

Brian Lamb School of Communication

Campus Graduate Student Manual

TABLE OF CONTENTS

INTRODUCTION	3
ADMISSION	4
MAJOR PROFESSOR AND COMMITTEES	5
PLANS OF STUDY	7
REQUIREMENTS FOR THE MASTER'S DEGREE	9
REQUIREMENTS FOR THE PHD DEGREE	10
PROSPECTUS	13
THESIS AND DISSERTATIONS	14
EVALUATION OF GRADUATE STUDENTS	15
SUPPLEMENTARY INFORMATION AND REQUIREMENTS	16
GRADUATE STUDENT REPRESENTATIVE TO THE GRADUATE COMMITTEE	17
GRADUATE STUDENT FELLOWSHIP	17
ANNUAL STUDENT REVIEW	18
BRIAN LAMB RESEARCH AND PROFESSIONAL DEVELOPMENT FUND	18
FUNDS TO SUPPORT CONFERENCE TRAVEL	19
LAMB SCHOOL RESEARCH LEAVE	19
APPOINTMENT POLICY	19
LEAVES OF ABSENCE	20
POSTER POLICY	20

Introduction

Responsibility for Graduate Study

The Graduate School delegates the authority and responsibility for administering Graduate programs and approving graduate degrees to the faculty of the Lamb School of Communication. This document reflects the general policies that the faculty had adopted to meet these responsibilities. The Graduate Committee acts on behalf of the faculty of the school to administer these policies. The Graduate Committee is appointed by the Head of the School, in consultation with the Director of Graduate Studies, who serves as Chair of the Graduate Committee.

The student's advisory committee (see Section III-C) acts on behalf of the faculty to establish a Plan of Study for the student, which is appropriate for that student and which is consistent with the policies set forth in this document. That Plan of Study is reviewed by the Graduate Committee, or a subcommittee of that body, to ensure that the plan meets the requirements of the Graduate School and the Lamb School. When, in the judgment of the Graduate Committee or its designated subcommittee, some requirement is not met by the proposed Plan, the student's Advisory Committee may revise its recommendations, may support its recommendations in conference with the Graduate Committee, or may appeal to the faculty of the Lamb School for final action.

Approach to Graduate Study

The Lamb School's graduate program is governed by the principle that the student should have the opportunity to study and to conduct original research in areas of the student's primary interests. Thus, the school seeks to balance two concerns: (a) to permit each student to tailor the program of study to individual interests and abilities; and (b) to ensure that all students acquire a coherent perspective within the field of communication. The ultimate objective is to prepare students to assume socially responsible and productive roles within their chosen professions.

Academic Standards

The school is committed to the maintenance of high academic standards. As a result, faculty members are responsible individually and collectively for the application of rigorous standards of evaluation when considering graduate student performance.

Programs of Study

There are six areas of study within the school:

- Health and Risk Communication
- Interpersonal Communication
- Media, Technology and Society
- Organizational Communication
- Public Relations
- Political Communication

Typically, a student's Plan of Study is based on one major and either one or two substantive minors. Students may construct majors that: (1) are more specialized; (2) reflect emerging areas within the discipline; and (3) are hybrids of traditional and/or emerging areas.

A minor or related area is defined as: (1) any area that would be acceptable as a major, (2) any cognate area of study in another school, and (3) any coherent interdisciplinary area based on studies in two or more schools.

Admission

Lamb School's Required Admission Documents

- Submission of the Graduate School electronic application.
- An official transcript of the student's academic record from each college or university attended.
- Three recommendations solicited from individuals qualified to judge the students' academic merit and potential.
- A Master's thesis or other evidence of scholarly writing ability for admission to study at the doctoral level.
- Additional supporting materials such as supporting written materials at the applicant's initiative or as required by the school.
- Evidence of English proficiency for international students who are not natives of an official English-speaking country as classified by the Graduate School (TOEFL or IELTS). Minimum acceptable speaking scores are TOEFL 27, IELTS 8.

Graduate School Regulations

Graduate students are expected to be familiar with the requirements and regulations of the Graduate School, as enumerated in the most recent Graduate School Bulletin

(https://catalog.purdue.edu/?_ga=2.195733036.1401801391.1654003318-169291679.1653486420)

as well as the most recent Policies and Procedures Manual for Administering Graduate Student Programs

(https://catalog.purdue.edu/content.php?catoid=14&navoid=16539&_ga=2.57215916.768035044.1653486420-169291679.1653486420). Students are responsible for ensuring that their programs of graduate study comply with Graduate School requirements.

First Registration

When a graduate student wishes to register for the first time, the student will be required to consult with their temporary advisor for advice on courses and Plan of Study. Assignment of a temporary advisor is made prior to the student's arrival on campus.

Application for Re-Admission

Students who fail to enroll during one semester do not have to reapply for admission. However, students who fail to enroll in three consecutive semesters will be dropped from the program and required to reapply. Summer is counted as a semester.

Major Professor and Committees

Temporary Advising

A faculty member is assigned to each new graduate student as a temporary advisor to assist the student with course selections for the first semester of graduate work, to sign registration materials, and to be a familiar person to whom the new graduate student can come for counsel and advice. The temporary advisor/new student relationship does not imply a lasting advising arrangement.

At any point during the first semester of graduate work, the student may ask a faculty member to serve as the major professor. In consultation with the major professor, the student will select the members of the advisory committee (see Section III-C). At the end of the first semester of graduate work, or when a major professor is selected, the temporary advisor/advisee relationship ends. Students need not approach temporary advisors for “permission to change advisors.” They must, however, acquire consent from those faculty members before these faculties are nominated as major professor or members of the advisory committee.

Definition and Function of Major Professor

The major professor is the faculty member who oversees all aspects of the student’s academic program.

The major professor is a specialist in the student’s primary area of study or research.

The major professor aids the student in selecting an advisory committee, constructing a Plan of Study, making any changes in committee members or Plan of Study, formulating relevant examining committees, registering each semester, and provides feedback in the annual student review.

In the event that the Major Professor resigns, retires, or otherwise leaves Purdue University, the graduate student has two options: (a) the student may replace the departing Major Professor by designating a new Major Professor according to the usual approval process; or (b) the student may ask the departing Major Professor to continue to serve as Co-Advisor, and, in consultation with this Advisor, may seek the services of another Co-Advisor from among the continuing graduate faculty of the Lamb School. The relationship and duties among the Co-Advisors and graduate student should be negotiated before the Co-Advisor is designated. The Graduate Committee must approve any changes in Major Professor or the addition of a Co-Advisor to the student’s committee.

Definition and Function of Advisory Committee

The Advisory Committee is composed of the major professor plus other faculty members with relevant areas of expertise.

The functions of the Advisory Committee include overseeing the Plan of Study, administering, and evaluating comprehensive exams (non-thesis MAs), preliminary exams/papers (PhD students), and aiding in the development of a prospectus for MA thesis and doctoral dissertations.

For Master's students, the Advisory Committee consists of at least three faculty members. Each area listed on the Plan of Study must be represented on the Advisory Committee, that is, the major/minor area(s). The Advisory Committee for doctoral students must have at least four members. The committee must include representatives of the major area, the minor area(s), and a faculty member from a department or program other than Communication. Committees for both Master's and doctoral students must comprise of at least 51% of the members being Regular Purdue faculty and at least 51% of the members being Communication faculty. In addition, PhD committees must have at least one faculty member that is outside the area of Communication.

Change of Primary Area, Major Professor, Advisory Committee

After the Plan of Study is approved, any changes in primary area of study, Major Professor, or Advisory Committee must be approved by the Graduate Committee and the School Head. In addition, changing the primary area of study needs to be approved by the faculty in the new area of primary concentration.

Examining Committees

The Advisory Committee performs for non-thesis MA students all the functions previously described. A thesis MA student technically has two committees, the Advisory Committee and a Final Examining Committee that is responsible for supervising and evaluating the MA thesis and conducting the oral defense of the thesis. Normally, these two committees are composed of the same faculty members.

Technically, the PhD student has three distinct committees: The Advisory Committee, the Preliminary Examining Committee, and a Final Examination Committee. Frequently, these committees are composed of the same faculty members. The Advisory Committee performs the functions previously mentioned in Section III-C. The Preliminary Examining Committee oversees the written and oral portions of the Preliminary Qualifying Examination.

Using Graduate School Form 8, this committee is nominated by the student's major professor in consultation with the student and is subject to the approval of the Director of Graduate Studies and the School Head. The Dean of the Graduate School reserves the right to appoint additional members to the Preliminary Examining Committee.

The Final Examining Committee is responsible for supervising and evaluating the doctoral dissertation and conducting the oral defense of the dissertation. This committee is nominated by the student's major professor in consultation with the student and is subject to the approval of the Director of Graduate Studies and School Head. The Dean of the Graduate School reserves the right to appoint additional members to the Final Examining Committee.

Plans of Study

Definition

A Plan of Study enumerates the courses included in the major and minor or related areas as well as the appropriate research methodology courses.

Guidelines

Listed below are several guidelines for Plans of Study.

- The Plan of Study must meet stated requirements for the Lamb School.
- The Plan of Study should be consistent with the stated overall academic and research objectives of the student.
- The Plan of Study must contain an appropriate proportion of credit hours at the “600” level (at least 3 credit hours for the MA student and at least 9 hours beyond COM 600 for the PhD students).
- Both MA and PhD students’ Plans of Study must include COM 600 or approved equivalent course from other universities.

Independent Study Courses

The Plan of Study can contain two independent studies courses (COM 590). An additional COM 590 may be approved on a plan of study with advisor and graduate committee approval. The reading assignments, contact hours, assignments and the workload on an independent study should be commensurate with the requirements of the school’s courses with similar number of credit hours. The independent study proposal should be submitted to the Graduate Committee for approval at least two months prior to the commencement of the independent study. The duration of days, number of meetings, duration of meetings, reading assignments on a proposed 590 with a certain number of hours (i.e., 3) would have to match the equivalent number of hours, readings, and assignments on a course with the same number of credit hours offered during a regular semester.

Procedure

The student should become acquainted with the regulations for both the degree being sought and the program of study in the major areas of specialization.

Preparation of a Plan of Study should begin as soon as a student has a permanent advisor. Preparation normally proceeds through several stages.

- The student and major professor determine major and minor areas of study general research interests, and appropriate research methodology.
- The student and the major professor select an Advisory Committee with representatives from the student’s proposed major and minor or related areas.

- The student and the Advisory Committee prepare a coherent Plan of Study that meets the school's requirements for the degree objective: Thesis MA, non-thesis MA, or PhD.
- The student submits a completed Plan of Study worksheet to the Graduate Committee. Copies of the Plan of Study worksheets are available from our website at: <https://cla.purdue.edu/communication/graduate/on-campus-graduate-program/current-students/progress/>
- A subcommittee of the Graduate Committee reviews the Plan of Study. If the subcommittee feels that the Plan of Study is acceptable the student should proceed to file his/her EPOS (electronic plan of study) via their "MyPurdue" account under the academic tab and then following the link "Graduate School Plan of Study" to the plan of study generator.
- A graduate student may carry no more than two incompletes on their transcript.

In instances where students don't meet the above criteria, the Graduate Committee will re-examine the request for a teaching assistantship and/or continued enrollment for the subsequent year. Under extenuating circumstances, exceptions may be granted once a petition is filed with the Graduate Committee for consideration. Doctoral students with two consecutive unsatisfactory grades in their research hours, will be assessed by the Lamb School to determine whether they should be dismissed or permitted to continue with conditions.

Deadlines

A Plan of Study must be filed by the 12th week of the second semester of graduate work. Students may not register for a third semester of classes until a paper Plan of Study has been approved by the Graduate Committee.

Revisions

The Graduate Committee must approve all changes on the Plans of Study, Advisory Committee, Major Professor, or Thesis Option. Once approved by the Graduate Committee students will be required also to make the changes on their EPOS for electronic approval of their committee members and the Director of Graduate Studies.

To Change Major Professor

The person initiating the change (student or major professor) shall complete the form and submit it to the Graduate Committee requesting the change and indicating the reason for the change. The student, the major professor being deleted, and the major professor being added must sign.

To Change Advisory Committee Membership

The student shall complete the form and submit it to the Graduate Committee. This form will be signed by the student, the advisor, the person(s) being added to the committee, and the person(s) being deleted from the committee. The reason(s) for the change must be included on the form.

To Change Course Work on Plan of Study

The student shall complete the form and submit it to the Graduate Committee indicating the reason(s) for the change(s) if there are more than two class changes. The student's advisor should countersign the form.

Changes that do not require approval include adding a course to the Plan of Study, changing the semester the course is taken, or reorganizing already approved courses.

Requirements for the Master's Degree

Selection of Type of Degree

The student may choose either the Master of Arts or Master of Science degree, depending on the generally humanistic or scientific nature of the course of study.

Requirements

- Satisfaction of the Lamb School's English proficiency requirement.
- A final undergraduate transcript indicating BA/BS conferred by the end of the first semester.
- One "theory" course appropriate to the primary area.
- Either one or two minor or related areas.
- Not more than 9 semester hours of transfer credit on the Plan of Study.
- COM 695 credit hours supplement and do not substitute for the required credit hours on any Plan of Study.

Specific Requirements: Thesis Option

- A minimum of 24 semester hours (not including thesis) of graduate level coursework is required.
 - The major area must include no fewer than 12 semester hours.
 - The minor or related area must include 9 hours if there is one minor. If there are two minor areas, each must consist of at least 6 hours.
- A graduate level research methodology course is required. This course may be included in a 15 hour but not in a 12-hour primary area. If a student includes a methodology course in a primary area, methodology may not be one of the minor or related areas.
- Students who select research methodology as a minor or related area must take 9 hours of coursework in this area. These 9 hours should constitute a concentration in a specific research methodology (e.g. quantitative methodology, historical-critical methodology).
- The approval of a prospectus outlining the student's proposal for a thesis (See Section VII) is required.
- An oral defense of the thesis is required.

- Students taking longer than three years to complete the thesis after having had the prospectus approved shall be required to update the major area by taking an additional six credits.

Specific Requirements: Non-Thesis Option

- For non-thesis Master's students, 36 hours of course work are required.
 - A minimum of 18 hours must be taken in the major or primary area.
 - A minimum of 9 hours must be taken in each minor or related area.
- A comprehensive examination is required.
 - This eight-hour examination consists of comprehensive questions developed by the student's examining committee.
 - The questions composing the exam are based upon but are not reducible to the student's course work.
 - This examination is scheduled through the Graduate Coordinator.
 - An oral defense may be conducted at the discretion of the Examining Committee.
 - The result of the Comprehensive Examination is reported to the Graduate School on Graduate School Form 7. This form is signed by the Committee and the Head of the Graduate Program.
- Up to 6 credits of COM 695: Curricular Practical Training (e.g., internship credits) can be applied to a plan of study subject to advisor and graduate committee approval. Credit hour assignments will be based on the nature of the internship activity, duration, and hours/week involved. Typically, 3-credits of COM 695 would correspond to the equivalent amount of effort associated with a 3-credit graduate level class in a given semester.

Requirements for the PhD Degree

Requirements

- A Master's thesis or other evidence of scholarly writing must be submitted for admission to study at the doctoral level.
- Students who have completed, or who are in the final stages of completing a Master's degree in Purdue's School of Communication, and who wish to continue in the Lamb School's doctoral program, must apply through the regular application process. The Director of Graduate Studies will solicit feedback from faculty on the advisability of admitting the individual. The Graduate Committee will review all relevant information.
- Satisfaction of the Lamb School's written English proficiency requirement before the Plan of Study is filed. A copy of the final transcript indicating MA/MS conferred, or equivalent, before the end of the first semester.
- COM 600, or equivalent course, must be completed sometime during the graduate career, typically during the first year of study.
- A minimum of 42 hours of coursework beyond the Master's degree is required for the PhD degree (not including a minimum of 18 hours of dissertation work). Graduate School policy requires at least 90 credit hours for graduation. This is to include research hours and coursework totals.

- No more than 15 semester hours of transfer credit will be considered by the Graduate Committee towards satisfaction of the 42 minimum hours required on the Plan of Study.
- COM 695 credit hours supplement and DO NOT substitute for the required credit hours on any Plan of Study.
- Nine semester hours must be taken outside of the Lamb School of Communication.
- At least 9 credit hours of courses at the “600” level, beyond COM 600, must be taken.

Plan of Study for PhD Students

A doctoral Plan of Study must contain a major area, a minor in research Methodology, and one or more substantive minors.

- Major Area: A minimum of 18 hours of course work is required.
- Minor Areas:
 - Content areas. A student must have at least one substantive minor area. If a student elects only one substantive minor area, s/he must have at least 9 hours in this area. If a student elects to have two or more substantive minor areas s/he must have at least 6 hours in each area.
 - Research Methods
 - Every student will have a minor of at least 9 hours in an appropriate research methodology.
 - A foreign language may be used to satisfy the research methodology requirement only if it will be used in the writing of the dissertation.

Preliminary Examinations

To become eligible to take the preliminary examination, the student must have an approved plan of study with a completed advisory committee following the requirements outlined earlier. The student should have completed, or be near completion, of all course work on the Plan of Study before undertaking the Preliminary Exam process.

Per Purdue Requirements: The examination must be completed with at least two sessions of registration (including summer session) before the date of the doctoral final examination. For example, a doctoral student who passes the preliminary examination during a spring session is not eligible to defend a dissertation (provided that the student is registered for the subsequent summer session and fall session) before the following spring session. **Full-time doctoral students should complete the preliminary examination by the end of their third year of graduate study if they plan to defend their dissertation the final session of their fourth year.**

The student will work with their advisor and committee to determine both the form and content of the preliminary exam the student will complete, and **must select one of the following two options** and indicate the selection via Preliminary Exam Determination Form, which can be found here: <https://cla.purdue.edu/communication/graduate/on-campus-graduate-program/current-students/progress/>

1. Comprehensive Preliminary Examination

This options consists of both a written and oral component: The questions asked in the written exam are not “course questions” but are based on general knowledge of the area examined. The examination consists of 20 hours of questions typically distributed in the following manner:

- 8 hours devoted to the major area
- 8 hours in the substantive minor areas
- 4 hours in research methodology

At least 8 of the 20 hours must be conducted in house closed book format. Up to 12 hours of the exam may be in the form of take-home questions, special research projects, open book questions, etc.

Written examinations must be completed within a 30-day period. An oral defense of the student’s response to the written exam must be held within 30 days following completion of the written exam. After the written exam, but at least two weeks prior to the oral defense, Graduate School Form 8 (Request for Appointment of Examining Committee) is prepared and sent to the Graduate School to generate the paperwork required to report the results of the written and oral Preliminary Examinations. The student’s performance on both portions of the exam is used to determine whether the student passed the exam, must rewrite portions of the exam, or failed the exam.

2. Preliminary Paper

This option consists of both a successful proposal defense of the project idea, and then successful completion and oral defense of the project/paper.

- Proposal Defense: The project proposal should follow a conventional proposal format and include clearly stated research questions/goals/hypotheses, a comprehensive assessment of relevant theoretical and empirical literature surrounding the topic, and proposed methods/measures to carry out the project. Once the proposal is approved by the committee (as documented on Preliminary Paper Proposal Defense Form [found here](#)), the student will then independently carry out the research/project that was proposed.
- Paper Oral defense: The preliminary paper should be comparable in quality, style, and length to a manuscript that would be submitted to a peer-reviewed journal. At least two weeks prior to this oral defense, Graduate School Form 8 is prepared and sent to the graduate school to generate the paperwork required to report the results of this Preliminary Examination

If the student fails the Preliminary Examination, the Examining Committee may recommend that the student be dismissed from the program. At the discretion of the Examining Committee, the student may be permitted to retake all or part of the Preliminary Examination after having fulfilled any requirements established by the Examining Committee.

Special Regulations for the PhD Degree

A doctoral student must complete all requirements for the degree within five years from the end of the semester in which the Preliminary Exam was passed. If all requirements have not been completed within this five-year period, Preliminary Exams must be retaken.

The Graduate School permits Registration in Absentia after a student has completed all language requirements (included English proficiency and any foreign language), Preliminary Examinations, all courses on the Plan of Study, and Incompletes, and has had the dissertation prospectus approved.

Funding for doctoral students is usually limited to four years. A student, however, may petition the Graduate Committee for an additional year of support.

Interdisciplinary PhD Program in Communication and Philosophy

Students who seek admission to the program are reviewed by the Lamb School of Communication and Department of Philosophy. Applications are processed in the same manner as all other applications in their respective programs.

Each student enrolled in the program must have completed either a Master's degree in Communication or its equivalent in Philosophy. The student must complete at least 15 hours in Communication, 3 hours of which must be in Communication research methodology, and not less than 15 hours in Philosophy. These hours may include required courses specified by the Communication/Philosophy Committee. In all these courses, the student must receive a grade of B or better.

Each candidate will take a Preliminary Examination administered by an Examining Committee that consists of two faculty members from each school/department. The Communication/Philosophy Committee will establish the specific areas to be covered by this examination.

The student must demonstrate competency in at least one foreign language at an established level of proficiency.

Prospectus

The Prospectus is, by definition, the proposal of a project still to be undertaken. It is not a description of a study already completed. However, prior to the presentation of the Prospectus, the student may investigate a possible topic in sufficient depth (i.e., pilot studies or preliminary investigations – which for Ph.D. students could be performed as a Preliminary Exam Paper) so as to determine its suitability as a topic for the doctoral dissertation or Master's thesis.

Normally, the Prospectus for the Master's student is presented at or near the completion of course work. The Prospectus for the Master's thesis may be presented any time after the student has completed 12 hours of an approved Plan of Study. The Prospectus for the PhD dissertation may be presented only after the student has passed Preliminary Examinations, since **the purpose of the Preliminary Examination is to determine if the student is qualified to undertake a Prospectus and the writing of a dissertation.**

The Prospectus is developed in consultation with the student's major professor and committee members. The nature, length, and form of the Prospectus must be determined by the desires of the

committee members and the nature of the project to be undertaken.

The Prospectus meeting is scheduled by the student and the major professor. The student must provide the following information so that the Graduate Coordinator can prepare an announcement of the Prospectus meeting, this should include the title of the Prospectus, the time and place of the meeting, and the names of the Major Professor and the committee members. The Prospectus meeting is open to all faculty members. At the invitation of the student, graduate students may attend the meeting as observers.

A school form indicating the results of the Prospectus meeting must be signed by the student's committee members and placed in the student's file.

If, in the judgment of the Advisory Committee, a drastic change occurs in the project, another Prospectus meeting must be held.

Thesis and Dissertations

Form and Style

In preparation of theses or dissertations, students must follow the provisions concerning form and typing recommended by the Graduate School. It is required that the student use a standard manual on style (e.g., Chicago, APA, MLA, or Turabian). Thesis format approval should be obtained from the Thesis Format Office, Room G-80 YONG Hall. An appointment is required. For more information on thesis format please refer to the Graduate School website at:

<https://www.purdue.edu/academics/ogsps/research/thesis/>

Final Examining Committee

The Request for the Appointment of the Final Examining Committee (Graduate School Form 8) and scheduling of the final examination for a PhD candidate or for a thesis Master's candidate must be received by the Graduate School no later than two weeks prior to the examination.

Final oral examinations may be conducted on the basis of a draft of the thesis or dissertation. Final oral defense of theses or dissertations are public events and should be publicized accordingly. However, committee deliberation of the oral defense is private. Committees should remind participants that deliberation is private and ensure that all non-committee participants are removed from the room (virtual or physical) during deliberation. Approval of the thesis or dissertation will be endorsed only on presentation of the final library copy. This procedure is to be followed regardless of deadlines or matters of personal convenience.

Deposit

The student must deliver the approved deposit copy of the thesis, including the original copy of the completed forms, to the Thesis Format Office by the Graduate School deadline for that semester. All thesis-option graduate students at Purdue must deposit the final products of their research in the Graduate School Thesis/Dissertation Office. All candidates will submit their theses electronically. The thesis office will help you ensure that all pre-requisites for deposit have been fulfilled and that your thesis or dissertation meets the quality standards established by the Graduate Council Standing Committee on Theses and Dissertations. The following link provides more specifics on the standards as well as contact information for questions and how to schedule an appointment:
<https://www.purdue.edu/academics/ogsps/research/thesis/index.html>

Evaluation of Graduate Students

Academic Evaluation

Cumulative Averages

Typically, students are required to maintain a 3.25 grade point average on a 4.0 scale (excluding undergraduate prerequisite courses) for all courses included in their plan to study. If a student's cumulative average drops below this level by the close of any one academic year, the Graduate Committee will re-examine the request for a teaching assistantship and/or continued enrollment for the subsequent year.

Grades of "C"

Students may have no more than one grade of "C" in courses listed on a Plan of Study for any advanced degree in this school. If two or more such grades are received, the student either must repeat the courses or secure the Graduate Committee's approval to substitute other courses. These actions may be taken only if the Graduate Committee recommends that the student continue in the program. The Graduate School will not allow any course with a grade below a "C-" to appear on a Plan of Study.

Grades of "Incomplete"

A grade of incomplete is a record of work that was interrupted by unavoidable absence or other causes beyond a student's control, which work was passing at the time it was interrupted and the completion of which does not require the student to repeat the course in order to obtain credit. The incomplete grade is not to be used as a substitute for a failing grade. The student must achieve a permanent grade in the course no later than one year after the incomplete is given, or the incomplete grade will revert to a failing grade.

A graduate student may carry no more than two incompletes on their transcript and may receive no more than one incomplete on their transcript in a semester. In instances where students don't meet the above criteria, the Graduate Committee will re-examine the request for a teaching assistantship and/or continued enrollment for the subsequent year. Under extenuating

circumstances, exceptions may be granted once a petition is filed with the graduate committee for consideration.

Teaching Evaluations

Fundamental Assumptions:

- The Teaching Assistant's responsibility to teach a course implies both freedom to make some decisions and responsibility to carry out established school and course policies.
- The Lamb School distinguishes among coursework, research activities, and teaching by graduate students. Therefore, students should not view the Teaching Assistant position as a reward for class work or research. Rather, it is a one-year position renewed at the close of each academic year. Decisions for renewal are based on academic performance, teaching performance, and compliance with school regulations. The Graduate Committee may withdraw a student's Teaching Assistantship if that student fails to fulfill TA responsibilities, even though the student may be allowed to continue graduate studies.
- Students are not normally expected to work more than the usual half time appointment. To be considered for $\frac{3}{4}$ time appointment students must have completed and passed their preliminary examinations.

Course/Instructor Forms and Classroom Observation

- Each semester all Teaching Assistants/Graduate Instructors will be evaluated utilizing the Course Evaluation System administered by the Center for Instructional Excellence at Purdue. PICES items for inclusion on each evaluation will be selected by each course director.
- Teaching Assistants/Graduate Instructors should forward a copy of their course evaluations to the appropriate instructional committee in their annual review. Each committee is responsible for providing feedback and making any necessary changes. Individual conferences to discuss teaching evaluations and/or teaching problems are available upon request.
- The Graduate Committee encourages Teaching Assistants to seek feedback on classroom performance from members of the appropriate instructional unit.

Rules and Regulations

Teaching assistants are expected to be aware of and to follow all regulations governing both course and school matters. Exceptions to any rule must be cleared with the relevant course supervisor prior to acting on such a rule. Failure to follow this policy will jeopardize the Teaching Assistant's position.

Supplementary Information and Requirements

In the Lamb School, half-time Teaching Assistants are permitted to enroll for a maximum of 12 hours of coursework per semester. Teaching Assistants in the school are advised to enroll for no

more than 9 hours per semester. Three quarter time assistants are limited to a maximum of 9 hours per semester.

Graduate Student Representative to the Graduate Committee

All graduate students who are officially admitted and matriculating toward a graduate degree in the Lamb School of Communication are eligible to elect from among their ranks a graduate student representative to participate in the School's Graduate Committee. The role of the Graduate Committee representative is to: a) liaise with the graduate students, b) represent the concerns of the graduate students, c) communicate important policy decisions with the graduate students, d) be the voice of the graduate students in the development of policy, e) work with the Graduate Committee in ensuring that the needs of the graduate students are met, and f) vote on graduate program related issues. Realizing the six different objectives will normally involve holding weekly office hours, attending Graduate Committee meetings, holding monthly open graduate student forums, holding additional open graduate student forums as necessary, and surveying graduate students on important policy issues. The election will be administered by the Office of the Director of Graduate Studies as follows:

Procedures for the election of a graduate student representative:

- Call will be issued for nominations.
- List of nominees will be generated, and nominees will be contacted for permission.
- Open forum for candidates; Forum may be recorded and put online for a week.
- Run elections electronically or via in person ballots.
- The candidate with the largest percentage of votes will be elected for the position.

Graduate Student Fellowship

Students who wish to receive funding for research must meet the following criteria:

- Bilsland Fellowship: Students must have completed all required school coursework, taken and defended their written and oral preliminary examinations, and have defended their dissertation prospectus.
- Full year PRF research grants: Students must have completed all required school coursework and taken and defended their written and oral preliminary examinations.
- Summer PRFs: Students must have completed all required school coursework. Preference will be given to students who have taken and defended their written and oral preliminary examinations and have defended their dissertation prospectus.

Information is also available on our website at

<https://www.cla.purdue.edu/academic/communication/graduate/oncampusprograms/current/award-apps.html>

Annual Student Review

Annual Review of Graduate Students Instructional units will meet at least once annually, typically near the end of the spring semester, to assess the performance of all resident masters and doctoral students in their area. The process will occur through the following steps:

1. Students in residence will submit a brief annual report to the graduate coordinator midway through the spring semester. The report will include information about the student's major/minor areas of study, coursework (e.g., courses taken in the last year; course to be taken in the next semester), research activities (e.g., conference presentations, publications, research projects in progress, participation in collaborative research teams, grant writing), teaching activities (e.g., courses taught during the previous year, along with teaching evaluations; participation in workshops), and departmental/professional/community service (e.g., CGSA involvement, service as an invited manuscript reviewer, volunteer activities). Students also will report progress in meeting benchmarks (e.g., whether there are taking comprehensive or preliminary exams that semester, whether they are scheduled for a thesis/dissertation prospectus defense that semester).
2. The graduate director and coordinator will supplement this information with data from the student's file, including a copy of the student's transcript (courses to taken to that point, with grades received).
3. Instructional units will meet to review relevant information for each resident student in their area. When a student's major professor is not a member of the relevant instructional unit, s/he will be encouraged to attend that unit's evaluation meeting. The director of graduate studies also will attend each unit's meeting.
4. Feedback from the relevant instructional unit will be communicated back to each student, in a timely fashion and in writing, via the student's major professor. Such feedback will be copied to the graduate director (e.g., as an email message or attachment) and added to the student's file.
5. Students are encouraged to talk with their major professors as well as the graduate director if they have questions or concerns about their written feedback.
6. When deemed appropriate, the major professor and graduate director may schedule a meeting to discuss the written feedback with the student in person.

Brian Lamb Research and Professional Development Fund

The Brian Lamb Research and Professional Development Funds are available to residential graduate students on TA/RAships. They are designed to enhance graduate students research programs and/or professional development and may be used in a variety of ways. Examples might include travel, recruitment incentives, software purchase, statistical training workshops, etc. They cannot be used to purchase equipment. Amounts for distribution vary by academic year.

In order to receive funding, you and your advisor must fill out the form that can be found here:

<https://cla.purdue.edu/communication/graduate/on-campus-graduate-program/current-students/brian-lamb-research-and-professional-development-fund/>

Please return the form to the Graduate Coordinator.

Funds to Support Conference Travel

Each year, funded graduate students are notified of the availability of travels funds to support participation in appropriate regional, national, and international conferences. These funds may vary from year to year. Students are notified at the beginning of each academic year on how much funding is available to support approved conference participation as well as processes for earning and using those funds. Travel funds are only available to residential, full-time TA/RA students.

Lamb School Research Leave

Process on Research Leave

All PhD students in good standing can enroll in a one semester .25 research leave in either the fall or spring semester of their 2nd or 3rd year in the program. The research leave takes the place of .25 teaching assignment. Students may work on a faculty member's project, or they may pursue their own line of research. All RAs must be supervised by a faculty member. Faculty members will provide guidance throughout the research assistantship and ultimately assign a grade of satisfactory/unsatisfactory at the end of the semester.

Process

1. The student contacts a faculty member (does not have to be the advisor) to discuss the possibility of working with her/him. The faculty member must agree to work with the student on the research leave project. However, your advisor must approve the research leave.
2. Once an agreement has been reached, the student fills out a form that requires:
 - A brief description of the project
 - Timeline/Deliverables for completion
 - Signature of supporting faculty member
 - Signature of advisor*****This step must be completed by October 15 for Spring and April 1 for Fall**
3. The student registers for at least 1 hour research credit commensurate with their expected level of research activity (COM 69900).
4. The student submits a summary of the work completed to the faculty member at the end of the semester.
5. Faculty member assigns grade of satisfactory/unsatisfactory.

Appointment Policy

Graduate students in the Lamb School are typically funded at the .5 level throughout the academic year. This appointment may be any combination of teaching, research, or other administrative appointments. Summer teaching and research appointments may also be available. Advisor, Graduate Committee, and CLA approval are typically required for appointments exceeding the .5

level. Appointments beyond the .5 level are expected to be relatively rare and clearly beneficial to the student and the Lamb School.

Leaves of Absence

Occasionally, students may need to take a leave of absence to address a variety of possible situations. Students anticipating a possible leave of absence should consult the Graduate School's manual to review university policy, and reach out to the graduate director to discuss:

<https://www.purdue.edu/gradschool/documents/gpo/graduate-student-employment-manual.pdf>

Poster Policy

1. The Lamb School will reimburse up to \$16.00 for poster printing for any Graduate Student who uses the Purdue Printing options on campus paying with personal funds transferred from your BoilerExpress account to your PaperCut account. We encourage you to have your poster publicly displayed in the school after the student presentation is complete.

2. For a student to have a poster printed, each student must do the following:

- For full details and step-by-step instructions please visit this link:
https://it.purdue.edu/facilities/instructionallabs/printing/wide_format_printing.php
- Edit your content using the application of your choice and export it as a PDF file.
- Bring that file to one of two (2) printer locations on campus and the Purdue IT staff at the Service Desk will help you connect to the printer and configure your file for printing.
 - * Note: Printing is done on a first-come, first-serve basis. You must visit one of the locations to print so your poster can be reviewed before being released to print.
- Posters must include a standard identification including student name, name, and date of conference/presentation.
- Please ensure that Lamb School and University branding are appropriately incorporated according to Purdue branding and identity standards.
- The size of the poster must be 36" (h) x 48" (w) with a 1" margin on each side of the poster if it will be displayed in the Lamb School.

3. Once the poster presentation is complete if the poster is returned to the main office, it will be dated for display rotation purposes. If there happen to be multiple posters with the same print request date, priority would then be based on the "return to office date" after the presentation.

4. Posters will be displayed for up to 3 months (depending on number of posters waiting to be displayed) and at the discretion of the School Head.

5. When the poster is rotated out of the display, an email will be sent to the student with a notification that the poster is ready for pickup from the main office.

6. Posters will be stored for 1 month by the main office. Afterward, the poster becomes school property and may be discarded.