



IUP Graduate Handbook

Media and Communication Studies, Ph.D.

Department of Communications Media

Handbook Updated June 2022

Table of Contents

Introduction.....	1.....
IUP's Civility Statement.....	1.....
Affirmative Action.....	1.....
Title IX Reporting Requirement.....	1.....
Student Conduct and Student Rights.....	1.....
Department of Communications Media.....	1.....
Mission Statement and Program Objectives.....	2.....
Scholarly Participation.....	3.....
Facilities.....	3.....
MCOM Faculty.....	3.....
Admission.....	6.....
Financial Assistance.....	6.....
Graduate Assistantships.....	6.....
Teaching Associates.....	7.....
SGSR Fellowship Awards.....	7.....
Travel Funds.....	7.....
Other Funding.....	7.....
Academic Advisement.....	8.....
Campus Resources & Student Support.....	8.....
IUP Email.....	9.....
Graduate Student Assembly.....	9.....
Programs and Degrees.....	9.....
Doctoral Program.....	9.....
Course Descriptions.....	10.....
Evaluation of Students.....	14.....
Candidacy Examinations.....	14.....
Comprehensive Examinations.....	17.....
Program Level Examination Appeals.....	20.....
Reexamination Policy.....	21.....
Degree Completion.....	21.....
Dissertation Completion.....	22.....
Evaluation Outcome for Dissertation.....	27.....
University Policies and Procedures.....	27.....
Research.....	28.....
Program Policies C 89.9</MCID 1ep2.....	

Introduction

The Ph.D. in Media and Communication Studies (MCOM) Student Handbook is a supplement to the official IUP Graduate Catalog and augments, but does not supersede, university policies and School of Graduate Studies and Research (SGSR) regulations. The handbook provides additional clarification of university policies and SGSR regulations that are specific to doctoral students in the MCOM program. The handbook explains the process of being a student in the MCOM doctoral program and is intended to help guide students toward achieving a Ph.D. in Media and Communication Studies.

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for academic success.

Admission

Upon evaluation of completed applications, doctoral faculty decide whether or not to proceed with an interview with prospective MCOM students. Following the completion of an interview, faculty consider the prospective student's application materials and interview experience in making a final determination regarding admission.

Graduate Admissions: www.iup.edu/admissions/graduate/

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/gradcatalog

Financial Assistance

The department strives to support as many doctoral students as possible by providing a monetary award toward all or part of the program of study. Financial support varies by the amount of the award and the nature of associated work assignments. The five main categories are listed below.

Graduate Assistantships

One type of doctoral student aid is the graduate assistantship (GA). GAs may be held for a maximum of two years and are awarded for one academic year at a time. A new application will be required each

Teaching Associates

A small number of advanced doctoral students are accepted for Graduate Teaching Associate (TA) positions. Such an assignment requires the student to teach two undergraduate classes (six credits) per semester. The TA receives pay equivalent to ~~half~~ the salary of a beginning instructor and a summer tuition waiver as determined by the SGSR. All fees, as well as tuition during the fall and spring semesters, must be paid by the associate. Students serving as Teaching Associates must be enrolled for graduate credit during each semester of their appointment.

Each year, a MCOM faculty member will be designated as the TA mentor. Selected Teaching Associates will work with the faculty mentor on preparing for teaching assignments and in participating in programs developed for the Teaching Associates.

Teaching Associates are expected to be enrolled in nine credits during semesters when they are doing

Academic Advisement

The Doctoral Coordinator will serve as

Crisis Intervention 24/7 Hotline: 877-333-2470

Student Registration: www.iup.edu/registrar/students/registrationresources/index.html

IUP Email

IUP offers an email account to all active students. Your IUP email address is the primary means by which the university will contact you with official information and you should use for all IUP official

the field of communications and understand the derivation, application, and limitations of specific statistical tests. They will also analyze and critique the use of statistics in research published in the discipline. Topics addressed include data management, descriptive and inferential statistics, correlation, and factor analysis.

COMM 801 Ideas that Shape Media

3 credits

This course provides a detailed analysis of prevailing theories of media and communication. Students read milestone research, discuss the impact that culture and media have on each other, and write an extensive analysis of how technology, technique, and culture collide to create various forms of communication. The course also focuses on trends in Media and Communication Studies.

COMM 812 Media Ethics

3 credits

This course analyzes ethical problems using established theories, research, and personal insights.

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COMM 822 Children & Media

3 credits

This course analyzes the scope of media in relationship to children. The course examines the impact that media has on children in terms of behavior and culture. It also examines the influence children have in shaping the media. Discussions focus on multiple forms of children's media including those within entertainment and education. Prerequisite or co-requisite: COMM 801.

COMM 825 Quantitative Methods in Communications Research

3 credits

This course presents students with a modern comparison approach to conducting quantitative research.

COMM 910 Advanced Doctoral Research in Communications

3 credits

This course will serve as an advanced experience to assure students are prepared to do professional research in communications. Students will design a complete communications research project suitable for professional presentation and publication. Their work will encompass research design, measurement techniques, statistical procedures, and philosophies of research. Quantitative and qualitative approaches will be considered. Also covered are practical points such as data collection and generation strategies, concept definitions, database structure, and report design. Prerequisites: A minimum of 39 COMM doctoral credits.

COMM 995 Dissertation

12 credits

This course is a culminating scholarly activity requiring the mastery of an area of professional interest in the field of Media and Communication Studies. It requires a review of relevant literature and a quantitative or qualitative analysis of data. Students are required to deliver an oral presentation of the proposal and an oral defense of the finished product.

Evaluation of Students

The MCOM doctoral program requires two formal examinations beyond those encountered in specific courses. The student must successfully complete the Candidacy Examination and the Comprehensive Examination as outlined in the following pages. For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog: www.iup.edu/gradcatalog

Candidacy Examinations

Background

Students admitted to the MCOM program are eligible for doctoral degree candidacy after the successful completion of the following twelve MCOM course credits with an overall GPA of 3.0 or higher:

- f* COMM 825: Quantitative Research Methods or COMM 800: Communication Research
- f* Statistics (depending on course rotation)
- f* COMM 801: Ideas That Shape Media
- f* COMM 828: Qualitative Research Methods
- f* COMMElective Rotating

Typically, full time students will have completed these courses in their first two semesters. In addition, students must be in good academic standing with no "I" or "L" grades on their record at the time of the candidacy presentation. To obtain candidacy, the student must successfully complete a written candidacy examination covering the curriculum. The candidacy examination provides students with an opportunity to demonstrate breadth and mastery of knowledge of communications media and theory, synthesize relevant literature, and apply critical thinking skills in professional and theoretical situations.

Schedule

Candidacy examinations will be scheduled after the completion of courses in the spring semester. Candidacy exams may be scheduled, with permission of the MCOM faculty, at other times under special circumstances. It is expected that all students will have completed COMM 801 and 828 in the semester

Each student will be assigned a computer in the testing location. Students will not be able to access the Internet or any external drives. Students will be provided with a flash drive on which to save their answers using Microsoft Word. Students will be asked to save their document using their last name and the course number or other identifier listed with the questions being answered at that time. Students will type their name at the top of the document and re-type the question they are answering at the top of the page above where they will begin answering the question. Students will be advised to save their work on the desktop of the computer they are using until it is determined that the documents have been successfully saved to the flash drive. Students may not save their work in any location other than the flash drive provided and the desktop of the computer to which they have been assigned. Students will need to delete all files from the computer at the end of each test day.

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by appointment but cannot be photocopied or taken home. Students must pass all four questions to pass the exam as a whole.

Students who fail the candidacy examination in whole or in part may elect to complete a one-time re-examination. Students who fail the candidacy examination may enroll in classes for the following semester and must complete that semester before retaking the examination. The scheduling of the re-examination will be at the discretion of the Doctoral Coordinator and may occur at any point during the following academic year, but it will be no later than the spring of the following academic year when the next candidacy examinations are scheduled.

If the student is not successful on the examination of the full or partial candidacy examination, the examination has been failed, and the student is dismissed from the program.

Comprehensive Examinations

Background

The comprehensive examination will consist of written and oral components. The comprehensive examination will include questions relevant to the student's proposed dissertation research as well as broader questions relevant to their coursework and the field. The comprehensive examination committees will determine the appropriate questions for students based on students' coursework and proposed areas of research. The comprehensive examination is used to determine a student's progress in the field of Media and Communication Studies and the student's likelihood of success in the research dissertation phase.

Students must be in academic good standing with no "I" or "L" grades on their record at the time of the written comprehensive examination and must have completed all MCOM coursework, with the exception of COMM 910. Students are expected to sit for the comprehensive examination on the first occasion it is offered following the completion of all coursework, other than COMM 910. Students may defer the comprehensive examination only one time, electing to sit for the examination on the second occasion it is offered following the completion of all coursework. Students are required to declare their intentions to take the comprehensive examination by submitting to the Doctoral Coordinator one completed copy of the Comprehensive Examination Oral Defense Committee Approval Form (C1) by the announced deadlines.

comprehensive examination in the summer. Students are not permitted to take the written portion of the comprehensive examination if full summer session courses are still in progress or incomplete.

Oral Defense Committee Selection

The oral defense will be heard by a committee of no fewer than three current MCOM doctoral faculty members. This committee will be selected by the student and approved by the Doctoral Coordinator. It is expected

copies of answers provided to students prior to the oral defense will be returned to the committee at the conclusion of the oral defense.

Students may bring to the oral defense meeting only the original bluebook and copies of their written answers. Students may make notes on the hard copies of their written answers, but no other documents may be used or distributed during the oral defense meeting. The schedule of oral defenses will be distributed to the Communications Media doctoral faculty.

simply on the outcome of the examination. Procedural violations would be cases in which the program/department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

The appeal must be made in writing to the dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the dean of the SGSR within 30 days of receipt of the outcome of the examination. Upon receipt of the written appeal to the dean of the SGSR, the dean will conduct an investigation of the allegation, review the documentation and render a final decision which completes the appeal process. The final decision rendered by the dean of the SGSR may not be appealed.

If it is found that policy/and/or procedure has been violated, the dean of the SGSR will instruct the program/department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student's allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

Reexamination Policy

No student is permitted a "third" examination without a recommendation to that effect from the degree program's sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research. In the event a student does not successfully complete the comprehensive examination according to program requirements and the failur

Dissertation

A dissertation is required of all doctoral candidates and must demonstrate the candidate's mastery of their research and produce results of an original investigation in the field of Media and Communication Studies. The goal should be to make an original scholarly contribution to the field.

Following the successful completion of the above degree requirements, students should apply for the next available graduation date. While graduation occurs during the fall, spring, and summer terms, there is no summer commencement ceremony. As such, summer graduates wishing to participate in commencement should apply for August graduation, and RSVP to participate in May commencement.

For more information, view the Graduate Catalog: www.iup.edu/gradcatalog

Dissertation Completion

A dissertation is required of all doctoral candidates and must demonstrate the candidate's mastery of research and reflect the results of an original investigation in the principle field of study. The goal is to make an original contribution to knowledge in the field. Replicated studies are only appropriate in circumstances where a significantly different variable exists in the MCOM student's research design. Students are expected to consult the School of Graduate Studies and Research web site and the Thesis Dissertation Manual and be fully aware of requirements and deadlines for the dissertation completion process. The Thesis Dissertation Information page is located at <http://www.iup.edu/graduatestudies/thesis/default.aspx>. All documents referenced in this section will be referenced and documented using the most current citation method outlined by the American Psychological Association (APA).

Registering for Dissertation Credits

Following the completion of all courses, students must enroll in COMM 995: Dissertation for a cumulative total of 12 credits. As noted previously in this manual, departmental graduate assistants and teaching associates must register for minimum numbers of credits based on their individual assignments. For more information, see Continuous Graduate Registration for Dissertation and Thesis policy below.

For the purposes of financial aid, students registered for one credit of COMM 995 Dissertation are considered full-time by the School of Graduate Studies and Research. However, students who are receiving any form of financial aid are advised to check with the source of the aid to determine the agency's requirements for enrollment.

Dissertation Committee Selection

Each student in the program is responsible for securing a dissertation chair from the approved doctoral faculty who are current members of the Department of Communications Media or other current IUP faculty with graduate teaching status. The chair of the dissertation committee must be a member of the Department of Communications Media and be approved by the School of Graduate Studies and Research to teach doctoral level courses. In considering the selection of a dissertation committee, the student will consult with potential faculty, the student's dissertation chair, and the doctoral program coordinator. The student and the dissertation committee chairperson will collaborate in the selection of the other members of the committee. The dissertation committee consist of at least three members, all of whom must hold an earned doctorate or terminal degree such as an M.F.A. In addition

to the chairperson, at least one other member must be from the current Department of Communications Media faculty. All members of the dissertation committee must have obtained graduate teaching status. A majority of the committee must have doctoral degrees.

Students register for sections of COMM 995: Dissertation that are assigned to their dissertation chair. Students will not be given permission to register for dissertation credits until their dissertation committee chair has been confirmed. With the deadline for registration typically the last day of classes of the prior academic semester, students will be required to identify their dissertation committee chair

appropriate deadlines. All committee members are expected to be actively involved in the dissertation process, to respond to student questions in a timely fashion, and attend all dissertation meetings as coordinated by the dissertation chair.

Students in the dissertation process are responsible for consistent and timely communication with their dissertation committee, particularly the dissertation chair. Once the committee has approved the RTAF, the student is expected to maintain contact ~~at~~ once a month, or more, until the final dissertation is defended and approved. Students are required to submit drafts and respond to requests for revisions to documents by deadlines, as established by their dissertation chair and dissertation committee.

students, but particularly those students in the dissertation process, should be aware of IUP's academic calendar (p)-0.6 (7 (a)-2.9pGb)-0.6 (7)-1.5 (c)0.6 (d)-0.6 ((n)-0.6 (c)1g0i)-1.5)-0.6 (t)*1J -0.7 m (a) (o)-4 ()1g0ition lis

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Leave of Absence Policy

Time Limitations

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

Time-to-Degree Extensions for Master's Thesis and Doctoral Dissertation

Transfer of Credits Policy

Research

www.iup.edu/gradcatalog

www.iup.edu/research/

Program Policies

Program Policy on Incomplete (I) Grades

The designation of an "I" is used to record work which, so far as covered, is of a passing grade but incomplete because of personal illness or other unavoidable emergency circumstances. Incomplete (I)

Appendices

Appendix A: Comprehensive Examination Oral Defense Committee Approval Form (C1)

This form is due to the doctoral coordinator by the announced deadlines each year. The written comprehensive examination is typically scheduled during the summer with the oral defense in the fall each year.

Date of Submission: _____

Date (month/year) of intended comprehensive examination: _____

Student Name: _____ Student Banner ID @ _____

Student Signature: _____

Signatures below indicate the faculty members' willingness to serve on this comprehensive examination oral defense committee, but the committee structure is subject to approval by the doctoral coordinator and department chairperson. Students will be notified by the doctoral coordinator of the need for any revisions to this committee structure.

Appendix B: Dissertation Committee Approval Form (D1)

credits and how many they plan to register for. It is not required to take dissertation credits during the summer.

Doctoral Coordinator:

Date:

Please indicate the semester and year in which you will first register for dissertation credits and the number of COMM 995 credits you intend to take in t

Signature Page

Dear MCOM Ph.D. student,

Congratulations on choosing to further your education at Indiana University of Pennsylvania. The goal of the Ph.D. in Media and Communication Studies is your success. So that your experience in the graduate program is the best it can be, the MCOM Ph.D. Handbook provides information that is essential to you. It contains information about the policies and procedures of the MCOM Ph.D. program. This document is a supplement to the Graduate Catalog prepared by IUP's School of Graduate Studies and Research. Policies and procedures contained in the Graduate Catalog provide the framework for your role as an IUP citizen and a member of our IUP family.

Your signature below indicates you acknowledge that you are responsible for the information outlined in the handbook provided to you by the MCOM Ph.D. program.

Student name: _____

Student signature: _____

Date: _____

_____ [please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

Please sign, remove the page from the handbook and return it to the MCOM Ph.D. program coordinator.

Date

Submit to Dr. Kleinman by 9/16/23

The department will keep this signed document on file.