions/graduate.html>
- Application information specifically for the Department of Communication are available at:
<http://www.ou.edu/cas/comm/academics/graduate>.

Questions related to the Department of Communication may be addressed to:

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Academic Counselor
Department of Communication
University of Oklahoma
610 Elm Avenue, Room 110
Norman, OK 73019
405.325.7710
kmartin@ou.edu

Claude Miller, Ph.D.
Director of Graduate Studies
Department of Communication
University of Oklahoma
610 Elm Avenue, Room 125
Norman, OK 73019
405.325.0861
chmiller@ou.edu

The Office of Admissions and Records is in charge of general admission to the University. Admission and enrollment in the Graduate College are governed by the Dean of the Graduate College. Students also must be recommended for admission by the Department of Communication. Regular admission with funding begins during the fall semester only. It is the policy of the department to accept qualified applicants without regard for sex, age, race, ethnicity, religion, sexual orientation, or national origin.

Prospective students must submit all required forms to complete their application. The graduate committee will only consider an application when all materials have been submitted.

To receive full funding consideration for Fall admission to the Department of Communication application materials should be submitted by January 15th. Please be advised that the Department's January 15th deadline supersedes all deadlines otherwise specified by the Graduate College.

Applications for Fall admission may be submitted as late as April 15th; however, funding opportunities may not be available after January 15th. Applications for Spring admission may be accepted up until October 15th but will not be considered for funding.

For general information about the Department of Communication visit: <http://www.ou.edu/cas/comm>.

Admission in Full Standing

Graduate students in full standing are those who have been accepted by both the Graduate College and the Department of Communication. To be considered for admission in full standing, prospective graduate students must satisfy the following requirements:

1. Completion of Graduate College and department application forms.
2. Meet the requisite grade point average:
 - a. Students seeking admission at the Master's level must have earned a Baccalaureate degree with a GPA of 3.0 or higher.
 - b. Students seeking admission at the Doctoral level must have earned a Master's degree with GPA of 3.5 or higher on all graduate work.
3. Submission of three letters of recommendation preferably from academic sources.
 - a. Prospective students should ask three faculty members who best know their work to fill out the recommendation forms. Requests for these will be sent electronically.
 - b. Letters of recommendations should be submitted electronically as soon as possible.
4. Submission of Graduate Records Examination (GRE) scores.
 - a. GRE scores should be sent as soon as possible directly to the Graduate College for the Department of Communication by Educational Testing Services (ETS). The school code is 6879; the Department of Communication code is 4599.
 - b. There is no minimum score; however, scores above 153 on verbal reasoning and above 148 on quantitative reasoning typically will be competitive.
 - c. Students with a lower score may be considered if other evidence (such as GPA and recommendations) warrants admission.
 - d. GRE scores are required for admission to both the Ph.D. and M.A. programs.
5. For admission to the Ph.D. program, completion of the M. A. degree is required by August 15th of the entering year.
6. Writing sample.
 - a. A writing sample of 10-12 pages (suggested length) on a research-relevant topic area in your experience, or a sample of your job-related/professional writing.
 - b. Writing sample should represent the applicant's focus of interest, or otherwise reflect the applicant's writing ability. The topic does not matter so much as how the writing reflects the applicant's thinking and facility with the written word.
7. International students for whom English is a second language are required to take one of two exams. The Graduate College requires a score of 79 or higher on the Test of English as a Foreign Language (TOEFL) (computer-based test), or a score of 6.5 or higher on the International English Language Testing System (IELTS).
 - a. The typical expectation for the TOEFL is a minimum score of 20 in each section of Reading, Listening, Speaking and Writing. Scores over two years old by the beginning of the term a student wishes to enter are not acceptable unless the student has been attending school in the U.S since the test date.
 - b. The typical expectation for English proficiency as assessed by the IELTS is for consistency across subsections. As with the TOEFL, scores over two years old by the beginning of the term a student wishes to enter are not acceptable unless the student have been attending school in the U.S. since the test date.

Conditional Admission

Students unable to meet one or more of the requirements for admission in full standing by the department may be granted conditional admission allowing them to begin graduate work while taking steps to satisfy admission in full standing requirements. The Department of Communication makes three types of conditional admissions:

1. Low Grades: Entering M.A. students whose undergraduate GPA is 2.75 to 2.99 may be admitted conditionally on recommendation of the department and approval of the Graduate College.
 - a. The department will specify up to the first twelve hours to be taken, which must be completed in one calendar year with a minimum 3.25 GPA earned and no letter grade below a "B."
 - b. Credit hours may not be applied retroactively to satisfy this condition, nor may independent or directed readings hours be applied.
 - c. In accordance with Graduate College policy, this form of conditional admission is considered to be equivalent to academic probation.
2. Course Work Deficiencies: Entering M.A. students who do not have a baccalaureate degree in communication will usually be accepted into the program if their degree is in one of the social sciences.
 - a. Students holding degrees in other areas of study that have included little or no course work in communication or related areas may be required to complete some undergraduate communication hours before entering the Master's program.
 - b. Entering Ph.D. students with a degree in another field and with less than 21 hours of undergraduate or graduate credit in communication may be required to complete up to 9 hours of undergraduate and/or graduate level supplemental courses in communication. The number and nature of the hours required will be contingent upon the extent of the deficiency.
 - c. The Department Chair and/or the Director of Graduate Studies in collaboration with appropriate faculty will specify the content courses and hours to be taken. Those supplemental hours will not include independent study, task force, or directed reading hours.
 - d. Supplemental courses must be completed within a specified time with a minimum of a 3.5 GPA.
 - e. The Department Chair, Director of Graduate Studies, or a specified faculty member will serve as the conditional student's advisor until supplemental coursework is completed.
 - f. Hours taken to satisfy the course work deficiency may not be applied toward the Ph.D.
3. Incomplete Credentials: Students who have allowed insufficient time for receipt and processing of their application materials or who have not submitted all required materials may be admitted conditionally for one semester or summer term
 - a. The student must satisfy the credentials requirement during that term.
 - b. The student will either be accepted to the program or denied admission after the conditional semester or term is completed.

Unclassified Admission

Any student who has earned a baccalaureate degree or the equivalent and who has earned at least a 3.00 GPA over the last 60 hours of undergraduate work may be admitted to the Graduate College in unclassified status.

1. Conditional unclassified status may be granted if the student's grade point average is between 2.8 and 3.0.
2. A student may not accumulate more than 12 hours of credit as an unclassified student without written approval from the Graduate College Dean.
3. A student in unclassified status is not a candidate for a degree, nor does unclassified status offer assurance of future admission to the Department of Communication.
 - a. If a student is later accepted into a degree program, courses taken while in unclassified status may be used to fulfill graduate degree requirements only if accepted by the department and approved by the Graduate Dean.
 - b. After admission to graduate study in the Department of Communication, the student seeking to upgrade unclassified hours to graduate credit must secure permission to apply from his or her advisory committee.
 - c. If permission is given, the student must go to the Graduate College to obtain the form, *Approval of Unclassified Credit*. This form must be completed by the student's advisor, signed by the Director of Graduate Studies, and returned to the Graduate College to be placed in the student's file.
4. Please note that International students cannot be admitted as unclassified students.

Special Student Status

Special student admission status is appropriate for an undergraduate who wishes to take courses without the intention of pursuing a degree, as well as for workshop, short course, or other special course participants who have not yet been admitted to the Graduate College. Upon request, those who later wish to matriculate into the Graduate College will have their application materials reviewed. A special status student is **not** a graduate student. Special student applications are processed in the Office of Admissions and Records, but records are maintained in the Graduate College for those special students holding a baccalaureate degree. Special students with grade point averages under 3.00 are generally restricted from enrolling in 5000 and 6000 level courses but may receive permission to do so from the instructor, the department, and the Graduate Dean. Credit earned may be used to satisfy degree requirements only if the student would have qualified for admission to the Graduate College and the Department of Communication at the time admitted as special status. Hours earned to raise a GPA for admission while classified as a special student may not be applied to satisfy degree requirements.

Admission of University of Oklahoma Graduating Seniors

Any graduating senior who wishes to apply for admission to the graduate program should report to the Office of Admissions and Records during his or her final semester and complete the ***Application of University of Oklahoma Graduating Seniors***. If the graduating senior is admitted but does not complete the undergraduate degree requirements, the student must inform the Graduate College. Admission will be cancelled and the student will have to reapply.

Registration and Enrollment

Each semester the Office of Admissions and Records prepares the official form, which is the student's permit to register. These forms are available prior to official registration dates in the Graduate College. If a form is not available, it means either the student has not been admitted or that a stop (usually because of academic or bill-not-paid issues) has been placed on the student's enrollment.

There are enrollment limitations. Full-time enrollment for graduate students who are **not** a 0.5 FTE graduate assistant is nine or more credit hours during the fall and spring semesters. A graduate assistant holding a 0.5 FTE appointment will be required to enroll in at least six credit hours during fall and spring semester to be classified as a full-time student in the Graduate College. The only exception to this is if the student is enrolled in thesis or dissertation hours. International students, especially, please note: students appointed at greater than a 0.5 FTE should not anticipate being a full-time student. A graduate student may not carry more than sixteen credit hours per regular semester nor more than nine hours during summer session without the permission of the Graduate Dean.

Students working on a thesis or dissertation must maintain continuous enrollment as a student. The number of hours required varies depending on the student's status (e.g., international), plan of study (e.g., number of hours listed), and any financial aid agreements. The student should consult with the department advisor and/or financial aid office to determine the appropriate number of hours. The minimum number of hours is 2.

Lapsed Enrollment

A graduate student who has a lapse of enrollment for one calendar year must reapply for admission following the same procedures as used for first-time admission. After readmission, the student will be subject to the regulations applicable during the term of the first enrollment.

Enrollment of Undergraduates in Graduate Courses for Graduate Credit

Undergraduates may apply for graduate credit by returning a completed ***Application for Graduate Credit for Courses Taken During the Junior and Senior Years*** to the Graduate College. The application form may be obtained in the Graduate College.

The following stipulations must be met:

1. The undergraduate must have a minimum overall *and* University of Oklahoma **grade point average of 3.0** when the course(s) is (are) taken.
2. The student must be a **junior** or **senior**.
3. The Application for Graduate Credit must be completed and returned to the Graduate College with signed approvals of the instructor and Director of Graduate Studies prior to or during the **first two weeks of classes** in the term in which the course(s) is (are) taken
4. The course(s) **cannot be required for** nor **applied toward** an undergraduate degree.
5. A grade of "A," "B," or "S" must be earned in the courses.

If all of the above stipulations are satisfied, the Office of Admissions and Records will note on the student's transcript that graduate credit was earned in the course.

These graduate credits are not automatically transferable to the graduate program in this department. Up to 12 hours maximum of graduate credit earned by an undergraduate can be applied to any graduate program. More than 12 hours will not be allowed without special permission from the Graduate Dean and this department.

Frequently Asked Questions by Graduate Applicants

1. When is the deadline to apply?

The application deadline is January 15th of each year for full funding consideration. If January 15th falls on a weekend, materials will be due on the following business day. Funding is unlikely for applications after January 15. You may also apply by April 15 for fall admissions or by October 15 for Spring admissions but with limited opportunities for funding.

2. Do you admit students in the spring semester?

There are two options for students interested spring enrollment.

(1) Students can apply for admissions prior to the October 15 deadline to be admitted in the spring semester. If they are accepted and enroll in the spring semester, their course work becomes part of their program of study. They will likely be required to take Introduction to Graduate Studies the first fall in the program.

(2) Students may begin taking classes under the unclassified status described above. A student with the unclassified status is not a candidate for a degree, nor does unclassified status offer assurance of future admission to the Department of Communication. A student may not accumulate more than 12 hours of credit as an unclassified student without written approval from the Graduate College Dean. If a student is later accepted into a degree program, courses taken while in unclassified status may be used to fulfill graduate degree requirements only if accepted by the department and approved by the Graduate Dean.

3. Where do I send the application materials?

- All materials are submitted online. You can access the application through this link:
<http://www.ou.edu/gradcollege/admissions/apply>
- All students must send:
 1. Completed application including GRE scores, letters of recommendation, etc.
 2. Processing fee
 3. Official transcripts
- International students must also send the following:
 1. Official TOEFL scores (if applicable)
 2. Confidential Financial Statement
 3. If you are in the United States at another school, you must have your international student advisor complete our Transfer Recommendation Form.
 4. If you have a passport, please include a photocopy of the name page.

More information from the Office of Admissions is available at:

<http://www.ou.edu/gradcollege/admissions>

4. Do I need to take the GRE for admissions?

Yes, the GRE is required of all Ph.D. and M.A. applicants. Official GRE scores must be sent to us directly from the Educational Testing Service (ETS). You may provide us a copy of your unofficial scores, but you still must have official scores sent to us.

5. What codes do I use for the GRE?

The school code is 6879; the Department of Communication code is 4599.

6. What scores are expected on the GRE?

There is no minimum score; however, scores above 153 on verbal reasoning and above 148 on quantitative reasoning typically will be competitive.

7. When should I take the GRE so that you receive the scores before the deadline?

We advise you to take the GRE before the end of December, prior to the January 15 deadline. It takes the Education Testing Service 10-15 business days to process your test, and then it's mailed to the University of Oklahoma where it is processed again. Lastly, it is seen by the department. Please do not wait until the last minute to take the test. Not having your scores may affect your chances of being admitted or receiving an assistantship. We need those scores!

8. I have questions about TOEFL or English proficiency. Who can help me?

All questions regarding TOEFL or English proficiency should be directed to the Office of Admissions. You can contact them via telephone at 405-325-2252 or check their web site for details at <http://www.ou.edu/gradcollege/admissions/international-applicants>. You can also e-mail them at gradadm@ou.edu.

International Students who wish to receive a teaching assistantship must pass the English Assessment's three tests – write, speak, and teach. Refer to this link for additional information: <http://www.ou.edu/gradcollege/admissions/international-applicants/english-proficiency>

9. Is there an office that helps international students including questions about my I-20?

Yes, please contact the International Student Services Office. Their web site is <http://www.ou.edu/content/cis/iss.html>. Their phone number is (405) 325-3337.

10. If I have only completed my bachelor's degree, can I apply directly to the Ph.D. program?

No, you will only be considered for the M.A. degree. Once you are in our M.A. program, you may apply for our Ph.D. program.

11. Do I have to fill out a separate application to apply for an assistantship?

No. The application for the Department of Communication is an automatic request for a graduate assistantship unless you state otherwise.

12. I don't want to be considered for a graduate assistantship. What do I need to do?

On the bottom of the first page of the Department of Communication application, it mentions assistantships. This is where you can decline consideration for an assistantship.

13. How likely is it that I will get an assistantship?

The number of available assistantships varies each year from 4 to 12.

14. How many people apply to your program each year?

The number varies, but around 40 people apply for our program each year. We usually accept between 10 and 15 students.

Master of Arts (Norman Campus)

Requirements

The following core curriculum (6 hours) is required of all Master's students:

- COMM 5003: Quantitative Research Methods **OR** COMM 5313: Qualitative Research Methods
- COMM 5013: Introduction to Graduate Study. This class must be taken during the first fall of enrollment in the program

Program Options

Master's students may follow one of two options in planning their program:

1. A minimum of 32 coursework hours and a comprehensive examination, or
2. The thesis program, which requires a minimum of 26 coursework hours, a thesis and an oral examination over the thesis (COMM 5980), four hours.

Students are encouraged to take some course work outside of the department. However, a minimum of 24 coursework hours of the student's M.A. must be in communication courses.

Advising and Permanent Advisor

Upon entry, M.A. students are advised by the Director of Graduate Studies during orientations meetings and until they select a permanent advisor. Students may also contact the Academic Counselor to discuss their enrollment options and ask any questions. On-campus M.A. students are assigned a first-year mentor by the graduate committee. Students should select a permanent advisor from the department's graduate faculty by the second semester at the latest. Students must secure agreement with the faculty member prior to listing that person as their advisor.

The student, advisor, and Director of Graduate Studies must sign the ***Request for Appointment of Committee Chair*** form included at the end of this handbook and turn it in to the department office for inclusion in the student's file. With the help of the permanent advisor, the student will develop a program of courses and research to meet his or her individual needs.

Transfer Credit Limitations

No more than 25% of the credit hours required for the Master's degree may be transfer credit from another department at the University of Oklahoma or from another university. In order for transfer credits to be accepted toward a graduate degree, the transfer credit must:

1. Represent valid graduate credit earned in graduate level courses at an accredited university
2. Carry a grade of A, B, or Satisfactory (B- does not transfer)
3. Not be more than five-years old at the time of admission
4. Be applicable to the degree program
5. Be approved by the department and the Dean of the Graduate College

If a transfer course has the same title as a course taken at OU, the content of the course must be substantially different to count both for credit. To make this case, the student must provide a syllabus and a letter from the Director of Graduate Studies illustrating that the classes covered different content. This letter must be submitted to the Graduate College with the Admission to Candidacy Form.

Transfer credit is considered neutral in computing the University of Oklahoma grade point average. No graduate credit may be earned by advanced standing examinations. However, credit from a professional degree may be applied toward a graduate degree if it meets the criteria listed above. Credit hours may

be counted toward satisfying the requirements for one Master's degree only, with the exception of approved dual-degree programs.

Standards of Performance

No more than six hours of the course work for a Master's degree (excluding thesis, 5980) may be in Satisfactory/Unsatisfactory graded courses. Students may exceed the 6-hour limit on these courses only if they take hours beyond the minimum hours required for their degree. M.A. students should not take more than three hours in Directed Readings, which is letter graded.

All Master's degree students are required to maintain an overall 3.0 GPA in all graduate courses attempted. One grade of C or a GPA under 3.0 will cause the student to be placed on academic probation. The student will then have a 12-hour probationary period. The student must not make lower than a B or earn a grade of U during this time. At the end of the 12-hour probationary period, the student must have raised his or her overall GPA to 3.0. Failure of either of these two conditions will result in the student being unable to continue enrollment in graduate classes. Should a student receive two or more Cs, an automatic stop will be placed on enrollment. To have this stop lifted, the student must submit a plan for improving his or her performance and petition the Director of Graduate Studies to stay in the program. If the student is permitted to reenroll, the student must still obtain an overall GPA of 3.0 by the end of 12 hours after the first C.

Conducting Research

Any research students conduct utilizing human participants while attending the University of Oklahoma must obtain approval from the University of Oklahoma—Norman Campus Institutional Review Board (OU-NCIRB), ***even if the individual is not collecting data from participants at the University of Oklahoma***. This standard applies all research and not just the thesis. This approval must be obtained ***before*** any participants are recruited or data are collected. Before anyone can obtain IRB approval, he or she must complete the Collaborative IRB Training Initiative (CITI), which is required for all investigators. *A student should complete this training before submitting an IRB application, as otherwise, it will be returned.* For further information see <https://compliance.ouhsc.edu/HRPP>. If the student plans to utilize the Department of Communication Research Subject Pool (SONA), he or she should reference the policies listed later in this handbook.

Time Limits for Completion

A student registered in the Master's program should complete all of the degree work within five calendar years after his or her first graduate enrollment at OU. The student and advisor may petition the Director of Graduate Studies for a one-year extension if an additional year is needed to complete the degree. The student, advisor, and Graduate Dean must be notified in writing of the department's decision. If the decision is denied, the student will be dismissed. An extension of time beyond one year will require approval from the Graduate Dean. The department is required to describe how it will determine that the student is still current in the discipline during any extension. This may involve re-examination or additional course work.

Details for Two Options

Master's students should choose between the thesis and nonthesis two options for their program. A Master's student should choose between these options *as soon as possible*, in conjunction with his or her advisory committee, *especially when considering the thesis option*.

Master's Thesis Option

For the thesis option, the thesis committee must be comprised of at least three members from the Department of Communication. The committee members must be members of the graduate faculty. The student must, with the cooperation of his or her advisor, select a thesis subject no later than the semester in which the student plans to start thesis work.

The student then prepares a prospectus and submits it to the thesis advisory committee that will meet with the student to discuss the proposed study. The prospectus must be signed by committee members and filed in the student's departmental folder. Once the prospectus is approved, the student must obtain a **Thesis Title Card** from the Graduate College. The card must be completed and signed by all members of the student's thesis committee. The signed card must be returned to the Graduate College. If a change in thesis becomes necessary, a new **Thesis Title Card** must be processed.

Enrollment in Research

Following initial enrollment in COMM 5980, which must be for a minimum of two hours, the Master's student must maintain continuous enrollment during each fall and spring semester until the degree requirements are completed or candidacy is discontinued. If a student is actively working on a thesis, seeking committee advice, or using university facilities, thesis enrollment must be maintained during the summer semester as well. Requirements for full-time enrollment status are in effect while the student is engaged in thesis research. Taking no other course work and enrolling in only two hours of COMM 5980 does not constitute full-time status.

If a Master's student does not comply with the continuous enrollment policy, the student must enroll during the semester in which graduation is expected in the exact number of hours of COMM 5980 that would have been completed with continuous enrollment. In addition, a late enrollment fee must be paid for each missed semester. The final determination of the number of COMM 5980 hours in which the student must enroll in the final semester in the degree program, along with the collection of the appropriate fees, is the responsibility of the Graduate College and Office of Admissions and Records.

Admission to Candidacy

The Master's student must submit the **Admission to Candidacy Form** to the Director of Graduate Studies for approval prior to submitting it to the Graduate College.

A Master's student who has done satisfactory graduate work and has maintained an overall GPA of 3.0 on all residence graduate level courses may be admitted to candidacy for a Master's degree as soon as he or she has enrolled in sufficient hours for the degree and has a committee selected. To apply for admission to candidacy, a student must complete and submit the Admission to Candidacy form provided by the Graduate College. **An Admission to Candidacy form must be filed in the Graduate College no later than the first Monday in March (for summer graduates), the first Monday in April (for fall graduates) and the first Monday in October (for spring graduates).** All listed coursework must have satisfactory grades and no incompletes. When appropriate, use the program-specific form.

One must obtain signatures from all committee members and the Director of Graduate Studies on the **Application for Approval of the Master's Thesis Topic and Committee Membership**. This form is turned in to the Graduate College at the same time as the **Admission to Candidacy** form. Any changes in the topic or committee composition results in a new copy of this form being completed and turned in to the Graduate College. This must be approved at least 14 days before the defense by the Graduate College.

Change of Thesis Title Needs Approval of Graduate Dean

Change of thesis topic or committee membership needs signatures of all old (if relevant) and new members of the committee and the Director of Graduate Studies.

Thesis Defense and Graduation

Students must file for graduation by the deadlines listed by the Graduate College each semester. When the student has completed the thesis to the satisfaction of his or her advisor, a copy of the thesis should be provided to every committee member at least two weeks before the defense to allow committee members sufficient time to read the thesis in preparation for the oral defense. Committee members may request a paper or electronic copy. The student must request authority from the Graduate College for the thesis defense. At the time the authorization is requested, the student presents a copy of the completed thesis (a final draft will be acceptable) to the Graduate College for review at least a week before the defense. If the thesis is acceptable, the student will be issued the **Authority Report Form of the Thesis Defense**. The student cannot defend until he or she has obtained this form. As each thesis defense is public, the student is also responsible for posting a notice announcing the impending defense several days before it is to be held.

The M.A. thesis defense meeting cannot be held when a student's committee members are unavailable. Most faculty members are on 9-month appointments; therefore, summer thesis defenses will generally not be scheduled. Under extreme extenuating circumstances it may be possible to schedule a summer dissertation defense if the advisor and all the committee members are willing to do so. For example, exceptions may be possible if a student is being deployed for military service and needs to complete the degree requirements before the deployment date. In such cases, the student may make summer arrangements only after first receiving written permission from the Director of Graduate Studies and each member of his or her committee *prior to* the summer semester during which he or she wishes to schedule thesis defense meeting.

A unanimous vote of the examining committee is expected. However, on occasion some dissenting reports are received. If one member of the examining committee dissents, the dissent is recognized as a minority report, and the student is still considered to have passed the defense. When a committee consists of more than three members and two dissents, the Graduate Dean will investigate and make the final decision on the student's performance. If two of a committee of three dissent, or more than two of a committee of more than three members dissent, the performance will be seen as a failure. *Only one attempt is afforded the candidate in defending the thesis.*

Within 72 hours after the thesis defense, the **Authority Report Form of the Thesis Defense** must be returned with the results and signatures of all committee members to the Graduate College. Within 60 days of the defense or by the deadline of the desired graduation semester (whichever is earlier), the student must deliver to the Graduate College a final version of the thesis in the form described in the instructions provided by the Graduate College to the SHAREOK system. If all is in order, the student can then be cleared for graduation.

Master's Nonthesis Option

Nonthesis Master's students follow the same **Admission to Candidacy Form** procedure described under the Thesis Option, but they are required to take a comprehensive examination instead of writing a thesis. The exam requires the student to undertake a general review and integration of all studies. The exam is organized around fields of study rather than around courses and is not intended to repeat the final exams of actual courses. Eight hours are scheduled for the exams, which are usually divided among two 3-hour areas and one 2-hour area as approved by the student's committee. One exam area must relate to a core course. All exams are closed book. In preparation for the exam, students are expected to read and study beyond their course requirements. A student must be enrolled in at least two hours the semester he or she takes the exam. The examination typically consists of a written exam and may also include an oral portion if requested by any member of the examining committee.

To schedule the examination and obtain the proper paperwork, the student needs to contact the Academic Counselor, or Kristi Wright, Assistant to the Chair. The student requests **the Authority Report Form for the Comprehensive Examination** from the Graduate College at least one week prior to taking the exam. This form will be used by the student's committee to show a satisfactory or unsatisfactory result on the exam. No form will be issued if the student has not filed an **Admission to Candidacy Form**. The student must have completed all required courses and 75% of coursework before taking the comprehensive exam. No Master's comprehensive exam may be taken until all I's (incompletes) have been resolved or while the student is on academic probation. Once authorization is secured, the student and advisor will set the date of exams. All exams are taken on the University of Oklahoma campus. Notify the Academic Counselor, or the Assistant to the Chair, Kristi Wright, to schedule a room to take the exam as soon as possible.

The comprehensive exam may not be held during the period of final course exams, when the university is not in session, or when a suitable committee cannot be assembled. The M.A. comprehensive exam cannot be held when a student's committee members are unavailable. Most faculty members are on 9-month appointments; therefore, summer exams will generally not be scheduled. Under extreme extenuating circumstances it may be possible to schedule a summer dissertation defense if the advisor and all the committee members are willing to do so. For example, if a student is being deployed for military service and needs to complete the degree requirements before the deployment date. In such cases, the student may proceed to make summer arrangements only after first receiving written permission from the Director of Graduate Studies and each member of his or her committee *prior to* the summer semester during which he or she wishes to schedule the exam.

The examining committee consists of at least three members from the faculty of the Department of Communication. All committee members must be present if an oral portion is requested. Just as for the thesis option, the back of the **Authority for Comprehensive Examination** form must be returned to the Graduate College with the results and the signatures of all committee members within one week after the comprehensive exam is held. The same dissenting procedures apply to the nonthesis option. Unlike the one-shot chance at a thesis option, if a student fails the comprehensive exam, the exam may be repeated once in the following semester (at the earliest) at the discretion of the examining committee. The comprehensive exam may not be given a third time.

Master's Thesis Paperwork and Timetable at A Glance

Step	Due	Required Paperwork
Selection of Advisor and Committee	2 nd Semester (full-time) or Equivalent (part-time)	Request for Appointment of Committee Chair (Dept. Office)
Present Prospectus	Semester prior to beginning research	Prospectus signed by all thesis advisory committee members (Dept. Office)
Thesis Topic Approval	After prospectus approval	Thesis Title Card (Graduate College)
Apply for Graduation	1 st Monday in March (summer grads), 1 st Monday in April (fall grads), & 1 st Monday in October (spring grads).	Graduation Application (Records)
Admission to Candidacy	1 st Monday in March (summer grads), 1 st Monday in April (fall grads), & 1 st Monday in October (spring grads).	Admission to Candidacy Form and Application for Approval of the Master's Thesis and Committee Membership (Graduate College)
Thesis Defense Request	Along with Requiring Authority Form	Authority Report Form of the Thesis Defense (Grad College)
Submission of Thesis	Along with Requiring Authority Form	Three copies of final draft submitted to Graduate College Dean for review. Receive Thesis Receipt Card which must be signed by Library Acquisitions and returned to the Graduate College

Master's Nonthesis Paperwork and Timetable at A Glance

Steps	Due	Required Paperwork
Selection of Advisor and Committee	2 nd Semester or equivalent	Request for Appointment of Committee Chair (Department Office)
Apply for Graduation	1 st Monday in March (summer grads), 1 st Monday in April (fall grads), & 1 st Monday in October (spring grads).	Graduation Application (Records)
Admission to Candidacy	1 st Monday in March (summer grads), 1 st Monday in April (fall grads), & 1 st Monday in October (spring grads).	Admission to Candidacy (Graduate College)
Schedule Comprehensive Exam	Final Semester	Memo from Director of Graduate Studies requesting permission to administer examination (Department) Authority Report Form for Comprehensive Exam (Set to the Department from the Graduate College)
Exam	Final Semester	
Oral Exam Defense	If requested by at least one committee member	
Pass/Fail	Immediately Following Defense	Return Authority Report Form for Comprehensive Exam within one week of completed exam or oral defense to the Graduate College (Grad College)

Master of Arts (Extended Campus/Advanced Programs)

Introduction

The Master of Arts in Communication provides the expertise individuals need for effective participation in an information-based society. Our students come from and are hired into a wide variety of careers in business and industry, government, religion and social services. They investigate communication processes as they occur within and among individuals, groups, organizations, and societies. In doing so, they learn to communicate more effectively and to facilitate the communication effectiveness of others. Graduates of this program are active in personnel management, public relations, consulting, community leadership, and other occupations where an ability to communicate effectively is vital to success.

Eligibility

Admission to this program is limited to students who have successfully completed an undergraduate degree program. Undergraduate degrees may be from a variety of social, behavioral, natural, or physical sciences background. There are no course work prerequisite requirements for admission to the program. Admission applications can be found at <http://www.ou.edu/outreach/ap.html>

Students must have a minimum GPA of 3.0 for regular admission. Some students may be eligible for conditional admission if their GPA ranges from 2.76-2.99. Conditional admission will be reviewed on a case-by-case basis. Students admitted with Conditional Admission (due to low grades) must earn a GPA of 3.25 on the first twelve hours of course work, earning no letter grade below a "B".

General Program Requirements

The M.A. in Communication degree requires a minimum of thirty-two hours of graduate credit. Twenty-four of those hours must be Communication courses from OU. Courses offered in this program are 3 credit hour courses. This non-thesis program requires a written comprehensive examination to be successfully completed in order to earn a master's degree.

Degree Track

Two different tracks are available to students seeking an M.A. in Communication. The General track is recommended for those seeking a liberal arts approach to graduate study. The Organizational Communication track is recommended for those intending to pursue careers in profit/non-profit, entrepreneurial, and government organizations.

Description: General Track

Required Courses:

- COMM 5013 Introduction to Graduate Studies in Communication
- One of the following four courses:
 - COMM 5003 Quantitative Research Methods
 - COMM 5023 Introduction to Quantitative Research Methods
 - COMM 5053 Introduction to Qualitative Research Methods
 - COMM 5313 Qualitative Research Methods

Electives:

Including the two required courses, students must take COMM electives to meet the minimum requirement of **24** Communication credit hours. Elective hours can be a combination of COMM

electives, other OU graduate classes and transfer work. Students may only earn up to 8 hours of credit from graduate courses taken in other OU programs or from transfer hours from other universities. Transfer credits must be evaluated by the University and courses from other programs must be approved by the Department prior to enrollment. **NOTE: The combined total of transfer hours and graduate credit from other OU programs may not exceed 8 credit hours.**

Description: Organizational Communication Track

Required Courses:

- COMM 5013 Introduction to Graduate Studies in Communication
- One of the following four courses:
 - COMM 5003 Quantitative Research Methods
 - COMM 5023 Introduction to Quantitative Research Methods
 - COMM 5053 Introduction to Qualitative Research Methods
 - COMM 5313 Qualitative Research Methods
- COMM 5333 Organizational Communication
- COMM 5010 (3 hours) Organizational Research Practicum

Electives:

Elective guidelines outlined for the General Track apply to the Organizational Track as well.

Standards of Performance

All Master's degree students are required to maintain an overall 3.0 GPA in all graduate courses attempted at the University of Oklahoma. One grade of C will put the student on academic probation with the graduate college. The student will then have a 12-hour probationary period. The student must not make lower than a B or receive a grade of U during this time. At the end of the 12-hour probationary period, the student must have raised their overall GPA to 3.0. Failure of either of these two conditions will result in the student being unable to continue enrollment in graduate classes. Any student who receives a second grade of "C" will be suspended from further enrollment. The student will be required to petition to the Director of Graduate Studies to determine whether the student should be permitted to continue work in the Department of Communication.

Time Limitation for Degree Completion

Five years from beginning of the semester of initial enrollment is the maximum time for degree completion. Extensions beyond this limit will result in disqualification of the over-aged credit. This time limit applies both to courses completed through University of Oklahoma and to courses approved for transfer credit. The student and advisor may petition the Director of Graduate Studies for a one-year extension if an additional year is needed to complete the degree. The student, advisor, and Graduate Dean must be notified in writing of the department's decision. If the decision is denied, the student will be dismissed. An extension of time beyond one year will require approval from the Graduate Dean. The department is required to describe how it will determine that the student is still current in the discipline during any extension. This may involve re-examination or additional course work.

Lapsed Enrollment

A graduate student who has a lapse of enrollment for one calendar year must reapply for admission following the same procedures as used for first time admission. The student will then be subject to the regulations applicable during the term of the first enrollment after readmission including time limits.

Transfer Credits

The maximum of transfer credits accepted for the Master of Arts in Communication is 8 hours credit hours. To be used as transfer credit, the credit MUST:

- Represent valid graduate credit earned in graduated level courses at an accredited university.
- Carry a grade of A, B, or S (Satisfactory) (any B- is not transferable)
- Not be more than six years old at the time of admission to the degree program
- Be applicable to the degree program.
- Be approved by the Department of Communication and the Graduate College.

Credit hours previously presented and counted for one master's degree may not be applied toward satisfying the requirements of a second master's degree with exception. The student must submit an Early Evaluation of Transfer Credit form before the credit can be transferred in. This is to be done after the course is completed. This form is available online at

http://www.ou.edu/content/gradweb/academic_programs/masters_degree/ap.html

Military Transfer Credits

Military courses may also be reviewed as part or all of the 8 hours of transfer credit accepted. Courses are reviewed and approved on a case-by-case basis by the Department.

Elective Courses

In addition to the core courses students select course work to use as electives. Students may earn no more than 6 credit hours of S/U work. Students also cannot earn more than 6 hours of IDR credit. A student who is uncertain whether a course would count as an elective should contact his or her advisor.

Students enrolled in the AP or Extended Campus Programs may take Norman Campus classes if room is available or with instructor consent. It is important that these students know that their enrollment in these classes does not indicate admissions to the programs offered on the Norman Campus and may have a positive or negative impact on any future application to one of those programs.

Admission to Candidacy Form

The semester prior to taking comprehensive exams, the student must submit an Admission to Candidacy form. The candidacy form can be found at

http://www.ou.edu/content/gradweb/academic_programs/masters_degree/ap.html. Please note and adhere to the deadlines listed in this handbook.

The form will list all 32 hours of course work applied to the degree. If courses have not been taken yet, then the student will project those courses on the form. On the second page of the form, the student will list the date they plan to take comprehensive exams.

NOTE: The Admission to Candidacy form and Graduation Application are separate forms, both of which are required for degree completion.

Comprehensive Examination

Students should notify the Communication Advisor the semester before planning to take the examination to discuss available professors for your exams. To be eligible to take the comprehensive exam, a student must:

- Be enrolled in at least two graduate credit hours in the semester in which the general comprehensive examination is held.
- Have an approved Admission to Candidacy form on file by applicable deadlines before the exam is to be taken.
- Have 75% of his or her degree requirements completed.
- Have completed all core courses.
 - In order for a course to be considered completed, it must be graded and on the student's official record. Incomplete grades (I's) are not acceptable.

Exams consist of a minimum of three subject areas and total eight hours. One area must come from a core course. All exams are closed notes/books and will be taken on site. The exams will take place over a period of no more than two weeks. Students will not receive exam questions in advance. Once a student begins answering a question, they must complete it in the time allotted. A student may not go back to a question once it is finished. If a student fails the comprehensive exam, it may be retaken once more in either of the two following semesters. The exam may not be taken a third time.

Due Dates for Candidacy Forms and Exam Dates

The candidacy form must be received in the Department of Communication

No later than**	For semester to take exam	Date of examination
The 1 st Monday in October	Spring comprehensive exam	No later than April 1
The 1 st Monday in March	Summer comprehensive exam	No later than July 1
The 1 st Monday in April	Fall comprehensive exam	No later than Nov 1

**These dates are according to Graduate College deadlines. The department asks you submit your candidacy form to them 30 days prior to these deadlines in order to ensure the forms reach the graduate college by their deadline.

Comprehensive Exam Steps

After Admission to Candidacy form has been approved:

1. Call Department Advisor (405.325.7710) or email her to discuss the semester and approximate date of examination.
2. Make arrangements with Site Manager for specific date(s) and time(s) to take exam. Department will then request authority from the Graduate College to release exam.
3. Contact the Department Advisor to discuss the availability of professors to write comprehensive exam questions. Choose an advisor and two members for your committee. You will need to ask these individuals whether they are willing to write questions for your exams. **Keep in mind that one exam question must come from a core course.**
4. Contact professors to request they write comprehensive exam questions. A copy of this email should be sent to Department Advisor. **This correspondence must take place a minimum of 60 prior to taking exams.**
5. Contact professor regarding materials needed to help prepare for the exam.
6. Confirm date(s) and time(s) with Site Manager the day before the exam is to be administered.

Graduation Application

Graduation applications are due November 1st for fall graduates, and March 1st for spring graduates. Students will turn in their graduation application and application fee to their site rep who will send them to the appropriate office.

AP: M.A. Non-Thesis Option Paperwork and Timetable at a Glance

Steps	Due	Required Paperwork
Apply for Graduation	July 1 st for summer, November 1 st for fall, and March 1 st for spring	Graduation Application (blue card)
Admission to Candidacy	1 st Monday in March (summer exams), 1 st Monday in April (fall exams), & 1 st Monday in October (spring exams).	Admission to Candidacy (Graduate College)
Schedule Comprehensive Exam	Before Final Semester Begins	Authority Report Form for Comprehensive Exam (Graduate College)
Exam	Final Semester Prior to Graduation	Report Form of the Comprehensive Exam (on reverse of Authorization Form)

Doctor of Philosophy

Requirements

The Ph.D. in the Department of Communication requires **at least 96** semester hours beyond the baccalaureate degree. The 96+ hours must be in a planned course of study approved and overseen by the student's advisor and advisory committee. *At least* 30 hours of coursework (excluding transfer credit and dissertation hours) must be in Communication.

Core Requirements

Students must meet the requirements in place when they entered the program. The current requirements are:

- COMM 5003: Quantitative Research Methods
- COMM 5013: Introduction to Graduate Studies
- COMM 5313: Qualitative Research Methods
- COMM 6023: Research Task Force (6 hours)
- COMM 6314: History and Theory of Communication

AND one of the following:

- COMM 5033: Advanced Statistics
- COMM 5323: Advanced Qualitative Methods

In addition, COMM 5013 Introduction to Graduate Studies must be taken in the first year of studies in order to maintain enrollment.

Master's Degree Transfer Credits

Students may enroll in the Ph.D. program after completing a Master's degree in communication or a related discipline. The Ph.D. student's advisory committee will determine which courses from the Master's program may be counted as part of the Ph.D. program. **The Department of Communication allows a maximum of 30 hours of Master's degree credit to be counted toward the Ph.D.** All transfer credit must have a grade of A, B, or S. A student cannot transfer a course with a grade of B- or lower. The grades in these courses or the Master's GPA do not count toward the student's Ph.D. GPA.

If the student is transferring 30 hours from their Master's toward their Ph.D., the Graduate College can accept up to as many hours of thesis as counted for the Master's degree.

If a transfer course has the same title as a course taken at OU, the content of the course must be substantially different to count both for credit. To make this case, the student must provide a syllabus and a letter from the Director of Graduate Studies illustrating the classes covered different content. This letter must be submitted to the Graduate College with the Admission to Candidacy form.

Master's Degree plus Additional Hours Transfer Credits

On occasion the advisory committee may accept some graduate coursework completed beyond the Master's degree. Up to 44 semester hours of a Master's degree program plus post-Master's course work may be applied toward a Ph.D. If students have a second Master's degree, they can transfer up to 14 hours from that degree, as long as the total number of hours transferred from the Master's degree and the post-Master's coursework do not exceed 44 hours. The advisory committee has complete discretion

in determining the number of hours that may be applied to the prospective candidate's Ph.D. program. All graduate hours transferred from other institutions must meet the criteria concerning transfer credit. Any courses taken at the University of Oklahoma which were not part of a completed Master's degree cannot be more than five years old.

Master's Degree Completion

Students accepted into Ph.D. are expected to complete the Master's degree prior to enrolling in the Ph.D. program. If a student fails to complete the Master's degree prior to enrolling in the Ph.D. program in the fall and has not completed the Master's degree by June 1 of the next year, he/she will lose his/her assistantship and tuition waiver and a stop will be placed on their enrollment in the Ph.D. program.

S/U Graded Courses

No more than 18 hours of Ph.D. coursework beyond the Master's (excluding COMM 6980, Research for Doctoral Dissertation) may be graded S/U. Communication courses graded S/U are Independent Study and Research Task Force. Independent Study has a maximum of eight hours, and Research Task Force has a maximum of 15 hours. Students may take more than 18 hours of S/U coursework beyond the 96-hour requirement. Directed Readings is letter-graded, with a maximum of nine hours applicable to the 96 hours required for the Ph.D. degree. Regardless of how many hours of COMM 6980 (Research for the Doctoral Dissertation) are taken, the Ph.D. candidate, must take a minimum of two or a maximum of 15 hours that can be counted toward the 96 hours of coursework required for the Ph.D. degree.

Time Limits for Completion

Ph.D. students who enter the program with a Master's degree are expected to take the Ph.D. general exams during the third or fourth year of enrollment. They must complete this requirement in five years. After passing general exams, a doctoral candidate must complete all degree requirements (writing the dissertation) within five years of the date of the exams. When warranted, the department may extend the time required to complete the doctoral degree for up to one year provided the Graduate Dean is notified in writing. An extension beyond one year requires the approval of the Graduate Dean. Approval of such extension requires the department to certify the student is current in the discipline and it is appropriate for the degree to be awarded. Certification may involve additional coursework or exams.

The department encourages all graduate assistants to take 9 credit hours per semester (i.e., 3 graduate courses) because this allows the graduate student to meet the recommended timetable for their degree program. One's time limit for completion of the degree is calculated based on the earliest course listed.

Standards of Performance

All Ph.D. students are expected to maintain an overall 3.25 GPA in all graduate courses attempted. One grade of C results in a warning letter from the Graduate College. A GPA under 3.00 or two grades of C will put the student on academic probation. Should a Ph.D. student receive two or more C's, an automatic stop will be placed on enrollment. To have this stop lifted, the student must submit a plan for improving his or her performance and petition the Director of Graduate Studies to stay in the program. When a student receives two C's or gives other indications to the advisor of inability to pursue successfully complete the degree, the advisor will call a meeting of the student's advisory committee to determine whether the student should be permitted to continue enrollment in the program. If the student is permitted to reenroll, the student must obtain an overall GPA of 3.0 by the end of 12 hours after the first C. If a student is put on probation for low grades or two C's, the student will have a 12-hour probationary period. The student must not make lower than a B or receive a U during this time. At

the end of the 12-hour probationary period, the student must have raised his or her overall GPA to 3.0. Failure to meet either of these two conditions will result in the student being unable to continue enrollment in graduate classes.

Graduate students can have no more than 3 incompletes (or 9 hours of “I”) in order to retain a graduate teaching assistantship and to attain a satisfactory annual performance rating. Once a student has a 3rd incomplete, they have one semester to remove this incomplete or else jeopardize their annual performance rating and graduate teaching assistantship.

A student admitted conditionally (low grades, course work deficiencies, or incomplete credentials) to the Ph.D. program who does not satisfy the terms specified in the **Statement of Conditional Admission** will be denied further enrollment.

Advising

Ph.D. students entering the department’s graduate program for the first time in the fall term will be advised by the Director of Graduate Studies during the orientation meetings held prior to the beginning of classes. Students entering at other times should contact the Director of Graduate Studies for advising and can also contact the Academic Counselor, with any questions.

The Graduate Committee will assign new graduate students first-year mentors based on their stated interests in their statement of purpose. The goal is that there will be roughly equal distribution of the new students across the faculty mentors from year to year. Graduate students should select their permanent advisor at the end of the first year who may or may not be the assigned mentor. Self-advising is most strongly discouraged, as it often leads to future difficulties for the student.

Permanent Advisor

Students must obtain their permanent advisor from among the department’s graduate faculty. Permission to become a faculty member’s permanent advisee must be secured from the faculty member in question. *Full-time Ph.D. students should obtain a permanent advisor by the end of their first year of enrollment.* Part-time Ph.D. students should secure a permanent advisor by the end of their first twelve hours of course work in the department. The student, advisor, and Director of Graduate Studies must sign the **Request for Appointment of Committee Chair** form included at the end of this handbook and turn it in to the department office for inclusion in the student’s file. The permanent advisor and the student collaborate in selecting an advisory conference/doctoral committee for the prospective candidate typically *by the end of the third semester in the program.*

Committee

The advisory committee consists of a minimum of 3 departmental members and 1 outside member. The advisory committee may be more than 4 members as long as the number of department members outnumbers the members from outside the department. The student must have selected an advisor and committee members chosen prior to the Plan of Study meeting.

The outside member must be at every meeting of the committee throughout the student’s doctoral program as the Graduate College representative. The outside member cannot be from the College of Law, the Health Sciences Center, or be adjunct faculty or retired. If a student’s outside member retires, he or she must be replaced. Students can designate co-chairs, but one person must be designated the primary chair on all paperwork. In addition, the primary chair cannot be an outside member. On thesis/dissertation signature pages, chair and co-chair can both be listed as co-chairs by petition.

Students should offer paper or electronic copies of anything they send to their committee members (e.g., Advisory Conference form, Dissertation proposal, and final dissertation reading copy) to allow the members their preference.

Plan of Study Meeting and the Advisory Conference Report

The first responsibility of the advisory committee is to meet with the student to assist in planning the student's Ph.D. program, taking into consideration the student's strengths and deficiencies and, if necessary, suggesting ways to overcome any deficiencies. **Students should have the plan of study meeting at least by the end of their third semester in the Ph.D. program.** Otherwise, they chance either taking classes that will not apply to their program or that a committee member will request that a student take a class not originally planned, potentially lengthening a student's time in the program.

At the plan of study meeting, the student and his or her committee discuss the ***Report of the Advisory Conference Form*** (ACR; see below). This form lists all the classes a student will apply to his or her Ph.D. program to meet the 96-hour requirement. The committee members decide how much of the Master's program credit can be applied to the Ph.D., with a maximum of 30 hours. They select research methods and determine a tentative calendar for degree completion. The committee must approve all the classes that will apply to a student's Ph.D. program.

Very useful instructions for filling out the advisory conference report and the form itself can be found as a PDF at <http://www.ou.edu/gradcollege/forms> under the Doctoral Student Forms and Documents tab.

After the Plan of Study meeting is held, the student must file the completed ACR with the Graduate College. The advisory committee, advisor, and Director of Graduate Studies must sign the report. If any changes in the student's program become necessary after the ACR is filed, a *Request for Change in Doctoral Advisory Conference Report* must be filed with and approved by the Graduate Dean. The request must be approved and signed by all committee members and the Director of Graduate Studies.

Ph.D. students who continue to enroll in courses not sanctioned by an advisory committee and not listed on their Advisory Conference Report form may find that they have taken courses that will not be accepted by their advisory committee or may be required to take more courses than they planned. This could potentially lengthen the time to their completion of degree. Those courses may also not be covered by a tuition waiver resulting in a tuition bill for the courses.

Plan of Study Meetings will not be scheduled in the summer. Students can plan ahead to avoid summer dates for these activities.

ADVISORY CONFERENCE REPORT (Revised Fall 2017)

Please type all required information. Do not handwrite. When your ACR is approved, your Graduate College counselor will send official notification to your OU email and copy your committee and Director of Graduate Studies.

STUDENT INFORMATION			
Name:	Typical Plan of Study	OU ID:	
Major:		Name of Degree:	
Email:		Phone:	
Previously Awarded Degrees:			

TOOLS of RESEARCH
<i>If your doctoral program requires "tools of research," please list them here.</i>
We do not require any "tools" courses. Research methods are part of the required courses.

COURSEWORK FORMING COMPLETED MASTER'S DEGREE to be APPLIED to the DOCTORAL DEGREE					
Course Prefix & Number	Course Name	Grade	Semester & Year	Semester Hours	Institution
	Generally, MA students will come in with 30-36 hours				
	applicable to the 96 total they need for the Ph.D.				
	Most committees only allow 30 hours.				
				Total Hours:	30

COURSEWORK COMPLETED PRIOR to ADMISSION to the DOCTORAL PROGRAM and NOT PREVIOUSLY APPLIED to a DEGREE					
Course Prefix & Number	Course Name	Grade	Semester & Year	Semester Hours	Institution
	If a student had hours beyond the MA appropriate for				
	consideration, the Department of Communication allows				
	for up to an additional 14 hours or a total of 44 hours				
	from the MA and the post-MA coursework.				
				Total Hours:	

REQUIRED COURSEWORK TAKEN WHILE ENROLLED in OU DOCTORAL PROGRAM					
Course Prefix & Number	Course Name	Grade	Semester & Year	Semester Hours	Institution
	We have 22 hours of required coursework:				
	Comm 5013 Introduction to Graduate Studies			3	
	Comm 5003 Quantitative Research Methods			3	
	Comm 5313 Qualitative Research Methods			3	
	Either Comm 5033 or Com 5323			3	
	Com 6023 Research Task Force			6	
	Comm 6314 History and Theory of Communication			4	
				Total Hours:	25

ELECTIVE COURSEWORK TAKEN WHILE ENROLLED <i>in</i> OU DOCTORAL PROGRAM					
Course Prefix & Number	Course Name	Grade	Semester & Year	Semester Hours	Institution
	We have 33 hours of elective coursework.				
	Students generally take 11 hours of dissertation.				
	Minimum Dissertation hours: 2				
	Maximum Dissertation hours 15				
				Total Hours:	44

SUMMARY of CREDIT HOURS (Typical Example)	
Type of Credit	Semester Hours
Coursework Forming Completed Master's Degree to be Applied to the Doctoral Degree	30
Coursework Completed Prior to Admission to the Doctoral Program and Not Previously Applied to a Degree	-
Required Coursework Taken While Enrolled in OU Doctoral Program	22
Elective Coursework Taken While Enrolled in OU Doctoral Program	33
Dissertation Hours (<i>list total here, do not list with coursework above</i>) (can range from 2-15 hours)	11
Total Hours (all OU doctoral degrees require at least 90 hours)	96

I hereby request approval of my doctoral plan of study as outlined above. I understand that I am responsible for reviewing the policies and procedures governing graduate study at the University of Oklahoma as published in the *Graduate College Bulletin*. I understand that my ACR must be approved before I may apply to take the doctoral general examination. I also understand that I may not enroll in research for the doctoral dissertation before applying to take the general examination.

Student Signature

Date

Date of Advisory Conference

We, the members of the above-named student's advisory conference committee, hereby recommend that the Graduate College approve the doctoral plan of study for this student as outlined above.

Committee Member Names (should be typed or printed)	Signature (must be <u>original</u> ; no exceptions)	Department/Status (e.g., Math/M3)	Expiration Date
Chair: _____		/M3	
Co-Chair (if applicable): _____			
Outside Member: _____			

I have reviewed the above-named student's proposed doctoral plan of study and committee membership and I recommend approval.

Printed Name of Director of Graduate Studies

Director of Graduate Studies Signature

Date

Original signatures are required, from committee, and director of graduate studies. See the Graduate Faculty list at http://www.ou.edu/content/gradweb/faculty_resources/graduate_faculty.html for the status and expiration date of each committee member's OU graduate faculty appointment.

Graduate Student Enrollment in Off Campus Courses

Under normal circumstances, graduate students accepted into the Department of Communication Norman Campus Graduate Program (MA or Ph.D.) should not enroll in Advanced Program or Extended Campus Courses as part of their Plan of Study. One exception to this is if a student enrolled in a degree-seeking program in an off-campus program and later is accepted into a Norman Campus MA or Ph.D. program. Those credits would count the same as if they were taken on campus. A non-degree seeking graduate student enrolled in extended campus classes, who later is accepted into the MA or Ph.D. program, can only include 12 hours of non-degree seeking coursework as part of a plan of study by university policy. Any other exception to take off-campus courses needs unanimous approval by the student's advisory committee, the Director of Graduate Studies, and the department chair.

Change in Committee Membership

A student must complete the *Request for Change in Doctoral Advisory Conference Form* in order to change the chair or any members of the Advisory Committee. If the outside member or the chair (advisor) is being replaced, the student must obtain the signed approval of all original members and all new members on the *Request for Change in Doctoral Advisory Conference Form*. Otherwise, only the chair, new committee member, and Director of Graduate Studies must sign the form. In either case, the form must be filed with and approved by the Graduate Dean. No doctoral committee membership change is allowed within thirty days of the dissertation defense or general exam.

If a member of a student's committee terminates employment with or retires from the university and wishes to continue to serve, that member in consultation with the student must request, in writing, permission from the Graduate Dean. *This does not apply to the outside member, who must be replaced.* If the chair retires, he or she can remain on the committee as a co-chair, and a current member of the departmental graduate faculty must be designated as the other co-chair. The following criteria must be met for a member who is leaving the university to remain on a student's committee:

1. The faculty member must be *willing to consult regularly* with the student, read the student's dissertation, and attend the student's final oral examination. All of these must be accomplished with no cost to the university.
2. The student must have *passed the general examination before* the faculty member leaves the university.
3. The student should be in the *final year* of dissertation research.

General Examination

When all course work listed on the ACR has been completed, the prospective Ph.D. candidate should file a completed **General Exam for the Doctor's Degree** form with the Graduate College. The Director of Graduate Studies must approve any exceptions. Application forms are available online at <http://www.ou.edu/gradcollege/forms>. The form must be turned in **two weeks** prior to the start of the exams. Failure to have authorization prior to the exam will require the exam to be repeated. Individuals must complete both the written and oral exam in the semester in which it is authorized. No Ph.D. general exam may be taken until all "I" (incomplete) grades have been resolved. The exam may not be scheduled during final examination periods or when the doctoral committee cannot be assembled. Most faculty members are on 9-month appointments; therefore, summer examinations will not be scheduled. The student must be enrolled in at least two hours of graduate credit during the semester he or she takes the exam.

After the Graduate Dean authorizes the exam, the student should arrange a time and place for the examination with his or her doctoral committee. There are limited rooms for exams. Rooms are assigned

on a first-come, first-serve basis, so it is *best to schedule it as early as possible*. The student's doctoral committee will prepare and conduct the general examination. The general exam will consist of a written portion followed by an oral portion in the presence of the entire committee.

Topics and hours for the exams are developed by the student's advisor in conjunction with the student. The adviser will send the other members of the student's committee a list of topics and the number of hours allowed for each topic. Once the committee has approved the distribution of hours, the student should meet with each committee member to discuss the exams and receive any reading list that the faculty may wish for the student to review.

The written portion of the exam is divided into two parts. These two parts together must be 16 to 18 hours in length:

1. Students are tested on communication theory and methods with three to four hours of questions for each of these areas. These two sections are closed book.
2. The rest of the exam consists of questions individually tailored for the student, considering his or her area (and sub-areas) of specialty, course work, dissertation topic, etc. The faculty member writing the questions will determine if these are se questions could be open or closed.
3. All portions of the exam will be administered in Burton Hall. Questions will not be provided in advance.
4. The written portion of the exam should be spread over a time period not to exceed two weeks.

Generally, students should orally defend their answers as soon as possible after the faculty have two weeks to read them. Written and orals must be in the same semester. A written report signed by all committee members must be submitted to the Graduate Dean within 72 hours after the oral portion of the exam. The report should indicate whether the student passed or failed the examination. If the student passes the exam, the Graduate Dean will admit the student to candidacy for the doctoral degree. If all or any portion of the general exam is failed, a report must be submitted to the Graduate Dean indicating a failure on the examination. The student, at the discretion of the committee, may seek authorization from the Graduate College to repeat those portions of the exam failed the first time in a following semester.

If a student fails any portion of the general exam on the second attempt, he or she will be terminated from the doctoral program. No portion of the exam may be taken a third time. If a student's performance is marginal, but not failing, and the examining committee wishes the student to complete further readings, course work, investigations, etc., in a set time period, the results of the exam can be held in abeyance with the approval of the Graduate Dean. At the end of the time limit (usually no more than one semester), the committee must file the report with the Graduate College.

The Graduate Dean will investigate any report received in the Graduate College without unanimous vote. The Dean may choose to confer with the dissenting member(s), with the committee chair, or with the entire committee. The course of action taken is dictated by each individual case.

If the authorized general examination is not held, a report indicating the reasons why it was postponed must be submitted to the Graduate College.

General exams will not be scheduled in the summer. Students can plan ahead to avoid summer dates for these activities.

Dissertation Proposal Meeting

At some time, usually near the time of the general exam, the student, in collaboration with his or her advisor, will determine a dissertation topic. Sometime after the general exam is passed, the student submits a prospectus for the dissertation to his or her doctoral committee after approval of the advisor. The committee will meet with the student to discuss the proposed study. The student is required to hold this meeting, and attendance by all advisory committee members is strongly encouraged. These meetings are open so that other interested faculty and graduate students can attend.

When any problems have been resolved to the satisfaction of the committee, the doctoral committee will give the student permission to proceed with the study. The departmental approval document serves as a contract between the student and the committee after the defense of prospectus. (See

Dissertation Proposal Approval Form (p. 65)

Dissertation proposal meetings will not be scheduled in the summer. Students can plan ahead to avoid summer dates for these activities.

Preparation for Dissertation

Once you are in the beginning stages of writing the dissertation, review the [Dissertation Instruction Packet](#). This packet contains important information about research-related issues and copyright, and explains the Graduate College formatting requirements for doctoral dissertations. If your dissertation research may involve human subjects research, animal research, information that is protected from dissemination by applicable law or contract, or intellectual property that may potentially be patentable, you should discuss this with your committee chair as early as possible in the research process.

To obtain a Ph.D. from the University of Oklahoma, any research utilizing human participants must be approved by the University of Oklahoma—Norman Campus Institutional Review Board (OU-NCIRB), ***even if the individual is collecting data from participants at a location other than the University of Oklahoma***. This approval must be obtained ***before*** any participants are recruited or data collected. If the dissertation utilizes participants from any other university or is affiliated with any other university, then permission must be obtained from that university's IRB board as well.

Before one can obtain IRB approval, he or she must complete the Collaborative IRB Training Initiative (CITI), which is required for all investigators. *Students should complete this training before submitting any IRB applications, as otherwise, the applications will be returned.* For further information, see <http://www.ouhsc.edu/irb-norman/training.asp>. If the student plans to utilize the Department of Communication Research Subject Pool, he or she should reference the policies listed in this handbook.

Any graduate student traveling outside of the United States for academic purposes (e.g., research) needs to notify the Graduate College by filing the International Travel For Academic Purposes Form. When a graduate student intends to travel to a country for which there is a State Department warning, the student is required to meet with the Dean of the Graduate College before the trip to discuss the circumstances of the trip and to sign a statement releasing the University from liability.

Enrollment in Research for Doctoral Dissertation

Doctoral students in the Department of Communication may not enroll in dissertation hours until the general examination has been taken and successfully passed. Any exceptions must be cleared with the Director of Graduate Studies. The initial enrollment in COMM 6980 must be for at least two credit hours. Following initial enrollment in COMM 6980, the student must maintain continuous enrollment in at least

two hours of COMM 6980 during each regular spring and fall semester until the degree requirements are completed or the degree candidacy is discontinued. The number of hours for each semester will be determined by the faculty on the basis of the amount of faculty and university services required by the individual student, with a minimum enrollment of two hours. A graduate assistant holding a 0.5 FTE appointment will be required to enroll in at least six hours of COMM 6980 during the fall and spring semesters in order to be considered a full-time student. A student should enroll in summer if doing at least one of the following: 1) Working on the dissertation, 2) Obtaining advice from advisor committee members, or 3) Using facilities of the university, such as the library.

Regardless of the total number of hours of COMM 6980 accumulated while working on the dissertation, no less than two or more than 15 will be counted toward the Ph.D. requirements.

The number of hours of COMM 6980 the student must enroll in the final semester of the degree program, along with the collection of the appropriate fees, is the responsibility of the Graduate College and the Bursar's office.

Reading Copy of the Dissertation/Preparation for the Final Oral Examination

Before defending one's dissertation, one must...

- A. Apply for graduation online by completing the [Application for Graduation](#) to the Office of the Registrar. See the Graduate College Bulletin for deadlines for each semester (current deadline: fall – October 1st, spring – March 1st, and summer – July 1st).
- B. At least **four weeks before** the defense (i.e., 10 business days before submitting the Request for Authority for Dissertation Defense form to the Graduate College):
 - a. Complete the online [Request for Degree Check](#) form.
 - b. **Provide committee members a reading copy of the dissertation.**
 - i. If at least four committee members view the dissertation to be acceptable to proceed with oral defense, proceed with the planned defense.
 - ii. If they reject it, the student will be given another opportunity to submit an acceptable dissertation to the committee.
- C. **10 business days** before the planned defense submit the [Request for Authority to Defend](#) to the graduate college.

In other words, the committee members should have the copies at least a month (20 business days) prior to the scheduled defense date. This is two weeks (ten working days) before he or she plans to turn in the *Request for Authority for Defense of Dissertation* to the Graduate College. This form must be turned in two weeks (ten working days) prior to the actual defense date.

This long lead-time for a defense is designed to protect the student. If the dissertation defense is unsatisfactory then: (a) the committee decision is final and a defense cannot be repeated and (b) the student will be disenrolled from the Graduate College and the student's candidacy for the doctoral degree will be terminated. The one-month lead time allows committee members to read the dissertation prior to turning in the Request for Authority to Defend and allows the defense to be delayed until it is considered defensible by the committee rather than resulting in an unsatisfactory defense. The reading copy should be in an acceptable dissertation format and must include all figures and tables, numbered pages, and a complete bibliography. It should not contain grammatical or spelling errors. Students should consult the [Dissertation Instruction Packet](#) available from the Graduate College.

During the first two weeks after they receive it, all members of the student's doctoral committee read and determine whether the dissertation demonstrates the student's ability to conduct original research and makes a significant contribution to the communication discipline prior to the submission of the Request for Authority to Defend. If they reject it, the student will be given another opportunity to submit an acceptable dissertation to the committee. If they accept it and a degree check indicates that the student has completed all course work with acceptable grades, the student may schedule the final oral examination by turning in the *Request for Authority for Defense of Dissertation* to the Graduate College at least ten working days (two weeks) before the dissertation defense date.

Dissertation Defense

The defense must occur during the semester for which the authorization is given and no later than the last day of class (not during finals week). At least four members of the doctoral committee, including the outside member and the advisor, must be present to conduct the examination. Because faculty members are on 9-month appointments, they are not required to come into the office during the summer months. Therefore, summer dissertation defenses will generally not be scheduled. Under extreme extenuating circumstances it may be possible to schedule a summer dissertation defense if the advisor and all the committee members are willing to do so.

The final oral examination is a defense of the dissertation and is open to the public. The student is responsible for **posting a notice** of the impending dissertation defense several days before it is to occur.

The candidate applies to the Graduate College for the oral defense two weeks prior to the defense using the Request for Authority to Defend form. The candidate will be issued the **Authority Report Form for the Dissertation Defense** by the Graduate College.

After the defense, the Committee must report its decision on the **Authority Report Form for the Dissertation Defense** to the Graduate College within 72 hours after the examination.

A unanimous vote of the committee is expected. However, on occasion some dissenting reports are received. If one member of the committee dissents, the dissent is recognized as a minority report, and the student is still considered to have passed the defense. When there are two dissents, the Graduate Dean will investigate and make the final decision on the student's performance. If more than two of a committee members dissent, the performance will be seen as a failure.

Post-Defense and Graduation

In most cases, even though the student's committee has agreed that the student successfully defended the dissertation, the committee will request a number of changes to the dissertation prior to submitting it to the graduate school. These changes can range from very minor corrections of errors to more substantive changes in such as additional analysis or revisions of the discussion section. These changes will be specified at the defense. Once those changes are approved by the advisor and/or committee, the dissertation is ready for submission.

The instructions for submitting the final dissertation are regularly changed as the process becomes more automated. For example, printed copies are no longer accepted. As of 2018 all dissertations are submitted through the SHAREOK system. Consult with the Graduate College to make sure that you have met all of their requirements for submitting your dissertation and graduating including the submission deadline.

Ph.D. Paperwork and Expected Timetable at a Glance

Step	Due	Required Paperwork
Selection of Advisor	2 nd semester (full time) or equivalent (part-time)	Request for Appointment of Committee Chair (Department Form)
Selection of Committee and Plan of Study Meeting	3 rd semester or equivalent	Report of Advisory Conference (Graduate College)
General Exam	3 rd Year (i.e., 6 th semester)	Application for General Exam for Doctor's Degree (Graduate College)
Admission to Candidacy	3 rd Year (i.e., 6 th semester)	Written report of exam results submitted to Graduate College Dean within 72 hours of oral exam
Prospectus	After completing general exams (i.e., 6 th or 7 th semester)	Form signed by committee members (Department Form)
Planning to Graduate	About midpoint of the final semester	Application for Graduation (Registrar Form)
Submission of Dissertation	Final semester four weeks prior to expected defense date	Complete dissertation correctly formatted to all committee members Request for Degree Check (Graduate College)
Schedule Defense	Final semester two weeks prior to defense date after approval from the committee	Request for Authority to Defend (Graduate College)
Dissertation Defense	Final semester prior to last day of classes	Authority Report Form for the Dissertation Defense
Submit Dissertation	Final semester after successful dissertation defense prior to the submission deadline	Final Copy submitted to SHAREOK system Embargo form (optional)
Cleared for Graduation		Per graduation requests

Annual Review of Graduate Students

In the spring semester The Department of Communication conducts annual reviews and evaluations of its graduate students' progress in meeting degree requirements. The student's Faculty Advisor conducts this review. Participation in this review is mandatory. Failure to participate may result in an unsatisfactory evaluation, which may impede progress to degree completion as well as future Graduate Assistantship positions.

Evaluation Criteria

All aspects of the student's performance are evaluated including but not limited to:

- progress made in completing required course work
- the comprehensive examination or the general examination
- research/creative activity
- the thesis or dissertation
- teaching effort (if a GTA)
- quality of all of these efforts

The review may also encompass the student's teaching or other assignments in the department and his or her broader scholarly capabilities and professional development.

Evaluation Process

- The departmental Academic Counselor will distribute, via OU email, the evaluation form to be completed and return to the Academic Counselor by the date specified in the email.
- The Academic Counselor will distribute the completed forms to the student's Faculty Advisor for review and response. (Forms completed by students who do not have a faculty advisor will be reviewed by the department's Director of Graduate Studies.)
- The Faculty Advisor forwards a copy to the Academic Counselor, who gives a copy to the student. Each student should schedule a face-to-face appointment with his or her Advisor to discuss the annual review. If there are deficient areas, the Advisor will clearly specify what the student should do to receive a satisfactory evaluation.
- When all reviews have been collected, the Academic Counselor forwards one copy to the Graduate College and places a second copy in the student's digital file.

Unsatisfactory Evaluations

- Students who are rated "unsatisfactory" are put on probation. The department monitors the performance of students with an unsatisfactory performance review and conducts a second review at the end of the next semester or designated period.
- If a second review is necessary, the Graduate College and the student are both notified by letter the results of the second review. Based on the second review and the department's recommendation, the Graduate College will either remove the student

from probation, deny the student further enrollment, or continue the student on probation for an additional period. A student who receives an unsatisfactory yearly evaluation for the third time will be denied further enrollment.

- Students can also be placed on probation if they do not maintain a 3.0 as a Master's student or a 3.25 as a Ph.D. student. They will have a probationary period of their next 12 hours of graduate credit. The students must bring up their G.P.A. on all coursework for their particular degree to a 3.0 (or a 3.25 for Ph.D. students) in this time period. If they do not, or they make another grade below a B during this time period, they will not be allowed to continue enrolling in their current graduate program.
- Graduate students can have no more than 3 incompletes (or 9 hours of "I") in order to retain a graduate teaching assistantship and to attain a satisfactory annual performance rating. Once a student has a 3rd incomplete, they have one semester to remove this incomplete or else jeopardize their annual performance rating and graduate teaching assistantship.

Graduate Student Awards and Scholarships

Each year, awards are given for excellent performance by graduate students. The criteria for each award and the procedure for choosing each award are listed below. Generally, first year graduate students are not eligible for the awards because they do not have a long enough record of teaching or research to be considered for the awards. In addition, it is important to note that the financial amount of each award has no bearing on the significance of the award; rather, the amount reflects the endowment associated with the award. We view these awards as celebrations for the success and accomplishments of our students. Plaques in the main office list recent recipients of the awards.

General Criteria for All Graduate Awards

Each year in February, the Graduate Student Awards Committee begins deliberations to select the recipients of each award. There are two additional committees for the two dissertation proposal awards recipients.

- Members of the three committees will consist of volunteers. If there are no volunteers, the chair will appoint committee members.
- All faculty members in the Department of Communication will be eligible to nominate individuals for each award.
- All faculty members will be contacted by the chair of each committee and asked for nominations.
- Faculty members are encouraged to nominate non-teaching assistantships for appropriate awards.
- After nominations are solicited, the chair of the committee will convene a meeting of its members. Each member of the committee will have one vote.

The Ragan-Kramer-Wieder Qualitative Dissertation Proposal Award (since 1998)

The Ragan-Kramer-Wieder Dissertation Proposal Award serves two purposes. First, it honors three long-time faculty members in the department. Two of the scholars have retired, Sandy Ragan (1983 to 2006) and Larry Wieder (1977 to 2005). The third, Eric Kramer, has been a faculty member in the department since 1991. We have honored these three qualitative scholars by giving out this award since 1998. Second, it recognizes the accomplishment of one of our current graduate students for an outstanding qualitative dissertation proposal in the past year. Nominees submitted a copy of their approved dissertation proposals to a committee of the department's current qualitative researchers who selected the most outstanding proposal without seeing the final dissertation.

Source:	Re-endowed by department in 2013: first awarded in 1998
Criteria:	a qualitative dissertation proposal dissertation proposal must be approved by committee advisor must nominate submit proposal only even if additional work is completed one award

H. Wayland Cummings Quantitative Dissertation Proposal Award (since 2004)

The Cummings Dissertation Proposal Award serves two purposes. First, it honors Wayland Cummings who served the department from 1970 to 1994. We have honored Wayland by giving out this award since 2004. Second, the award recognizes the accomplishment of one of our current graduate students for an outstanding quantitative dissertation proposal in the past year. Nominees submitted a copy of their approved dissertation proposals to a committee of the department's current quantitative researchers who selected the most outstanding proposal without seeing the final dissertation.

Source: Endowed by department in 2013: first awarded in 2004
Criteria: a quantitative dissertation proposal
dissertation proposal must be approved by committee
advisor must nominate
submit **proposal only** even if additional work is completed
one award

Graduate Student Teaching Award (since 1978)

The Graduate Student Teaching Award is the most time-honored award in the department having been given out since 1978. Although the nature of the award changed over time, in recent years it has returned to its original purpose. Each year, this award recognizes two graduate teaching assistants (MA or PHD) who have excelled in teaching their classes during their time in the Department of Communication. Seniority can be considered when deciding who receives this award:

Source: Endowed by the department in 2018: first awarded in 1978
Criteria: at least two semesters of course evaluations available (MA or PhD)
high student evaluations for overall teaching effectiveness and/or
other evidence of teaching effectiveness
two awards

Evidence of excellence includes: Teaching evaluations
Letters from students
Participation in teacher training activities
Excellent service as directors for courses

Ralph E. Cooley Memorial Award – Graduate Level (since 1991)

The Ralph Cooley Graduate Student Award is named after Ralph Cooley, who was instrumental in the early development of the International and Intercultural Communication Division of NCA. He taught in the Department of Communication here from the time he earned his Ph.D. in 1972 until his unexpected death in 1982. The award, given out since 1991, recognizes outstanding students in the area of intercultural, international, cross-cultural, or Native American studies. The award recognizes one graduate student and one undergraduate student, who excel in one of these areas.

Source: Endowed by department in 2012: first awarded in 1991
Criteria: research in intercultural, international, cross-cultural or Native
American studies
one graduate student award
one undergraduate student award

Josh Lee Scholarship – Graduate Level (Since 2011)

The Josh Lee Memorial Scholarship is named in honor of former Oklahoma State Congressman and U. S. Senator Josh Lee who was associated with the University of Oklahoma from 1917-1934. His daughter, Mary Louise Symcox, endowed funds to support a bi-annual Josh Lee Lecture Series and the public speaking contest for undergraduate students every semester. Since 2011, the Josh Lee Scholarship has been awarded to honor an outstanding Ph.D. student in the area of political or mass communication.

Source: Endowed by private donations in 2010: first awarded in 2011
Criteria: 2nd or 3rd year student/plan of study filed
research in political/mass communication
one award

Ted Beaird Scholarship (Since 2012)

Ted Beaird served as the Executive Secretary of the University of Oklahoma Alumni Association and Director of the Memorial Union Building from 1926-1950. He was instrumental in organizing the Oklahoma High School Speech League and National Junior College Forensic Association. The original scholarship endowed in 1950 supported students from those two organizations who continued their education at the University of Oklahoma and majored in communication (speech at the time). After those organizations disbanded, the Ted Beaird Scholarship was re-commissioned to honor an outstanding Ph.D. graduate student in communication. The award has been given out since 2012.

Source: Endowed by private donations in 1987: first awarded in 2012
Criteria: 2nd or 3rd year student/plan of study filed
research in any area
one award

Michael Pfau Scholarship (new in 2013)

Michael Pfau was chair of the Department of Communication from 2001 to 2009. He was known for his research on inoculation theory using experimental designs. After his untimely death, friends and family members donated money to honor him. In 2012, his wife helped establish the Michael Pfau Scholarship to support a graduate student whose teaching and research interests are associated with the social influence and interpersonal communication emphasis within the department. The scholarship has been given out since 2013.

Source: Endowed by private donations in 2012: first awarded in 2013
Criteria: 2nd or 3rd year student/plan of study filed
Priority for research in social influence
one award

Priority will be given to students studying social influence and interpersonal communication, but the award may be given to any area within the department

Michael W. Kramer Scholarship (Since 2012)

Michael Kramer became chair of the Department of Communication in 2010. He is known for his research on the socialization/assimilation process in groups and organizations, and leadership and decision making. He uses a range of research methods to explore various topics including volunteers. He and his parents have created this scholarship to support a Ph.D. student whose teaching and research focuses on organizational or group communication.

Source: Endowed by private donations in 2013: first awarded in 2014

Criteria: 2nd or 3rd year student/plan of study filed
Priority for research in organizational/group
one award

Dan and Mary John O'Hair Outstanding Graduate Student Award (Since 2012)

Dan O'Hair was a member of the Department of Communication from 1994 to 2009. He helped establish the Center for Risk and Crisis Management and served as department chair from 1994 to 2000. After leaving for a position as Dean at the University of Kentucky, he used some of his remaining grant funds to endow the Dan and Mary John O'Hair Outstanding Graduate Student. Since 2012, the award has honored a graduate student who excelled in all three areas of teaching, research, and service.

Source: Endowed by private donations in 2011: first awarded in 2012

Criteria: at least a 2nd year student/plan of study filed
excellence in teaching, research, and service

The winner will excel in three areas. Seniority will be considered when deciding who receives this award:

1. Teaching: Evidence of excellence may include:
 - Teaching evaluations
 - Letters from students
 - Participation in teacher training activities
 - Excellent service as directors for courses
2. Research: Evidence of excellence may include:
 - Conference presentations to state, regional, national, and international conferences
 - Submissions and publications in refereed journals or scholarly books.
 - Awards that recognize research, such as at Graduate Student Research Day or from scholarly conferences (e.g., top paper awards).
 - Grants to support research
3. Service: Evidence of excellence can include:
 - Involvement and leadership activities in department level service. (e.g., CGSA, Brown Bags, Student representative on search committee, etc.)
 - Involvement and leadership activities at the university level. (e.g., Graduate Student Senate)
 - Involvement and leadership activities at the discipline level
 - Chairing and responding to conference panels
 - Being a paper reader for conferences
 - Reviewing for journals
 - Leadership positions in discipline, such as Student Section at NCA

Graduate Student Dissertation Grants

This program is designed to promote and support dissertation research for graduate students within the Department of Communication. This program began in the 2011-2012 academic year. In the years since then, we have provided over \$30,000 to support 33 students working on their dissertations with 11 different advisors.

Graduate students who have had their dissertation proposals approved are eligible to apply for a dissertation grant up to \$1000 to assist in conducting their research. The funding must relate directly to data collection or analysis for the dissertation. The expenses can include costs of travel needed to collect data, software or equipment needed to conduct the research, and costs associated with data collection, entry, transcription, or analysis. The grant cannot be used to cover costs associated with attendance at conferences or costs of printing copies of the dissertation.

Each student may only receive funding during one semester in the program. Students who receive the dissertation grant will be reimbursed for documented expenses up to the amount awarded. Eligible expenses may have been incurred either before or after the grant is awarded. In the event that the student has not requested reimbursement after one year, the funding will be forfeited.

To apply, the student must submit three documents to the Department Chair:

1. A letter requesting the funding including a 1-2 paragraph description of the study
2. A detailed budget for expected expenses.
3. A brief letter from the advisor indicating that the proposal has been approved.

Applications may be submitted at any time. Decisions will be announced within a week of the application.

This funding is awarded independently from any dissertation proposal award.

If the funding is going to be used for gift cards given to any participants in the study, there are very specific guidelines that must be followed. Any student planning on using gift cards should check with Kristi Wright before purchasing any gift cards so that the student can be reimbursed.

Graduate Assistantships

A graduate assistant is defined as any graduate student appointed to provide the department with teaching, research, technical, or administrative assistance.

Application Procedures

The graduate student who wishes to be considered for a graduate assistantship in the department should complete the required department application form. All applications are considered for available assistantships. Applicants must have all required enrollment documents submitted by the deadline to be considered for available assistantships.

Initial Appointment Procedures

At some time in early February, the graduate faculty of the department begins to consider the completed applicant files for assistantships. The faculty ranks applicants in order of preference, and the Director of Graduate Studies attempts to secure informal commitments from applicants chosen as soon as possible. When the Department notifies applicants of their appointment in writing, the letter includes an informal contract that the applicant should sign and return to the Director of Graduate Studies. This contract is not legally binding; it is a letter intended to make a moral commitment between the applicant and the department. The official letter offer of any position must come from the Office of the President.

All first-time GTAs must attend a series of mandatory orientation programs in August. This orientation programs include topics such as teaching, Professional Ethics Training for Responsible Conduct of Research, (PET-RCR), diversity training, and other programs that are added or changed from time to time. Training programs are sponsored by various University of Oklahoma departments.

In addition, International GTAs must attend the International TA Orientation Program usually the week before the regular orientation programs. International students' appointments are contingent upon having lawful United States immigration status. It is their responsibility to meet all U.S. immigration requirements—from determining which immigration status is appropriate to following U.S. immigration law and maintaining immigration status. According to federal law, an international graduate assistant must have an immigration status that permits their appointment and that status must be documented for the university. If an international teaching assistant has any questions about these procedures, they should contact the International Student Services Office, 640 Parrington Oval, B.C. Wallace Old Science Hall Rm. 224, Norman, Oklahoma, 73019, (405) 325-3337, iss@ou.edu.

In addition, international students must be certified by the English Assessment department. Please see section for “English Proficiency for International Graduate Assistants” on page 48.

Reappointment of Graduate Students

Each year around February, the assistant to the chair will request that graduate assistants indicate if they plan on returning the following year. Students must be eligible to return based on time in the program (MA less than 2 years of support and Ph.D. students less than 4 years of support), be making satisfactory progress in their program, and have completed their current responsibilities satisfactorily. Students will indicate their plans and rank their preferences for assignments for the following year. Those requests will be considered, but assignments will be made based on the needs of the department.

Stipends for Graduate Assistants

Salaries are paid to graduate assistants in monthly checks, to which standard deductions apply. The graduate assistantship includes a full tuition waiver for fall, spring, and summer given up to the total hours needed for the degree. In the final semester, students can take whatever number of hours they need to remain full time with a full tuition waiver. **The graduate assistant must be enrolled in a minimum of six hours to receive these waivers. The graduate assistant is responsible for all fees.** Graduate assistants with summer appointments are not required to enroll for the summer.

Arrangements for medical insurance, social security, income tax deductions, and any other available benefits should be made in the University of Oklahoma's Human Resource division. Health insurance is provided for graduate students. The university provides coverage for the graduate assistants. They have to pay on their own to include eligible family members. The health insurance starts the first day of employment or as soon as classes start, or the day they sign up for the insurance. Please visit [Health Insurance for Students and Graduate Assistants](#) page at Human Resources for specific details about eligibility, enrollment options, plan details, dental insurance option, and FAQs.

Instructors

In some instances, a graduate student may have already used up his/her years of eligible tuition waivers or may have already completed his/her degree. In those cases, the individual can be hired as an instructor to complete the year or if there is high demand for instruction. The stipend or salary will be the same as the regular GTAs but there will be no tuition waiver included.

Workload for Graduate Assistants

Since the primary purpose of being a graduate assistant is to aid the student in the successful completion of a program, graduate assistants may not be appointed for more than one-half (0.5 FTE) employment without special permission of the Graduate Dean. The department must submit written justification for all appointments greater than 0.5 FTE. No FTE above 0.70 will be approved. International students cannot be hired over 0.5 during fall or spring. International students can be hired up to 0.75 during summer or breaks.

A 0.5 FTE graduate teaching assistantship involves 20 hours per week. Graduate teaching assistants are generally assigned to teach two sections of a lower-division course in communication or the equivalent. The 20 hours includes time spent in the classroom, preparations, and office hours. It is expected that three office hours per week be scheduled for each course taught. Thus, 0.5 FTE GTAs will generally hold six office hours per week.

A syllabus covering the content of certain courses is issued to all instructors at the beginning of the semester. The director of the large section courses (COMM 1113 & COMM 2613) holds regular meetings to facilitate coordination and quality control of the course. Any GTA assigned to teach an alternative course will be under the supervision of a faculty member.

Other duties may be assigned in lieu of teaching. Research assistants' nonteaching duties should occupy approximately 20 hours per week for a 0.5 FTE nonteaching assistantship.

The primary responsibility of the GTA is to the University of Oklahoma Department of Communication. Note that *the Department of Communication will not adjust to a schedule of convenience for the student whose outside commitments conflict with university and department schedules.* If anything interferes

with this primary responsibility, the student's assistantship can be terminated. ***Any outside employment is strongly discouraged.*** If performance issues arise, then a person's assistantship will not be renewed.

Enrollment Load for Assistants

The graduate assistant's academic course load for each term should ensure that he or she is making satisfactory progress toward the degree. The department encourages all graduate assistants to take **9 credit hours in the fall and spring** (i.e., 3 graduate courses) and **6 credit hours in the summer** because this allows the graduate student to meet the recommended timetable for their degree program. The minimum enrollment for fall and spring semesters is six hours. Exceptions to this regulation are very rare and must be approved by the Graduate College Dean.

Termination of Graduate Assistants

Graduate students must meet the general Standards of Performance described above including G.P.A. requirements and limits on incompletes to remain eligible to continue in the program. In addition, if the performance of the graduate assistant does not meet the requirements of the assignment (teaching or research), the Departmental Chairperson, course coordinator, or project director will advise the assistant both orally and in writing. An attempt to work with the graduate assistant in improving his or her performance will be made before the department begins action toward termination. When grounds for termination exist prior to the end of the contract period, notice will be given in writing to the graduate assistant, and a copy of the notice will be sent to the Dean of the College of Arts and Sciences, the Dean of the Graduate School, and the Provost. Procedures for termination are outlined in the university's *Graduate Student Handbook*.

Maximum Number of Appointments to Assistantship

A graduate assistant working toward a Master's degree may not be appointed to an assistantship for more than the number of semesters required to complete the degree, up to, but not to exceed, two years. Students working toward the Ph.D. may not be appointed to an assistantship for more than the number of semesters required to complete the degree, up to, but not to exceed, four years.

Assigning Graduate Teaching Assistantships for Extra Funding

From time to time additional funding for graduate student support occurs. This may be due to factors such as the funding of a research grant, the addition of sections to manage Freshman enrollment with funding from the Dean's office, or money to replace teaching for a faculty member who leaves or is on leave, or an incoming graduate student changing plans, among other reasons. The overall goal when these events occur is to fund as many different graduate students as are eligible and interested to assist them in completing their degrees. When extra funding occurs, the following guidelines will be used to support additional graduate students who are making adequate progress toward graduation:

1. Ph.D. students who have received less than four years of funding.
2. MA students who have received less than two years of funding and Ph.D. students requesting a fifth year of funding (see next section).
3. Students who have already received a .50 assignment.

For Ph.D. students who are being considered for a fifth year of funding, the guidelines are:

1. Graduate students with the skills needed to fill the newly funded position.*
2. Ph.D. students' progress toward graduation (e.g., one who has defended a proposal over one in the same year's class who has not defended a proposal, or one who has passed general exams over one in the same year's class who has not yet taken them).

3. If the previous criteria are equal, students with noticeably higher teaching evaluations.
4. If the previous criteria are equal, students with a noticeably higher GPA.
5. If the previous criteria are equal, the graduate committee and the chair will make a decision based on a holistic examination of the students' vitas.

If all current eligible graduate students have been offered the extra position, individuals who have completed their degrees may be hired as instructors (same pay scale).

*In some instances, previously assigned duties will be changed for other graduate students to accommodate the skills of the additional graduate students. For example, a TA with the appropriate skills to be an RA may be taken out of 2613 and the newly funded graduate student assigned to teach 2613 because he/she does not meet the criteria to be the RA.

English Proficiency for International Graduate Assistants

International students for whom English is a second language must demonstrate oral and written English proficiency before they can be awarded an assistantship involving instruction. This is both a university and state of Oklahoma requirement. Assessment is provided through the Center for English as a Second Language. To qualify for a teaching assistantship, the student must pass a three-part testing sequence at the "instructor" level. Fees for the written exam and the "Speak Test" are charged. **If this affects you, please contact Kristi at 325-3112.** All fees should be paid at OCCE Central Registration.

Quantitative and Qualitative Exemption (or Place-Out) Exam Policy

Ph.D. students who feel that the research methods training they received in their MA program was very strong are eligible to attempt to place out of one of these two introductory methods courses:

1. COMM 5003 Quantitative Research Methods
2. COMM 5313 Qualitative Research Methods

Placing out involves passing (80% or higher) a 3-hour exam prepared and approved by the faculty for the specific course. Placing out of the course does not give the student any credit hours for the course. It simply means that the student can take an advanced methods course instead of the introductory course to meet requirements for the degree.

The following process will be used to administer this policy:

1. During fall orientation, the Director of Graduate Studies will provide incoming students with a copy of this policy. The policy will also be in the Graduate Student Handbook.
2. Students will have until October 1 of their first semester to make a request to place out of the specific course. They must make the request to the Director of Graduate Studies. The request must include an explanation for the request and evidence (e.g., syllabus) of similar course work in the Master's program or the request will be denied.
3. Students must take the exam by November 1 of their first semester.
4. Two faculty members with expertise in the specific method will be selected by the Director of Graduate Studies to independently read and score the exam. The two faculty members will report their scores to the Director of Graduate Studies within one week of the completion of the exam.
5. The Director of Graduate Studies will inform the student as soon as possible of the outcome so that the student may plan their course work accordingly.
6. If the student has placed out of an introductory course, the graduate student and his/her advisor will be responsible for coordinating the paperwork with the Graduate College for substituting the advance course for the introductory course for the required courses on the Plan of Study (Advisory Conference Report).

Department of Communication Research Opportunities Pool

GENERAL SONA GUIDELINES FOR RESEARCHERS

Please note: Guidelines for Students are distributed each semester along with specific deadlines and dates for researchers.

What can I do with SONA as a researcher?

As a researcher, you can use SONA for several things:

- Create studies, allocate timeslots for which participants can sign up, and schedule locations for data collection
- Contact participants anonymously
- Grant credit to participants who have completed your study(ies)
- View available studies at any point during the semester

IMPORTANT: Here are 2 key features of SONA you need to be aware of for your studies.

- 1) ***SONA pre-screen***: this is a general survey that all SONA participants who agree to it see and complete the first time they create/log in for the semester into their SONA account. The pre-screen contains our research pledge which reminds participants about completing studies honestly and by paying attention, demographic questions (age and any others submitted by researchers), and other various questions you can use as eligibility for a study (e.g., “Are you a student athlete?” or “Are you in a romantic relationship?”). You can use participants’ responses to determine eligibility for your study based on various questions. For example, if you are interested in your study being available only to military personnel, then you would select the Military question and the answer “yes”. SONA will then display this study only to those who meet this eligibility (i.e., are student athletes).

When you submit your IRB application indicating that you will be using SONA, please indicate which pre-screen questions you will be using and make sure you use the updated SONA flyer.

- 2) ***Differential credit for online and in-person studies***. In-person studies receives **0.25 SONA credits more** than online studies for the same duration/completion time. Please refer to the Recruitment Protocol document for the exact values of SONA credit.

How do I log in?

Go to <https://ou-comm.sona-systems.com>.

Graduate students: Please email the SONA Administrator (comm.sona@ou.edu) with your name and email address and request a researcher account. You will then receive a username and password that you can use for accessing the system. **Do not** request an account from the SONA homepage, those are accounts for participants/students. If you have already accessed SONA in previous semesters, your login information stays the same.

If you do not recall your password, the right-hand side of the login screen has a “Forgot password?” button that you can click and have it emailed to you again. If you do not recall your login information at all, please email the SONA Administrator (comm.sona@ou.edu).

If this is the first time you are logging in, you will be prompted to update your profile. You should change your password at this point. If you wish to receive emails from the system at a different email address than the one listed, simply specify a new email address. Please **add your office number** and (if you have one) **a telephone number where participants may call you** if needed during data collection.

How do I add a study?

Types of studies:

- Standard study: an in-person one-phase study that is scheduled to take place at a specific date and location.
- Two-part standard study: an in-person two-phase study that is scheduled to take place at specific dates and times.
- Online external study: an online study hosted on Qualtrics (or any other platform).

Some things to remember based on the type of study you will be running:

- For two-phase studies participants are required to sign up for both phases at the same time to minimize the possibility that they will forget to sign up for Phase 2 after they’ve completed Phase 1. Each phase can have a different duration, location, or credit value (but must be consistent with your IRB).
- If a participant cancels his/her sign-up for Phase 1, the system will automatically cancel his/her sign-up for Phase 2. If a participant cancels Phase 2 after participating in Phase 1 and later wishes to participate in Phase 2 again, you need to manually sign-up this participant.
- If you grant a “No-show” to a participant for Phase 1 (i.e., the person did not show up for the study), participant’s Phase 2 sign-up will **not** be automatically canceled, but you get a reminder if you want to cancel it.
- Online studies **cannot** be set up as a two-part study. If you need to do that, create two separate studies and add participating in the first one as a requirement for participation in the second one.
- Online studies can have one timeslot for which you specify the maximum number of participants you want to collect and the last day for data collection. Or, you can add several timeslots gradually for which the number of participants totals your approved IRB maximum number (e.g., one timeslot for 500 participants, or one timeslot for 100 participants, then another one for 100 participants when the first fills up, and so on until you reach 500. The advantage of this latter method is that you can grant credit partially through data collection for those participants who’ve completed the study rather than waiting until all participants have finished).

Step-by-step guidelines for adding a study

Select the Pre-screen restrictions (red button in the upper left corner). Then select which questions from the departmental pre-screen you wish to use for your study and which answers. You MUST use the Age question and select only those who are 18 already as participants in your study.

Next, go through the field in the Study Information setup, as follows:

Field	Explanation
Study Name	A short name for the study, up to 100 characters in length. This name will appear in the list of studies participants can see.
Brief Abstract	Leave this blank.
Detailed Description	This is a detailed description about the study, up to 15,000 characters. This description appears when a participant clicks on the study to get more information.
Eligibility Requirements	If there are any restrictions on who may participate, list them here. Otherwise, leave the field as-is. Note that the restrictions are listed but the system doesn't enforce them.
Duration	The amount of time, in minutes, that the study is expected to take. If you are setting up a 2-part study, then this setting applies to the first part of the study.
Credits	Enter the amount of SONA credits participants can expect to receive for participation. You can enter any value from 0 to 4, in 0.25 increments. If you are setting up a 2-part study, this is the value for the first part of the study. After a study has sign-ups, you may not change the credit value of the study. You may grant variable credit to participants, from 0 to 2 times the listed credit amount.
Preparation	Enter any advanced preparation a participant must do (e.g. "bring headphones"). If there are no preparations, leave this field as it is.
Researcher(s)	Select the researcher for this study. Your name will automatically be selected. You can specify multiple researchers for a study. If you do that, each researcher has full control over the study.
IRB Approval Code	Enter the IRB approval code here. This field is displayed to the administrator to help that person keep track of studies.
IRB Approval Expiration Date	Enter the IRB expiration date. You must provide a valid expiration date. If your study IRB does not have an expiration date on it, enter one year from your approval date in this space.

	You cannot add new timeslots to take place after the IRB expiration date. You may not make a study active if the IRB approval has expired. Only the administrator can change the IRB approval expiration date, once it has been entered.
Active Study?	Select Yes if this study is in progress. You must select Yes and the study must be Approved if you want the study to show up to participants so they can sign up for it.
Pre-Requisites	<p>If there are studies a participant must participate in before participating in your study, choose them here. You may select multiple studies, and on most systems, you hold down the Ctrl key and click the desired studies.</p> <p>You may specify that participants must have participated in <i>all</i> of the studies you specify, or <i>at least one</i> of the studies specified.</p>
Disqualifiers	If there are any studies a participant must <i>not</i> have participated in, please select them here. You may select multiple studies.
Course Restrictions	If you would only like participants enrolled in certain courses to participate in your study, select the eligible courses here. You may choose No Restrictions if you would like to make the study available to participants in all courses.
Invitation Code	<p>If you would like to have a special sign-up password for this study, enter it here. This is known as an invitation code, and applies just for this study. Participants must know the invitation code to sign up for this study.</p> <p>If you do not need an invitation code, leave this field blank.</p>
Is this a web-based study?	Yes or No will be already selected based on the type of study you've selected.
Study URL	For online studies: Enter the URL for your study (Qualtrics survey link).
Participant Sign-Up Deadline	Enter the deadline, prior to the study, by which participants may sign up, in whole hours (e.g., 24 hours before the study is to occur).
Participant Cancellation Deadline	<p>Enter the deadline, prior to the study, by which participants may cancel their existing sign up, in whole hours (e.g., 18 hours before the study is to occur). Generally, the cancellation deadline should be shorter than the sign-up deadline, so participants can easily cancel an accidental sign-up.</p>
Should the Researcher receive an email notification when a participant signs up or cancels?	<p>If set to Yes, the researcher for this study will receive an email notification whenever a participant signs up, or cancels their sign-up, for this study. Emails are sent to all researchers specified for the study, unless a specific researcher is assigned to the timeslot about which the email notification is being sent.</p>

Researchers at Timeslot-Level	If set to Yes, it will be possible (but not required) to assign a specific researcher (from the list of researchers for the study) to a timeslot. If set to No, then it is assumed that all researchers (assigned to the study) are responsible for all timeslots.
Can a participant sign up for this study more than once?	If you would like to allow participants to sign up (and receive credit) for your study more than once (at different times), choose Yes. Otherwise, choose No. If No is chosen, participants may only sign up for the study more than once if they previously failed to show up for the study (a no-show).
Shared Comments	This is an optional area where you may enter any comments or notes about the study, which are visible to any researchers in the system, but not to participants.
Private Comments	This is an optional area where you may enter any comments or notes about the study, which are only visible to the researchers for this study .
Research Alternative?	Default set to No.
For two phase-studies	
Is this a 2-part study?	Yes would be already selected if this portion of the setup menu appears.
Credits, Part 2	Enter the number of credits or compensation for phase 2 of the study.
Part 2 Duration	The amount of time, in minutes, that part 2 of the study will take.
Part 2 Scheduling Range	Specify the number of days (as a range) after part 1 is scheduled, that part 2 should be scheduled. Examples: Let's say Phase 2 is one week after Phase 1. When scheduling, enter 7 to 7 under scheduling range. Let's say Phase 2 is one to two weeks after Phase 1. When scheduling, enter 7 to 14 under scheduling range.
Part 2 Scheduling Leniency	In some cases, you may want to ensure that the participant schedules the second part of the study to take place at exactly the same time (on a different date) as the first part. If so, choose Yes for this option. If there is some flexibility so they can sign up for any time within the Part 2 Scheduling range, choose No for this option.

Once you've completed all the above fields, click "Add This Study."

Next, send a separate email to comm.sona@ou.edu to get your study approved. Include your IRB approval letter and your IRB **approved** SONA recruitment flyer (you will need to download this from your approved documents in IRIS). Note that if you use the "Send request" tab in the SONA setup menu, you can only attach one document or all documents as a .zip file.

How do I make any changes to my study?

Go to "My Studies" tab. You will see a list of your active studies. To the right of the study name, click on "Study Info." In the new layout window, in the bottom left corner, locate the link that says "Change Study Information." Note that some changes may not be possible if a study has participants signed up.

How do I make a study inactive/invisible?

To make a study inactive go to "My Studies" > "Study info" > "Change Study Information" and change "Active study?" to No.

How do I create or modify timeslots?

Timeslots are the available times when participants can complete a study. Timeslots allow you to specify a date, time, location where the study occurs and maximum number of participants (for in-person studies) or the maximum number of participants and the deadline for completion (for online studies).

To create a timeslot, go to "My Studies," then select the link "Timeslots" that appears to the right of the desired study's name. Then click on "Add a Timeslot" on the red button located towards the top right section of the timeslot menu. All fields must be completed when adding a timeslot.

To modify or delete a timeslot, choose "My studies: then "Timeslots" for the desired study. Select from the timeslots listed the one you wish to modify by clicking the red button labeled "Modify" to the right of the timeslot in question. You will not be able to delete a timeslot if it has participants signed up for it, but you can change the maximum allowed number of participants for that timeslot.

How do I manually sign-up a participant?

You can manually sign-up participants for a study that is in progress or that has already passed or that has certain pre-requisites. Find the study and the timeslot for which you want to add the participants, then click "Modify." At the bottom of the page (under all the sign-ups), you should see a "Manual Sign-Up" option. You can use the participant's username (ignore the text saying email in that box) or the participant's SONA identity code (recommended) and click "Sign-Up". On the confirmation page, click "Sign Up" again.

Note that adding a participant to an already full timeslot is not possible. You need to manually increase the timeslot's maximum number of participants and then sign up the participant.

How can I cancel a participant's sign-up?

You can manually cancel a participant's sign up (only if credit has not already been granted). Find the desired study, timeslot, and participant (identity code), and click the red "Cancel" button underneath the participant's SONA identity code.

How do I view who has signed up for my study? (in-person studies only)

You can view and print a list of participants' identity codes. Go to "My Studies," then click on "Timeslots" to the right of the study's name. On the new screen, towards the top right corner, click the red button labeled "View Printer-Friendly List of Sign-Ups."

How do I grant credit?

As a researcher, you are responsible for granting credit promptly (**within two weeks after your study's deadline or within 24 hours after the deadline for the semester**) to participants following their completion of the study. If a study is scheduled to last for several months, try to grant credit throughout to those who have completed the study already or notify participants of when they can expect credit to be granted (e.g., you can include that information in the description of the study on SONA).

Some options:

- You can enter variable amounts of credit (from 0 to 2 times the posted amount), depending on circumstances. ***If you deviate from the posted credit in the study description, please add a comment explaining the deviation.***
- You can mark participants as "Unexcused no-show" (if the person has not shown up for the study) or "Excused no-show" (if the participants has notified you about not being able to show up).

You have several options for granting credit:

1. If you want to grant all participants who signed up for the study the same amount of credit, you can do so in a batch.
 - a. In the SONA home interface go to "Uncredited Timeslots."
 - b. At the bottom of the screen there is an option to "Mark all grant credit." Select it.
 - c. If you have to go back and mark some participants as a "no-show" do that.
 - d. Click grant credits. Participants will receive an email that credit has been granted.
2. If your IRB permits it and you want to grant variable amounts of credit (i.e., less than the posted amount), you will have to go through all the sign-ups manually.
 - a. Go to "Timeslots."
 - b. Next to the specific timeslot for which you want to grant credit, click on "Modify." A list of participants (identity codes) who have completed the study and are awaiting your action will appear. The identity codes are listed in ascending order.
 - c. Go through the list and select your desired option for each participant. Under "participated" you can modify the credit value.

- d. Add a comment in the right-hand box for “Comments” to explain the reason for granting partial or zero credit.
- e. Once finished, click “Update Sign-Ups” to save your changes. Participants will receive an email that credit has been granted.

Note for online studies: If a participant has signed up for the study but does not seem to have completed it, ***please grant zero credit and add a comment instead of marking the participant as a “No-show.”***

3. For online studies, SONA integrates with Qualtrics to grant credit automatically after a participant has finished completing the study on Qualtrics. You need to configure the system for this option by adding a special code to your survey URL. Note that you cannot grant partial credit this way and you would need to go back manually to change a participant’s credit if the data he or she has provided is unsatisfactory (I would strongly recommend against changing credit after it has initially been granted). Please email the SONA Administrator if you wish to learn more about this option.

If you have uncredited timeslots older than two days, the system will warn you every time you login and send you reminder emails. You can view these timeslots by clicking “My Studies” > “Uncredited Timeslots.”

How do I contact participants?

If you want to email a particular participant who has signed up for a study, click “Contact” underneath a participant’s identity code. To email all participants who have signed up for the study, click “Contact All Participants” at the bottom of the “Modify” timeslot page. To contact only some participants (e.g., those who were marked as a no-show, or are awaiting action), go to “My studies” then click on the desired study’s name, then click on “Contact participants” in the bottom left corner of the screen. A menu allowing you to select which participants to contact will appear.

How do I save my records?

At the end of data collection or at the end of a semester, it is recommended that you save a copy of your records. Print or take a screenshot of the study info configuration (make sure all the info is captured on the screen). Also print or download a copy of your administered timeslots. You can print or take a screenshot of each timeslot or you can download the list of participants by going to “Study Menu” and selecting “Download Participant List.” Note that this latter option will not separate participants based on timeslots.

Who can I contact if I have any questions?

If you need assistance with your SONA researcher account or have any questions pertaining to SONA, email your SONA administrator at comm.sona@ou.edu.

Recommendations for conducting research

- ❖ In an effort to train all our participants to enter their correct SONA ID number when completing questionnaires (especially online ones),
 - place the SONA question at the beginning of the questionnaire, right after the consent form
 - make it a forced response question
 - add a content validation to the question: response should be a number between 2,000 and 50,000
 - use the following language for this question

Question text:

What is your SONA ID (identity code)?

This is a 4 or 5 digit unique number that you were assigned when creating your account.

Please make sure you enter it here correctly, if you enter some other ID I/we cannot grant you credit.

If you do not know your SONA ID, login to SONA, go to "My Profile," and find this number in the "Identity code" field.

- ❖ When completing your IRB, complete and include the recruitment flyer with your submission even if you do not intent to post a physical copy of the flyer on the Burton Hall bulletin board. This flyer mimics the SONA interface and gives the IRB the necessary info about recruitment.
- ❖ When completing your IRB, if you want to be able to grant variable credit (e.g., zero credit or partial credit for some participants), include language along the following lines in the consent form you submit:

Compensation:

Genuinely completed questionnaires will receive ____ SONA credits. Please note that incomplete questionnaires, those completed in a rush (i.e., finished significantly faster than the average completion time for the study, or completed with serial responses, such as 4,4,4, or 6,6,6, or those that have failed verification questions, if included) may receive partial or zero credit.

To determine completion times, calculate the average completion time for finished surveys and the standard deviation from the mean. Examine which responses fall outside one or two standard deviations from the mean.

Graduate Courses

5003 Quantitative Research Methods. Prerequisite: Successful score on a proficiency test in statistics administered during new graduate student orientation (deficiency remedied via completion of COMM 3113 or equivalent during the first semester of graduate work at OU). Introduction to social-behavioral science processes of inquiry about human communication phenomena. Examines the relationship of theory and method, looks at various research paradigms and designs, and provides an introduction to descriptive and inferential statistics. (Sp)

5013 Introduction to Graduate Study. Prerequisite: graduate standing or permission. Traces the development of research and professions in communication, providing an integrative conception of the discipline and an introduction to research and theory formulation. Students are exposed to those skills critical to success in graduate training in communication. (F)

5023. Introduction to Quantitative Research Methods. Prerequisite: graduate standing. Introduction to social-behavioral science processes of inquiry about human communication phenomena for graduate students not pursuing a Ph.D. Examines the relationship of theory and method, between research paradigms and designs, and provides an introduction to descriptive and inferential statistics.

5033 Advanced Statistics. Prerequisite: permission of instructor. Advanced statistics covering topics which include: ANOVA, ANCOVA, MANOVA, multiple regression, path analysis, and confirmatory and exploratory factor analysis. (F)

5043 Organizational Research Practicum. Prerequisite: graduate student major who has completed two-thirds of the communication courses required for graduation, plus permission. Applicants must have an overall grade point average of 3.25 or higher. Provides practical research experience in an organization. Student adviser and organization's sponsor must agree through a written contract about the goals, plan, and activities associated with the research project. (Irreg.)

5053. Introduction to Qualitative Research Methods. Prerequisite: graduate standing. Introduction to various qualitative methodological strategies used in the social sciences for students not pursuing a Ph.D. Examines the relationship of method and theory and the process of collecting, coding, and analyzing data. (F, Sp, Su)

5113 Nonverbal Communication: Theory and Research. Prerequisite: graduate standing; 5003 or permission. Studies social-psychological and linguistic-ethological approaches to nonverbal communication research and theory building. (Irreg.)

5213 Interpersonal Communication. Prerequisite: graduate standing or permission. Studies the research and theories in interpersonal communication with emphasis on dyads and small groups, public address, message analysis and nonverbal communication. (Irreg.)

5223 Historical Development of Communication Theory. Prerequisite: graduate standing or permission. Presents the evolution of communication theory from ancient rhetorical traditions of Aristotle and Plato to World War II. Emphasis is given to both the constant and the changing elements of communication theory from the ancient to the modern era. (Sp)

5233 Communication and Social Change. Prerequisite: graduate standing or permission. Studies alternative theories of social change, both historical and modern, with emphasis on the role played by communication at the interpersonal, group and social levels. (F)

5243 Language Perspectives of Communication. Prerequisite: graduate standing or permission. Investigates the role of language behavior research, epistemological foundations, linguistics, speech act theory, sociolinguistics, psycholinguistics and ethnomethodology. (Irreg.)

5253 Cross-Cultural Communication: Theory and Research. Prerequisite: graduate standing or permission. Study of theory of cross-cultural communication with special attention to language, stereotyping, perception, role, power and nonverbal communication as such variables operate in cross-cultural situations. (Irreg.)

5263 Health Communication. Prerequisite: graduate standing or permission. A broad overview of theoretical and applied approaches to health communication. Students are exposed to a variety of health communication topics including doctor-patient communication, health information campaigns, mass media influences on health, role of culture in health and disease, health care organizations, and group influences on well-being. (F)

5313 Qualitative Research Methods (Cross-listed with Sociology 5313). Prerequisite: graduate standing. Survey of different qualitative methodological strategies used in the social sciences to collect, code, and analyze information. (Sp)

5323 Advanced Qualitative Research (Cross-listed with Sociology 5323). Prerequisite: 5313. Designed to immerse students in the actual experience of conducting qualitative research in the field. Emphasis on participatory observation, ethnographic research, and textual analysis. (F)

5333 Organizational Communication. Prerequisite: graduate standing. Focuses on the communication environment of organizations, both internal and external, emphasizing implications of organizational designs for communication, communication principles to motivate employees, and the role of communication for productivity and the quality of life. (Irreg.)

5353 Conflict Management. Prerequisite: graduate standing. Examines theory and research about conflict management in various communication contexts. Takes a social scientific approach to conflict management with emphasis on cognitive processes, affective systems, interaction sequences and strategies and tactics related to how people negotiate the meaning and management/resolution of conflict. (Irreg.)

5363 Communication and Technology. Prerequisite: graduate standing or permission. Provides a comprehensive overview of emerging technologies (e.g., teleconferencing, electronic mail, videotext, electronic bulletin boards, telecommuting, distance education, media richness, voice messaging, invisible technologies, etc.) and analyzes some of the social and behavioral effects of these technologies on human interaction in interpersonal, organizational, small group, and international contexts. (F)

5373 Communication and Leadership. Prerequisite: graduate standing. Examines theory and research related to the philosophy and behaviors associated with leadership communication in various contexts. Emphasis placed on unique aspects of messages as individuals enact leadership roles. Scholarship from several areas of the social sciences will be considered, but communication theory will be given primary emphasis. (F)

5383 Survey of Political Communication (Cross-listed with Political Science 5383). Prerequisite: graduate standing. Embraces the premise that meaningful democracy requires an effective political communication system. Examines some of the tensions between the requirements of democracy and the forms of communication that have emerged to meet them, exploring the roles of political leaders, citizens, and the media in the evolution of a democratic political information system. (Irreg.)

5393 Risk Assessment and Communication. Prerequisite: graduate standing. The term “risk communication” refers to a body of knowledge and a set of practical skills that can be used in characterizing and managing issues, disseminating information, and communicating effectively in crises or emergency situations. Principles of risk communication are derived from social science research, psychological and communication theory, and experience of professionals who have addressed real-world risk communication issues. This course examines key concepts of risk communication, investigates

risk communication theories and approaches as well as implements practical application in learning about communicating in risk situations. (Irreg.)

5453 Social Influence. Prerequisite: graduate standing. A social scientific approach to the study of influence (persuasion), emphasizing scholarship drawn from speech communication, mass communication and social psychology. (F)

5553 Survey of Communication Campaigns. Prerequisite: graduate standing. Theory and research about persuasive communication campaigns which involve conscious sustained communication efforts designed to influence the thinking, feelings and/or behaviors of targeted receiver groups. (Sp)

5810 Special Topics in Communication. 1 to 4 hours. Prerequisite: junior standing and permission of instructor. May be repeated with change of content; maximum credit nine hours. Topics will vary and are intended to acquaint the graduate communication major with specialized study involving communication theory, methodology and research. (F, Sp, Su)

5960 Directed Readings. 1 to 3 hours. Prerequisite: 12 hours of graduate work in communication and permission of instructor. May be repeated; maximum credit, six hours for the master's degree and nine hours for the Ph.D. Intensive survey of the literature in a selected area of communication under the direction of a graduate faculty member. (F, Sp, Su)

5970 Seminar. 1 to 3 hours. Prerequisite: graduate standing; others vary by topic. May be repeated with change of content; maximum credit nine hours. Varied special topics in communication.

5980 Research for Master's Thesis. Variable enrollment, two to nine hours; maximum credit applicable toward degree, four hours. (F, Sp, Su)

5990 Independent Study. 1 to 3 hours. Prerequisite: Graduate standing and permission of instructor. May be repeated; maximum credit nine hours. Contracted independent study for a topic not currently offered in regularly scheduled courses. Independent study may include library and/or laboratory research and field projects. (Irreg.)

6013 Special Problems in Communication Research. Prerequisite: graduate standing; 5003 and permission. Other preparation may be needed for enrollment in particular sections. May be repeated with change of topic. Explores special issues and problems in communication research which characterize areas of specialty in communication, including social and mass communication, evaluative techniques and rhetorical criticism. (F, Sp)

6023 Communication Research Task Groups. Prerequisite: graduate standing; 5003 and permission. May be repeated; maximum credit 15 hours. Designed to explore numerous topics in communication study, including the development and execution of research in communication. (F, Sp)

6233 Small Group Processes. Prerequisite: 5003 and 5323 or permission. Considers current status of small group theory and research, emphasizing leadership. Includes both the development of a tentative theory of leadership and the application of small group theory to the process of decision making. (F, Sp)

6314 History and Theory of Communication. Prerequisite: 5003, 5013, and 5313 or permission of instructor. Presents the evolution of communication theory from ancient rhetorical traditions to the present. Topics covered include: classical origins of communication; enlightenment contributions to theory; interdisciplinary roots of communication study; and contemporary theories of communication. (Sp)

6323 International Communication. Prerequisite: graduate standing or permission. An interdisciplinary survey of theory and research pertaining to issues of mass media and information and communication technologies and their interaction with culture, identity, politics, and ethics. (Irreg.)

6373 Seminar in Mass Communication. Prerequisite: 5343 or permission. May be repeated with change of topic; maximum credit nine hours. Variable content seminar. Considers differing topics in contemporary mass communication theory and research. (Sp)

6413 Interethnic Communication Seminar. Prerequisite: graduate standing or permission. An interdisciplinary survey of theory and research pertaining to issues of interethnic/interracial communication. Specific verbal and nonverbal communication behaviors are examined in conjunction with salient contextual factors of the macro-societal, situational, and psychological milieu surrounding the communication process. (Irreg.)

6423 Communication in Health Organizations. Prerequisite: graduate standing. Examines delivery and exchange of messages within health organizations with emphasis on conflict, bargaining, and negotiating, communication networks and environments, virtual systems of communication, etc. (Sp)

6433 Seminar in Intercultural Communication. Prerequisite: 5003 and 5253 or equivalent or permission. Studies communication across cultural boundaries with emphasis on comparative analysis of communication systems of various cultures, factors involved in predicting intercultural communication patterns and effects, and the role of communication in cultural and technological development. Special attention is given to communication problems between subcultures in American society. (Irreg.)

6453 Seminar in Social Influence. Prerequisite: 5453 or permission of instructor. May be repeated with change of topic; maximum credit six hours. Seminar on specialized topic in social influence. Content focus varies with instructor. (Sp)

6463. Media and Political Behavior. Prerequisite: graduate standing. Examines the interplay of mediated communication and political behavior. Focuses on individual-level psychological processes that shed light on how news, political campaigns, new media, and entertainment programming may influence socialization, attitude formation, political decision-making and participation. (Irreg.)

6473. Communication and Public Opinion. Prerequisite: graduate standing. Focuses on how collective and individual opinions are formed, communicated, and deployed to make decisions. Examines different conceptions of public opinion, such as the aggregation of individual citizens' opinions, the development of shared values and beliefs, and the active negotiation of opinion in the public sphere. (Irreg.)

6483. Media and Civic Life. Prerequisite: graduate standing. Focuses on the relationship between media and civic life, including campaigns and engagement in the electoral arena, as well as broader perspectives of life as part of the general body politic. Examines the changing news and media landscape, including the affordances and limitations of contemporary and emerging communication platforms in democratic politics. (Irreg.)

6493. Seminar in Interpersonal Communication. Prerequisite: graduate standing. May be repeated once with change of content; maximum credit six hours. Seminar on a specialized topic in interpersonal communication. Content focus varies with instructor. (Irreg.)

6523. Health, Culture, and Communication. Prerequisite: graduate standing and permission of department. Examines the complex definitions and dimensions of culture and the various pathways in which culture can shape patients' illness experiences and providers' behaviors. This course focuses on three general areas: culture and health behaviors; healthcare delivery in cross-cultural contexts, and minority health. (Irreg.)

6563. Structural Equation Modeling. Prerequisites: graduate standing and COMM 5033. Introduction to the analysis of covariance structures. Topics covered include confirmatory factor analysis, structural equation modeling, multi-group analyses, and latent means models. (Irreg.)

6573. Social Network Analysis. Prerequisites: graduate standing and COMM 5033. Reviews theoretical, conceptual, and analytic issues associated with network perspectives on communicating and organizing. The course will review scholarship on the science of networks in communication, economics, organizational science, public health, political science, psychology, and sociology, in order to take an in-depth look at theories, methods, and tools to examine the structure and dynamics of networks. (Irreg.)

6960 Directed Readings. 1 to 3 hours. Prerequisite: graduate standing or permission of instructor. May be repeated; maximum credit six hours. Directed readings and/or literature review under the direction of a faculty member. (Irreg.)

6970 Seminar. 1 to 4 hours. Prerequisite: graduate standing, permission of instructor. May be repeated with change of topic; maximum credit 15 hours. (F, Sp, Su)

6980 Research for Doctor's Dissertation. 2 to 16 hours. (F, Sp, Su)

6990 Independent Study. 1 to 4 hours. May be repeated; maximum credit eight hours. An individual course of intensive study with the area and problem to be determined by the student and the instructor responsible for supervising the study. (F, Sp, Su)

You may want to familiarize yourself with the particulars of the
Provost's Academic Integrity Home Page
(<https://integrity.ou.edu/>)

Request for Appointment of Committee Chair

I, _____ request that

Dr(s). _____ be appointed as

the chair (co-chairs) of my committee.

I am (circle one)

Master's student (thesis track)

Master's student (non-thesis track)

Doctoral student

Student's signature

Date

Prospective (Co-)Chair signature

Date

Prospective Co-chair signature

Date

Director of Graduate Studies signature

Date

**Please return to the Academic Counselor, in 110 Burton Hall.

Dissertation Proposal Approval Form

Department of Communication
University of Oklahoma

Student's Name

Student Number

Title of the Proposal

Date of Meeting: -

The above-named student has held an oral proposal defense with the following outcome:

_____ approved to proceed with the study as written (minor changes)

_____ approved to proceed with the study with changes listed on the attached sheet

_____ approved pending resubmission with changes listed on the attached sheet

_____ not approved

Signatures of Doctoral Committee Members

Chair

Member

Member

Member (if applicable)

Outside Member

Submit to the Director of Graduate Studies and Departmental Advisor

Director of Graduate Studies

Deadlines and Forms for Graduate Programs

For latest updates, visit: http://www.ou.edu/content/gradweb/student_resources/deadlines.html

Norman Campus Master's Forms:

http://www.ou.edu/content/gradweb/academic_programs/masters_degree/norman.html

Advanced Programs Master's Forms:

http://www.ou.edu/content/gradweb/academic_programs/masters_degree/ap.html

Doctoral Forms:

http://www.ou.edu/content/gradweb/academic_programs/doctoral_degree/norman.html

Master's Degree Deadlines (approximate dates, see above links for exact updates)

Final day to:	Spring	Summer	Fall
file <i>Program of Study</i> in the Grad College	October 3	March 6	April 3
file for graduation*	February 15	June 1	September 15
file <i>Authority for Thesis Defense</i> in Grad College	April 28	July 18	December 1
complete master's non-thesis examination	May 5	July 25	December 8
hold thesis defense	May 5	July 25	December 8
deposit thesis in the library	May 12	August 1	December 15
	Spring	Summer	Fall

Doctoral Degree Deadlines (approximate dates, see above links for updates)

Final day to:	Spring	Summer	Fall
apply for doctoral general examination	January 27	June 16	September 1
File for graduation*	February 15	June 1	September 15
submit <i>Request for Degree Check</i> online	April 7	June 27	November 10
file <i>Authority for Dissertation Defense</i> in the Grad College	April 21	July 11	November 22
complete doctoral general examination	May 5	July 25	December 8
hold dissertation defense	May 5	July 25	December 8
deposit dissertation in the library	May 12	August 1	December 15

*The [Application for Graduation](#) is now available online.

Students who do not apply for graduation will not be cleared for graduation.

Norman campus and Advanced Programs students are **not** required to pay a fee when applying for graduation.

Students who plan to participate in commencement or convocation ceremonies may purchase caps, gowns, and other graduation gear from the OU bookstore.

Please note that the Department of Communication does not hold general exam and thesis/dissertation defense in the summer session.

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Useful Contacts Outside the Department of Communication

What?	Who?	Where?	How?
Add/Drop	Graduate College	Robertson Hall	325-3811
Academic Records	Records	Buchanan Hall (Third floor)	325-4147
Enrollment	Registration	Buchanan Hall (Second floor)	325-3527
Financial Aid	Financial Aid	216 Buchanan Hall	325-4521
Parking Permits	Parking & Transit	1332 Jenkins Avenue	325-3311