

Guiding Documents

**Departmental
Bylaws (pp. 2-8)**

**Policies and
Guidelines for
Graduate Study
(Section II pp. 2-
10)**



AUGUST 2015

University of Pittsburgh

**KENNETH P. DIETRICH SCHOOL OF ARTS AND
SCIENCES**

DEPARTMENT OF COMMUNICATION

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DEPARTMENT OF COMMUNICATION
UNIVERSITY OF PITTSBURGH

BYLAWS

Adopted July 2006

Revised August 2007

Revised February 2014

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**BYLAWS
DEPARTMENT OF COMMUNICATION
UNIVERSITY OF PITTSBURGH**

Rev. and adopted on February 26, 2014

1. PREAMBLE

In the belief that the work of an academic department can be carried out most responsibly, effectively, and equitably when its procedures are as clearly defined and as open as possible and provide for a high degree of participation by its members, the Department of Communication of the University of Pittsburgh adopts the following bylaws.

1.1. *Procedure.* Where procedural matters are not covered by any departmental bylaw or regulation, the transactions in a departmental meeting shall be governed by *Robert's Rules of Order Revised*.

2. THE FULL DEPARTMENT

2.1. *Powers and Responsibilities.* All powers and responsibilities delegated by the University of Pittsburgh to the Department reside in the body of its voting members. The delegated powers and responsibilities of the departmental executive officers, the departmental committees, and in fact all departmental employees are granted by and subject to review by the voting members of the department.

2.2. *Voting.* The voting membership of the department shall be defined as that group whose members hold a full-time tenured or tenure-stream appointment or that hold a full-time non-tenure stream (NTS) appointment at the rank of Lecturer, Lecturer/Master Teacher, or Senior Lecturer (hereafter referred to collectively as NTS Lecturers). In those cases when the full voting membership can vote, a quorum shall be defined as a majority of the voting members. In those instances when only tenured and tenure-stream faculty are eligible voters, the quorum shall be defined as two-thirds. Instances when only tenured and tenure-stream faculty may vote include: the tenure and promotion of tenure-stream faculty; the hiring of tenure-stream and externally recruited tenured faculty; the hiring of visiting faculty at the rank of Assistant, Associate, and Full Professor; and all graduate faculty and graduate student issues, including all matters pertaining to Teaching Assistants and Teaching Fellows. In general, faculty at whatever level vote on appointments at their rank and below, and all tenured faculty have a departmental vote on appointments with tenure regardless of rank. Voting members who are on leave or on remote assignment may vote at meetings when they are physically present, but are not counted in the determination of quorums unless they are physically present.

2.3. *Departmental Stakeholders.* Departmental stakeholders are the faculty, staff, students, and alumni.

2.4. *Decision Making.* Policy issues, procedural matters, or any substantive questions are to be discussed by the stakeholders of the department. Decisions resulting from these discussions will be made by the voting members of the department. Any departmental stakeholder can ask the department chair to place an issue, matter, or question on the agenda for a future faculty meeting. The Chair will make a good faith effort to schedule the concern in a timely way. Unless otherwise noted in these bylaws, a majority vote by a quorum of the department will carry any motion put forward, seconded, and discussed. Voting will normally be by a show of hands or voice vote except in the case of personnel decisions where a secret ballot will be required. At any time, however, the request for a secret ballot on any issue will be honored by the Chair. On decisions for new appointments, the Chair shall conduct a sequential advisory vote, determining on separate ballots first, second, and third choices of all voting members at this meeting. The balloting for the second

choice shall not be conducted until the results of the first ballot are known; the balloting for the third choice shall not be conducted until the results of the second ballot are known. Absentee ballots will be allowed only under extraordinary circumstances, and then only with the consent of two thirds of the department's voting members. It shall be understood that an absentee ballot shall be cast only if the voting member is fully informed on the issue at hand, especially in personnel matters. All absentee ballots shall be provided to the Department Administrator prior to faculty meetings. Proxy votes are prohibited.

2.5. *Meetings.* Faculty meetings will be held at least once each month for the months September through April of a given academic year. An agenda will be distributed prior to each meeting. Faculty meetings will be open to all tenured and tenure stream faculty members and to all full-time NTS Lecturers in the department, with the exception of meetings concerned with the tenure and tenure-stream issues listed in Section 2.2 (Voting) above. The decision on expanded attendance will be determined by the Bylaws of Arts and Sciences and/or the voting members of the department. Minutes recording the proceedings of department meetings will be taken, maintained and made accessible to all faculty.

2.6. *Election of Chair.* The Chair is appointed by the Dean of the School of Arts and Sciences. The department initiates the process by making its recommendations to the Dean concerning a successor chair. The term of the Chair is four years. During the Spring Term of the Chair's third year of service, the Chair will call for nominations for candidates for departmental chair for the subsequent four-year term. The Chair shall serve no more than two consecutive terms. An election will be held and that election will be managed by a non-candidate faculty member. The results of the secret ballot election will be shared with the voting members of the department and forwarded to the Dean of Arts and Sciences, and may include a distinction, if appropriate, between the views of tenured/tenure-stream faculty and full-time NTS Lecturers. The current Chair, who ordinarily oversees the election of a new Chair, or a delegated surrogate from among the tenured faculty in the instance of a Chair's re-election, shall be instrumental in arranging for this and other expressions of opinion and shall take these expressions under advisement. Open discussions of departmental directions and challenges are encouraged..

2.7. *New Faculty Appointments, Reappointments, and Promotions.* Procedures to be followed for recruiting new faculty members, appointing and reappointing them, and promoting them are described in the Chair's Handbook (2005-2006) in Sections I., II., III., and IV. These documents clearly state that all faculty may vote on initial appointments at their own level and below. On reappointment and promotion decisions, all tenured and tenure-stream faculty may vote but NTS Lecturers may vote only on reappointment and promotion decisions below their own rank and not on decisions equal to their own rank.

2.8. *Standing Committees.* Standing committees focus their attention on specific aspects of the departmental mission and bring to the full faculty recommendations that emerge from their deliberations. Recommendations from a standing committee have the power of a motion that has been put forward and seconded. Therefore, when a standing committee reports, discussion can begin and a vote can follow. All standing committees have graduate student representation except Admissions and Financial Aid and Faculty Liaison. Graduate-student representatives are selected by the Graduate Student Organization. Graduate student members take full part in policy discussions and decisions, but do not have access to other students' records nor do they participate in discussions about other students or other stakeholders in the department. The standing committees in the Department of Communication are:

2.8.1. *The Admissions and Financial Aid Committee.*

The mission of The Admissions and Financial Aid Committee is to:

- Actively recruit and review graduate applications and make decisions on selections and rejections.
- Make decisions on advance standing and externally funded applicants.

- Provide interim report to the faculty on deliberations.
- Do the initial selections for Teaching Assistants and Fellows.
- Renew Teaching Assistantships and Fellowships.
- Nominate candidates for pre-doctoral fellowships.
- Process and act upon, if necessary, information garnered in the Roll Call Meeting.

2.8.2. *The Graduate Curriculum Committee.*

The mission of The Graduate Curriculum Committee is to:

- Annually review the graduate curriculum for its coherence, relevance, and adherence to Arts and Sciences guidelines.
- Report to faculty on long-term curriculum planning.
- Formulate options for faculty deliberation concerning all graduate curriculum concerns.
- Update the Handbook for Graduate Study annually.
- Review proposals for new graduate courses and make recommendations to the voting members of the faculty based on the reviews.

2.8.3. *The Undergraduate Curriculum Committee*

The mission of the Undergraduate Curriculum Committee is to:

- Annually review the undergraduate curriculum for its coherence, relevance, and adherence to Arts and Sciences guidelines.
- Solicit proposals for new undergraduate courses and review those proposals in preparation for making recommendations to the voting members of the faculty, and eventually, to Arts and Sciences.
- Set guidelines for and monitor non-course, credit-awarding experiences, e.g., internships, independent studies, senior theses, and capstones.

2.8.4. *The Faculty Liaison Committee*

The mission of the Faculty Liaison Committee is to oversee and assess policies and practices related to visiting instructors and part-time faculty.

2.8.5. *The Planning and Budget Committee*

The majority of the PBC shall be elected; other members may be selected for reason of particular knowledge or expertise, such members to be agreed upon by the unit head and the elected PBC members. Faculty, staff and students must be represented on this committee and they must have ample opportunities to participate in the development of proposed plans and budgets.

2.8.6. *Ad Hoc Committees*

As the need arises, the Chair may, or may be requested to, form ad hoc Committees to address a particular need or issue. Ad Hoc committees meet, discuss the issue at hand and then make recommendations to the full faculty.

3. EXECUTIVE OFFICERS

3.1. *The Chair*

- Is the Chief Executive Officer of the Department.
- Is responsible for the administration of departmental business.
- Shall represent the Department to the administration, the University at large, and the profession in hiring and other negotiations.
- Deals with departmental stakeholders' constructive suggestions and complaints.
- Presides over meetings of the full department, the faculty, and the executive committee.
- Approves the final course schedule for any given term.
- Prepares the departmental budget and negotiates the budget with the Dean.
- Exercises jurisdiction over the expenditure of departmental funds.
- Supervises departmental staff.

- Is responsible for the execution of the Department's Bylaws, regulations, policies, procedural guidelines, and the general day-to-day functioning of the Department.
- Keeps the Department informed on matters that concern it.
- Appoints members to committees.
- Works in tandem with the Department Administrator.

3.2. *The Director of Graduate Studies*

- Presides over meetings of the Admissions and Financial Aid Committee.
- Presides over and is a member of the Graduate Curriculum Committee.
- Serves as Chief Recruiting Officer.
- Is responsible for the day-to-day administration of the regulations for graduate study.
- Interfaces with the Arts and Sciences graduate office on meta-departmental regulations on graduate study.
- Certifies graduate students for graduation.
- Manages the records on graduate student recruitment, retention, and placement.
- Checks compliance with University policies and procedures.
- Works in tandem with the Graduate Secretary.

3.3 *The Director of Undergraduate Studies and Advising*

- Chairs the Undergraduate Curriculum Committee.
- Is responsible for undergraduate advising and registration in the department.
- Oversees the internship program.
- Informs the Chair on enrollment figures during the registration process.
- Certifies undergraduate students for graduation.
- Works in tandem with the Frontline Secretary.
- Interfaces with the Arts and Sciences Administrators on meta-departmental undergraduate regulations.
- Manages the Oratory Contest, the Spiegel Competition, the Communication Club, and Phi Kappa Eta.

3.4 *The Director of Debate*

- Supports WPDU intercollegiate policy debate programming by organizing and supervising essential team functions, including meetings, travel, research, and practice.
- Supervises debate Teaching Assistants focusing on intercollegiate policy debate.
- Organizes and supervises policy debate preseason work sessions.
- Administers proceeds from the Robert P. Newman Debate Fund.
- Recruits prospective undergraduate and graduate students interested in joining the WPDU.
- Supervises and works in tandem with the WPDU program administrator
- Shares responsibility for management of the debate operating budget with the Director of the WPDU.

3.5 *The Director of the William Pitt Debating Union*

- Supports WPDU public debate programming by organizing and supervising essential team functions, including meetings, event design, advertising, research, and practice.
- Organizes and supervises the Marcella L. Finegold Memorial Public Debate Series.
- Supports WPDU outreach programming by linking the university to surrounding schools and serving as faculty liaison to the College in High School Argument program.
- Coordinates WPDU development initiatives, including alumni networking.
- Prepares and circulates news updates on WPDU activities, including maintenance of the WPDU website.
- Organizes and supervises debate Teaching Assistants focusing on public debate and debate outreach.
- Recruits prospective undergraduate and graduate students interested in joining the WPDU.

- Supervises and works in tandem with the WPDU program administrator
- Shares responsibility for management of the debate operating budget with the Director of Debate.

3.6 *Director of Public Speaking*

- Teaches the Practicum course for new Teaching Assistants/Fellows.
- Reviews TA/TF's course syllabi.
- Mentors TA/TFs and part-time instructors.

3.7 *The Executive Committee*

- Advises the Department Chair on policy and personnel matters.
- Is composed of the Chair and two members elected every two years from the tenured faculty ranks.

4. PERFORMANCE EVALUATIONS

Performance evaluations for all stakeholders in the department will be conducted on a regular basis.

4.1 *Students*

4.1.1 *Undergraduate Students.* Undergraduate students are, of course, routinely evaluated in their courses, by their advisors in non-course registration experiences, and by appointed faculty members in non-course, non-registration experiences, the Oratory Contest, for example.

4.1.2 *Graduate Students.* Graduate students are evaluated in their courses and are comprehensively evaluated annually in the Roll Call session. In the Roll Call session, chaired by the Director of Graduate Studies, students are evaluated with respect to their progress toward the degree, and with respect to their teaching performances. All Teaching Assistants and Fellows are to be evaluated by their students (via the Office for the Evaluation of Teaching) in each class that they teach and are to be evaluated by a tenure or tenure-stream faculty member annually.

4.2 *Part-Time Faculty*

Part-time faculty members are to have their courses evaluated by the Office for the Evaluation of Teaching, and are to submit these evaluations along with a once-per-year video recording of one of their classes to the Liaison Committee.

4.3 *Full-Time Faculty*

Annual evaluations of the full-time faculty will be made each Spring Term. In preparation for this evaluation each faculty member will submit to the Department Chair an updated Vita and documentation on teaching, research, and service.

4.3.1 **Teaching**

- The Teaching Portfolio: Each full-time faculty member has to establish, and maintain current, a teaching portfolio. The teaching portfolio should contain a working draft of the faculty member's teaching philosophy and goals; course materials such as syllabi, reading lists, instructional software, and examinations; proposals for new courses, instructional programs, and/or innovative instructional materials; records of independent study projects with undergraduate and graduate students; and peer and student evaluations of teaching.
- Peer Evaluations of Teaching are to be conducted at least once per academic year for full-time NTS Lecturers and tenure-stream faculty, and at least once every two years for tenured faculty. The peer reviewer critically reviews the teacher's teaching portfolio, and observes (either live or by video recording) and critically evaluates the teacher's teaching performance. Peer evaluations are submitted to the Department Chair.
- Student Evaluations of Teaching, conducted by the Office for the Evaluation of Teaching are to be conducted for each class taught per term for full-time NTS Lecturers and tenure-stream faculty members, and once per academic year for tenured faculty members.

4.3.2 Research. Research efforts are evaluated by the criteria of quality, significance, and coherence.

Quality: Indicators of quality may include:

- The acceptance of work by refereed communication or appropriate interdisciplinary journals of national or international reputation in the faculty member's area of interest.
- Completion of a scholarly book accepted by a reputable press and judged to be of high quality.
- Selection of written work for proceedings, edited volumes, anthologies, book reviews, and book collections.
- Recognition of research such as awards, competitive grants, or reprinted articles.
- Positive evaluations by external reviewers.
- Recognition of research presented in other venues, such as conference papers, public debates, or electronic media, when judged to be of high quality.

Significance: Significance can be evidenced by:

- Signs of originality or innovation in the field of communication, such as the development of new theories or approaches, or creative use of existing ones. In the case of co-authored work, an assessment of the relative contribution of each contributor will be made.
- Impact on the field as indicated by citations or responses in journals or academic forums.
- Recognition by peers.

Coherence: There should be evidence of coherent, sustained research, guided by a discernible set of research questions or objectives. Changes of scholarly direction will be examined in terms of intellectual rationale and evidence of deepening contributions to the field.

4.3.3 Service

Service can be to the department, to the university, the profession, or to the community.

- Departmental Service includes serving on committees, mentoring new faculty members, advising students, and so on.
- University Service includes serving on university-wide committees, take a legislator to lunch programs, volunteering for university functions, and so on.
- Professional Service includes peer review of articles for publications in the Communication profession, editorial work, organizing conferences, invited paper presentations at other institutions, committee service, and holding elective office in professional organizations.
- Community Service consists of doing pro bono work for the greater good of the community. More specifically it consists of using one's scholarly expertise in serving the community.

5. WAIVING PROVISIONS OF THE BYLAWS

Any provision of these bylaws may be waived at any faculty meeting of the department for the duration of that meeting or part thereof, by consent of two-thirds of the voting members present. Voting shall be by secret ballot.

Any provision of these bylaws may be waived outside of a departmental meeting if two-thirds of the voting members consent. Voting shall be by secret ballot in response to a written proposal to waive the provision, indicating the duration of the proposed waiver. The written proposal shall be given to the chair who will then distribute the proposal to the voting members for their consideration and vote.

Two-thirds of the voting members in both cases above will be determined according to eligibility rules established in section 2.2 above. The intent of this provision is to restrict waiver votes to

appropriate groups: tenured and tenure-stream faculty for graduate faculty issues (as identified in section 2.2 above) and entire faculty for all other waiver votes.

6. GRIEVANCE PROCEDURES

Violations of by-laws should be reported to the Chair.

7. AMENDMENTS

Amendments to these bylaws may be proposed upon petition by at least one-third of the departmental voting membership. Copies of the proposed amendment shall be distributed to all members of the department and the date of the meeting in which the proposed amendment is to be discussed and acted upon shall be announced at least two weeks in advance of any formal action. Two-thirds of the voting membership must approve of the proposed amendment for its passage. Instances when only tenured and tenure-stream faculty may vote on bylaw revision include: changes affecting the tenure and promotion of tenure-stream faculty; the hiring of tenure-stream and externally recruited tenured faculty; the hiring of visiting faculty at the rank of Assistant, Associate, and Full Professor; and all graduate faculty and graduate student issues, including all matters pertaining to Teaching Assistants and Teaching Fellows.

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DEPARTMENT OF COMMUNICATION
UNIVERSITY OF PITTSBURGH**

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**DEPARTMENT OF COMMUNICATION
UNIVERSITY OF PITTSBURGH
POLICIES AND GUIDELINES FOR GRADUATE STUDY**

Adopted August 2005
Rev. March 2006
Rev. 2006-2007
Rev. 2008
Rev. 2010
Rev. 2012
Rev. 2015

1. INTRODUCTION

The Department of Communication offers a graduate program that ranks among the best in the country. During the last three decades, the Department has made significant contributions to the interdisciplinary study of communication as well as in education, law, business, and industry. In the years to come, the Department intends to maintain this tradition, and aspires to achieve higher levels of excellence.

The faculty members of this Department believe that the success of the graduate program depends largely on the quality of its students. Therefore, they are interested in students who are dedicated to their studies and attentive to their academic obligations. They expect that students who complete the program will be mature scholars, teachers, and professionals.

What follows is a set of guidelines for graduate study in the Department. In addition to these guidelines, students are expected to familiarize themselves and comply with all the requirements of the Graduate School (<http://www.bulletins.pitt.edu/graduate/index.html>) and the Policy Statement for Teaching Assistants, Teaching Fellows, and Graduate Student Assistants of the University of Pittsburgh (http://www.cidde.pitt.edu/ta/ta_handbook/).

The guidelines apply to all students who started graduate work in August 2010 or thereafter. Those who began under prior regulations may complete their degree as initially planned.

2. ADVISING

2.1. Advising is a cooperative activity between students and faculty. It begins at the time of admission. The Director of Graduate Studies (DGS) acts as advisor to every new student for the first semester of study and to students who are temporarily between advisors. New students should approach a faculty member (not excluding the DGS) to ask him or her to become the student's advisor and file the necessary paper work with the graduate secretary before roll call, which happens in the spring semester. Students will meet with their advisors for class registration and program planning at least once per semester. During these meetings, the advisor should have the student's file to consult, including a copy of past courses and the plan of study, if completed. Because approval of a student's registration can be secured only from the advisor or the DGS, students should arrange a meeting with their advisors well in advance of registration.

2.2. Prior to online course registration for each term, students should receive advice on course selections from their advisor, who can then remove the ADV Service Indicator from the student's online account, enabling registration to proceed.

2.3. Students may change advisors when such a change is warranted. A typical reason for change is the realization that another professor's research interests better match those of the student. Professors who anticipate leaves or sabbaticals may assign temporary advisors to their

students. The student must complete the appropriate form when changing advisors. This form is available from the Graduate Secretary. The former advisor will be informed by the DGS.

2.4. Students must work with the advisor to convene an advisory committee consisting of three Departmental graduate faculty (including the advisor). The advisor chairs this committee. The committee should meet initially during the student's second term, preferably before the roll call. Out of this committee will emerge an approved plan of study during the second semester and, subsequently, the specific questions students will answer on their comprehensive exams (for requirements for the plan of study, see page six). For PhD students, minutes of this meeting and cards affixed with the members' signatures will be placed in the student's file and the A&S office.

2.5. The student must submit the plan of study to the DGS for approval and place it in the student's academic file.

2.6. An important part of the advising process is the roll call evaluation of each student. The evaluation shall be conducted in a faculty meeting during the spring semester. The purposes of the roll call evaluation are:

2.6.1. To identify problems early so that appropriate advice can be given.

2.6.2. To identify strengths so that students can better realize their potential.

2.6.3. To determine whether students are within the statute of limitations, or whether they are still active (at least one registration per year, as required).

2.6.4. To ascertain whether the student is making satisfactory progress toward the degree.

2.6.5. To decide whether an MA student will be allowed to continue on to the PhD program based on the recommendation of the comprehensive examination committee.

2.6.6. Recommendations generated in the roll call evaluation shall be conveyed in writing by the advisor to the student with one copy sent to the DGS and another in the student's academic file. The student should discuss potential problems with his or her advisor as soon as possible.

2.7. After the successful completion of the PhD comprehensive examinations, each doctoral student shall form a dissertation committee. Regulations for the composition of this committee are provided by the A&S (<http://www.bulletins.pitt.edu/graduate/regulations2.htm#Anchor-Regulations-14210>).

2.8. The choice of the thesis or dissertation topic is to be made by the student after considering carefully the expertise and interests of the graduate faculty in the program. Because the dissertation committee must include a professor on the graduate faculty from another department, students are encouraged to cultivate contacts with professors in other departments. If the professor is from outside the University of Pittsburgh, the Dean's approval is required.

3. TRANSFER OF CREDITS

Students enter the program either as MA or PhD students. Those entering as PhD students must have an MA or its equivalent. The transfer of credits from another institution is regulated by the following policy:

3.1. Recommendations for transfer of credits should be made by the DGS in consultation with the Admissions Committee at the time of admission. The DGS will forward the recommendation to the Dean of A&S Graduate Studies, who will make the final determination. The recommendation must follow a careful review of credentials.

3.1.1. Block credit (24 credits) for an MA degree from another school should be recommended only when that school's program has been judged by the Admissions Committee to have prepared the student for doctoral study in this Department. See also section on "Transfer Credits" (<http://www.bulletins.pitt.edu/graduate/regulations.htm>).

3.1.2. When block credit is not appropriate, transfer credit may be recommended for specific courses. In this case, up to six credits may be awarded toward the MA, and up to twelve credits post-MA. Each course must be listed and justified in a statement to the Admissions Committee.

3.1.3. Courses recommended for transfer credit need not parallel specific offerings in this Department but their relevance to the student's preparation for course work in the Department should be apparent.

4. CURRICULUM

Upon entering the program, students will follow a sequence of steps in the order outlined below. Entry into each subsequent step is contingent upon satisfying the requirements for the previous step:

4.1 Steps to the MA Degree

4.1.1. The student should meet with his or her academic advisor for registration and for planning the academic program. In rare cases this may include applying for advanced standing.

4.1.2. Prepare a plan of study and submit it to the DGS for approval.

4.1.3. Complete 30 hours of course work, six of which will consist of the departmental core requirement of COMMRC 2296 Proseminar and COMMRC 3384 Teaching Practicum.

4.1.4. Take the MA comprehensive examination after course work is completed or during the term in which course work will be completed. The student should submit two revised seminar papers to committee members to be evaluated as part of the MA certification.

4.1.5. Approximately two weeks after writing exam answers, the student will complete an oral defense of the committee's selection from among the answers to the exam questions, the two revised seminar papers, and the reading list.

4.1.6. Be certified for graduation by the DGS. Please note that the student must apply for graduation in the A&S Graduate Studies Office during the first two weeks of the semester in which the student expects to graduate.

4.2. Steps to the PhD Degree

4.2.1. The student will meet with his or her academic advisor for registration and planning the academic program, including the composition of his or her doctoral committee.

4.2.2. Prepare a plan of study and submit it to the DGS for approval.

4.2.3. Complete 72 hours of course work (including the MA credits as well as the departmental core requirement of COMMRC 2296 Proseminar and COMMRC 3384 Teaching Practicum).

4.2.4. Take the PhD comprehensive examination after course work is completed or during the term in which course work will be completed.

4.2.5. Approximately two weeks after writing exam answers, the student will complete an oral defense of the committee's selection from among the answers to the exam questions and the reading list.

4.2.6. Passage of the exam requires that the student will thereafter register for Full-Time Dissertation Study (COMMRC 3999), which enables the student to maintain full-time enrollment status at reduced cost.

4.2.7. Prepare a dissertation prospectus for approval by his or her dissertation committee.

4.2.8. Acceptance of the student's dissertation prospectus by the dissertation committee makes the student eligible for doctoral candidacy. The student's advisor will submit an application for doctoral candidacy.

4.2.9. Complete and successfully defend a dissertation. The written dissertation must be approved by the dissertation committee for style and substance and must meet the stylistic demands of the Dean's Office. All dissertations must conform to the Electronic Theses and Dissertation (ETD) submission guidelines. The student is then eligible to be certified for graduation. Please note that in order to graduate, the student must be enrolled during the semester in which he or she defends the dissertation, and the student must apply for graduation in the A&S Graduate Studies

Office during the first two weeks of that semester. ETD training and support web as well as the format guidelines manual can be found online at: <http://www.pitt.edu/~graduate/etd/>

4.2.10. The student must be enrolled for every milestone including the dissertation defense.

5. PLAN OF STUDY

Within the second semester in residence, doctoral and masters students must complete a plan of study meeting and generate a written document containing the following three required components of a plan of study:

1. Completed and projected courses,
2. Projected areas of competency, and
3. Program rationale.

The DGS and all committee members must sign the completed plan of study for the student to progress. For doctoral students, this is a University milestone. The original copy will be stored in each student's file. At the annual student-advisor meeting, the plan of study should be updated and revised to the extent necessary. An unsigned copy of the plan of study will be kept in a binder in the main office and made available to all faculty during the annual roll call.

6. MA COURSE REQUIREMENTS

Thirty credits are required for the MA. Only with compelling reasons, up to six of these credits may be taken outside the Department. If this option is chosen, the course(s) must be at the graduate level, related to the student's program, and approved by the student's advisor and the DGS. Students intending to enroll in a non-COMMRC course must supply the DGS with a brief rationale of how the intended course is related to the student's official plan of study. Once the DGS approves the rationale and signs the document, it will become part of the student's file, to make sure that in the future the student is given departmental credit.

7. PhD COURSE REQUIREMENTS

7.1. A minimum of 72 credits in course work beyond the Bachelor's degree are required for the PhD, including up to 12 credits of individual study opportunities.

7.2. As a part of the 72 credits, PhD students must take nine credit hours outside of the department. This is also the maximum number of outside credits that students may count towards their degree. These outside courses must cohere into a unit (say, three courses in some technical aspects of philosophy, instead of a mix of courses in unrelated departments), which help students achieve the objectives of their individualized plan of study. PhD students arriving with a non-Communication MA in hand, but from a field or discipline which furthers reaching those objectives, will in most cases be granted a waiver of the required nine credits outside the department.

7.3. Students should be aware that completion of some outside certificate and degree programs may require more courses than the minimum.

8. CROSS-LISTED COURSES AND JOINT FACULTY

8.1. Only courses officially cross-listed as COMMRC and taught either by members of the Communication Department's graduate faculty or by current joint faculty may count as Departmental credits. Students must register under the COMMRC designated course number, if available, to receive credit.

8.2. Courses taught by departmental or joint faculty outside the department and without COMMRC cross-listing will only count as credits taken outside of the Department. Such credits must be approved by the advisor and DGS.

8.3. In cases when a course is team taught by faculty from both inside and outside of the Department, the student may choose to count the course as inside or outside of the Department,

but not both. The student should register under the course number of the appropriate department, and indicate to the Graduate Secretary their intention regarding how the course should be counted at the time of registration, as this designation may not change later on.

9. INDIVIDUAL STUDY OPPORTUNITIES

The Department offers course options for individual study for credit toward degrees, some for enrollment credits that do not count toward the degree, and others for maintaining full-time enrollment after passage of the PhD comprehensive examination.

9.1. Up to twelve hours for credit toward the PhD can be taken in COMMRC 3001 Prospectus Research, COMMRC 3002 Professional Development, and COMMRC 3902 PhD Directed Study, or in some combination of the three, however, only 6 of those hours can be Directed Study. Three hours of COMMRC 2902 MA Directed Study may be taken for credit toward the MA.

9.2. Not counting for credit toward degrees are COMMRC 2990/3990, MA/PhD Independent Study, and COMMRC 3999, Full Time Dissertation Study.

9.3. Directed Study (COMMRC 2902 for MA; COMMRC 3902 for PhD), Prospectus Research (COMMRC 3001), and Professional Development (COMMRC 3002) differ from Independent Study (COMMRC 2990/3990) in that the three entail specific planned projects in the form of a standard course offering, a dissertation-related research-and-writing project, or a professional development activity, respectively, under the direction of a faculty member. All three require a proposal. Prospectus Research and Professional Development require that the course supervisor sign a form indicating that the planned work had been accomplished, while Directed Studies require a written essay as a final product. Graduate credit will be awarded only for Directed Study, Prospectus Research, and Professional Development courses that meet Departmental criteria. Students receive letter grades in Directed Study, but satisfactory/not satisfactory in the latter two.

9.4. By contrast, Independent Study (COMMRC 2990/3990) credits never count toward the minimum course credits for the MA degree or the required 72 credit hours of course work for the PhD. They are used ordinarily to prepare for the comprehensive examinations or otherwise to advance students' programs.

9.5. Directed Study, Professional Development, Independent Study cannot be used for writing a dissertation prospectus, while Prospectus Research can be used for this purpose, as can COMMRC 3999 Full-Time Dissertation Study. However, in all semesters following a successful defense of the PhD comprehensive examination, students must enroll in 3999 Full-Time Dissertation Study, not 3001 Prospectus Research.

9.6. Of all the individual study courses, the Directed Study, as the only letter-grade course, is the most restrictive. To be eligible for a course in Directed Study, students must:

1. Have completed the plan of study meeting
2. Have at least a QPA of 3.5
3. Write a proposal including:
 - a) an explanation of the proposed study and expected product;
 - b) relevance to the student's course work and area of study in the discipline;
 - c) preliminary bibliography or pertinent texts to be studied.

The proposed study should not replicate courses already offered in the Department. The proposed study must be signed by the student, the professor overseeing the directed study, and the DGS. A standardized approval form for Directed Study courses must be a part of the application to take the course. Directed Study courses will not count towards graduation, unless accompanied by the form and signed by the relevant parties. To reiterate, directed study courses are limited to one for MA students, two for PhD students (i.e., up to three total). These include courses taken during the Summer Term, which is the best time to take them. The limits will be enforced by the DGS at the time of registration.

10. QUALITY POINT AVERAGE

10.1. The minimum QPA to be achieved in the student's course work is 3.0. Students who do not meet this requirement will be placed on academic probation by the Graduate Office and be granted an additional term to remove this deficiency. Academic probation means that the student will have Teaching Assistantship/Teaching Fellowship support withheld. If the deficiency is not corrected by the end of the next term, the student will be dropped from the Department.

10.2. Courses in which a grade of B- or lower is received will not count toward the total courses required for the Masters or the Doctoral. This criterion applies to transfer credit as well.

10.3. Incomplete credits do not count for making progress toward the degree, which can result in placing a student on academic probation.

11. RESIDENCE AND REGISTRATION REQUIREMENTS

MA and PhD work in the Department requires at least one academic year full-time study at the University of Pittsburgh. This means two consecutive terms, Fall and Spring, during which eighteen credits are completed. After that, the Department recommends that all applicants endeavor to undertake study on a full-time basis.

11.1. Minimum Registration Requirements: Students must register for one credit per academic year in order to maintain their graduate status. Any term in which students complete a requirement and that completion is to be officially recorded, students must be registered.

11.2 Minimum Registration for students with TA/TF support: Nine credit hours per semester.

12. MASTERS AND DOCTORAL COMPREHENSIVES

12.1. General Provisions

12.1.1 The student's advisor will chair the comprehensive examination committee. In consultation with the student and the DGS, the advisor will choose two other faculty members to serve on the committee. The advisor will have final say over the committee's composition.

12.1.2 The goal of the comprehensive examination is to test the student on broad knowledge of issues central to the field and the student's specialization. The committee should ensure that such breadth is adequately represented by the list of books and questions.

12.1.3. Barring extraordinary circumstances, comprehensives will be taken in either the fall or spring semester between midterm and the beginning of standard undergraduate final exams. Each student sets the dates for his or her exam formally with the Graduate Secretary.

12.1.4. Comprehensives will normally be taken during the semester in which the student is finishing course work for the degree sought.

12.1.5. Students must be enrolled during the semester in which they take the comprehensive exam. Students may register for Independent Study credits (COMMRC 2990) to cover preparation for the exam.

12.1.6. All questions go through approval of the specific examination committee and the questions are registered with the Graduate Secretary, who oversees the mechanics of test-taking such as accepting completed exams, distributing copies to committee members, and filing them.

12.1.7. The student's committee evaluates the written answers to all questions. After the committee has evaluated the written portion (plus the essays for the MA), an oral defense of the answers is held before the full committee. The oral defense should be no longer than two hours. Questions may range widely in these oral exams, but usually focus on the written answers themselves and take the form of clarification or emendation. The student then leaves the room, while the committee deliberates; he or she then is summoned back into the room and told the result of the deliberation.

12.1.8. The committee will evaluate the student immediately following the defense as "Pass," "Pass-Conditional," or "Fail" by majority vote, but the advisor must be included in the

majority. An evaluation of “Pass with Honors” may be awarded by a unanimous vote of the committee. The committee will discuss the decision with the student immediately after its deliberations are completed. Within one week, the chair of the committee will write a report of the committee’s evaluation and submit copies to the student and to the DGS for inclusion to the students file, who only then can certify the examination results.

12.1.9. In the case of a “Pass-Conditional,” the committee will specify what additional work is required for passage of the exam, as well as a deadline for the completion of that work.

12.1.10. A student who fails the exam may take it a second time. Under no circumstances will a student be allowed to take the exam a third time.

12.2 MA Comprehensive Examination

12.2.1. At least one full semester before the student intends to take comprehensives; the student will notify the advisor to form the committee. The committee will establish a reading list of eight books that the committee considers central to the students primary and secondary areas of study. The student may add two books to the reading list for a total of ten.

12.2.2. Early in the semester in which he or she enrolls for comprehensives, the student will meet with the advisor to discuss general interests for possible examination questions. The student is encouraged to meet with the rest of the committee.

12.2.3. Soon thereafter, the committee will compose a list of at least five examination questions drawn from the reading list. The advisor will give a copy of the questions to the student and to the DGS.

12.2.4. The student will answer three questions of his or her choice. The comprehensive examinations will be held over three three-hour sessions. The three sessions will be distributed over a period of seven consecutive days. All sessions must take place during regular office hours, and no more than two may be scheduled in a single day.

12.2.5. Within two weeks after writing exam answers, the student will complete an oral defense of both the answers to the exam questions and two revised seminar papers. Upon completion of the exam, the chair of the committee notifies immediately the Graduate Secretary of the results by forwarding a completed exam form, which is filed with the Dean’s office by the Graduate Secretary.

12.2.6. In the case of MA students who pass their exams, the committee may articulate possible strategies to strengthen future performance at the doctoral level.

12.3 PhD Comprehensive Examination

12.3.1. At least on full semester before the student intends to take comprehensives, the student will request that the advisor form the committee. The committee will establish a reading list of 15 books that the committee considers central to the students’ primary and secondary areas of study. The student may add five books to the reading list for a total of twenty.

12.3.2. Early in the semester in which he or she enrolls for comprehensives, the student will meet with the advisor to discuss general interests for possible examination questions. The student is encouraged to meet with the rest of the committee.

12.3.3. Soon thereafter, the committee will compose a list of at least seven examination questions drawn from the reading list. The advisor will give a copy of the questions to the student and to the DGS.

12.3.4. The student will answer five questions of his or her choice. The comprehensive examinations will be held over five three-hour sessions. The five sessions will be distributed over a period of seven consecutive days. All sessions must take place during regular office hours, and no more than two may be scheduled in a single day.

12.3.5 Within two weeks after writing exam answers, the student completes an oral defense of both the answers to the exam questions. Upon completion of the exam, the chair of the

committee notifies immediately the Graduate Secretary of the results by forwarding a completed exam form, which is filed with the Dean's office by the Graduate Secretary.

13. TEACHING OPPORTUNITIES AND DUTIES:

13.1. Teaching Assistantships/Fellowships (TA/TF) are awarded yearly on a competitive basis. The expected length of support, assuming good standing, is as follows:

- a. MA Two Years
- b. PhD with MA Four Years
- c. PhD without MA Five Years

13.1.1. In order to hold an assistantship or a fellowship, the student must be making normal progress toward a degree. "Normal progress" is defined as the successful completion of nine credits per semester (or eighteen per academic year) and the satisfactory performance of assigned duties.

13.1.2. Fellowships from outside the University do not count against the length of support within the Department, but nonteaching fellowships granted by the University do.

13.2. Teaching Responsibilities: All Department of Communication TAs and TFs are expected to:

13.2.1. Successfully complete the course requirements for Teaching Practicum, COMMRC 3384, during the first term that they teach.

13.2.2. Attend all organizational and policy meetings for the course in which they teach.

13.2.3. Submit a course syllabus for each course taught to their course supervisor and the Administrative Assistant in advance of the first teaching day of the semester.

13.2.4. Ensure that all of the basic pedagogical organizational and assignment requirements set by their course supervisor are satisfied.

13.2.5. Use the standard text assigned by the course supervisor, unless he or she has authorized another in writing.

13.2.6. Submit to periodic monitoring of teaching performance by members of their faculty.

13.2.7. Have their courses evaluated each term by the Office of Evaluation and Measurement.

13.2.8. Failure to comply with any of these requirements could jeopardize the future TA and TF appointments.

14. STATUTE OF LIMITATIONS

The policy for the statute of limitations is as follows:

- a) MA: Four years from the time of entry in the program.
- b) PhD with an MA: Eight years from the time of entry in the program.
- c) PhD without an MA: Ten years from the time of entry in the program.

Normally students who do not finish their work within these time limits will be dropped from the Department. Should they be dropped or should their active status lapse for whatever reason, students should write a letter explaining the time elapsed and requesting readmission to the Department Chair, who will forward it to the Admissions and Financial Aid Committee for review and for setting conditions of reinstatement in the program, if any. Only under exceptional circumstances can a student's advisor apply to the Dean of Graduate Studies, via the Admissions and Financial Aid Committee, for an extension of the status.

15. DEPARTMENT AND PROFESSIONAL PARTICIPATION

15.1 Graduate Student Representation:

15.1.1. Graduate students will be elected by the Graduate Student Organization (GSO) to the graduate and undergraduate curriculum committees as well as other committees when appropriate.

15.1.2. Graduate students will elect a non-voting representative to participate in faculty meetings, except for those meeting that involve confidential matters.

15.1.3. Professional Activities: In preparation for their future career, graduate students are advised to become professionally active by joining professional organizations, attending conferences, and publishing articles. The Department will do what it can to support the travel expenses of those students who have papers accepted at conferences.