Department of Communication Studies
Louisiana State University

GRADUATE STUDENT HANDBOOK

2022-2023

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INTRODUCTION

The Department of Communication Studies (CMST) at Louisiana State University has a long and rich tradition. Established in 1928, it is one of the oldest communication departments in the nation and, in the South, it was the first to develop a doctoral program. Situated in a research-intensive university, the department and its faculty strive to foster the intellectual growth of each student while also attending to their development in the areas of teaching and service. Our main goal is to prepare graduate students for success in their chosen profession, academic or otherwise, in an environment that is innovative, stimulating, friendly, and humane.

Specifically, we hope to produce researchers capable of generative critical thought and scholarship; to balance areas of specialization with a holistic approach that stimulates dialogue between areas; to understand communication as both an art and science; and to provide facilities for creative communication expression and experimentation. Such facilities include the Mary Frances HopKins Black Box performance lab, the Matchbox Interaction Lab, and Studio 151, a video editing lab. The department also is home to the Harold Mixon Lyceum, our speech and debate team, which is coached by a CMST instructor and assisted by a CMST graduate assistant. Frequent colloquies, lectures, and workshops given by LSU and visiting scholars further enhance the lively community of scholarship we hope to foster here.

The program offers a MA degree with a thesis, non-thesis, or professional practice option, a MA-PhD fast track program, and a PhD degree in three broad areas of specialization: Interpersonal Communication, Performance Studies, and Rhetoric & Cultural Studies. Within and between areas, a broad range of courses is available, and each student is encouraged to design a program of study that fits their interests. A student may, for instance, concentrate their course work and research in one area or work across areas.

> **Interpersonal Communication** examines interpersonal communication with special attention to marriage and family, relationships, social cognition, listening, health settings, and the role of the individual in communication. Our approach is primarily quantitative and mixed methods.
>
> **Performance Studies** features communication-centered approaches to performance in three main contexts: the cultural, the historical, and the aesthetic. Our approach is qualitative, focusing on interpretive and critical analyses of performance texts, events, and processes.
>
> **Rhetoric & Cultural Studies** focuses on the analysis of public discourse. We are especially interested in the ways criticism functions as a mode of social critique, which calls our attention to how discourse challenges and sustains power relations, and addresses and constitutes publics.

To enable each individual to reach their academic goals respectful of others striving to do likewise, all members of the CMST community are expected to act in accordance with university and departmental policies and procedures. This guide provides information concerning the same. Aside from the Introduction, it covers CMST Faculty and Administrative Personnel; Application Guidelines and Financial Assistance; Degree Guidelines, Advising Guidelines, Basic Research Guidelines, Teaching Guidelines, and CMST Organizations and Activities.

Should you have any questions regarding the material contained here, please do not hesitate to meet with the Chair of the department, the Director of Graduate Studies, or your main advisor.

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OTHER CONTACTS

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APPLICATION GUIDELINES

To apply to the graduate program in Communication Studies, applicants must apply to the LSU Graduate School using their online application site: www.lsu.edu/gradapply.

REQUIRED MATERIALS

The following items are required for a complete application:

1) An online application form
2) An application fee (and any applicable late fee)
3) GRE scores. The institution code for the LSU Graduate School is 6373 (as of 2021, only applicants with an emphasis in Interpersonal Communication must submit GRE scores)
4) TOEFL or IELTS scores for international applicants (this requirement cannot be waived)
5) One official transcript from every college or university you have attended
6) A 1-2 page personal statement describing your background, research/area(s) of emphasis, and specific interest in LSU.
7) Three letters of recommendation
8) A sample of scholarly writing – e.g., a thesis chapter or term paper – or a professional portfolio project if applying for the professional practice MA track

Applicants should also clearly indicate whether they are applying for the MA, MA-PhD fast track, or PhD program. All applicants are automatically considered for assistantships unless they indicate they are not seeking funding.

SUBMISSION OF REQUIRED MATERIALS

The applicant must complete and submit the form, fee, and all required documents (items #6-8) via the online site.

Official GRE and as applicable TOEFL or IELTS scores (items #3 & #4 above) must be submitted electronically by the testing organization to the LSU Graduate School.

Official transcripts (item #5 above) may be submitted electronically to the online site or institutions can send them by ground mail to:

Graduate Admissions
Louisiana State University
114 West David Boyd Hall
Baton Rouge, LA 70803

Institutions should not send official transcripts to the Department of Communication Studies.

PROCESSING THE REQUIRED MATERIALS

According to the LSU Graduate School, documents received in paper format will be loaded into the electronic system within 48 hours of receipt. During peak processing times – e.g., just before deadlines – loading the documents may take a bit longer due to volume.

In our department, the chair, an administrative specialist, and all members of the graduate faculty will have access to applicants' documents via the secure web center.

APPLICATION DEADLINES

The application deadline for fall semester is **December 31**.

We do not generally offer spring admission to the graduate program.

EVALUATION OF APPLICATION MATERIALS

Admission decisions are made by the department's Graduate Admission Committee, which consists of one graduate faculty member from each of the three areas. Each committee member serves as a representative for their respective area and, as such, will consult with their area colleagues regarding graduate applications prior to meeting with the Graduate Admission Committee. Final admission and funding decisions are based on the strength of application materials and guided by the goal of equal balance of students and assistantships across the three areas.

For international applicants, a TOEFL score of 550 on the paper-based, 213 on the computer-based, or 79 on the internet-based exam is required, or a minimum score of 6.5 on the IELTS or 59 on the PTE. Please note that these are university requirements established by the Graduate School, meaning that we are unable to admit students who do not meet these minimum test scores.

The personal statement should provide a brief but detailed description of the applicant's interests and reasons for pursing an advanced degree. Strong personal statements also specifically explain why the applicant wishes to pursue a degree at LSU.

The writing sample should demonstrate, and the letters address the applicant's ability to do graduate level work and research.

Additional admission factors also are considered, such as vacancies in the program and the compatibility of the applicant's research interests with those of current faculty. Prospective students who do not meet all departmental and/or Graduate School requirements may be admitted provisionally on a case by case basis.

All applicants must adhere to the application procedures and deadlines established by the LSU Graduate School and the CMST department.

APPLICANTS INTERESTED IN MASS COMMUNICATION OR COMMUNICATION SCIENCES AND DISORDERS

Do not apply to our program if you are interested in mass communication, as it relates to the professions of journalism and mass media production and marketing, or communication sciences and disorders, as it relates to speech, language, and hearing science. We will "reject" your application and suggest to the Graduate School that they redirect you to the LSU Manship School of Mass Communication or the Department of Communication Sciences and Disorders. We cannot guarantee however that the Graduate School will offer the redirection.

FINANCIAL ASSISTANCE

Each year we award approximately 28 graduate assistantships to *continuing and new graduate students*. Our assistantships entail teaching your own class, serving as a teaching assistant, or coaching the speech and debate team. We do not award research assistantships unless they are funded by a grant. For prospective students, the application documents play a key part in the decisions we make as does the availability of assistantships within the program or within the applicant's proposed area(s) of research emphasis. Applicants may also choose to investigate funding opportunities in other LSU units.

The assistantship provides students with a stipend, a tuition waiver (although students are required to pay non-instructional fees), and an optional health care plan. In return, students are required to teach or assist in teaching one course each (fall and spring) semester, or the equivalent in coaching hours. All students on assistantship are also expected to participate in departmental activities such as colloquy, professional development sessions, the annual forensics tournament, and the State Rally. Most assistantships require a maximum 20 hour per week workload (or a monthly average of 20 hours per week). All the assistantships are renewable within certain term limits and given the student's satisfactory fulfillment of their academic and teaching responsibilities. The noted term limits are: 4 years total for doctoral students; 2 years total for MA students.

The department will also nominate or support the nomination of students for tuition wavers and other fellowships when available and appropriate. Such awards are typically available on the basis of outstanding academic records and/or membership in underrepresented groups.

For additional information regarding

Tuition & Fees, please go to:
https://www.lsu.edu/financialaid/cost/graduate_cost.php

Graduate School Awards:
https://lsu-gradschool.infoready4.com/CompetitionSpace/

Student Health Insurance:
https://go.gallagherstudent.com/Universities/Louisiana%20State%20University%20Baton%20Rouge/Home

International Services Office, which addresses the educational, financial, immigration, personal, and social concerns of international students:
http://international.lsu.edu/IS/

DEGREE GUIDELINES

The department offers a master's (MA) degree with a thesis, non-thesis, or professional practice option, an MA-PhD Fast Track degree without a thesis, and a doctoral (PhD) degree. Prior to detailing the degree requirements, some general information pertinent to both degrees is offered.

GENERAL TERMS AND INFORMATION

Course credit hours refer to credit earned for taking and passing classes.
At LSU, a graduate student can take 4000 or 7000 level courses to earn course credit hours.
4000 level courses are taken by upper level undergraduate students as well as graduate students.
7000 level courses are seminars typically taken by graduate students only.
Course credit hours cannot be taken for a pass/fail grade.

Thesis and dissertation research hours refer to credit earned for independent work on one's thesis or dissertation. Thesis hours are taken under the rubric CMST 8000. Dissertation hours are taken under the rubric CMST 9000. The credits are taken for a pass/fail grade. The grade is determined by one's major professor.

Professional Practice Project refers to credit hours dedicated to an in-depth, field-based project geared toward a student's desired career path. Hours for this project are taken under the rubric CMST 7998 and are supervised by a member of the graduate faculty (typically the student's advisor). Completion of a professional practice project replaces the thesis or exam requirement.

CMST core courses refer to a set of courses graduate students in CMST must take to fulfill their degree requirements. Generally, the core provides students with an understanding of the three research emphases on which our program is built. The similarities and differences in research theories, methods, and writing practices are covered in the core. If the student is on an assistantship, a core course that directly addresses pedagogy is also required.

A CMST independent study refers to an individualized course of study that a student designs, pursues, and completes within a semester under the guidance of a graduate faculty member who has agreed to direct it. To gain approval, the student must submit a written proposal that addresses the subject, method, and significance of the study and thereby demonstrates that it is worth 3 credit hours. The proposal also should clarify why the study cannot be completed in any of the courses CMST regularly offers. We ask that students understand an independent study as a "privilege" rather than "given" since the labor of another individual is involved. This is especially important for summer independent studies since most graduate faculty are not contractually obligated to the university during these months.

OUTLINE OF DEGREE REQUIREMENTS

MA DEGREE WITH A THESIS OR NON-THESIS OPTION

Thesis students must complete a minimum of 36 hours, write a thesis, and defend it orally. Non-thesis students must complete a minimum of 36 hours and take a Comprehensive (written and oral) Exam.

Required Core

CMST 7900: Introduction to Graduate Study	3 credits
A 7000 level seminar in Interpersonal Communication	3 credits
A 7000 level seminar in Performance Studies	3 credits
A 7000 level seminar in Rhetoric & Cultural Studies	3 credits
If on assistantship: CMST 7901: Pedagogy	(3 credits)

Additional Courses

At least 2 more courses in CMST at the 7000 level	6 credits
At least 2 more courses in CMST at the 4000 or 7000 level	6 credits

If the Student Selects the Non-Thesis Option

At least 4 more courses at the 4000 or 7000 level, in or out of CMST	12 credits
	= 36 (39) credits

<u>OR</u> If the Student Selects the Thesis Option

At least 2 more courses at the 4000 or 7000 level, in or out of CMST	6 credits
CMST 8000: Thesis Research	6 credits
	= 36 (39) credits

<u>OR</u> If the Student Selects the Professional Practice Option

At least 2 more courses at the 400 or 7000 level, in or out of CMST	6 credits
CMST 7998: Professional Practice Projects	6 credits
	= **36 (39) credits**

<u>OR</u>

At least 3 more courses at the 4000 or 7000 level, in or out of CMST	9 credits
CMST 7998: Professional practice Projects	3 credits
	= 36 (39) credits

Note:
The student may take 6 credits of independent study in CMST.

As approved by the student's advisor, the student may take 9 credits of CMST 4200: Practicum in CMST.

Graduate students are required to sign up for CMST 7902: Professional Development during their first two spring semesters at LSU. These credits may or may not count toward total credit requirements. Such a determination is made between a student and their advisor.

MA-PHD FAST TRACK DEGREE PROGRAM

Within the first 1½ years of beginning the program, the MA student must complete a minimum of 36 hours and take comprehensive exams, beginning their PhD coursework in their fourth semester. As a doctoral student, the student must take 36 more hours of course work, sit for their general exams, and write a dissertation. The MA student's advisor must approve the fast track choice. If a student fails to meet the noted goals, they simply revert to the regular MA and PhD degree tracks.

For MA requirements, see above. For PhD:

Additional Courses in CMST

At least 2 more courses in emphasis at the 7000 level	6 credits[*]
At least 1 more course in any area at 7000 level	3 credits
At least 2 more courses in emphasis at the 4000 or 7000 level	6 credits

Additional Courses

At least 7 more courses inside or outside CMST, at least 2 at 7000 level	21 credits

CMST 9000: Dissertation Research (9 hours; does not count towards total)

= 36 (39) credits
+ 36 MA credits
= 72 (75) credits

Note:
The student may take 6 credits of independent study in CMST.

As approved by the student's advisor, the student may take 9 credits of CMST 4200: Practicum in CMST.

Summer teaching doctoral students may also take Practicum if approved by department chair and/or advisor.

Graduate students are required to sign up for CMST 7902: Professional Development during their first two spring semesters at LSU. These credits may or may not count toward total credit requirements. Such a determination is made between a student and their advisor.

PHD DEGREE

The student must complete a minimum of 72 hours. For students who completed their MA degree at another institution, 30 hours (exclusive of independent study and research hours) may transfer upon approval by the student's advisor. For students who completed their MA degree in the department, 36 hours (exclusive of research hours) may transfer. In either case, the student must also sit for their general exams and write a dissertation.

Required Core

CMST 7900: Introduction to Graduate Study	3 credits
A 7000 level seminar in Interpersonal Communication	3 credits
A 7000 level seminar in Performance Studies	3 credits
A 7000 level seminar in Rhetoric & Cultural Studies	3 credits
If on assistantship: CMST 7901: Pedagogy	(3 credits)

[*] Students who do not declare a single emphasis (i.e. interpersonal, performance, or rhetoric) may take these hours in any area. Such students are expected to work closely with their advisor when selecting such courses.

Additional Courses in CMST

At least 2 more courses in emphasis at the 7000 level	6 credits*
At least 1 more course in any area at 7000 level	3 credits
At least 2 more courses in emphasis at the 4000 or 7000 level	6 credits

Additional Courses

At least 5 more courses inside or outside CMST, at least 2 at 7000 level	15 credits

MA credits (exclusive of independent study & thesis research credits) 30 credits maximum

CMST 9000: Dissertation Research (9 credits; does not count towards total)

= 72 (75) credits

Note:
The student may take 6 independent study credits in CMST.

Students who received their MA in CMST at LSU need not take CMST 7900 a second time. Those three credits may be earned through any other 4000 or 7000-level course(s) at LSU.

Graduate students are required to sign up for CMST 7902: Professional Development during their first two spring semesters at LSU. These credits may or may not count toward total credit requirements. Such a determination is made between a student and their advisor.

Additional Considerations:

See Addendum B for a list of CMST graduate courses.

See page 19 below for policy concerning CMST 8000 Thesis Research and 9000 Dissertation Research hours.

MA ADVISORS & ARC COMMITTEE

In your first semester as a graduate student, you are assigned a CMST graduate faculty member who serves as your initial advisor. Together, you will select a second graduate faculty member, and together the pair will serve as your Advisory and Review Committee or ARC. The functions of the ARC are to guide the student in their initial steps as a graduate student and, on a yearly basis, monitor and evaluate the student's overall progress.

Near the end of your second semester, you should confirm if you want to pursue the regular or Fast Track degree program, and in the former case, if you want to write a thesis, take the exam option, or pursue the professional practice track.

Should you select and be approved to pursue the Fast Track option, you need to choose a main advisor who will manage and help evaluate your Comprehensive Exam, which you will take at the end of your third semester. (See "Comprehensive Exam" below.) This advisor may be the same or a different person as your

* Students who do not declare a single emphasis (i.e. interpersonal, performance, or rhetoric) may take these hours in any area. Such students are expected to work closely with their advisor when selecting such courses.

initial advisor. If different, this individual will become your main advisor and head up your ARC. You may or may not retain this same advisor for your doctoral work.

If you opt to pursue the regular non-thesis degree program, you have a little more time to select a main advisor, as you will not take your Comprehensive Exam until at least the end of your fourth semester (See "Comprehensive Exam" below). Again, the advisor you select may be the same or a different person as your initial advisor. If different, they will become your main advisor and head up your ARC.

If you opt to write a thesis, you need to assemble an MA Committee sometime in your second year. The committee should consist of three graduate faculty members, at least one who is tenured. One member also agrees to serve as your main advisor (or major professor), who guides you in writing the thesis. This person may or may not be the same person as your initial advisor. If different, they will become your main advisor and head up your ARC.

MA THESIS OPTION

A master's thesis demonstrates the student's ability to do scholarly research; to analyze a selected subject by means of a specific concept, theory, or method; to discuss the broader significance of the study to the field; to maintain an argument or discussion over the course of the document; and to write in ways that are accessible and accurate in stylistic and grammatical terms. A thesis is significantly longer than a standard seminar paper, but the appropriate length will vary between areas, advisors, and projects.

A prospectus for the thesis must be approved by your MA Committee one semester prior to the semester in which the degree is granted. The summer term is considered a semester for this purpose.

When the thesis is near completion, the student should contact the members of their committee to arrange a date and time for the oral examination. Once the date is set, the student submits a "Request for Master's Degree Audit and Defense" to the Graduate School. These documents must be submitted **at least 3 weeks prior to the date of the oral exam**. See Addendum C.

Likewise, a hard or digital copy (ask each member which they prefer) of the thesis must be submitted to each committee member 2-3 weeks prior to the final oral exam. Following the defense, the major professor (or front office staff) prints out 2 copies of the Graduate Defense Results form, the Thesis Approval form, and departmental assessment sheets, or distributes them digitally.

Following the defense, the major professor submits all appropriate forms to the CMST office and the Graduate School. **As of fall 2011, the student is not allowed to submit the Exam Report to the Graduate School.**

a copy of the student's approved thesis must be submitted electronically to the LSU Graduate School. Instructions for electronic submissions are available through the Graduate School.

MA COMPREHENSIVE EXAM

The MA Comprehensive Exam is a semi-uniform exam that is given to Fast Track and regular non-thesis MA students at the end of the fall and spring semesters. All eligible students take the 6 hour written exam at the same times and each student sits separately for a 1 hour oral exam.

The written exam consists of 3 hours of standardized questions given (currently) the Friday afternoon prior to Dead Week and 3 hours of questions specific to the student's interests given (currently) the Friday afternoon of Dead Week. The specific questions are written by the student's main advisor and the standardized questions are selected by the same advisor from a pool of questions submitted by the CMST graduate faculty. Each student sits separately for a 1-hour oral exam, which is given (currently) on the Friday or Saturday of exam week.

For each student, the MA Exam Committee consists of the student's main advisor and two other members of the CMST graduate faculty, each of whom represents a different research area in the department. In total then the committee consists of members from at least two if not three of the main areas. As noted above, each student selects their main MA advisor some time during their first or second year. The advisor may be the student's initial ARC advisor or not; if not, the advisor becomes the student's ARC advisor as well as serves as the main advisor. The advisor is responsible for writing the questions for the specific exam and gleaning questions from the aforementioned "pool" for the general exam, the latter based in part on the courses the student has taken. The main advisor also is responsible for chairing the exam and making sure the student submits a "Request for Master's Degree Audit and Defense" to the Graduate School **three weeks prior to the date of the final oral exam**. See Addendum C.

Prior to the defense, the major professor contacts the committee by email to remind them of the day and time of the oral exam. They (or front office staff) also print out 2 copies of the Graduate Defense Results form and departmental assessment sheets, or distributes them digitally.

Following the defense, the major professor submits all appropriate forms to the CMST office and the Graduate School. **As of fall 2011, the student is not allowed to submit the Exam Report to the Graduate School.**

MA PROFESSIONAL PRACTICE PROJECT

The MA Professional Practice Project is the culmination of a field-based professional practice program for master's students who follow this track. It may take the form of, for instance, an internship, service work, a specific project in regional industries (such as tourism, business, film and media, et al), community organizing or outreach, or other forms of field work. To complete the project requirements, the student must enroll in CMST 7998 (either for a total of 3 or 6 hours, depending on the demands and scope of the project) and work with an appropriate advisor in CMST who will act as the project advisor and instructor of record for CMST 7998. In consultation with the professor, the student will design a syllabus for 7998 that includes a description of the field experience or project, a timetable for hours spent in the field, a schedule for meeting with the professor overseeing the project, grading procedures, work expected, and all other matters relating to the design of the specific field experience and/or project. The project shall culminate in a presentation of the student's work to the advisor and a graduate faculty committee selected by the student in consultation with the advisor and conducted in a manner and medium most appropriate to the specific nature of the project. It may consist of written, oral, performed and/or audio-visual materials. We encourage attendance at the presentation by appropriate representatives of organizations with whom the student has worked on the field project. We note that the student will need to identify and make contact with the field organization or population well in advance, ideally before the end of the first year of coursework, so that they may schedule their 7998 hours, project, and presentation for timely completion of the degree requirements The advisor also is responsible for chairing the presentation and making sure the student submits a "Request for Master's Degree Audit and Defense" to the Graduate School **three weeks prior to the date of the project presentation**. See Addendum C.

Prior to the defense, the major professor contacts the committee by email to remind them of the day and time of the oral exam. They (or front office staff) also print out 2 copies of the Graduate Defense Results form and departmental assessment sheets, or distributes them digitally.

Following the defense, the major professor submits all appropriate forms to the CMST office and the Graduate School. **As of fall 2011, the student is not allowed to submit the Exam Report to the Graduate School.**

MA TERM LIMITS

Regular thesis and non-thesis MA students must complete all their requirements within 5 years of beginning the MA program. Fast Track MA students must complete all the noted requirements within 1½ years of beginning the MA program.

PHD COMMITTEES

In your first semester as a graduate student, you are assigned a CMST graduate faculty member who serves as your initial advisor. Together, you will select a second graduate faculty member, and together the pair will serve as your Advisory and Review Committee or ARC. The functions of the ARC are to guide the student in their initial steps as a graduate student and, on a yearly basis, monitor and evaluate the student's overall progress.

In the second or third year, students assemble their Doctoral (PhD) Committee. The committee agrees to guide the student in writing the dissertation and also evaluates it and the student's General Exams. The Doctoral Committee may consist of CMST members who have served on your ARC or not. Once you assemble a Doctoral Committee, the CMST members who serve on it also serve as your ARC.

The committee must have a minimum of 3 graduate faculty members plus the dean's representative.

Further:

- The major professor who acts as chair or co-chair must be from the major department.
- If either an adjunct or a non-tenure track faculty member is the major professor, a full-time tenured or tenure/track graduate faculty member must co-chair the committee.
- A minimum of 2 faculty members must be from the student's major department and at least two must be tenured members of the LSU graduate faculty.
- The remaining members may be from the major department or may be from outside the department if pertinent to the student's area of concentration.
- Any declared outside minors require representation, either among the first 3 members of the committee or by additional appointments to the committee.

Once the student submits a Request for Doctoral Degree Audit and Defense, the Dean of the Graduate School appoints a dean's representative (i.e., a member of the LSU graduate faculty) to serve as a voting member on the committee. This individual represents the Dean and the entire graduate faculty. Their main job is to ensure that the candidate is treated fairly and that the General Examination and dissertation meet the standards of the LSU Graduate School.

It is written policy that the Dean of the Graduate School may serve as an ex-officio member on any doctoral committee. Further, it is understood that members of the doctoral committee are nominated (via signature) by the Chair of the department and appointed by the Dean of the Graduate School, who may make any changes they deem desirable.

PHD GENERAL EXAM

The PhD General Exam consists of a written portion of at least 15 hours and, at minimum, a 2-hour oral exam.

The exam is comprehensive and not restricted to the material in the courses the student has taken. It tests the student on theories and methods pertinent to their dissertation research, area(s) of research emphasis, the broader discipline (i.e., Communication Studies), and minor or cognate areas. Part of the oral exam is dedicated to discussing the student's dissertation topic and, if submitted, the dissertation prospectus.

The exam cannot be taken until the student has completed their course work and submitted the necessary forms to the Graduate School. (See below for details.)

PHD EXAM PROCEDURES

Because many people are involved in the exam process in addition to the student, we ask that the student and their major professor adhere to the following procedures:

1) Option: the student may complete and submit their prospectus to their committee before or after completing the General Exam.

2) The student and their major professor select dates for when the student will write their exams and possible dates and times for the oral exam.

   The committee should be allowed 2-3 weeks to read the written exams before the oral exam is held.

   If a prospectus is involved, the committee should be allowed a full 3 weeks.

3) The student contacts their committee to check when they are able to meet for the oral exam.

4) Once the committee agrees to a day and time for the oral exam, the student completes a Request for Doctoral Degree Audit and Defense, which is a Graduate School form on which the student requests the day and time of the **ORAL EXAM**, not the written exams.

5) The student submits the Request for Doctoral Degree Audit and Defense to the Graduate School at least 3 weeks prior to the date requested for the oral exam.

6) In conjunction with the major professor, the student determines the times and days when they will write their exams. The student reserves a room(s) for any in-house written exams and the oral exam. The reservations are made on a calendar that hangs in the main office.

7) The major professor contacts the committee to request they provide exam questions by a certain date – i.e., before the advisee begins to write.

8) Once the major professor receives all the questions, they: (a) format them into the exams the student will take and (b) distributes them to the student.

9) The major professor is responsible for disseminating student responses to the other committee members in the desired format. The student should not print, copy, or distribute their exams.

10) The major professor contacts the committee by email to remind them of the day and time of the oral exam. They (or front office staff) also print out 2 copies of the Graduate Defense Results form, departmental assessment sheets, and, as applicable, a CMST prospectus form, both of which the committee signs at the completion of the oral exam. The major professor may also manage these forms digitally.

11) The major professor files all required paperwork with the appropriate offices. **As of fall 2011, the student is not allowed to submit the Exam Report to the Graduate School.**

PHD PROSPECTUS AND DISSERTATION

Once your prospectus has been approved by your major professor, it is your responsibility to circulate copies to all members of the committee, including the Dean's Representative if they would like a copy. Do not assume that members want digital or hard copies; ask them.

The prospectus must be submitted to and approved by the committee (but not the Dean's Representative) at least one semester prior to the Final Examination date. The summer term is considered a semester for this purpose. The CMST graduate faculty strongly recommends that candidates submit a prospectus to their committee as early in the examination/ dissertation process as possible – e.g., prior to or immediately following the General Exam – so as to garner valuable feedback from the committee.

Discussion and approval (or not) of the prospectus generally occurs in a meeting with the full committee (students must invite their dean's representative, although the defense may proceed if the dean's representative cannot or chooses not to attend). Depending on when you submit the prospectus, this meeting may occur during the oral portion of the General Exam or at another time. Committee members document their approval of the prospectus (thereby giving you the "go ahead" to begin working on the dissertation) by signing a departmental form, which is placed in your files.

An electronic copy of the final dissertation must be submitted to the Graduate School and a hard copy to the department. Instructions for electronic submission are available through the Graduate School. Please see: https://www.lsu.edu/graduateschool/current-students/etd/etd-info.php

PHD FINAL EXAM

The Final Exam is an oral defense of the dissertation that runs a minimum of two hours. It is taken not less than 3 calendar months after the General Exam; not less than one semester after the prospectus has been approved; and after the dissertation in final form has been submitted to the committee. **A Request for Final Defense must be filed with the Graduate School at least 3 weeks prior to the proposed exam date.** A copy of the dissertation should also be submitted to each committee member, including the Dean's Representative, within this timeframe.

Following the defense, the major professor is responsible for circulating and submitting the Graduate Defense Results form, the Dissertation Approval Form, and any other required paperwork in a timely fashion.

PHD TERM LIMITS

Doctoral students must complete all the noted requirements within 7 years of beginning the doctoral program. This deadline cannot be extended except by permission of the Dean of the Graduate School, when requested by the student's entire committee and the chair of the department.

DOCTORAL STUDENTS ENTERING THE PROGRAM WITH INCOMPLETE WORK

Students who enter the doctoral program are expected to have completed all the requirements for a MA. However we may grant provisional admission to students who need to complete their thesis or make up some other kind of incomplete grade. In these cases, the following conditions apply.

Students will be considered in good standing for two semesters. They will have the privileges and seniority of doctoral students, including pay at the PhD level if they hold assistantships. They will be limited to 9 hours of course work a semester if they hold assistantships. They will not take any dissertation research hours.

If work for the degree is not completed by the end of two semesters, such students will be considered on probation until they have completed the requirements for the MA. They will be ineligible for graduate assistantships from the university. They will be ineligible to take doctoral exams. They will not take any dissertation research hours.

POLICY FOR CMST 8000 THESIS RESEARCH AND 9000 DISSERTATION RESEARCH HOURS

Graduate students enroll in CMST 8000 or 9000 hours to do independent work on their thesis or dissertation respectively.

MA students who opt to write a thesis are required to take at least 6 hours of CMST 8000. PHD students are required to take at least 9 hours of CMST 9000. *If a student requires more time to complete their thesis or dissertation, they must continue to take 8000 or 9000 hours during the fall and spring semesters to remain active in the LSU Graduate School.*

MA students may not enroll in CMST 8000 without approval from their major professor.

PHD students may not enroll in CMST 9000 unless they have completed their General Exam or scheduled during the first semester the student enrolls in CMST 9000. Enrollment during subsequent semesters is contingent on a successful General Exam defense.

During the summer, students may take CMST 8000 or 9000 hours in order to register for graduate "courses" during the summer semester.

CMST 8000 and 9000 are taken for an S/U (satisfactory/unsatisfactory) grade. The grade is determined by the student's major professor. The professor assigns a grade based on the expectation of the CMST graduate

faculty that students who enroll in CMST 8000 and 9000 will make meaningful progress toward the completion of their degree.

"Meaningful progress" is determined by the major professor and the student who contract a short written agreement at the beginning of each semester. In the agreement, the student specifically states what they plan to accomplish during the semester (i.e. be more specific than "I will work on my dissertation"). The agreement(s) is included in the student's Annual Evaluation. Success in meeting the agreement will result in an "S" grade. Barring significant health or other unforeseen circumstances, failure to meet the agreement will result in a "U" grade.

The Graduate School will place students receiving a "U" grade in research on probation. If a student receives a second "U" in research, they may be dropped from the Graduate School.

By means of this policy, we hope to accommodate diverse research processes; encourage consistent progress on the part of all graduate students; and implement an assessment procedure that formalizes the assigning of S/U grades, thereby enabling faculty as well as graduate students.

ADVISORY AND REVIEW COMMITTEE (ARC)

All graduate students have an Advisory & Review Committee (ARC), which consists of a main advisor and one additional member of the CMST faculty. The purposes of the ARC are to insure that (a) from the start, all graduate students have an identified advisor; (b) all graduate students are reviewed annually in terms of the same criteria; and yet also (c) each graduate student receives advice and review that addresses the particularities of their circumstances.

An ARC is organized and operates as follows:

During fall orientation, new graduate students are assigned an appropriate member of the graduate faculty to serve as their main advisor.

In consultation with their advisor, new students select one other faculty member to serve on their ARC. They also discuss and select courses they should or might take.

Continuing students retain the ARC they assembled in prior years. Or, if they have assembled a MA or PhD committee, the major professor and other CMST members of that committee now serve as their ARC.

Students may assemble a MA or PhD committee that consists of all, some, or none of the members that constituted their initial ARC.

<u>All students must meet with their main advisor/major professor at the beginning of every semester</u>.

One reason for doctoral students to meet with their advisor is to complete their Program of Study form, Change in Program of Study form, and/or their CMST PHD Course Requirement Check List.

Another reason to meet is if the student plans to take CMST 8000 or 9000 research hours, which require that the student and their advisor draw up a short agreement that states what the student plans to accomplish during the semester. This agreement(s) is included in the student's annual evaluation. Success in meeting the agreement results in an "S" grade; failure results in a "U" grade.

A third reason to meet is to discuss the Annual Evaluation form which all students must complete and submit to their main advisor at the beginning of the spring semester. See Addendum D. The form is used by the ARC to evaluate the student's progress and, in consultation with the CMST graduate faculty as a whole, to decide whether funding should be renewed, revoked or, in some cases, awarded.

> Be assured, the graduate faculty do not look for reasons to revoke funding; the opposite is the case.
>
> However, failure to submit the form on time will imply that the student does not require funding the following year.
>
> Although we understand that new students, particularly MA students, may have little to report on the form, we ask that they fill it out anyway so as to get used to the procedure.

Some advice: *Be kind to your advisor by recognizing that while you have one career to see to (your own), your advisor has several (including their own). Help your advisor help you by keeping track of all the administrative details that pertain to you, such as the fulfillment of your degree requirements and the timely completion of Graduate School and departmental forms.*

GUIDELINES FOR THE USE OF STUDENTS AS RESEARCH PARTICIPANTS

The CMST department requires students in several basic classes to participate in research and/or departmental activities for course credit. This practice introduces students to the process of research using human participants and provides a pool of participants for faculty and graduate students who conduct research such as experiments, surveys, and interviews.

The department adheres to policies and procedures for the use of students as subjects for research established by the Institutional Review Board (IRB) at Louisiana State University. Any individual interested in conducting participant-based research using students enrolled in CMST courses must adhere to several guidelines.

All studies must be approved by the LSU Institutional Review Board. Graduate students are expected to be familiar with the policies and procedures governing the use of human subjects, available from the Office of Research and Economic Development https://www.lsu.edu/research/compliance/review_boards/irb/index.php

Studies seeking to use student participants MUST be entered into the department's Research Participation System at https://lsuhumanresearch.sona-systems.com/Default.aspx?ReturnUrl=/. If there is a research circumstance that requires the use of extant classes or the implementation of surveys during class time, please contact the RPS administrator, Dr. Renee Edwards (edwards@lsu.edu). Unless approved by the research participation committee, only studies administered through RPS will count toward a student's research participation requirement. For studies using non-CMST student participants, it is not necessary to use the RPS (although all studies must be approved by IRB if they use human participants).

Instructions for researchers using RPS are available at https://www.lsu.edu/hss/cmst/resources/research.php

Studies using the Matchbox Interaction Lab should coordinate with Dr. Kellie Brisini (kbrisini1@lsu.edu) for a copy of the policies, to gain access, and to create a schedule.

Please be mindful of your RPS use. The administrator will try to balance demands on the system with students' needs for research credits.

TRAVEL

Graduate students are encouraged to participate in conferences and other scholarly events held outside LSU. The Graduate School and College of Humanities and Social Sciences offer a limited amount of financial support for graduate student travel through programs such as the Graduate Student Travel Award and Graduate Student Association Travel Awards. For information and criteria for these awards, please visit: https://www.lsu.edu/graduateschool/funding/awards/index.php

Typically, awards are only available to individuals who are presenting research at the conference and/or festival to which they are travelling. Students should apply for awards immediately after acceptance, as awards are granted on a first come, first serve basis.

Students are encouraged to familiarize themselves with the PM-13, University Travel Regulations, which can be located at the following link: https://www.lsu.edu/administration/policies/pmfiles/pm-13.pdf

Please contact the Graduate School if there are any questions.

TEACHING GUIDELINES

This section of the guide acquaints graduate students with university and departmental policies pertinent to their roles as teaching assistants and, thereby, to their roles as students too.

In so saying, the CMST faculty and administration understand that your first priority must be your academic work. Graduate assistantships are designed to help you in your pursuit of an advanced degree. Should you find that your teaching responsibilities interfere with your academic studies, you should consult your main advisor or course supervisor. Either one will try to help you organize your time and work so that your duties as an assistant will not interfere with your graduate study.

Your second priority is to the students enrolled in the classes you have been assigned and are paid to teach. Your responsibility to the students should take priority over extra-curricular events, activities, and interests.

Lastly, you have a responsibility to fulfill teaching-related duties, such as attending staff meetings, maintaining office hours, and providing the department with certain materials and information related to teaching.

GRADUATE TEACHING ASSISTANTSHIPS

AWARD OF GRADUATE TEACHING ASSISTANTSHIPS

All students who have been accepted into the doctoral program, including those who have been awarded MA degrees by the CMST department, will compete on an equal basis for available assistantships. Teaching slots will not be reserved in advance for MA students who elect to go on for the doctorate within the department.

Louisiana State University assures equal opportunity for all qualified persons without regard to race, creed, color, marital status, sexual orientation, gender identity, gender expression, religion, sex, national origin, age, mental or physical disability, or veteran's status in the admission to, participation in, treatment in, or enrollment in the program and activities which the university operates. With respect to disabled persons, all reasonable accommodations will be made to assist the individual to perform the essential functions of the job in question.

RENEWAL OF GRADUATE TEACHING ASSISTANTSHIPS

All graduate students are evaluated annually by the CMST graduate faculty and assistantships are awarded, renewed, or revoked based on that evaluation. MA students may have their assistantship renewed for 1-2 additional years (depending on thesis option), resulting in 2-3 years of funding and doctoral students may have their assistantship renewed for 3 additional years, resulting in 4 years of funding.

REQUIRED HOURS

Graduate teaching assistants are required to carry no less than 9 and no more than 12 hours of graduate credit during the fall and spring semesters. The Dean of the Graduate School will not approve any drops below 9

hours in the fall and spring for any reason. If a student teaches during the summer as a graduate teaching assistant, they must take no less than 6 hours of graduate credit.

PAYMENT SCHEDULE

The university issues pay checks for teaching assistants on or around the 21st of the month from September to May.

For additional information regarding assistantships, see LSU Policy Statement 21.

POLICY FOR GRADUATE TEACHING ASSIGNMENTS

The Department of Communication Studies will enable TAs to develop as professional educators by providing them with opportunities to teach a variety of undergraduate courses at levels commensurate with their education and professional standing. The Department will implement the following policies to ensure that all TAs develop as educators and the noted opportunities are made available to those who decide to pursue them.

1) The Department will use the following hierarchy to determine teaching assignments. The hierarchy is based on educational and professional standing in the academy although no distinction will be made between "Instructor" and "TA" in terms of seniority (i.e., number of years teaching) when determining course assignments.

- Graduate faculty can teach 9000 level courses and under
- Instructors with doctorates can teach 4000 level courses, without graduate credit, and under
- ABD Instructors & Instructors with doctoral course work and ABD TAs and TAs with doctoral course work can teach 3000 level courses and under, given the provisions noted below
- Instructors with MAs can teach 2000 level courses and under
- TAs earning their MA can teach 2000 level courses and under, given the provisions noted below

For the purposes of this document, "Lecturer" refers to the "Instructor of Record" of any course.

2) Teaching opportunities for TAs will consist of: serving as the Assistant to a Lecturer (whether graduate faculty, Instructor, or another TA) in a lecture course of 60-plus students; serving as the Lecturer with a TA Assistant in a lecture course of 60-plus students; and serving as the Lecturer in Stand-Alone courses of 20-30 students.

3) All MA TAs will assist with large lecture courses during their first year since they need 18 hours of graduate credit in CMST to teach Stand-Alone courses. During subsequent years, every effort will be made to provide MA TAs with the opportunity to teach at least one semester of a Stand-alone course(s) or recitation sections. Department faculty will assign the courses in conjunction with the desires of the TAs and the needs of the department.

4) All first year PhD TAs who do not have a MA degree in communication will assist with large lecture courses during their first year since they need 18 hours of graduate credit in CMST to teach Stand-Alone courses. Other first year and second year PhD TAs will be assigned to teach Stand-alone courses at the 1000 or 2000 level or to assist with large lecture courses. Third- and fourth-year PhD TAs will be assigned similarly although they may opt to apply to teach other courses. (See point #5 below.) All PhD TAs will teach at least one year of a Stand-alone course(s). Department faculty will assign the courses in conjunction with the desires of the TAs and the needs of the department. The department tries to give doctoral students the opportunity to teach at least one course in their area: CMST 2010 Interpersonal Communication for students in interpersonal communication; CMST 2040 Introduction to Performing Literature for students in performance studies; and CMST 2063 Argumentation and Debate for students in rhetoric.

5) For all large lecture courses:

(a) Every effort will be made to pair an Assistant TA with a Lecturer who has achieved a higher level of formal education or brings to the course considerable outside experience.

(b) All Lecturers must design the course to ensure that Assistants teach at least 3 full hours of course material in uninterrupted segments of 1 or 1½ hours, depending on the days of the week the course meets. Should the Lecturer fail to provide these hours, they will not be assigned to teach the course in the future.

(c) Continuing PhD TAs may request the opportunity to assist with a large lecture course so as to concentrate on their dissertation, scholarship aimed at print or live performance publication, a heavy load of course work, or to assist in teaching a course that is not available to TAs otherwise.

(d) At the completion of the course, Lecturers will evaluate Assistants and Assistants will evaluate Lecturers. All evaluations will be distributed and collected by the Chair of the Department. Evaluation of TAs will be shared with graduate advisors.

6) In the CMST curriculum:

(a) Large lecture courses include: CMST 1150: Introduction to Communication Studies; CMST 2010: Interpersonal Communication; CMST 3012: History of Film; CMST 3013: Topics in Film Genres; CMST 3041: Performance in Everyday Life; CMST 3115: Communication and Gender; CMST 3167: Rhetoric and Civilization.

(b) Stand-alone courses that TAs commonly teach include: CMST 1061: Fundamentals of Communication; CMST 2040: Introduction to Performing Literature; CMST 2060: Public Speaking; CMST 2063: Argumentation and Debate

SUMMER TEACHING FOR GRADUATE STUDENTS

Selection

The department cannot guarantee summer teaching because we typically do not have enough funding for everyone who wants to teach. Consequently, we have devised a priority system for selecting staff for the courses we offer.

1. An H&SS policy from the Dean excludes Associate and Full Professors from teaching summer school under most circumstances.
2. Instructors have second priority.
3. Doctoral students in their first through third year have second priority and will typically be awarded up to two summers of funding. In general, senior students or those with more teaching experience in communication have priority.
4. Master's students have third priority and will typically not be offered the opportunity to teach.

All summer assignments are made with the approval of the course director and the department chair.

In summer, the department calls those graduate students selected to teach "full time teaching assistants" and require them to teach one class and work an additional 10 hours per week, either in the office, as a research assistant, or to help with assessment.

TAs must enroll in 6 hours. If coursework is not available in the department or elsewhere, students should enroll in 8000 or 9000 (if eligible) or CMST 4200. Students will be expected to advance their academic studies or scholarly activity during the summer for satisfactory completion of the 6 hours. Evidence of such pursuits might include an annotated bibliography, a paper completed and submitted to a convention or scholarly journal, or a prospectus.

TEACHER TRAINING AND RESOURCE MATERIALS

ORIENTATION: TRAINING, LIST OF RESPONSIBILITIES, CLASS SELECTION

During fall orientation, teaching assistants are required to attend a training session that addresses the course(s) they have been assigned to teach or assist. At the session, the course supervisor will cover details regarding the course materials, format, assignments, exercises, grading, and so forth. In some cases, a Teacher's Manual will be provided. As the manuals contain examples of quizzes and exams, you're asked to keep careful track of it.

At the same meeting or thereabouts, supervisors and assistants are encouraged to draw up a list that specifies the assistant's responsibilities and the approximate amount of time it takes to fulfill each one of them. Time spent in class and office hours should be included in the tally. The purposes of the list are:

1) To insure the assistant's responsibilities require no more or less than an average of 20 hours per week
2) To insure that the assistant's responsibilities are spread out across the semester in a fairly equal way
3) To insure that the assistant's responsibilities challenge the assistant and thereby benefit their growth as a teacher
4) To insure that if there are questions in the future regarding the assistant's fulfillment of their responsibilities, there is a document to which those involved can refer

It is also during orientation that assistants who teach courses with multiple sections select the specific sections they will teach that semester. A system is in place to insure that those graduate students who are taking courses select their sections prior to students and instructors who are not. Similar provisions insure that assistants do not get stuck teaching less desirable sections (e.g., those that meet at 7:30 a.m.) on a recurrent basis.

RESOURCE MATERIALS AND EQUIPMENT

Depending on the class(es) you teach or assist, a textbook, Teacher's Manual, course outlines etc., a record book, and critique sheets will be given to you by the course supervisor or you may obtain them from the CMST Administrative Specialist. They also will give you a key to your office and assign a mailbox to you.

The department owns multimedia equipment you can check-out and use, such as VCR and DVD players, TV monitors, analog and digital video cameras and stands, an overhead projector, tape recorders, and videos of Great Speeches and select speaking contests held at LSU. To access the equipment or videos, contact the main office.

Should you need additional multimedia equipment, you can call the Instructional Resource Center and they will deliver and pick-up the equipment you order from the classroom in which you teach.

Many of the classrooms in which you teach are "smart classrooms" in that they are equipped with a computer, projector, and Internet access.

LSU Library facilities and services are detailed at: http://www.lib.lsu.edu/. Do note, you can apply for a study carrel in Middleton Library. For details, ask the Circulation Desk or call 578-2058 or complete the online request form at http://www.lib.lsu.edu/services/carrels.

COPY MACHINE POLICY

Only students **currently funded** by the department to teach classes may use the copy machine. The amount of copies you can make each semester or year varies depending on departmental resources. The specific amount will be announced by the CMST office. You may make copies for any of the following purposes, up to your designated number: (a) handouts for your students; (b) quizzes; and (c) papers for classes you are taking.

Midterm and final exams should be copied during regular office hours so the departmental code can be used instead of drawing from your personal allotment of copies. You should ask an office staff member to enter or provide the code.

You should not make copies of the following: (a) syllabi for the class(es) you teach; (b) student packets; (c) entire books or chapters, and (d) your dissertation, thesis, or prospectus. You should post syllabi and other materials on Moodle, either directly or by scanning them on the copy machine and uploading them to Moodle. Students are expected to make their own copies. Books and full chapters for your students should not be copied or scanned using departmental equipment. They should not be posted on Moodle unless the copyright has expired. You should take them to a copy store that will investigate copyright permissions, and students may purchase packets from the stores.

Books or significant parts of them for your own use should not be copied or scanned using departmental equipment or resources.

MyLSU AND MOODLE

All graduate students are required to have a MyLSU account, which is created automatically for you by the LSU Graduate School and allows you to access and use LSU computing resources. One resource is the course management program called MOODLE that helps teachers manage their class rosters and grades, distribute course materials, and communicate with their students.

For more information about MyLSU, go to: https://grok.lsu.edu/categories.aspx?parentcategoryid=1721

For more information about MOODLE, go to: https://moodle3.grok.lsu.edu

For further assistance, contact the Information Technology Services Help Desk at 225-578-3375.

KEY TEACHING DOCUMENTS, POLICIES, AND PROCEDURES

THE SYLLABUS

The syllabus is a key course document in that it communicates your pedagogical perspective on the course – i.e., your conceptual and practical design for teaching the course given the constraints and possibilities of the university system. Entailed here is a clear dissemination of the policies and procedures the university, the department, your course supervisor, and you have established to provide a productive and fair educational experience for all the students in your charge.

To these ends, we ask that you show your syllabus to your course supervisor before you make it available to students. The course supervisor will check the syllabus to make sure it contains the components that are uniform across course sections, for the inclusion of certain policies and procedures, and for stylistic clarity. Course requirements aside, the department requires you to include your name, office hours and contact number, attendance, grading, and participation policies.

The course supervisor also considers if your course design is too ambitious or simple. The main aim here is to insure that your preparation, teaching, and grading require no more or less than 20 hours of work per week.

Once your course director has approved your syllabus, you can make it available to your students through MOODLE. If you want to distribute hard copies in class, you will have to bear the duplication costs yourself. (We apologize but we don't have the funds to copy all the syllabi for all the courses we teach.)

You are required to turn in a copy of your syllabus to the department's Administrative Specialist at the start of the semester. All departmental syllabi are posted on the CMST website.

Should you alter some aspect of the course as planned, you need not consult the course supervisor unless the change is significant. E.g., omitting an un-graded exercise due to lack time is minor whereas omitting a chapter in the course text or a graded presentation is significant.

OFFICE HOURS

All teaching assistants are expected to keep regularly scheduled office hours. A minimum of 2 hours per week per course you teach is required.

Your office hours must be noted on your syllabus and posted on your office door.

Should you need to miss your office hours, please notify the main office by phone.

Should you need to change your office hours, alert the main office to the change in writing and also be sure to tell your students.

ATTENDANCE: CALLING ROLL

It is not uncommon for students to attend one section of a course but be enrolled in another, mistakenly or in an attempt to wiggle their way into the desired section. To help us address this situation, please call roll every day. You can access your class rosters through Moodle, and during the first few weeks, you should do so regularly so as to account for students who have dropped and added your class.

If a student is attending your class who is not on your roster, tell the student to check MyLSU to make sure they are enrolled in the proper section. Above all, do not tell the student you can or will add them to your class, since you simply are unable to do so. Students must go through normal registration procedures to get into your class.

ATTENDANCE: STUDENT ABSENCES

The department supports the LSU attendance policy, which states that students are expected to attend all classes but absences of students in good standing need not be reported until, in the opinion of the instructor, they become excessive. In other words, there is no such thing as an official excuse at LSU. Save for two instances, it is up to the instructor to determine what excuses they will accept or reject.

> The two instances are: a dean may authorize a group excuse (e.g., for a traveling sports team); or a dean may authorize an I-grade (an incomplete) for a student with many unavoidable absences (e.g., due to illness).

It is important, therefore, that you establish your own attendance policy, include it in your syllabus, reiterate it orally, and be consistent in adherence to it. Please be aware that in the past we have been unable to enforce oral attendance policies during grade appeals. The college will not honor them.

Excuses you might find acceptable include a serious illness, a family emergency, curricular requirements (e.g., a field trip), court-imposed legal obligations (e.g., jury duty), military obligations, and religious holidays. Other sound reasons may be given by the students.

If you have reason to question the validity of a student's excuse, you may contact the office of the student's dean or report the absence to the student's college on a form that can be obtained in the CMST main office. Teachers who use these forms are encouraged to keep copies in their grade books.

While you may decide that a student has a valid reason for being absent from class, the reason should not excuse the student from completing the work they might have missed. A student who fails to complete an assignment should not be given credit for it. Policy on permitting students to make up missed assignments will vary and may depend upon the amount of work missed and its importance. However, the instructor should never feel obligated to teach the material "twice" just because a student was not present the first time it was taught.

ATTENDANCE: TEACHER ABSENCES

Should *you* need to be absent from the classes you teach, please attend to the following procedures:

For personal absences that you can anticipate, you should arrange for another instructor to take your class or assign the students homework or an activity they can do on their own.

If an emergency arises, you should try to arrange for another instructor to take your class or for someone to notify the class that it will not meet.

In all cases, you must inform the main office of your absence.

EXAMS

The department requires midterm examinations and the university requires final examinations. The university calendar indicates the period set aside for midterm exams and, each semester, the Office of Academic Affairs issues a final exam schedule.

You may not, under any circumstances, change the date, time, or location of your final examination(s).

If you draw your exam questions from a Teacher's Manual, do not let your students keep the questions. All copies should be collected at the end of the class period. Since many teaching assistants re-use questions from the manual each year, we would prefer that students not hold on to them.

Please schedule any make-up exams in your office or another pre-arranged campus space (such as an available classroom), perhaps during your office hours. Exams cannot be proctored by the CMST office staff, or given in the main office or departmental kitchen.

GRADES

Assigning Grades:
Include your grading policy and procedures in your syllabus and reiterate them orally at the beginning of the semester if not also at select times over the course of the semester (e.g., prior to graded exams or presentations).

We recommend that you assign a specific number of points to each assignment so that the student is fully aware of the weight of each assignment and how they add up to a final number and letter grade.

As is the norm at most universities, at LSU, an "A," "B," or "C" indicates satisfactory work. A “C” is okay, acceptable for graduation. A “B” is good, and an “A” indicates exceptional work. A grade of "D" is passing but unsatisfactory while a “F” is given for work failed. Please be aware that you cannot assign a student an “I” grade (an incomplete) without written permission from the student's dean. As of Fall 2015, LSU adopted a +/- system. You are required to account for this on your syllabus. Be very clear about your standards regarding +/-.

Reporting Grades:
Midterm and final grades must be submitted electronically by you via your MyLSU account. Grades can be submitted on or off campus 24 hours a day.

Grade Appeals:
All LSU students are permitted to appeal their grades. Therefore it behooves instructors to develop a fair and clear grading policy, include it in their syllabus, and keep accurate records of students' grades.

The procedure for a grade appeal runs as follows.

The student must initiate a grade appeal within 30 days after the first day of classes in the next regular semester.

The instructor should meet with the student to discuss the appeal and attempt to arrive at a solution. Although each may have a counselor present, it is believed that under most circumstances, the meeting will be more productive if the instructor and student meet alone.

Following the meeting, the instructor must inform the student of their decision within seven calendar days.

If the decision requires a change in an official university record, the instructor must comply with all university regulations and procedures necessary to accomplish the change. A change of grade is accomplished by filing a Grade Correction Report. The department chair or the student's dean may request documentation relevant to the matter before they approve the grade change.

If the matter is not resolved and the student wishes to pursue the appeal, they must make a written request to the chair of the department in which the course was taught asking for a meeting of the department chair, the instructor, and themself. The instructor must provide the student with the name of the appropriate department chair. The written request should state the purpose of the meeting and indicate the instructor's name. It should not detail the student's argument. This request must be submitted within 45 calendar days from the date of receipt of the request.

At the meeting, both the student and the instructor may be accompanied by a counselor. At the close of the meeting, or within seven calendar days, the department chair shall make a decision. If a decision is made at the close of the meeting, it is to be given orally to all present. If the matter is taken under advisement, the department chair shall inform all parties, including the student's dean, of their decision in writing. If the decision reached requires change in an official university record, the instructor must comply with all university regulations and procedures necessary to accomplish the change.

If the student is not satisfied with the decision reached, they may appeal to the dean of the college in which the department offering the course is situated. The dean's name will be furnished to the student by the department chair. Appeals concerning courses numbered 7000 or above should be directed to the dean of the Graduate School.

PLAGIARISM/ACADEMIC DISHONESTY

Work that has been plagiarized and other forms of academic dishonesty are unacceptable. The university considers plagiarism to be cheating and a violation of the Code of Student Conduct. All instructors are

required to report suspected or confirmed cases of plagiarism and other forms of dishonesty to the Dean of Students and every student has the right to be notified in writing of the charges lodged against them.

If you suspect a student has plagiarized a work or cheated (e.g., on an exam), do not discuss the problem with the student or try to handle the case by threatening or awarding an "F" grade. Instead, contact and discuss the matter with your department chair. If the chair agrees with you, they will make a full report to the Dean of Students who will handle the matter. If the student objects to the Dean's ruling, they may request a hearing before the committee on the Code of Student Conduct. In that event, you may need to present your case to the committee.

STUDENTS WITH DISABILITIES

The CMST department strives to make reasonable accommodations to all qualified disabled students so as to assist them in meeting the requirements of the CMST courses they take.

If a student with disabilities enrolls in your class, they will present you with a letter from the Office of Disability Services. The letter will contain the information you need in order to accommodate the student.

If the student's disability appears to make it impossible for them to meet the requirements of the course, notify your course supervisor immediately, relating the specifics of the situation to them. Also check to be sure the student has informed the dean of their college of the nature of the disability. (Students with a permanent disability are requested to notify their dean each semester, at the time of registration.)

Your course supervisor will attempt to determine whether the course can be modified and the student accommodated. If this is not possible, the student and the student's dean must be notified at once. The dean will make other suitable arrangements or inform the student of their ineligibility to continue the course.

Do not discuss the student's disability with anyone other than your course supervisor, including the student.

CLASSROOMS AND OTHER SPACES

CLASSROOMS

All teaching assistants have a right to expect that the rooms in which they teach are provided with the equipment required for teaching the course. Each instructor should expect the classroom to be clean and equipped with a desk, lectern, blackboard or whiteboard, waste basket, and enough chairs for the students enrolled in the course.

If any of the above items are missing or damaged, and if a classroom is not clean, you should report these deficiencies to the department's Administrative Specialist or Coordinator. Do the same if the room is too cold or too hot or if you find the room does not lend itself to the effective teaching of your class – e.g., it's too small.

Of course, all instructors are expected to pitch in to maintain clean, tidy, and properly equipped classrooms. If a lectern or desk is missing, rather than take one from another classroom – which will only inconvenience others – report the matter to the department office. If your students leave unwanted visual aids in the room, collect and dispose of them. If the chairs have been rearranged for a discussion or other activity, return them to their original position (usually forward facing rows) at the end of the period.

In case of fire, all instructors should know where the fire extinguishers and exits are located in the building.

They also should abide by university policies that prohibit smoking, food, and drink in the classroom.

On a broader scale, LSU is a tobacco free campus, meaning that use of any tobacco or vaping products is strictly prohibited inside or outside of campus buildings. Except for Assistance Dogs, domestic animals are prohibited. Other animals require permission from the Dean of the Ag Center and the department chair. Firearms, weapons, explosives, alcoholic beverages, and narcotics are prohibited on campus too.

THE CMST MAIN OFFICE

Individual campus mailboxes, the copy machine, two computers, a scantron machine, and several other important resources are located in the main departmental office. It is also the primary workspace for two faculty, two staff, and one administrator. Accordingly, be sure to treat the main office with the same respect you would any other professional space.

A “Lost and Found” area is located in the main office should you find or lose an item of some kind.

THE KITCHEN

The kitchen, located in 133 Coates, may be used by anyone in the department. It houses a stove, microwave, and a refrigerator. The key to the kitchen can be obtained in the main office. It is your responsibility to clean up after yourself if you use the kitchen. The kitchen is *not* an appropriate place for make-up exams, meetings, etc.

CMST ORGANIZATIONS AND ACTIVITIES

As the semester gets underway, you will find your email and hard mail boxes filled with announcements for university and department events, many accompanied by requests that you announce the event to your classes. The volume is so great at times that one is tempted to ignore them. However we ask that all instructors make every effort to inform their students of the department events and encourage them to attend and, of course, attend themselves. Below, listed alphabetically, are the most prevalent CMST organizations and activities.

COLLOQUIA

Each semester, we hold an informal series of student-faculty colloquia. The main purpose of the meetings is to provide opportunities for faculty and graduate students to share their research with each other, whether the research is a work-in-progress, a thesis or dissertation proposal, or a professional paper geared toward a convention presentation or a journal publication. In this way, the colloquia foster the active exchange of research ideas and developments between graduate students and faculty.

For these reasons, graduate students and faculty are expected to attend and participate regularly in the colloquia. Since the meetings are typically held on Wednesdays at 11:30, we ask that students and faculty not schedule their office hours during these times.

PROFESSIONAL DEVELOPMENT

Each semester, we also hold an informal series of professional development sessions coordinated by the Director of Graduate Studies. These sessions are designed to familiarize graduate students with the professional norms of higher education, the discipline of Communication Studies, and other career options associated with your degree.

Since the meetings are typically held on Wednesdays at 11:30, we ask that students not schedule their office hours during these times.

Graduate students are required to sign up for CMST 7902: Professional Development during their first two spring semesters at LSU. These credits may or may not count toward total credit requirements. Such a determination is made between a student and their advisor.

GRADUATE STUDENT ASSOCIATION

All full or part time CMST graduate students are members of the CMST Graduate Student Association. The association meets 2-3 times a semester. It is led by four officers elected by GSA members at the first meeting of the academic year.

THE HOPKINS BLACK BOX (HBB)

Dedicated to LSU Professor Emeritus and former chair of the department, Mary Frances HopKins, the HBB is the focal point for the Performance Studies area. Understood as an experimental laboratory for doing performance research, the HBB offers 8-10 public performances per year – largely conceived, written or adapted, and directed by faculty, graduate students, and the guest artists we bring in each year. The HBB is located in 137 Coates Hall.

MATCHBOX INTERACTION LAB

The Matchbox Interaction Lab can be used to videotape individuals, couples, and small groups of up to five people doing experiential activities, such as conversing or holding a mock job interview. Modeled after John Gottman's "Love Lab" built at the University of Washington, the lab is conducive to communication because it is set up as a contemporary living room with comfortable seating, a computer, a coffee table, landscape paintings, plants, mirrors, and lamps. The lab contains nonverbal artifacts in the form of magazines and trinkets to distract someone if they want to avoid communicating about a topic. Hence, participants have the opportunity to relieve anxiety by picking up selected artifacts. They are observed through an unobtrusive, revolving digital camera. Physiological data can be measured including heart-rate variability, beats per minutes, blood pressure, and somatic activity by wearing a comfortable wrist monitor.

RELATED COMPUTER LABS

In addition to the interaction lab, graduate students are invited to use the computer lab in Coates B24 which contains several desktop computers with internet access and software that allows for the random assignment of participants to experimental or control conditions, exposure of participants to audio-visual stimuli, collection of reaction time data, and the ability to collect verbal or typed responses. Statistical software including SPSS and AMOS are on some of the computers.

THE MIXON LYCEUM

The Mixon Lyceum refers to our forensic and debate program, named in honor of Harold Mixon, LSU Professor Emeritus of CMST with a concentration in Rhetoric and Public Address. Under the spirited direction of a CMST instructor and graduate assistant(s), undergraduate members represent LSU at a variety of intercollegiate debate and forensic tournaments throughout the South and elsewhere. The Mixon Lyceum also sponsors an event here at LSU, appropriately titled the Mardi Gras Tournament. The Mixon Lyceum meets weekly and anyone, regardless of experience, is eligible to participate.

RHETORIC SOCIETY OF AMERICA

RSA@LSU seeks to create community and provide a forum for LSU students, faculty, and other interested persons to gather as rhetoricians and host rhetoric-related events. For more information, visit: https://www.geauxrhetoric.com

RALLY

Rally refers to a university wide high school recruitment program held every spring at LSU. Our contribution to the program is to sponsor a debate and forensic contest, titled the High School State Speech Rally. All teaching assistants and instructors are required by contract to participate in the Rally except for those students who serve on the current HBB Advisory Board.

Speaking of recruitment . . . Occasionally you will be approached by undergraduate students who are interested in pursuing a major or minor degree in CMST. Tell them we welcome new students and encourage them to meet with our undergraduate advisor, Kent Filbel, who will tell them how to declare a major or minor in CMST and advise them as to what courses they need to take.

ADDENDUM A:
CHECK LISTS

FALL SEMESTER CHECK LIST
SPRING SEMESTER CHECK LIST
MA COURSE REQUIREMENT CHECK LIST
MA THESIS CHECK LIST
MA NON-THESIS CHECK LIST
PHD COURSE REQUIREMENT CHECK LIST
PHD EXAM & DISSERTATION CHECK LIST

FALL SEMESTER CHECK LIST

AT THE BEGINNING OF THE SEMESTER

- Register for courses, if you haven't already
- Attend CMST Orientation
- Complete & submit all required CMST forms to the CMST Administrative Specialist
- Check & attend to deadlines on the Graduate School calendar that pertain to you
- Meet with your main advisor/major professor
  Discuss courses you need to or might take

  Update your CMST Course Requirement Check List

  Assemble or retain your Advisory & Review Committee (ARC)

  If you are taking CMST 8000 or 9000 hours, draw up an agreement with your advisor stating what you plan to accomplish during the semester
- If you are teaching or assisting classes:
  Attend training sessions & as applicable select course sections you will teach

  Turn in your syllabus to the CMST Administrative Specialist

OVER THE COURSE OF THE SEMESTER

- Register for courses for the upcoming semester
- Complete & submit on time department & Graduate School forms that pertain to you
- Submit midterm & final grades on time
- Turn in students' midterm & final exams, exam keys, & 2 blank exams to CMST main office
- Attend CMST Colloquia, Professional Development, & HBB events regularly

SPRING SEMESTER CHECK LIST

AT THE BEGINNING OF THE SEMESTER

- Register for courses, if you haven't already
- Within the first few weeks, submit to your advisor your annual self-evaluation form & CV
  As pertinent, include your agreement(s) concerning CMST 8000 or 9000 research hours
- Check & attend to deadlines on the Graduate School Calendar that pertain to you
- Meet with your main advisor/major professor
  Discuss courses you need to or might take

  Update your CMST Course Requirement Check List

  Assemble or retain your Advisory & Review Committee (ARC)

  If you formed your PhD committee prior to 8/15/2011 and you haven't done so already, complete & submit a Program of Study to the Graduate School

  If you are taking CMST 8000 or 9000 hours, draw up an agreement with your advisor stating what you plan to accomplish during the semester
- If you are teaching or assisting classes:
  Attend training sessions & as applicable select course sections you will teach

  Turn in your syllabus to the CMST Administrative Specialist

OVER THE COURSE OF THE SEMESTER

- Register for courses for the upcoming semester
- Complete and submit on time department & Graduate School forms that pertain to you
- Submit midterm & final grades on time
- Turn in students' midterm & final exams, exam keys, & 2 blank exams to CMST main office
- Attend CMST Colloquia, Professional Development, & HBB events regularly; attend the Gray Lecture
- Participate in Rally (except those who serve on the HBB Advisory Board)
- If your assistantship is renewed or you are awarded an assistantship, turn in a completed contract to the CMST Administrative Specialist ASAP or no later than April 15

MA COURSE REQUIREMENT CHECK LIST

NAME: _____ LSU ID# _____

COURSES	Hours	Course	Semester
CMST CORE			
CMST 7900: Introduction to Graduate Study	3	_____	_____
A 7000 level seminar in Interpersonal Communication	3	_____	_____
A 7000 level seminar in Performance Studies	3	_____	_____
A 7000 level seminar in Rhetoric & Cultural Studies	3	_____	_____
If on an assistantship: CMST 7901: Pedagogy	(3)	_____	_____
ADDITIONAL COURSES			
2 more CMST courses at 7000 level	3	_____	_____
	3	_____	_____
2 more CMST courses at 4- or 7000 level	3	_____	_____
	3	_____	_____
NON THESIS OPTION:			
4 more courses at 4- or 7000 level, in or out of CMST	3	_____	_____
	3	_____	_____
	3	_____	_____
	3	_____	_____
OR			
THESIS OPTION:			
2 more courses at the 4- or 7000 level, in or out of CMST	3	_____	_____
	3	_____	_____
6 credits of CMST 8000: Thesis Research	6	_____	_____
TOTAL HOURS OF COURSEWORK (minimum)	36 (39)	_____	_____
OR			
PROFESSIONAL PRACTICE OPTION:			
2 or 3 more courses at the 4- or 7000 level, in or out of CMST	3	_____	_____
	3	_____	_____
	3	_____	_____
3 or 6 hours of CMST 7998:Project	3/6	_____	_____

TOTAL HOURS OF COURSEWORK (minimum) 36 (39) _____ _____

Note: An MA student may take 2 (3 credit) Independent Studies in CMST.
An MA student may take 9 credits of CMST 4200: Practicum in CMST.
A Fast-track MA student may take 9 hours of CMST 4200

Main Advisor _____ (signature & date)

Department Chair _____ (signature & date)

MA THESIS CHECK LIST

- Assemble your MA Committee, which then becomes your ARC
- Write a thesis prospectus & pass it by your committee
- With your major professor, select a date for the oral exam

  Allow 2-3 weeks for your committee to read the thesis prior to the oral exam

- Contact your committee & confirm dates
- Submit two forms to the department chair

  Request for Master's Examination
  on which you request the day & time of the oral exam, not the written exams

  MA Course Requirement Check List

  Make two copies of the forms. Keep one for yourself and give one to the administrative coordinator in the department.

- Submit the signed Request for the MA Exam to the Graduate School at least 3 weeks prior to the date requested for the oral exam
- Reserve a room for the oral exam
- Attend & pass your oral exam
- Your major professor should make and provide you with copies of the signed forms; and should submit the forms to the Graduate School
- Make any necessary revisions to your thesis
- Submit an electronic copy of the thesis to the Graduate School

Remember: For every semester you take CMST 8000 hours, you must draw up an agreement with your major professor stating what you plan to accomplish during the semester

MA NON-THESIS CHECK LIST

- Assemble your MA Committee, which then becomes your ARC
- The department will assemble the MA non-thesis exam committee each semester
- With your major professor, determine questions for your areas of expertise
- Submit two forms to the department chair

  Request for Master's Examination
  on which you request the day & time of the oral exam, not the written exams

  MA Course Requirement Check List

  Make two copies of the forms. Keep one for yourself and give one to the administrative coordinator in the department.

- Submit the signed Request for the MA Exam to the Graduate School at least 3 weeks prior to the date requested for the oral exam
- The department will schedule writing times and locations and coordinate times for the oral exam
- Attend & pass your oral exam
- Make any necessary revisions to your answers
- Your major professor should make and provide you with copies of the signed forms; should submit the forms to the Graduate School

PHD COURSE REQUIREMENT CHECK LIST

NAME: _____ LSU ID# _____

COURSES	**Hours**	**Course**	**Semester**
MA COURSE CREDITS, exclusive of thesis hours	30		
CMST CORE			
CMST 7900: Introduction to Graduate Study	3	_____	_____
A 7000 level seminar in Interpersonal Communication	3	_____	_____
A 7000 level seminar in Performance Studies	3	_____	_____
A 7000 level seminar in Rhetoric & Cultural Studies	3	_____	_____
If on an assistantship: CMST 7901: Pedagogy	(3)	_____	_____
ADDITIONAL COURSES			
2 more CMST courses in emphasis at 7000 level*	3	_____	_____
	3	_____	_____
1 more CMST course in any area at 7000 level	3		
2 more CMST courses in emphasis at 4- or 7000 level	3	_____	_____
	3	_____	_____
5 additional courses, at least 2 at 7000 level	3	_____	_____
	3	_____	_____
	3	_____	_____
	3	_____	_____
	3	_____	_____
CMST 9000: Dissertation Research	[9]	_____	_____
TOTAL HOURS OF COURSEWORK (minimum & not counting CMST 9000 hours)	**72 (75)**	**_____**	**_____**

Note: A PhD student may take two (3 credit) Independent Studies in CMST.

* Students who do not declare a single emphasis (i.e. interpersonal, performance, or rhetoric) may take these hours in any area. Such students are expected to work closely with their advisor when selecting such courses.

Main Advisor _____ (signature & date)

Department Chair _____ (signature & date)

PHD FAST-TRACK COURSE REQUIREMENT CHECK LIST

NAME: _____ LSU ID# _____

COURSES	**Hours**	**Course**	**Semester**
MA COURSES			
36-37 credits maximum,			
which may include independent study & practicum hours 36			
DOCTORAL COURSES			
36-37 credits minimum exclusive of diss. research hours			
CMST CORE			
If on an assistantship and not taken previously:			
CMST 7901: Pedagogy	(3)	_____	_____
ADDITIONAL COURSES			
2 more CMST courses in emphasis at 7000 level*	3	_____	_____
	3	_____	_____
1 more CMST course in any area at 7000 level	3	_____	_____
2 more CMST courses in emphasis at 4- or 7000 level	3	_____	_____
	3	_____	_____
7 additional courses, at least 2 at 7000 level	3	_____	_____
	3	_____	_____
	3	_____	_____
	3	_____	_____
	3	_____	_____
	3	_____	_____
	3	_____	_____
CMST 9000: Dissertation Research	[9]	_____	_____

Note: A PhD student may take two (3 credit) Independent Studies in CMST.

TOTAL DOCTORAL HOURS	**(39 minimum)**	_____	_____
TOTAL MA HOURS	**(36 minimum)**	_____	_____
TOTAL HOURS OF COURSEWORK	**(72-73 minimum not counting CMST 9000 hours)**		

* Students who do not declare a single emphasis (i.e. interpersonal, performance, or rhetoric) may take these hours in any area. Such students are expected to work closely with their advisor when selecting such courses.

Main Advisor _____ (signature & date)

Department Chair _____ (signature & date)

PHD EXAM & DISSERTATION CHECK LIST

- Assemble your PhD Committee, which then becomes your ARC
- Your option: write a dissertation prospectus before or after taking your exams
- With your major professor, select dates for the written & oral exams

  Allow 2-3 weeks for your committee to read the written exams before the oral exam
  Should a prospectus be involved, allow a full 3 weeks

- Contact your committee & confirm dates
- Submit 2 forms to the department chair

  Request for Doctoral Degree Audit & Request for Final Exam
  on which you request the day & time of the oral exam, not the written exams

  Completed CMST PHD Course Requirement Check List or CMST PHD Fast-Track Course Requirement Checklist (as applicable)

  Make two copies of the forms. Keep one for yourself and give one to the administrative coordinator in the department.

  Submit the (signed) Request for Doctoral General Exam & the completed CMST PHD Course Requirement Check List or CMST PHD Fast-Track Course Requirement Checklist (as applicable) forms to the Graduate School at least 3 weeks prior to the date requested for the oral exam

- Reserve rooms for the written & oral exams
- On the days you are scheduled to write your exams, your advisor will provide you with the questions and thumb drive; when you are done, save your answers on a thumb drive & give it to the your advisor

  DO NOT PRINT, COPY, OR DISTRIBUTE YOUR EXAMS YOURSELF

- Attend & pass your oral exam
- Your major professor should make and provide you with copies of the signed forms; and they should submit the forms to the Graduate School
- If you haven't written your prospectus, write it.

  Distribute the prospectus to your committee, including the Dean's Representative if they request a copy

  Decide on a date to meet to discuss the prospectus

  Reserve a room for the meeting

If the prospectus is passed, make copies of the signed prospectus report form

Keep a copy for yourself; give the original to your major professor

- Write your dissertation
- With your major professor, select possible dates for the final exam
- Contact your committee & decide on a date
- Submit a Request for Doctoral Final Exam to the Graduate School at least 3 weeks before the final exam date
- Distribute a hard copy of your dissertation to your committee at least 2-3 weeks before the final exam date
- Attend & pass your final exam
- Celebrate!
- Make any necessary revisions to your dissertation
- Submit an electronic copy of the dissertation to the Graduate School

Remember: For every semester you take CMST 9000 hours, you must draw up an agreement with your major professor stating what you plan to accomplish during the semester

ADDENDUM B:
SAMPLE CMST FORMS - some forms are available on CMST website and/or in the CMST main office

THESIS APPROVAL FORM
PROSPECTUS APPROVAL FORM
INDEPENDENT STUDY FORM

Master's Committee

Thesis Approval

Thesis Title:

Name:

Remarks:

Approve	Disapprove	Committee Signatures	Date
		(Chair)	

Doctoral Committee

Prospectus Approval

Dissertation Title:

Name:

Remarks:

Approve	Disapprove	Committee Signatures	Date
		(Chair)	

GRADUATE INDEPENDENT STUDY

Course#_____ (CMST 7999)

Name_____Semester_____Year_____

Student ID_____

Supervising Faculty member_____

DESCRIPTION of Question, Research Methods, and Product:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

APPROVED by Supervisor:_____Date_____

ADDENDUM C:

Graduate Student Bill of Rights and Responsibilities
Department of Communication Studies
Louisiana State University

The Department of Communication Studies at Louisiana State University stands committed to the advancement of graduate education. This commitment is founded upon the preservation of an intellectual environment for graduate students to pursue scholarly inquiry and professional development. It is our view that such values are best advanced through the combined efforts of faculty, staff, and students toward the protection and enrichment of a department culture receptive to the rights and responsibilities of graduate students under the principles of safety, equity, and transparency.

Safety - Members of the Department should feel physically, professionally, and emotionally safe. All departmental citizens have the right to feel safe and the responsibility to maintain a safe environment. This includes, but is not limited to, an environment free of physical danger, harassment, exploitation, or discrimination.

Equity - All members of the Department should be treated equally in ways commensurate with rank and professional rights and responsibilities. Furthermore, the principle of equity affirms the importance of addressing the unique needs of individuals associated with a legally-protected status and/or membership in a historically marginalized population. All members of the Department should be respected—in concrete ways—for who they are.

Transparency - While members of the Department will vary in terms of the roles they play in governance, all members of the department should be made aware, unless specific policies forbid it, of changes in policy, as well as the rationales for such changes in a timely fashion. All members of the Department are entitled to transparent policies with regard to evaluation and discipline, as well as transparency regarding expectations.

This document elucidates your rights and responsibilities as a graduate student within the Department of Communication Studies at LSU. This should be understood primarily as an aspirational document outlining a set of guiding principles for the Department. These are rights, not policies. Thus, refer to the University and Departmental Graduate Student Handbooks, the Department of Communication Studies Bylaws, relevant LSU policy statements and permanent memoranda, and the Student Code of Conduct for information regarding University, College, and Departmental policies.

Graduate Student Rights

I. Graduate students have a right to refuse to perform tasks if those tasks are not closely related to their academic or professional development program, and/or are outside the parameters of their contracted assistantship.

A. A student's vulnerability in having a lesser status and authority in the academic unit or lesser experience in the academic field of study should not be exploited to the personal advantage of faculty members.
B. Students should not be coerced into performing tasks in grievous excess of other students because of characteristics that are vulnerable to discrimination.

II. Graduate students have a right to academic freedom as outlined by University policies and principles outlined by the American Association of University Professors.
A. Graduate students, both inside and outside the classroom, have unrestricted liberty to question and test received wisdom and to put forward controversial and unpopular opinions.
B. The Department has no right to curb the exercise of this freedom or to use it as grounds for disciplinary action or dismissal.

III. Graduate students have a right to full-faith consultation and mediation if they believe their rights are infringed.
A. Students should be made aware of all available Department and University avenues for filing grievances, seeking guidance and/or mediation, or otherwise securing advocacy when they feel their rights have been infringed.
B. Students with grievances against them should be given the opportunity for full-faith consultation and mediation before actions are taken against them.
C. Students deserve to defend themselves at the hearings.

IV. Graduate students have a right to be respected as a person of merit and junior colleague upon gaining admission to a graduate program.
A. Graduate students have a right to study and work in an environment free of:

> Exploitation, intimidation, harassment, and discrimination based on characteristics such as gender, race, age, sexual orientation, gender expression, family status, disability, requests for disability accommodation, religious or political affiliations, country of origin, and country of citizenship.

B. Graduate students have a right to an intellectually stimulating and diverse academic environment that includes members from historically underrepresented groups.
C. Graduate students have a right to professionalism and reasonable confidentiality in their communications with professors.
D. A graduate student's performance or behavior should only be discussed for professional purposes and in a collegial manner.
E. Graduate students have a right to a fair living wage.

V. Graduate students have a right to professional development as an essential aspect of graduate and professional students' present and future professional lives.

A. Graduate students have ownership and access to their intellectual property. They have authorship and acknowledgment on scholarly publications commensurate with their contribution to such works.
B. Graduate students can take part in activities to foster their professional development including, but not limited to, internships, relevant conferences, volunteer experience, workshops, and courses.
C. Graduate students have access to professional and academic guidance from their advisor and other members of the graduate faculty.
D. Graduate students cannot have their progress hindered by graduate faculty as long as the student is within good standing with the Department.
E. Graduate students can change their faculty advisor.
F. Graduate students have a right to all funding and benefits as outlined in their contract as long as they have abided by the terms of the contract, and maintained good academic standing in the Department.

VI. Graduate students have a right to an objective evaluation of their progress towards an advanced degree.

A. Graduate students have a right to specific and concrete requirements for achieving an advanced degree. These requirements should be communicated clearly to them upon entrance to the graduate program.
B. Graduate students should be given a fair opportunity to correct or remedy deficiencies in their academic performance.
C. Evaluations should be objective, specific, rooted in established disciplinary norms, consistent with University policy, and should be shared with the student within a reasonable period of time. Annual progress reports should be available to the student in writing.
D. Any intent to rescind funding must be preceded by specific, written performance information well in advance of discontinuing funding..
E. No changes to degree requirements should affect students previously accepted into the graduate program or academic focus except at the option of the student.
F. Prospective and currently enrolled graduate students have a right to know the “average and normative time to degree” within a specific graduate program.

VII. Graduate students have a right to be informed of financial and resource support.

A. The Department should provide an accurate description of availability and the likelihood of ongoing financial and resource support.

B. Prospective and currently enrolled graduate students should be provided a thorough description of the requirements and qualifications necessary for academic employment, training, and financial support within the Department and the University.

VIII. Graduate students have a right to representation within the Department and participation in governance where appropriate.

A. The Graduate Student Association reserves the right to form and maintain a governing body within the Department that is free from coercion.

B. The Graduate Student Association should be informed when new committees are formed, committee names change, or committees take on new responsibilities.

C. Graduate students should have representatives on standing and ad-hoc committees where appropriate.

Graduate Student Responsibilities

I. Graduate students have a responsibility to uphold and follow Department and University missions and policies at a level appropriate to their ability and graduate program.

II. Graduate students have a responsibility to help foster a professional climate in which all faculty, staff, and students (both graduate and undergraduate) feel safe.

A. Graduate students should clearly communicate professional boundaries with faculty and fellow graduate students, and to respect others' boundaries.

III. Graduate students have a responsibility to participate in the Department community to the extent that each is able, and should leave the Department enriched in whatever ways possible.

A. To contribute to the academic development and the social environment of the Department and program in which they are pursuing the advanced degree.

B. To contribute to administration of the Department Graduate Student Association, student government, and/or the University.

IV. Graduate students have a responsibility to take the initiative in asking questions that promote their understanding of the academic requirements and the financial particulars of their specific graduate program.

V. Graduate students have a responsibility to conduct themselves, in all educational activities, in a manner befitting academic colleagues.

A. Graduate students' behavior should be professional and a credit to themselves, the Department, and the University.

VI. Graduate students have a responsibility to be respectful of all faculty, staff, and students as persons of merit and dignity.

A. Graduate students play an active role in fostering an environment free of:

Exploitation, intimidation, harassment, and discrimination based on characteristics such as gender, race, age, sexual orientation, gender expression, family status, disability, requests for disability accommodation, religious or political affiliations, country of origin, and country of citizenship.

B. Graduate students have a responsibility to help promote an intellectually stimulating and diverse academic environment that is hospitable to members from historically underrepresented groups.
C. Graduate students have a responsibility to maintain professionalism and reasonable confidentiality in their communications with professors.

VII. Graduate students have a responsibility to focus primarily on their academic career and apply energy toward the advanced degree within normative time, except when special circumstances apply.

VIII. Graduate students have a responsibility to uphold ethical norms in research and scholarship and provide accurate and honest reporting of research results, research methodology, and scholarship.

IX. Graduate students have a responsibility to understand their role in the development of the relationship between faculty mentor and graduate student.

A. To have an awareness of time constraints and other demands imposed on faculty members and program staff.
B. To communicate regularly with faculty, mentors, and advisors in matters related to research and progress within the graduate program.