

Communication and Advocacy
MA Program Handbook
Department of Communication Studies
Prepared Spring 2026

Thanks to the Department of Women's and Gender Studies Graduate Student Handbook for guidance.

Graduate Director:

Rowe, Desirée, PhD

Professor

drowe@towson.edu

critical qualitative methods, performance studies, negativity and failure

The Graduate Director is appointed by the Department Chair and may serve up to two consecutive three-year terms.

The Graduate Director provides leadership and oversight for student learning outcomes and assessment of the graduate program in accordance with university policies and procedures. The Graduate Director coordinates and implements assessment plans, develops techniques to assess the achievement of program learning outcomes, assesses all applications for admission, and prepares reports of assessment. The Graduate Director participates in student governance activities, including nominating students for committees, awards, honors, and scholarship competitions.

Graduate Faculty:

Abbott, Blake, PhD

Associate Professor

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rhetorical theory and criticism, public argumentation, political rhetoric, cultural communication

Adebayo, Tosin, PhD

Associate Professor

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intercultural communication, interracial communication, health communication, instructional communication

Frischherz, Michaela, PhD

Professor

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rhetorical theory and criticism, feminist and queer critique, sexuality studies

Inscoe, Cicada, PhD

Assistant Teaching Professor

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transgender media and communication, queer histories, radio and sound studies

Jackson, Kanika, PhD

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public speaking, African American culture & codeswitching, interpersonal communication
& community engagement

Karikari, Eric. PhD.

Associate Professor of Communication Studies

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organizational communication, leadership communication, race/ethnicity and
globalization in organizations

McMullen, Audra, PhD

Professor

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organizational communication, training and development, instructional communication,
communication ethnography

Tristano Jr., Michael, PhD

Associate Professor

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performance, queer intercultural communication, critical cultural studies, queer of color critique

Graduate Studies Committee

Composition and Tenure

- The committee shall consist of 5 members: the graduate program director and four graduate faculty members.
- Members shall be nominated and elected by the full faculty of the department.
- The graduate program director shall be the chair of this committee.
- Members of the committee shall serve for a two-year term and shall be eligible for renomination, except the chair who will serve until their term as graduate director expires.

Responsibilities

- The committee is tasked with the following responsibilities:
 - Propose changes to the graduate program curriculum. All changes to the graduate program curriculum shall first be discussed and approved by the committee before going through the existing department curriculum process.
 - Create and revise admissions criteria for all the department's graduate programs. The committee shall meet, at least, once per year to audit graduate admissions criteria to ensure they comply with the needs and goals of the department, college and university.
 - Handle all graduate student appeals at the department level. The committee shall adjudicate all graduate student appeals before they are sent to the college and GCC level.
 - Create and maintain a four-year course rotation schedule.
 - Perform all other responsibilities related to the graduate program as assigned by the department chairperson.

Admission Requirements:

The MA in Communication & Advocacy is an intensive, rigorous, and critically qualitative program. Admission criteria include:

- A baccalaureate degree from a regionally accredited college or university in communication studies, or a related field

- A minimum undergraduate GPA of 3.00 is required for full admission to the program, and 2.75 is required for conditional admission. GPA calculations for admission may be based upon the last 60 credits of undergraduate and post-baccalaureate study. See graduate admissions policies for more information.
- No GRE scores are required

Learning Outcomes:

- Students will articulate the challenges, traditions, and interdisciplinary intersections within the field of Communication Studies.
- Students will demonstrate the ability to critically analyze and review communication scholarship and its core theories and methods.
- Students will explain the available communication approaches to advocacy for social change.
- Students will effectively construct and deliver messages to a variety of audiences in multiple contexts.
- Students will design scholarly research projects that influence discourse and lead to further exploration in the field.

Program Structure:

The Master of Arts in Communication and Advocacy program advances knowledge about global leadership, organizational communication, and critical/cultural studies by training students in cutting-edge critical, qualitative, performance, and arts-based research methods. Students develop a strong understanding of the ways in which knowledge is ethically generated and applied. The program consists of thesis and internship options. Our core courses equip students with a strong foundation of research-based advocacy in a variety of career fields. Students engage in two areas of focus:

Globalization and Leadership:

Students in this area focus on communication processes within organizations, institutions, and community organizing. This work prepares students to analyze and engage with

complex organizational environments and global leadership challenges. Students pursue coursework emphasizing organizational communication, advocacy, and leadership.

Critical/Cultural Studies: Students in this area emphasize communication as a culturally situated process that shapes meanings, power relations, and identities within local and global contexts. Students engage in theoretical and critical approaches to rhetoric, culture, performance, and advocacy for social change.

Academic Policies and Procedures:

Time Limitation for Degree Completion:

All requirements for the Master of Arts degree must be completed within seven years from the earliest course applied toward the degree program. This includes coursework, thesis or internship requirements, and submission of all required documentation.

Continuous Enrollment:

Students completing a thesis or internship must maintain continuous registration in the appropriate course for each academic term until all degree requirements are satisfied, in accordance with College of Graduate Studies policy.

Graduation Requirements:

To be eligible for graduation, students must successfully complete all program requirements and maintain a minimum cumulative GPA of 3.0. Students must apply for graduation by the published university deadline for the semester in which they intend to graduate.

Repetition of Seminar or Course:

Courses for which a grade has been awarded may be repeated only once. The grade of W does not replace a previously awarded grade. When the course is repeated, the student receives the units for the course, counted once, and the higher of the two grades. Grades for courses taken at other institutions may not be used to replace grades for courses

completed at Towson. Courses taken for undergraduate credit may not be repeated for graduate degree credits.

Transfer Credit Limitations:

All courses transferred into the Communication and Advocacy Program, regardless of institution of origin, must be approved by both the Graduate Program Director and the Chair of Communication Studies.

Incompletion policy:

Incompletes are given only in the event of a documented medical or family emergency occurring at the end of the semester that prevents a student from taking a final exam or submitting coursework by the end of the grading period.

An Incomplete is not intended to serve as a way of extending deadlines for students who have fallen behind during the semester or who have become overwhelmed at the end of a term. The policy for extending an Incomplete beyond one semester is the same as the policy for awarding one. Extensions of outstanding Incompletes may be granted only in the event of an emergency and only for the period covered by that emergency.

Students with an outstanding Incomplete should work with their instructor to satisfy the requirements before the end of the following semester. Faculty may set an earlier deadline for completion of missing work. Any outstanding Incomplete will be automatically converted to an F by the Registrar's Office at the end of the semester in which the Incomplete was to be satisfied. For additional information, refer to the "Procedures and Policies" section of the Towson University Graduate Catalog.

Academic Integrity:

Students are expected to follow Towson University's policies on Academic Integrity (03-01.00). These policies can be found in the TU Catalog and through the Office of Student Accountability and Restorative Practices.

Academic Program of Study:Advisor:

During the student's first semester, the Graduate Program Director shall act as academic advisor. Students shall meet with the Graduate Program Director early in the first semester to plan a Program of Study for completing the degree. The Program of Study shall also be filed with the Department Chair. Before the end of the first semester, in consultation with the student, the Graduate Program Director shall assign the student a permanent advisor for the duration of the program of study. The student's advisor shall not necessarily act as supervisor of the master's degree thesis or internship.

Course Rotation and Numbering:

Each department has one or more 3 or 4 letter codes preceding the three-digit course classification number. The designation for Communication and Advocacy is COMM.

The three-digit course number indicates the following:

100-499 undergraduate courses

500-599 graduate courses available to all post-baccalaureate students and cross-listed with upper-level undergraduate courses:

600-699 graduate courses available to all post-baccalaureate students

700-799 graduate courses available only to full-admitted graduate students

800-899 graduate research and thesis courses

Accelerated Program:

Towson University's accelerated bachelor's to graduate programs allow students to begin their graduate studies while still an undergraduate student. Designed for high achieving and talented students, it expedites earning an advanced degree by combining bachelor's and graduate program requirements.

An accelerated bachelor's to graduate program is an explicit arrangement of undergraduate and graduate courses that allow students to complete the bachelor's and the graduate degree in less time and save money.

During the undergraduate program, students have the opportunity to take up to 9 units of graduate course work (up to 9 units for a master's degree, up to 6 units for a graduate certificate). These units and the earned grade will count toward the undergraduate degree, and if a grade of C or higher is earned, the units will later be applied toward the graduate degree. The GPA for these units will only count on the undergraduate degree. No more than two courses with grades of C will be applied to the graduate degree per graduate policy.

Guidelines for Thesis:

A thesis is a scholarly work based on original research that demonstrates mastery of a field of study and the ability to conduct independent research.

THESIS OPTION GUIDELINES

1. Before starting the thesis, students must have completed (18) credit hours included in the student's approved Plan of Program Study.
2. Establish the Thesis Committee: After completion of the required program courses, the student shall identify three faculty members (at least two of whom shall be appointed in COMM).
3. Obtain approval of the Thesis Proposal from all three Thesis Committee members and complete the Thesis Approval Form.
4. Register for Thesis hours in accordance with program and College of Graduate Studies requirements
5. If relevant, approval of the Towson University Institutional Review Board (IRB) for the Protection of Human subjects shall be required

Thesis Format Guidelines:

Students shall follow the guidelines established by the College of Graduate Studies and Research in preparing the final draft of the thesis. The guidelines include a checklist.

The Thesis Defense Process:

Oral Defense of the Thesis: After completing the thesis, the student shall pass an oral defense before the Thesis Committee. The Thesis Defense is open to all members of the Towson University academic community and guests invited by the students. Typically, an oral defense is completed within one to one and a half hours. The first half-hour is devoted to the student's oral presentation focusing on the review of literature, methodologies, and conclusions. The remainder of the time is devoted to questions, the first of which will be from committee members, followed by questions from any other person in attendance.

Following the questioning period, the Thesis Committee will deliberate and collectively determine the quality of the Thesis. The student will be informed of the Thesis Committee's decision in a private meeting.

It is the responsibility of the Thesis Chair to bring the properly formatted signature page, as required by the College of Graduate Studies and Research.

Announcement of Defense:

The Chair of the Thesis Committee shall file the completed Announcement of Thesis Defense form with the Graduate Program Director at least two weeks before the defense. This announcement will include the date, time, and place of the defense, which the Thesis Committee Chair and the student shall determine in consultation. The Graduate Program Director shall formally announce the Defense to the Towson academic community by filing out the form with the College of Graduate Studies Associate Dean.

Final approval and submission of Thesis:

The final approved, signed original thesis and a copy shall be submitted to the Associate Dean of the College of Graduate Studies at least two (2) weeks prior to the official end of the semester in which the student intends to graduate. It is preferred and strongly recommended to submit at least four (4) weeks prior to the official end of the semester in which the student intends to graduate. Final Copies shall be distributed to the Thesis Assessment Committee Chair and to the Chair of the Communication Studies Department.

In preparation for the final submission, the student shall be responsible for correcting all errors such as typographic, format, spelling, grammar and syntax errors, as well as for substantive content, as requested by the committee. The Committee Chair and committee members shall be responsible for determining whether the finished manuscript meets the required standards for content and writing. The Associate Dean of CGSR evaluates the signed manuscript to ensure compliance with disciplinary style and with the stipulations of

the thesis guidelines manual. Theses that do not follow the guidelines regarding disciplinary style shall be corrected by the student before the thesis is approved and the degree granted.

Checklist for Thesis Process

- Discuss and determine the thesis topic in consultation with the Thesis Advisor and other relevant scholars.
- Select a Thesis Committee Chair. This may be your advisor or another scholar familiar with the topic.
- Select a Thesis Committee with the help of the Advisor or the Committee Chair. Prior to soliciting their membership on the Committee, discuss concepts, methodology and frameworks for input to determine whether their expertise fits the topic and interests. Students shall NOT begin working on a proposal until they have a full committee in place.
- Write and submit the thesis proposal to the Committee during the semester before registering for thesis credits. Submit Thesis Committee Approval Form and copy of proposal no later than ten (10) days prior to the beginning of the semester to the Communication and Advocacy Graduate Program Director then Department Chair. The Thesis Committee Approval form will then be forwarded to the Office of Graduate Studies. • Obtain from the Communication Studies Department Chair the Special Course Permit and register for thesis credits. Students should consult with their Thesis Chair/Advisor regarding which semester(s) to register for thesis credits and the number of credits to be taken in a given semester. While it is possible for students to register for all thesis credits in one semester, it is not advisable. If the thesis is not completed in the semester(s) for which all required thesis credits have been earned, and students have completed all other graduate program course requirements, the student must register for 1 credit of Thesis Continuum.

- If necessary, submit the application for approval of the use of human subjects to the Towson University Institutional Review Board (IRB) for the Protection of Human Subjects.
- Submit final draft to the Committee Members at least three (3) weeks prior to the scheduled defense.
- In consultation with the committee Chair, schedule the Defense of Thesis. At least two weeks prior to the defense date, notify the Graduate Program Director of the event and file a Defense Announcement form with the Graduate Program Director.
- With the aid of the Graduate Program Director, file a copy of the “College of Graduate Studies and Research Thesis Format Review.”
- Prepare for and conduct the Oral Defense of the Thesis. Be sure to note, at the time of Oral Defense, the thesis should be completed and in its final form.
- Within two weeks of the Oral Defense, make any required minor and/or editorial corrections to the thesis draft and submit the revision to the Thesis Advisor for final written approval.
- After final approval, ensure that the Thesis Advisor has submitted all necessary paperwork to the College of Graduate Studies and Research Office through the Graduate Program Director and that the student is registered for Thesis or Thesis Continuum the semester of graduation.
- Prepare the thesis for final submission to the College of Graduate Studies and Research Office, the Thesis Advisor, and the Communication and Advocacy Graduate Program Director. Explicitly follow the manuscript preparation requirements of the College of Graduate Studies and Research Office.
- Submit the original printed version of the final thesis and a copy to the College of Graduate Studies and Research Office at least two weeks prior to the last day of classes in which the graduate student intends to graduate.
- Contact the Associate Dean of the College of Graduate Studies and Research after five working days for the results of the submission process evaluation of the thesis.
- After final approval, the student may wish to have the thesis professionally bound.

Student Responsibilities

- Students shall consult and follow the College of Graduate Studies and Research's Graduate Thesis Guidelines.
- The student shall bear primary responsibility for the master's thesis, from the inception of the idea to the preparation of the final document.
- The student shall submit the Thesis Proposal to the Committee Chair by a date determined by the Chair/Thesis Advisor and the student, but no later than ten days prior to the semester in which the Thesis Preparation course begins.
- The student shall submit the first draft of the thesis to the Committee Chair by a specific date to be determined by consultation between the Committee Chair and the student.
- The student shall initiate subsequent meetings and draft submissions of the thesis to the Committee Chair.
- The student shall obtain the necessary permission from the Chair of the Department to enroll in (to obtain a seat code for) the appropriate Thesis preparation courses.

Faculty Responsibilities

- The Faculty of the Thesis Assessment Committee shall bear sole responsibility for thesis topic approval and final approval of the thesis and are obligated to read and render feedback to each thesis draft.
- The Committee Chair shall normally act as Thesis Advisor to the student, meeting frequently through all phases of the research and writing.
- The Committee Chair shall call meetings of the Thesis Committee as appropriate to ensure that the thesis is in final form at the time of the thesis defense.
- The Committee Chair shall circulate drafts of the thesis, call meetings as appropriate and make certain that all College of Graduate Studies forms are

appropriately approved, signed and filed with the Director of the Graduate Program who shall forward them to the College of Graduate Studies.

- The Committee Chair shall determine that the Thesis is in final form before the occasion of the Thesis Defense.

Internship Guidelines

- Students must have completed eighteen (18) credit hours included in the student's approved Plan of Program Study.
- Internship credit and hour requirements are governed by COMM 801, which requires 40 hours of internship work per credit in accordance with Towson University policy.
- Students may not complete the experiential learning internship where they are currently or have been previously employed.
- Record keeping requirement of the internship experience:
 - During both semesters of the internship, the student must maintain a weekly log of hours and description of all activities.
 - In addition to the log, the student must keep a reflective journal connecting the applied experience of the internship with theoretical and empirical knowledge of the Communication Studies discipline. Journal entries will be submitted on a weekly basis during both semesters of the internship.

Internship Scholarly Paper Requirement:

Semester 1: No later than the final day of the first semester, the student must submit a comprehensive paper topic proposal in which the student articulates a statement of the problem, frameworks, and methodologies of their scholarly essay. Further, the proposal must demonstrate an appreciation of the connections between the experiential learning experience and the theoretical knowledge gained throughout the student's course of study.

Semester 2: No later than two weeks before the end of the second semester, the student must submit their scholarly paper, which must be at least twenty-five (25) pages in length, to their advisor.

Grading Procedures:

First Semester

- Discussion at advisor sessions 20%
- Portfolio, including log, introspective analysis, and research paper proposal 60%
- Site Supervisor's evaluation 20%

Second Semester

- Discussion at advisor sessions 10%
- Portfolio, including log and introspective analysis 20%
- Site Supervisor's evaluation 10%
- Research Paper 60%

Final Internship Portfolio:

The student shall be solely responsible for compiling the Internship Portfolio, which shall be separated and noted in its various components and shall include a table of contents. The portfolio must be approved by the Director of the Graduate Program for the student to be cleared for graduation. The student must organize all of the above-discussed materials into the portfolio.

The portfolio must include a) The logs and reflective journal entries for both semesters. b) The research proposal c) The research paper d) Materials produced during the internship. (This is optional and may include reports, flyers, internal and external communications, grant proposals, etc.)

Checklist for Internship Process

- The student shall select the experiential learning/internship site in consultation with the student's advisor. Only approved sites can host an internship.

- The student shall file with the Graduate Program Director and the Department Chair, the Graduate Internship form and the proposal required by that form no later than ten (10) days before the internship is to commence.
- The student shall meet at least every two (2) weeks with their advisor to review the internship experience.
- If appropriate, during semester 1, the student shall submit the paper proposal to the Towson University Institutional Research Board.
- No later than two weeks before the end of the second semester, the student must submit their scholarly paper, which must be at least twenty-five (25) pages in length.

Communication and Advocacy MA Program Course Descriptions:

Required Core Courses

COMM 500: Advanced Qualitative Research Methods (3)

Study of qualitative research methodologies. This program-required course will explore theoretical paradigms, qualitative methods, and practical applications for qualitative research in Communication Studies.

COMM 501: Advanced Communication Theory (3)

An advanced understanding of communication as a discipline and its usefulness in different contexts. Students will be richly exposed to the discipline of communication studies as they learn theories of communication and the role communication plays in different contexts; relational, public, group, cultural, and organizational, with a focus on critical cultural and organizational communication theories.

COMM 600: Introduction to Communication and Advocacy (3)

Offers a broad introduction to the field of communication in terms of communication-based theories and research. Throughout the course of the semester, students will learn

about communication principles that hold particular importance to understanding communication and advocacy.

Elective Courses

COMM 603: Instructional Communication (3)

Prepares, develops, enhances and provides instructional expertise of culturally relevant knowledge of communication pedagogy. Students will explore mixed theories, methods, and strategies to prompt development of current and future instructors' philosophical foundations as well as approaches to teaching.

COMM 670: Special Topics in Communication Studies (3)

An in-depth examination of communication studies. Course content varies by topic. May be repeated for credit if a different topic is covered.

COMM 700: Advanced Organizational Communication (3)

Lays the foundations for an advanced exploration of complex dynamic communication processes in creating and sustaining organizational life. Emphasis is placed on globalization of organizational approaches and processes.

Prerequisites: COMM 500 and COMM 501.

COMM 701: Organizational Advocacy (3)

Using a combination of concepts from rhetorical criticism, organizational communication and management studies, analyzes how organizations use symbols to influence organizational impressions, advocate for particular positions and develop and sustain organizational culture. Students will also be better prepared to responsibly and effectively analyze and create these messages.

COMM 703: Organizational Communication and Globalization (3)

Introduces students to a comprehensive global perspective on organizational communication. This course will examine the role of communication in creating and

sustaining organizational life. Students will learn about the multidisciplinary of organizational communication theories and concepts, highlighting global and multicultural concerns. The course will also provide analysis of contemporary organizational life by engaging with material that stimulates imaginative ways of thinking about work and organizing.

COMM 705: Global Leadership Communication (3)

Provides a practical review of leadership communication theories and concepts, as well as strategies for evaluating and understanding the dynamics of leadership in a global context. The emphasis is on using interpretive and critical perspectives to examine the role of communication in producing global leadership competencies. Students will increase their own leadership capabilities through feedback, reflection, and practice.

COMM 751: Critical/Cultural Studies (3)

Explores the convergence of critical/cultural communication (CCC) studies, a convergence that has earned status as a distinct line of scholarly inquiry. Students will gain experience in reading, discussing, critiquing, and writing work which falls under the umbrella of critical/cultural communication studies.

Prerequisites: COMM 500 and COMM 501.

COMM 752: Cultural Rhetorics (3)

Critical and cultural approaches to rhetorical meaning-making and criticism with an emphasis on theories of power, fragment/conjunctural analysis, and theory as method.

COMM 753: Advocacy and Performance (3)

Emphasizes foundational ideas, practices, and traditions of performance and communication studies in order to explore how to do advocacy work via performance traditions. Students will gain experience in reading, discussing, critiquing, writing, and producing performance work.

COMM 754: Advanced Intercultural Communication (3)

An advanced understanding of the intersections of communication and culture at different levels (individual, community, and societal). In this course, students will be richly exposed to, and engage in different intercultural communication topics, theories, and concepts at both micro and macro levels of culture. Beyond understanding what differences may exist within and between cultures, students will be trained in understanding the principles of communicating with cultural awareness and sensitivity.

COMM 795: Independent Study in Communication Studies (1–6)

Directed study through readings, projects, papers, or seminars. May be repeated for a maximum of 6 units.

Prerequisite: 15 units of graduate-level courses or consent of department.

Capstone Options

COMM 801: Internship (1–6)

Experience designed to combine the theory, research, and content of communication and advocacy with work in local community projects, organizations, K-12 schools, or similar sites. The internship is 40 hours per credit. To engage in member-checking, a final white paper will be presented to committee and community partner. No more than 6 units to be earned with any one agency. Graded S/U.

COMM 897: Communication Studies Thesis (1-6)

Original investigation using an acceptable research method and design conducted under the direction of a faculty member. Graded S/U.

Prerequisite: consent of department.

COMM 898: Communication Studies Thesis (3)

Original investigation using an acceptable research method and design conducted under the direction of a faculty member. May be repeated for a maximum of 6 units. Graded S/U.

Prerequisite: consent of department.

COMM 899: Thesis Continuum (1)

Continuation of thesis work. Graded S/U based on making satisfactory progress on thesis.

Communication and Advocacy Master of Arts Plan of Study (33 Credits)

Please use Docusign version.

Student Name: _____

Phone/Email: _____

Advisor: _____

I. Required courses for all students in program (9 Credits)

COMM 500: Advanced Qualitative Research Methods Semester _____ Grade _____

COMM 501: Advanced Communication Theory Semester _____ Grade _____

COMM 600: Introduction to Communication and Advocacy Semester _____ Grade _____

II. Additional Courses: (12 Credits)

Choose four graduate-level COMM electives. Possible courses include:

COMM 603: Instructional Communication

COMM 670: Special Topics in Communication Studies

COMM 700: Advanced Organizational Communication

COMM 701: Organizational Advocacy

COMM 703: Organizational Communication and Globalization

COMM 705: Global Leadership Communication

COMM 751: Critical/Cultural Studies

COMM 752: Cultural Rhetorics

COMM 753: Advocacy and Performance

COMM 754: Advanced Intercultural Communication

COMM 795: Independent Study in Communication Studies

1st additional course Semester _____ Grade _____

2nd additional course Semester _____ Grade _____

3rd additional course Semester _____ Grade _____

III. Interdisciplinary Electives (6 Credits)

Two graduate-level courses outside COMM (advisor approval required)

1st interdisciplinary course Semester _____ Grade _____

2nd interdisciplinary course Semester _____ Grade _____

IV. Culminating Experience: choose one: (6 Credits)

1. Thesis Option

COMM 897 (6 credits) Communication Studies Thesis – 1 semester (rarely approved)

or

COMM 898 (6 credits, 3 credits each semester) Communication Studies Thesis – 2 semesters (recommended)

Students who do not complete their thesis within the two-semester time frame for which they registered for thesis credit must register for continuation of credit each semester until the thesis is officially completed. Failure to do so may delay graduation clearance.

COMM 897 Semester _____ Grade _____

COMM 898 Semester _____ Grade _____

COMM 898 Semester _____ Grade _____

2. Internship Option (6 credits) 2 semesters, 3 credits each semester

COMM 801 Internship (2 consecutive semesters)

COMM 801 Semester _____ Grade _____

COMM 801 Semester _____ Grade _____

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Graduate Program Director Signature _____ Date _____

Independent Study Form (COMM 695)

Please use Docusign version.

I. Student Information

Student Name: _____

Telephone: _____

Email: _____

Semester of Enrollment (COMM 695): _____

II. Prior Independent Study

(Students may complete no more than 6 credits for Independent Study.)

Title of Prior Study (if applicable): _____

Instructor: _____

Semester Completed: _____

Grade Earned: _____

III. Required Attached Statement

Attach a single-spaced statement (2–3 pages) that includes:

1. Objectives of the proposed independent study.
2. Relationship to academic and/or professional goals.
3. Preliminary bibliography.
4. Description of major assignments and evaluation criteria.
5. Proposed meeting schedule with faculty supervisor.

A minimum of 25 pages of written academic work is required for a 3-credit Independent Study.

IV. Faculty Supervisor Approval

Faculty Supervisor Name: _____

Signature: _____ Date: _____

Telephone: _____ Email: _____

V. Student Affirmation

Student Signature: _____ Date: _____

VI. Graduate Program Director Approval

Transcript Checked: _____

Graduate Program Director Signature: _____ Date: _____

VII. Department Chair Approval

Department Chair Signature: _____ Date: _____

Internship Declaration Form (COMM 801)

Please use Docusign version.

I. Student Information

Student Name: _____

Telephone: _____

Email: _____

Semester(s) of Enrollment (COMM 801): _____

Faculty Advisor: _____

II. Internship Site Information

Organization Name: _____

Site Supervisor Name: _____

Title: _____

Telephone: _____

Email: _____

Total Hours to be Completed: _____

III. Required Attached Statement

Attach a single-spaced statement that includes:

1. Description of internship responsibilities.
2. Learning objectives and expected outcomes.
3. Relationship to academic and/or career goals.
4. Description of supervision and evaluation process.

IV. Faculty Advisor Approval

Faculty Advisor Signature: _____ Date: _____

V. Student Affirmation

Student Signature: _____ Date: _____

VI. Graduate Program Director Approval

Graduate Program Director Signature: _____ Date: _____

Internship Evaluation Form (COMM 801)

Please use Docusign version.

I. Student Information

Student Name: _____

Internship Site: _____

Semester Completed: _____

Site Supervisor: _____

II. Site Supervisor Evaluation

Criteria	Excellent	Good	Satisfactory	Needs Improvement
Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical Skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. Narrative Comments

Please provide written comments regarding the student's performance. Attach additional pages if necessary.

IV. Supervisor Certification

Site Supervisor Signature: _____ Date: _____

Printed Name: _____

Telephone: _____ Email: _____

To establish your thesis committee, use these forms:

- [Thesis Committee Approval Form for Chair and 2 Members](#)
- [Thesis Committee Approval Form for Chair and 3 Members](#)
- [Thesis Committee Approval Form for Chair and 4 Members](#)

SAMPLE THESIS COMPLETION TIMELINE

Task	Fall Semester	Spring Semester	Summer Semester
Thesis draft to advisor	October	March/ April	Early July
Oral defense	Mid- November	Mid- April	Mid- July
Final Corrections to Committee Members	1- 2 weeks after defense	1- 2 weeks after defense	1- 2 weeks after defense
Final Committee Approval & Signatures	Early December	Early May	End of July
Near Final Draft to Grad Studies	Mid to End of November	Late April/ Early May	Early August
Format corrections	Exam week	Exam week	Early August
Final submission to Grad Studies	Last day of exams	Last day of exams	End of Summer session
Submission of grade by Committee Chairperson	Last day of exams	Last day of exams	End of Summer session