**Note: Portions of this document are taken from the Graduate College’s Graduate Student Bulletin. Please note that graduate students must adhere to both Graduate College and Departmental requirements. Graduate college requirements can be found at http://www.ou.edu/content/gradweb/student_resources.html**
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Introduction

Founded as the Department of Speech and Dramatic Arts in 1904, like other programs from the era, the Department began with a focus on public speaking, transforming itself over the years to eventually become the Department of Communication in 1977. Since its inception, the Department of Communication at the University of Oklahoma (OU Comm) has been committed to diverse methodological approaches to the study of the nature, processes, and effects of human communicative behavior.

OU Comm specializes in a diverse range of study areas specifically tailored to fit the individual goals and professional objectives of our graduate students, including:

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

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

Our department offers both the Master of Arts and the Doctor of Philosophy degrees, and our graduate program is ranked among the finest in the country. We are considered to be one of the major centers of communication research in the world, and our faculty and graduate students take pride in the department's excellent reputation among peer doctoral-granting departments in the United States.

**Political Communication Center**

Today, on the Norman campus, the Department of Communication serves roughly 50 doctoral and masters level graduate students, 450 undergraduate majors, and another 30 masters level graduate students through OU’s Extended Campus (EC). The department also plays a key role in the University of Oklahoma’s undergraduate general education curriculum.

Our department has earned three solid rankings in the latest National Communication Association Evaluation of Graduate Programs in 2015. The NCA assessment, which was based on a national survey of graduate faculty across the communication discipline, ranked the doctoral program in communication in the top 22% in Research Output, the top 33% in Number of Citations, and lists OU Comm as a Top Ten Research Program in 15 of 93 Research Areas. Of the 79 programs ranked, we are 9th in intercultural/international
communication (and the highest ranked Big 12 school); 13th in health communication (second-highest Big 12 school, behind Texas A&M) and 13th in political communication. OU is also ranked in other areas that are now primary content niches for our graduate program, including 24th in mass communication (second-highest Big 12 ranking behind Texas), and 21st in interpersonal communication. Our department’s standing is especially gratifying, given our recent transitional state, a period in which we have added a number of new faculty members as part of our efforts to build upon our strengths. As the unit’s younger faculty have gained prominence, the department endeavors to improve on these ratings in future NCA assessments, the most recent of which provides solid evidence that our department houses one of the finest doctoral programs in communication in the country—and the U.S. is the world’s leader in advanced study in human communication.

Through grants, publications, honors, and research projects, the faculty represents the finest combination of excellence in teaching and research. Professors in OU’s Department of Communication have won numerous awards, including several prestigious university-wide teaching and research awards. The department has produced two Fulbright Scholars among a faculty that has published a prolific amount of research, including more than 50 books, 200 journal articles and book chapters, and 300 convention papers in the last ten years, ranking us among the top 20 programs in the nation. Many of our graduates hold teaching and research positions in top universities around the world. Since 1980, we have graduated over 250 doctoral students—conferring 57 doctoral degrees in Communication between 2010-15.
Admissions

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

Information for:

- The Department of Communication Resume template (required for application to our graduate program) is available through the following link: http://cas.ou.edu/Websites/oucas/images/Resume.docx, which is provided at the bottom of the department’s Graduate webpage: http://cas.ou.edu/graduate.
- Graduate admissions, including requirements and application process, is available at: http://www.ou.edu/content/admissions/graduate.html

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

**Shay Glover**  
**Academic Counselor**  
Department of Communication  
University of Oklahoma  
610 Elm Avenue, Room 110  
Norman, OK 73019  
405.325.7710  
405.325.7625 (fax)  
shay.glover@ou.edu

**Claude Miller, Ph.D.**  
**Director of Graduate Studies**  
Department of Communication  
University of Oklahoma  
610 Elm Avenue, Room 125  
Norman, OK 73019  
405.325.0861  
405.325.7625 (fax)  
chmiller@ou.edu

You may also visit the Department of Communication Website at: http://cas.ou.edu/comm

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

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

*To receive full funding consideration for Fall admission to the Department of Communication application materials should be received by January 15th.*
Applications for Fall admission may be submitted as late as April 15th, however funding opportunities may not be available at this later date. Please be advised that the Department’s January 15th deadline supersedes all deadlines otherwise specified by the Graduate College. In some instances, such as for conditional admission, applications for Spring admission may be accepted on October 15th.

Our department’s academic advisor, Shay Glover, is available to answer questions regarding admission to the graduate program. She may be reached via e-mail at: shay.glover@ou.edu, or by phone at 405.325.7710.

**Admission in Full Standing**

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

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

Students who do not meet the requirements for full standing may petition the graduate committee to be admitted on a conditional basis during which time appropriate provisions for full standing are being pursued.

**Conditional Admission**

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

1. **Low Grades:** Entering M.A. students whose undergraduate GPA is 2.75 to 2.99 may be admitted conditionally on recommendation of the department and approval of the Graduate College.
   a. The department will specify the first twelve hours to be taken, which must be completed in one calendar year with a minimum 3.25 GPA earned and no letter grade below a “B.”
   b. Credit hours may not be applied retroactively to satisfy this condition, nor may independent or directed readings hours be applied.
   c. In accordance with Graduate College policy, this form of conditional admission is considered to be equivalent to academic probation.

2. **Course Work Deficiencies:** Entering M.A. students who do not have a baccalaureate degree in communication will usually be accepted into the program if their degree is in one of the social sciences.
   a. Students holding degrees in other areas of study that have included little or no course work in communication or related areas may be required to complete some undergraduate communication hours before entering the Master’s program.
   b. Entering Ph.D. students with less than 21 hours of undergraduate or graduate credit in communication will be admitted upon completion of up to 21 hours of undergraduate and/or graduate level supplemental courses in communication.
The number and nature of the hours required will be contingent upon the extent of the deficiency.

c. The Department Chair and/or the Director of Graduate Studies in collaboration with appropriate faculty will specify the content courses and hours, which will not include core tool courses, independent study, or directed reading hours.

d. Supplemental courses must be completed within a specified time with a minimum of a 3.5 GPA.

e. The Department Chair, Director of Graduate Studies, or specified faculty member will serve as the conditional student’s advisor until supplemental coursework is complete.

f. Hours taken to satisfy the course work deficiency may not be applied toward the Ph.D.

3. Incomplete Credentials: Students who have allowed insufficient time for receipt and processing of their application materials or who have not submitted all materials may be admitted conditionally for one semester or summer term while satisfying the credentials requirement.

a. The student will either be accepted to the program or denied admission after the conditional semester or term is completed.

b. Any student who has not finished his or her Master’s degree when entering the Ph. D. program will have one semester to complete the degree, after which, if incomplete, enrollment will be terminated.

**Unclassified Admission**

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

1. Conditional unclassified status may be granted if the student’s grade point average is between 2.8 and 3.0.

2. A student may not accumulate more than 12 hours of credit as an unclassified student without written approval from the Graduate College Dean.

3. A student in unclassified status is not a candidate for a degree, nor does unclassified status offer assurance of future admission to the Department of Communication.

   a. If a student is later accepted into a degree program, courses taken while in unclassified status may be used to fulfill graduate degree requirements only if accepted by the department and approved by the Graduate Dean.

   b. After admission to graduate study in the Department of Communication, the student seeking to upgrade unclassified hours to graduate credit must secure permission to apply from his or her advisory committee.

   c. If permission is given, the student must go to the Graduate College to obtain the form, **Approval of Unclassified Credit**. This form must be completed by
the student’s advisor, signed by the Director of Graduate Studies, and returned to the Graduate College to be placed in the student’s file.

**Special Student Status**

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

**Admission of University of Oklahoma Graduating Seniors**

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

**Registration and Enrollment**

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

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

**Lapsed Enrollment**

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

**Enrollment of Undergraduates in Graduate Courses for Graduate Credit**

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

The following stipulations must be met:

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

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

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

1. **When is the deadline to apply?**
   The application deadline is January 15th of each year for full funding consideration. If January 15th falls on a weekend, materials will be due on the following business day. Materials will be accepted after this deadline, however funding slots may no longer be available for late applicants.

2. **Do you admit students in the spring semester?**
   We only admit students for the fall semester under regular admission. Students can be admitted as "unclassified" in the spring semester, but a student in unclassified status is not a candidate for a degree, nor does unclassified status offer assurance of future admission to the Department of Communication. (Note: International students cannot be admitted as unclassified students.) A student may not accumulate more than 12 hours of credit as an unclassified student without written approval from the Graduate College Dean. If a student is later accepted into a degree program, courses taken while in unclassified status may be used to fulfill graduate degree requirements only if accepted by the department and approved by the Graduate Dean.

3. **Where do I send the application materials?**
   All applications are now submitted through the online system.

**Application:**

- Online application for the Department of Communication is available at the Graduate College website: [https://www.applyweb.com/ougrad/](https://www.applyweb.com/ougrad/)
The University of Oklahoma
Office of Admissions and Records
1000 Asp Avenue room 127
Norman, OK 73019-4076

- Send: **All students must send:**
  1. Completed application
  2. Processing fee
  3. Official transcripts

**International students must also send the following:**

4. Official TOEFL scores (if applicable)
5. Confidential Financial Statement
6. If you are in the United States at another school, you must have your international student advisor complete our Transfer Recommendation Form.
7. If you have a passport, please include a photocopy of the name page.
For more information from the Office of Admissions, please check their web site at http://www.ou.edu/admissions/home.html

4. I have questions about TOEFL or English proficiency. Who can help me?
   All questions regarding TOEFL or English proficiency should be directed to the Office of Admissions. You can contact them via telephone at 405-325-2252 or check their web site for details at http://www.ou.edu/admissions/home.html. You can also e-mail them at admrec@ou.edu.

   International Students who wish to receive a teaching assistantship must pass the English Assessment’s three tests - write, speak, and teach. Refer to this link: http://www.ou.edu/gradweb/eap.html

5. I’m an international student and have questions about my I-20. Whom should I contact?
   You should contact the International Student Services Office. Their web site is http://www.ou.edu/content/cis/iss.html. Their phone number is (405) 325-3337.

6. Is there an office that helps international students?
   Yes. Please contact the International Student Services Office. Their web site is http://www.ou.edu/content/cis/iss.html. Their phone number is (405) 325-3337.

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

8. What codes do I use for the GRE?
   The school code is 6879; the Department of Communication code is 4599.

9. What scores are expected on the GRE?
   Typically our graduate students score a minimum of 1000.

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

11. If I have only completed my bachelor’s degree, can I apply directly to the Ph.D. program?
    If you have completed your bachelor’s degree, you will automatically be considered for the M.A. degree only. Once you are in our M.A. program, you may apply for our Ph.D. program.

12. Do I have to fill out a separate application to apply for an assistantship?
    No. The application for the Department of Communication is an automatic request for a graduate assistantship unless you state otherwise.
13. I don’t want to be considered for a graduate assistantship. What do I need to do?
   On the bottom of the first page of the Department of Communication application, it
   mentions assistantships. This is where you can decline consideration for an assistantship.

14. How likely is it that I will get an assistantship?
   The number of available assistantships varies each year. We may have as few as one to
give out or as many as twelve.

15. How many people apply to your program each year?
   The number varies, of course, but around 80 people apply for our program each year. We
usually accept between 20 and 25 students.
Master of Arts (Norman Campus)

Requirements

The following core curriculum (6 hours) is required of all Master’s students to insure uniformity and consistency in the quality of the Master’s program.

- COMM 5003: Quantitative Research Methods OR COMM 5313: Qualitative Research Methods
- COMM 5013: Introduction to Graduate Study

Program Options

The Master’s student may follow one of two options in planning his or her program:

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

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

M.A. students will be advised during orientation meetings. Students may also discuss their enrollment options and any questions with Shay Glover, Academic Counselor. Upon entry, AP M.A. students will be advised by the Director of Graduate Studies until a permanent advisor is obtained. On-campus M.A. students will be assigned a first-year advisor by the graduate committee. Students should obtain a permanent major advisor from the department’s graduate faculty by the second semester at the latest. The student, advisor, and Director of Graduate Studies must sign the Request for Appointment of Committee Chair form included at the end of this handbook and turn it in to the department office for inclusion in the student’s file. With the help of the permanent advisor, the student will develop a program of courses and research to meet his or her individual needs. Permission to become a faculty member’s permanent advisee must be secured from the faculty member in question.

The student should submit the Admission to Candidacy Form to the Director of Graduate Studies for approval prior to submitting it to the Graduate College.

Credit Limitations

No more than 25% of the credit hours required for the Master’s degree may be transfer credit from another department at the University of Oklahoma or from another university.

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

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

Transfer credit is considered neutral in computing the University of Oklahoma grade point average. No graduate credit may be earned by correspondence courses or advanced standing examinations. However, credit from a professional degree may be applied toward a graduate degree if it meets the criteria listed above. Credit hours may be counted toward satisfying the requirements for one Master’s degree only, with the exception of approved dual-degree programs.

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

**Time Limits for Completion**

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

**Standards of Performance**

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

Master’s Thesis Option

A Master’s student should choose the thesis option, in conjunction with his or her advisory committee, as soon as possible. The thesis committee must be comprised of at least three members from the Department of Communication. The members of the committee must be members of the graduate faculty. The student must, with the cooperation of his or her advisor, select a thesis subject no later than the semester in which the student plans to start thesis work.

To obtain a degree from the University of Oklahoma, any research utilizing human participants must obtain approval from the University of Oklahoma–Norman Campus Institutional Review Board (OU-NCIRB), even if the individual is not collecting data from participants at the University of Oklahoma. This approval must be obtained before any participants are recruited or data are collected. If the thesis utilizes participants from any other university or is affiliated with any other university, then permission must be obtained from that university’s IRB as well. Before anyone can obtain IRB approval, he or she must complete the Collaborative IRB Training Initiative (CITI), which is required for all investigators. A student should complete this training before submitting an IRB application, as otherwise, it will be returned. For further information see http://www.ouhsc.edu/irb-norman/training.asp. If the student plans to utilize the Department of Communication Research Subject Pool, he or she should reference the policies listed on page 43 of this handbook.

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

Enrollment in Research

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

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

**Admission to Candidacy**

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

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

**Change of Thesis Title Needs Approval of Graduate Dean**

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

Remember: one must initially enroll in at least two credit hours of Research for the Master’s Thesis and must continually maintain at least two hours of enrollment until one has completed the degree or discontinued candidacy.

**Thesis Defense and Graduation**

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

The M.A. thesis defense meeting cannot be held when a student’s committee members are
unavailable. Most faculty members are on 9-month appointments; therefore, examinations
and/or committee meetings will not be scheduled during the summer months. Exceptions
may be possible if a student is being deployed for military service and needs to complete his
or her degree requirements before the deployment date. In such cases exclusively, the
student may proceed to make summer arrangements only after first receiving written
permission from the Director of Graduate Studies and each member of his or her committee
prior to the summer semester during which he or she wishes to schedule the exam and/or
thesis defense meeting. No other exceptions to the policy will be allowed.

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

Within 72 hours after the thesis defense is held, the Authority Report Form of the Thesis
Defense must be returned with the results and signatures of all committee members to the
Graduate College. Within 60 days of the defense or by the deadline of the desired
graduation semester (whichever is earlier), the student must deliver to the Graduate College
three unbound and originally signed final copies of the thesis typed on 100% cotton bond
paper. The thesis must be in the form described in the instructions provided by the Graduate
College. If all is in order, the copies of the thesis and a Thesis Receipt Card are given to the
student. The student then delivers the three originally signed final copies of the thesis to the
Acquisitions Department (Room 206), lower level two, of the Bizzell Memorial Library (before
4:30 p.m. each day). After checking the thesis for deposit, a representative of the library will
sign the Thesis Receipt Card, which the student must return to the Graduate College along
with the Data Entry Form for Thesis/Dissertation Title on Student’s Academic Record. The
student can then be cleared for graduation.
Master’s Nonthesis Option

The same Admission to Candidacy Form procedure applies for nonthesis M.A. students. A comprehensive examination is one of the requirements of a nonthesis program. It requires the student to undertake a general review and integration of all studies. The exam is organized around fields of study rather than around courses and is not intended to repeat the final examinations of the actual courses taken. Eight hours are scheduled for the exams, which are usually divided among two 3-hour questions and one 2-hour question. One exam question must relate to a core course. All exam questions are closed book. In preparation for the comprehensive exam, students are expected to read and study beyond the requirement of their courses. The student must be enrolled in at least two hours the semester he or she takes the exam. The examination in the Department of Communication typically consists of a written exam and may also include an oral portion if requested by any member of the examining committee.

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

The comprehensive exam may not be held during the period of final course exams, when the university is not in session, or when a suitable committee cannot be assembled. The M.A. comprehensive exam cannot be held when a student’s committee members are unavailable. Most faculty members are on 9-month appointments; therefore, examinations and/or committee meetings will not be scheduled during the summer months. Exceptions may be possible if a student is being deployed for military service and needs to complete his or her degree requirements before the deployment date. In such cases exclusively, the student may proceed to make summer arrangements only after first receiving written permission from the Director of Graduate Studies and each member of his or her committee prior to the summer semester during which he or she wishes to schedule the exam and/or thesis defense meeting. No other exceptions to the policy will be allowed.

The examining committee consists of at least three members from the faculty of the Department of Communication. All committee members must be present if an oral portion is requested. Just as for the thesis option, the back of the Authority for Comprehensive Examination form must be returned to the Graduate College with the results and the
signatures of all committee members within one week after the comprehensive exam is held. The same dissenting procedures apply to the nonthesis option.

Unlike the one-shot chance at a thesis option, if a student fails the comprehensive exam, the exam may be repeated once in the following semester (at the earliest) at the discretion of the examining committee. The comprehensive exam may not be given a third time.
### Master's Paperwork and Time Table at A Glance

#### M.A. Thesis Option

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

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

**Introduction**

The Master of Arts with a major in Communication provides the expertise individuals need for effective participation in an information-based society. Our students come from and are hired into a wide variety of careers in business and industry, government, religion and social services.

Graduates of this degree program are active in personnel management, public relations, consulting, community leadership, and other occupations where an ability to communicate effectively is vital to success. The OU Department of Communication views communicative behavior as basic to human activity, to individual development, to interpersonal social relationships, and to the functions of political, economic, cultural, and social institutions. Through research and theory-building, we seek to understand how individuals use symbols to interpret and act within their environment. Our students investigate communication processes as they occur within and among individuals, groups, organizations, and societies. In doing so, they learn to communicate more effectively and to facilitate the communication effectiveness of others.

**Eligibility**

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

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

**General Program Requirements**

The M.A. in Communication degree requires a minimum of thirty-two hours of graduate credit. Twenty-four of those hours must be Communication courses from OU. This non-thesis program also requires a written comprehensive examination to be successfully completed before the candidate is recommended for a master’s degree.
Degree Track

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

The MA in Communication degree requires a minimum of 32 hours of graduate credit. Courses offered through EC are 3 credit hour courses.

Description: General Track

Required Courses:
- COMM 5003  Quantitative Research Methods, or COMM 5313 Qualitative Methods: Participant Observation
- COMM 5013  Introduction to Graduate Studies in Communication

Electives:
Along with the above core courses, students must take COMM electives to meet the minimum requirement of 24 Communication credit hours, which must be approved by the director. Elective hours can be a combination of COMM electives, other OU graduate classes and transfer work. Students may only earn up to 8 hours of credit from graduate courses taken in other OU programs or from transfer hours outside the University of Oklahoma from other universities. Transfer credits must be evaluated by the University and courses from other programs must be approved by the Department prior to enrollment. NOTE: The combined total of transfer hours and graduate credit from other OU programs may not exceed 8 credit hours.

Description: Organizational Communication Track

Required Courses:
- COMM 5003 Quantitative Research Methods or COMM 5313 Qualitative Methods
- COMM 5013 Introduction to Graduate Studies in Communication
- COMM 5333 Organizational Communication
- COMM 5010 (3 hours) Organizational Research Practicum

Electives:
Elective guidelines outlined for the General Track apply to the Organizational Track as well, however only a total of 20 elective credit hours are needed. 8 hours may be outside the department.
Required Courses - Course Descriptions

Required Courses: General Track

COMM 5003 Quantitative Research Methods:
Overview of contemporary approaches and issues in the conduct of quantitative research in communication. Topics may include nonparametric designs and multivariate techniques such as regression, factor analysis, canonical correlations and discriminate analysis.

Or

COMM 5313 Qualitative Methods
Introduces the students to the use of qualitative methods in social sciences research. Students will learn how to use participant observation, informal interviewing and other techniques to collect information on social sciences topics.

And

COMM 5013 Introduction to Graduate Studies in Communication:
Traces the development of research and professions in communication, providing and integrative conception of the discipline and an introduction to research and theory formulation. Students are exposed to those skills critical to success in graduate training in communication.

Required Courses: Organizational Communication Track

COMM 5013 Introduction to Graduate Studies in Communication
See above.

And

COMM 5003 Quantitative Research Methods
See above.

Or

COMM 5313 Qualitative Methods
See above.

And

COMM 5043 Organizational Research Practicum:
Course is intended to provide practical research experience in an organization. Student's departmental advisor and organization's sponsor must agree through a written contract about the goals, plan and activities associated with the research project. Prerequisite: Student must have two-thirds of the courses required completed and permission of advisor.
And

**COMM 5333 Organizational Communication:**
Focuses on the communication environment of organizations, both internal and external, emphasizing implications of organizational designs for communication, communication principles to motivate employees, and the role of communication for productivity and quality of life.

**Grades Required for Degree Completion**

To qualify for a graduate degree, each student must have an overall grade point average of 3.00 ("B") in all graduate work taken at the University of Oklahoma. For those students enrolled in our M.A. program, the two "C" rule is applied. Any student who receives a second grade of "C" will be suspended from further enrollment until the student's graduate committee reviews and approves the student's appeal.

**Standards of Performance**

All Master’s degree students are required to maintain an overall 3.0 GPA in all graduate courses attempted. One grade of C will put the student on academic probation with the graduate college. The student will then have a 12-hour probationary period. The student must not make lower than a B or a grade of U during this time. At the end of the 12-hour probationary period, the student must have raised their overall GPA to 3.0. Failure of either of these two conditions will result in the student being unable to continue enrollment in graduate classes. Should a student receive two or more C’s, or give other indication to the professor of inability to pursue successfully the course of study towards the degree, the student will be required to petition to the Director of Graduate Studies to determine whether the student should be permitted to continue work in the Department of Communication.

**Time Limitation for Degree Completion**

Five years, dated from the semester of initial enrollment, is the maximum time for degree completion. Extensions beyond this limit will result in disqualification of the over-aged credit. This time limit applies both to courses completed through University of Oklahoma and to courses approved for transfer credit.

**Lapsed Enrollment**

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

The maximum of transfer credits accepted for the Master of Arts with a major in Communication is no more than twenty-five percent (8 hours) of the credit hours required for the degree. No graduate credit may be earned by correspondence courses. To be used as transfer credit, the credit MUST:

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

Credit hours previously presented and counted for one master's degree may not be applied toward satisfying the requirements of a second master's degree with exception.

The student must submit an Early Evaluation of Transfer Credit form before the credit can be transferred in. This is to be done after the course is completed. This form is available online at http://www.ou.edu/content/gradweb/academic_programs/masters_degree/ap.html

Military Transfer Credits

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

Elective Courses

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

Admission to Candidacy Form

The semester prior to taking comprehensive exams, the student must submit an Admission to Candidacy form. The candidacy form can be found at http://www.ou.edu/content/gradweb/academic_programs/masters_degree/ap.html . Please note and adhere to the deadlines listed on page 8 of this handbook.

The form will list all 32 hours of course work applied to the degree. If courses have not been taken yet, then the student will project those courses on the form. On the second page of the form, the student will list the date they plan to take comprehensive exams.
NOTE: The Admission to Candidacy form and Graduation Application are separate forms, both of which are required for degree completion.

Comprehensive Examination

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

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

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

Due Dates for Candidacy Forms and Exam Dates

The candidacy form must be received in the Department of Communication

<table>
<thead>
<tr>
<th>Due Date</th>
<th>For semester to take exam</th>
<th>Date of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>The 1st Monday in October</td>
<td>Spring comprehensive exam</td>
<td>No later than April 1</td>
</tr>
<tr>
<td>The 1st Monday in March</td>
<td>Summer comprehensive exam</td>
<td>No later than July 1</td>
</tr>
<tr>
<td>The 1st Monday in April</td>
<td>Fall comprehensive exam</td>
<td>No later than Nov 1</td>
</tr>
</tbody>
</table>

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

After Admission to Candidacy form has been approved:

1. Call Department Advisor, Shay Glover, (405.325.7710) or email the Department to discuss the semester and approximate date of examination.

2. Make arrangements with Site Manager for specific date(s) and time(s) to take exam. Department will then request authority from the Graduate College to release exam.

3. Contact the Department to discuss the availability of professors to write comprehensive exam questions. Choose an advisor and two members for your committee. You will need to ask these individuals whether they are willing to write questions for your exams. **Keep in mind that one exam question must come from a core course.**

4. Contact professors, to request him/her to write a comprehensive exam question. A copy of this email should be sent to Department Advisor, Shay Glover, (shay.glover@ou.edu). **This correspondence must take place a minimum of 60 prior to taking exams.**

5. Contact professor regarding materials needed to help prepare for the exam.

6. Confirm date(s) and time(s) with Site Manager the day before the exam is to be administered.

Graduation Application

Graduation applications are due November 1st for fall graduates, and March 1st for spring graduates. Students will turn in their graduation application (blue card) and $25 application fee to their site rep who will send them to the College of Continuing Education.

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

<table>
<thead>
<tr>
<th>Steps</th>
<th>Due</th>
<th>Required Paperwork</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply for Graduation</td>
<td>July 1st for summer, November 1st for fall, and March 1st for spring</td>
<td>Graduation Application (blue card)</td>
</tr>
<tr>
<td>Admission to Candidacy</td>
<td>1st Monday in March (summer exams), 1st Monday in April (fall exams), &amp; 1st Monday in October (spring exams).</td>
<td>Admission to Candidacy (Graduate College)</td>
</tr>
<tr>
<td>Schedule Comprehensive Exam</td>
<td>Before Final Semester Begins</td>
<td>Authority Report Form for Comprehensive Exam (Graduate College)</td>
</tr>
<tr>
<td>Exam</td>
<td>Final Semester Prior to</td>
<td>Report Form of the</td>
</tr>
<tr>
<td>Graduation</td>
<td>Comprehensive Exam (on reverse of Authorization Form)</td>
<td></td>
</tr>
</tbody>
</table>
Doctor of Philosophy

Requirements

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

All transfer credit must have a grade of A, B, or S. An course with a grade of B- cannot transfer.

Master’s Degree Transfer Credits

All students will undertake the Ph.D. program after having completed a Master’s degree in communication or a related discipline. The post-Master’s student's advisory committee will determine which courses from the Master’s program may be appropriately counted as part of the Ph.D. program. If the student is transferring in 30 hours from their Master’s and post-Master’s work toward their Ph.D., the Graduate College can accept up to as many hours of thesis as counted for their Master’s degree. If the student is transferring between 31 and 44 hours of Master’s and post-Master’s work to apply to their Ph.D., then the limit of thesis hours that can be applied to the Ph.D. is four hours. The Department of Communication allows a maximum of 30 hours of Master’s degree credit to be counted toward the Ph.D. The grades in these courses and the student’s Master’s GPA do not count toward the student’s Ph.D. GPA.

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

Master’s Degree plus Additional Hours Transfer Credits

On occasion the advisory committee may accept some graduate coursework completed beyond the Master’s degree. Up to 44 semester hours of a Master’s degree program plus post-Master’s course work may be applied toward a Ph.D. If students have a second Master’s degree, they can transfer up to 14 hours from this degree, as long as the total number of hours transferred from one’s Master’s degrees and the post-Master’s coursework do not exceed 44 hours. The advisory committee has complete discretion in determining the number of hours that may be applied to the prospective candidate’s Ph.D. program. All graduate hours transferred from other institutions must meet the criteria concerning transfer credit. Any courses taken at the University of Oklahoma which were not part of a completed
Master’s degree cannot be more than five years old. One’s time limit for completion of the degree (one’s clock) is calculated based on the earliest course listed in this section.

**S/U Graded Courses**

No more than 18 hours of Ph.D. coursework beyond the Master’s (excluding COMM 6980, Research for Doctoral Dissertation) may be S/U graded coursework. Communication courses falling in this category are Independent Study and Research Task Force. *Independent Study has a maximum of eight hours, and Research Task Force has a maximum of 15 hours.* Students may take more than 18 hours of S/U coursework **beyond** the 96-hour requirement. *Directed Readings* is a letter-graded course, with a maximum of nine hours applicable to the 96 hours required for the Ph.D. degree. Regardless of how many hours of COMM 6980 (Research for the Doctoral Dissertation) are taken by the Ph.D. candidate, *no less than two, nor more than 15* will be counted toward the 96 hours of coursework required for the Ph.D. degree.

**Core Requirements**

The core courses required for the Master’s degree in the Department of Communication (or their equivalent) are required of all Ph.D. students. Students must also earn 32 hours of coursework in a major concentration (such as Communication).

The requirements below have been in effect since Fall 2007.

COMM 5013: Introduction to Graduate Studies

COMM 5003: Quantitative Research Methods

COMM 5313: Qualitative Research Methods

COMM 6314: History and Theory of Communication

COMM 6023: Research Task Force (7 hours)

AND **one** of the following (or, if you take both, one will count as an elective):

COMM 5033: Advanced Statistics

COMM 5323: Advanced Qualitative Methods

*Besides the two intro methodology courses (COMM 5003 & COMM 5313), at least one additional advanced methodology course is required (i.e., either Comm 5323, qualitative; or COMM 5033, quantitative). If a student chooses to take both advanced methods courses, the second one will count as an elective.*

The student’s major professor and advisory committee may assign additional research tools (typically 6-9 hours; e.g., COMM 6563, structural equation modeling; COMM 6573, social network analysis) if deemed appropriate. Should a foreign language be used as a tool, the requirements may be satisfied by examination. Hours taken to satisfy the tool requirements count toward the minimum 96-hour post-baccalaureate requirement. The doctoral candidate
may choose to demonstrate methodological proficiency in one or more of several areas, such as: statistics, ethnography, foreign language, linguistics, historiography, electronic media production, or any other tool found by the student’s advisory committee to be appropriate for the student’s program of study and research trajectory.

Graduate Student Enrollment in Off Campus Courses (adopted August 19, 2010)

Under normal circumstances, as it concerns one’s Plan of Study, a graduate student accepted into the OU Department of Communication Graduate Program (M.A. or Ph.D.) at the Norman Campus, should take all coursework on the Norman campus, rather than enroll via the OU EC program offered at various locations around the state, country, or world.

One possible exception to this would be if a student was enrolled in a degree-seeking program in the EC program, and then was later accepted into the Norman Campus graduate program (M.A. or Ph.D.). Those credits would be treated the same as if they were taken on campus. A non-degree seeking graduate student enrolled in EC classes would face the same limitation by university policy as any other non-degree seeking graduate student who is later accepted (currently limited to 12 hours).

Any other exception would have to be approved by the unanimous decision of the student’s committee, the Director of Graduate Studies, and the Department Chair.

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

**Time Limits for Completion**

Students who enter the Ph.D. program without a completed M.A. degree have until the end of their first semester to post their Master’s degree, or a stop will be placed on their enrollment. A doctoral student who enters an OU graduate program with a baccalaureate degree is expected to pass the general examination within five calendar years of his or her first graduate status registration at OU. A doctoral student who enters the OU program with a Master’s degree is expected to meet this requirement within four years (7 or 8 semesters).

After passing the general examination, the doctoral candidate is expected to complete all degree requirements (i.e., dissertate) within one more year (for a total of five years). When warranted, the department may extend the time allowed to complete the doctoral degree for up to one additional year provided the Graduate Dean is notified in writing. An extension beyond one year requires the approval of the Graduate Dean. Approval of further extensions requires the department to certify the student’s knowledge to be current and appropriate to the degree to be awarded.

The department encourages all graduate assistants (GTAs) to take 9 credit hours (i.e., 3 graduate courses) per semester, so as to allows them to meet the recommended time table for degree completion (i.e., 9 x 7.33 semesters = 66 hours beyond the Masters).
Standards of Performance

All Ph.D. students are expected to maintain an overall 3.25 GPA in all graduate courses attempted including tool courses. One grade of C results in a warning letter from the Graduate College. A GPA under 3.00 or two grades of C will put the student on academic probation. Should a Ph.D. student receive two or more Cs, an automatic stop will be placed on enrollment. To have this stop lifted, the student must submit a plan for improving his or her performance and petition the Director of Graduate Studies to stay in the program. Should a student receive two Cs or give other indication to the advisor of inability to pursue successfully the course of study to the awarding of the degree, the advisor will call a meeting of the student’s advisory committee to determine whether the student should be permitted to continue work in the Department of Communication. If the student is permitted to reenroll, the student must obtain an overall GPA of 3.0 by the end of 12 hours after the first C. If a student is put on probation for low grades or two C’s, the student will have a 12-hour probationary period. The student must not make lower than a B or a grade of U during this time. At the end of the 12-hour probationary period, the student must have raised his or her overall GPA to 3.0. Failure to meet either of these two conditions will result in the student being unable to continue enrollment in graduate classes.

A student admitted conditionally (low grades, course work deficiencies, or incomplete credentials) to the Ph.D. program who does not satisfy the terms specified in the Statement of Conditional Admission will be denied further enrollment. Ph.D. students who enter the program without a completed M.A. degree are considered to have incomplete credentials and will have one semester to complete the M.A. degree or be denied further enrollment.

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

Advising

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

The Graduate Committee will assign new graduate students first-year mentors based on their stated interests in their statement of purpose. The goal is that there will be roughly equal distribution the new students across the faculty mentors from year to year. Graduate student are urged to select their permanent advisor—i.e., their major professor—by the end of their second semester. An assigned first-year mentor’s role is to help their mentee orient, organize, and navigate their first year of graduate study, and mentors understand they will not necessarily be requested to become their mentee’s major professor. The decision to
request a faculty member to become one’s major professor is, of course, up to the student, and it should be based primarily on mutual research interests and working compatibility. Self-advising is most strongly discouraged, for it often potentiates difficulties for the student in coordinating and optimizing their program of study.

**Major Professor and Permanent Advisor**

Students select their major professor from among the department’s graduate faculty. Permission to become a faculty member’s student (i.e., permanent advisee) is secured from the faculty member with whom one wishes to collaborate. *Ideally, full-time Ph.D. students should seek to establish a mutually beneficial scholarly relationship with their major professor no later than their first year of enrollment.* Part-time Ph.D. students should seek to secure their major professor by the end of their first twelve hours of course work in the department. The student, their major professor, and the Director of Graduate Studies must sign the **Request for Appointment of Committee Chair** form below and turn it in to the department’s academic advisor, Shay Glover for inclusion in the student’s file.

```
Request for Appointment of Committee Chair

I, _____________________________________ request Dr(s). __________________________
______________________________ ____________________________
be appointed as the chair (co-chairs) of my committee.

Please check one of the three options below.

I am a:
- M.A. student (thesis track)
- M.A. student (non-thesis track)
- Ph.D. student

__________________________ ____________
Student’s signature Date

__________________________ ____________
Prospective (Co-) Chair Date

__________________________ ____________
Prospective Co-chair Date

__________________________ ____________
Director of Graduate Date

Note: Please return this form to Shay Glover, Academic Advisor, in 110 Burton Hall.
```
Committee

The major professor and student collaborate in selecting an advisory conference/doctoral committee for the prospective candidate within the first year of enrollment. The committee must consist of at least five graduate faculty members, including at least one from outside the Department of Communication. This outside member must be at every meeting of the committee throughout the student’s doctoral program.

The outside member cannot be from the College of Law, the Health Sciences Center, or be adjunct faculty or retired. If a student’s outside member retires from the university, he or she must be replaced. Students can have more than five members on their committee. They may also have more than one outside member as long as the number of committee members from within the department outnumbers the members from outside the department.

Students can designate co-chairs but one person must be the major professor and primary chair on all paperwork. In addition, one co-chair (not the major professor) can be an outside member. On thesis/dissertation signature pages, chair and co-chair can both be listed as co-chairs by petition.

Anything you send to your committee members (e.g., Advisory Conference form, Dissertation proposal, and final dissertation reading copy) should be provided in hard copy, not electronic copy, unless a committee member specifically asks for an electronic copy.

Advisory Conference Report

The first responsibility of the advisory committee is to meet with the student to assist in planning the student’s Ph.D. program, taking into consideration the student’s strengths and deficiencies and, if necessary, suggesting ways to overcome any deficiencies. The committee members decide how much of the Master’s program credit can be applied to the Ph.D., with a maximum of 30 hours. They select research tools and determine a tentative calendar for degree completion.

At a plan of study meeting, the student and his or her committee discuss the Report of the Advisory Conference Form (see below). This form will list all of the classes a student will apply to his or her Ph.D. program. The committee must agree on the classes that will apply to a student’s Ph.D. program. The student will need to have an advisor and committee members chosen before they can have this meeting. Very useful instructions for filling out the advisory conference report and the form itself can be found at http://www.ou.edu/content/gradweb/academic_programs/doctoral_degree/norman.html

Students should have the plan of study meeting at least by the end of their third semester in the Ph.D. program. Otherwise, they chance either taking classes that will not apply to their program or that a committee member will request that a student take a class not originally planned, potentially lengthening a student’s time in the program.
Advisory Conference Report Form:

**ADVISORY CONFERENCE REPORT** (Revised Fall 2017)

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

### STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>OU ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major:</td>
<td>Name of Degree:</td>
</tr>
<tr>
<td>Email:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Previously Awarded Degrees:</td>
<td></td>
</tr>
</tbody>
</table>

### TOOLS of RESEARCH

*If your doctoral program requires "tools of research," please list them here.*

We no longer list 6 hours of tools (intro to quantitative/qualitative, etc.) separately.

Rather, they are listed with required courses, which brings the total to 22 hours of required courses.

### COURSEWORK FORMING COMPLETED MASTER'S DEGREE to be APPLIED to the DOCTORAL DEGREE

<table>
<thead>
<tr>
<th>Course Prefix &amp; Number</th>
<th>Course Name</th>
<th>Grade</th>
<th>Semester &amp; Year</th>
<th>Semester Hours</th>
<th>Institution</th>
</tr>
</thead>
</table>

Generally, MA students will come in with 30-36 hours

Applicable to the 96 total they need for the Ph.D.

| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Total Hours: 30

### COURSEWORK COMPLETED PRIOR to ADMISSION to the DOCTORAL PROGRAM and NOT PREVIOUSLY APPLIED to a DEGREE

<table>
<thead>
<tr>
<th>Course Prefix &amp; Number</th>
<th>Course Name</th>
<th>Grade</th>
<th>Semester &amp; Year</th>
<th>Semester Hours</th>
<th>Institution</th>
</tr>
</thead>
</table>

If a student had hours beyond the MA appropriate for consideration, the grad college allows up to 49% of the total required for the Ph.D., which in our case would be 47/96, but it would be very rare to accept anything close to that many hours.

| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Total Hours:

### REQUIRED COURSEWORK TAKEN WHILE ENROLLED in OU DOCTORAL PROGRAM

<table>
<thead>
<tr>
<th>Course Prefix &amp; Number</th>
<th>Course Name</th>
<th>Grade</th>
<th>Semester &amp; Year</th>
<th>Semester Hours</th>
<th>Institution</th>
</tr>
</thead>
</table>

22 hours of required coursework (intro, 3; theory, 3; methods, 9)

Plus roughly 7 hours of research task force

| | | | | | |
| | | | | | |
| | | | | | |

Total Hours: 22
ELECTIVE COURSEWORK TAKEN WHILE ENROLLED in OU DOCTORAL PROGRAM

<table>
<thead>
<tr>
<th>Course Prefix &amp; Number</th>
<th>Course Name</th>
<th>Grade</th>
<th>Semester &amp; Year</th>
<th>Semester Hours</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>We have 33 hours of elective coursework.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>And we have 11 hours of dissertation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours: 44

SUMMARY of CREDIT HOURS

<table>
<thead>
<tr>
<th>Type of Credit</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coursework Forming Completed Master’s Degree to be Applied to the Doctoral Degree</td>
<td>30</td>
</tr>
<tr>
<td>Coursework Completed Prior to Admission to the Doctoral Program and Not Previously Applied to a Degree</td>
<td>-</td>
</tr>
<tr>
<td>Required Coursework Taken While Enrolled in OU Doctoral Program</td>
<td>22</td>
</tr>
<tr>
<td>Elective Coursework Taken While Enrolled in OU Doctoral Program</td>
<td>33</td>
</tr>
<tr>
<td>Dissertation Hours (list total here, do not list with coursework above)</td>
<td>11</td>
</tr>
<tr>
<td><strong>Total Hours</strong>: (all OU doctoral degrees require at least 90 hours)</td>
<td>96</td>
</tr>
</tbody>
</table>

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

Student Signature ___________________________ Date ______________ Date of Advisory Conference _______________

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

<table>
<thead>
<tr>
<th>Committee Member Names</th>
<th>Signature</th>
<th>Department/Status</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(should be typed or printed)</td>
<td>(must be original; no exceptions)</td>
<td>(e.g., Math/M3)</td>
<td></td>
</tr>
<tr>
<td>Major Professor &amp; Chair:</td>
<td>/M3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-Chair (if applicable):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside Member:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Printed Name of Director of Graduate Studies ___________________________ Director of Graduate Studies Signature ___________________________ Date ______________

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

After the advisory conference is held, the student must file the completed Report of the Advisory Conference (above). The Advisory Committee, the Major Professor, and the Director of Graduate Studies must sign the report. If any changes in the student’s program become
necessary, a *Request for Change in Doctoral Advisory Conference Report* must be filed with and approved by the Graduate Dean. The request must be approved and signed by all members of the Advisory Committee and the Director of Graduate Studies.

Ph.D. students who continue to enroll in courses not sanctioned by an advisory committee may find they have taken courses that will not be accepted by their advisory committee, or may be required to take more courses than they had planned, potentially lengthening the time to their completion of degree.

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

**Change in Committee Membership**

When a change in the membership of a student’s committee is contemplated, the student must show the signed approval of all original members and all new members on the *Request for Change in Doctoral Advisory Conference Form* if the outside member or chair is being replaced. Otherwise, only the chair, new committee member, and Director of Graduate Studies must sign the form. In either case, the form must be filed with and approved by the Graduate Dean.

No doctoral committee membership change is allowed within thirty days of the dissertation defense or general exam.

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

The following criteria must be met for a member who is leaving the university to remain on a student’s committee:

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

**General Examination**

When all research tools, required courses, and all other course work have been completed, the prospective Ph.D. candidate should file in the Graduate College a completed *Application for General Examination for the Doctor’s Degree*. Any exceptions must be
approved by the Director of Graduate Studies. Application forms are available online at
http://www.ou.edu/content/gradweb/academic_programs/doctoral_degree/norman.html,
and must be turned in **two weeks** prior to the start of the exam. All members of the student’s
doctoral committee must sign the form. Failure to have authorization prior to the exam will
require the exam to be repeated. Individuals must complete both the written and oral exam
in the semester in which it is authorized.

No Ph.D. general exam may be taken until all “I” (incomplete) grades have been resolved and
the student has completed and obtained a B or better in all tool courses. The student must
apply for the examination at least two weeks before it is to be held. The exam may not be
scheduled during final examination periods or when the doctoral committee cannot be
assembled. Most faculty members are on 9-month appointments; therefore, summer
examinations will not be scheduled. The student must be enrolled in at least two hours of
graduate credit during the semester he or she takes the exam.

After the Graduate Dean authorizes the exam, the student should arrange a time and place
for the examination with his or her doctoral committee. There is only one room with a
computer available. This room is assigned on a first-come, first-serve basis, so it is best to
**schedule it as early as possible**. The student’s doctoral committee will prepare and conduct
the general examination. The general exam will consist of a written portion followed by an
oral portion in the presence of the entire committee. Failure to have authorization prior to the
exam will require the exam to be repeated.

Topics and hours for each question are developed by the student’s advisor in conjunction
with the student. The adviser will send the other members of the student’s committee a list of
topics and the number of hours allowed for each question. The student should set up a time
to meet with each committee member to discuss the question and receive any reading list
that the faculty may wish for the student to review.

The exam criteria in the following paragraph go into effect, fall semester 2007.

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

1. Students are tested on communication theory and methods with three to four hours of
   questions for each of these areas. These two sections are closed book and are fairly
   standardized across students.

2. The second half of the exam consists of questions individually tailored for the student,
   considering his or her area (and sub-areas) of specialty, course work, dissertation
   topic, etc. These questions could be open or closed depending on the desire of the
   faculty member writing the questions.

3. All portions of the exam will be administered in Burton Hall. Questions shall not be
   provided in advance.

4. The written portion of the exam should be spread over a time period not to exceed
two weeks.
Generally, students should orally defend their answers within two weeks of completing their general exams. Any exceptions must have permission of the Director of Graduate Studies. Written and orals must be in the same semester. Within 72 hours after the oral portion of the exam, a written report signed by all members of the committee must be submitted to the Graduate Dean. The report should indicate whether the student passed or failed the examination. If the student passes the exam, the Graduate Dean will admit the student to candidacy for the doctoral degree. If all or any portion of the general exam is failed, a report must be submitted to the Graduate Dean indicating a failure on the examination. The student, at the discretion of the committee, may seek authorization from the Graduate College to repeat those portions of the exam failed the first time in a following semester.

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

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

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

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

**Dissertation Proposal Meeting**

At some time, usually near the end of his or her program of study, the student, in collaboration with his or her major advisor, will determine a dissertation topic. After the general examination has been passed, the student will submit a prospectus for the dissertation to his or her doctoral committee. The committee will meet with the student to discuss the proposed study. The student is required to hold this meeting, and attendance by all advisory committee members is strongly encouraged. These meetings are open, and other interested faculty and graduate students are encouraged to attend.

When any problems have been resolved to the satisfaction of the committee, the doctoral committee will give the student permission to proceed with the study. The approved document from the defense of prospectus serves as a contract between the student and the committee. A copy of the approved prospectus, signed by all committee members, is filed in the student’s folder in the departmental office.
Dissertation proposal meetings will not be scheduled in the summer. Students can plan ahead to avoid summer dates for these activities.

**Preparation for Dissertation**

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

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

Before one can obtain IRB approval, he or she must complete the Collaborative IRB Training Initiative (CITI), which is required for all investigators. **Students should complete this training before submitting any IRB applications, as otherwise, the applications will be returned.** For further information, see http://www.ouhsc.edu/irb-norman/training.asp. If the student plans to utilize the Department of Communication Research Subject Pool, he or she should reference the policies listed on page 43 of this handbook.

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

**Enrollment in Research for Doctoral Dissertation**

Doctoral students in the Department of Communication may not enroll in dissertation hours until the general examination has been taken and successfully passed. Any exceptions must be cleared with the Director of Graduate Studies. The initial enrollment in COMM 6980 must be for at least two credit hours. Following the initial enrollment in COMM 6980, the graduate must maintain continuous enrollment in at least two hours of COMM 6980 during each regular semester until the requirements for the degree are completed or the degree
candidacy is discontinued. The number of dissertation credit hours for each enrollment will be determined by the faculty advisor on the basis of the amount of faculty and university services required by the individual student, with a minimum enrollment of two hours. A student working full time on his or her dissertation and using university facilities should be enrolled in at least nine hours of COMM 6980 in fall and spring semester. A graduate assistant holding a 0.5 FTE appointment will be required to enroll in at least six hours of COMM 6980 during the fall and spring semesters in order to be considered a full-time student. One does not have to enroll in summer if one is not doing at least one of the following: 1) Working on the dissertation, 2) Obtaining advice from committee members, or 3) Using facilities of the university, such as the library. Such enrollments must be completed during the regular registration period.

Regardless of the final number of hours of COMM 6980 accumulated during the period of dissertation research reading and writing, no less than two or more than 15 will be counted toward the Ph.D. requirements.

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

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

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

A. Apply for graduation online:
   a. Turn in the Application for Graduation (located at Ozone) to the Office of Academic Records. See the Graduate College Bulletin for deadlines for each semester (current deadline: fall - October 1st, spring - March 1st, and summer - July 1st).

B. At least **four weeks before** the defense (i.e., 10 business days before submitting the Request for Authority for Dissertation Defense form to the Graduate College):
   a. Complete the online Request for Degree Check form.
   b. Provide committee members a reading copy of the dissertation.
      i. At least five committee members view the dissertation to be acceptable to proceed with oral defense.
         1. If they reject it, the student will be given another opportunity to submit an acceptable dissertation to the committee.

C. **10 business days** before the planned defense:
   a. Contact the Graduate College to submit the Request for Authority for Defense of Dissertation

The doctoral candidate should prepare and distribute copies of the dissertation to each doctoral committee member **at least ten working days** before he or she plans to turn in the Request for Authority for Defense of Dissertation to the Graduate College. In other words, the committee members should have the copies at least a month prior to the scheduled defense
date. Because in the event of an unsatisfactory result, (a) the committee decision is final and the defense cannot be repeated and (b) the student will be disenrolled from the Graduate College and the student’s candidacy for the doctoral degree will be terminated, the one-month lead time allows committee members to best advice students about the appropriateness of scheduling the dissertation defense.

The reading copy should be in an acceptable dissertation format and must include all figures and tables, numbered pages, and a complete bibliography. It should not contain grammatical or spelling errors. Instructions-Thesis/Dissertation is available from the Graduate College.

At least five members of the student’s doctoral committee must read and determine whether the dissertation demonstrates the student’s ability to conduct original research and makes a significant contribution to the student’s discipline. They may accept or reject it. If they reject it, the student will be given another opportunity to submit an acceptable dissertation to the committee. If they accept it, they may require changes and corrections. When the dissertation is acceptable and a degree check indicates that the student has completed all course work with acceptable grades, the student may schedule the final oral examination by turning in the Request for Authority for Defense of Dissertation to the Graduate College at least ten working days before the dissertation defense date.

**Dissertation Defense and Graduation**

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

The final oral examination is a defense of the dissertation and is open to the public. The student is responsible for posting a notice of the impending dissertation defense several days before it is to occur. The candidate applies to the Graduate College for the oral defense when he or she presents the reading copy of the dissertation showing preliminary approval of the dissertation director in writing and receipts showing that all fees have been paid. At that time, the candidate will be issued the Authority Form of the Final Oral Examination by the Graduate College. The candidate will also receive the Survey of Earned Doctorates form, a 3 x 5 card used for reporting the dissertation topic, the Data Entry Form for Thesis/Dissertation Title in the Graduate College, and the Graduation Exit Survey.

The back of the Authority for the Final Oral Examination is the Report of Final Oral Examination. These results should be reported to the Graduate College within 72 hours after the examination. The same rules of the report and dissenting apply here as in the Master’s
program’s oral examination and thesis defense. Only one attempt to defend the dissertation is allowed.

Make an appointment to deposit your dissertation by visiting https://iadvise.ou.edu. One (1) unbound copy of your dissertation is due to the Graduate College no later than 60 calendar days after your defense. If you plan to graduate in a particular semester, you must meet the semester deposit deadline given on the Academic Calendar, usually the last day of the final examination period.

The final printed dissertation must meet all of the following requirements:

- Meet all formatting requirements explained in the Dissertation Instruction Packet
- Must be submitted unbound and printed single-sided on white, 20- to 24- pound weight, watermarked, 100 percent cotton paper
- The signature page must have original signatures from all committee members

Along with the final dissertation, the student must complete, print and submit the Entry Form for Dissertation Title on Student’s Academic Record and Survey of Earned Doctorates and if applicable, memo for deposit from the IRB (See Checklist for Doctoral Students in Graduate College Bulletin) at the time of deposit.

The Graduate College will review the final copy and perform a final degree check. If the final dissertation is approved, the student will be directed to deliver it to Bizzell Library Acquisitions. The Dissertation Title form must then be signed by a representative of Acquisitions and returned by the student to the Graduate College.

Submit your dissertation electronically to the SHAREOK institutional repository, according to the instructions you received in the Graduate College email authorizing your defense. The electronic submission is due by the same deadline as the print submission. The electronic dissertation must be identical to the final printed dissertation, with the exception that it should not include committee signatures.
## Ph.D. Paperwork and Time Table at a Glance

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<th>Required Paperwork</th>
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<td>2\text{nd} Semester (full time) or equivalent (part-time)</td>
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<td>Selection of Committee and Plan of Study Meeting</td>
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<td>General Exam</td>
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<tr>
<td>Admission to Candidacy</td>
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<td>Prospectus</td>
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<tr>
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Annual Review of Graduate Students

The Department of Communication conducts an annual review and evaluation of its graduate students’ progress in meeting degree requirements. The student’s advisor conducts this review. Participation in this review is mandatory. Failure to participate in this review may result in an unsatisfactory evaluation.

All aspects of the student’s performance are evaluated including but not limited to: (1) progress made in completing course work, (2) research tool requirements, (3) the comprehensive examination or the general examination, (4) research/creative activity, (5) the thesis or dissertation, and (6) quality of research. The review may also encompass the student’s teaching or other assignments in the department and his or her broader scholarly capabilities and professional development.

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

Early in the spring semester of each year, the Academic Counselor, Shay Glover, distributes to all graduate students a form to report their progress and activities for the year. The forms, which are returned to the departmental office for recording purposes, are then distributed to the students’ advisors.

The advisor completes an evaluation of each of his or her advisees. The Director of Graduate Studies completes evaluation forms for any students who do not have a permanent advisor or a first-year mentor. If there are deficient areas, the advisor will clearly specify what the student should do to receive a satisfactory evaluation. The advisor forwards a copy to the Academic Counselor, who gives a copy to the student. Each student should schedule a face-to-face appointment with his or her advisor to discuss the annual review.

When all reviews have been collected, the Academic Counselor forwards one copy to the Graduate College and places a second copy in the student’s file in the departmental office. Students who are rated “unsatisfactory” are put on probation. The department monitors the performance of students with an unsatisfactory performance review and conducts a second review at the end of the next semester or designated period.

If a second review is necessary, the Graduate College and the student are both notified by letter the results of the second review. Based on the second review and the department’s recommendation, the Graduate College will either remove the student from probation, deny the student further enrollment, or continue the student on probation for an additional period. A student who receives an unsatisfactory yearly evaluation for the third time will be denied further enrollment.

**Students can also be placed on probation if they do not maintain a 3.0 as a Master’s student or a 3.25 as a Ph.D. student.** They will have a probationary period of their next 12
hours of graduate credit. The students must bring up their G.P.A. on all coursework for their particular degree to a 3.0 (or a 3.25 for Ph.D. students) in this time period. If they do not, or they make another grade below a B during this time period, they will not be allowed to continue enrolling in their current graduate program.
Graduate Student Awards

Each year, awards are given for excellent performance by graduate students. The criteria for each award and the procedure for choosing each award are listed below. It is important to note that the financial amount of each award has no bearing on the significance of the award; rather, it simply reflects the endowment associated with the award. We view these awards as celebrations for the success and accomplishments of our students.

**General Criteria for All Graduate Awards**

Each year, a Graduate Student Awards Committee will be formed in February to meet and select the winners of each award, with the exception of the dissertation proposal awards which have separate committees.

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

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

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

Source: Re-endowed by department in 2013: first awarded in 1998
Criteria: a qualitative dissertation proposal dissertation proposal must be approved by committee advisor must nominate submit proposal only even if additional work is completed one award: $500
H. Wayland Cummings Quantitative Dissertation Proposal Award (since 2004)

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

**Source:** Endowed by department in 2013: first awarded in 2004

**Criteria:**
- a quantitative dissertation proposal
- dissertation proposal must be approved by committee
- advisor must nominate
- submit **proposal only** even if additional work is completed
- one award: $500

Graduate Student Teaching Award (since 1978)

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

This award is given annually to outstanding graduate teaching assistants (MA or PhD). We usually award two individuals. Each winner receives an individual plaque and has their name inscribed on a plaque in the main office.

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

**Source:** Department funds: first awarded in 1978

**Criteria:**
- at least two semesters of course evaluations available (MA or PhD)
- high student evaluations for overall teaching effectiveness or other evidence of teaching effectiveness
- two awards: $500 each

Evidence of excellence includes

- Teaching evaluations
- Letters from students
- Participation in teacher training activities
- Excellent service as directors for courses
**Ralph E. Cooley Memorial Award - Graduate Level (since 1991)**

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

The awardee has their name engraved on a plaque in the office and receives a certificate.

**Source:** Endowed by department in 2012: first awarded in 1991  
**Criteria:** research in intercultural, international, cross-cultural or Native American studies  
- one graduate student award: $500  
- one undergraduate student award: $250 (not endowed)

**Josh Lee Scholarship - Graduate Level (Since 2011)**

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

The awardee has their name engraved on a plaque in the office and receives a certificate.

**Source:** Endowed by private donations in 2010: first awarded in 2011  
**Criteria:**  
- 2nd or 3rd year student/plan of study filed  
- research in political/mass communication  
- one award: $1000

**Ted Beaird Scholarship (Since 2012)**

Ted Beaird had a long association with the University of Oklahoma serving as the Executive Secretary of the University Alumni Association and Director of the Memorial Union Building from 1926-1950. He was instrumental in the organization of the Oklahoma High School Speech League and National Junior College Forensic Association. The original scholarship endowed in 1950 supported students from those two organizations who continued their education at the University of Oklahoma and majored in communication (or speech as it was known as then). When those organizations ceased to exist, the Ted Beaird Scholarship was re-commissioned to honor an outstanding graduate student pursuing a Ph.D. in communication. The award has been given out since 2012.

**Source:** Endowed by private donations in 1987: first awarded in 2012
Criteria: 2\textsuperscript{nd} or 3\textsuperscript{rd} year student/plan of study filed research in any area one award: $1000

**Michael Pfau Scholarship (new in 2013)**

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

The awardee has their name engraved on a plaque in the office and receives a certificate. Candidates must meet the following criteria:

Source: Endowed by private donations in 2012: first awarded in 2013
Criteria: 2\textsuperscript{nd} or 3\textsuperscript{rd} year student/plan of study filed Priority for research in social influence one award: $1000

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

**Michael W. Kramer Scholarship (Since 2012)**

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

Source: Endowed by private donations in 2013: first awarded in 2014
Criteria: 2\textsuperscript{nd} or 3\textsuperscript{rd} year student/plan of study filed Priority for research in organizational/group communication one award: $500

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

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

Source: Endowed by private donations in 2011: first awarded in 2012
Criteria: at least a 2nd year student/plan of study filed
excellence in teaching, research, and service
one award: $500

More specific descriptions of the criteria for selection:
The winner will excel in three areas. Seniority will be considered when deciding who receives
this award:

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

2. Research: Evidence of excellence includes:
   • Conference presentations to state, regional, and national conferences
   • Submissions and publications in regional or national journals or scholarly books.
   • Awards that recognize research, such as at Graduate Student Research Day or from regional and national conferences (e.g., top paper awards).
   • Grants to support one’s research

3. Service: Evidence of excellence includes:
   • Involvement and leadership activities in department level service. (e.g., CGSA, Brown Bags, Student representative on search committee, etc.)
   • Involvement and leadership activities at the university level. (e.g., Graduate Student Senate)
   • Involvement and leadership activities at the discipline level
     o Chairing and responding to conference panels
     o Being a paper reader for conferences
     o Reviewing for journals
     o Leadership positions in discipline, such as Student Section at NCA
Graduate Student Dissertation Grants

This program is designed to promote and support dissertation research for graduate students within the Department of Communication. This program began in the 2011-2012 academic year and then will be evaluated for continuation after three years.

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

Each semester $3000 will be allocated toward these dissertation grants. If the entire amount has not been awarded during a semester, the balance will carry forward to the next semester.

Funding for each semester will be divided among the eligible applicants during that semester. When requests exceed available funds, applicants will receive equal amounts or their full request, whichever is the smaller amount.

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

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

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

Application deadline is the last day of classes each semester.

Award announcements will be made by the last day of finals.

This funding is awarded independently from any dissertation proposal award.

This program will initially last for three years and then be evaluated for continuation at that time.
Graduate Assistantships

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

Application Procedures

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

Appointment Procedures

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

All first-time GTAs must attend a teaching assistant orientation in August. This orientation is sponsored by the University of Oklahoma Instructional Development Program and is called the All-TA Orientation Program. International GTAs must attend a program called the International TA Orientation Program. Call (405) 325-2323 for more information about these programs. International students’ appointments are contingent upon having a lawful United States immigration status. It is their responsibility to meet all U.S. immigration requirements—from determining which immigration status is appropriate to following U.S. immigration law and maintaining immigration status. According to federal law, an international graduate assistant must have an immigration status that permits their appointment and that status must be documented for the university. If an international teaching assistant has any questions about these procedures, they should contact the International Student Services Office, 640 Parrington Oval, B.C. Wallace Old Science Hall Rm. 224, Norman, Oklahoma, 73019, (405) 325-3337, iss@ou.edu.

In addition, international students must be certified by the English Assessment department. Please see section for “English Proficiency for International Graduate Assistants” on page 50.

All incoming graduate assistants who start Fall 2010 or later must complete a two-day Professional Ethics Training—Responsible Conduct of Research (PET-RCR) workshop. In 2009-2010, participation in the program became mandatory for students and post-doctoral researchers funded by NSF.
**Stipends for Graduate Assistants**

Salaries are paid to graduate assistants in monthly checks, to which standard deductions apply. **The following applies to any graduate assistant admitted before Fall 2010:** graduate assistants with a 0.50 FTE who are classified as out-of-state will be awarded a nonresident fee waiver for up to nine hours. Seven hours of resident tuition will also be waived for resident and nonresident graduate assistants during the fall and spring semesters. Non-resident spring and summer graduate assistants will be eligible for up to 4 hours of nonresident tuition waived for summer. There is no resident tuition waiver for summer. **The following applies to any graduate assistant admitted Fall 2010 or later:** a full tuition waiver for fall, spring, and summer is given up to the total hours needed for the degree. In the final semester, students can take whatever number of hours they need to remain full time with a full tuition waiver. **The graduate assistant must be enrolled in a minimum of six hours to receive these waivers. The graduate assistant is responsible for all fees.** Graduate assistants with summer appointments are not required to enroll for the summer. Arrangements for medical insurance, social security, income tax deductions, and any other available benefits should be made in the University of Oklahoma’s Human Resource division. Health insurance is provided for graduate students. There are two levels of student health insurance at the university. The graduate teaching assistants are provided with the lower level. They will have to pay on their own to be upgraded to the upper level. The health insurance starts the first day of employment or as soon as classes start, or the day they sign up for the insurance. Please visit Graduate Teaching and Research Assistants page at Human Resources for specific details about eligibility, enrollment options, plan details, dental insurance option, and FAQs.

**Workload for Graduate Assistants**

As one of the primary purposes of becoming a graduate assistant is to aid the student in the successful completion of a graduate program, graduate assistants may not be appointed for more than one-half (0.5 FTE) employment without special permission of the Graduate Dean. The department must submit written justification for all appointments greater than 0.5 FTE. No FTE above 0.75 will be approved. International students cannot be hired over 0.5 during fall or spring. International students can be hired up to 0.75 during summer or breaks. In most cases, graduate assistants in the Department of Communication are assigned to teach two sections of a lower-division course in communication.

A 0.5 FTE graduate teaching assistantship normally involves 20 hours per week. This includes time spent in the classroom, preparations, and office hours. In general, it is expected that three office hours per week be scheduled for each course taught. Thus, 0.5 FTE GTAs will generally hold six office hours per week.

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

Other duties may be assigned in lieu of teaching. Research assistants’ nonteaching duties should occupy approximately 20 hours per week for a 0.5 FTE nonteaching assistantship. Note that the Department of Communication will not adjust to a schedule of convenience for the student whose outside commitments conflict with university and department schedules.

The primary responsibility of the GTA is to the University of Oklahoma Department of Communication. If anything interferes with this primary responsibility, his or her assistantship can be terminated. Any outside employment is strongly discouraged. If performance issues arise, then a person’s assistantship will not be renewed.

**Enrollment Load for Assistants**

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

**Termination of Graduate Assistants**

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

If the performance of duties by the graduate assistant does not meet the requirements of the assignment, the Departmental Chairperson, course coordinator, or project director will advise the assistant both orally and in writing. An attempt to work with the graduate assistant in improving his or her performance will be made before the department begins action toward termination. When grounds for termination exist prior to the end of the contract period, notice will be given in writing to the graduate assistant, and a copy of the notice will be sent to the Dean of the College of Arts and Sciences, the Dean of the Graduate School, and the Provost. Procedures for termination are outlined in the university’s Graduate Student Handbook.

**Maximum Number of Appointments to Assistantship**

A graduate assistant working toward a Master’s degree may not be appointed to an assistantship for more than the number of semesters required to complete the degree, up to, but not to exceed, two years. Students working toward the Ph.D. may not be appointed to an
Assistantship in the department for more than the number of semesters required to complete the degree, up to, but not to exceed, four years. A graduate student completing both the Master’s and Ph.D. degrees in the department is limited to five years of appointment. These maximum numbers may be superseded by the policy below, however.

**Assigning Graduate Teaching Assistantships for Extra Funding (adopted April 22, 2011)**

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

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

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

1. Graduate students with the skills needed to fill the newly funded position.*
2. Ph.D. students’ progress toward graduation (e.g., one who has defended a proposal over one in the same year’s class who has not defended a proposal, or one who has passed general exams over one in the same year’s class who has not yet taken them.
3. If the previous criteria are equal, students with noticeably higher teaching evaluations.
4. If the previous criteria are equal, students with a noticeably higher GPA.
5. If the previous criteria are equal, the graduate committee and the chair will make a decision based on a holistic examination of the students’ vitas.

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

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

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

Fall 2014

The Department of Communication Research Opportunities Pool is intended for the use of all researchers seeking to collect data from participants enrolled in Communication courses. The following procedures are applied so we may meet three goals: 1) all researchers should have equal access to the pool, 2) all researchers should be able to secure the number of participants they need to carry out their studies, and 3) all instructors may rely on a standardized system for granting course credit that is equitable in terms of students’ time spent participating relative to the percentage of class credit awarded.

Recruitment

1. Upon IRB approval, researchers planning to recruit participants should email the SONA Administrator at comm.sona@ou.edu. Currently, the department’s subject pool coordinator is Dr. Ioana Cionea (icionea@ou.edu). The Administrator must approve the study before it becomes visible to participants.
   a. Send an email requesting the approval of your study to the SONA Administrator. Please do not use the feature available in SONA (which doesn’t give you the option to attach files).
   b. Submit a copy of your IRB approval letter.
   c. Submit a copy of your study protocol (same one you submitted with your IRB).

2. Once the Administrator has approved the study, you can add timeslots and, if you wish, post a copy of their recruitment flyer(s) on the research bulletin board in Burton Hall for the duration of data collection. Note that the capacity of your posted timeslots (whether filled or not) should not exceed your approved IRB number of participants.

3. Please respect the deadline set forth by the Administrator for collecting data via SONA each semester (usually the last day of “dead” week) and the deadlines for granting credit and resolving any issues with participants.

4. When you have finished data collection (i.e., collected the number of participants approved by the IRB), you must deactivate your study in SONA and (if applicable) take down your recruitment flyer(s); failure to do so depletes the subject pool, and is against IRB regulations.
Reporting Course Credit

1. **All researchers who have completed data collection must calculate and grant extra credit to participants.** In calculating extra credit, please use the following departmental guidelines:

   - **The department has set a maximum of 4% total extra credit limit per eligible course (2% for 1113 & 2613).** There may be a few deviations from this guideline:
     - COMM 1113 and 2613 have research participation written into their syllabi as a requirement—1 SONA credit of participation—so the allocation below for extra credit may not apply. However, at the discretion of instructors, COMM 1113 and 2613 students may earn an additional allocation of up to 2% of total course credit for extra credit.
     - In some rare cases when less than 1 SONA credit of participation is offered during a term, instructors may make allowance for students to participate in a minimum of 2 studies, regardless of minutes spent on participation.

   - The SONA system is set up so that a standardized recommendation for credit can be communicated to participants and relayed to course instructors. In general one hour of participation should be roughly equivalent to one percentage point of course credit, which may vary as a function of whether research participation (and/or an equivalent alternative) is a class requirement or offered as extra credit. **Credit can be granted in .25 increments (equivalent to 15 minute time increments).**

   - **Breakdown of credit to be assigned for research participation:**
     - 5 to 15 minutes: 0.25 SONA credits
     - 16 minutes to 30 minutes: 0.50 SONA credits
     - 31 minutes to 45 minutes: 0.75 SONA credits
     - 46 minutes to 60 minutes: 1 SONA credit
     - 61 minutes to 75 minutes: 1.25 SONA credits
     - 76 minutes to 90 minutes: 1.50 SONA credits
     - 91 minutes to 105 minutes: 1.75 SONA credits
     - 106 minutes to 120 minutes: 2 SONA credits

Please feel free to email the SONA Administrator at comm.sona@ou.edu with any questions or requests for assistance.

**SONA Guidelines for Researchers**

**What can I do with SONA as a researcher?**

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

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

**How do I log in?**

Go to https://ou-comm.sona-systems.com (Please do not share this link with students as they need to first access the departmental research opportunities page and read the Research Integrity Pledge).

**Faculty:** Sign in with the user ID and password that were emailed to you by the SONA administrator. Feel free to email the SONA Administrator (comm.sona@ou.edu) if you do not recall your login info.

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

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

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

**How do I add a study?**

**Types of studies:**

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

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

- For two-phase studies participants are required to sign up for both phases at the same time to minimize the possibility that they will forget to sign up for Phase 2 after they've completed Phase 1. Each phase can have a different duration, location, or credit value (but must be consistent with your IRB).
- If a participant cancels his/her sign-up for Phase 1, the system will automatically cancel his/her sign-up for Phase 2. If a participant cancels Phase 2 after participating in Phase 1 and later wishes to participate in Phase 2 again, you need to manually sign-up this participant.
- If you grant a “No-show” to a participant for Phase 1 (i.e., the person did not show up for the study), participant’s Phase 2 sign-up will **not** be automatically canceled, but you get a reminder if you want to cancel it.

- Online studies **cannot** be set up as a two-part study. If you need to do that, create two separate studies and add participating in the first one as a requirement for participation in the second one.

- Online studies can have one timeslot for which you specify the maximum number of participants you want to collect and the last day for data collection. Or, you can add several timeslots gradually for which the number of participants totals your approved IRB maximum number (e.g., one timeslot for 500 participants, or one timeslot for 100 participants, then another one for 100 participants when the first fills up, and so on until you reach 500. The advantage of this latter method is that you can grant credit partially through data collection for those participants who’ve completed the study rather than waiting until all participants have finished).

**Step-by-step guidelines for adding a study**

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Name</td>
<td>A short name for the study, up to 100 characters in length. This name will appear in the list of studies participants can see.</td>
</tr>
<tr>
<td>Brief Abstract</td>
<td>This is a short description of the study, up to 255 characters in length. This description will appear in the list of studies participants can see.</td>
</tr>
<tr>
<td>Detailed Description</td>
<td>This is a detailed description about the study, up to 15,000 characters. This description appears when a participant clicks on the study to get more information.</td>
</tr>
<tr>
<td>Eligibility</td>
<td>If there are any restrictions on who may participate, list them here. Otherwise, leave the field as-is. Note that the restrictions are listed but the system doesn’t enforce them.</td>
</tr>
<tr>
<td>Duration</td>
<td>The amount of time, in minutes, that the study is expected to take. If you are setting up a 2-part study, then this setting applies to the first part of the study.</td>
</tr>
<tr>
<td>Credits</td>
<td>Enter the amount of SONA credits participants can expect to receive for participation. You can enter any value from 0 to 4, in 0.25 increments. If you are setting up a 2-part study, this is the value for the first part of the study. After a study has sign-ups, you may not change the credit value of the study. You may grant variable credit to participants, from 0 to 2 times the listed credit amount.</td>
</tr>
<tr>
<td>Preparation</td>
<td>Enter any advanced preparation a participant must do (e.g. “do not eat 2 hours before session”). If there are no preparations, leave this field as it is.</td>
</tr>
<tr>
<td>Researcher(s)</td>
<td>Select the researcher for this study. Your name will automatically be selected. You can specify multiple researchers for a study. If you do that, each researcher has full control over the study.</td>
</tr>
<tr>
<td>IRB Approval</td>
<td>Enter the IRB approval code here. This field is displayed to the administrator.</td>
</tr>
<tr>
<td>Code</td>
<td>to help that person keep track of studies.</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>IRB Approval</td>
<td>Enter the IRB expiration date. You must provide a valid expiration date. If your study IRB does not have an expiration date on it, enter one year from your approval date in this space. You cannot add new timeslots to take place after the IRB expiration date. You may not make a study active if the IRB approval has expired. Only the administrator can change the IRB approval expiration date, once it has been entered.</td>
</tr>
<tr>
<td>Approved?</td>
<td>Keep the default No button checked. The SONA Administrator will change it when approving the study.</td>
</tr>
<tr>
<td>Active Study?</td>
<td>Select Yes if this study is in progress. You must select Yes and the study must be Approved if you want the study to show up to participants so they can sign up for it.</td>
</tr>
<tr>
<td>Pre-Requisites</td>
<td>If there are studies a participant must participate in before participating in your study, choose them here. You may select multiple studies, and on most systems, you hold down the Ctrl key and click the desired studies. You may specify that participants must have participated in all of the studies you specify, or at least one of the studies specified.</td>
</tr>
<tr>
<td>Disqualifiers</td>
<td>If there are any studies a participant must not have participated in, please select them here. You may select multiple studies.</td>
</tr>
<tr>
<td>Course Restrictions</td>
<td>If you would only like participants enrolled in certain courses to participate in your study, select the eligible courses here. You may choose No Restrictions if you would like to make the study available to participants in all courses.</td>
</tr>
<tr>
<td>Invitation Code</td>
<td>If you would like to have a special sign-up password for this study, enter it here. This is known as an invitation code, and applies just for this study. Participants must know the invitation code to sign up for this study. If you do not need an invitation code, leave this field blank.</td>
</tr>
<tr>
<td>Is this a web-based study?</td>
<td>Yes or No will be already selected based on the type of study you’ve selected.</td>
</tr>
<tr>
<td>Study URL</td>
<td>For online studies: Enter the URL for your study (Qualtrics survey link).</td>
</tr>
<tr>
<td>Participant Sign-Up Deadline</td>
<td>Enter the deadline, prior to the study, by which participants may sign up, in whole hours (e.g., 24 hours before the study is to occur).</td>
</tr>
<tr>
<td>Participant Cancellation Deadline</td>
<td>Enter the deadline, prior to the study, by which participants may cancel their existing sign up, in whole hours (e.g., 18 hours before the study is to occur). Generally the cancellation deadline should be shorter than the sign-up deadline, so participants can easily cancel an accidental sign-up.</td>
</tr>
<tr>
<td>Should the Researcher receive an email notification when a participant</td>
<td>If set to Yes, the researcher for this study will receive an email notification whenever a participant signs up, or cancels their sign-up, for this study. Emails are sent to all researchers specified for the study, unless a specific researcher is assigned to the timeslot about which the email notification is being sent.</td>
</tr>
</tbody>
</table>
**signs up or cancels?**

| Researchers at Timeslot-Level | If set to Yes, it will be possible (but not required) to assign a specific researcher (from the list of researchers for the study) to a timeslot. If set to No, then it is assumed that all researchers (assigned to the study) are responsible for all timeslots. |
| Can a participant sign up for this study more than once? | If you would like to allow participants to sign up (and receive credit) for your study more than once (at different times), choose Yes. Otherwise, choose No. If No is chosen, participants may only sign up for the study more than once if they previously failed to show up for the study (a no-show). |

**Shared Comments**

This is an optional area where you may enter any comments or notes about the study, which are visible to **any researchers** in the system, but not to participants.

**Private Comments**

This is an optional area where you may enter any comments or notes about the study, which are only visible to **the researchers for this study**.

**Research Alternative?**

Default set to No.

**For two phase-studies**

| Is this a 2-part study? | Yes would be already selected if this portion of the setup menu appears. |
| Credits, Part 2 | Enter the number of credits or compensation for phase 2 of the study. |
| Part 2 Duration | The amount of time, in minutes, that part 2 of the study will take. |
| Part 2 Scheduling Range | Specify the number of days (as a range) after part 1 is scheduled, that part 2 should be scheduled. Examples: Let’s say Phase 2 is one week after Phase 1. When scheduling, enter 7 to 7 under scheduling range. Let’s say Phase 2 is one to two weeks after Phase 1. When scheduling, enter 7 to 14 under scheduling range. |
| Part 2 Scheduling Leniency | In some cases, you may want to ensure that the participant schedules the second part of the study to take place at exactly the same time (on a different date) as the first part. If so, choose Yes for this option. If there is some flexibility so they can sign up for any time within the Part 2 Scheduling range, choose No for this option. |

Once you’ve completed all the above fields, Click “Add This Study.” Next, go to Add Timeslots to create spots for your participants to sign up.

**How do I make any changes to my study?**

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

**How do I make a study inactive/invisible?**

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

**How do I create or modify timeslots?**

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

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

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

**How do I manually sign-up a participant?**

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

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

**How can I cancel a participant’s sign-up?**

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

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

You can view and print a list of participants’ identity codes. Go to “My Studies,” then click on “Timeslots” to the right of the study’s name. On the new screen, towards the top right corner, click the red button labeled “View Printer-Friendly List of Sign-Ups.”
**How do I grant credit?**

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

Some options:

- You can enter variable amounts of credit (from 0 to 2 times the posted amount), depending on circumstances. **If you deviate from the posted credit in the study description, please add a comment explaining the deviation.**

- You can mark participants as “Unexcused no-show” (if the person has not shown up for the study) or “Excused no-show” (if the participants has notified you about not being able to show up).

You have several options for granting credit:

1. If you want to grant all participants who signed up for the study the same amount of credit, you can do so in a batch.
   a. In the SONA home interface go to “Uncredited Timeslots.”
   b. At the bottom of the screen there is an option to “Mark all grant credit.” Select it.
   c. If you have to go back and mark some participants as a” no-show” do that.
   d. Click grant credits. Participants will receive an email that credit has been granted.

2. If your IRB permits it and you want to grant variable amounts of credit (i.e., less than the posted amount), you will have to go through all the sign-ups manually.
   a. Go to “Timeslots.”
   b. Next to the specific timeslot for which you want to grant credit, click on “Modify.” A list of participants (identity codes) who have completed the study and are awaiting your action will appear. The identity codes are listed in ascending order.
   c. Go through the list and select your desired option for each participant. Under “participated” you can modify the credit value.
   d. Add a comment in the right hand box for “Comments” to explain the reason for granting partial or zero credit.
   e. Once finished, click “Update Sign-Ups” to save your changes. Participants will receive an email that credit has been granted.

**Note for online studies:** If a participant has signed up for the study but does not seem to have completed it, please grant zero credits and add a comment instead of marking the participant as a “No-show.”
3. For online studies, SONA integrates with Qualtrics to grant credit automatically after a participant has finished completing the study on Qualtrics. You need to configure the system for this option by adding a special code to your survey URL. Note that you cannot grant partial credit this way and you would need to go back manually to change a participant’s credit if the data he or she has provided is unsatisfactory (I would strongly recommend against changing credit after it has initially been granted). Please email the SONA Administrator if you wish to learn more about this option.

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

**How do I contact participants?**

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

**Who can I contact if I have any questions?**

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

**Recommendations for conducting research**

- In an effort to train all our participants to enter their correct SONA ID number when completing questionnaires (especially online ones),
  - place the SONA question at the beginning of the questionnaire, right after the consent form
  - make it a force response question
  - add a content validation to the question: response should be a number between 1,000 and 15,000
  - use the following language for this question

**Question text:**

**What is your SONA ID?**

*This is a 4-digit unique number that you were assigned when creating your account. Please make sure you enter it here correctly, if you enter some other ID I/we cannot grant you credit.*

*If you do not know your SONA ID, login to SONA, go to "My Profile," and find this number in the "Identity code" field.*
When completing your IRB, complete and include the recruitment flyer with your submission even if you do not intend to post a physical copy of the flyer on the Burton Hall bulletin board. This flyer mimics the SONA interface and gives the IRB the necessary info about recruitment.

When completing your IRB, if you want to be able to grant variable credit (e.g., zero credit or partial credit for some participants), include language along the following lines in the consent form you submit:

Compensation:

_Genuinely completed questionnaires will receive ___ SONA credits. Please note that incomplete questionnaires or those completed in a rush (i.e., finished significantly faster than the average completion time for the study, or completed with serial responses, such as 4,4,4, or 6,6,6,) may receive partial or zero credit._

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

**STUDY RECRUITMENT FLYER**

<table>
<thead>
<tr>
<th><strong>Study name:</strong></th>
<th>Enter your study’s name as it appears on your IRB.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principal Investigator:</strong></td>
<td>Enter name, email address, and office telephone number.</td>
</tr>
<tr>
<td><strong>Co-Investigators:</strong></td>
<td>Enter name and email addresses. If none, delete this row.</td>
</tr>
<tr>
<td><strong>Study description:</strong></td>
<td>Enter a description of what participants are expected to do. Specify whether this is a single-phase or multi-phase study. You may reproduce the language from your IRB here.</td>
</tr>
<tr>
<td><strong>Phases:</strong></td>
<td>Specify what participants will be asked to do at each phase (if a multi-phase study). If a single-phase study, delete this row.</td>
</tr>
<tr>
<td><strong>Study type:</strong></td>
<td>Specify whether the study is in-person or online. If a multi-phase study, specify whether participation in Phases 2 (and subsequent ones) is open only to those who complete Phase 1.</td>
</tr>
<tr>
<td><strong>Study duration:</strong></td>
<td>Specify the expected amount of time participation should take (in minutes). If the study is a multi-phase one, specify the expected duration of each phase and the overall expected total time as well as data collection dates - e.g., Phase one data collection will end on XX).</td>
</tr>
<tr>
<td><strong>Number of participants:</strong></td>
<td>Specify the total number of expected participants (which should be the same number as your IRB).</td>
</tr>
<tr>
<td><strong>Extra credit:</strong></td>
<td>Specify the amount of SONA credits participants should expect to receive and any deviations from this amount (e.g., participants who spend less than the average completion time will only receive partial credit. Make sure these stipulations are the same as your IRB). If a multi-phase study, specify whether participants must complete all phases for extra credit to be granted or if extra credit is granted for each phase (make sure these stipulations are the same as your IRB).</td>
</tr>
<tr>
<td><strong>Eligibility requirements:</strong></td>
<td>Specify any eligibility requirements (e.g., only left-handed people). If none, enter “No requirements.”</td>
</tr>
<tr>
<td><strong>Pre-requisites:</strong></td>
<td>Specify any pre-requisites for participation (e.g., must have participated in study X). If none, enter “No pre-requisites.”</td>
</tr>
<tr>
<td><strong>Disqualifiers:</strong></td>
<td>Specify any disqualifiers for participation (e.g., must NOT have participated in Study X). If none, enter “No disqualifiers”.</td>
</tr>
<tr>
<td><strong>Restrictions:</strong></td>
<td>Specify any course restrictions for participation (e.g., Only students enrolled in COMM 2003 may participate in this study). If none, enter “No restrictions”.</td>
</tr>
<tr>
<td><strong>Study sign-up:</strong></td>
<td>To sign-up for this study, please login to your SONA account and check the available timeslots for this study.</td>
</tr>
</tbody>
</table>
SONA Guidelines for Instructors

What can I do with SONA as an instructor?

The main advantage of SONA for you, as an instructor, is to ease the process of recording extra credit for the students enrolled in your courses who participate in research studies in the department throughout a semester. You can also grant credits to your students for extra credit opportunities other than research studies (e.g. students may complete a writing assignment or participate in the Josh Lee competition to earn extra credit in your course).

How do I log in?

Go to https://ou-comm.sona-systems.com (Please do not share this link with your students as they need to first access the departmental research opportunities page and read the Research Integrity Pledge). Sign in with the user ID and password that were emailed to you by the SONA administrator. If you have lost this password, the right hand side of the login screen has a “Forgot password?” button that you can click and have it emailed to you again. If you do not remember your login information, please email the SONA Administrator (comm.sona@ou.edu).

If you have not logged into the system before, the first prompt will be to update your profile. You should change your password at this point. If you wish to receive emails from the system at a different email address than the one listed, simply specify a new email address. You may add other information, but you do not have to.

How do I see my students’ extra credit?

Once you are logged in, the Main Menu will display a “Course Reports” option. Click on “generate course credit reports” underneath it and a list of all your courses for the current semester should appear. If there is an error with your course, contact the SONA administrator at once. If you see students who are not in your class on your SONA list, please email the student(s) in question and CC the SONA Administrator (comm.sona@ou.edu). Let the students know they should check their selected course and fix the problem right away.

You can generate and print (instructions are on the screen) three types of reports:

- All participants (recommended): this option will display (and you can print) a record of all the students in your course who have earned extra credit. This list is not pre-populated; it only contains those students who have created SONA accounts and have added your course to their profile. So, at the beginning of the semester you may have no students at all, but gradually you will see more and more names appear.
  - If you have several sections of the same course and students are cross-listed, email the SONA administrator to change the students into their correct sections for future records.
- Completed participants: this option displays only participants who have completed all required extra credit for your course (if specified in the system).
- Incomplete participants: this option displays only participants who have not completed all required extra credit for your course (if specified in the system).
For any of the reports above, **you should record the number of credits that appears in the last column (credits earned for course)**. The system contains other information, such as the number of credits a student has earned overall, for all his or her courses, as well as the required number of courses, for all the classes a student is enrolled in. For privacy reasons, you cannot see which studies your students have completed or what other classes the students have assigned extra credit to.

**IMPORTANT:** At the end of each semester, SONA is updated and your courses are updated too for next semester. **Print and/or save your reports and the end of a semester.** You won’t be able to see previous courses in the system, only your current ones.

**Can I grant credit?**

You can also grant credit to a student for activities other than research studies. Next to a student’s name you can see a “Grant Credit” option. Click on it and you can specify how many credits you want to grant and enter any comments you wish. Note that **you should use credits** (in increments of .25) and **not points** (even if you will later convert those credits to points for calculating a student’s grade).

**Can I see available studies?**

As an instructor, you can also see all the studies that are available at a certain point in time for students to participate in your homepage menu, on the right hand side of the screen. You can information about the study by clicking on its name.

**Who can I contact if I have any questions?**

If you need assistance with your SONA instructor account or have any questions, email the SONA administrator at [comm.sona@ou.edu](mailto:comm.sona@ou.edu).

**Suggested language for SONA in your syllabus**

This course participates in the Department of Communication Research Opportunities Pool ([http://cas.ou.edu/research-opportunities](http://cas.ou.edu/research-opportunities)) or SONA. You can participate in research studies and earn up to ___ SONA credits which translate into ___% of course extra credit. To learn more about SONA, read the SONA student guidelines handout posted on D2L **carefully**. Note that it is **your responsibility** to seek extra credit opportunities by creating an account and monitoring the availability of studies. Do not wait until the last minute; there is no guarantee that studies will be available at the end of the semester.
SONA Guidelines for Students

Students who wish to volunteer to participate in department conducted research may access the SONA site after first reading the Research Participant Code on the department’s undergrad research opportunities page. The Pledge of Integrity is available via the link below:

http://cas.ou.edu/research-opportunities/

What is SONA?

SONA is an online system used by our department for managing participation in research opportunities that can bring you extra credit (or satisfy your required credit) for some of the Communication courses you are enrolled in. It allows you to check at any time what research opportunities are available, sign up for studies, cancel your sign-ups, check your earned extra credit, and decide towards which classes you want this extra credit applied. You can create an account at any point in the semester, but we recommend doing so at the beginning of the semester so that you can check periodically the availability of research opportunities.

SONA has a free mobile app that you can download if you wish to access your account. Search for SONA Mobile in the iTunes or Google Play stores. You will need to enter the URL for the Department of Communication SONA site (https://ou-comm.sona-systems.com) in order to use the app.

How do I create an account? (Only if you have not already created one)

Go to http://cas.ou.edu/research-opportunities. If you accept the Research Integrity Pledge, you will be able to continue to the SONA login interface. On the right hand side of the screen, you should see a button saying “Request account.” Click on it and follow the prompts.

The next screen will ask you to enter your first and last name, choose a user ID (basically a username, meaning it can be anything you want), and provide an email address to which you want correspondence from the system to be sent. Use your name as it appears on class rosters and use a correct email address that you check frequently because updates and confirmations about sign-ups and credits granted will be sent to this address.

You will also be asked to provide your university (Sooner) ID number. This ID will be visible only to your instructors, not the researchers in whose studies you participate. In addition, you will also be asked to select the courses in which you are enrolled and for which you want to complete extra credit. Make sure you select all your courses (by moving them to the right hand box) if you are enrolled in more than one, otherwise not all instructors will be able to see your earned extra credit and apply it for your course at the end of the semester.

Once you create your account, SONA will send you a notification email with your login information. Make sure you check you spam folder and readjust your settings if needed to recognize emails sent from SONA. These emails will have “Department of Communication Research Opportunities Pool” as the sender. Once you have received your login information,
you can access the system. You should see your profile information and you should change your password at this point. After completing these tasks, you should have access to the main interface.

**IMPORTANT:** SONA will assign you a unique, numeric identity code – this is your SONA ID (identity code). Whenever you participate in studies, make sure you have this identity code readily available and enter it correctly where needed; otherwise you may not be able to receive credit for your participation.

This ID code is what researchers can see when you sign-up for a study and for most studies it is the only information researchers will have about you. They won’t see your name, email address, or classes you are enrolled in, which helps protect your privacy. Only the SONA Administrator has access to all your profile information. Also use this ID code if you need to communicate with a researcher because, again, the research does not know who you are, he or she only knows your SONA ID in most situations. You can find your ID code under “My Profile > Identity code” in your SONA account. It will also be included in confirmation and reminder emails sent from SONA regarding your participation in studies.

**Note:** Accounts created but not accessed for one year will be deleted.

**I already have an account. What do I need to do?**

If you have already created an account, do not create another one! Login with your username and password and update your course assignments for the current semester. If you do not remember your password, you can retrieve it from the SONA homepage (Click on “Forgot password?”). If you do not remember your username and password, email the SONA Administrator at comm.sona@ou.edu to have your login information reset and resent to you.

**Important:** Note that this SONA system is different form the one used in the Department of Psychology. If you had a SONA account for Psychology, you will need to create another one for Communication.

**How do I sign up for studies?**

Once you are logged into the SONA system, find the “Study Sign-Up” area and click on the green bar marked “See available studies.” You can see a list of studies that have available timeslots. Once you find a study you are interested in, click on its name to read more information about it (including eligibility requirements), the credits you can earn by participating, and the type of study. If you are interested, scroll to the bottom green bar that says “View Time Slots for This Study”, click on it, find your desired timeslot, and click “Sign-Up.”

Some studies may require you to sign up a certain period of time before a study is to occur (e.g., sign-up deadline is 24 hours before the study). Some studies may require a password in order to sign-up, and if you can participate in such studies, you should have received the password from the researcher(s) of that study.
Please note that participation in extra credit research opportunities (provided that any are available at that time) has specific end dates each semester. The SONA administrator will usually send out notification emails about this deadline.

**Types of studies**

*In-person studies*: these are studies for which you have to go, in person, to a specific location and at a specific time in order to complete the research. The study timeslots will specify both the location and the available times. Be sure to make a note of the time and date you have signed up for.

*Online studies*: these are studies that you can complete online, from your computer, at any time of the day. The study timeslots will specify the deadline for participation. The study will also specify a URL that you should follow in order to complete the research opportunity. Click on this link only when you are ready to complete the research. You should complete the research as soon as possible after you’ve signed up for the study.

**Canceling your sign-up**

It is important that you cancel your sign-up if you cannot show up for an in-person study or you cannot complete an online study. Failure to do so will result in receiving a “No-show” for the in-person study (and zero credits) and zero credits for the online studies. **Accumulating three “Unexcused No-shows” during a semester will result in your account being suspended from research participation** (i.e., you will not be able to sign-up for studies and earn extra credit) for the remainder of that semester.

To cancel, go to “My Schedule & Credits.” You should see a list of your sign-ups and your completed studies. Click “Cancel” next to a study for which you want to cancel your participation. Note that some studies may have a deadline for canceling participation (e.g., you must cancel 24 hours before the time a study is to take place).

Once you click “Cancel” to cancel your sign-up, you will see a confirmation page. You will also be warned if your cancellation might affect your ability to participate in other studies you have signed up for, due to pre-requisite restrictions. If that is the case, it is your responsibility to deal with this issue (usually by canceling the dependent study as well). The system will warn you, but will not block the cancellation.

**How do I earn credit for my participation?**

You may login into your SONA account at any moment to check how much credit you have earned. The homepage will have this information on the right hand side of the screen. You can also click on “My Schedule & Credits.” Here you can see how many credits you have earned for each course. Next to each credit, you can also see any comments the researcher left regarding the study and your credit for it. **Note that it is your responsibility to keep track of how much extra credit each course permits** by checking the course syllabus or asking your instructor. SONA will not limit the amount of credit you assign to a course, even if this amount exceeds the permitted amount specified by your instructor.
IMPORTANT: Make sure that credit from each study is assigned to a course. The system will assign credit by default to the first listed course in your profile when you sign up. Next to each study sign-up, once credit has been granted, you should ensure that your desired course appears next to the credit status information. If “None” is listed, click on “Reassign” to add a course towards which you want the extra credit applied.

If you belong to multiple courses, note that credit from one study can be used only for one course (i.e., you cannot use credit earned from a study for multiple classes at the same time). Also, you may not split credit earned from a study between two courses (e.g., if participating in a study earned you 2 credits, you cannot split those 2 credit into 1 credit for a course and the 1 credit for another course; you must use both credits for the same course). Note that you may reassign credits from one course to another by the end of the day before final exams begin. To do this, click “Reassign” under the course entry from which you want to reassign credit.

IMPORTANT: At the end of each semester, SONA is updated in preparation for the next semester. Print and/or save your credit assignments at the end of each semester. You may not be able to see credit earned in previous semesters.

Frequently asked questions

Who can see the information about my sign-ups? I don’t want everyone to know which studies I signed up for.

Only the researcher(s) for a particular study that you have signed up for can see that (but remember, they’ll see your SONA ID, not your name) and the SONA Administrator. Other users, including other researchers or your instructor, are not able to see any of this information.

How do I change the email address where email notifications from the system are sent?

Update your profile in your SONA account and provide a different email address.

I participated in a study, but I have not received credit yet. What do I need to do?

The researcher(s) for that study must grant you credit. Your account will say “awaiting action from researcher” until credit has been granted, regardless of whether you completed the study or not. Researchers may need to reach a certain number of participants or may need to exhaust their available timeslots before they grant credit, so be patient. Also, for online studies, credit will usually be granted after the study’s deadline. If it’s been more than one month since your participation, send a polite email to the researcher(s) listed on the study and ask when extra credit will be granted. Do not complete online studies multiple times!

I have participated in a study, but I have received zero or only partial credit. Why?

Researchers analyze the responses provided for a study and may decide to grant zero or partial credit for unsatisfactory responses. In other cases, zero credit may be granted because you did not enter your SONA ID code while completing the questionnaire, so the researchers do not know who to grant credit to in the absence of identifiable information. Finally, in other
cases, you may have signed up but failed to complete an online study. You should email the researcher for that specific study with any questions.

I am trying to reassign credit to another class, but I cannot. All I see is one course.

You have to make sure that you have added all your classes to your profile. If not, click on “Change Courses” in your profile and follow the prompts to select multiple courses.

I have some questions. Who do I contact?

If your question pertains to the course for which you want extra credit applied (e.g., my SONA extra credit is not logged into D2L), contact your course instructor.

If your question pertains to participation in a research study (e.g., being late for a study, not being able to access an online study, not receiving full credit for a study), contact the researcher(s) of that study. Make sure you email the researcher at the email address listed under the study information. Do not reply to a study notification email, those emails are sent from the SONA system and not from a researcher’s email address.

If your question pertains to your SONA account and any issues with it (e.g., cannot see your credits, cannot select a desired course), contact the SONA Administrator at comm.sona@ou.edu. This is an email address that gets checked regularly during business hours (9 am to 5 pm Monday through Friday). Note that you can retrieve a lost password from the SONA login page.
Research Participant Code and Pledge of Integrity

http://cas.ou.edu/research-opportunities

Thank you for your interest in participating in the Department of Communication’s research subject pool. Before you begin, we would like to remind you of your responsibility as a research participant. When you participate in research opportunities, you take an active role in ensuring that the quality of research produced at the University of Oklahoma is sound, reliable, and valid. Part of your responsibility as a research participant therefore is to thoroughly read the instructions, questions, and response options, and then provide only your most honest and genuine responses.

Because this is a voluntary course component, which, in terms of course credit, is no different than any other assignment, it is expected to be approached with the same degree of academic integrity as any other course assignment.

Participants’ engagement with the materials in online surveys being conducted will be timed, and the results used to help determine honest and genuine participation. Please note that rushing through the materials without honest engagement, and then submitting that false participation in exchange for course credit may be considered a form of academic misconduct (i.e., cheating). Moreover, such actions have negative consequences for the graduate students and faculty researchers conducting the studies, and are unfair to other students who are taking the time to honestly participate.

All students, upon agreeing to take part in research within the Department of Communication subject pool are obligated to acknowledge and indicate their willingness to participate honestly, ethically, and to the best of their ability. Failing to do so harms the research being conducted, and when detected, will result in the student’s data being deleted, and no course credit being assigned.

Access to the Department of Communication Research Pool may be obtained by agreeing to the code of conduct and pledge below:

“I pledge to honorably participate to the best of my ability in Department of Communication research opportunities by providing honest and genuine responses to the survey materials and studies being conducted.”

I accept this pledge
I decline this pledge

Small print:
All participant engagement with the materials in online surveys will be timed, and the results may be used to help determine honest and genuine participation. Failure to provide honest and genuine responses has negative consequences for the graduate students and faculty researchers conducting studies, and harms the quality of research being done at the University of Oklahoma. It is also unfair to other students who are taking the time to honestly participate. Therefore, when detected, such behavior will result in all such responses being deleted, and no course credit being granted for participation.
Graduate Courses

G5003 Quantitative Research Methods. Prerequisite: Successful score on a proficiency test in statistics administered during new graduate student orientation (deficiency remedied via completion of COMM 3113 or equivalent during the first semester of graduate work at OU). Introduction to social-behavioral science processes of inquiry about human communication phenomena. Examines the relationship of theory and method, looks at various research paradigms and designs, and provides an introduction to descriptive and inferential statistics. (Sp)

G5013 Introduction to Graduate Study. Prerequisite: graduate standing or permission. Traces the development of research and professions in communication, providing an integrative conception of the discipline and an introduction to research and theory formulation. Students are exposed to those skills critical to success in graduate training in communication. (F)

G5033 Advanced Statistics. Prerequisite: permission of instructor. Advanced statistics covering topics which include: anova, ancova, manova, multiple regression, path analysis, and confirmatory and exploratory factor analysis. (F)

G5043 Organizational Research Practicum. Prerequisite: graduate student major who has completed two-thirds of the communication courses required for graduation, plus permission. Applicants must have an overall grade point average of 3.25 or higher. Provides practical research experience in an organization. Student adviser and organization’s sponsor must agree through a written contract about the goals, plan, and activities associated with the research project. (Irreg.)

G5113 Nonverbal Communication: Theory and Research. Prerequisite: graduate standing; 5003 or permission. Studies social-psychological and linguistic-ethological approaches to nonverbal communication research and theory building. (Irreg.)

G5213 Interpersonal Communication. Prerequisite: graduate standing or permission. Studies the research and theories in interpersonal communication with emphasis on dyads and small groups, public address, message analysis and nonverbal communication. (Irreg.)

G5223 Historical Development of Communication Theory. Prerequisite: graduate standing or permission. Presents the evolution of communication theory from ancient rhetorical traditions of Aristotle and Plato to World War II. Emphasis is given to both the constant and the changing elements of communication theory from the ancient to the modern era. (Sp)

G5233 Communication and Social Change. Prerequisite: graduate standing or permission. Studies alternative theories of social change, both historical and modern, with emphasis on the role played by communication at the interpersonal, group and social levels. (F)

G5243 Language Perspectives of Communication. Prerequisite: graduate standing or permission. Investigates the role of language behavior research, epistemological
foundations, linguistics, speech act theory, sociolinguistics, psycholinguistics and ethnomethodology. (Irreg.)

**G5253 Cross-Cultural Communication: Theory and Research.** Prerequisite: graduate standing or permission. Study of theory of cross-cultural communication with special attention to language, stereotyping, perception, role, power and nonverbal communication as such variables operate in cross-cultural situations. (Irreg.)

**G5263 Health Communication.** Prerequisite: graduate standing or permission. A broad overview of theoretical and applied approaches to health communication. Students are exposed to a variety of health communication topics including doctor-patient communication, health information campaigns, mass media influences on health, role of culture in health and disease, health care organizations, and group influences on well-being. (F)

**G5313 Qualitative Research Methods (Crosslisted with Sociology 5313).** Prerequisite: graduate standing. Survey of different qualitative methodological strategies used in the social sciences to collect, code, and analyze information. (Sp)

**G5323 Advanced Qualitative Research (Crosslisted with Sociology 5323).** Prerequisite: 5313. Designed to immerse students in the actual experience of conducting qualitative research in the field. Emphasis on participatory observation, ethnographic research, and textual analysis. (F)

**G5333 Organizational Communication.** Prerequisite: graduate standing. Focuses on the communication environment of organizations, both internal and external, emphasizing implications of organizational designs for communication, communication principles to motivate employees, and the role of communication for productivity and the quality of life. (Irreg.)

**G5343 Mass Communication Perspectives.** Prerequisite: graduate standing. Analyzes the development of modern mass communication theory, discusses the effects of the media on individuals and society, and surveys new approaches to research and theory development in the mass communication area. (Irreg.)

**G5353 Conflict Management.** Prerequisite: graduate standing. Examines theory and research about conflict management in various communication contexts. Takes a social scientific approach to conflict management with emphasis on cognitive processes, affective systems, interaction sequences and strategies and tactics related to how people negotiate the meaning and management/resolution of conflict. (Irreg.)

**G5363 Communication and Technology.** Prerequisite: graduate standing or permission. Provides a comprehensive overview of emerging technologies (e.g., teleconferencing, electronic mail, videotext, electronic bulletin boards, telecommuting, distance education, media richness, voice messaging, invisible technologies, etc.) and analyzes some of the social and behavioral effects of these technologies on human interaction in interpersonal, organizational, small group, and international contexts. (F)
G5373 Communication and Leadership. Prerequisite: graduate standing. Examines theory and research related to the philosophy and behaviors associated with leadership communication in various contexts. Emphasis placed on unique aspects of messages as individuals enact leadership roles. Scholarship from several areas of the social sciences will be considered, but communication theory will be given primary emphasis. (F)

G5383 Survey of Political Communication (Crosslisted with Political Science 5383). Prerequisite: graduate standing. Surveys communication in the political system. Discusses theory and research on interpersonal, public and mass communication in politics, particularly political campaigns. (Irreg.)

G5393 Risk Assessment and Communication. Prerequisite: graduate standing. The term “risk communication” refers to a body of knowledge and a set of practical skills that can be used in characterizing and managing issues, disseminating information, and communicating effectively in crises or emergency situations. Principles of risk communication are derived from social science research, psychological and communication theory, and experience of professionals who have addressed real-world risk communication issues. This course examines key concepts of risk communication, investigates risk communication theories and approaches as well as implements practical application in learning about communicating in risk situations. (Irreg.)

G5453 Social Influence. Prerequisite: graduate standing. A social scientific approach to the study of influence (persuasion), emphasizing scholarship drawn from speech communication, mass communication and social psychology. (F)

G5553 Persuasive Communication Campaigns. Prerequisite: graduate standing. Theory and research about persuasive communication campaigns which involve conscious sustained communication efforts designed to influence the thinking, feelings and/or behaviors of targeted receiver groups. (Sp)

G5810 Special Topics in Communication. 1 to 4 hours. Prerequisite: junior standing and permission of instructor. May be repeated with change of content; maximum credit nine hours. Topics will vary and are intended to acquaint the graduate communication major with specialized study involving communication theory, methodology and research. (F, Sp, Su)

G5960 Directed Readings. 1 to 3 hours. Prerequisite: 12 hours of graduate work in communication and permission of instructor. May be repeated; maximum credit, six hours for the master’s degree and nine hours for the Ph.D. Intensive survey of the literature in a selected area of communication under the direction of a graduate faculty member. (F, Sp, Su)

G5970 Seminar. 1 to 3 hours. Prerequisite: graduate standing; others vary by topic. May be repeated with change of content; maximum credit nine hours. Varied special topics in communication.

G5980 Research for Master’s Thesis. Variable enrollment, two to nine hours; maximum credit applicable toward degree, four hours. (F, Sp, Su)
G5990 Independent Study. 1 to 3 hours. Prerequisite: Graduate standing and permission of instructor. May be repeated; maximum credit nine hours. Contracted independent study for a topic not currently offered in regularly scheduled courses. Independent study may include library and/or laboratory research and field projects. (Irreg.)

G6013 Special Problems in Communication Research. Prerequisite: graduate standing; 5003 and permission. Other preparation may be needed for enrollment in particular sections. May be repeated with change of topic. Explores special issues and problems in communication research which characterize areas of specialty in communication, including social and mass communication, evaluative techniques and rhetorical criticism. (F, Sp)

G6023 Communication Research Task Groups. Prerequisite: graduate standing; 5003 and permission. May be repeated; maximum credit 15 hours. Designed to explore numerous topics in communication study, including the development and execution of research in communication. (F, Sp)

G6233 Small Group Processes. Prerequisite: 5003 and 5323 or permission. Considers current status of small group theory and research, emphasizing leadership. Includes both the development of a tentative theory of leadership and the application of small group theory to the process of decision making. (F, Sp)

G6283 Political Advertising. Prerequisite: graduate standing or permission. Studies the content and effects of advertising for political policy issues, and international political advertising. (F)

G6314 History and Theory of Communication. Prerequisite: 5003, 5013, and 5313 or permission of instructor. Presents the evolution of communication theory from ancient rhetorical traditions to the present. Topics covered include: classical origins of communication; enlightenment contributions to theory; interdisciplinary roots of communication study; and contemporary theories of communication. (Sp)

G6323 International Communication. Prerequisite: graduate standing or permission. An interdisciplinary survey of theory and research pertaining to issues of mass media and information and communication technologies and their interaction with culture, identity, politics, and ethics. (Irreg.)

G6373 Seminar in Mass Communication. Prerequisite: 5343 or permission. May be repeated with change of topic; maximum credit nine hours. Variable content seminar. Considers differing topics in contemporary mass communication theory and research. (Sp)

G6383 Seminar in Political Communication (Crosslisted with Political Science 6383). Prerequisite: permission. May be repeated with change of topic; maximum credit nine hours. Considers current topics in political communication theory and research. (F)

G6413 Interethic Communication Seminar. Prerequisite: graduate standing or permission. An interdisciplinary survey of theory and research pertaining to issues of interethnic/interracial communication. Specific verbal and nonverbal communication
behaviors are examined in conjunction with salient contextual factors of the macro-societal, situational, and psychological milieu surrounding the communication process. (Irreg.)

**G6423 Communication in Health Organizations.** Prerequisite: graduate standing. Examines delivery and exchange of messages within health organizations with emphasis on conflict, bargaining, and negotiating, communication networks and environments, virtual systems of communication, etc. (Sp)

**G6433 Seminar in Intercultural Communication.** Prerequisite: 5003 and 5253 or equivalent or permission. Studies communication across cultural boundaries with emphasis on comparative analysis of communication systems of various cultures, factors involved in predicting intercultural communication patterns and effects, and the role of communication in cultural and technological development. Special attention is given to communication problems between subcultures in American society. (Irreg.)

**G6453 Seminar in Social Influence.** Prerequisite: 5453 or permission of instructor. May be repeated with change of topic; maximum credit six hours. Seminar on specialized topic in social influence. Content focus varies with instructor. (Sp)

**G6960 Directed Readings.** 1 to 3 hours. Prerequisite: graduate standing or permission of instructor. May be repeated; maximum credit six hours. Directed readings and/or literature review under the direction of a faculty member. (Irreg.)

**G6970 Seminar.** 1 to 4 hours. Prerequisite: graduate standing, permission of instructor. May be repeated with change of topic; maximum credit 15 hours. (F, Sp, Su)

G6980 Research for Doctor's Dissertation. 2 to 16 hours. (F, Sp, Su)

**G6990 Independent Study.** 1 to 4 hours. May be repeated; maximum credit eight hours. An individual course of intensive study with the area and problem to be determined by the student and the instructor responsible for supervising the study. (F, Sp, Su)

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You may want to familiarize yourself with the particulars of the **Provost’s Academic Integrity Home Page**

(https://integrity.ou.edu/)
Request for Appointment of Committee Chair

I, ________________________________ request that

Dr(s). ________________________________ be appointed as

the chair (co-chairs) of my committee.

I am (circle one)

Master’s student (thesis track)
Master’s student (non-thesis track)
Doctoral student

_________________________ __________
Student's signature        Date

_________________________ __________
Prospective (Co-)Chair signature        Date

_________________________ __________
Prospective Co-chair signature        Date

_________________________ __________
Director of Graduate Studies signature        Date

**Please return to Shay Glover, Academic Counselor, in 110 Burton Hall.**
Deadlines and Forms for Graduate Programs

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

Norman Campus Master’s Forms:
http://www.ou.edu/content/gradweb/academic_programs/masters_degree/norman.html

Extended Campus Master’s Forms:
http://www.ou.edu/content/gradweb/academic_programs/masters_degree/ap.html

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

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

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

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

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

*The Application for Graduation is now available online.

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

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

Students who plan to participate in commencement or convocation ceremonies may purchase caps, gowns, and other graduation gear from the OU bookstore.
Please note that the Department of Communication does not hold general exam and thesis/dissertation defense in the summer session.

Contacts in the Department of Communication

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(405) 325-4496  
(405) 325-7625 (fax)  
shelleyturner@ou.edu
### Useful Contacts Outside the Department of Communication

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>Where</th>
<th>How?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add/Drop</td>
<td>Graduate College</td>
<td>Robertson Hall</td>
<td>325-3811</td>
</tr>
<tr>
<td>Academic Records</td>
<td>Records</td>
<td>Buchanan Hall</td>
<td>325-4147</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Third floor)</td>
<td></td>
</tr>
<tr>
<td>Enrollment</td>
<td>Registration</td>
<td>Buchanan Hall</td>
<td>325-3527</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Second floor)</td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid</td>
<td>216 Buchanan Hall</td>
<td>325-4521</td>
</tr>
<tr>
<td>Parking Permits</td>
<td>Parking &amp; Transit</td>
<td>311 Robertson Hall</td>
<td>325-3311</td>
</tr>
</tbody>
</table>