

PH.D. IN JOURNALISM STUDIES
2009-2010 HANDBOOK
PHILIP MERRILL COLLEGE OF JOURNALISM
UNIVERSITY OF MARYLAND



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August 2009

To Our New Doctoral Students:

It is my pleasure to welcome you to the Philip Merrill College of Journalism and to the University of Maryland. We are very pleased that you have chosen the Merrill College, and we look forward to helping you to realize your scholarly and career goals.

The doctoral program is designed to develop your skills in research, scholarship and teaching. Incorporating qualitative and quantitative research methodology, theory and cognate course work, we believe our program will prepare you for a career of distinction—one in which you will be able to advance the standards and practices of journalism and shape our understanding of news and media and their influence on communities as well as the greater society. As scholars, your research and critical analysis will have the power to influence the direction of journalism and journalism education for many years to come.

The Philip Merrill College of Journalism regulates the majority of the policies governing your coursework, examinations and dissertation phases. These policies and the standards of our College are delineated in this handbook. We ask that you please retain a copy of the handbook for the duration of your studies.

As a doctoral student we expect you to set consistently high standards for yourself, to take your academic work seriously at all times, to go beyond the minimum in each course and to commit yourself to a thorough engagement in scholarship. This obligation, of course, includes a commitment to teaching. Networks and mentoring relationships will be paramount to your success in the doctoral program. We expect that you will develop these relationships with our faculty, as well as with others in the University community around you; we encourage you to begin fostering them early in your studies.

The College devotes enormous financial resources and faculty time and attention to each doctoral student. We expect that each of you will return our investment as you immerse yourself in the intellectual life of the College and contribute to it. This can be done in many ways, including attendance at presentations, guest lectures, dissertation defenses, even our “brown bag” informal discussions. They are all important. It is also important for you to reach out to your fellow graduate students and visiting faculty members.

The College’s revised Ph.D. program, now in its eighth year, is one of the most highly regarded doctoral programs in journalism. Even with our impressive achievements, we have potential for tremendous growth. Having laid a solid foundation for all of our students, we rely on you to serve as a partner with us to attain our mission. Together, we will also attain your goals.

Sincerely,

Lee Thornton, Ph.D.
Interim Dean & Richard Eaton Chair

STATEMENT OF PRINCIPLES

The following summarizes a Faculty Statement of Principles, adopted Spring, 2001:

The Philip Merrill College of Journalism has two crucial missions: First, to educate and train students to become leaders in print, television/radio, and online journalism. Second, to prepare scholars of distinction whose published works, critiques, professional and academic service, and teaching will advance the standards and practices of journalism and our understanding of news media and the impact of news.

These missions are complementary. Together, they embrace the larger purposes of the U.S. press: to assist the public and its leaders to receive the kind of reliable information essential for the functioning of democracy.

In offering a Ph.D. in Journalism Studies, Maryland provides scholars and journalistic practitioners a unique opportunity to study the workings of the media and assess its effect on society in the news center of the world. Intellectual resources on the Maryland campus alone offer a rich menu for scholars at a university and a journalism college that takes pride in striving for the broadest application of the indispensable principle of diversity in its students, its faculty, and its course offerings.

Among the highly regarded university programs available for Ph.D. candidates to explore are such subjects as American studies, psychology, business, women's studies, computer science, information technology, public policy, sociology, and a wide range of specialties including various sciences, environmental policy, and studies of issues affecting women, the family, race and ethnicity. In addition to these advantages, the capital area forms an unrivaled laboratory for examining the professional functioning of journalism practiced in the nation's capital by domestic and foreign news organizations.

It also presents an opportunity for scholars to take advantage of the unrivaled archival/historical resources available through such institutions as the National Archives, the Library of Congress, the National Public Broadcasting Archives and Library of American Broadcasting (located on the University of Maryland campus), numerous museums, galleries, national think tanks, as well as the principal government agencies

and departments, the courts, the branches of Congress with their multiple fact-gathering committees and subcommittees. All of these, as well as interest groups, political consultants, and pollsters, seek to influence not only governmental processes but also how issues are portrayed. Media ethics, new platforms for news, visual communication and design, and journalism education also present valuable researchable questions.

With this as background, the Philip Merrill College of Journalism envisions its Ph.D. program as being focused on, but not restricted to, the study of a broad range of subjects. Among them: Media and Society. Media and the Family. Media and Minorities, Gender, and Ethnicity. Media and the Presidency, Government, and Politics. Media and the Law. Public Opinion. Media and Science and (New) Technology. Media and Business and the Economy. Media and Foreign Affairs. Media and the Military.

The College's Ph.D. program aims to fulfill the following critical needs:

- 1. To bring together professional journalists and academic media specialists and teach them to speak through similar languages.* Maryland's Ph.D. program is designed to help bridge the gap between professionals and academics and to encourage and enable engagement between practitioners and scholars in hopes that each side will gain insights from exposure to the other.
- 2. To provide a wide range of coursework that acquaints students with various theories of journalistic practice while emphasizing highly rigorous standards of scholastic inquiry.* At the same time, the college offers Ph.D. candidates a strong component of history, political science, and social science research that makes use of the area's resources. In furtherance of these goals, the college stresses coursework on the literature and philosophy of journalism that emphasizes fundamental relationships among various forms of media, the government, and society. Essential to realizing this goal is coursework that exposes scholars to archival/historical research methods, as well as other scholarly research methodologies, both quantitative and qualitative.

3. *To prepare faculty members and critics who will become leaders in training and influencing future generations of journalists, and whose published works will stimulate critical examination of the media.* Maryland prides itself on its faculty distinguished scholars with a record of important books and journal articles, professional service as journal editors, leaders of academic and professional organizations, and who are committed to mentoring their students.
4. *To prepare students to explain the American media system to the world in a way that goes beyond merely defending or criticizing it and provides insight into how various news media influence the formulation of foreign and domestic policy and shape culture.* In furtherance of this goal, the College actively seeks to attract international scholars interested in studying the workings of the American media as well as American students with research interests in foreign affairs and policy.

The Philip Merrill College of Journalism adheres to standards of excellence in the professional and scholarly credentials of its faculty; it sets and maintains high expectations for its coursework and the work produced from the College. It is committed to elevating the principles and practice of journalism.

Students are expected also to set high standards for themselves, to take their doctoral work seriously, to go beyond the minimum in terms of each course, and to commit themselves to a thorough engagement in scholarship, which includes, of course, the scholarship of teaching. The College makes an enormous investment—in terms of financial resources as well as faculty time and energy—in each doctoral student. In order to make the most of this investment, graduate students are expected to be involved in and to contribute to the intellectual life of the College, including by attending presentations, guest lectures, and brown bags, by other graduate students and College and visiting faculty. Above all, they are expected to produce relevant important work and make it available to others.

COMMITTEES

The Ph.D. program strives to suit each student's specific needs and interests. As you move through the program, you do not work alone. You draw upon the advice and expertise of two faculty committees:

- The **Coursework and Examination, or C&E Advisory Committee**, directs your program of study as you advance through your coursework and comprehensive examinations.
- The **Dissertation Committee** helps you with your dissertation, helping you to design the research project, determine a method, find appropriate literature, and to organize and complete the written work.

The C&E Advisory Committee

Once you have begun your Ph.D. studies, you are encouraged to get to know faculty members in the College. You will ask one faculty member to serve as your adviser (the "Request to Appoint Adviser and/or Committee" form is found in Appendix A). He or she will advise you on coursework and other aspects of the program through your comprehensive examinations.

During your first year, you should work with your adviser to select your C&E advisory committee. This committee consists of four (or, rarely, five) faculty members: your adviser, two (or three) other faculty members from The College of Journalism, and one person from another department, representing your cognate area of studies. This committee guides you through your coursework phase and establishes the criteria and reading list for your comprehensive examinations. Before the second year begins, or at least during your third semester, you will meet with the committee to discuss your plans. Bring to this meeting completed copies of the "Program Planning Outline," Appendix B. The committee reviews your written exams and is the audience for the oral defense of your exam. Successful completion of your coursework and examinations results in "advancement to candidacy."

Since a major function of your C&E advisory committee is to conduct your comprehensive examinations, putting together a committee able to help in that way is vital. The composition of your committee should include:

- the "theory" person, who can examine you in the general areas of journalism and media studies;
- someone whose specialty embraces your intended research area or who has particular knowledge pertinent to your research interests;
- someone with expertise in methodology and in the methods (e.g., quantitative, qualitative) you plan to use in your dissertation research; and
- someone in your cognate area from whom you plan to take at least one course.

After selecting this committee and once members have agreed to serve, fill out the form in Appendix A and submit it to the Graduate Coordinator's Office.

The Dissertation Committee

After completing the coursework and examination phases of your studies, you move into the dissertation phase. At this point you must identify an adviser and a dissertation committee. This committee will judge both your research prospectus and completed dissertation.

The dissertation adviser may or may not be the same faculty member who advised you through the coursework and comprehensive examination phases of your degree. Under rules of the Graduate School, only "regular" members of the Graduate Faculty may advise a dissertation. Consider this selection carefully. More than any other faculty member, the dissertation adviser will give you direction, review your work, and act as your liaison to the dissertation committee. (This person will also be the most likely to write letters on your behalf for jobs and grant applications.) Generally, you should select the faculty member whose body of research (or, in some cases, experience or preferred research method) most closely relates to your dissertation. Your project will undergo careful scrutiny, so an adviser who knows the literature and methods of your specialization will be able to anticipate theoretical, tactical, and methodological problems and identify key areas for critical examination. The adviser must be more than a distant critic; he or she must be someone you trust and can work with closely.

You will work with your adviser to select your dissertation committee. The committee consists of at least five faculty members, including your adviser. One faculty member from outside The Philip Merrill College of Journalism will be appointed to represent the Graduate School. At least three of the committee members, including the adviser and the Graduate School's representative, must be regular members of the College Park graduate faculty. A majority of the committee must be from The Philip Merrill College of Journalism. In many cases, members of the dissertation committee will be the same as the members of your C&E Advisory Committee. Sometimes, however, faculty with expertise in your research area are added to or substituted on this committee. Because the committee members will be reading and approving your work, using those faculty members who already have seen some of your research or writing is advantageous. But this is not necessary: Involving newly-arrived scholars familiar with cutting-edge

research, theory and/or methods is also advantageous. Some students include someone who is not on the UM-CP faculty. This requires authorization from the Graduate School; contact the director of the Ph.D. program to set this in motion.

You can determine which College faculty members are part of the Graduate School by consulting the website:

<http://www.gradschool.umd.edu/catalog/faculty/jour.htm> or
<http://www.gradschool.umd.edu/catalog/faculty/c.htm>

Regardless of whom you select for your committees, understand that you are ultimately responsible for their selection and informing them of important meetings and deadlines. The committee will help you, but it is *your* program. Once you've made your final selection, complete the "Request to Appoint Committee" form, Appendix A, and submit it to the Graduate Coordinator's Office.

The Ph.D. program director conducts an annual evaluation of each student. You are responsible for ensuring that you meet once a year with the director to discuss your status and progress.

PHASES OF STUDY

The Journalism Ph.D. program has three phases:

- **Coursework**
- **Comprehensive Examinations**
- **Dissertation**

Requirements for these phases are summarized below:

Coursework Phase

At a minimum, you must successfully complete the following 40 credits known as your "Course of Study": (An outline of course requirements is available in Appendix D.)

- A minimum of nine hours of research design and methods courses, including the following:
 - JOUR 775--Quantitative Methods
 - JOUR 776--Qualitative Methods[Equivalents to these courses taken through other departments are also acceptable. Check first with the Ph.D. program director. You can take the third course, and additional courses if you wish, in various methodologies, in or outside the College.]

- A minimum of 18 course hours in journalism including:
 - JOUR 601--Theories of Journalism (or elective, if equivalent taken for master's or other program)
 - JOUR 610--Seminar in Mass Media History
 - JOUR 800--Introduction to Doctoral Study
 - JOUR 801--Advanced Public Communication Theory
 - Journalism electives
- A one-hour colloquia (JOUR 808): Teaching as a Transformative Enterprise
- A minimum of nine credit hours in your cognate.
- A capstone Doctoral Colloquium

These are *minimum* guidelines. Your specific program will be determined as you work with your C&E Advisory Committee. The university allows no more than five years to complete this phase of your program.

Research Methods and Design Courses--All students must complete the required methods courses. To be a knowledgeable consumer of research, doctoral candidates should have a solid foundation in a variety of research methodologies, but you also want to have studied in depth the research method(s) you plan to use in the dissertation and in subsequent work.

Journalism Studies Courses--A minimum of 18 credit hours of advanced coursework (numbered 600 or above) is required in journalism studies.

The Teaching Colloquium-- This course helps you with teaching, including teaching you may be doing at Maryland as an assistant or as a teacher of record; it covers pedagogy, constructing a syllabus, classroom management, and use of new technologies.

Cognate Courses--A minimum of nine credit hours is required from courses other than journalism studies. Technically, they may be numbered 400 and above, but generally they are 600 and above. These may be from one department; this makes selecting "the" cognate person for the exam a little easier. But they may be from multiple areas, provided they relate to your interest(s) and are approved by your C&E advisory committee. If you take courses from different areas, you must submit a separate sheet with your program of studies form that justifies the relationship of the courses to your area of interest.

This Doctoral Colloquium prepares you for completing the doctoral program and going on to scholarly careers—especially in academia but also in government and elsewhere in the non-profit sector, as well as in private industry. In general it is taken in your last year, or concurrent with studying/taking the comprehensive exams.

The *Schedule of Classes* can be accessed on the Web:

<http://www.testudo.umd.edu/ScheduleOfClasses.html/>

Paperwork and Grading:

Graduate classes are graded on an A-F basis; the "Pass-Fail" grading system is not available for graduate students. A "Satisfactory or Failure" (S-F) grading system may be used for courses that require independent fieldwork, special projects, or independent study.

While completing your coursework, little paperwork is necessary beyond registering for courses. The University offers online preregistration (via Testudo) each semester, at:

<http://www.testudo.umd.edu/>

Registering early is a good idea. Graduate seminars are usually limited in size, and some fill up quickly.

Upon completing your coursework phase, if you have made changes in your program, add a copy of your most up-to-date version of the "Program Planning Outline," Appendix B, Parts I and II, with the approved changes noted. The committee may specify additional coursework to better prepare you for the comprehensive examinations, but if you have kept your committee abreast of changes during your coursework, this final report usually is a formality.

Final review of your coursework by your committee is done by submitting to each committee member a copy of the "Preliminary Examination Approval" form, Appendix C. When it is completed and signed, take it to the Graduate Coordinator's Office for approval. You are now ready for the comprehensive examination.

Coursework Phase Q&A

Q: How soon after admission may I register for courses?

A: Please allow four weeks for all parts of the university to be notified of your admission. After that, you may register any time after preregistration begins.

Q: How late may I register?

A: Any time through the add/drop period (first two weeks of classes).

Q: Whom should I contact if I have not received registration material?

A: If you have not received information about registration by May 1 or four weeks after admission, whichever is later, contact the College's Graduate Studies Office.

Q: What if I cannot take Introduction to Doctoral Study in Journalism (JOUR 800) at the time it is offered?

A: Request that your admission be deferred a year and plan to begin courses the following fall. Do ensure that you request this deferral: Students who are not registered for courses during the term they are accepted will be automatically de-admitted.

Q: May I take any course listed in the *Graduate Catalog*?

A: Yes, but not all of them will help you complete your program. Although courses numbered 400 and above are generally open to graduate students, only those approved by your C&E advisory committee will contribute to your degree. Be aware that many courses listed in the *Catalog* are not offered every semester, or even every year.

Q: If I register before receiving preliminary approval of my program, can I be sure that courses will be accepted as part of my program?

A: No. That is why you should put your program together early. Don't worry about your first 10 credits; they are usually required courses and will be accepted. Henceforth, courses you added may not be approved by your committee after-the-fact.

Q: May I include more than four members on my committee?

A: Yes, you can have additional people on your committee to utilize the expertise of multiple faculty members in your research area. Do not create too large (and thus unwieldy) a committee. In any case, a majority must still be from The Philip Merrill College of Journalism.

Q: May I include on my committee a faculty member from another University or a news professional?

A: Yes, but the appointment of such persons is subject to approval by the Graduate Director and, in the case of dissertation examining committees, by the Graduate School.

Q: What if I do not know anyone outside the College of Journalism to serve on my C&E advisory committee?

A: To avoid this problem you should take a course in your cognate area early on, making the selection in consultation with your adviser. Approach this faculty member and ask him or her to serve on your committee. Preferably, this will be a regular member of the graduate faculty. Although the cognate faculty member for your C&E advisory committee need not be a regular graduate faculty member, the outside person for your dissertation committee must be on the graduate faculty. Thus, if you choose a regular graduate faculty member for your C&E advisory committee, you can avoid having to choose another person later.

Q: Can exceptions be granted to the minimum requirements of the JOUR Ph.D. program? Can I take fewer than the required minimum?

A: Your adviser may propose an exception by attaching a justification to your study program when you circulate it to your C&E advisory committee. The committee must sign the justification sheet to approve the exception. Generally, the reason for such an exception is that you have taken relevant doctoral-level courses at another university. The credits are not actually transferred; but courses taken elsewhere, in some circumstances and with approval of your C&E Committee and adviser, can be used to reduce the number of credits you take at UM-CP.

Q: If I demonstrate the competency required for one of the graduate level courses, may I opt out of the course?

A: You may waive a required course based on demonstrated competency, but you may not receive course credit. To justify such a request you must gain written approval from the faculty member who teaches the course in question. The faculty member may examine you on the relevant material. If your request is based on a previously taken course, take the syllabus to the faculty member along with your request for competency waiver. An excellent approach to waiving a requirement is to arrange an independent study or guided readings with a faculty member competent in a required area, to engage in more in-depth analysis.

Q: May courses taken outside the University of Maryland be a part of my program?

A: Yes. The Consortium of Universities in the Washington metropolitan area enables you to take courses outside the university. Before enrolling in such courses, you must have the approval of your C&E advisory committee and the Director of the JOUR Ph.D. program. Nonetheless, do not expect approval of an unlimited numbers of courses from other universities. Since a degree from the University of Maryland implies that a substantial portion of your study is with this faculty, you should take most of your courses at this University, from faculty who will prepare your comprehensive examination and evaluate your dissertation. (See the *Graduate Catalog* for restrictions on acceptance of courses from other institutions.)

Q: How many hours may be transferred into my program from other universities?

A: An unlimited number, in one sense, but it does not happen by transfer per se. Your program of studies is constructed to require the courses you need to prepare you for the comprehensive examination and the dissertation. Courses you have had elsewhere are not technically transferred, they simply are not required at Maryland, and therefore are not on your program. If the transfer is to meet a JOUR Ph.D. methods requirement, see the previous question about competency waivers.

Q: How many votes of my C&E advisory committee are required to approve my program of studies?

A: All members of your committee should approve the program. As you construct your program, try to build consensus among the committee members.

Q: What if I disagree with a decision of my adviser or C&E advisory committee?

A: The JOUR Ph.D. program guarantees faculty members the right to exercise their academic judgment without interference. If you feel, however, that a decision by any of your committee members or the committee itself was arbitrary or violated Graduate School regulations, contact the Director of the JOUR Ph.D. program to discuss the problem. In such situations you may appeal to the JOUR Graduate Committee.

Q: What if I receive a grade lower than a "B" in one of my courses?

A: Under the rules of the Graduate School you must maintain a 3.0 average. For instance, for each "C" you must earn an "A" in another graduate course.

Q: What if I receive more than one grade of "C" or lower?

A: After you receive a second (and every subsequent) grade of "C" or lower during your coursework, or if your grade point average falls below 3.0, the JOUR Ph.D. program director will ask your C&E advisory committee to review your academic progress. The review will consider your overall academic progress, not just the deficient courses. Your adviser must then send a letter to the JOUR Graduate Committee signed in support or dissent by all members of your committee: (a) concluding that evidence exists of satisfactory progress despite the deficient grades, (b) stipulating probationary requirements for you to continue the program, or (c) recommending dismissal from the program. The Graduate Committee will review the recommendation and make a final decision.

Q: May I change members of my C&E advisory committee?

A: Yes, at any time. These changes occur for a number of reasons. Discuss them with your adviser, and request a change of appointment

from the JOUR Ph.D. program director. You should also meet with the new committee member, give him or her a copy of your approved program, and discuss progress toward your degree.

Q: What if my adviser or committee member retires or leaves the university?

A: Advisers and committee members may serve up to one year after leaving the university. After one year, additional and complex paperwork must be submitted. If the person is a particularly important member of your committee, you might want to stay in contact even after he or she no longer is a formal committee member. In contrast, an emeritus faculty is still considered a regular member of the committee for five years, assuming this person is willing to serve.

Q: If I cannot take any courses during a given semester, do I need to do anything?

A: Yes, it is the policy of the Graduate School that all doctoral students must maintain continuous registration. See the *Graduate Catalog* for the policy on continuous registration. Also, remember that you must complete your coursework and comprehensive examinations within five years of admission. If you can't take courses the fall semester of your first year, request that your admission be delayed a year.

Q: What if some of the courses I need are taught only when I work—e.g., during the day and I work during the day?

A: You should note that the coursework phase of the JOUR Ph.D. program is intended to be full time. Designing a program around an outside work schedule, rather than academic needs, is not recommended. Many, but not all, graduate courses at the university are offered in the evening; the JOUR program does *not* offer most of its courses in the evening. You may talk to the Director of Graduate Studies in the division where the particular course is taught to determine if an evening section is planned for the near future. If not, arrange with your employer to be able to take the class. If this is impossible, check with your adviser and C&E advisory committee to see if there is an appropriate substitute for the course. Your commitment to the degree program may require coordination with your employer.

Comprehensive Examination Phase

The **comprehensive examination** phase enables the journalism faculty to assess your understanding of the research literature and to judge your readiness to proceed with the independent research of the dissertation. Your coursework should prepare you for the examination, but the exam is neither defined by, nor restricted to, the material covered in your courses. Rather, it is organized around identified areas of study within journalism and media studies.

At least three months before the comprehensive examination, meet with each of your C&E advisory committee members to develop a reading list, obtain suggestions about studying, and discuss possible formats of the exam questions. Faculty members are not obligated to provide such information, but most will offer hints on how past students have successfully prepared.

In the month before the examination, keep in touch with your adviser to ensure that arrangements are proceeding. At this point you will also schedule the oral exam, which should be administered two weeks after the last written exam. Your adviser should receive questions from the examining committee at least two weeks before the examination is to begin. The adviser will review the questions and circulate them among the committee to make sure they are clear and that the questions are not overlapping or duplicative. Check with your adviser to ensure that this has been done. Typically, the adviser will administer the four exams.

Examination Contents

The comprehensive examination consists of four written exams spread over an appropriate period of time. A two-hour oral examination based on the written questions follows, leading to a final determination of your overall competence and understanding. The exam should be started and completed in the same semester; usually, the five parts are completed over a period of 7 to 10 weeks. The four written parts of the examination determine your understanding of four areas:

- **Journalism Theory**--This examination tests your understanding of the general context for journalism and media research. This includes central objectives and concepts, the foundational literature and recent research contributions.

- **Specific Area of Expertise**--This examination tests your mastery of your dissertation research specialty, including the relationship of your narrow interest to the broader discipline, the theoretical literature and methodological approaches to your specialty, and important recent research.
- **Cognate Area**--This examination tests your mastery of material in your chosen area outside of journalism, including significant literature and concepts relating to your specialty.
- **Methods**--This examination tests whether you understand how to ask the important questions and to use the procedures for answering those questions; it addresses the framework for research in the discipline and in your specialty.

Examination Procedures

The comprehensive examination will be conducted by your examining committee, your C&E advisory committee, your C&E advisory committee. Other faculty members may attend if they bring some special expertise to the exam, and if your C&E advisory committee approves.

Usually, the written portion is conducted as a series of separate tests. With the agreement of your C&E advisory committee, your comprehensive exams can be “closed book,” “open book,” “take-home” (usually to be completed in 48 hours), “term paper type” or any combination of these types. Most often, JOUR comprehensive exams are “open book” that are “taken-home” and submitted electronically. But many students prefer closed book; for this type of exam, you must arrange with the College to use a computer. If relevant, you will also arrange for proper monitoring of your examination, using the “honor system.”

After each written examination, you will provide copies of the questions and your answers to your advisor and the questioner. At the end, you will provide a complete set of all questions and answers to all members of your examining committee. All members will see all answers and may later ask you about any answer to any question.

Within two weeks of receiving the answers, each member of the committee should notify your adviser as to whether you are qualified to proceed to the oral portion of the examination. You must pass the written examination before you can take the oral exam. Make

sure a time and room have been arranged for the oral examination, and confirm these arrangements.

All members of the examining committee must be present for the defense. However, should one member have an unavoidable out-of-town commitment or an emergency, one member can be present via telephone; this member can give the committee chair, in writing, his or her proxy to sign the oral report form. In addition, the chair should fax a copy of the oral report form to the telephone member, and attach the returning fax with the phone member's signature to the original oral report form.

The oral examination is based upon (but may go beyond) the written exam, and generally takes two hours. Generally your adviser will explain to you in advance the format for this part of the exam.

Notification of Results

Immediately after the oral session, the examining committee will discuss, determine and then tell you whether you have (1) passed, (2) passed conditionally, or (3) failed the comprehensive examination. If you pass conditionally or fail, the committee will notify you and the JOUR Ph.D. program director in writing of necessary actions before you can “advance to candidacy,” or retake the exam. The committee may ask you to take additional courses, read certain books, write papers, or engage in other types of preparation.

Paperwork

You and your adviser can use the form found in Appendix C to plan for the comprehensive examination. The form helps define areas of the exam, dates and times for testing, and it names the faculty members who will prepare your questions. This form guarantees to you as the student that all the committee members are in agreement with your plan of coursework and the dates, times and deadlines for your written examination.

Once you pass the comprehensive examination, make sure you have submitted the following completed paperwork to the Graduate Coordinator's Office, so that you can be advanced to candidacy:

- Certification by the C&E advisory committee that you have completed your program of study (Appendix B)
- An approved plan for the comprehensive examination (Appendix C);

- Copies of the answers to the written portion of the exam to be kept in your file; and
- Certification by your adviser that the examination was conducted following proper procedures by his or her signature on the Application for Admission to Candidacy Form available on the Web at:

http://www.gradschool.umd.edu/gss/forms/Admission_to_Candidacy_Form.pdf

After the College's Graduate Studies Office receives these papers, you will be recommended to the Graduate School for doctoral candidacy. You become what is popularly known as *ABD*--All But Dissertation--and are ready for the final phase of your program. If you are on a graduate assistantship, you will be advanced a step in classification and entitled to additional compensation.

Comprehensive Examination Phase Q&A

Q: For the comprehensive examination, may my committee ask me about material not covered in my courses?

A: Definitely. The comprehensive examination tests your mastery of a body of knowledge within your program, not on a series of courses.

Q: How long or much should I study before taking the comprehensive examination?

A: Some take it almost immediately after completing their coursework. Others take more time—often, a summer or a semester, for example. Be well prepared. Discuss timing with your adviser and realistically assess your command of the discipline.

Q: Can the committee require me to retake the written portion of the examination prior to the oral part?

A: Yes, if the written parts are unsatisfactory. The committee may also, despite an inadequate written examination, progress to examine you further on the material during the oral examination but then require you to retake the written exam(s).

Q: What happens if I do not pass the examination?

A: Your examining committee must inform you and the Director of the JOUR Ph.D. program in

writing of: (a) the deficient portion(s) of the exam, (b) remedial action recommended, and (c) any proposal for reexamination. You have the right to be reexamined during the next semester but should request it in writing to your adviser and the JOUR Ph.D. program director. The examining committee is not obligated to pass you after your examination or reexamination, but only after you have demonstrated satisfactory performance during examination.

Q: How many times may I be reexamined?

A: Once. Any request to redo one or more parts of the exam constitutes reexamination. If you do not pass your reexamination unconditionally, you may petition the JOUR faculty through the Graduate Committee for additional reexamination. If such permission is not granted you are dropped from the program. You may apply to reenter the program after one year.

Q: If I do not pass the comprehensive examination, may I change the membership of my examining committee?

A: Yes, but only for demonstrated cause (i.e., not because of failure), and with the approval of your adviser, the JOUR Ph.D. program director, and the Graduate Committee of the College.

Dissertation Phase

The dissertation is a major independent project that makes a significant and original contribution to your academic discipline. The dissertation establishes your career trajectory: you will be publishing journal articles and book chapters, if not a book, from the dissertation and/or this research area for years to come; you will be known in the academic community by your dissertation research. The Graduate School requires that you successfully defend your dissertation in no less than one year or no more than four years after being advanced to candidacy, OR no more than nine years from the time you start the Ph.D. program, whichever is greater. If you need additional time, you must file for an extension. The form by which you file for an extension is available at http://www.gradschool.umd.edu/gss/forms/Time_Extension_Form.pdf

The dissertation phase has three main stages: the dissertation prospectus; research, writing, and rewriting; and the oral defense. These are explained as follows:

The Prospectus is prepared in consultation with your adviser and dissertation committee. Because these faculty members must help you design the research and guide you to that it makes a significant contribution, and because they will judge the quality of your dissertation, be sure to select the right committee members as discussed above in the “Committee” section. When you are satisfied with your committee, fill out the form in Appendix A and submit it to the Graduate Coordinator’s Office to be approved by the JOUR Ph.D. director.

(Note: Your dissertation committee is, officially-speaking, appointed by the Dean of the Graduate School in the semester of your oral defense. See below of this Handbook for details.)

Now you are ready to work on your prospectus. The prospectus has no standard format, but generally contains the following elements:

- **Statement and defense of the research problem.** Here you succinctly state the purpose of your research, justify its importance, and define a research question or focus for the dissertation. This section usually evolves into chapter one of your dissertation.
- **Summary of current knowledge pertinent to the research problem.** You should review the most significant and current research that forms the context for your research problem. This section usually evolves into chapter two of your dissertation.
- **Description and defense of the research method.** You should explain the assumptions and procedures guiding your research and justify the method. You may also describe the current literature pertaining to your method. This section usually evolves into chapter three of your dissertation.
- **Précis of chapters.** You should project the subsequent chapters, including proposed titles and summaries of content. At least two additional chapters are nearly always necessary: a chapter discussing findings, and a results and conclusions chapter. Historical work tends to be longer and have more chapters than, say, experimental work.

Your adviser may have more specific ideas about the format of the prospectus, so discuss this in detail. A

prospectus typically is reworked many times. Your adviser will recommend changes with each version until the document is suitable for distribution to the committee.

When the prospectus is ready, distribute copies to the committee members and schedule a two-hour meeting with them for at least two weeks after they receive their copies. In the prospectus meeting, you may be asked to defend your research problem or method. But most importantly, this is a time for you, your adviser, and the committee to discuss the project in detail. The committee will give you suggestions about conducting the proposed research. Only in extreme cases will they advise you not to conduct the research. If you are well prepared, the committee will approve the methodology outlined in the prospectus.

Human Subjects Review--During this time you also must seek permission from the University’s Institutional Review Board if your research will involve any human subjects. Details about the procedure to follow can be found on the IRB Web site at:

<http://www.umresearch.umd.edu/IRB/index.htm>

Approval from the IRB is usually routine if your use of human subjects is limited (such as filling out a questionnaire). Nevertheless, permission needs to be acquired. ***Do not proceed to collect any data until you have received approval from the IRB.*** A copy of the IRB approval must be attached to your Nomination of Thesis or Dissertation Committee form submitted to the Graduate School during the semester you defend your dissertation.

Research--In this stage, you should meet often with your adviser. The typical process is that you prepare written material, discuss it with your adviser, and revise it based on the discussion. You will probably revise many times until you receive the adviser’s approval. During this time, the involvement of your committee members is defined to the extent you seek them out. In some cases, you may show the material to another committee member whose specific expertise would be helpful. The revision process can be frustrating, but this is normal. It takes time to bring your dissertation to acceptable standards, but this is essential for completion of the degree.

Format--Your text must be guided by proper writing form. The University of Maryland accepts dissertations electronically via the Web. A detailed explanation of this process, along with technical and formatting guidelines, is available in the *Thesis and Dissertation Style*

Guide located on the Graduate School Web site:

<http://www.gradschool.umd.edu/etd/styleguide/>

Once the dissertation is submitted electronically, the Graduate School will check it for formatting and other required elements. In addition to the requirements of the Graduate School, your adviser may specify that you use one of the standard style manuals. Check in advance to avoid style problems. The College, however, is willing to accept any recognized scholarly style.

Scheduling your Defense--At least six weeks prior to the scheduled date for the oral dissertation defense, and before the Graduate School's deadline dates, submit the completed form for Nomination of Thesis or Dissertation Committee to the Graduate School through the Graduate Coordinator's Office. Attach a copy of your IRB Human Subjects approval to be forwarded to the Graduate School as well. The form can be found on the Web at:

<http://www.gradschool.umd.edu/gss/forms/Nomination&Thesis.pdf>

When your adviser is satisfied with the quality of the dissertation, distribute a final working copy to each dissertation committee member. You must do this at least 30 days before the deadline the Graduate School sets each semester for oral defenses. If possible, schedule the defense even earlier, so that you have sufficient time to make required changes, which can be quite extensive. (If the dissertation is not ready by this time, delay your graduation plans by a semester, given the hectic schedules of faculty at the end of each semester and given the time you will need for editing.) The committee then has two weeks to review the dissertation. Based on that review, each committee member may:

- indicate the material is ready for oral defense;
- indicate it is ready with specified changes;
- request a committee meeting to discuss the material; or disapprove the material.

If the entire committee indicates the material is ready for oral defense (one negative vote is permitted, but does not bode well), the defense can be scheduled. Contact the Graduate coordinator and the Ph.D. director to schedule a room and then to publicize the date and time. Meet with your adviser to discuss the procedures and organization of the defense. The Ph.D.

director has a document specifying, in order, each step of the defense that you and your adviser can consult.

The Defense--The oral defense normally takes two hours, and is conducted by your dissertation committee. The committee may ask you to elaborate on your findings in the context of other research, and may ask you to justify your method, or your conclusions. The oral defense is open to all members of the university community and the public; you are encouraged to invite friends and family. First the public and then the committee members, in turn, will ask questions.

Bring the appropriate forms to the meeting. The University's procedures for the oral defense can be found in the *Graduate School's Degree Completion, Examination, and Graduation Manual*, available on the Web at:

<http://www.gradschool.umd.edu/publications/>

Given the time and effort you have put into your study, keep in mind you are the expert in the room. Enter that room with confidence that you have a body of knowledge to convey to others.

Results--After the committee members are done with asking you questions and asking you to elaborate on the answers, and the public will be asked to leave and the dissertation committee will meet in closed session. Each member will indicate whether:

- you have passed, in which case the member approves and signs the appropriate forms;
- you have passed subject to specific changes that must be made, although she or he agrees to sign off on the forms;
- you have passed subject to specific requested changes, and the forms will be signed once satisfied that the changes have been made;
- changes are necessary and reassessment of the text (and perhaps reexamination) must follow completion of these changes; or
- you have failed.

You will be awarded the degree if no more than one member of your committee ultimately evaluates your work as failure.

A second defense may be permitted if you are in good academic standing at the time of the proposed second defense. A second defense requires the approval of the Ph.D. Program Director and the Dean of the Graduate School. If the student fails this second defense, or if a second defense is not permitted, the student's admission to the graduate program is terminated.

One of the most difficult aspects of your graduate work is making requested changes after the oral defense, if you believed your dissertation was complete. Such requests are typical and necessary; your adviser cannot approve the dissertation's final form without these changes. Recall, too, that the dissertation will be read and perhaps cited by others in years to come. It bears the imprimatur of the University; your reputation and that of the adviser, committee, College and University depend on the quality of your work.

Paperwork--Completion of the oral defense begins a blizzard of paperwork in order to receive your degree. Visit the Graduate School office the first week of the semester in which you will graduate to get the latest copies of all required forms, or visit the Graduate School Web site at:

<http://www.gradschool.umd.edu/publications/>

These include not only Graduate School forms, but also copyright materials and permission to reproduce the dissertation. The "Thesis and Dissertation Electronic Publication Form" deals with access to your work through Proquest and DRUM, and must be signed by your adviser and by you, to acknowledge that you discussed these matters with your adviser. Submit your Application for Graduation electronically to the Registrar's Office during the first two weeks of the semester you plan to graduate. Check the Graduate School deadlines on the Web at:

<http://www.gradschool.umd.edu/deadlines/>

Copies--After successfully completing your dissertation, submit a minimum of two copies for binding to the Graduate Coordinator's Office. One is for your adviser. The other is for the College. If you want bound copies for yourself, you may submit the additional copies along with a fee for binding.

Journalism and Mass Communication Abstracts--Consider providing a copy of your dissertation abstract to *Journalism and Mass Communication Abstracts*. Visit the AEJMC Web site for details at:

Dissertation Phase Q&A:

- Q: May my dissertation adviser be someone who is not on the JOUR Ph.D. faculty?
- No. But a faculty member in JOUR who is not on the Ph.D. faculty, a former JOUR faculty member, someone from another discipline or from another university may be a co-adviser with a member of the JOUR Ph.D. faculty. Discuss any such plans with the JOUR Ph.D. program director and with the JOUR Ph.D. faculty member who would be your co-adviser. Co-advisers must be appointed by the Dean of the Graduate School after recommendation by the JOUR Ph.D. program director.
- Q: May someone who is not on the graduate faculty at UMCP serve on my committee?
- A: Yes, but only as an additional member. Faculty who leave campus may serve for twelve additional months as a regular graduate faculty member. After that they must become co-advisers or extra committee members. Faculty members who have left campus are immediately ineligible to be the representative of the Dean of the Graduate School.
- Q: What happens if my dissertation prospectus is not approved?
- A: Generally, the committee will suggest changes in the prospectus rather than disapprove it. In some rare cases, the committee may vote against letting you proceed with the topic you have selected. Usually, however, it will (a) request that changes be made in the prospectus and the meeting be reconvened, (b) approve the prospectus with specified changes, or (c) approve the prospectus as presented. Unanimous approval is required.
- Q: Can I change the dissertation's method or direction after the prospectus has been approved?
- A: Some changes will probably be necessary as the project unfolds, so you must follow through with committee's/adviser's suggestions. Regarding major changes of direction or method, you should either reconvene your dissertation committee or discuss the changes with each member. This is not required; nonetheless, remember that the

committee has essentially approved the topic and method in the prospectus meeting. If you later change either of these basic elements without notice, the committee may legitimately reject the topic of the dissertation or demand significant changes after you have completed it. Again, major changes of direction are thus best discussed with the committee in advance.

- Q: May I get an extension of the deadline to complete the dissertation?
- A: The Graduate School may grant an extension if it is justified. Generally, you will need to demonstrate significant progress over the four years, provide acceptable reasons for not completing the project, and ensure the Graduate School that you will finish within the extension.
- Q: Must every member of my committee be present at my oral defense?
- A: Absolutely. In extreme cases one member of the faculty committee may participate through video teleconferencing if permission has been granted in advance by the Graduate School upon request by the dissertation adviser. Of course, you, the Dean's representative, and your adviser must be physically present.
- Q: Does every member of the committee have to approve the dissertation for acceptance?
- A: No. If there is only one negative vote, the dissertation is accepted and you will be recommended to receive the degree. If you receive two or more negative votes, you fail the examination.
- Q: When should I make changes in the text that are recommended by the committee?
- A: It is often best to do this before the oral defense but discuss this with your adviser. A committee working with a clean text will see your best work and find it easier to evaluate. Regardless, the defense may result in additional changes.
- Q: What if I fail the oral defense?
- A: The committee must specify, in detailed writing to you, the JOUR Ph.D. program director, and the Dean of the Graduate School, the nature of the deficiencies in the dissertation, the oral defense, or both. You are permitted one reexamination; failure

in this will result in termination from the program.

- Q: Is it important to meet all the deadlines in the final semester?
- A: Absolutely, if you wish to graduate that semester. In reality, though, completing the degree is far more important than the semester in which it is conferred. If potential job opportunities, promotions, or the four-year university deadline are at stake, your adviser or the JOUR Ph.D. program director can write a letter certifying your completion of the requirements. Your degree will then be conferred in the next university commencement. You will, however, have to be registered as a student in the semester the degree is conferred.
- Q: Am I done?
- A: The College is proud of its new Ph.D.s and looks forward to hooding them at their respective commencements.

Also, might your dissertation be competitive for various contests? Many national and regional organizations have dissertation competitions. For example, the Association for Education in Journalism and Mass Communication (AEJMC) awards a prize to the best Ph.D. dissertation in the field of mass communication research. See the AEJMC Web site for details:

<http://www.aejmc.org/orgs/researchcomm.html>

The American Journalism Historians Association annually awards the Margaret A. Blanchard Doctoral Dissertation Prize for the best doctoral dissertation in mass communication history. See the AJHA Web site for details:

<http://ajhaonline.org/>

GENERAL RULES AND REGULATIONS OF NOTE

Master's Degree--Students are generally admitted to the doctoral program only if they have already completed or are about to complete a master's in a relevant area. Applicants do not need to have the M.A. diploma in hand at the time of admission, but the master's degree must be completed before students can take comprehensive examinations. An exception can

be made for incoming students who have significant journalism experience—but extra coursework will likely be required for students without a master's.

GPA--You must maintain a minimum total grade point average of 3.0 for all graduate-level courses you take after admission to the doctoral program.

Changing your Area of Interest--There are several reasons your program may change. Courses that you plan to take may not be offered. New or visiting faculty may offer other courses you did not know would be available. You may find a “special topics” course to take, or have an interest that leads to a readings course or independent study. Your interests may evolve as you encounter a new idea that excited you more than the idea you had originally planned to pursue. Rather than indicating weakness, such evolution can be a sign of a vibrant and growing interest in graduate studies.

Changing your program rarely is difficult. Simply fill out the form in Appendix B and circulate it among your committee for approval. If the change is major or if a C&E advisory committee member wishes to discuss it with the full committee, then reconvene your committee before getting the members' signatures.

Carefully consider major changes in your program, but do not be reluctant to change if your interests change. You may have to change your adviser, and maybe even add coursework, because your choice of courses is based on specific research interests and needs. Taking courses beyond your original program may seem difficult, but you should still make the change.

The Ticking Clock--After admission to the Ph.D. program, you have five years to complete your coursework and comprehensive examination phases. After you are advanced to candidacy, you have an additional four years to complete your dissertation--in essence--a total of nine years. Carefully monitor your progress so you do not run out of time.

If a student fails to complete all the degree requirements, the program may recommend, and the Graduate School may grant, a one-year extension to complete the remainder of the doctoral requirements. After this one-year extension, admission to the program terminates. A student may apply for readmission to the program, subject to consideration of re-advancing to candidacy by the College. This may require additional coursework and examinations. Readmission is for an additional four-year period, unless otherwise specified by the College.

Continuous Registration--Each semester after you have been advanced to candidacy until you complete the degree, you must register for at least six credit hours of JOUR 899--Doctoral Dissertation Research. See the *Graduate Catalog* for details about the Graduate School's continuous registration policy.

Research--The point of undertaking research is to make it public--to share it, discuss it, have it contribute to the larger storehouse of knowledge. So you are encouraged to submit your research, when appropriate, to relevant conventions and then to peer-reviewed journals. Several members of the faculty have edited academic journals and have served on multiple editorial boards, so can advise you on where to submit your research. You are allowed to publish work produced as part of the dissertation research even before the entire dissertation is complete.

Iowa Guide: Scholarly Journals in Mass Communication and Related Fields offers a directory of journals and publishers, and as well as information about submitting manuscripts and the review and publishing process. You can find this online at

<http://iowaguide.uiowa.edu/>

SUGGESTED TIMETABLE

Because every student has a program designed to suit his or her needs, the timetable will be different for each student. However, we can suggest a general timetable from which your own program may be adapted. We find that students fare better when they follow this suggested timetable, at least in the earlier parts of the program.

Coursework Phase--You are allowed no more than five years from your initial registration to complete all of your coursework and to take--and pass--your comprehensive examinations.

- Before classes begin in your first semester, see the director of the doctoral program to discuss a schedule, and register for the fall semester.
- During your first or second semester, meet with the faculty member you want as your C&E committee adviser and gain his or her consent. Create a list of faculty members for your C&E advisory committee.
- After agreement with your adviser on a full committee membership, use Appendix A to

register your committee. Submit it to the Graduate Coordinator's Office.

- After your committee is appointed, work with your adviser to plan your study program, then meet with the committee to get the program approved.
- Complete your coursework as specified by your program of study. Preregister during October or November for spring semester and during March or April for fall semester courses.

Comprehensive Examination Phase--

- Early in the final semester of your coursework, make sure all changes from your originally approved program have been approved by your committee. Prepare your coursework form (Appendix B). Meet with your adviser to plan your comprehensive examination (Appendix C).
- When the program report and comprehensive examination plan are prepared, present them to the C&E advisory committee for approval. Then take the appropriately signed forms to the Graduate Coordinator's Office.
- At least three months before your written examination begins, meet with the members of your examining committee to solicit recommendations for preparing for the examination and any information they may share with you on the format of their questions.
- At least one month before the written examination is to begin, arrange the logistics. With the help of your adviser, secure a room in which to take the examination, make sure a computer is available, and arrange proper monitoring of the exam.
- Two weeks before the written examination is to begin, check with your adviser to ensure that the examination questions have been prepared. Typically, again remind the person who will actually submit the questions to you one or two days before each exam.
- After completing the written examination, distribute copies of all the questions and answers to your examining committee.
- Two weeks after your answers are distributed to the committee, check with your adviser to see that responses have been received from each

committee member. If the written portion has been approved for oral examination, you and your adviser should schedule the oral examination.

- A day or two before the oral examination, get the Application for Admission to Candidacy form and prepare it for approval. The form is available on the Web at:

http://www.gradschool.umd.edu/gss/forms/Admission_to_Candidacy_Form.pdf

- Sit for the oral examination.
- After passing the oral examination, make sure the Admission to Candidacy form is signed and returned to the Graduate Coordinator's Office.

The Dissertation Phase--After you become a candidate for the Ph.D., you are allowed no less than one year and no more than four years to complete and successfully defend your dissertation.

- After achieving candidacy, select your dissertation adviser and request that the director of the JOUR Ph.D. program approve your dissertation committee using the form in Appendix A.
- Once your dissertation committee is approved, prepare your dissertation prospectus in consultation with your adviser. Obtain approval from the University's Institutional Review Board, if you will be using "human subjects."
- After your adviser has approved the prospectus, give copies to your dissertation committee members at least two weeks before your prospectus meeting.
- Hold a prospectus meeting with your committee to obtain the approval of the committee members.
- After your committee approves the prospectus, file a copy in the Graduate Coordinator's Office.
- Make sure you register for six hours of JOUR 899 each semester until you complete your dissertation.
- In your last semester of dissertation work, make sure you have been registered in at least 12 cumulative credits of dissertation research, JOUR 899.

- During the first week of the semester in which you will defend your dissertation, inquire at the office of the Graduate School in the Lee Building to receive all of the latest forms required for graduation.
- By the Graduate School's deadlines for the semester in which you will finish the dissertation, file the form for Nomination of Thesis or Dissertation Committee **AND** the Application for Graduation, which are available on the Web at:

<http://www.gradschool.umd.edu/gss/forms/Nomination&Thesis.pdf>
and
<http://www.testudo.umd.edu/apps/candapp/>

- No less than 30 days before the Graduate School deadline for oral examinations and after your adviser has approved the text of your dissertation, distribute the dissertation to your committee for its approval. This can be done either chapter by chapter or as one document, depending on the preferences of your committee and adviser.
- After the committee has accepted the text of your dissertation for defense, schedule a meeting of your dissertation committee and reserve a room for the final defense. As soon as this is scheduled, inform the Ph.D. program director, who will announce the defense, which must be open to the public. You can invite your friends and family.
- Hold the final defense meeting.
- Immediately after your defense meeting, make sure committee members sign the proper forms correctly, then give copies of the dissertation and forms to the Graduate Coordinator's Office.
- Submit your dissertation abstract to *Journalism and Mass Communication Abstracts*.
- Submit the final copy of your dissertation to the Graduate School electronically as a PDF file.
- Attend Graduation Ceremony and receive appropriate accolades and acknowledgments.

FINANCIAL ASSISTANCE

The University of Maryland recognizes the high cost of education and makes every effort to offer financial assistance through a variety of programs to qualified students. Seventy percent of all full-time graduate

students receive financial support, which may include remission of tuition fees, teaching and research assistantships, work-study support, and university and other fellowships. Referrals for on-campus or area employment opportunities for students and students' spouses also are available on campus.

Admission to a graduate degree program is a prerequisite for the award of a graduate assistantship, a fellowship, a traineeship, a loan or a work-study award. Please be sure that all required documents for your application for admission, as well as the application for departmental financial support, have been submitted. Some awards are made on the basis of the applicant's academic merit, others on the basis of need.

Three campus units administer the primary forms of financial support:

- **The Graduate School** administers the disbursement of Fellowship funds, including summer research fellowships, to the individual colleges within the university. The Fellowship Information Office lists external fellowships and provides general information about funding your education. Most of both types are highly competitive, but students in the College have had excellent success in competing for these awards. Visit the Web site at:

<http://www.gradschool.umd.edu/Fellowship/>

- **Departments** award fellowships and graduate assistantships. Information about graduate fellowships and financial aid can be found on the College's Web site at:

<http://www.journalism.umd.edu/financial/grad.html>

The Philip Merrill College of Journalism offers a handful of new teaching, administrative, and research assistantships every year. These graduate assistantships require the student to work 20 hours every week during the semester. Assistantships are granted semester by semester, and may be renewed for up to three years for doctoral students. Graduate assistants are selected on the basis of their grade point average, GRE scores, recommendations, experience and skills required by the college. Teaching assistants usually have several years of professional journalism experience.

The College awards one Scripps Howard Foundation Doctoral Fellowship each year. Funded by the Scripps Howard Foundation, this Ph.D. program fellowship is

for an outstanding professional journalist interested in embarking on a career in journalism education and research. The three-year fellowship includes tuition remission and an annual \$30,000 stipend.

- The **Office of Student Financial Aid** processes College Work-Study and National Direct Student Loans (priority date for consideration is Feb. 15). For detailed information, visit the Office's Web site at:

<http://www.financialaid.umd.edu/>

Often, assistantships become available in campus programs and departments outside of the college, where writing and editing skills are needed for in-house newsletters and publications. We make information about these opportunities available to our students as we become aware of them. Students also can check individual department Web sites for the availability of such assistantships.

Research and Travel Grants--The Graduate School has limited funds available through the Jacob K. Goldhaber Travel Grant program for students' travel to present research papers. These grants are intended to encourage graduate student participation in scholarly, scientific, and professional conferences. Contact the Graduate Fellowships Office at the Graduate School by phone at (301) 405-0358 or visit the Web site at:

<http://www.gradschool.umd.edu/Fellowship/travelgrants.htm>

Another Graduate School initiative is the Ann G. Wylie Dissertation Fellowship, a one-semester fellowship designed to assist doctoral candidates in the final stages of writing their dissertations. Information is available at:

<http://www.gradschool.umd.edu/Fellowship/>

The Philip Merrill College of Journalism has limited travel support available. The Hiebert Journalism International Travel Award provides reimbursement of travel expenses of up to \$2,500 annually for a graduate student who wants to go abroad for a journalism project or conference. Initial application should be made to the College of Journalism Dean.

Submitting and presenting papers at regional and especially national conventions is highly encouraged. Attending academic conventions is an excellent way to meet other graduate students and share research interests and experiences; to hear papers across a wide spectrum of areas and methods; to meet scholars—

some of whose work you will have read and cited; to network and discuss potential and actual job opportunities; and to meet with editors and publishers to discuss publishing opportunities, and to see what new books are available. Many members of the faculty attend these conventions—indeed, Maryland faculty member have been prominent leaders in these organizations-- and can introduce you to people. The director of the Ph.D. program has a small amount of money to support travel to present papers at conferences and conventions. This money may run out, so you are encouraged to let the director know early when and where you intend to present.

American Journalism Review

American Journalism Review, published six times a year, is the nation's pre-eminent journalism review. It covers print, television, radio and online media. The seminal series on *The State of the American Newspaper*, now a standard two-volume text, was first published in the *American Journalism Review*. The magazine was started in Washington in 1977 and was acquired by The Philip Merrill College of Journalism in 1987.

RESEARCH FACILITIES

In the Greater Washington Area

The College Park campus is in the midst of one of the greatest concentration of research facilities and intellectual talent in the world. Libraries serving most academic disciplines are within easy commuting distance. They include: the Library of Congress; the National Archives (with its annex on the edge of the College Park campus); the Smithsonian Institution; the World Bank; the National Library of Medicine; the National Agricultural Library; the Enoch Pratt Free Library of Baltimore; and the libraries of the U.S. Departments of Labor, Commerce, Interior, Health and Human Services, Housing and Urban Development, and Transportation.

Campus Facilities

The University of Maryland is equipped to meet both the scholarly and professionally oriented demands of journalism graduate students. McKeldin Library, the main graduate research library on the College Park campus, has more than 1 million volumes, microforms, pamphlets and periodicals available. The library's online researching system can be accessed 24 hours a day, seven days a week through the university's computer network. Students can access without charge

the thousands of databases and journals available online. Note, however, that an embargo for online access is usually placed on the most recent 12 months. Hornbake Library houses the non-print media division, which includes documentaries and news programs. The College's liaison at the library is familiar with our specific needs and welcomes requests and inquiries.

To access the university libraries and their research collections, go to:

<http://www.lib.umd.edu>

McKeldin Library also has study carrels available to graduate students. To reserve a personal carrel, get an application form for the Ph.D program director to sign from the Library's Web site at:

http://www.lib.umd.edu/PUBSERV/carrel_forms.html

College Facilities

Many research facilities are available within The Merrill College of Journalism. In addition to several computer and online teaching labs, the college also operates fully computerized newsrooms in the National Press Building in Washington and in Annapolis, the state capital of Maryland. All college computers have access to the Associated Press news wires.

The director of Computer Services, Clint Bucco, will help you get an email address—which you should have and use/check—and will help you with a range of computer hardware and software questions and problems. His phone number is 405-2420.

The college houses UMTV, a broadcast facility with a state-of-the-art TV control room and studio. The cable television station airs non-commercial intellectual and cultural programs, as well as student-produced news programs, which reach more than 400,000 households in suburban Washington. The college has instant access to Cable News Network feeds.

A collection of bound theses and dissertations completed by previous JOUR students is housed in 1117 JRN. Browse when you have a minute: Seeing the work of other students makes the dissertation process feel less daunting. Dissertations also are available online from UMI's ProQuest Digital Dissertations at:

<http://wwwlib.umi.com/dissertations/gateway>

OTHER CAMPUS RESOURCES

Housing: A list of off-campus rooms, apartments and houses is available from Off-Campus Housing Services in room 1110 of the Stamp Student Union. Detailed information, including a searchable database, can be found on the OCH Web site at:

<http://www.och.umd.edu>

Parking: For campus parking questions, call 314-PARK. Detailed information about parking on campus also can be found on the Web at:

http://www.union.umd.edu/GH/new_grads/parking_permit.html

Photo ID: A student photo ID is essential for life on campus. Student IDs are used for everything from taking out books from the library to riding the free shuttle buses to getting student discounts on sporting events. You can get your Student ID Card on the first floor of the Mitchell Building. Be sure your card says "Graduate Student" and not just "Student" so you can receive discounts at participating restaurants and stores. Call 314-8240 for more information.

Tuition payments: For any billing questions or problems, contact the Financial Service Center in the Bursar's Office at 314-9000. The office is located in the first floor of the Lee Building. Detailed information also is available on the Web at:

<http://www.umd.edu/bursar>

Health Services: The University Health Center is located on Campus Drive across from the Stamp Student Union. For information about the Health Center's services, programs, and hours of operation, call 314-8180 or visit the Center's Web site at:

<http://www.health.umd.edu/>

Recreational Activities: The University has indoor and outdoor recreational facilities throughout the campus. For information about facilities, programs, services, and schedules, visit the Web site of the Department of Campus Recreation Services (CRS) at:

<http://www.crs.umd.edu/>

Shuttle Bus: The Shuttle-UM buses get students around campus and also stop at many Metro stops, local apartments, malls, and stores. Use of the shuttle is free by showing your student ID. For information about the Shuttle-UM, including schedules, and other services of the Department of Transportation Services, visit the Web site at:

<http://www.transportation.umd.edu/>

STUDENT ORGANIZATIONS

MSGA, The Philip Merrill College of Journalism's newest organization, is specifically for graduate students—both master's and doctoral students. This group—co-led by a master's and Ph.D. student—helps with orientation, suggests students to serve on search committees and other College committees, and organizes both social and “intellectual” events. Please consider getting involved.

The Philip Merrill College of Journalism also has student-run chapters of professional organizations that many graduate students participate in. Information is available in the Journalism Building lobby regarding the following campus chapters:

- Society of Professional Journalists
- National Association of Black Journalists
- Radio and Television News Directors Association

In addition, graduate students can participate in the university-wide Graduate Student Government.

GRADUATE COURSES

A complete list of Graduate Courses can be found on the College Web site at:

<http://www.journalism.umd.edu/>

THE FACULTY

An up-to-date listing of faculty, with their titles, telephone numbers, email addresses, and room numbers in the Philip Merrill College of Journalism can be found on the College Web site at:

<http://www.journalism.umd.edu/faculty>

Those College faculty who are members of the university's graduate faculty and eligible to serve as advisors for doctoral students can be found on the Graduate School Web site at:

<http://www.gradschool.umd.edu/catalog/faculty/JOUR.html>

ADDITIONAL INFORMATION

Graduate students can find additional information about graduate studies at the University of Maryland and about graduate student life on campus by reading two publications available online. The *Graduate Catalog* can be found at:

<http://www.gradschool.umd.edu/catalog/>

The *Graduate Student Life Handbook* can be found at:

<http://www.union.umd.edu/GH/>

Appendix A: Request to Appoint Adviser and/or Committee

Type of Appointment: *(check as many as applicable)*

___ Adviser ___ C&E Advisory Committee

___ Dissertation Adviser ___ Dissertation Committee

Student: _____ University ID: _____

Address: _____

Email: _____ Phone: _____

Appointments Requested:

Adviser: _____

| Committee Members: | Department: | Regular (R) or Associate |
|---|--------------------|---------------------------------|
| Member (A) of Graduate Faculty:* | | |

1. _____ Dept _____ R__ A__

2. _____ Dept _____ R__ A__

3. _____ Dept _____ R__ A__

4. _____ Dept _____ R__ A__

5. _____ Dept _____ R__ A__

(*To check on faculty status, go to the Graduate School's catalog)

I agree to serve as adviser and concur with the committee list:

(signature of adviser) (date)

I approve the committee list:

(signature of JOUR PhD Director) (date)

Appendix B: Program Planning Outline

Faculty Responsible for Projected Areas of Examination

Journalism Theory: _____

Journalism Specialty Area: _____

Cognate Area: _____

Research Methodology: _____

Projected Calendar for Degree

Semester/year for completing coursework phase: _____

Semester/year for completing comprehensive examination phase: _____

Semester/year for dissertation proposal meeting: _____

Semester/year for completing dissertation: _____

Appendix B, Part II: Committee Approval

Advisory Committee Met (date): _____

Program Approved Unanimously by Committee: _____
(signature of adviser/date)

Appendix B, Part I: Courses by Program Area

JOUR Theory and Survey Courses (18 credits)

| Course Requirement | Course Title | Course Taken, semester and grade | Advisor's Initials |
|--------------------|---|----------------------------------|--------------------|
| JOUR 601 | Theories of Journalism | | |
| JOUR 610 | Seminar in Mass Media History | | |
| JOUR 800 | Introduction to Doctoral Study | | |
| JOUR 801 | Advanced Journalism and Public Communication Theory | | |
| JOUR elective | | | |
| JOUR elective | | | |

Research and Design Courses (9 credits)

| | | | |
|----------|---|--|--|
| JOUR 775 | Quantitative Methods in Journalism Research | | |
| JOUR 776 | Qualitative Methods in Journalism Research | | |
| elective | Research course in/outside the college | | |

Colloquia (4 credits)

| | | | |
|----------|--------------------------------|--|--|
| JOUR 808 | Examination of Teaching (1 cr) | | |
| JOUR 803 | Doctoral Colloquium | | |

Cognate (9 credits)

| | | | |
|-------|--|--|--|
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |

Appendix C: Preliminary Examination Plan Approval

STUDENT : _____

Email: _____

Address: _____

City, State, ZIP: _____

Phone: Home: _____ Cell: _____

Adviser: _____

THE PLAN:

Proposed dates for written examination: _____

Journalism Specialty Area (date): _____

Definition of area to be tested:

Faculty to write exam: _____

Time allowed to complete exam: _____

Date questions due to adviser: _____

Journalism and Public Communication Theory (date): _____

Definition of area to be tested:

Faculty to write exam: _____

Time allowed to complete exam: _____

Date questions due to adviser: _____

Cognate Area (date): _____

Definition of area to be tested:

Faculty to write exam: _____

Time allowed to complete exam: _____

Date questions due to adviser: _____

Methods Emphasis (date): _____

Definition of area to be tested:

Faculty to write exam: _____

Time allowed to complete exam: _____

Date questions due to adviser: _____

Committee Member Approval: (return to adviser)

_____ I certify that the program is complete and approve the preliminary examination plan.

_____ I request a meeting of the full committee to discuss the program and/or the preliminary examination plan.

(committee member signature) (date)

Adviser's Report to the JOUR Ph.D. Director:

All members of the committee have certified courses completed and approve the comprehensive plan.

(adviser's signature) (date)

Forward to JOUR Graduate Coordinator's Office

Appendix D: Outline of Journalism Doctoral Program

| FALL 1 | SPRING 1 |
|---|---|
| JOUR 800--Introduction to Doctoral Study, 3 credits | JOUR 801-- Advanced Theory, 3 credits |
| JOUR ELECTIVE, 3 credits | METHODS 1-- JOUR 776--Qualitative Methods, 3 cr. (or equivalent) |
| JOUR 601--Theories of Journalism and Public Communication, (or JOUR elective, if already have the equivalent) 3 credits | COGNATE 1--3 credits |
| JOUR808—Examination of Teaching Colloquium, 1 cr | |

PRIOR TO LEAVING FOR SUMMER--FIRST YEAR REVIEW WITH DIRECTION--PLAN REMAINING ELECTIVES

| FALL 2 | SPRING 2 |
|--|------------------------------|
| JOUR 610 --Seminar in Mass Media History, 3 credits | METHODS 3, 3 credits |
| METHODS 2-- JOUR 775--Quantitative Research Or equivalent, 3 cr. | COGNATE 3, 3 credits |
| COGNATE 2--3 credits | JOUR 2, elective-- 3 credits |
| JOUR 803 : Doctoral Colloquium 3cr. May also be taken in 5 th semester, concurrent with exams and/or initial research | |

PRIOR TO LEAVING FOR SUMMER—SECOND YEAR REVIEW WITH DIRECTOR—MEET WITH COMMITTEE MEMBERS AND ADVISOR TO PLAN FOR COMPREHENSIVE EXAMS AND RESEARCH DESIGN INITIATIVES

| FALL 3 | SPRING 3 |
|--|---|
| Sit for comprehensive exams--advance to candidacy JOUR 803 : Doctoral Colloquium 3cr, if not YR 2 | JOUR 899--Dissertation Research 6 credits |
| JOUR 899--Dissertation Research 3-6 credits | |

| SUBSEQUENT SEMESTERS |
|--|
| JOUR 899--Dissertation Research (12 credits total required) 6 credits--Students advanced to candidacy must be continuously registered, fall and spring semesters, using their dissertation credit and advisor section designation, until successful defense of their dissertation. Times runs out after four years. The Graduate School policy requires students to register for 6 dissertation credits each semester. |

This Handbook for the Ph.D. in Journalism Studies 2009-2010 has been revised and updated by Linda Steiner, Director of Research and Doctoral Studies, lsteiner@jmail.umd.edu, Philip Merrill College of Journalism, University of Maryland, College Park, MD 20742-7111.