



The University of Texas Arlington



Graduate Student Handbook

Master of Arts in Communication
Department of Communication

http://www.uta.edu/communication/ma_requirements.html

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Welcome to the Master of Arts in Communication

Dear Graduate Students:

Welcome to the Department of Communication at the University of Texas at Arlington. We are happy that you have chosen to study in our graduate program.

Our program is unique in that it is a blend of mass communication, communication studies and communication technology. Our Graduate Studies Committee, Graduate Advisor and Faculty strive to assist you in your studies by offering guidance and direction, while allowing you to formulate your own areas of interest and study.

The Dallas-Fort Worth area is the seventh largest media market and many of our students are employed at leading organizations in the area. Our program offers: well-rounded and experienced faculty, students of varied ages, backgrounds and disciplines, and courses that deal with latest issues in the world of communication. Our goal is to provide you with the tools to success... from the courses you will take to the contacts you will make, our M.A. in Communication will prepare you for advancement in the industry or future doctoral studies.

We are excited to have you and hope your studies will be successful, enjoyable and memorable.

Cordially,

Dr. Thomas B. Christie
Associate Professor/Graduate Advisor
Department of Communication
817/272-5599
christie@uta.edu

Contact Information

Department Web Page:

http://www.uta.edu/communication/ma_requirements.html

Department of Communication Office:

118 Fine Arts Building

817/272-2163

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Department of Communication Chair:

Dr. Charla Markham Shaw

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Graduate Studies Committee Chair:

Dr. Tom Ingram

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Web Page: <http://grad.uta.edu/>

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Department of Communication

Graduate Handbook

Program Description

UTA's Master of Arts in Communication program is unique in that it is a blend of mass communication, communication studies, and communication technology disciplines. You are able to work with the graduate advisor and committee to construct a unique program of study to meet your goals. The program offers two tracks: thesis option and non-thesis option. Please see details of the options as well as the lists of courses offered in the program below.

Program Objectives

The Master of Arts in Communication is designed to provide a means of career enhancement for media and organizational professionals. The program includes the areas of Communication Technology, Communication Studies, and Communication Technology and is designed to meet the educational needs of undergraduates and media professionals who need more specialized training for career advancement into media management, and organizational professionals who need to extend their knowledge of communication processes at the interpersonal, organizational, and mass media levels. The program is designed to be flexible so that specific needs and goals of students may be supported. All students complete foundation courses in communication and research methods, and work with the graduate advisor to select courses in communication or other areas that support their goals. Specifically, the program's curriculum incorporates communication principles with the technology required in business and industry today and emphasizes the integrated nature of the communication discipline.

The program offers specialized education in the management of media resources, the changing role of the media in an information society, and a theoretical and ethical framework for considering the impact of the media upon society.

Organizational professionals can focus on working with both external and internal constituencies and communication processes of management, training and development, and human resources.

Required Courses

***You are required to take both of these courses in your first semester in the program.*

Please note that these courses are only offered in the fall.

COMM 5300 Advanced Theories in Communication

COMM 5305 Communication Research Methods

Advising

Graduate course offerings are posted online; course descriptions are available at www.uta.edu/communication (click on Master's Program). Every semester, you are required to be advised by the Graduate Advisor prior to being cleared to register for classes. Advising can be done in person or by telephone, during the graduate advisor's office hours, or via email. You must give the advisor 1) your UTA ID # and 2) the courses you plan to take.

Do not put off advising until the last minute. Seats in departmental graduate courses are on a first come, first-serve basis. It is your responsibility to get cleared for classes and register in a timely manner. Failure to do so could impede your degree progress.

Course Descriptions

Course offerings vary from semester to semester.

COMM 5300. ADVANCED THEORIES IN COMMUNICATION (3-0)

Advanced study of communication theories: interpersonal, organizational, mass media and intercultural

COMM 5301. SUPERVISED TEACHING (3-0)

Application of theory to the practices of teaching college courses in communication. Students will handle all aspects of the classroom including lecturing, conducting class discussions, issuing assignments, grading and assigning grades under the supervision of the course director. No unit credit will be allowed toward advanced degree

COMM 5305. COMMUNICATION RESEARCH METHODS (3-0)

Study and application of communication research, design and methodology

COMM 5310. THEORIES IN PERSUASION (3-0)

A comparison of traditional with contemporary behavioral science theories of persuasive discourse and their supporting research

COMM 5316. CORPORATE COMMUNICATION STRATEGIES (3-0)

Examines organizational communication strategies with special emphasis on how communication affects corporate constituencies. Corporate image and identity are linked to corporate advertising, press releases, financial communication, internal communication and crisis communication

COMM 5320. ADVANCED VISUAL COMMUNICATION (3-0)

Theory of visual communication in technical communication. Practice includes conceptualization, development and production

COMM 5321. ADVANCED INTERNET MARKETING COMMUNICATION (3-0)

Study of the use of information technology to optimize advertising, promotion, public relations and sales functions. Examines an infrastructure of the Internet and how it affects information retrieval, Web design, Web site management and Web site security. Discusses research strategies, usage trends and social implications

COMM 5323. ADVANCED WEB SITE COMMUNICATION (3-0)

Advanced study of mass media and organizational Web site information architecture, design, aesthetics, and Web site management; communication theory as applied to operational Web sites for profit and non-profit organizations

COMM 5332. ADVANCED PROFESSIONAL COMMUNICATION (3-0)

Advanced study of the theory and practice in written and oral presentations with emphasis on the application of communication theory in organizational and technical professions. Development of strategic communication plans to influence audience perceptions and evaluate changes.

COMM 5335. GLOBAL COMMUNICATION (3-0)

Examination of verbal and nonverbal barriers to effective intercultural and international communication. Developing effective communication in intercultural and international contexts and exploring the definition and impact of global journalism.

COMM 5341. MEDIA MANAGEMENT (3-0)

Study of media policy and regulation; media, cultural, and management theories; media economics; accounting and finance; business strategy, management and marketing

COMM 5345. COMMUNICATION CAMPAIGNS (3-0)

Advanced study of communication theories and research with the goal of developing strategic communication plans, including the selection of the appropriate vehicles and creative tactics. Team project required

COMM 5392. SEMINAR (3-0). Special topics. Topic varies from semester to semester. May be repeated when topic changes

COMM 5398. THESIS (3-0)

Student completion of a research project on a subject of primarily theoretical interest, intended for an academic audience.

Prerequisite: satisfactory completion of coursework and consent of advisor.

COMM 5698. THESIS (6-0)

Student completion of a research study on a subject of primarily theoretical interest, intended for an academic audience.

Prerequisite: satisfactory completion of thesis proposal defense and consent of advisor.

Planning your MA:

You are encouraged to meet with the graduate advisor each semester to discuss progress toward your degree.

Semester 1: In your first semester, you must take both required courses: COMM 5300 Communication Theory and COMM 5305 Communication Research.

The rest of your coursework you will discuss on an individual basis with your advisor.

The below guidelines provide you with essential deadlines and information you need to be aware of in order to make your graduate experience a success.

12 HOURS—Degree Plan Worksheet

Within your first 12 hours, you must fill out a Degree Plan Worksheet, found on the graduate web page:

<http://grad.uta.edu/pdfs/Current/DegreePlanWorksheet.pdf>

This form should be completed and signed by you, the graduate advisor, and the Graduate Studies Committee Chair (Dr. Tom Ingram).

18 HOURS—Selection of Track & Committee

In your 18th hour of course work you should choose your track (thesis or non-thesis option) and committee. This is required of students in either of the two options. Depending on the track you select, you must complete either the [Thesis Permission Request](#) or [Coursework Option Form](#) and submit to the graduate advisor.

Request for Final Exam:

If you are in the thesis option, you will defend your final thesis in your last semester. You must submit a [Request for Scheduling of the Final Master's Examination](#) at least two weeks prior to the exam and submit to the graduate school.

If you are in the non-thesis option, you will defend your program of work in your last semester. You too must submit a [Request for Scheduling of the Final Master's Examination](#) form at least two weeks prior to the exam and submit to the graduate school.

Semester of Graduation:

You must submit an [Application for Graduation](#) no later than 30 days after the first day of classes in your last semester. These forms are available online through the Virtual Graduate School Advisor. See the graduate school calendar, available online at <http://www.uta.edu/gradcatalog/cal0708>, for specific deadlines and other important dates.

Choosing your Route: Description of Thesis & Non-Thesis Options

Thesis Option:

The thesis option is usually recommended for those individuals considering pursuit of a doctoral degree. The thesis option requires 24 semester credit hours of coursework and 6 hours of thesis credit (one section of COMM 5698).

The [Thesis Permission Request](#) must be approved by the Graduate Studies Committee upon completion of your 18th hour of coursework, and an oral defense of the thesis prospectus must be successfully completed prior to enrolling in the 6 hours of thesis credit. In order to graduate, students must successfully defend the final thesis. Please note, that the proposal and thesis defense could be followed by remedial work, if deemed necessary by your thesis committee.

Non-Thesis (Coursework) Option:

The non-thesis option is predominantly recommended for those individuals who do not intend to pursue a doctoral degree but wish to focus instead on elaborating their knowledge of communication through an emphasis on coursework. The non-thesis option requires 36 semester credit hours of coursework. The comprehensive examination will consist of an oral defense with the possibility of remedial work, if deemed necessary by your non-thesis committee.

Selecting your Thesis/Non-Thesis Committee:

In your 18th hour of coursework you should select the thesis or non-thesis track, as well as your thesis/non-thesis chair and committee members.

Your committee will consist of two or three communication faculty members (one of whom will be your chair). Students may seek a third graduate faculty committee member from outside the Department of Communication. The outside committee member should be associated with the coursework taken outside the department.

You should discuss academic goals with graduate faculty members to determine who is able and willing to serve on supervising committees (three members total—chair plus two other faculty members). The supervising committee conducts the prospectus and thesis defense for the thesis option students, and the comprehensive exam for the non-thesis option students.

Selecting the Thesis Option

A Master's thesis should be a 75-100 page research paper informed by knowledge of relevant scholarship. Your thesis may employ a qualitative or quantitative research method and should have clearly articulated research questions and/or hypotheses. You should think of your thesis as a document that could be revised for submission to an academic journal.

The thesis option (24 hours of coursework and a minimum of 6 hours of thesis credit) is recommended only for those individuals who have a clear thesis project early in their program of work, and who show that they can do this thesis project in a single semester.

The Graduate Studies Committee, based on the recommendations of the faculty with whom you have taken graduate courses, will determine whether or not you may pursue the thesis option. If the Graduate Studies Committee, in consultation with the graduate faculty, determines that you are not prepared to write a thesis, you must pursue the non-thesis option in order to complete the MA degree.

If your thesis proposal is approved, you must register continuously until the thesis is completed and presented in the final thesis seminar. You **must** be registered for 6 thesis hours in your last semester.

Changes in the membership of the approved thesis committee are permitted only in exceptional circumstances. Requests for a change should be made in writing on the [Petition to the Graduate Faculty](#) form and must include a clear explanation of the need for the change. The change must be approved by the Graduate Dean.

You are to consult the chair and each member of your thesis committee and confirm a meeting date, time, and place for the final thesis presentation at least two weeks (excluding holidays and weekends) in advance of the meeting. You are responsible for distributing the completed thesis to the Committee member 10 days (excluding holidays and weekends) prior to the scheduled date for the final presentation. The Chair is responsible for completing the [Final Masters Examination Report](#).

Keep in mind that your thesis committee is available to guide you. Please communicate with other members of your committee through your chair, who will keep other members informed about your progress.

The Thesis Permission Request, Proposal and Prospectus:

Once you have selected your thesis committee, you must complete a [Thesis Permission Request](#) and attach a Thesis Proposal. Committee members are required to sign this form, stating they will serve on your committee. You must return this form to the graduate advisor, who will take it to the Graduate Studies Committee for approval, no later than 30 days prior to the start of the semester preceding enrollment for thesis credit.

If your thesis proposal and committee are approved, you can then proceed to write the thesis prospectus. The prospectus provides the committee members with an expanded description of the study along with the plan to conduct it. Once the committee approves the prospectus, the student is responsible for following the prospectus and any additional direction of the committee chair that is provided at the defense. The prospectus must include a major portion of your literature review (20-30 pages) and your proposed methodology. Once the prospectus is approved by your committee (no later than 30 days prior to the end of the semester preceding your final semester), you may begin the research needed for the thesis and enroll for thesis credit (COMM 5698).

You must be enrolled in 6 thesis hours during the semester that you defend and complete the thesis and graduate. If you feel you will not complete the thesis in that semester, you may first register in COMM 5398 (three thesis hours), but you must be registered in 6 thesis hours the semester you graduate.

Format for Thesis Prospectus

1. Description of Thesis. In one page, explain the importance of your project. Describe what you will do and address the "so what" question: why will readers find your work valuable and interesting?
2. Brief Review of Literature. Summarize, in 20-30 pages, review scholarship on the subject of your thesis. Show how your project is distinct from previous work.
3. Methodology. In no more than three pages, identify your critical methodology. Indicate how you will investigate the subject of your thesis, and show why this is an appropriate method.
4. Tentative Outline.
4. Feasibility. Show very briefly that you can get access to resources that you need to complete this thesis in one semester.
5. Preliminary references. No length limit. List, in APA style, sources relevant to your thesis project.

Submission of Thesis to Committee:

Once a draft of the thesis has been written, you should give it to your chair. Once the chair has decided that the thesis is ready for the other two committee members to read, you should provide them with copies. Each member of the thesis committee may require major or minor revisions of the thesis. You should expect faculty members to take at least two weeks to read a draft of a thesis--more time is required over summer or winter break, when faculty are often not in town. At the end of this process, you and the committee will meet for an oral defense of the thesis. While the committee members will direct the defense, the defense will be open to other interested parties.

After the defense, committee members will determine whether you have successfully passed, conditionally passed, or failed the defense.

You are required to complete a Thesis Defense form and submit a copy of your thesis for a mechanical check (formatting) before submission of your approved thesis to the Graduate School. Deadlines for submission are listed on the Graduate School calendar. The mechanical check usually takes the Graduate School about 3 days to complete (don't hold your breath). The Thesis Committee will continue to meet as necessary to assist you in meeting all deadlines for graduation. However, it is the student's responsibility to meet all deadlines, not the responsibility of the committee to contact you regarding deadlines.

The final thesis must be prepared according to the regulations described in the current edition of An Illustrated Guide to the Preparation of Theses and Dissertations available from the UTA Bookstore. The Graduate School offers workshops in thesis preparation. You should also consider submitting your thesis electronically. By submitting the thesis electronically, you will save some money on submission fees and paper.

It is your responsibility to keep up with deadlines posted by the Graduate School. In case of questions, you should ask your committee chair and/or the Graduate Advisor.

The Comprehensive Exam:

A comprehensive examination is required for all master's degree candidates. The final master's examination can result in: 1) pass with a recommendation to the Dean of Graduate Studies that the candidate be certified to receive the earned degree; 2) a conditional pass with the requirement that additional conditions be met, which may include further work on the thesis or thesis substitute, additional coursework with a minimum specified grade-point average, or both (in all cases, the final master's examination must be repeated within a specified period); 3) failure, with permission to be re-examined after a specified period; or 4) failure, with recommendation to the Dean of Graduate Studies that the candidate be dismissed from the program.

Thesis Option Exam:

The final comprehensive examination for the thesis option is two-fold, consisting of the thesis prospectus defense and the final thesis defense. **You will not be allowed to register for thesis hours until you have successfully defended your prospectus.** You can expect questions that deal with theory, methodology, and other various aspects of your thesis proposal. The proposal defense **must** be completed no later than the semester prior to registering for thesis hours.

Non-Thesis Option Exam:

The comprehensive examination for the non-thesis option will focus on your coursework. You can expect questions that deal with theory, methodology, as well as questions derived from topics covered in your courses.

*****AS STATED EARLIER, DEFENSES AND EXAMINATIONS MAY BE FOLLOWED BY REMEDIAL WORK, IF DEEMED NECESSARY BY YOUR COMMITTEE.*****

Comprehensive exam information (for all options):

You must receive a “passing” score in ALL areas of the comprehensive exam, and thesis defense, if applicable, in order to receive a degree.

A passing evaluation on any exam requires the approval of a majority of the supervisory committee. If you fail the exam, you may be required to retake the exam or meet certain specified additional requirements. Only one reexamination is permitted. All appropriate forms must be filed, within graduate school deadlines, once again, when retaking the exam. A failure of any area in the retake of the total comprehensive examination results in dismissal from the program.

You are responsible for giving copies of course lists, syllabi, and other relevant materials to the committee chair, who will then distribute them to the other committee members so that they will be well acquainted with your course background. The chair should then discuss your course background with the committee and supervise the committee's construction of the examination. Questions will be based on your coursework, though you will be expected to make cross-course comparisons. The chair is also responsible for clarifying the nature of the exam for you and giving you appropriate guidelines for it. These may include general study questions or topics that will be related to the specific questions on the exam.

Guidelines for the examination are as follows:

Per Graduate School regulations, you must be enrolled during the semester in which you are taking your exams.

You must submit a [Request for Scheduling of the Final Master's Examination](#) at least two weeks prior to the examination. After the examination, your committee chair completes the [Final Master's Examination Report](#) and circulates to your committee for signatures and then submits to the graduate school.

*****Given the lesser availability of faculty during summer sessions, it is highly recommended that you schedule your comprehensive exam/defense during the Fall or Spring semesters.**

Enrollment Requirements for Thesis Courses

Academic Standing

You may not register for thesis courses if you are not in good standing academically.

Credit Hours

A student receiving advice and assistance from a faculty member in preparation of a thesis must register for the appropriate course even if the student is not on campus. Variable credit is available for thesis courses. Each semester after consulting with your Graduate Advisor, you must register for the amount of thesis credit commensurate with the effort to be expended by you and the thesis advisor in preparation of the thesis. However, Master's students **must** enroll in a six thesis hours in the semester in which they intend to defend their thesis.

The six-hour thesis courses are graded on a pass/fail basis. A grade of R (research in progress) may be given for thesis courses prior to the semester in which the thesis is successfully defended, after which a grade of P is awarded. The grade of R is a permanent grade that does not carry any credit value. Therefore, to receive credit you must re-enroll in the six-hour thesis course until the thesis is completed and a grade of P is earned.

Final Semester Requirements for all options

Enrollment Requirements

You must be enrolled in the Graduate School for the semester in which you complete all graduate degree requirements and apply for graduation. If you are defending or completing required changes in your thesis in your final semester, you must be enrolled in the proper six-hour thesis course to receive a passing grade. You may not petition for a reduction in this requirement. Enrollment in courses outside the major and minor fields will not satisfy final semester enrollment requirements.

Applying for Graduation

You must file an [Application for Graduation](#) by the Graduate School deadline early in the semester of graduation. These deadlines can be printed by you at the <http://www.uta.edu/history/gradgradchecklists.htm#CHECK%20LIST%20FOR%20THESES%20STUDENTS> website.

Graduate Teaching/Research Assistants

The Department of Communication is always looking for Graduate Research Assistants. If you are interested and meet the below requirements, you may submit [a GRA Application](#) to the Graduate Advisor.

Required Enrollment for Teaching and Research Assistants

To receive graduate teaching or research assistantships you must meet enrollment requirements during the semester in which you are supported. Assistants must complete no more than 12 semester hours and no fewer than 9 semester hours per semester. They may register for no fewer than 6 semester hours during the summer sessions.

Communication Faculty:

Advertising:

Dr. Tom Ingram, 817/272-3720; ingram@uta.edu

Associate Professor; Ph.D., University of North Texas. Marketing Teaching areas: advertising, public relations, marketing communication and communication technology. Research area: Advertising, Marketing Communication and Public Policy. Appointed 1982.

Broadcast Communication:

Dr. Andrew Clark, 817/272-1246; amclark@uta.edu

Assistant Professor; Ph.D., University of Florida. Broadcasting. Teaching areas: broadcasting, international and intercultural communication. Research areas: international broadcasting, public diplomacy, broadcasting policy and practice. Appointed 2003.

Dr. Glenn Hubbard, 817/272-3241; ghubbard@uta.edu

Assistant Professor; Ph.D., University of Florida. Broadcasting. Teaching areas: broadcasting. Research areas: broadcast regulation, political advertising and media effects. Appointed 2008.

Communication Studies:

Dr. Karishma Chatterjee, 817/272-7036; chatterjee@uta.edu

Assistant Professor; Ph.D., Ohio State University. Communication studies. Teaching areas: interpersonal communication, group communication, persuasion, communication theory, and history of communication. Research areas: communication in relationships, face and identity management in social interactions, and how the media construct social identities and discourses. Appointed 2007.

Dr. Sasha Grant, 817/272-0733; sgrant@uta.edu

Assistant Professor; Ph.D., University of Waikato. Communication studies. Teaching areas: communication theory, corporate communication, managerial communication, global communication and international communication. Research areas: organizational identity, organizational culture, charismatic leadership, and organizational narratives and storytelling. Appointed 2007.

Communication Technology:

Dr. Brian Horton, 817-272-7015. brianhorton@uta.edu. Assistant Professor: Ph.D. The Ohio State University.

Teaching areas: Communication Technology, visual communication, human-computer interaction. Research areas: Role of prosody in collaborative activities, role of structure in the grounding process. Appointed 2009.

Dr. Chyng-Yang Jang, 817/272-4142; cyjang@uta.edu

Assistant Professor: Ph.D., Michigan State University. Communication Technology. Teaching areas: communication technology, computer-mediated communication, Web authoring. Research areas: communication technology, computer-mediated communication. Appointed 2004.

Dr. Chunke Su, 817-272-0736. chunkesu@uta.edu.

Assistant Professor: Ph.D., University of Illinois at Urbana-Champaign. Teaching areas: Communication Technology, computer-mediated communication. Research areas: social network perspectives, social impact of communication technologies on communication processes in organizational settings. Appointed 2007.

Journalism:

Dr. S. Camille Broadway, 817/272-0736; cbroadway@uta.edu

Assistant Professor; Ph.D., University of Florida. Journalism. Teaching areas: journalism and communication. Research areas: journalism, health and science communication, new media. Appointed 2005.

Dr. Eronini Megwa, 817/272-0167; megwa@uta.edu

Associate Professor; Ph.D., University of Missouri. Teaching areas: mass communication, public relations, journalism. Research areas: media and society/information, communication technology and social development, media and democracy in transitional societies. Appointed 2008.

Dr. Ivana Segvic Boudreaux, 817/272-1247; segvic@uta.edu

Assistant Professor; Ph.D., University of Texas at Austin. Journalism. Teaching areas: journalism – media writing, reporting and editing, literary journalism, international/intercultural communication. Research areas: international/intercultural communication and journalism. Appointed 2003.

Public Relations:

Dr. Earl Andresen, 817/272-2652; andresen@uta.edu

Professor; Ph.D., Texas A & M University. Public Relations. Teaching area: public relations and communication. Research areas: public relations, advertising, marketing. Appointed 1992.

Dr. Thomas B. Christie, 817/272-5599; christie@uta.edu

Associate Professor; Ph.D., University of North Carolina at Chapel Hill. Teaching areas: communication research, public relations, broadcast news. Research areas: public policy and mass media, public relations, new media, international. Appointed 2001.

Dr. Shelley Wigley, 817/272-0121; shelley.wigley@uta.edu

Assistant Professor; Ph.D., University of Oklahoma.

Teaching areas: public relations, persuasion. Research areas: crisis communication, corporate social responsibility, media relations. Appointed 2008.

Speech Communication:

Dr. Charla Markham Shaw, 817/272-2678; markham@uta.edu

Associate Professor/Chair; Ph.D., Louisiana State University. Speech Communication. Teaching areas: presentational communication, organizational communication, interpersonal communication, performance studies, communication education, persuasion, communication theory. Research areas: intrapersonal/interpersonal communication, narrative, gender studies. Appointed 1993.

IMPORTANT WEB SITES

Graduate catalog:

http://www.uta.edu/gradcatalog/general_info

Virtual Graduate School Advisor

<http://grad.uta.edu/currentStudents/VirtualGraduateSchoolAdvisor.asp>

Important dates/graduate school calendar:

<http://grad.uta.edu/leftMenuPages/gradcalendar.asp>

Thesis manual and style/templates:

<http://orgs.uta.edu/CurrentStudents/raft.asp>

Thesis data sheet: http://orgs.uta.edu/CurrentStudents/thesis_data.asp

Thesis seminars provided by graduate school:

<http://grad.uta.edu/currentStudents/seminar.asp> .

A few important final notes:

- You are responsible for paperwork, examination and graduation deadlines.
- Plagiarism will result in your termination from the program—no exceptions.
- Feel free to contact the graduate advisor with any questions or concerns: Dr. Tom Christie, 817-272-5599; christie@uta.edu.

Please provide a list of the three faculty members you wish to serve on your committee.

Chair: _____ (signature)

Member 2: _____ (signature)

Member 3: _____ (signature)

I, _____ (print your name) request that the Graduate Studies Committee approve my request for the Thesis Option.

Signature

Date

COURSEWORK OPTION FORM

I, _____, have opted to complete my MA in Communication by selecting the coursework option. I understand that I will complete 36 hours of coursework, followed by a written and oral comprehensive exam, which will cover my MA coursework.

I propose the following committee to serve on my comprehensive exam:

Chair: _____ (signature)

Member 2: _____ (signature)

Member 3: _____ (signature)

Sincerely,

(print and sign name)

(Date)

Graduation Checklist for Masters Thesis Option and PhD Students

This list is for student use only and is not to be submitted to the Graduate School at any time.

- Check the Graduate School calendar for important deadlines for the semester in which you plan to graduate.

 - Meet with your advisor to ensure that you will have met all departmental and university requirements for graduation this semester.

 - Enroll in a graduate level class at UTA in the semester in which you plan to graduate. Master's thesis students must be in 6 hours in the semester they defend. Doctoral students must be in 9 hours in the semester they defend.

 - Submit an **Application for Graduation** to the Graduate School by deadline specified in the Graduate School calendar.

 - Schedule your thesis or doctoral defense by completing and submitting a signed **Request to Schedule Final Master's Exam** or **Dissertation Defense** to the Graduate School.

 - Defend your thesis or dissertation. You must receive an "unconditional pass" from your committee in order to graduate.

 - Submit a copy of the **Final Master's Exam Report** or **Dissertation Defense Report** to the Graduate School.

 - Submit a copy of your thesis or dissertation to the Graduate School for a **mechanical check** by the deadline specified in the graduate catalog. You may submit electronically via the UTA Electronic Thesis and Dissertation (ETD) website at www.dissertations.umi.com/uta. Remember, you **CAN** submit your document for mechanical check **BEFORE** you defend.
- You will receive an "accepted" email noting that no additional changes are required to be made to the document. No further submission of your document is required but you must still submit all the required forms to the Graduate School listed on the Electronic T&D Submission Checklist.
- Complete all coursework and exam requirements.

 - Earn a 3.0 or better as your overall graduate GPA and 3.0 GPA in your major.

Graduation Checklist for Master's Non-thesis or Thesis Substitute students

This list is for student use only and is not to be submitted to the Graduate School at any time.

- Enroll in at least one graduate level class in your program of study.
- Meet with your graduate advisor to ensure that you will have met all departmental and university requirements for graduation this semester.
- Submit an **Application for Graduation** to the Graduate School by deadline specified in the Graduate School catalog.
- If you are completing a project or taking comprehensive exams as your final exam requirement, submit a copy of the **Final Master's Exam Report** to the Graduate School. You must unconditionally pass this exam in order to graduate.
- Complete all course and exam requirements.
- Earn a 3.0 or better as your overall graduate GPA and GPA in your major.