



Indiana University

Department of
Communication and Culture

2009-2010
Academic Year

A User's Guide:
Completing Your
Graduate Degree*

*while maintaining your sanity

Welcome to the graduate program in the Department of Communication and Culture. We are honored that you have chosen to join our Indiana University family.

This User's Guide is designed to help you understand the departmental procedures and the bureaucratic processes that will culminate in your successfully obtaining your degree. While most of what you'll need to know about the process is contained in these pages, please be aware that procedures are subject to change. New rules supersede old ones for everyone, regardless of when you started your program.

Be sure to check your IU email account regularly. This is your official electronic channel for departmental and university correspondence.

If you have questions about the program, please consider one of the following three sources for answers:

- Our graduate blog, at <http://cmclgrads@blogspot.com>, should be your first stop for any question. In addition to updates and changes, discussions of procedure, campus news, and departmental happenings and reminders, the blog menu contains links to many other helpful resources.
- Kathy Teige, our graduate secretary, either has or can find any procedural information, form, office supply, student record, or map through the maze of the bureaucracy you might need. You may stop by her office (256), call (812-855-6389), or email kteige@indiana.edu with your questions.
- The Director of Graduate Studies or the members of the Graduate Affairs Committee will be able to provide information about CMCL courses, academic resources, the scholarly environment, conferences, teaching, and many other topics relating to your studies and research.

Director of Graduate Studies: Jon Simons
GAC Faculty Members: Jane Goodman (Fall)
Ilana Gershon (Spring)
Joan Hawkins

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Getting Acquainted

Welcome to the Department of Communication and Culture at Indiana University. If you're wondering, "Now what?" - you're not alone.

Having been through at least four years of college to reach this point, you know that there's nothing like higher education to create a bureaucracy. We certainly have a bureaucracy, but, as complex as the process may sound in the following pages, it really isn't all that cumbersome. We bureaucrats at IU are a pretty creative bunch, dedicated to finding ways to help you succeed..

New students will be receiving a lot of information over the next few weeks; it can feel pretty overwhelming. Please don't hesitate to ask staff, faculty, or your fellow grad students for support. We've all been through this before; please use our experience to keep your head above water. Before you know it, the fast pace of graduate school will be second nature to you.

Returning students will find some changes and clarification of procedure. Hopefully, this User's Guide and the cmlgrad blog will make the process easier. Remember, ASK KATHY FIRST should be your mantra.

If you have any questions, please ask for help! Although we strive for clarity, the various handbooks, guidelines, bulletins, etc. are often only as clear as mud. (If you've ever tried to write good instructions, you know how hard a task it is; with the best will in the world, sometimes we just do it badly.) If something is less than transparent, please ask for an explanation.

Glossary

There are a number of terms and acronyms we use all the time. This is your guide to what they all mean

ABD-	All But Dissertation
AI-	Assistant Instructor
BY-	Bryan Hall (Dean Fac lives here)
C2-	Classroom-Office Building (where CMCL lives)
CITO-	College Information Technology Office
CMCL-	Department of Communication and Culture
COAS-	College of Arts and Sciences
DeanFac-	Dean of the Faculties Office
DGS-	Director of Graduate Studies
FF-	Franklin Hall (Registrar and Bursar live here)
FMS-	Financial Management Services
FTE-	Full Time Employment
GAC-	Graduate Affairs Committee
GPSO-	Graduate And Professional Student Organization
GradFac-	Graduate Faculty
HMRS-	Human Resources
KH-	Kirkwood Hall (where the UGS and COAS live)
MAXI-	University Copy Service
NTC-	Nomination to Candidacy
OIA-	Office of International Affairs
Oncourse-	Online Class Data Management
Onestart-	Online Portal to everything
PO-	Poplars Building (HRMS lives here)
SAA-	Student Academic Appointment (includes AIs)
the College-	used interchangeably with COAS
UGS-	University Graduate School
UITS-	University Information Technology Services

What's What

There are several entities with which you will deal during your time here at IU. The first, your "home" department, is CMCL. CMCL is a department within COAS. The UGS overarches graduate programs in COAS, and is the official "awarder" of your degree. Determining if a particular issue should be directed to COAS or the UGS can be very confusing. Many of the milestones along your degree path will be vetted through both COAS and the UGS, some through one or the other, and some will only be internal to CMCL. **Please** come to the staff in your home department first when you have a question. We can help direct you through the bureaucracy.

Other entities you'll encounter while a student at IU are the Office of the Registrar and the Office of the Bursar, both of which you may access through Onestart. Through the Registrar, you enroll in classes, request transcripts, etc. The Bursar's office handles money, mostly the money you owe such as mandatory fees, etc. Often, fellowships and other awards are deposited into your Bursar account. Anything you owe will be deducted; leftover amounts may be direct deposited to you bank, or distributed as a check.

Most of your SAA/AI questions may be answered within CMCL; however, as an SAA/AI you'll also encounter the Dean of the Faculties and HMRS. The Dean of the Faculties administers SAA issues (although COAS does as well) and HMRS administers your Health Insurance.

Onestart and Oncourse aren't physical entities, but you will have extensive dealings with these systems. Everyone loves to hate them, but use them you must. If you are having trouble navigating either system, let us know and we'll try to help.

Contact Information

The main Indiana University information line number is (812) 855-4848. Below you'll find a brief list of useful contact info for people and entities. It is far from complete., so space is left at the bottom for you to add information for your advisor, minor advisor, bff, whatever.

What	Who	Where	Phone	Email/Website
DGS	Jon Simons	C2 239	6-0896	simonsj @indiana.edu
GAC Fall	Jane Goodman	C2 227	5-3232	janegood @indiana.edu
GAC Spring	Ilana Gershon	C2 215	6-3728	igershon @indiana.edu
GAC	Joan Hawkins	C2 211	5-1548	chawkin @indiana.edu
Grad Sec	Kathy Teige	C2 255	5-6389	kteige @indiana.edu
CMCL	Amy Cornell	C2 263	5-2367	acornell @indiana.edu
CMCL	Sabrina Walker	C2 265	5-7217	slwalker @indiana.edu
CMCL	Deb Munson	C2 257	5-1072	munson @indiana.edu
C121	Cindy Smith	C2	5-5307	cds @indiana.edu
C122	Jennifer Robinson	FF 004	5-9174	jenmetar @indiana.edu
Bursar		FH 011	5-2636	
Dean Fac	Julie Allen	BY 111	5-2026	
HRMS	Sally Nicholson	PO E165	6-6047	nicholss @indiana.edu
Registrar		FH 100	5-0121	
UGS	Terri Barnes	KH 111	5-8853	
UITS	Helpline		5-6789	

2009/2010 Exam Schedule

MA Exams

January 8

May 14

August 20

PhD Exams

January 4-18

May 10-24

August 16-30

Exam Apps are due Dec 4, 2009, April 9, 2010, and July 16, 2010

TEACHING

New students in CMCL are funded through teaching assistantships. If you have an assistantship, you are an AI with an SAA. Each assistantship comes with a stipend, tuition remission, Health and Dental Insurance. You will have a new contract for each academic year you teach. Providing you make "adequate yearly progress" toward your degree, you will be guaranteed an AI position for two (MA students) or four (PhD students) years. Please realize that the form you sign for your Assistantship is a CONTRACT. It is binding.

CMCL Assistantships are 50% FTE. In order to receive the Health and Dental Insurance, an Assistantship must be at least 37.5 FTE. Any appointment, or combination of appointments that are over 50% FTE are called overload appointments, and require the permission of your home department and of the Dean of the UGS. If you are considering an overload, please let us know RIGHT AWAY!

Supplies

Any supplies you need for teaching CMCL classes are provided by the department. Pens, video tapes, DVDs, 3 x 5 cards, whatever. All these live in Kathy's office, C2 255. Requests for things we don't normally stock should be made at least four business days before needed to ensure timely delivery.

Teaching Evaluations

Near the end of each semester you teach, you will receive evaluation sheets on which your students will "grade" your performance. Specific instructions will come from your course director, but generally, you'll need to select a responsible student to return the evals to Deb Munson in C2. Teaching evals are valuable when you are applying for employment. Make sure yours are complete.

Once Deb has processed the evals, they will be returned to Kathy's office, where they will be placed in your file. Usually, you'll receive an email telling you that the evals are back; the information will definitely be posted on the cmclgrads blog. Each packet of evals will begin with a spreadsheet page (or two), followed by the individual bubble sheets your students completed—fascinating reading. You are welcome to make copies of your evals, but you may not take them from the building.

When you graduate, the evals are yours. If you want yours, be sure to pick them up when you submit your dissertation to the UGS. We will keep copies of the spreadsheets for 7 years; the bubble sheets will be shredded after one year.

Preference Requests

Each spring within your eligible funding period, you will be given the opportunity to request specific teaching assignments for the following year. Varied teaching experience is not only more interesting and challenging to you as an instructor, it is extremely valuable to you as a future faculty member. Your future employers will be looking for broad experience. Please take advantage of the opportunities available to you.

Information about request deadlines will be posted on the cmclgrads blog. It will be your responsibility to submit your request on time. If you don't submit a request, you'll probably be assigned to C121. Please be aware that we will try to honor all requests; however, there are no guarantees. The classes we teach and number of sections are dictated by the College. Assignments are made by the DGS in consultation with course directors.

Summer Assignments

Each year, a limited number of summer teaching assignments are available to CMCL graduate students. Application availability and deadlines will be posted on the cmclgrads blog. Assignments are made based on seniority and teaching experience. Please note that students rarely receive assignments the summer after their first year of coursework.

Outside Teaching

Many CMCL students teach outside the department. Teaching opportunities are available in American Studies, the Collins Living-Learning Center, the Global Village, foreign language departments, and many other departments. When I hear of opportunities, I post them on the cmclgrads blog and when I get flyers, I put them on the Bulletin Board, but don't rely on me as the only source for this information. Other grads, faculty, and minor advisors may have more ideas.

If you are offered a position outside CMCL, please let us know right away. If we have you on our teaching roster for the same semester as your outside teaching opportunity, we'll need to make some changes. Please remember that you may have signed a contract for the entire academic year. A change in your teaching plans for spring may violate this contract. Usually we can be flexible about this, but please understand that your CMCL contract comes first.

If your outside teaching occurs before your CMCL funding years are finished, you will be able to defer your CMCL teaching. For example, if you get an outside gig in the third year of your PhD program, you will have a guaranteed

assistantship in CMCL in the fourth and fifth year of your program. PhD students get four years of funding-the years don't have to be consecutive.

Finally, if you are offered an outside position, be sure that it is at least 37.5% FTE. Assignments below this may not include Health Insurance or tuition remission. If the position is 25% FTE, CMCL may be able to find a way to make up the difference, but maybe not. This is another reason to let us know as soon as possible when you are considering an outside offer.

Fifth Year and Beyond

Assuming you have not been teaching outside the department, you will be out of guaranteed funding after your second (MA) or fourth (PhD) year. CMCL may be able to offer you further funding, depending on our needs and your good record. Application for fifth (or more) year teaching assignments will be made at the same time as the Preference Requests. Please check the cmclgrads blog for deadlines.

Full Time Status

AIs must be enrolled full time during the academic year. In CMCL, this means you must be enrolled for at least eight hours per semester. PhD Candidates (folks who have passed the PhD Exams) are only required to be enrolled in six hours.

Summer enrollment is not required by CMCL or the UGS. However, if you are teaching in the summer, you will need to be enrolled in four hours if you want to avoid withholding tax.

PERENNIAL ISSUES

There are a handful of issues that crop up repeatedly. With any luck at all, this will cut through the confusion.

Term Coding

Indiana University uses four digit numerical codes to identify semesters. All semesters in this millennium begin with 4. The next two digits identify the year, currently 09. The semester is identified by one of three digits; 8 for fall, 2 for spring, 5 for summer. Hence, fall of 2009 is term 4098. Spring 2010 will be 4102.

Mandatory Fees

There are a number of mandatory fees that all students at IU must pay each semester. These fees are not covered by the remissions you get as an AI, a GA, or any other SAA position. The fees change yearly and are posted on the Bursar's website (linked from the cmclgrads blog). The fees are:

- Student Activities Fee
- Technology Fee
- Transportation Fee
- Student Health Fee

Fees are assessed based on the number of hours you are taking: three or fewer, or more than three. You will usually be taking more than three, but keep it in mind when enrolling in summer classes.

If you are off-campus doing research or writing your dissertation, you may be eligible for reduced, or waived mandatory fees. This will be determined at enrollment time.

Enrollment

All enrollment is done through Onestart. On your account, you will see an enrollment appointment (or something similar). This will be the earliest point at which you may enroll for classes. **You do not HAVE to enroll at that time.** The enrollment deadline will be much later.

What you **MUST** know is that once you log in to the enrollment page, a clock starts ticking. Once begun, you have 48 hours in which to finalize your schedule. You may go into the system and make as many changes as necessary during this period., but once your 48 hours is up, additional changes to your schedule will incur fees.

Very occasionally, CMCL may request that you make a change in your schedule to accommodate a change in teaching assignments. If a change is made at the behest of CMCL, we will arrange a waiver of any fees incurred.

R and I Grades

In addition to the traditional A, B, C, D, and F grades, there are two other possible grades at IU. (Actually, there are a few other things you might see on a transcripts, but they won't impact your GPA, so we won't discuss them here.)

The first is the R, which means that a grade has been deferred. PhD students will see this grade on C810 and G901, MA students will see it on some C700. The grade will be changed upon successful completion of your degree.

A grade of I means Incomplete. This needs to be removed within one year or it will become an F. More than two concurrent Incompletes will trigger review by the GAC and may jeopardize your funding.

Course Permissions

There are a few courses which require departmental permissions for enrollment. These courses are:

- C545—Introduction to Pedagogy in CMCL
- C660—Advanced Motion Picture Production
- C700—Research/Independent Reading
- C701—Practicum in Communication Research
- C810—PhD Thesis
- G901—Advanced Research

Usually, reminders to ask for course permissions are posted on the cmclgrads blog each semester. You will need to send Kathy an email listing the course and the semester for which you are requesting permission. Also, please be sure to mention if you will be off-campus. Most of these courses carry three hours of credit, except G901 which carries 6; you will not need to specify a number of hours when you enroll. The exception to this is C810. You may enroll in as few as one hour of C810, or as many as twelve. (See more about C810 and G901 later.)

C700 may and C701 will require a written rationale before permission to enroll will be granted. MA students taking C700 to prepare for exams will not need to file the rationale; an email will do.

Outside Courses

You may take **graduate** courses outside CMCL, in fact, PhD students must to fulfill the minor. However, you should be prepared to justify any course taken outside CMCL (and particularly, courses taken outside COAS). Most graduate courses will be numbered 500 or above, but not all. A list of each department's graduate courses may be found in the

UGS Graduate Bulletin (linked from the blog).

You may take courses that are not directly relevant to your graduate studies, but they will not be covered by your tuition remissions.

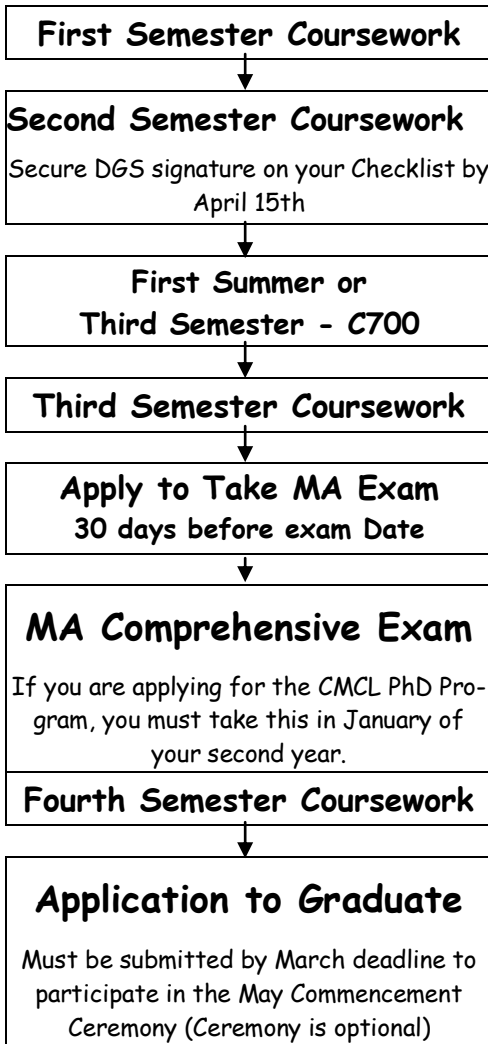
Expectations

Generally, as long as you are doing your best, you'll meet departmental expectations. There are a few things though, that may not be obvious, but that are noticed.

For example, attendance at the CMCL Colloquia Series is highly recommended. No one takes attendance, but chronic absences are noted. While you don't need to attend every single Friday event, you will want to attend as often as possible. If you have conflicts with the CMCL Fall Lecture, or the J. Jeffrey Auer Lecture in particular, you may want to discuss them with your advisor or the GAC. In both these cases, you will learn a lot and probably have some fun (and occasionally free food), so you shouldn't consider this an odious responsibility.

Enthusiastic participation in the life of the Department and the university is a *GOOD THING*. Respond to questions, get things both academic and administrative done on time, read the various sources of departmental info (this User's Guide, the Office Manual, the blog), ask questions, don't procrastinate, and we'll all get along swimmingly.

Getting Your MA Degree Critical Steps



MA Requirements

The Master of Arts degree serves as a foundation for the Ph.D. in Communication and Culture. Students work with one or more members of the Graduate Affairs Committee to construct a curriculum that addresses individual needs and interests while benefiting from the broad expertise of our faculty. In the MA Process section, you will find a detailed narrative about completing your degree., but here's the quick list of requirements:

1. To earn an MA degree, students must earn a minimum of thirty credits hours of approved graduate coursework beyond the BA or BS.
2. The thirty hours must include two of the following three introductory courses: C501 - Introduction to Rhetoric and Public Culture, C502 - Introduction to Performance and Ethnography in Communication and Culture, or C503 - Introduction to Media Aesthetics. In years when C501 is not offered, students may substitute C511, C512, or C513.
3. The thirty hours must include one of the following three methods courses: C505 - Productive Criticism of Rhetoric, C506 - Methods of Ethnography, or C507 - Media Research Methods.
4. The thirty hours must include at least three hours, but no more than six hours, of C700 - Independent Readings in Communication and Culture. You will choose to complete two reading lists drawn from the three departmental areas of research (rhetoric, media, and performance and ethnography) and work independently in preparation for the M.A. Comprehensive Examination. Your grade in C700 will be based on the outcome of your comprehensive examination.

5. You must complete an additional eighteen hours of graduate coursework, of which no more than six hours will be at the 400-level. You may take a maximum of eight hours of coursework outside of the Department of Communication and Culture. Courses taken at the 400-level must be specifically approved for graduate credit.
6. You may transfer a maximum of eight hours of graduate coursework with grades of B or better with the approval of the DGS and the UGS.
7. You must pass a written comprehensive examination, to be administered in January, May, or August of the second year of coursework.
8. Coursework taken towards the M.A. must be completed no more than five years prior to the awarding of the degree. Coursework that does not meet this criterion may be revalidated. For the rules governing revalidation, see the University Graduate School Bulletin.

MA Process

The MA process is fairly straightforward, and may easily be completed in two years. If you plan to pursue a Ph.D. in CMCL, you will have to finish in two years. The maximum amount of time the UGS allows for an MA program is five years, so you must finish within that period.

During Orientation Week, you will meet with members of the GAC, who will help you devise a schedule of courses. You will be given a checklist for them to sign, which you will return to Kathy. After this advising meeting, you will enroll in classes through Onestart. Once you log in, remember that you have 48 hours in which to complete enrollment before incurring fees.

Typically, students enroll in three graduate seminars per semester, or nine hours per term. If you will be teaching in your first year, you will be taking C545 in your first semester. If you plan to transfer credit from another Institution toward your MA degree (no more than 8 hours), you will need to see Kathy for the paperwork in your first year.

You will need to meet with a member of the GAC by April 15th of your second semester to check your progress; Kathy will give you a form to have signed at this meeting, then returned to her.

Often during the first summer of your program, you will request permission to enroll in C700-Independent Readings in Communication and Culture. During this enrollment, you will complete two reading lists drawn from the three departmental areas of research (rhetoric, media, and performance and ethnography) and work independently in preparation for the M.A. Comprehensive Examination. Your C700 grade will be based on the outcome of your Comprehensive Exam.

*Although it has been typical for students to enroll in C700 during their first summer, this isn't required. You should definitely do the reading during the summer, but you may want to put off the actual enrollment until the regular academic year to avoid paying mandatory fees during the summer. If you choose this route, you will enroll in your three regular seminars plus C700 in your 3rd semester of courses. This will put you at 12 enrolled hours for that semester; as your AI appointment carries 12 hours of tuition remission per semester, you'll be covered.

If however, you have student loans that require you to be enrolled during the summer, C700 is your best choice. Your AI gig gives you 6 hours of tuition remission for this summer. (If you need to be enrolled in 4 hours in each of the two summer sessions, see Kathy.)

Your second year of MA study is a busy one. **If you are planning to apply for the CMCL PhD program, you will need to take your Comprehensive Exams in January.** Applications for the exam are due thirty days before the exam period, which is usually held the first week of classes in January. A reminder to request an application is posted on the cmclgrads blog in November. You will not be allowed to take the exam if you have any Incompletes on your transcript. The exam is posted on the CMCL website and is administered electronically. If your exam app has been approved by the DGS, you will submit your responses electronically by the stated deadline.

The MA Comprehensive Examination asks you to draw synthetically on reading lists in two of the department's three focal areas (rhetoric, media, performance/ethnography). In that sense, it both fulfills the interdisciplinary mission of the department and provides you with a vehicle through which to integrate your-course material. Throughout your coursework and reading, you should be attempting to draw together and synthesize readings from the two disciplines you have selected, in preparation for writing the exam.

The MA reading list in Communication and Culture consists of three separate lists, each calibrated to one of the department's three areas of research. Students are expected to complete the readings from any two of the three lists in order to prepare for the 10,000 word MA Exam. Current reading lists are posted on the CMCL website.

The examination consists of a 4,000 word response to a question in one topos, a second 4,000 response to a question in a different topos, and a 2,000 word response to a question relating the two areas of research. You will select your two topoi for examination. The reading lists posted in any given summer will be relevant for exams in the following calendar year.

For example, if you choose to prepare for exams on rhetoric and media, you will read those lists, and write a 4,000 word response in rhetoric, another 4,000 word response in media, and a 2,000 word response that relates rhetoric and media.

The exam questions are prepared annually by the MA Examination Committee, which consists of one faculty member from each topos. One question is prepared for each topos and all students answer the same question in a given topos. The MA exam is regularly scheduled three times each year - in January, May, and August. (See page 8.) The MA exam is a take-home, open book exam. You may write when and where you please; however, exam responses must be emailed as attachments (.doc, .docx, or .pdf) to the Graduate Secretary by noon on the scheduled exam deadline. As mentioned before, if you plan to apply to the CMCL PhD program for the following year, you must take the exam in January. If you do not plan to pursue the PhD, you may take the MA exam during a regularly scheduled exam period in May or August.

Your exam is evaluated by the M.A. Examination Committee plus a fourth faculty member of your choosing. Note that members of the Graduate Affairs Committee are ineligible to serve as graders for the MA exam. Your identity will be masked to all evaluators except for your fourth reader. Evaluation usually takes two to three weeks, but may take no longer than 30 days. January exams will be evaluated within two weeks to accommodate PhD applications.

The results of the exam will be graded pass, high pass, or fail. Passing the exam requires three passing votes. Any exam with fewer than three passes will be reviewed by the GAC, which may uphold or overturn the M.A. Committee's assessment. The evaluation of the GAC is final within the department.

Assuming you pass your exam, you will get your results from the DGS via email.

In the case of a failing exam, the DGS will schedule a face-to-face meeting and will provide a written evaluation of your exam. If you fail the M.A. Exam, in whole or in part, you will be placed immediately on academic probation. You will have the opportunity to retake the exam during a subsequent regularly scheduled examination period. Failure to pass the examination a second time will result in formal dismissal from the program.

During your fourth semester, if you took and passed your exams in January, and if you wish to take part in the May Commencement Ceremony, you will need to submit an application to do so to the UGS by March 1st. This application usually becomes available on or around the end of January—watch the blog.

While you're thinking about graduation, you'll also need to submit an Application for Advanced Degree form 30 to 60 days before you plan to graduate. (Note that this is not the same as the Commencement Ceremony application—you can't think that the gods of tedious accuracy would let such a ripe opportunity for paperwork go by easily.) It's fine that you are still completing your coursework; this app. serves as a heads up to the UGS—the rest of the paperwork is handled by Kathy.

After you have filed your applications and finished your coursework, the UGS will confer your degree. Approximately three months later (but don't hold your breathe), the Office of the Registrar will mail your diploma to the address listed in your Onestart account. You don't want your diploma to be sent to an address you vacated two months earlier, so **please** be sure this address is updated! If you need to make special arrangements, please contact the Registrar before you leave town!

Getting Your PhD—Critical Steps



PhD Degree Requirements

You have wide latitude in the pursuit of your PhD, within the parameters set by the UGS, COAS, and CMCL. Choosing from all the courses available to you in CMCL and potential minor fields, you may craft a program that uniquely fits your interests and ambitions. In the PhD Process section, you will find exhaustive information about how to get it done, but here's the quick list of requirements:

1. Candidates for the PhD degree must complete a minimum of 90 credit hours of approved graduate coursework beyond the BA or BS.
2. A maximum of 30 credit hours of approved graduate work with a grade of B or better may be transferred from another graduate institution with the approval of the advisory committee and UGS.
3. A **minimum** of 24 hours (eight courses) of approved graduate coursework, not including C700 (research or independent studies), must be taken in CMCL on the IU-Bloomington campus.
4. Candidates for the PhD must complete a minimum of 30 credit hours at the 500 level or above.
5. The department recommends C501 (Introduction to Rhetoric and Public Culture), C502 (Introduction to Performance and Ethnography in Communication and Culture), or C503 (Introduction to Media Aesthetics) for all first year PhD students who have not taken comparable courses that provide a survey to the various problems and possibilities of communication and culture, as well as associated writing and research skills. In years when C501 is not offered, interested students may substitute C511, C512, or C513.

6. Candidates for the PhD must complete a minor course of study to supplement and complement their work in the CMCL. The minor area is approved in consultation with your advisory committee. The specific course of study (typically 12-15 credit hours) must be approved by your advisor from the minor department. In order for courses that are cross-listed with CMCL to count toward your minor, you must observe the guidelines of the minor department. For example, the American Studies program allows you to take G603 and G604 if they are taught by CMCL faculty. Other American Studies courses must be taken with faculty from other departments if they are to count toward your PhD minor. Also, some departments offer 4-credit rather than 3-credit courses.
7. PhD candidates must demonstrate proficiency in an appropriate foreign language. You are required to submit, as part of your plan of study, a proposal that indicates (a) what the language is, (b) how this particular proficiency will contribute to the your development as a scholar, and (c) how you will go about documenting the proficiency (usually through language examinations or coursework).
8. No more than six credit hours of C700 - research or independent study may be counted toward the ninety credit hour minimum requirement.
9. All coursework taken for the PhD degree must be completed within seven years prior to the passing of the qualifying examination. Coursework that does not meet this criterion may be revalidated. For the rules governing revalidation see the University Graduate School Bulletin.
10. PhD candidates must pass a qualifying exam, to be taken after all course work (75 hours, not including any C810, may include transferred hours) is completed.

The PhD exam is regularly scheduled three times each year - in January, May, and August. Your examination is prepared by your advisory committee. (Your minor advisor may waive participation.) It consists of an open-book, take home written exam comprising four 10-12 page essays as well as a two-hour oral exam, normally scheduled approximately one week after the written exam is completed. (Students admitted to the program prior to Fall 2005 have the option of taking the old, in-camera exam.) One month prior to your exam date, you'll need to file an exam app.

Upon completion of the oral exam, your advisory committee will determine whether you have passed the examination, or passed with distinction, and should be admitted to PhD candidacy, or failed the examination, either in part or in whole. If you fail any part of the examination, you will be allowed to retake it during the next regularly scheduled period for qualifying examinations. If you fail the examination a second time, you will be dismissed from the PhD program.

11. PhD candidates must write a dissertation prospectus and pass a prospectus defense within six months of the exam.
12. Candidates for the PhD must complete and successfully defend a dissertation that reports original research and pass a final oral defense no later than seven years after having been admitted to candidacy (i.e., having taken and successfully completed the PhD qualifying examination, including orals). This University Graduate School regulation is strictly enforced. No more than fifteen credit hours for the dissertation (C810) can count towards the minimum of ninety credit hours required for the PhD. You may take more than 15, but only 15 will "count."

13. Candidates for the PhD must demonstrate one year of satisfactory teaching experience (or the equivalent) in Communication and Culture.

Please note that eight CMCL seminars is a minimum guideline. In fact, you will almost certainly need more than eight to reach the minimum of 90 hours required for graduation. Among many possible examples, here are three successful scenarios:

Hours	Student 1	Student 2	Student 3
Transfer	30	24	30
Language	0	13	8
Minor	12	12	12
C700	6	3	0
C810	15	15	8
CMCL Seminars	27	30	42
Total	90	97	100

Student 1 transfers 30 MA credits, takes FRIT 491 & 492 for language, minors in AMST, takes 2 C700 Independent Studies, 15 hours of C810, and 9 CMCL seminars.

Student 2 transfers 24 MA credits, takes 3 semesters of Czech, minors in CULS, takes 1 C700, 15 hours of C810, and 10 CMCL seminars.

Student 3 transfers 30 MA credits, takes 2 years of Chinese, minors in FOLK, takes no C700, 8 hours of C810, and 14 CMCL seminars.

You will work with your advisor to determine the best way for you to fulfill your requirements while ensuring sufficient scholarly training to meet your goals.

PhD Process

If you really want to be in graduate school forever you are out of luck. The maximum amount of time you are allowed by the UGS to complete the PhD is fourteen years—seven years to exams, then an additional seven years until your candidacy expires. Double majors are allowed an additional year before Exams. (*More on double majors later.*) Whether you finish in 4 years or fourteen, this is your process.

During Orientation Week, you will meet with members of the GAC, who will help you devise an initial schedule of courses. Typically, students enroll in three graduate seminars per semester, or nine hours per term. You will be taking C545 in your first semester, but the GAC will help you determine what else to take your first semester (note requirement #5). After this meeting, you will enroll in classes through Onestart. Once you log in, remember that you have 48 hours in which to complete enrollment before incurring fees.

You will be given a Checklist for record keeping as you progress toward your degree. Kathy maintains an identical list, adding to your record as courses are completed. By April 1st each year, Kathy will send you a Progress Memo. You will need to secure the signature of your advisor by April 15th to document your continued adequate progress.

Deficiencies on your record (including but not limited to: more than two Incompletes, more than six months since your exams without defending your prospectus, no evidence of progress on your dissertation, etc.) will be noted on your Progress Memo. A plan to resolve the deficiency by September 1st must be signed by your advisor and filed with Kathy by April 15th. If you have not resolved the deficiency by September 1st, you will be placed on academic probation. If the deficiency remains on January 1st, steps will be initiated to remove you from the program.

By April 15th of your first year, you will need to select an advisor. This advisor must be a member of the CMCL faculty. In consultation with this advisor, and with the assistance of other faculty, you will begin work on your written Plan of Study.

In the summer after your first year of classes, you will want to work on fulfilling the foreign language requirement for your PhD. There are several ways to do this, including taking classes or arranging for testing in an IU department. Several language departments offer a series of courses (usually numbered 491 and 492), which, taken over the two summer sessions, fulfill the language requirement, although you don't get to count them toward your 90 required hours. Higher level (above 500) and some lower level language classes may count toward your 90 hours. To check, consult the Comprehensive Graduate Program Information section of the UGS Graduate Bulletin. Any course listed in this section should count as graduate credit.

Some language departments schedule exams for "testing out" of a language. If you pass the exam, the department will certify your proficiency for the PhD language requirement. Contact individual departments for further information.

If English is not your native language, you may be able to use English Proficiency to fulfill your language requirement. Contact the Department of Second Language Studies, English Language Improvement Program for information on the English language examination.

By the first month of your second year, you must schedule a Plan of Study Interview. Participants in this interview will include the proposed members of your formal Advisory Committee, who will see you through to your PhD Exam. The Committee must include a Chair from CMCL (usually the advisor you

designated the previous April), one or two additional CMCL faculty and an advisor from your minor field. Half must be members of the graduate faculty.

The purpose of the plan of study interview is twofold:

- to make certain that graduates will have a sound general knowledge of the study of communication and culture in the general field they choose;

- to make certain that graduates will be equipped to conduct scholarly research in a specialized aspect of that field.

To that end, your advisory committee will request such information as it believes will be useful in determining the best path toward your dissertation project goals.

To prepare for your interview, you will work in consultation with your advisor to create a written plan of study that includes a careful narrative description and rationale of your academic and career goals (typically 500-1000 words); a completed Transfer of Credit form accompanied by an explanation of the relevance of the transferred courses to the student's Ph.D. program; a list of major and minor courses, language and research competencies to be successfully completed before your qualifying examination; and copies of the student's undergraduate and graduate transcripts. Advisory committees should generally see a completed copy of the written plan of study at least one week in advance of the interview.

At the plan of study interview, you and your faculty advisors will discuss your proposal and make final decisions regarding major and minor areas, specific coursework to be taken, and the transfer of credits. You may transfer up to 30 credits

from institutions other than IU to count toward your PhD. If you earned your MA at IU, it is not necessary to "transfer" credits. If any of the courses to be transferred (or taken at IU) were completed more than seven years prior to the request for transfer, they will need to be revalidated. To be valid, coursework must be completed within seven years of the time at which you take the qualifying examination. Thus, some coursework that might be valid at the time of transfer may no longer be valid at the time of the qualifying examination and will have to be revalidated before you can take the examination. You and your advisors must carefully consider the dates for transferred credits at the time of the interview so as to make timely and appropriate plans for revalidation. Proposals for revalidation are subject to the approval of the advisory committee and the Dean of the Graduate School. (For specific information on the criteria governing revalidation see the University Graduate School Bulletin.)

One of the most common ways to revalidate classes is to find courses on a similar topic that you took closer to your qualifying exams. It's a great idea for you to keep a list of the courses you took, with instructors' names, the topic and maybe a few key things about the class (some of the theory read for example), because transcripts reflect none of this information. If you ever need to revalidate courses, you'll want to have this information.

At the end of the plan of study interview, the advisory committee members and the student should all sign the written plan of study, making careful note of any changes or revisions that have been made as a result of the interview. This signed, written plan of study will then serve as a contract between the student and the committee. Please return this signed Plan of Study to Kathy. The Transfer of Credit form (plus any plans for revalidation) will be forwarded to the UGS for approval.

Upon successful completion of your Plan of Study interview, you

will formally appoint your Advisory Committee by logging in to, and following the prompts at:

<https://coas3.coas.indiana.edu/coasadmin/CICada/AdvisoryCommittee/OfficeSubmitAcForm.cfm>

You will need the Network ID of your Committee members (the part before the @indiana.edu in their email addresses) to complete this form.

Your PoS may be reviewed periodically. If your class enrollments start diverging from your PoS, it isn't a problem; students' interests can and do change as their studies progress. However, it may be necessary to file a new Plan of Study and formally revise your Advisory Committee for COAS records by filing a change of Advisory Committee through the same web form you used to appoint the original committee.

Ph.D. students who fail to file an approved Plan of Study by the beginning of the 4th semester of their coursework will not be considered in good standing for the purpose of A.I. reappointment for the following year and will be placed on Academic Probation.

By April 15th of your second year, you'll need to have your advisor sign your annual Progress Memo

During your second summer, you may want to enroll in some hours of C810, as you prepare for your exams. You may count up to 15 hours of C810 toward your 90 required hours. You may also use this summer to finish establishing language proficiency.

In your third year, first semester, you will want to finish up your coursework and/or enroll in enough C810 to maintain full-time status. Near the end of the semester, you'll apply to take your PhD Qualifying Exams. Applications for the exam are due thirty days before the exam period, which is usually held the first week of classes in January.

A reminder to request an application is posted on the cmclgrads blog in November. You will not be allowed to take the exam if you have any Incompletes on your transcript.

The PhD Exam consists of writing four 10 to 12 page responses over two weeks to questions provided by your committee, followed by an oral examination held within 30 days of writing period.

The critical function of the exam is that of the general pushing to the specific. Students need to demonstrate both a mastery of certain basic literatures and their readiness to write a dissertation. These areas (general and specific) need to be understood in relation to one another; the four examination areas will address the two levels of competency. Students will work out the exact relationship of general to specific coverage in consultation with their advisory committee, based on their plans of study and their level of preparation in the two areas. Matters of citation, attribution and reading list are to be negotiated with the student's advisory committee.

In designing the exam, the committee will take into account that different students benefit from being challenged in different areas (some students have very clear and precise research projects and perhaps need to be encouraged to articulate their specific interest to broader literature and history; others have a good grasp of the general but have a hard time narrowing to a specific project). This pre-exam consultation should take the form of an interactive meeting with the members of the advisory committee and the candidate all present. This meeting should be scheduled during the semester prior to the exam, well in advance of the exam date.

Together, the examination areas should:

1. Take into consideration broad theoretical and methodological issues, including their historical development (alternately this could be conceived as a genealogy of broad theoretical and methodological issues). The questions themselves would be broad disciplinary questions that draw on key works, as they relate to the student's plan of study.
2. Directly address the student's dissertation project, including relevant literatures.

Once your Exam app is approved by the DGS, Kathy will contact your committee for exam questions. On the first day of the exam period, you will be emailed the four questions. One week later, you will email two responses to Kathy; one week after that, you will submit the second two responses. During the exam period, Kathy will remind you to schedule your oral exams.

When your written exam has been submitted and distributed to your committee, and your orals are scheduled, Kathy will generate the paperwork to certify your exam results and your Nomination to Candidacy. You will take two forms into your Oral Exam meeting-the PhD Qualifying Exam Results form, and the Nomination to Candidacy form.

If you pass your exam, you will bring both forms back to Kathy.

If you are requested to write revisions to your exams, you will return, or your advisor may return, both forms to Kathy.

If you have failed the exam, your advisor will return both forms to Kathy.

If you have passed the exam and are a single major, you will now advance to candidacy. If you are a double major, Kathy will ascertain whether you have passed the exams in your other department before proceeding with nomination to candidacy. If you did not pass the exam, you will have one more opportunity to take it. Details will be worked out between you and your committee.

Once you have achieved PhD Candidacy, you will have seven years to complete your dissertation. You become eligible for some fellowships and grants not available before. Also, you only need to be enrolled in 6 hours each semester to maintain fulltime status. However, you will need to maintain continuous enrollment from now until you graduate. This means that you must be enrolled every fall and spring semester. Summer enrollment is not required by CMCL or the UGS unless you are defending your dissertation in the summer. Also, some lenders may require you to be enrolled during the summer; please check with the lender about its policies. *Please note that Nomination to Candidacy does not mean that you are ABD. This is a common misconception—it's not true!*

The next step toward your Ph.D. is your Prospectus Defense and Nomination of Research Committee. The defense may take place concurrently with your Ph.D. Qualifying Exams, but must take place no later than six months after your exams. The faculty you choose to review your prospectus will be formally nominated as your Research Committee. Your Research Committee must have a chair and two additional members from your major field and one member from your minor field. Double majors require a chair and an additional member from each major field and one member from each minor field. When choosing committee members, please note that all must be members of the graduate faculty;

the chair and half the members must also have the endorsement to direct doctoral dissertations (this is indicated in the UGS Graduate Bulletin by an asterisk, but may not be up-to-date—ask if you're not sure). It is possible to add members from outside IU; talk to Kathy about this.

Your prospectus must be distributed to your proposed committee members at least one week before the scheduled review. You will need to file a Scheduling the Prospectus Defense form with Kathy one week before your defense. You will also need to give a 1–2 page summary of your prospectus to Kathy within two days of your review.

Upon receipt of your Scheduling the Prospectus Defense form, Kathy will prepare your Nomination of Research Committee form. You will need to take this form with you to your defense, as the signatures of your committee constitute acceptance of your prospectus. This signed form, accompanied by the prospectus summary, will be filed with the Graduate School. Upon UGS approval, you will be officially ABD.

ABD means All But Dissertation and ABD status confers certain privileges. Students who are ABD are eligible to enroll in G901, which carries a flat fee of \$150 (at this writing) for 6 hours of credit. G901 is not covered by fee remissions. You are allowed 6 semesters of G901. Some fellowships and graduate assistantships are only available to students who are ABD. You become eligible for many more job opportunities once you are ABD. Many of our graduates in tenure-track jobs started working for their current employers while ABD.

While you are ABD, you will need to enroll in one of two courses each fall and spring semester to maintain continuous

possibilities. Your choices are G910 and C810*. Please note that G901 is not available in the summer. If you need to be enrolled during a summer session, either because you are submitting your dissertation to the UGS in the summer or because your lender requires it, you will need to enroll in C810. If you have used up your six semesters of G901, your only choice is C810.

Your final step toward your PhD is your dissertation defense. **There must be at least six months between your Prospectus Defense and your Dissertation Defense.** Unlike most of the other bureaucratic procedures you've followed to this point, this paperwork is generated almost entirely outside CMCL. In fact, aside from the Dissertation Defense Announcement which you file with Kathy at least 30 days before your scheduled defense date, the end game of the PhD is processed in the UGS. You will want to become extremely familiar with the information in the UGS Guide To Preparing Theses and Dissertations at:

<http://www.graduate.indiana.edu/preparing-theses-and-dissertations.php>

(This is linked from the cmclgrads blog)

Dana Ruddick is the PhD Recorder in the UGS. She will be your guide through this final process.

Go into the Brigance Library and look at a recently defended dissertation. We have bound copies of all the dissertations generated by our graduates. Check out what a successful example looks like and use it as a template. Kathy has a few electronic Announcements that former students have allowed us to use as examples; ask to see one. While your dissertation itself is unique, the format is not—don't reinvent the wheel if you don't have to.

** The G901 vs. C810 dilemma is a blog topic every semester. If you have any questions, ask.*

If you wish to take part in either the May or the December Commencement Ceremony, you will need to submit an application to do so to the UGS. These applications usually become available on or around the end of January and September, respectively—the deadlines are posted on the blog as they become known.

As your defense date looms or immediately after, Kathy will send you a form to capture information about your post-grad future; do you have a job, where will you be living, new email address, etc. You'll also be asked if you want to stay on an email distribution list.

CMCL PEDAGOGY CERTIFICATE

CMCL PhD students who are interested in developing and demonstrating (for future employers, perhaps?) teaching excellence are encouraged to pursue the CMCL Pedagogy Certificate. The CMCL Pedagogy Certificate may be earned by students minoring in CMCL; such students will need to earn a minimum of 15 hours of CMCL credit to fulfill their minors.

Requirements for all students seeking the Pedagogy Certificate include:

1. C545-Intro to Pedagogy in CMCL
2. C622-Pedagogy Seminar
3. C646 Pedagogy Practicum

In C646, you will develop a course proposal for a course of your own design. The course proposal will include an annotated syllabus that outlines a pedagogical rationale for course organization and assignments. You may also be asked to write a brief (8-10 page) paper evaluating your teaching experience from a pedagogical perspective. Before enrolling in C646, you must

secure the agreement of a faculty member to serve as your mentor and notify the DGS at the beginning of the semester of C646 enrollment.

4. Pedagogy Certificate Exam

Must be taken before the Prospectus Defense

Pedagogy Process

Students wishing to pursue the CMCL Pedagogy certificate must complete the required coursework and consult with a faculty member who has taught C545 or C622 to design a reading list appropriate to writing a 4-5 page essay. The reading list should ask you to read beyond the parameters of the course reading lists for C545 and C622. The faculty member who advises the you and approves your reading list will write the examination question and will evaluate the exam. This advisor **does not** need to be on your formal advisory committee.

Once all other requirements for the Pedagogy Certificate are completed, you will apply to take the Pedagogy Exam 30 days before a regularly scheduled exam period. A reminder to apply will be posted on the blog before each application deadline. You may declare your intention to pursue the Pedagogy Certificate in your Plan of Study, but this is not a requirement. The application for the exam may serve as notification of intent.

When you have turned in your exam application, Kathy will contact your Pedagogy advisor to create your exam. You may request a particular day within the 2 week exam period to write your response. On the morning of the requested day, Kathy will email your questions. You will need to send your response back by noon the following day. The exam will be graded on a pass/fail basis. If you pass, you will be notified by Kathy and/or your advisor. Notification will also be added immediately to your file. You will receive a CMCL Certificate at the next departmental awards ceremony. If you fail the exam, you have one more opportunity

during the next exam period. Please note that you won't be able to retake the exam if you defend your Prospectus before the next exam period. Please plan accordingly.

PHD DOUBLE MAJORS

If you are pursuing a PhD double major, your steps are generally the same as those of a PhD single major, but there are a few extra steps and some things about which you must be fully aware.

If you decide to pursue a double major, you will need to apply to the second program, just as you did to your first. While we may be able to share the actual application, sparing you the application fee, you will still need to provide the letters of recommendation, statement of purpose, writing sample, etc. to your second department. We are not allowed to share letters of recommendation, and in any case, letters written for one department would not be well received by another.

If you are admitted by the second department, in addition to the application materials, the UGS will want a Change from a Single to a Double Major form and your Advisory Committee filing. Different departments will handle this differently; CMCL will work with whoever to make this as smooth as possible.

If CMCL is your second department, your home department will handle most of your degree paperwork. Please have the graduate secretary in that dept. contact Kathy as need arises.

Other forms throughout your process will be similar to those of a single major, although they'll all have Double Major in their titles. The distribution of faculty on your committees will be slightly different. You'll have eight years to finish coursework instead of seven.

The one HUGE difference between the single major and the double major is the number of PhD Qualifying Exams you must take. **You will have to take both of your qualifying exams before you are admitted to candidacy.** Every year students get burned because they didn't quite understand the ramifications of this requirement.

You will not be able to apply for many of the research grants and fellowships that are available to PhD Candidates, nor will you be able to enroll in G901 until you have completed both exams.

If, after becoming a double major, you change your mind, it is possible to go back to being a single major. But if you then decide you want to be a double major again, you'll have to jump through some hoops. It's not impossible, but it is cumbersome.

THE ART OF THE POSSIBLE

Being a bureaucrat is really all about the art of the possible. Despite the number of rules and regulations, the truth is that almost nothing is actually impossible, bureaucratically speaking. Never say never; instead ask how.

If you need something done, we'll find a way to do it. If you have a question, ask. If you have a problem, we'll find a way to fix it. If you have ideas about how we can do things better, please let us know.

Have a great year!



INDIANA UNIVERSITY

DEPARTMENT OF COMMUNICATION AND CULTURE

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