

Doctor of Philosophy Handbook

Department of Communication

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I. Introduction

The Department of Communication is part of the College of Fine, Performing and Communication Arts. The Department of Communication at Wayne State University offers graduate study leading to masters and doctoral degrees.

The Department includes 28 faculty with strong backgrounds in both scholarly and professional approaches to communication. The Department has approximately 800 undergraduate majors and 225 graduate students. Wayne State's Graduate School is among the 10 largest in the country and, with over 10,000 students, is the largest in Michigan.

The Department office is located in 585 Manoogian Hall, near the intersection of the John C. Lodge freeway and Warren Avenue, in the heart of Detroit's Cultural Center. Faculty offices are also located in Manoogian Hall. The television production facility is located in Old Main at the intersection of Warren and Cass. Most graduate courses are offered in Manoogian in the evening.

A. The Philosophy of the Graduate Program

Communication is a human activity in which ideas, information, and perceptions are shared as individuals, groups, institutions, and cultures seek to influence each other. The study of human communication involves the theory, research, and informed practice of these interactions, using both quantitative and qualitative approaches.

The graduate program in communication is designed to establish and maintain high standards of scholarly research and creative/professional activity, while also providing excellence in academic instruction, both theoretical and applied. The graduate program encompasses the full range of empirical, critical, and creative approaches, yet each student is focused through a personal Plan of Work.

Alumni of the program are skilled practitioners, critical consumers, and thoughtful observers of communication processes. While many serve as recognized scholars and educators throughout the country and world, others occupy responsible positions as communication professionals in business, government, and industry.

The research interests of the faculty are diverse, and our faculty and graduate students have written extensively on rhetorical theory and criticism, interpersonal/family/health communication, organizational communication and public relations, telecommunication policy, health communication, dispute resolution, political communication, media criticism, and media effects.

B. An Overview of the Ph.D. Programs

The Department offers degree programs leading to the Doctor of Philosophy in Communication with emphases in the following two areas:

- Media Arts and Studies
- Communication Studies

II. Admission to the Ph.D. Program

A. Requirements

Doctoral students must be officially admitted to the program before enrolling in course work. Admission to this program is contingent upon admission to the Graduate School of Wayne State University. **Admission is competitive and is based on each applicant's entire academic record. The stated requirements are minimum standards for consideration and do not guarantee admission.**

Ordinarily, admission to the Ph.D. program in Communication requires that the applicant hold (1) an undergraduate degree in communication or a

closely related field, (2) an M.A. in communication, (3) a 3.5 GPA on a 4.0 scale for the master's degree, (4) strong writing and analytic skills, and (5) GRE scores (Verbal, Quantitative, and Analytic Writing) at the 50th percentile or higher.

In those instances where an applicant holds a graduate degree in an area of study other than communication, the applicant may be admitted to the master's program until such time as sufficient background for doctoral study is demonstrated. The determination of sufficiency is rendered at an appropriate time by the Director of Graduate Studies, normally after the completion of a minimum of 15 graduate hours in communication.

Doctoral students are only admitted for the fall term. Applications and all supporting documents are due in the Office of Graduate Admissions by **January 15**. Students interested in Graduate Teaching Assistantships and Graduate Research Assistantships must also complete a separate application form available online at www.comm.wayne.edu/phd.php.

The Application for Graduate Assistantship and letters of support are also due at the Department of Communication office by **January 15**. The mailing address Graduate Secretary, Department of Communication 585 Manoogian, Department of Communication, Wayne State University, Detroit, MI 48201

B. Required Application Materials

- A completed Application for Graduate Admission. **The form must be completed and submitted electronically** at <http://www.gradadmissions.wayne.edu/process.php>. A fee of \$50 is due at the time of application. (Note: Students who are continuing on from a Master's program at WSU file a "Change of Graduate Status form" instead; this form is available at <http://www.gradschool.wayne.edu/Current/OnLineForms.asp>
- **Official transcripts** from every college or university previously attended. Transcripts are to be mailed directly from the degree granting institution to the Office of Graduate Admissions. **Please ensure that they arrive by the application deadline date of January 15.**
- Graduate Record Exam (GRE) scores. We recommend that you send an unofficial copy of your scores to us as soon as you receive them, in addition to ordering an official copy sent. Scores must be within **5 years** of the date of proposed admission.
- International Students are also required to submit TOEFL (Test of English as a Foreign Language) results; the minimum acceptable

score is 100 on the iBT, internet-based test. This is equivalent to a score of 250 on the computer-based test, which was phased-out as of Fall 2006. (International students whose native language is English do not need to take the TOEFL test.)

- Three letters of recommendation from persons qualified to assess the applicant's scholarly potential. **These must be submitted through the online application system noted above.**
- A statement of academic interest and professional goals (1-2 pages). Students should state their reasons and rationale for desiring to be admitted into the department's Ph.D. program. In addition, it is a wise decision to discuss specific research interests and which faculty member (or set of faculty members) in the department are relevant to the prospective student's research interests in the Ph.D. program. Please see guidelines at <http://gradadmissions.wayne.edu/pdfs/URCPersonalStatementHandout.pdf>
- A sample of written scholarship, such as a research paper, published manuscript or book chapter.
- A resume or vita is recommended but not required.

It is the **applicant's responsibility** to ensure that all materials are sent to the proper location and that they are received **no later than the application deadline of January 15.**

Admission is only applicable for the semester requested. If an admitted student does not register for classes within the requested semester, a Doctoral Renewal Application must be completed. This application can be found online at <http://gradadmissions.wayne.edu/renew.php>. Prior acceptance into the program does not guarantee that a renewal application will be accepted.

III. Financial Aid

Several varieties of financial support are available to selected applicants who present exceptional backgrounds and qualifications. Graduate students may also be eligible for loans or the Federal College Work Study Program. The Office of Scholarships and Financial Aid, located in the Welcome Center, 42 W. Warren Avenue, will assist students seeking financial assistance. The telephone number is (313) 577-3378 and the web site is <http://www.financialaid.wayne.edu/>.

→ **Graduate Assistantships**

The Department has available a number of competitively awarded assistantships each year. Some duties Graduate Assistants perform include

teaching, coaching forensics or debate, and working with University Television. Teaching assistantships are awarded to students who have demonstrated that they have the potential for effectively teaching communication classes at the university level. Coaching assistantships are awarded to students who have prior experience in and a demonstrated commitment to intercollegiate debate and forensic competition. University Television student assistantships are awarded to students who have experience in or a demonstrated potential for media production.

Graduate Assistantships carry a stipend, subsidized medical, vision and dental insurance, and a tuition waiver. Some of the assistantship positions are unionized under the Graduate Employee Organizing Committee Agreement; see <http://www.gradschool.wayne.edu/assistantships/geoccontract.html> for details. Assistantships are renewable for up to three years, provided that the student has a proven record of success in their chosen program within the Department of Communication and has successfully fulfilled their assistantship responsibilities. Rumble Fellows are eligible for up to two years of graduate teaching assistance after their initial fellowship year.

In order to be considered for a Graduate Assistantship, the student must complete form found at the following link: http://www.comm.wayne.edu/files/grad_assistantship_app2007.pdf and return it with the necessary materials. If the student already holds an assistantship they must apply each year for a renewal with the following form: Almost all appointments are filled for the entire academic year beginning with the Fall term. The deadline for graduate assistantships (new and renewal) is **January 15**. Assistantships are generally awarded by April 15. Normally awards are made by April for the following academic year, although vacancies may occur throughout the year. Materials are to be mailed or dropped off to the Graduate Secretary, Department of Communication, 585 Manoogian, Wayne State University, Detroit, MI 48201.

→ **University Graduate Research Fellowships**

The University Graduate Research Fellowship is awarded to outstanding incoming Ph.D. students. This one-year fellowship includes a living allowance, tuition scholarship, and subsidized medical, vision and dental insurance. Second year support by the department in the form of an assistantship or fellowship is provided, assuming satisfactory academic progress. The department must nominate candidates for this fellowship from among their pool of doctoral applicants.

<http://www.gradschool.wayne.edu/Current/UGRF-web.pdf>

→ **Thomas C. Rumble University Graduate Fellowships**

The Rumble Fellowship is a one year fellowship program that includes a living allowance, tuition scholarship, and subsidized medical, vision and dental insurance. This fellowship may be awarded at the beginning of the doctoral program or during the dissertation phase of the program. If it is awarded at the beginning of a student's program, the student becomes eligible for up to two years of Graduate Assistantship, assuming satisfactory academic progress. For incoming students, the department must nominate the candidates for this fellowship from among their pool of applicants. Current students can apply during the annual competition for the fellowships during the dissertation phase.

→ **Graduate Professional Scholarships** Information about these scholarships is available at the Graduate School website <http://www.gradschool.wayne.edu>

→ **King-Chavez-Parks Future Faculty Fellowships.**

Information about the KCP Future Faculty Fellowships Program is available from the Graduate School online at <http://www.gradschool.wayne.edu/funding/kcp/kcp.asp>

IV. Elements of the Ph.D. Program

A. Initial Advising and Permanent Advisor

All graduate students are assigned an initial advisor at the time of admission, and that advisor's name and phone number appear on the admission form. Your advisor will help you select courses and assist you in filing a Plan of Work. The Plan of Work must be filed within the first 12 hours of coursework.

Do not begin graduate work before consulting with your advisor. If you begin classes without the benefit of advice, you may find that you have wasted time and/or money pursuing classes that will not count toward your degree. In addition, not every class is offered each term or even every year. Your advisor will be able to help you plan ahead. You should seek advice at the beginning of your program and as needed or requested by your advisor.

You may keep your initial advisor as your permanent advisor or change to another member of the graduate faculty. The choice of advisor is yours provided that the faculty member consents to work with you. Usually students select a professor whose interests closely match theirs and from whom they have taken at least one class.

The permanent advisor directs your comprehensive examinations and your dissertation and assists you in completing all required forms and meeting deadlines. The advisor may be changed by completing the change of advisor form available online at www.comm.wayne.edu/phd.php. **All parties involved**

must agree to the change.

B. Program Requirements

The Ph.D. degree requires **at least** 90 credits beyond the bachelor's degree. These 90 credits are distributed as follows:

- Up to 30 graduate credits may be transferred from the M.A. coursework (see below).
- A minimum of 30 credits are taken as doctoral coursework.
- 30 credits are devoted to research and writing the doctoral dissertation.
- **To meet the residency requirement, thirty credits of graduate level coursework must be taken at Wayne State University and twenty of those credits must be in the student's major.**
 - a maximum of two 5000 level courses taken at Wayne State University are permitted to count to the 30 hours of doctoral level coursework. Exceptions to this require the approval of the advisor and the Director of Graduate Studies

C. Course Requirements

Students should meet with their advisors to identify appropriate courses to fulfill the various degree requirements. All course work must be listed on the student's plan of work (discussed below) using the Ph.D. worksheet for the appropriate emphasis <http://www.comm.wayne.edu/phd.php> .

Students interested in rhetorical theory and criticism, organizational communication and public relations, dispute resolution, interpersonal, family, or health communication topics normally find their interests best addressed within the **Communication Studies** emphasis. Students interested in radio, television, telecommunications, mass communications and film history, theory, criticism, and production normally find their interests best addressed within the **Media Arts and Studies** emphasis. For the specific requirements for each of these emphases, see the worksheets posted at <http://www.comm.wayne.edu/phd.php> .

All incoming Graduate Teaching Assistants who will be teaching any class in the department are required to take COM 7810: Seminar in Communication Education, during their first Fall of enrollment. Exceptions may be made for those who have met the following criteria:

(1) Have taken an equivalent course at another university within the last five years

AND

(2) Have taught communication courses at the university level for at least two semesters during the last three years

D. Course Registration

Consult the Schedule of Classes <http://www.classschedule.wayne.edu> for complete details on the registration process.

Students continuing in the program should make a concerted effort to register during early registration. By doing so an accurate enrollment figure is established that can protect classes from cancellation.

An advisor's signature is required for registration if you are working toward a degree and have not filed a Plan of Work, or if you are electing any courses not included in your Plan of Work. The drop/add period when you can make additional schedule changes occurs during the first week of classes.

E. Grades

Students must have a 3.0 grade point average to graduate. If a grade of "B-" or lower is received in a graduate course, the course credit hours will count toward the degree but the grade must be offset with a **minimum** grade of "B+" in another graduate course such that the minimum 3.0 Grade Point Average is maintained.

A grade of "B-" or lower in COM 8000, however, will not be accepted, and the student must repeat the course. This course may be repeated twice. Failure to secure a grade of "B" after three attempts will result in dismissal from the Ph.D. program. In order to repeat the course, you must complete a Request to Repeat a Graduate Course form, which you will find at <http://www.gradschool.wayne.edu/forms/RepeatCourse.pdf>

Students receiving a second grade of "B-" or lower in a graduate course **must** provide a written explanation to the Director of Graduate Studies and meet with their advisor and the Director of Graduate Studies to discuss the deficiency before enrolling in any additional courses.

A student with two grades of "B-" or lower may be asked to withdraw from the program.

A student receiving a "B-" or lower in a third graduate course will be dismissed from the program and denied admission to any further courses.

F. Retaking courses

Doctoral students may retake up to, but no more than, two courses. The student should consult with their advisor about the need for undertaking this step. Students must submit a "request to repeat a graduate course" form available from <http://www.gradschool.wayne.edu/forms/RepeatCourse.pdf> before retaking a course. This form requires the approval of the Director of Graduate Studies.

G. The Plan of Work

Unlike undergraduate programs that provide rigid requirements, the doctoral program is designed to help students develop fully their individual interests and abilities. The Plan of Work is the contractual agreement that makes this possible.

Each student downloads the Plan of Work form from the Graduate School web site, <http://www.gradschool.wayne.edu/forms/Plan%20of%20Work.pdf>. Then the student, **in consultation with the advisor**, selects appropriate course work and lists it on the “Plan of Work” form. All courses including major, minor [cognate], tool courses and dissertation credits must be listed on the Plan of Work. Use the PhD worksheet found online at www.comm.wayne.edu/phd.php when completing the plan of work form. This worksheet must be submitted with the plan of work form.

Transfer classes from other universities are listed on a Transfer-of-Credit form <http://www.gradschool.wayne.edu/forms/Transfer%20of%20Credit.pdf>, which is appended to the Plan of Work and submitted at the same time. All classes taken at Wayne State University to be counted toward the doctoral degree, including those MA credits taken at Wayne State University, must appear on the form titled “Plan of Work.”

The student and advisor sign the Plan of Work form and submit it to the Graduate Secretary in 585 Manoogian for approval by the Director of Graduate Studies and the Graduate School.

The Plan of Work must be filed within the first 12 hours of course work.

Filing the Plan of Work early in a student’s program is very important to insure that students enroll in required courses when they are available and that students enroll in courses that will fulfill the degree requirements.

In preparing the Plan of Work students and advisors should be particularly attentive to the following policies.

i. Transfer Credits

As many as 30 graduate credits may transfer into the Ph.D. program if they are appropriate to the Plan of Work and carry grades of B or better. They cannot be used to reduce the minimum requirement for residence credits. **In addition** to these thirty credits, two courses from the MA may count toward the tool requirement. **However, the credits for these courses do not count towards the 90 hours required for the doctoral degree.** A student wishing to transfer graduate credit toward the Ph.D. degree must file a Transfer of Credits Form <http://www.gradschool.wayne.edu/forms/Transfer%20of%20Credit.pdf> with the Plan of Work. Only graded courses with grades of B or higher will be considered for transfer. An official transcript showing a minimum grade of “B” (for the courses to be transferred is also required. The advisor

and the Departmental Director of Graduate Studies must approve the petition.

ii. Research Methods or "Tool" Courses

Research methods or "tool" courses ensure that students develop research skills for their dissertation work and for achieving professional objectives. **A minimum of five tool courses are required** and should be selected in close consultation with the advisor. Two courses from the MA (in addition to the thirty credits of course work transferred to the doctoral program) may count toward satisfying the tool requirement, but the credits for these courses do not count toward the 90 hours required for the doctoral degree. This determination is made by the Director of Graduate Studies in consultation with the student's advisor. Ph.D. students may have two of their tool courses waived by demonstrating proficiency in a language germane to their dissertation research (such as Spanish if the dissertation involves the study of Spanish language texts). The student should select courses that will meet the tool requirement when preparing to file the Plan of Work. These courses should be designated (parenthetically) as "tool" courses on the Plan of Work and on the appropriate Ph.D. Worksheet www.comm.wayne.edu/phd.php.

Courses outside the department may be approved as tool courses upon the recommendation of the advisor and the approval of the Director of Graduate Studies.

iii. Outside Minor [Cognate]

The doctoral program also requires the completion of a minimum of nine credit hours of coursework outside the Department. This outside minor normally consists of three courses **that bear a direct relationship to the student's program of study**. These courses must be approved by the student's advisor as part of the Plan of Work. Some of the courses in the minor may have been fulfilled during the Master's Degree program. Ph.D. students in the Department have often selected outside minors in Political Science, English, Education, Management, Marketing, Psychology, Anthropology, Sociology, and Instructional Systems Technology among others. All courses do not necessarily have to be from a single academic unit, but they must make thematic sense and help to focus the program of study. Additionally they must be approved by the student's advisor and the Director of Graduate Studies. Normally, a faculty member representing the outside minor sits on the doctoral committee.

iv. Registration—Courses and Credits

A student devoting full time to graduate study and who is carrying no outside employment may register for up to 16 credits per semester. **Graduate Assistants must** register for a minimum of six credits each

semester. At least 30 hours of credit toward the Ph.D. must be in courses open only to graduate students (7000 level and above). However, COM 7990 and 9990 do not count toward meeting this requirement. Courses designated as "graduate student only" and transferred in may be used to help fulfill this requirement.

Doctoral students may take 5000 and 6000 level courses as long as they also satisfy the requirement of 30 hours of **graduate student only** coursework. **A maximum of two 5000 level courses taken at Wayne State University are permitted to count to the 30 hours of doctoral level coursework.** Exceptions to this require the approval of the advisor and the Director of Graduate Studies.

v. Residency Requirement

Ph.D. students are required to complete one year of coursework (i.e. 30 consecutive credits) in residency at Wayne State University. Credits earned for working on the dissertation do not satisfy this requirement. At least 20 hours of this required 30 hours **must be coursework that is taken in the Department of Communication at Wayne State University.**

H. Qualifying Examinations

i. Selecting the Committee and Scheduling the Exams

The student and the advisor plan the student's doctoral committee and prepare the Plan of Work. The committee must consist of at least four full-time faculty; at least three from the home department, including the advisor, and at least one from a different department. At least two members of the committee must have graduate faculty status, one of whom must be the advisor. This committee guides the student's progress and administers the comprehensive exams. Often but not always, this committee continues on as the dissertation committee. **The student should use the Doctoral Committee form to notify the department of their committee selection prior to the written examinations.** This form can be found online at <http://www.comm.wayne.edu/phd.php> .

Examinations are scheduled on a rolling basis throughout the academic year. The date for the examinations will be determined in consultation with the advisor and the examining committee. Students should keep in mind that most faculty are off-duty in the summer and are under no obligation to participate in exams then.

Students may sit for the examination after completing whatever preparatory work may be deemed appropriate by the advisor, in consultation with the examining committee. This may involve a pre-

prospectus or other written document; a bibliography, or response to some pre-examination questions. Students **must** work closely with the advisor to prepare for the examination procedure (written and orals) during these times.

Exams may be taken before all coursework is completed, after 50 credit hours have been earned.

To achieve candidacy, a student must have a completed and approved Plan of Work and 50 credit hours in addition to the oral and written examinations.

ii. Registering for credits for the examination semester

Students **may** register for Candidate Status 1 (9991) during the semester in which they take the qualifying examination. In order to register, the advisor **must** draft a memo to the Graduate School with a signature line for the Director of Graduate Studies requesting an exception for registration. Upon approval of the Director of Graduate Studies, the memo is submitted to the Graduate School for approval before the student will be allowed to enroll in this course. Students must attain Candidacy (complete the written **and** the oral portions of the exam) and file the appropriate paperwork **by the last day of classes for that semester** in order to proceed with the remaining dissertation credits. If they do not, they will receive an Incomplete and will not be permitted to register in subsequent dissertation credits until they have completed both parts of the qualifying exam.

Once the student has attained candidacy status, they may register in the remaining dissertations credits by contacting phdstudents@wayne.edu and providing their name, personal identification number, the course name and number and the semester of registration

Students on General Fund accounts may register for one additional course if it is on their Plan of Work.

iii. The Examination

The qualifying exam is designed to certify that the doctoral student has acquired the necessary expertise in an area of study and that s/he can integrate, apply and discuss what s/he has learned to the extent that s/he is prepared to advance knowledge in the field.

The qualifying exam includes two parts, a written examination and an oral examination that follows the written exam. The advisor in coordination with

the department graduate secretary arranges both the written and oral exams.

Contact your advisor to discuss qualifying exams when you near the end of your course work. Your advisor will determine the specific topic areas from which questions will be drawn and will contact the committee requesting questions in those areas. Committee members or other faculty members may prepare questions. It is a good idea to begin preparing for comprehensive exams at least 6 to 8 weeks before the exams.

The examinations **cannot** be undertaken until a Plan of Work has been approved and all grades of "Incomplete" removed.

a. The Written Examination

Written comprehensive examinations cover areas of theory, methods and content. The written qualifying exam consists of a minimum of 4 questions. The outside minor [cognate] area faculty representative may submit an additional question, although s/he may waive the question (the waiver must be written and submitted to the graduate secretary to be placed in the student's file. The examination usually includes one question on theory, one question on research methods, and two questions on content areas specific to the student's interests. It may also include a 5th question if the cognate representative deems it necessary. Each question may have one or more subparts, and questions generally reflect the student's humanistic or social scientific orientation.

The set of questions is given to the graduate secretary in electronic form in advance of the examination dates. The student is emailed each question singly (**during normal business hours**) and has up to 48 hours from the time of receiving the question to email his/her answer to the graduate secretary copying the advisor on the email submission. Because email submission is being utilized, it is imperative that the student's computer clock be accurate as the time listed on the email will be used to assess whether the answer was submitted within the 48 hour period allowed. The graduate secretary will acknowledge receipt by return email of the answer during normal business hours. Thus, if the answer is returned outside of normal business hours, the confirmation of receipt will be sent electronically on the next business day. Once all answers have been submitted, the graduate secretary will send electronic copies along with the evaluation form for each question to all committee members. Should committee members prefer hard copies of the answers, they are welcome to print them out.

Qualifying exams must be written during a two week period of time.

Normally, the response is 12 – 20 pages of (typed, double-spaced, 12 pt) text excluding references. Longer is not better! As the “time pressures” are somewhat reduced and examinees are encouraged to make use of appropriate resource materials (i.e., notes, books, articles), the faculty expect careful, literate and documented responses to each question.

Once the committee has received answers to all questions, they will read and evaluate the written exams using the following scale:

- **High Pass** - The student demonstrates a command of facts, names, terms and concepts, as well as the ability to synthesize and integrate.
- **Pass** - The student’s answer is complete and acceptable
- **Low Pass** - There is some concern about the adequacy of the answer.
- **Fail** - The answer is inadequate either in command of facts, accuracy, and completeness or in some combination of these.

If a single written answer is failed, or if the student receives more than one low pass, the examining committee should assess the situation, consult with the Director of Graduate Studies, and take one of the following actions:

- Inform the student of the concerns and proceed to the oral portion of the examination process.
- Have the student re-write weak answer(s) before proceeding to the oral portion of the examination process.
- Have the student re-take the entire written examination with the knowledge that failure to satisfy the committee’s expectations for a second time will result in the termination of the examination process and the recommendation to withdraw from the degree program.

The committee must communicate this decision and provide written feedback to the student no later than three (3) weeks after the student has completed the exams unless otherwise arranged.

Upon satisfactory completion of the written part of the Qualifying Examination the Department will notify the Graduate School of the arrangements for the Oral Qualifying Examination and submit the names of the members of the examining committee for approval.

b. The Oral Qualifying Examination

The oral exam should be completed as soon as possible after the written exam. In this meeting, the committee members may explore any

deficiencies in the written exam, while providing the student with an opportunity to expand and clarify his/her responses.

The student's advisor is the presiding officer at the Oral Qualifying Examination, is responsible for the conduct of the examination, and may also question the student. The committee has three options at the conclusion of the oral portion of the examination process:

- Certify the student as having passed the qualifying examination
- Certify the student as having failed the qualifying examination
- Defer a decision for a period not to exceed thirty days.

The committee may defer a decision when the conduct of the examination is questionable or when the committee members are deadlocked as to the acceptability of the student's performance on the examination. After deferring a decision, the academic advisor meets with the Director of Graduate Studies for resolution of the disagreement.

If the judgment of the committee is that the student fails the qualifying examination, he or she **may** re-take the exam after a period of at least one semester has elapsed. The decision to permit a retake resides with the committee. In such instances, the results of the second exam are final. A student must pass both the written and oral portions of the qualifying examination process to be advanced to candidacy.

iv. Candidacy

A student is admitted to the status of doctoral candidate upon (1) approval of the Plan of Work, (2) completion of approximately 50 credits of coursework toward the doctoral degree, and (3) successful completion of the qualifying examination (both written and oral). The Candidacy Form and Oral Examination Report are completed by the Graduate Secretary prior to the oral examination and are signed by the committee upon passing the exam. The Director of Graduate Studies must also sign the forms. The forms are submitted by the Department to the Graduate School along with the student's updated transcript. Visit <http://www.gradschool.wayne.edu/forms/Candidacy%20Form.pdf> to download the necessary forms.

v. The Doctoral Dissertation

As part of the degree requirements for the Ph.D., a student must complete 30 hours of Doctoral Dissertation Research and Direction credits by registering for 7.5 credits each of COM 9991, 9992, 9993, and 9994, normally spread out over four semesters. If the student has not defended the dissertation after completing COM 9994 s/he should register for one

credit of Candidate Maintenance Status each semester, which allows access to University resources.

Further information on Candidate Maintenance Status is available on the Graduate School website

<http://www.gradschool.wayne.edu/Current/phd.asp> .

vi. The Dissertation (Doctoral) Committee

The Dissertation Committee consists of at least three members of the department's full-time faculty plus one full-time faculty member from outside the department (usually from the outside minor [cognate]). The expertise of the outside member(s) must be appropriate to the student's dissertation work. In the case of co-advisors from the same department, the number of major departmental members shall be increased to at least four. Of the committee members, at least two must have graduate faculty status, one of whom must be the advisor.

vii. Changing the Committee

Often but not always, the qualifying examination committee is also the dissertation committee. Committee changes can be made, however, at the option of the student and advisor, with the approval of the Director of Graduate Studies. Normally such changes reflect a change in the dissertation's use of a research tool or theoretical perspective, or the availability of a committee member.

Changes may be made in the composition of the dissertation committee with written explanation and the approval of the Director of Graduate Studies and the Graduate School. The form to be utilized in making this request is available at

<http://www.gradschool.wayne.edu/forms/Change%20in%20Committee%20Memo.pdf>

The completed form is then to be submitted to the Director of Graduate Studies for consideration.

viii. The Prospectus

Students should work in careful and frequent consultation with their advisors concerning the nature and form of the dissertation research.

Upon completion of sufficient preliminary research, all candidates for the Ph.D. must present a dissertation prospectus. The prospectus outlines the dissertation research in sufficient detail to suggest to the examining committee that the project has potential as a knowledge contribution.

Normally, the prospectus will introduce a research problem, review salient literature, specify questions or hypotheses, advance a method of inquiry, and propose analysis possibilities. The prospectus should be sufficiently detailed to convince committee members that the project has an acceptable prospect for completion and making a knowledge contribution to the field.

Once approved by the advisor, the dissertation prospectus is made available to the dissertation committee. A prospectus meeting is then scheduled for at least two weeks after distribution of the prospectus, permitting committee members sufficient time to read and evaluate the prospectus. In many instances, one or more committee members, in consultation with the advisor, will recommend changes in the prospectus before scheduling the prospectus meeting.

ix. The Prospectus Meeting

Prior to the prospectus meeting, the Ph.D. student must prepare the Graduate School's Doctoral Dissertation Outline and Record of Approval form www.gradschool.wayne.edu/Current/OnLineForms.asp. The dissertation director, all dissertation committee members, and the Director of Graduate Studies must sign this form. The form and two copies of the prospectus are then given to the Graduate Secretary to be forwarded to the Graduate School upon completion of the prospectus meeting.

The prospectus meeting is devoted to questioning the student on the focus, scope, significance, and methodology of the prospectus. The candidate defends and justifies, as needed, the proposed dissertation. **By signing the prospectus form, the committee is acknowledging that the prospectus is adequate.**

x. Human Subjects Approval

Research that entails the participation of, or collection of data from, human beings requires the approval of the University's Human Subjects Committee. It is important to complete the form and submit it well in advance of the planned research being undertaken because approval is sometimes a lengthy process. This approval form must be submitted to the Graduate School before they will sign off on the approval form.

xi. Writing the Dissertation

Over the course of writing the dissertation, it is the responsibility of the candidate to ensure that all committee members are both aware of the progress of the dissertation and have been able to read and comment on all the chapters of the dissertation. The usual convention is to channel all work to the dissertation advisor and to present drafts or chapters to the other committee members only when so directed by the advisor. Only

when all committee members agree as to the essential substance of the document can the final defense be initiated.

When the dissertation is ready to be presented and defended by the candidate, a Dissertation Public Lecture Presentation-Defense is scheduled. The graduate secretary will prepare the *Dissertation Defense and Final Report form*.

<http://www.gradschool.wayne.edu/Current/onlineforms.asp>

By signing Part I of the form, the committee members are indicating that they have read the dissertation document and are approving the content of the dissertation for a Public Lecture Presentation-Defense, The Graduate Secretary then submits the form and the dissertation draft to the Graduate School **at least two weeks in advance** of the Public Lecture Presentation-Defense.

The student must submit a copy of the dissertation to the Graduate School for final format check **at least two weeks** before the scheduled defense date. **The format must be approved prior to the defense.**

Candidates should study carefully the Dissertation Format Guidelines and Templates. These are available on the Graduate School website

<http://www.gradschool.wayne.edu/Current/phd.asp> .

xii. Final Defense

The student must be registered/enrolled the semester the Ph.D. degree is awarded. In addition, each candidate must file an **Application for Degree online through the Pipeline system** not later than the last day of the registration period for the semester in which completion of the degree requirements is expected. This is usually before the end of the second week of classes; students should check with the Department for specific dates each semester.

The final defense is required of all candidates and centers on the candidate's dissertation research. The committee probes and questions the candidate on any aspect of the dissertation and may recommend changes for the final version. The student's advisor also acts as the graduate examiner, to ensure a fair proceeding.

It is the **candidate's responsibility** to make all the revisions agreed to during the defense, and to make certain that the format and appearance of the dissertation is within the guidelines of the Graduate School, as detailed in the Dissertation Format Guidelines and Templates, available <http://www.gradschool.wayne.edu/Current/phd.asp>

The Public Lecture Presentation-Defense is open to the general University community and will be publicized by the departmental Graduate Secretary

with a flyer indicating time, date and place for the defense. This flyer should be attached to the Dissertation Defense and Final Report form.

Candidates should be sure to **bring four clean copies of the dissertation cover page** to the presentation-defense for committee members to sign.

The presentation-defense typically consists of three parts. The first is the candidate's lecture presentation about the dissertation research at which members of the public may be present. Once the presentation is complete, guests may ask questions of the candidate. During the second phase, all guests will be excused from the meeting. The committee members will then ask questions, seek elaboration and explore the candidate's breadth and depth of understanding. For the third phase of the oral defense, the candidate will be excused while the committee deliberates their decision.

The Graduate Examiner (typically the advisor), representing the Graduate School, polls the dissertation committee and reports in writing to the Graduate School that:

- The candidate successfully defended the dissertation.
- The candidate failed to adequately defend the dissertation.
- The defense of the dissertation was inconclusive.

If the report certifies that the defense was inconclusive, the Graduate Examiner meets with the Executive Committee of the Graduate Council and/or the Graduate Dean within thirty days for resolution of the problem. Upon a successful defense, **two copies of the dissertation**, signed by the members of the Dissertation Committee, must be submitted to the Graduate School before the degree will be authorized. **The dissertation must be submitted to the Graduate School within 48 hours after the Dissertation Public Lecture Presentation-Defense.**

After the defense, the student has until the posted deadline for that semester to submit the final manuscript, title page, surveys, etc. If a student does not finalize by the posted date for that semester, he/she will be taken off the graduation roster for that semester. No extensions will be granted.

A student that does not complete the requirements during the semester the defense took place can submit the materials in a semester following and be certified for that semester.

In order to participate in the Commencement ceremony, a student must be considered a graduate of that semester by meeting the deadline to complete all requirements as stipulated above. Important deadlines can be found at http://phd.wayne.edu/final_defense.htm

xiii. Time Limitations

The **Graduate School Bulletin** states that students have a **seven-year time limit** to complete all requirements for the Ph.D. degree. The seven-year period begins with the end of the semester during which the student was admitted to doctoral study and was completing work toward meeting the requirements for the degree.

According to the Graduate Bulletin, "[I]n the program leading to the doctorate degree, up to forty-eight quarter or thirty-two semester credits of `B' or better graduate credit earned prior to the student's admission as a doctoral applicant may be applied toward the degree without regard to lapse of time. Credit earned beyond thirty-two credits may not be over ten years old at the time of admission. Credit earned after acceptance, as a Ph.D. applicant may not be over seven years old at the time the degree is conferred, except when, on the recommendation of the adviser, up to ten credits previously earned at Wayne State University may be specified for revalidation by examination. In the event that any courses have been previously revalidated in connection with the earning of the master's degree, these shall be counted as a part of the total ten. Time extensions beyond these limitations are authorized only for conditions that are clearly beyond the student's control."

V. Additional Information

A. Colloquia, Programs and Web Site

The Department sponsors a series of events, programs and colloquia designed to promote discussion and awareness of communication in a variety of contexts. Themes have included communication and health, communication ethics, communication and gender, media policy and effects, social justice, and inter-group relations. **We expect all graduate students to participate, and partake of these colloquia and other programs on a regular basis.** Graduate education is not restricted to academic courses. Rather, some measure of progress derives from participation in the extra curricular activities sponsored by the academic community.

Graduate students who have a special research topic may wish to arrange for an Independent Study (COM 7991) with a specific faculty member. In order to qualify for an independent study, you must file a Petition and Authorization for Directed Study form available at <http://www.gradschool.wayne.edu/forms/directedStudy.PDF> .The authorization requires a detailed description of the proposed project.

The Department maintains a World Wide Web Page <http://www.comm.wayne.edu> through the Internet. This source provides

useful and updated information about the program and links to other resources.

B. Orientation and Community

Immediately preceding the beginning of the fall semester, the Department holds a Graduate Student Orientation for all new graduate students and continuing students interested in changes and advice. Please contact the Department of Communication for the dates of this orientation.

The Graduate Student Association (GSA) consists of graduate students in the Department of Communication. The GSA holds regular meetings, speaks on behalf of students' needs, and encourages a sense of community among students. A representative of the GSA attends departmental Graduate Committee and faculty meetings.

C. Support for Professional Travel

The Department of Communication and the Graduate School support the professional and scholarly activities of graduate students. The Graduate Student Travel Fund is available to help fund travel to conferences and professional meetings. These funds are provided to the department for dispersal. Contact the advisor or the Director of Graduate Studies for more information; the application form is available on the departmental website <http://www.comm.wayne.edu/phd.php> .

The College of Fine, Performing and Communication Arts also offers support for professional travel through the Harriet Kanter Award for Student Development; see the College website for details, <http://www.cfpc.wayne.edu/files/KanterAward.doc> .

The Humanities Center at WSU offers travel support for graduate students doing work in the Humanities and the Arts; see their website at <http://www.research.wayne.edu/hum/> .

D. Additional Information

Additional information about the program as well as the most current requirements for the Graduate Programs in the Department of Communication is available at <http://www.comm.wayne.edu> .

Communication Studies

- ↪ COM 8000 Introduction to Doctoral Study
- ↪ Five tool classes - options include:
 - COM 7260 Quantitative Research Methods in Communication or its equivalent
 - COM 7250 Rhetorical Criticism or its equivalent
 - COM 7300 Feminist Rhetorical Criticism
 - COM 8230 Ethnographic Methods
 - COM 8350 Advanced Rhetorical Criticism
 - COM 7590 Criticism of Mass Media
 - COM 7580 Content Analysis
 - Foreign language proficiency (counts as two tool classes)
 - Other courses in statistics, survey research methods, general qualitative methods, or general quantitative methods, as recommended by the student's advisor and approved by the Director of Graduate Studies.
- ↪ Three theory courses; select from among these or equivalents, depending on area of emphasis:
 - COM 7190 Classical Rhetorical Theory
 - COM 7171 Theories and Research in Family Communication
 - COM 7210 Communication Theory
 - COM 7290 Contemporary Rhetorical Theory
 - COM 7310 Rhetoric and Contemporary Intellectual Developments
 - COM 8170 Theories of Interpersonal Communication
 - COM 7530 Critical Mass Communication Theory

- At least six courses emphasizing one or a combination of the following areas: interpersonal communication, organizational communication, communication education, rhetoric, media studies and dispute resolution.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

- Cognate: nine or more credits outside the department

Check also for:

- Residence requirement: 30 credit hours at WSU (excluding dissertation credits), at least 20 in the student's area of concentration.
- Residence requirement: at least 6 graduate credits, exclusive of dissertation credit, in each of two successive semesters
- At least 30 credits (excluding dissertation) in graduate level courses (7000 and above; may include COM 7000 and COM 8000; may include credits transferred from the MA; may not include COM 7990 and COM 9990).
 - a maximum of two 5000 level courses taken at Wayne State University are permitted to count to the 30 hours of doctoral level coursework. Exceptions to this require the approval of the advisor and the Director of Graduate Studies.

Please use the worksheet for Communication Studies located at <http://www.comm.wayne.edu/phd.php> to assure compliance with all requirements. Attach the worksheet to the Plan of Work and Transfer of Credit forms and submit to the Director of Graduate Studies for approval.

Media Arts and Studies

- COM 8000 Introduction to Doctoral Study
- Two theory courses:
 - COM 7520 Theories of Media Effects
 - COM 7530 Critical Mass Communication Theory
- Five tool courses chosen from the following list, or other appropriate courses from other departments, as approved by the advisor and the Director of Graduate Studies:
 - COM 7260 Quantitative Research Methods in Communication
 - COM 8230 Ethnographic Methods
 - COM 5380 Film and Video Editing
 - COM 5400 Techniques of Film/Video Production
 - COM 7250 Advanced Screenwriting
 - COM 7510 Seminar in Mass Media Research
 - COM 7580 Content Analysis
 - COM 7590 Criticism of Mass Media
 - COM 7600 Media and Cultural Historiography
 - COM 7610 Feminist Theory and Criticism
 - Foreign language proficiency (counts as two tool classes)
- Cognate: nine or more credits outside the department

→ Other electives, selected in consultation with the advisor, that emphasize and are relevant to theory and research in mass communication, the social sciences and the humanities, so as to reach 60 credits of work (including 30 transferred from the MA, if applicable)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Check also for:

- Residence requirement: 30 courses at WSU (excluding dissertation credits), at least 20 in the student's area of concentration
- Residence requirement: at least 6 graduate credits, exclusive of dissertation credit, in each of two successive semesters
- At least 30 credits (excluding dissertation) in graduate level courses (7000 and above; may include COM 7000 and COM 8000; may include credits transferred from the MA; may not include COM 7990 and COM 9990).
 - a maximum of two 5000 level courses taken at Wayne State University are permitted to count to the 30 hours of doctoral level coursework. Exceptions to this require the approval of the advisor and the Director of Graduate Studies

Please use the worksheet for Media Arts and Studies located at <http://www.comm.wayne.edu/phd.php> to assure compliance with all requirements. Attach the worksheet to the Plan of Work and Transfer of Credit forms and submit to the Director of Graduate Studies.

Acknowledgement of Ph.D. Degree Handbook Policies and Procedures

I have read the Department of Communication Doctoral Handbook and familiarized myself with the policies and procedures governing the degree program I am pursuing. I also understand that I must familiarize myself with the policies, procedures, and directives from the Graduate School as detailed in the Graduate Bulletin.

I understand that deviations from the Department of Communication or Graduate School policies and procedures may interfere with reasonable and +normal academic progress and, in extreme circumstances, may result in my dismissal from the program. I further understand that I am to maintain regular contact with my academic advisor so that I may complete my degree in a timely manner.

Student's Name (Please Print)

Signature and Date

Please sign and return this form to the Graduate Secretary of the Department of Communication, 585 Manoogian Hall, with your Plan of Work and Ph.D. Worksheet. The Plan of Work is to be completed in consultation with your academic advisor and should be filed after completion of twelve credit hours of academic study.

For office use only:

Received by and date