

Handbook for Graduate Students



Department of Communication
University of Illinois at Urbana-Champaign



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Frequently Asked Questions

1. What courses do I need to take for my degree and how many will I need to take?

There are some minimum requirements and parameters but much is at the discretion of your adviser (for M.A. students) or your adviser plus program planning committee (for Ph.D. students). For more information, see pp. 2-4 (M.A. students) and 6-8 (Ph.D. students).

2. What are the minimum and maximum course loads for graduate students?

It depends--most of our students who hold a teaching appointment take 8 or 12 hours per semester during the regular year. For more information, see p. 11.

3. How do comprehensive exams for M.A. students work?

As you near completion of your degree, you and your adviser will plan your comprehensive exam. For more information, see pp. 3-5.

4. When should I register for CMN 595 and when should I register for CMN 599?

The short answer: CMN 595 is for independent study not directly or specifically related to a thesis or dissertation. Doctoral students who are writing preliminary exams also register for four hours of CMN 595 during the semester in which they are writing the exam. CMN 599 is for work on a thesis or dissertation. Students don't necessarily have to wait until all other course work is completed before registering for CMN 599. For more information, see p. 12.

5. What do you mean by "program of study" and how do I get one?

Doctoral students work with their advisers and program planning committees to develop a written "program of study" document that describes the courses the student will complete as part of the requirements for the Ph.D. All students should have a program of study approved by their committee and on file with the Director of Graduate Studies no later than the end of their third semester in the doctoral program. For more information, see pp. 1-2.

6. I'm ready to take my preliminary exams/schedule my dissertation defense--what should I do?

First, speak with your adviser about planning an exam or defense. Your adviser should obtain from the Graduate College website (www.grad.illinois.edu/staff/forms.htm) a form for requesting from the Graduate College appointment of a preliminary exam or final dissertation exam committee. The exam or defense should not occur until this form has been submitted to the Graduate College and the Graduate College has returned to the adviser a form for reporting the results of the exam or defense. For more information, see pp. 8-9 (for prelims) and 9-10 (for dissertation).

7. *If I'm finishing my M.A. degree and I want to continue on in the Ph.D. program, what do I do?*

First, speak with your adviser about the fit between our doctoral program and your academic interests, abilities, and goals. Then, speak with the Director of Graduate Studies about completing an application for admission to the doctoral program. Your application will be reviewed along with all other applications to our graduate program for the coming year. For more information, see pp. 5-6.

8. *I'm presenting a paper at a conference--can I get funding to help pay for my expenses?*

Yes! You may apply for support from the Friends of the UIUC Department of Communication fund. There are also grants available from the Graduate College. For more information, see pp. 17-19.

9. *Will I receive funding for the summer and how are these decisions made?*

Although fewer students are funded during the summer than during the regular school year, there are teaching and fellowship opportunities available. Students who hold teaching appointments or fellowships during the regular school year may receive a waiver of tuition and fees for the subsequent summer sessions. For more information, see pp. 15-16.

10. *How do I find out about fellowships, job opportunities, etc.?*

See pp. 20-23 for a listing of various sources of information.

FOREWORD

This handbook provides information about various requirements, options, and activities that are relevant to graduate students in the Department of Communication. The handbook is intended to inform and guide students in the graduate program.

The handbook is revised as changes occur in the policies and patterns it describes or as the material is seen to be inaccurate, incomplete, or uncommunicative. If users will call attention to needed changes by bringing them to me, this handbook will become a more useful guide.

Reading this handbook will not substitute for careful attention to the requirements set forth in official sources. All graduate students are expected to become familiar with the rules and regulations of the Graduate College and the University. The official sources are listed at the end of this handbook.

David Tewksbury
Director of Graduate Studies

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GRADUATE ADVISING

The advising system is an important element in the graduate program. Graduate study is, in a sense, an apprenticeship in scholarly work and it requires the constant close association of students with faculty members. For example, although the department and the Graduate College have minimum hours requirements for degree completion, it isn't the case that just any collection of hours will do. The courses you take need to form a coherent program that will prepare you for your future professional goals. Advisers and program planning committees help you to develop a coherent program. In addition, advisers play an important role in helping you identify research and career opportunities. We begin our discussion of graduate student life in the department with the topic of selecting and working with an adviser and program planning committee, because this is central to your success in our program.

Selecting an Adviser

Initial advising of a new graduate student is typically handled by the Director of Graduate Studies, although in some circumstances, a student may immediately be assigned to a particular faculty member for advising. Each student **must** have a faculty adviser by the time of registration for the student's third semester in residence (about the middle of the spring semester for students who begin in the fall). **It is desirable**, however, for a student to establish an advising relationship with a faculty member even sooner, so that he or she can receive guidance in registering for second semester courses during the registration period that begins in the middle of the first semester.

Although we don't suggest you change advisers frequently, we do realize that advising relationships are not fixed forever. Students may change advisers when circumstances warrant it (e.g., when a student changes the focus of her/his graduate program). A student who thinks such a change would be wise is encouraged to consult with his or her adviser and/or the Director of Graduate Studies.

Advising over the M.A. or Ph.D. Lifespan

A candidate for a master's degree is advised by one faculty member who must be a member of the department's Graduate Faculty (all department faculty holding the rank of Professor, Associate Professor, or Assistant Professor are members of the Graduate Faculty). The student and faculty member work together to select courses that form a coherent program and to plan a comprehensive exam. Some students may also write a thesis under the direction of their advisers.

Doctoral students work with a faculty adviser and with a program planning committee. A program planning committee consists of at least three faculty members (i.e., the adviser plus two others) who must also be members of the Graduate Faculty; at least half the committee must be departmental faculty. The adviser, program committee, and student jointly have the responsibility for assuring the development of a coherent and acceptable program of study given the candidate's goals and interests, a plan to ensure competence in research methods, and continued evaluation of the candidate's progress throughout coursework (see pp. 7 - 8 for information on coursework and research methods requirements).

A program of study approved by one's program planning committee is a prerequisite for admission to the Ph.D. preliminary examination. Each student should work with her or his adviser to prepare a full outline of the proposed program of study during his or her first

year as a doctoral candidate. The form for these programs may vary according to a student's goals, area of study, and adviser preferences. Samples of approved programs are available from the Director of Graduate Studies. **A program of study approved by the committee should be filed with the Director of Graduate Studies no later than the end of the third semester in the Ph.D. program.** The "Program of Study for Doctoral Students" form can be found at the department web site: www.communication.illinois.edu/current/grad/forms/.

Ordinarily, the program planning committee serves as the preliminary examination committee and then becomes the dissertation committee. Likewise, the student's adviser ordinarily becomes the director of dissertation research and chair of the final examination committee (when a dissertation is defended). However, changes in the role of the original adviser and in the make-up of committees sometimes occur when warranted by special circumstances.

Doctoral committees appointed to administer Preliminary Examinations and Final Examinations on dissertations must have at least four voting members. At least three of the voting members must be members of the Graduate Faculty, and at least two must be tenured. (In addition, the department requires that at least half of your committee members be members of the department faculty). Committee members need not be present at examinations, but may participate via appropriate electronic communication technology (i.e., telephone or video conference). The advisor must be physically present at the examination.

The faculty at large should be considered an advising resource. Students should feel free to consult with any faculty member on any academic subject. Students can facilitate advising by familiarizing themselves with the various rules and requirements of the department, the Graduate College, and the University. In particular, students should read this *Handbook* with care.

M. A. PROGRAMS

Programs leading to the master's degree may be constructed to meet a variety of objectives. For some students, a master's program is a continuation of liberal education, sometimes in preparation for professional training (e.g., business school or law school). For others, the master's program is the beginning of training as a research scholar and university professor. For some, it is a course of career-oriented training in some aspect of applied communication theory and research. The diversity of courses in the department, and the availability of cognate work in other departments, permit each student to shape a program of study tailored to individual needs. It is assumed, however, that all students' objectives are best served by a program that provides some breadth as well as specific grounding in one or more areas of communication theory and research.

Although there are no specific courses required of all students, each person is encouraged to master certain knowledge and skills. Students are urged to take coursework that involves exposure to both the humanistic and social-scientific aspects of the field, and to acquire familiarity with various research methods (e.g., historical, critical, qualitative, and quantitative methods).

Graduate College Requirements

1. Thirty-two hours of credit minimum. Twelve of the 32 hours must be in courses numbered 500 and above with at least eight of these in the department.

2. At least 16 hours must be in courses meeting on the Urbana-Champaign campus or in courses meeting in other locations approved by the Graduate College for residence credit.
3. A thesis is optional. The thesis must meet requirements set forth in *Instructions for Preparation of Theses*. If a thesis is submitted, the candidate's committee must conduct an oral examination on the thesis.
4. A minimum grade point average of 2.75 on a 4.0 scale.
5. Completion of the degree within five years after initial registration in the Graduate College.

Departmental Requirements and Information

1. Thirty-two hours of credit are required (though some students without adequate preparation may be required to take more than this minimum number of hours). Of the 32 required hours, no more than eight hours may be outside the department. (A student might take more than eight outside hours, but only eight may count toward the 32 hours required for the degree.)
2. Only four hours of independent study (CMN 595) may be counted toward the 32 required hours. Special topic courses using an independent study number (e.g., CMN 595) do not come under this limitation if they meet as regular courses or seminars. Only eight hours of thesis credit may be counted toward the 32 required hours (note that although the Graduate College would permit 12 hours of thesis credit to count toward the hour degree, the Department accepts no more than eight hours of credit for a thesis).
3. The student's course work must be approved by a faculty adviser who is a member of the Graduate Faculty with an appointment in Communication.
4. Each candidate must pass a final written comprehensive examination based primarily upon the student's coursework.

The M. A. Comprehensive Examination

All M.A. students take a final, written comprehensive examination (this is so even if you choose to write a thesis). The exam is prepared by the adviser and the candidate's examination committee. The examination committee is established by request of the candidate, in consultation with the adviser, and approved by the Director of Graduate Studies. The examination committee must be composed of three or more faculty members (the adviser plus two others), all of whom must be members of the Graduate Faculty; at least half of the committee members must be departmental faculty. Only students in good standing who can complete all requirements during the current term and who have no AB, DF, or EX grades (other than thesis hours) are admitted to the examination. A student need not be enrolled to take the examination.

Scheduling the examination. Particulars concerning the scheduling of the examination, the physical location, the writing apparatus to be used, and the like are all matters at the discretion of the adviser. However, a student who expects to receive the master's degree in the term in which the examination is written should know that there are deadlines each term by which the Director of Graduate Studies must receive the committee's evaluation if graduation is to be possible. These deadlines generally fall about four weeks before the end of a term. As a practical matter, one who hopes to receive the master's degree in the term in which the examination is written should plan on writing the examination at least eight weeks before the end of the semester so as to allow time for evaluation of the examination.

In addition, students who plan to apply for continuation in a Ph.D. program should make every effort to schedule comprehensive examinations so that the results will be known before they must submit their applications to continue. That deadline is January 15 each year.

Examination form and procedures. The comprehensive examination is focused on the student's mastery of information gained from coursework taken to fulfill the requirements of the master's degree. Although examining committees have some leeway in designing examinations, the standard examination consists of seven one-hour questions: six questions based on courses taken by the student and one general question. The examination is thus seven hours in length. The standard procedures are as follows:

1. Reviewing completed coursework

The student and advisor should review the student's completed courses to ensure that all Graduate College and department requirements have been met (see p. 3 for a summary of the requirements). **The student and advisor should complete the "MA Student Course List" form and give it to the Director of Graduate Studies.** The form can be found on the department web site.

2. Appointing the examining committee

The student should consult with the adviser a couple of months before the examination is to be taken. Student and adviser should identify two other faculty members who, with the adviser, will compose the examining committee. The Director of Graduate Studies should be notified of the committee membership.

3. Identifying areas for examination

The student should provide the adviser with a list of courses completed or in progress and their instructors. The student and adviser will usually identify six courses over which the student will be examined. The adviser then solicits a question for each of these six courses and prepares a seventh, general question. It is customary for the student to consult each questioner for advice on preparing for the examination, but the kind and amount of advice given is at the discretion of the questioner.

4. Scheduling the exam

If the adviser approves, the student may take the examination over two days (though not more than eight days apart) rather than in a single day. If the examination is taken on two days, then for each day the student will designate the courses whose questions will comprise that day's examination. The student will also designate the day on which the general question will be answered. (For example: the student designates the questions from courses A, B, C, and D as comprising the examination for Day 1; and designates the general question and the questions from courses E and F as comprising the examination for Day 2.)

5. Evaluating the exam

After the examination has been written, the adviser distributes the answers first to the individual questioners (the instructors of the six courses) who are asked to give an evaluation of the answer. Once the evaluations of the individual questioners have been returned to the adviser, the adviser circulates the entire examination (the six course-related answers, with evaluations, and the general-question answer) to the examination committee. The committee as a whole then meets (or corresponds) to discuss its evaluation of the examination as a whole.

The examining committee evaluates the examination as "Pass," "Fail," or "Continued." If the examination is judged to be a failure, the student is dropped from candidacy for an advanced degree. If the committee wishes to continue the examination, the committee will reexamine the student (over the whole of the examination or any portion of it) by whatever written or oral means it deems appropriate (e.g., another similar examination, an essay, an oral examination); such re-examination will continue until the committee reaches a judgment of Pass or Fail.

6. Reporting the results

The adviser should notify the Director of Graduate Studies of the outcome of the student's exam by completing one of our "Report of MA Examining Committee" forms. The form can be found on the department web site.

Continuation as Ph.D. Candidate

Many students continue for a Ph.D. after completing an M.A., but **continuation is not automatic.** Master's students who wish to continue as Ph.D. students must apply to do so. The deadline for applications is January 15. Applicants must (a) submit a letter indicating their desire to be considered for continuation and (b) arrange for three current letters of recommendation (e.g., from members of the comprehensive examination committee). Applicants may also provide a new sample of academic writing and whatever other materials they think appropriate.

The decision on admission to the Ph.D. program is made by the departmental Committee on Graduate Admissions and Financial Aid. The committee considers each case in the context of the general pool of applicants for the doctoral program, those from outside as well as within the department. Just as it does with outside applicants, the committee may

solicit additional information from internal applicants (for example, the committee may request that the student submit a preliminary program of study approved by a Ph.D. program planning committee). Because admission decisions (including decisions about continuation by master's students) are made in the spring, students are advised to plan their work so that an application for continuation in the Ph.D. program can be submitted in timely fashion (specifically, by the January 15 application deadline).

PH.D. PROGRAMS

Graduate College Requirements

1. A minimum of 96 hours (including a 32 hour master's degree), divided into 3 stages, is required. The master's degree or its equivalent constitutes Stage 1. Stage 2 ends when all departmental course and credit requirements are fulfilled and the preliminary examination is passed. Stage 3 is devoted to the dissertation (the dissertation prospectus, the dissertation proper, and the final examination on the dissertation).
2. At least 64 hours, including thesis credit, must be in courses meeting on the Urbana-Champaign campus or in other locations approved for residence credit for the Ph.D. In absentia registration for thesis credit requires approval of the Graduate College.
3. The subject of the dissertation must be reported to the Graduate College at the time of the preliminary examination.
4. The dissertation must comply with the requirements set forth in *Instructions for the Preparation of Theses* issued by the Graduate College.
5. The time limit for the doctorate is seven years from first registration in the Graduate College. Those who begin doctoral work here with a master's degree from another university have a six year limit. Students who have reached or exceeded the time limit for the degree may not continue to register without permission from the Dean of the Graduate College. Such permission can be granted only upon the recommendation of an executive officer of the department showing tangible progress toward the degree and a reasonable completion date.
6. Students who have completed the 96 hour credit requirement, have passed the preliminary examination, are making no use of University facilities, and have left campus, are not required to maintain registration. Students must be registered, however, during the term in which they take their final examinations (i.e., oral defense of the dissertation). In that term, students who have completed the 96 hour requirement may enroll in CMN 599 for zero hours.
7. If more than five years elapse between preliminary examinations and the final examination, students are required to pass a second preliminary examination as a prerequisite to admission to a final examination. The form of the second preliminary examination need not be identical to that of the first.

Departmental Requirements and Information

In stages 2 and 3 (after completion of a master's degree) the student must satisfactorily complete:

1. a minimum of 40 hours of coursework (not including hours counted toward the methods requirement)
2. the research methods requirement
3. the preliminary examination
4. a dissertation

The details of these requirements are as follows.

Coursework. A minimum of 40 hours of coursework is required (not including hours counted toward the research methods requirement), and at least half of these must be in the department. Not more than eight hours of independent study can be counted toward the 40 hours of coursework; however, special topic courses using an independent study number (e.g., CMN 595) do not come under this limitation if they meet as regular courses or seminars.

Though no specific courses are mandated, every doctoral student is expected to have had exposure (either through Ph.D. coursework or previous courses) to both social-scientific and humanistic facets of the study of communication. Just what coursework this might involve is left to the student's program planning committee (see pp. 1 - 2).

Each student is expected to develop a major and a minor area of specialization. Given the diversity of specializations, an exhaustive list of alternatives is not possible. In general, each student should design areas of specialization in ways that look toward continued growth and development in a professional career. In the process of constructing areas of specialization, each student should work closely with the adviser and program planning committee.

At least 12 hours of credit must be earned in classes outside the department. These classes may be from more than one department. (Classes taken to fulfill the coursework requirement and classes taken fulfill the research methods requirement can satisfy this outside-credit requirement.)

Research Methods. All candidates must demonstrate proficiency in research methods that are appropriate to their research interests. Because the central requirement is methodological competence, there can be no simple general formula for assessing proficiency. But ordinarily proficiency is demonstrated by successful completion of a program of relevant courses in methods that is determined by the student's program planning committee; this program might include work in quantitative, qualitative, historical, or critical methods. In all cases the candidate will be required to have taken a minimum of two such courses, though the normal practice is to require work beyond this minimum.

Proficiency in a foreign language may constitute a part of the methodological preparation if it is relevant to the candidate's specialized research interest (e.g., the dissertation). Satisfactory reading proficiency in a foreign language has usually been treated as scoring 485 or above on the Educational Testing Service French and Spanish tests and 470 or above on the German test, or passing a 2-semester 500 level course in the chosen language with a grade of A or B, or securing written certification from a professor of the chosen language that the candidate reads and understands it. Language credit secured elsewhere is generally not transferable except that ETS scores less than two years old may be accepted.

Preliminary Examination. The examination is administered by the student's preliminary examination committee consisting of at least four faculty members (i.e., the adviser plus three others), all of whom must be members of the Graduate Faculty. At least two of the members must be tenured and at least half of the committee must be departmental faculty. Ordinarily, there will be substantial overlap between the composition of a student's program planning committee and the composition of the preliminary examination committee, but the two committees need not be identical.

During the student's last semester of course work, the student must enroll in at least four hours of CMN 595, an independent study devoted to the preliminary examination. These hours of CMN 595 will not count as either coursework hours or methods hours; they will not count against the limitation on hours of independent study. Enrollment in this preliminary-examination 595 requires permission of the student's preliminary examination committee. Permission is sought by submitting, no later than the mid-point of the semester preceding the desired 595 enrollment, a preliminary version of a dissertation prospectus. Based on the preliminary prospectus, the student's preliminary examination committee will approve enrollment in 595, disapprove enrollment in 595, or request that the preliminary prospectus be revised and resubmitted for evaluation.

When approval to enroll in 595 is granted, the preliminary examination committee will formulate the written portion of the preliminary examination. The written portion of the preliminary examination has three parts:

1. The purpose of the **general examination** is to assess the student's engagement of broader issues that transcend the student's particular specialization.
2. The purpose of the **specialty examination** is to assess the student's mastery of work in the student's specialty area(s), including specifically the student's understanding of material directly relevant to the student's dissertation work.
3. The purpose of the **methods examination** is to assess the student's grasp of relevant research methods and practices, including specifically the student's mastery of the methods relevant to the student's dissertation.

The implementation of each part of the written examination is left to the discretion of individual preliminary examination committees. The specifics of the format are less important than that the three areas of the written preliminary examination be addressed in a manner that suits the purposes of the examination.

When a preliminary examination committee grants permission for a student to enroll in the preliminary examination 595, the committee should write a detailed description of all work the student will be required to complete and on what timetable for the preliminary examination and the 595 enrollment. **Copies of the document should be given to the student, filed with the Director of Graduate Studies, and retained by each member of the committee.**

Upon completion of the written work in the preliminary-examination 595, the adviser should schedule an oral examination. **Before this oral part of the preliminary examination can be held**, the adviser must request that the Graduate College appoint a preliminary examination committee and, in making the request, must specify a date for the examination. Forms for requesting the appointment of such committees are available from the Graduate College website (www.grad.illinois.edu/staff/forms.htm) When the Graduate College has appointed an official preliminary examination committee, the department will receive notification, including a form on which the examining committee's evaluation is to be returned.

The oral examination concerns the student's 595 work and any other matters the committee may deem appropriate. The scheduling of the oral examination, its location, and the

like are at the discretion of the committee. Upon completion of the oral examination, the preliminary examination committee (a) submits a grade for the work in 595 and (b) submits an evaluation of the preliminary examination to the Graduate College. The examining committee's evaluation may take one of three forms: Pass, Fail, or Continuation. If the result is "Pass," the student moves on to the next stage of doctoral work (the dissertation prospectus and then the dissertation itself). If the examination is judged to be a failure, the student is dropped from candidacy for an advanced degree. If the committee wishes to continue the examination, the committee will determine the appropriate course(s) of action; this may involve the student's rewriting some questions, taking additional classwork and then rewriting, producing a paper on some specified topic, etc. At some point, of course, the committee must reach a judgment of Pass or Fail.

The result of the examination is reported on the Graduate College form sent to the adviser when the preliminary examination committee is appointed. The adviser should give the completed form to the Director of Graduate Studies who will retain a copy in the student's file and return the original of the completed form to the Graduate College.

Upon completion of the work in the preliminary-examination 595, the student should be in a position to submit promptly a revised final dissertation prospectus. Indeed, where appropriate, the oral preliminary examination may be expanded to include consideration of the student's revised final dissertation prospectus.

Dissertation

Completion of a suitable dissertation is the final stage of the doctoral program. The following summarizes the required steps in completing the dissertation.

Committee. The dissertation committee must be composed of four or more faculty members. At least three must be members of the Graduate Faculty, at least two must be tenured, and at least half of the committee members must be departmental faculty. Usually the composition of the dissertation committee will substantially overlap with that of the program planning committee and the preliminary examination committee, but these need not be identical. Usually one's adviser will be one's dissertation director, but technically these are different roles that different persons might fill.

Prospectus. A dissertation prospectus must be approved by one's dissertation committee. Prospectus approval requires submission of a complete, written prospectus. Exactly what form the prospectus takes (its length, its detail, the matters covered, and so forth) is at the discretion of the committee. **Advisors must complete the "Committee-Approved Dissertation Prospectus" form and submit it with the approved prospectus to the Director of Graduate Studies.** The form is available on the department Web site. Students should not assume that their dissertation project has been approved until a signed prospectus has been filed.

Defense. The following steps should be completed before the final examination over the dissertation.

1. **At least three weeks prior** to the expected date of the defense, the adviser must request that the Graduate College appoint a final examination committee and, in making the request, must specify a date for the examination. Forms for requesting the appointment of such committees are available from the Graduate College (www.grad.illinois.edu/staff/forms.htm). When the Graduate College has appointed an official final examination

committee, the adviser and the department will receive notification, including a form on which the examining committee's evaluation is to be returned.

2. Prior to the defense, advisers or students may also wish to obtain from the Graduate College website a Certificate of Committee Approval (at www.grad.illinois.edu/staff/forms.htm; formerly the "Red-bordered form") that will be signed by the members of the dissertation committee and included when the student deposits his or her dissertation. One original copy of this form must accompany each bound copy of the dissertation.

Format and Deposit. After the final examining committee has approved the dissertation--including approval of all final revisions--the dissertation should be ready for format checks. Format checking is based on a complete, presumably perfect, copy of the approved dissertation. In preparation of final copy, the candidate should follow exactly the most recent edition of *Instructions for Preparation of Theses*, available from the Graduate College (hard copies available in Coble Hall, electronic version available through links on the Graduate College web site at www.grad.illinois.edu). There are three steps to a format check:

1. The **adviser** must check the dissertation for form, content, freedom from errors in typography, layout, citations, reference lists, and Graduate College specifications. **The adviser must notify the Director of Graduate Studies in print or by electronic mail that s/he is satisfied that the dissertation meets appropriate standards of scholarship and presentation.**
2. The **Director of Graduate Studies** checks the entire dissertation to ensure that it meets the department's standards and to spot any potential problems in relation to the Graduate College specifications. Upon a satisfactory examination of the dissertation or, if necessary, after required corrections have been made, the Director of Graduate Studies issues a certificate of approval on behalf of the department. This certificate is required when a dissertation is deposited with the Thesis Office.
3. The **Thesis Office** of the Graduate College checks the dissertation for overall quality and for conformity with the *Instructions for Preparation of Theses*.

Although the Director of Graduate Studies makes every effort to complete a format check within one week after receiving a dissertation, more time may be needed, especially in the weeks before deposit deadlines when several dissertations are being processed. Moreover, if a dissertation requires a great many corrections and revisions in light of the format check, the candidate must attend to them before the department will certify the dissertation ready for deposit. Candidates should allow plenty of time before the deadline for deposit of dissertations. If a candidate who is residing elsewhere is unable to "walk" his or her dissertation through the various stages of approval in person, he or she should plan to have a "proxy" complete these steps on her or his behalf (e.g., a trusted peer in the graduate program).

A bound copy of the dissertation must be filed with the department (in addition to the unbound copies deposited with the Graduate College).

OTHER ACADEMIC INFORMATION

Course Loads and Overloads

The normal course load varies depending on the student's situation. For example, for a student who is devoting full time to an academic program (i.e., who is not employed as a

teaching assistant or otherwise), the normal course load might be 16 hours in a semester and 8 hours in a summer session. Students who are employed (as assistants or in outside work), of course, will have smaller normal loads. For a person holding a half-time assistantship, for example, a normal load would be 8-12 hours per semester and 4-8 hours in the summer.

The maximum number of hours a student can take in a given term depends on the level of the student's University appointment (if any) according to the table below. These maxima cannot be exceeded except under unusual circumstances; a petition to the Graduate College is required at the time of registration for approval of an overload.

Maximum Credit Loads (in hours)

Percent time appointment	Fall/spring	Summer 1	Summer 2
0 - 10%	24	6	12
11 - 25%	18	6	10
26 - 40%	16	4	8
41 - 60%	14	4	8
61 - 74%	12	4	6
75 - 90%	10	3	6
91 - 100%	8	3	4

Persons holding a Graduate College or University Fellowship must enroll for a minimum of 12 hours during a semester, and must enroll for at least 4 hours during Summer 2 term. Specific information about the Graduate College definitions of course loads may be found in the Graduate college Handbook (www.grad.illinois.edu/gradhandbook).

Excused Grades: Incomplete and F-by-rule

It is possible for graduate students to receive I (Incomplete; formerly EX) grades in courses in which they are enrolled, but whether an I grade is received in a given case is a matter between the student and the instructor. Some faculty, for example, have a policy of not giving I grades, and hence students should not presume the availability of such grades. When an I grade has been received, a grade must be reported by the instructor not later than "reading day" at the end of the next regular semester. If a grade is not reported by the deadline, the I grade automatically converts to a grade of F-by-rule (as distinguished from an "earned" grade of F). For details on the general policy of the Graduate College with respect to this matter, see *The Graduate College Handbook*; for the specific deadlines in a given semester. See the university calendar (follow the "calendar" links from the Graduate College, www.grad.illinois.edu).

Save in exceptional circumstances, the department **will not** approve requests seeking (a) the extension of the deadline for reporting a grade to replace an I grade, (b) the replacement of an F-by-rule grade with some other grade, or (c) the retroactive withdrawal from a course in which an I or F-by-rule grade is in place. The import of this departmental policy is that students receiving I grades should take care to ensure that the necessary work is completed in a timely fashion so that a grade can be reported before the deadline. The deadline cannot be extended, and if the deadline is not met, then the resulting F-by-rule grade is in place forever and ever. (Does the phrase "on your permanent record" come to mind?)

Note: in a few non-thesis courses (such as CMN 595, the independent study course), it is possible to receive either a DFR (Deferred) grade or an I (Incomplete) grade. But in such courses, the two grades function identically--same time limits for grade reporting, same automatic conversion to F-by-rule, etc. Thus, everything said above about I grades (including the department's policy on deadline extensions, etc.) also applies to DFR grades received in non-thesis courses. (DFR grades received in the **thesis** course, CMN 599, are another kettle of fish altogether; those DFR grades never convert to F-by-rule grades, but instead remain as DFR grades until the thesis/dissertation defense is held.)

CMN 595 and 599

CMN 595 is most often used for independent study on a topic or project that is not related to a thesis or dissertation. If you take a DFR or I in CMN 595, you must complete the work and your instructor must submit a grade change before reading day of the following semester, or your grade for the independent study will automatically convert to a grade of F-by-rule.

In contrast, CMN 599 is appropriate for work that you do towards completion of a thesis or dissertation. CMN 599 does not turn to an F-by-rule after a semester--it stays deferred until you have completed a thesis or dissertation. Students may begin registering for CMN 599 at the point at which they begin working on a thesis or dissertation (often this occurs after completion of all other course work but it can also occur concurrently with other course work). Students who are in residence and working full time on a dissertation should usually register for 12 hours of CMN 599. This accurately reflects the work you are doing as well as the faculty resources that are involved in advising students at this stage.

In addition to the typical use of CMN 595 for independent study projects, there is another use of CMN 595: during the semester in which a doctoral student writes his or her preliminary exams, he or she should register for CMN 595 for this purpose (with permission of his or her preliminary exam committee, see p. 8). We anticipate that students will complete preliminary exams within the semester during which they are registered for this CMN 595 credit (or soon enough after the semester that the grade will not convert to a grade of F-by-rule).

Petitions

Some college or university requirements may be modified upon petition by the student if circumstances warrant. Such petitions require the approval of the adviser, the department and the Graduate College. Petitions should be submitted as soon as the need for modification is perceived. Petitions are handled as follows: First, the student discusses the matter to be petitioned with the adviser. If the student's request is approved, a petition form is acquired (from the Graduate College web page at www.grad.illinois.edu) and completed by the student. The form is taken to the adviser for comment and signature and then to the Director of Graduate Studies for comment and signature. Petitions without adequate justification by the student, or without supporting comment by the adviser and Director of Graduate Studies, may be disapproved by the Graduate College.

Grievance Procedures

A copy of the department's *Policy and Procedures on Grievances by Graduate Students* is available on request from the Director of Graduate Studies or from the Head of the department. A grievance may arise when a graduate student believes that her or his status as a graduate student, or University appointment based on student status, has been adversely affected by an incorrect or inappropriate decision or behavior. Examples include, but are not limited to, the following: inappropriate application of a department or University policy, being unfairly assessed on a preliminary examination, being required to engage in excessive effort on assistantships, being improperly terminated from student-based University employment, being

improperly terminated from the program, being required to perform personal services unrelated to academic or assistantship duties, being required to meet unreasonable requirements for a graduate degree, being the subject of retaliation for exercising his or her rights under this policy, or being the subject of professional misconduct by a student's graduate adviser or other faculty or staff member. Please note that cases involving alleged capricious grading should be appealed to that committee, following the committee's established procedures.

In brief, the policy encourages a student who believes he or she has a grievance to begin with all appropriate avenues for informal resolution before initiating a formal grievance. Students are encouraged to first discuss the issue with the faculty or staff member with whom the problem has arisen. If the matter is not resolved, the student should turn to his or her adviser, the Director of Graduate Studies, or the Head for assistance in reaching a resolution that is acceptable to the parties involved.

In the event that informal attempts at resolving a grievance prove unsuccessful, a student may pursue a grievance through the formal channels described in the department's *Policy and Procedures on Grievances by Graduate Students*.

The Mechanics of Graduating

In a bureaucracy such as the University of Illinois, merely completing all degree requirements will not yield a degree. One's papers must be in order. A key to having one's papers in order is having one's name on the official degree list for the desired graduation date. Thus, if you are expecting to receive a degree you should do two things:

1. Arrange to get your name on the appropriate degree list. This can be done in two ways:
 - (a) If you are registering in the term in which you expect to graduate, watch the screens of BANNER for the question: "Do you expect to receive a degree at the end of this term?" Answer "Yes."
 - (b) If you are not enrolling in the term during which you expect to graduate (or if you forgot to answer "yes" at registration), then complete the form "Application for Degree," available from the Graduate College web page at: www.grad.illinois.edu/staff/forms.htm.
2. Tell the Director of Graduate Studies that you are expecting to receive a degree at the given graduation date. (This way, when the preliminary version of the degree list is received by the department, the list will be checked to ensure that your name appears on it.)

If you do not do these things, then no matter what else you have done, you might not graduate, because only those on The Degree List graduate.

One need not be enrolled to graduate. One can graduate in August, for example, without having been enrolled in the summer session. Doctoral candidates must be enrolled in the term in which the final oral examination (the dissertation defense) is held, but they need not be enrolled in the term in which the final copy of the dissertation is deposited.

For each graduation, there is a deadline by which the appropriate examining committee (the comprehensive examination committee for master's students, the final dissertation examination committee for doctoral students) must convey its evaluation to the Director of Graduate Studies. The exact deadlines vary from year to year and are available at the Graduate College web page at www.grad.illinois.edu. A student who hopes to make a certain graduation date will need to plan so that the Director of Graduate Studies will be able to certify (by the deadline) that all degree requirements have been met.

FINANCIAL AID

The department tries to provide financial support for its fellows, research assistants, and teaching assistants until they qualify for the degrees they are seeking. This support depends upon satisfactory academic progress (including satisfactory grades and prompt completion of courses), upon good performance as an assistant, and upon ability to perform needed duties. Assistants and fellows must register at least for what the Graduate College regards as the minimum normal load. If students or advisers feel a reduced load is necessary, prior approval of the Director of Graduate Studies or the Head of the Department is required.

Teaching Appointments, Duties, and Evaluations

How Teaching Appointments are Typically Made. The criteria we use in making appointments to particular courses are: qualifications to teach the course (as assessed by the faculty course director), the department's teaching needs, number of years of remaining funding eligibility, and progress toward completion of the degree (i.e., completion of exams, programs of study, etc.). Although it is not always possible to honor student requests to teach a particular course, we do also consider how an appointment can assist a student to obtain teaching experiences helpful to his or her professional development.

In the spring of each year, students are asked to fill out a teaching preferences form indicating what courses they would like to teach during the following year. Students are also encouraged to contact the course director for the course or position (e.g., assistant course director, peer leader) in which they are interested in order to express their interest. We make every effort to notify students promptly regarding their future appointments, though at times late changes may be necessary.

Duties of a Teaching Assistant. The department values excellence, diversity, and collegiality in research, teaching, and service. As a result, all graduate student teachers are expected to uphold these departmental values. The duties of a teaching assistantship include: attending orientation, training, and staff meetings; following the syllabus that your course director has developed and/or approved; meeting with your class at every scheduled class period (in the event that you are unable to meet with your class, you should follow the course procedures for notifying your course director and finding an acceptable substitute); conducting your classroom in a professional manner (e.g., being on time, prepared, organized, and considerate of your students); grading and evaluating student work according to criteria established in the syllabus or otherwise communicated to students; holding office hours scheduled regularly for the convenience of students; following university guidelines for final examinations and reporting grades; reporting problems or issues in the classroom to the appropriate course staff member (i.e., the course director, assistant course director, or peer leader); submitting results of student evaluations (i.e., ICES questionnaires) to the department head; and any other duties as assigned or required by a specific course assignment (e.g., peer leading in a multi-section course).

How Graduate Student Teaching is Evaluated. The department evaluates teaching performance in a number of ways. All teaching assistants are required to distribute evaluation forms to their students at the end of the semester. These forms, known as ICES (Instructor and Course Evaluation System), are processed by the Division of Measurement and Evaluation; the results are returned to the teaching assistant approximately 6 weeks after the semester ends. The department head receives ICES scores for all graduate teaching assistants; copies of these are also shared with the appropriate course director. You should expect that your course director

will follow up with you about your scores, explain how to interpret the scores, identify issues or questions raised by the student feedback you received, and the like. You should also be proactive and bring any questions or concerns raised by the ICES results to the course director. Although the numbers will vary and must always be put into a broader context, generally the department prefers ICES scores to be over 4.0 (out of 5.0) on most measures.

ICES are only one of the ways that your teaching is evaluated, however. Some courses (especially the 100-level courses that use peer leaders) also use a system of classroom visits, where a supervisor or peer leader observes you in the classroom to give direct feedback on classroom performance. You should feel free at any time to request a classroom observation. Course directors and senior teaching assistants are also available to examine assignment sheets, exams, ideas for exercises, or anything else you might need in order to improve your teaching. Finally, your course director may recommend that you take advantage of resources outside of the department, such as those offered by the Center for Teaching Excellence. In short, the department looks at each instructor's performance as broadly as it can and does its best to tailor help and give feedback to each graduate teaching assistant's needs.

Financial Aid Limits and Summer Financial Aid

There are limits to the amount of support a student may receive from the department. A student seeking a master's degree can receive financial aid from the department for a maximum of two years of study. A student who received a master's degree elsewhere and is seeking a Ph.D. degree can receive financial aid from the department for a maximum of five years of study. A student who receives an M.A. degree from the department and continues in the Ph.D. program can receive financial aid from the department for a maximum of six years of study (total, for the M.A. and Ph.D. combined).

The intention of the department's policy is to assure that students are supported for a period of time that is normally sufficient to complete their degrees, **regardless of the source of that financial support**. By way of illustration: Suppose that a student takes an assistantship in another campus unit, as sometimes happens when the student has an opportunity to gain useful experience in an allied field. The time in that job counts against the time limits described above. So, a master's candidate who holds an assistantship in the department for one year, and then takes an assistantship in Business and Technical Writing for another year, will be considered to have used up the two-year entitlement for master's students. Naturally, there is nothing to prevent a Communication graduate student from seeking employment elsewhere on campus after using up the departmental entitlement-although it is devoutly to be wished that students will complete their degrees within the allotted period of financial aid!

For Ph.D. students, receiving departmental aid for the last year of study (the fifth year for a student who received a master's degree elsewhere, the sixth year for a student who received a master's degree here) is contingent upon the student's having been admitted to Stage III of doctoral work (i.e., having passed the preliminary examination, that is, having the appropriate form filed with the Graduate College) no later than the last day of instruction in the spring semester preceding the last year of study.

These are maximum aid periods; students should not expect to receive aid beyond these limits, save in exceptional circumstances. These maximum limits do not guarantee aid for this duration nor for summer periods.

Financial aid from the department for the summer term is limited. Persons with nine-month teaching or research assistantships of from 25% to 67% time are automatically provided a summer tuition and fee waiver. Other summer aid cannot be guaranteed, although some assistantships and fellowships are awarded each summer. Decisions about summer financial aid are based on considerations of (1) the specific requirements of courses to be taught (e.g., experience with and knowledge of the subject matter), (2) seniority, and (3) progress in one's degree program.

GRADUATE STUDENT RESEARCH

Graduate Student Research Support

The Graduate College provides limited funds to support certain kinds of graduate student research related to theses and dissertations. These programs award funds through a competitive application process held each semester; information about deadlines and application procedures are available in the department's *Fellowship Book* and on the Graduate College web page at www.grad.illinois.edu (follow the "Fellowship Office" links). Additional sources of support for student and faculty research can be found by using the Illinois Researcher Information Service and the *Fellowship Book* described under "Other Sources of Information" at the end of this handbook.

Research Involving Human Subjects

Although all research projects involving human subjects must be supervised by a faculty member, graduate students should be aware of the regulations that apply at the University of Illinois. All projects conducted by a researcher from the University of Illinois involving the use of human participants must be reviewed, either at the departmental or university level. This includes not only research you might conduct for possible publication, but also research that you conduct as part of a class project or research that a teaching assistant might assign to undergraduate students as part of a class project.

If you anticipate conducting research with human participants or assigning research projects to your students, you should allow ample time to complete a research proposal for review by the faculty member who will supervise you and then by the Campus Institutional Review Board or the department's Human Participants Committee. The departmental committee can consider applications for exemption from IRB review. Additional information about campus policies is contained in *The Handbook for Investigators*, published by the Institutional Review Board, available free of charge at 417 Swanlund Administration Building. The information is also available on the web at www.irb.illinois.edu.

GRADUATE STUDENT TRAVEL SUPPORT

"Friends" Travel Grants

Thanks to the generosity of the Friends of UIUC Department of Communication, this program provides support for graduate students who travel to professional conferences to present papers they have written. All students who qualify receive awards. Students may apply for up to \$300 (the amount of the award may vary, depending on whether the paper is single-authored and presented or co-authored and co-presented). Applications are accepted at any time during the year. To apply, one merely has to fill out an application form and submit it to the Director of Graduate Studies. Program announcements and application forms are available in the main office or from the Director of Graduate Studies.

The funds available for this program are limited, so some restrictions on eligibility are necessary; these are described below:

1. An applicant must be a graduate student in Communication, currently registered and in residence, who will be presenting at a professional meeting or conference a paper that he or she has written.
2. A student may receive a maximum of two travel awards in any academic year. (An academic year begins on August 16 and ends on August 15 of the next calendar year.)

The limit of two applies both to full awards that go to a single individual and to awards that are shared under co-presenter arrangements described below.

3. In a given academic year, students may receive travel awards only for papers presented at conferences that take place during that academic year.
4. Each travel award must be used to attend and present a paper at a different meeting; that is, one may not receive two awards to attend the same meeting, even if one is presenting two or more papers at that meeting.
5. In the case of papers co-authored by two or more graduate students, the award will be made to the student who is presenting the paper. If the paper will be presented jointly by two or more student authors, the award will be divided equally among the presenters.
6. In the case of papers co-authored with faculty members, the student may apply for support only if the student will be presenting or co-presenting the paper. If multiple student co-authors will be presenting the paper jointly, the award will be divided equally among the student presenters.
7. The application form must be filled out completely and must be accompanied by evidence that the paper has been accepted for presentation (typically a letter of acceptance from the program chair and/or a copy of the meeting program).

It is expected that, in most cases, students will apply for support in advance of travel to the conference. If students apply at least two weeks in advance, every effort will be made to provide the funds before they leave for the conference. Retroactive applications for support will also be accepted so long as the conference took place in the same academic year as that in which the application is submitted.

Students who receive awards must submit receipts for legitimate travel expenses equal to the amount of the award promptly on their return from the conference. Legitimate travel expenses include hotel bills (not including incidental charges for telephone calls, minibars, in-room movies, and the like), meals, conference registration fees, airline tickets, train tickets, taxi service, and mileage charges at 50.5¢ per mile for persons who drive their own cars to conferences and submit fuel receipts. If a student's legitimate travel expenses total less than the amount of the award, the student must refund the unused portion of the award.

Awards are not transferable; the funds may be spent only by the applicant to whom they were awarded. A student who receives an award but does not attend the conference (e.g., due to illness) must refund the award.

This program is unrelated to the Graduate College student conference travel grants. Therefore, one might apply for and receive both a Friends Award and a Graduate College Grant for the same conference.

The Graduate College Conference Travel Grants

This program provides support for graduate students to present papers at professional conferences. The amount of support awarded varies; there is a maximum of \$300 and most awards are smaller than the maximum.

Each semester, there is a deadline for applying for funds for travel during that semester. As soon as you know you will be presenting a conference paper, obtain an application form from the Graduate College. To be eligible for an award, you must be nominated by the department, so your application materials must be submitted to the Director of Graduate Studies prior to the

department's deadline for that semester. In each semester's competition for funds, each department is limited in the number of students that may be entered (recently, no more than three students can be entered), and each department's entries must be rank-ordered. The department orders its possible entrants by the points accumulated through the following system:

1. Meeting/convention to be attended:

- 4 points: ICA or NCA events (including conventions, Doctoral Honors Seminars, NCA summer conferences, and other such ICA/NCA sponsored undertakings)
- 3 points: Other national or international events (e.g., conventions of the Modern Language Association, Academy of Management, American Psychological Association, etc.)
- 2 points: Regional meetings (i.e., CSSA, SSCA, ECA, or WSCA events)
- 1 point: other events

2. Authorship of papers:

- 3 points: single author
- 2 points: co-authored paper to be presented by applicant
- 1 point: co-authored paper not to be presented by applicant

3. Degree sought and program stage:

- 4 points: Ph.D. students who have both passed preliminary exams and have filed an approved dissertation prospectus
- 3 points: Ph.D. students who either have passed preliminary examinations or have filed an approved dissertation prospectus
- 2 points: Ph.D. students who have neither passed preliminary examinations nor filed an approved dissertation prospectus
- 1 point: M.A. students

4. Conference travel costs: The University Scholars Travel Fund estimates the cost of faculty conference travel (www.research.illinois.edu/stf/programinfo.asp#support). These estimates will be used to approximate the costs of travel.

- 2 points: Cost is at least \$500
- 1 point: Cost is under \$500

Ties in points are broken by the number of hours completed toward the current degree sought (higher rankings to those further along) and those who have exhausted their eligibility for departmental aid (see pp. 15-16) will not be eligible for Graduate College Conference Travel Grants. When the department has a larger number of possible entrants than is permitted by the Graduate College, those with the highest rankings are selected.

THE COMMUNICATION GRADUATE STUDENT ASSOCIATION

Membership in the Communication Graduate Student Association is automatically extended to all graduate students in the department. One of the functions of the CGSA is to help new graduate students become oriented to the department, the university, and the community. To that end, it holds informal orientation sessions (including picnics, parties, library tours, etc.),

offers help in the registration process, gives aid in acquiring housing, etc. The CGSA also assigns office space for assistants and fellows; new students should see the CGSA President for information and assignment.

The CGSA selects members to serve on the Committee on Alleged Capricious Grading and as representative to the Graduate Policy Committee. In the event that the Director of Graduate Studies must form a Grievance Committee, the CGSA selects the graduate student member of that committee as well. Through these committees and through meetings of the CGSA officers and members with the Head of the Department and the Director of Graduate Studies, graduate students have well established channels of input into policy decisions.

UNIVERSITY NON-DISCRIMINATION STATEMENT

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms, whether or not specifically prohibited by law.

The policy of the University of Illinois is to comply fully with applicable Federal and state nondiscrimination and equal opportunity laws, orders, and regulations. The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

Among the forms of invidious discrimination prohibited by University policy but not by law is discrimination based on sexual orientation. Complaints of invidious discrimination based solely upon policy are to be resolved within existing University procedures.

For additional information on the equal opportunity and affirmative action policies of the University, please contact on the Urbana-Champaign campus: the Assistant Chancellor and Director of Affirmative Action, Swanlund Administration Building, 601 East John Street, Champaign, Illinois 61820.

OTHER IMPORTANT SOURCES OF INFORMATION

Policies, Procedures, Rules and Regulations

The following are official sources of information on policies, procedures, rules and regulations at departmental, college, and campus levels. Every student is responsible for knowing the rules, and copies of these documents are made available to each student. Although you may not want to sit down and read through all of them, it is advisable to familiarize yourself with their contents so that you can refer to them as needed.

Graduate College Handbook. Prepared by the Graduate College, this is the definitive guide to policies and procedures affecting all graduate students. Every graduate student is given a copy as new editions appear. The web version is updated regularly and is available at www.grad.illinois.edu/gradhandbook/.

Student Code. The basic rule book for the campus, revised and published each fall. Copies are available to students at the Office of Admissions and Records, 901 W. Illinois, at the Student Assistance Center at the Turner Student Services Building, and at the Illini Union Information Desk. The *Code* is available on-line at www.admin.illinois.edu/policy/code/.

Academic Programs and Courses

University of Illinois at Urbana-Champaign, Programs of Study. Published biennially, this bulletin contains useful sections about Student Services, Research and Instructional Resources for Students, Undergraduate Programs, and Graduate Programs. Available on the web at courses.illinois.edu/cis/2009/fall/programs/index.html.

University of Illinois at Urbana-Champaign, Courses Catalog. The official list and description of courses offered on the campus. Follow the links at <http://courses.illinois.edu/cis>.

Departmental Business

Mailboxes are our chief means of communicating with graduate students and faculty. Graduate students should check their mailboxes at least twice a week.

E-mail is the other way we have of communicating with you. Please check your Illinois student account often and delete messages regularly so that your mailbox doesn't become too full to receive mail.

The bulletin board in Room 101 of the TA building is used to post information of interest to graduate students and faculty.

Office Procedures Handbook. Compiled annually by our own office staff as a guide to their support services for graduate students and teaching assistants.

Research Support: Fellowships and Grants

Fellowship opportunities are available at the Graduate College website at <https://www.grad.illinois.edu/fellowship/>. It contains fellowship announcements from inside and outside the university. Included are a wide variety of specialized programs of research support as well as announcements of dissertation grants, fellowships, and the like.

The Illinois Researcher Information Service (IRIS) is a unit of the University of Illinois Library at Urbana-Champaign. The IRIS office compiles the IRIS Database of funding opportunities. The office also maintains a library of publications (informational brochures, application guidelines, and annual reports) from over 2,000 funding agencies. The IRIS Database of funding opportunities has been compiled at the University of Illinois at Urbana-Champaign since 1979. It currently contains records on over 8,000 federal and private funding opportunities in the sciences, social sciences, arts, and humanities. The IRIS Database is updated daily and is available in WWW and Telnet versions. For more information, see the IRIS web site at www.library.illinois.edu/iris/.

Style Manuals for Papers and Theses

An important part of graduate education is learning to write for professional audiences. Each graduate student should cultivate good writing skills with every assignment. The following sources describe standards for various kinds of manuscripts.

Publication Manual of the American Psychological Association. 6th edition. A widely accepted style guide for journals in the social sciences. Available at bookstores.

The MLA Handbook for Writers of Research Papers. 6th edition. Modern Language Association. Widely accepted for journals in the humanities. Available at bookstores.

Handbook for Graduate Students Preparing to Deposit. The official rules of the Graduate College for preparation of theses and dissertations. An essential guide to format, depositing theses, copyright, etc. Available free at the Graduate College Thesis Office, 218 Coble Hall or through links on the Graduate College web page at www.grad.illinois.edu.

Computer/Electronic Facilities and Support

Computing Handbook for the Department of Communication. The complete guide to the department's computer laboratories and support services. See the website at www.communication.illinois.edu/about/facilities/ for information.

Facilities and Services of the Woolbert Lab's Video Center. Prepared by our staff to explain audio-video services available in the department.

The Campus Information Technology and Educational Services (CITES) has a wide variety of publications and resources available at their Resource Center, 1420 Digital Computer Lab, 1304 W. Springfield, Urbana and on their web page at www.cites.illinois.edu.

Employment Information

At some time you may have to leave the "golden days in the sunshine of your happy youth," to take up honest work. But long before one begins the serious job search, it would be advantageous to know what kinds of positions are available. Sometimes a graduate student can shape a course of study so as to be well prepared for the career opportunities that are emerging in a field. Take some time early in your student days, therefore, to keep informed about the state of the job market. The following sources will help.

The Academic Job Book is a loose-leaf notebook kept in the main office. It contains every job that comes to our notice in the field of Communication and a few in related fields. An effort is made to monitor the main sources of job information, including printed sources (see below), announcements mailed by prospective employers, and notices posted on electronic networks. **The Academic Job Book is not to be removed from 240 Communication Building.**

The **Career Services Center**, at the Student Arcade Building, provides assistance in all facets of job search, from assessment of marketable skills to resume writing and interviewing. The Service makes special efforts on behalf of graduate and undergraduate students in the humanities and social sciences.

The **Educational Placement Office**, at 140 Education Building, is a general placement service for persons seeking teaching jobs, but with emphasis on primary and secondary schools.

Spectra (National Communication Association) and *ICA Newsletter* (International Communication Association). These professional-association publications carry

current listings of jobs in the field. Copies of the listings may appear in the department's Job Book, but you can get your own copy by joining the associations (at student membership rates). Visit NCA at www.natcom.org and ICA at www.icahdq.org.

Chronicle of Higher Education. Weekly national newspaper that has become the chief means of advertising academic jobs to a national readership. There are also large numbers of other jobs in academic and related institutions, e.g., in publications and public relations, fund raising, student personnel work, alumni relations, and the like. Anyone who is interested in applied communication work in such fields should make a habit of reading the classified listings in the *Chronicle*. Recent issues are available in the main office. The Web version is at chronicle.com/jobs.