DOCTORATE in
MASS COMMUNICATION

2017-2018
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Welcome to the School of Media and Journalism’s doctoral program! We are delighted to have you in the program and look forward to working with you during the next several years.

This information and resource guide is designed to provide you with the basic information about how the program works, what resources are available to you and what your responsibilities are. As questions arise, please refer to this document FIRST before contacting your advisor, the graduate program coordinator or the Ph.D. program director. All necessary forms related to the program and other pertinent information can be found on the MJ-School Grad Program Sakai site at https://www.unc.edu/sakai/. Your Onyen and password are required to log in. Helpful information also may be found on The Graduate School website (http://gradschool.unc.edu/) and in the Graduate School Handbook (http://handbook.unc.edu/).

Our graduate student listserv is very active and contains important announcements about curriculum, teaching opportunities, funding opportunities, colloquium announcements and job announcements. Students also have mail folders in the graduate student lounge for receiving university notices, homework feedback, etc.

### Philosophy of the Program

The Ph.D. in Mass Communication is designed for outstanding graduate students preparing for academic faculty positions or research jobs in communication-related industries or positions. Our Ph.D. program is interdisciplinary and is tailored to the needs of each student.

Students are expected to attain a high degree of competence in research methodology and develop expertise in at least one substantive area of study, as well as a broad range of knowledge in communication science. The specific content of your program will be determined by you and your dissertation committee and will vary with your background, interests and goals.

The Ph.D. degree constitutes demonstration of (1) general knowledge of the field by passing courses that reflect the breadth of the discipline, (2) specific knowledge in a substantive area of the field by passing appropriate courses and comprehensive exams at the end of coursework, (3) ability to conduct independent research and (4) completion of all degree requirements.

As in most doctoral programs, much of the learning of subject matter and academic norms occurs outside the classroom. Students benefit from working closely with their advisors and other student and faculty colleagues while in the program. To this end, it is incumbent upon you to seek out these relationships. Spend time with your temporary advisor by having regular meetings outside of class. With his or her assistance, identify the person you would like to be your permanent advisor early in the program and develop a relationship with that person soon. Research collaboration with students and faculty within and outside this school is also strongly encouraged.

Progress toward the degree will be measured by classroom performance, as well as your developing mastery of scholarship. As part of this mastery, Ph.D. students are expected to actively practice their research skills inside and outside of classroom requirements. Students are also expected to participate fully in the school’s academic activities. This includes attending colloquia and participating in practice research presentation sessions, all of which are integral in becoming a good scholar and academic colleague.
Upon entering the Ph.D. program, you were assigned a temporary advisor to help acquaint you with our program, culture and faculty. We encourage you to decide, by the end of your first year, whom you want as your permanent advisor. This person might or might not be your temporary advisor. The decision should be based on compatibility of academic interests and the faculty member’s ability to guide your work.

Changing advisors late in the program is only acceptable if your dissertation direction does not match the expertise of your current advisor and your course work provides a basis for the dissertation.

It is important to maintain a good relationship with your advisor. Your advisor has been through the rigors of building an academic career and knows about course selection, viable research proposals, job hunting and the like. Ask this person questions, and ask often. He or she will likely give considered advice to you about all facets of life as a scholar.

Registration takes place twice a year: October for spring registration and March or April for summer and fall registration.

➢ Academic course worksheets are available in the Appendix and on our J-School Grad Programs site on Sakai (http://sakai.unc.edu). Log in to Sakai with your UNC Onyen login and password. Use the worksheet to ensure you are meeting all degree requirements. Revisit this worksheet with your advisor each semester prior to registration.

➢ Register in the ConnectCarolina registration system. To access ConnectCarolina, go to the portal (http://cc.unc.edu/) and click the ConnectCarolina Student Center link.

Dissertation Committee: Your advisor chairs your dissertation committee and helps you choose the other committee members. Your advisor is the primary person who will work closely with you on dissertation design, drafts and related materials.

➢ The committee consists of three members from within the School of Media and Journalism and two members from other disciplines on campus or at other universities.

➢ You may petition to have four committee members from within the school and one outside member.

➢ Committee configuration must be approved by your committee chair and the senior associate dean for graduate studies (SADGS).

➢ All members of your committee will ask you questions during your comprehensive (written and oral) examinations, review your dissertation proposal and read your dissertation.
Planning Your Program of Study

Coursework

Our doctoral program is designed to be flexible and interdisciplinary, yet designed to ensure that students are equipped to (a) conduct rigorous research and (b) teach or practice in at least one substantive area.

The 54-credit-hour program (48 hours of courses, 6 hours of dissertation):

➢ 9 credit hours (three courses) comprise the three-course core listed below
➢ 39 credit hours of coursework remain
   • At least 12 credit hours (four courses) must be research methods
   • At least 15 credit hours (five courses) must be in a substantive area (see below)
   • The remaining 12 hours (four courses) are selected in consultation with your advisor
➢ 6 credit hours of dissertation credit are split between semesters in the third year
   • 3 hours of dissertation credit in the fall semester
   • 3 hours of dissertation credit in the spring semester

Other requirements of the 48 credit hours of Coursework (16 courses total):

➢ At least 24 credits (eight courses) must be 700- through 800-level courses within our school
   • One 3-credit 900-level course may be counted in this 24-credit requirement (not recommended in the first year of study)
➢ Up to 24 credits (eight courses) may be graduate-level courses taken outside our school throughout UNC or at a partner institution (see p. 7-8 for partner institutions)
   • 400- through 600-level courses may be taken upon consulting with your advisor
   • One additional 3-credit 900-level MEJO course from within our school may be counted in this body of coursework (not recommended in the first year of study)

Three-Course Core*

Our core courses (9 credit hours) ensure that you have a sufficiently broad base of understanding of the key areas of our field and are introduced to the academy. You will be able to talk intelligently with colleagues in various specialties, make connections between different areas of research, inform your teaching of undergraduates, and develop strong relationships with your fellow doctoral students.

• MEJO 701: Mass Communication Research Methods
• MEJO 705: Theories of Communication
• MEJO 890: Professional Seminar in Mass Communication

*Request a waiver for any of the above core courses by Aug. 1 of the summer prior to entering the Ph.D. program.

Although statistics is not a required course, it is recommended that most students take a statistics course early on to become literate in this type of analysis and thus able to interpret and judge the quality of the quantitative research encountered in academic journals and books.
Substantive Areas of Study

We support the below substantive areas in our school with faculty and curricula. See http://mj.unc.edu/phd/curriculum for detailed descriptions of each. You are expected to be competent to teach and/or practice in the substantive area you choose, in addition to conducting scholarly research in this area. Ask your advisor, other faculty and current graduate students for advice on selecting appropriate courses to develop expertise in an area.

- Health communication
- Legal and regulatory issues in communication
- Media uses and effects
- Media processes and production
- Political, social, and strategic communication

Four-Course Research Methods Requirement (beyond the core)

You and your advisor identify research methods courses that meet the following guidelines:

✓ Is specifically labeled as a research methods course.

✓ Has the primary goal of teaching a specific, recognized method, such as content analysis, survey research, ethnography, cultural studies, textual analysis, legal research, historiography or experimental design.

✓ Is a statistics course.

✓ Is a seminar or upper-level course in which students are required to conduct their own research and receive significant instruction in the appropriate methodology, leading to the production of actual research and a paper appropriate for convention presentation or publication—may count as a methods course.

✓ It includes instruction in both a substantive area and methodology—may count toward both the methods and substantive area.

Note: If you propose a dissertation project for which you have inadequate methodological training, your advisor and/or committee might require you to take additional methods courses before approving your proposal.

Course Numbering

400- through 600-level courses: Offered to advanced undergraduates and graduate students. These courses help graduate students learn about areas their previous training has not covered. Doctoral students should take very few of these courses, and take them early in the program. The syllabus for each of these courses must clearly indicate what graduate-level work must be completed above the expectations for undergraduate students in the course. Please proactively connect with the course instructor to clarify this expectation for each course in which you are enrolled.

700-level courses: Offered only to graduate students. These courses provide intensive study of certain specialized subjects. Often called reading courses, these classes are literature-oriented and may be lecture in format. Doctoral students will take many of these courses in their programs.
**800-level courses:** Offered only to graduate students. These seminars are designed for intensive investigation and should yield conference papers and/or publications. If the seminars change substantially under different professors or even under the same professor, you—with permission of your advisor—may be allowed to take the same numbered seminar a second time.

**First days of class:** Many graduate-level classes meet only one day a week. Don’t be surprised, therefore, if the instructor decides to assign readings for the very first class of the semester. Check your email and mail folder at the end of the semester and before the first day of classes to see if an instructor has used this option.

**Example Schedule**

Our program requires two years of coursework and one additional year to complete a comprehensive exam and dissertation. Some students finish their dissertations in one year; others take longer. Here is one possible timetable for program completion.

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall semester</th>
<th>Spring semester</th>
</tr>
</thead>
</table>
| 1    | MEJO 701 (Methods)  
MEJO 705 (Theory)  
MEJO 704 (Statistics) or 4xx, 5xx, 6xx¹ | 4xx, 5xx, 6xx, 7xx, or 8xx  
7xx or 8xx outside MEJO |
| 2    | 7xx or 8xx  
7xx or 8xx outside MEJO  
7xx, 8xx or 900² | 7xx or 8xx  
7xx or 8xx outside MEJO  
8xx  
8xx or 900 |
| 3    | Written exam*  
Preparation of dissertation proposal*  
Oral exam  
Dissertation research | Dissertation research & writing  
Dissertation defense |

**Courses at Other Institutions (Inter-Institutional Enrollment)**

A doctoral student may register for courses at North Carolina State University, UNC-Greensboro, UNC-Charlotte, North Carolina Central University and Duke University for the same tuition as at UNC-Chapel Hill. The student must be registered for at least 3 credit hours on the UNC-Chapel Hill campus. The student may take a maximum of two graduate-level courses at another institution during fall or spring semester and a maximum of one graduate-level course during a summer semester. The minimum passing grade for all above partner institutions is C. Therefore, a C earned at a partner institution will be transferred in to your transcript as an L. Any F will transfer in as an F.

¹400- through 800-level courses should be taken in the first and second semesters of the first year of doctoral studies to lay the groundwork necessary for later coursework. These classes may be taken in or out of the school. Generally, seminars should only be taken in the first semester if you have the research skills or background necessary to profit from the research intensity of these courses.

²One of these courses in the last year may be a MEJO 900 course if the school offers no courses particularly on target for your research interests. Remember that only one MEJO 900 course may count toward the minimum of 24 hours of 700- through 900-level MEJO courses.
A student must submit to the graduate program coordinator an **Inter-Institutional Registration form** available on Sakai (under Ph.D. coursework materials) and obtain the signature of his/her advisor and the Graduate School dean, certifying that:

- the course is appropriate for the student’s degree program and is a graduate-level course:
  - N.C. State - 500 and above
  - UNC-Greensboro - 500 and above
  - UNC-Charlotte - 5000 and above
  - N.C. Central - 4000 and above
  - Duke - 500 and above

- an equivalent course is not available on the UNC-Chapel Hill campus;

- the course is not a pass/fail course. (Inter-institutional courses may not be taken pass/fail.)

To enroll, submit the form with the advisor signature to the graduate program coordinator **no later than the first day of classes of the semester in which the student will be enrolled**. The coordinator will send it on to The Graduate School for The Graduate School dean’s signature. The Graduate School will then process the registration. More information can be found at: [http://registrar.unc.edu/guide/special-enrollments/inter-institutional-programs/](http://registrar.unc.edu/guide/special-enrollments/inter-institutional-programs/)

**Independent Studies (MEJO 900)**

The Reading and Research course provides intensive one-on-one work on a subject with an individual faculty member. Also called an independent study, the purpose of a Reading and Research course is to advance one's learning of a subject in a way that is not possible (or not offered) in a currently existing course. As such, the independent study goes beyond providing an opportunity to collaborate on a research project, as you are already expected to engage in research projects outside of class. Rather, research accomplished in an independent study is intended to practice or show mastery of the study material.

You may take a maximum of two 3-credit independent studies inside or outside of the School over the course of your program of study. **All independent studies must be approved by your advisor, the PhD program director, and the SADGS.**

A completed **Authorization for Independent Study form**, available on the J-School Grad Programs Sakai site (Resources/PhD Students/Independent Studies), is required. Work with the faculty member to specify the nature of the study and the course work. Attach a course description and objectives and a reading list. Specify course deliverables, and indicate the need to engage in the independent study in place of enrolling in a seminar or another course.

**Foreign Language Requirement**

Demonstrated competency in a foreign language might be required if your advisor determines it is relevant to one of your substantive areas of study. For example, students in international communication might need to demonstrate such competency. (Courses in a foreign language will not be counted toward the 48-hour credit requirement.)
University Graduate School Requirements

➢ The Graduate School requires Ph.D. students to take **four semesters of residence credit** at UNC-Chapel Hill. At least two semesters must be in continuous registration on this campus.

➢ A **full course load is 12 credit hours** per semester. Students must complete at least 48 credit hours of course work while in the Ph.D. program (not counting the 6 credits for the dissertation).

➢ You must be registered whenever university resources, including faculty time, are being used, in order to appropriately reflect work being done. Students who lapse enrollment lose official student status and university affiliation. This jeopardizes your access to library databases, student health care, financial aid eligibility and other services. **Whether on campus or not, if you are using university resources to work on dissertation or other projects, you MUST be registered.**

Recording Coursework and Program Requirement Notes/Exceptions

Our school uses the **Ph.D. Student Worksheet** to make note of your fulfillment of course requirements. The form can be found on the J-School Grad Programs Sakai site and a copy may be found in the appendix of this handbook. The form can be filled out electronically.

You are responsible for keeping this form up-to-date electronically in consultation with your advisor. Please also keep a copy of the electronic form on your personal computer (in addition to sending updated forms to the graduate program coordinator) so that you have a copy readily available. Any updates should be sent to the graduate program coordinator with the most recent date of update listed so that your school file remains current. Likewise, the graduate program coordinator will have access to the form located in your school records file and can also help you with keeping it up to date and in compliance with our program requirements.

Sections of this form include:

- Noting the semester taken and grade obtained for the core coursework
- Noting the courses taken to fulfill the research methods requirement
- Noting the courses that will count toward the substantive area of study
- Noting courses that are intended to count toward a minor area of study (optional)
- Listing the coursework that fulfills the requirement of having eight in-school MEJO courses at the 700- to 900-level
- Noting, for each section (core, research methods, substantive area, minor area, MEJO in-school requirement) any course waivers, exceptions granted or other comments needed to interpret the way in which the courses fulfill the program requirements
- And finally, noting the date of last update to the form

Please note that the 6 dissertation credits required for graduation are not fillable portions in the worksheet but are nonetheless requirements for graduation. We will be able to note, based on the semester each course was taken, your compliance with the general UNC Graduate School requirement that students must complete their Ph.D. within eight calendar years from the date of first registration in the program.

If you have any questions about completing this form or noting any course waivers, exceptions granted, substitutions to requirements or other information that assist in explaining fulfillment of requirements, please consult the Ph.D. program director or graduate program coordinator.
Grades and Maintaining Program Eligibility

Graduate courses carry grades of H (clear excellence), P (entirely satisfactory), L (low passing) and F (failing). Students are expected to earn P (pass) or H (high pass) in all courses, including core courses.

In some 400- through 600-level courses the instructor may assign you an A, B or C. Please make sure the instructor knows you are a graduate student and that your grades must be recorded appropriately. If you get a letter grade rather than an H, P or L, it is your responsibility to see the instructor to have the grade changed. Traditional letter grades do not carry graduate credit.

For inter-institutional courses, a grade received for a graduate-level course that is the lowest non-failing grade for the partner institution will be interpreted as L. F will transfer as F. The minimum passing grade for all above-mentioned institutions is C. Grades earned for courses taken through inter-institutional registration do factor into a graduate student’s academic eligibility calculation.

UNC-Chapel Hill Graduate School Policies

✓ Students who receive two Ls (low pass) on their doctoral transcript are placed on academic probation and must consult with their advisor and the Ph.D. program director immediately. Academic probation signals to a student that they will become academically ineligible to complete the program if they receive a third L.

✓ Students may not continue graduate school if they:
  • Receive a grade of F (fail) in a graduate course; or
  • Receive 9 or more credit hours of L grades (three Ls).

✓ Students must complete their PhD within eight calendar years from the date of first registration in the program.

✓ Medical withdrawal: A student may have physical or mental health issues arise that prevent continuation of the program at that time. A medical withdrawal may be possible, allowing the student to resume study at another point in time. Students who withdraw in their first semester, however, must completely re-apply to the program if they wish to return. A student should talk to the SADGS about the options open to him or her. Detailed information about the process can be found on the Registrar’s website: http://registrar.unc.edu/academic-services/withdrawals-cancellations/#withdrawal.

School Policies

A Ph.D. student who receives an L in a core course, the student must talk immediately to the course instructor, his or her advisor, and the Ph.D. program director about performing some form of remediation to demonstrate competence. Remediation is at the discretion of the instructor and may include retaking the course. If the remedial work is not retaking the course, the work must be complete by the end of the following semester. If the student receives an L in the remedial work, he or she must retake the course. If a student again earns an L in the course, he or she will not be allowed to continue in our program. The original grade of L remains on the student’s official record.
Comprehensive Exam and Dissertation Process

Become very familiar with the Graduate School's Thesis and Dissertation Guide and follow its rules as well as style conventions for your area (http://gradschool.unc.edu/etdguide/).

Committee Composition

Choose program advisor/dissertation chair by end of first year if possible.

✓ The advisor should hold a Ph.D. degree.
✓ With advisor’s guidance, select and recruit dissertation committee:
  • Two additional members of the MEJO faculty who hold a Ph.D. or other terminal graduate degree.
  • Two faculty members outside our school
    ✓ If outside the university, provide the CV to the graduate program coordinator, who will arrange for the SADGS to recommend a temporary graduate faculty appointment by the UNC Graduate School.
    ✓ You may petition to have a fourth MEJO member if two outside members cannot be identified.
  • All committee members are required to be recognized as graduate faculty by The Graduate School.

✓ Submit the Report of Doctoral Committee Composition form and Report of Approved Dissertation Project form (Part I) to the SADGS. This form will be scanned into your student record and electronically maintained.

Comprehensive Exams

Comprehensive exams are designed to show your overall mastery of the fields you have identified as your substantive area(s) of study. Questions are often based on the course work you have done with the members of your committee. If you provide your committee members with information about your dissertation, some committee members might elect to ask a question pertinent to your dissertation.

It is up to the student and his or her advisor to determine the exact schedule for the written exams. For example, a student might decide to take three portions of the exam the first week on Monday, Wednesday and Friday, and then the last two portions the following week on Tuesday and Thursday. All committee members will receive copies of all questions and answers but are only responsible for evaluating the answers to the specific questions they submit.

Each committee member contributes a question to the student’s exam. Actively seek guidance from committee members regarding how to prepare for their comps exam question. Committee members will send their questions to the advisor, who will forward the questions to the graduate program coordinator at least one week in advance of the first exam session.

Written comprehensive exams

The written exam typically is taken in the summer or early in the fall semester of the third year after coursework is completed. All incompletes must be removed before taking comps. Exams are typically closed-book (open-book allowed at the discretion of the faculty member), held in Carroll Hall and proctored by the graduate program coordinator. Students have four hours per question, unless prior arrangements are made for disability reasons, and must complete the
exams within a two-week period. The student is responsible for scheduling each exam session with the graduate program coordinator at least two weeks in advance of the first session.

The advisor and committee members receive all written responses from the graduate program coordinator upon completion of exams; each member is only responsible for evaluating the response to his or her question. The committee has 10 business days to evaluate responses, not including holidays or breaks. Each response is graded accordingly:

✓ **Pass** – the response for this question is acceptable, although follow-up questions might still be asked in the oral exam
✓ **Pass with Reservations** - a Pass, with the anticipation of a significant oral examination for that question or supplemental writing to address the identified shortcomings
✓ **Fail** – You must wait three months from the date of the original examination (when the initial response was written for that question) and then re-write your response to that question. A student who fails a response twice becomes academically ineligible and cannot complete the program.

**Oral comprehensive exam**

The oral exam must be held within two months of receiving the last evaluation from committee members. The exam must be scheduled during the regular academic year and it may be scheduled for the same session as the dissertation proposal defense. One hour is allotted for the oral examination and one hour for the dissertation proposal defense. The oral exam consists of questions about your responses or the areas covered in the written exam. Three-fifths of the committee must approve the oral exam for a student to pass. Failure to pass may necessitate further coursework or study (the advisor is responsible for ensuring committee wishes are met). If a student fails the oral exam, three months must lapse before reconvening. A student who fails orals twice must leave the program. Once the oral exam is passed, the committee must sign Parts I and II of the Doctoral Exam Report, which may be found on the J-School Grad Programs Sakai site.

**The Dissertation Proposal**

In choosing your dissertation topic, remember that you must live with it for a year or more. Consider your interests as well as your resources when making the determination. Remember that in choosing your dissertation topic, you are identifying your research path for at least several years after graduation. Consider your advisor’s advice carefully. The dissertation is not just a degree requirement; it’s a career launching pad. Try to pick a research project that can result in at least several conference papers and articles; in some disciplines, you can get a book out of your dissertation with proper planning. Talk with your advisor seriously about a topic that will be useful in more ways than one.

The dissertation proposal consists of:

- Introduction to topic area
- Literature review of conceptual underpinnings and prior findings
- Research questions or hypotheses
- Detailed methods section
- Plan of data analysis
- Timeline for completion
- Appendices with relevant study materials
- References
Final dissertations include the following additions:

- Revision of the method section
- Results and associated tables/figures in appendices if needed
- Limitations and conclusion
- Revisions requested during the proposal defense

The advisor must give final approval to all chapters and supplementary materials before the proposal is distributed to the other committee members. The proposal should be submitted to committee members no less than 10 business days prior to the defense date (not including holidays or breaks).

The purpose of defense is to seek approval of the committee members to conduct the study/studies in accordance to the agreed-upon research design. Committee members may request revisions to the document. All committee members must approve the proposal. A failed proposal defense means you must rewrite the proposal. Proposal approval constitutes a contractual agreement regarding the research design.

The proposal defense may be scheduled with the oral exam. Once the proposal is approved, each committee member must sign Part II of the Report of Doctoral Committee Composition and Report of Approved Dissertation Project. A student who successfully defends the oral examination and the proposal becomes “ABD” (all but dissertation) and is a “Ph.D. Candidate” and must apply for doctoral candidacy with The Graduate School using the Application for Admission to Candidacy form.

If needed, a student must seek Institutional Review Board approval for using human subjects in the research. It is required by federal statute to review proposals before any contact with participants is made and may take two or more weeks to secure approval. For complete information and forms, visit Office of Human Research Ethics website at http://research.unc.edu/ohre/index.php

The student should work closely with the advisor on the dissertation. Especially during the dissertation phase, please be considerate of your advisor. The dissertation drafts you turn in should be professionally done. There should be no spelling or grammar mistakes. Proper annotation format should be followed. Use your advisor’s time for substantive critiques, not for remedial editing.

In addition, watch your scheduling carefully. Advisors will likely have more time to read and reflect on your work early in the semester. The closer it gets to midterm, term-paper or final-exam time, faculty schedules become less flexible. Summers are problematic because faculty must get their own research, writing, and class prep done during this time. The agreement between student and advisor is a two-way street; do your part to keep things moving. Plan early!

**Final Dissertation Defense**

The advisor must give final approval to all chapters and supplementary materials before the proposal is distributed to the other committee members. The proposal should be submitted to committee members no less than 10 business days prior to the defense date (not including holidays or breaks). The oral defense of final dissertation must occur within eight years of the first semester of doctoral work (the semester you enrolled).

Committee members judge the quality of work and adherence to the final proposal and may request revisions to the document, including additional analyses. The committee may not...
request changes to research design at this point because proposal approval constitutes a contractual agreement regarding the research design. If the committee feels a complete rewrite of the dissertation is needed, this constitutes failure of the oral defense. The student must perform the rewrite and reschedule the defense. Once the defense is successful, each committee member must sign Part III of the Doctoral Exam Report. The student is now a Dr. In most cases, revisions will be required. Once the revisions are complete, the advisor should check and sign Part IV of the Doctoral Exam Report and submit to the graduate program coordinator.

The dissertation must be submitted electronically to The Graduate School only after Doctoral Exam Report is complete and turned in to graduate program coordinator. The submission must include an abstract (not exceeding 350 words) for publication in Journalism and Mass Communication Abstracts.

Approval for graduation is based on guidelines listed in the Registrar’s calendar for the semester in which you plan to graduate. You are eligible to walk in the UNC-Chapel Hill hooding ceremony only after submitting your final electronic dissertation to the Graduate School before the stated deadline on the University Registrar’s calendar. You may walk in our school’s upcoming ceremony only if you successfully defend your final dissertation by the last weekday before the semester’s commencement date. Your name, however, will not be in the school’s program if you defend after the program has gone to the printer. Defend by the end of April to help ensure your name is listed.

### Comprehensive Exam, Dissertation and Graduation Paperwork

All forms must be filed with The Graduate School in the proper sequence at the proper time. Your advisor, the Ph.D. program director and the graduate program coordinator can assist with getting paperwork completed and submitted. Forms are found at [http://gradschool.unc.edu/forms/](http://gradschool.unc.edu/forms/) and on our J-School Grad Programs site on Sakai at [http://sakai.unc.edu](http://sakai.unc.edu).

#### Report of Doctoral Committee Composition and Report of Approved Dissertation Project (Parts I and II)

- Part I of this form is the list of committee members and advisor. Part I must be submitted before your written comprehensive exams since your committee composes the exam questions.

- Part II of this form is to report the approval of your dissertation proposal by your committee members. All committee members must sign the form.

#### Doctoral Exam Report (Parts I-IV)

- Part I: Report of Preliminary Written Examination - The committee signs this part after all written comprehensive exam responses are evaluated as “Pass” or “Pass with Reservations.” You may wait until the oral comprehensive exam to get this signed.

- Part II: Report of Oral Examination - Your advisor completes this part once three-fifths of your committee approves the oral portion of the exams.
➢ Part III: Report of the Final Oral Examination (defense of dissertation) - The committee signs this form, saying the oral defense of the dissertation is acceptable. (Revisions might be needed, but a complete rewrite of the dissertation is not.)

➢ Part IV: Report of the Final Dissertation - The advisor verifies that all revisions requested during the oral defense have been completed.

Application for Admission to Candidacy for a Doctoral Degree

Admission to candidacy signifies that the only outstanding requirement for the Ph.D. degree is the final dissertation. This is an optional form used to request the ABD (all-but-dissertation) notation on your transcript.

Application for Graduation

Apply through the ConnectCarolina system. The Graduate School will review your academic record to be sure you are eligible to graduate. The Graduate School must clear you first, before your degree can be conferred in the university ceremony.

Copy of Dissertation/Park Library

Once revisions are completed, you are to electronically submit the release form and the Program Certification of Degree Requirements via Sakai to the graduate program coordinator and it will be kept in the Park Library catalog.

Health Insurance

The UNC Board of Governors requires that all students enrolled at UNC-Chapel Hill have verifiable health insurance coverage. Graduate students are offered health insurance coverage through either a TA/RA plan (offered as part of a teaching or research assistantship) or the mandatory ‘hard-waiver’ Student Blue plan. Funded students should refer to the Funded Student Handbook for specifics on what is covered under the RA/TA plan. Unfunded students are automatically placed under the Student Blue plan. If you have other coverage, you must opt out of the Student Blue Plan by the deadline each year you are in the program. The graduate program coordinator will email you with the deadlines as the school year approaches.

The health insurance plan year is Aug. 1 to July 31 and is terminated upon graduation, since the plan is paid monthly. If you will graduate in May of your final year, you will be covered through May 31; August graduates will be covered through July 31. If you would like further information about the plan, please visit this link: https://www.bcbsnc.com/content/studentblue/uncch/index.htm?page=welcome.

For information on either plan, visit the Campus Health Services website https://campushealth.unc.edu/charges-insurance. If you have specific questions, you may contact Brooke O’Neal at Accounting Services at brooke_oneal@unc.edu or (919) 843.0420.
Academic Paper Submissions

It is important to understand the expectations of writing and submitting academic papers for presentation or publication consideration, as well as authorship of the work. Authorship credits the work of those involved in making dissemination of findings of a project possible. Authorship can also be a negotiation process. Discuss authorship early on whenever engaging in collaborative research or research guided by a faculty member. For guidelines in determining authorship order, visit: http://www.apa.org/science/leadership/students/authorship-paper.aspx.

Submitting papers to academic conferences

✓ Follow blind judging procedures—paper reviewers should not know who wrote the paper.
  ○ Go into Preferences in your file and remove all identifying information before saving and submitting the file.
✓ Avoid posting the paper online and generating buzz while the paper is under review.
✓ Meet length requirements.
✓ Adhere to submission deadlines.
✓ Footnote/bibliography style varies by venue. Identify and follow the preferred style.
✓ Check spelling, grammar, and layout prior to submission.
✓ Do not submit the same paper to several organizations at the same time.
✓ Wait for a rejection from the first venue before submitting to a different venue.
✓ If using quantitative data, you may submit papers using the same data set, provided different arguments/analyses/results are presented.
✓ Submission is an implicit agreement that you will attend the conference if the paper is accepted—do not submit if you know in advance that you will not attend.
✓ If the paper is accepted, you will be notified whether your acceptance will be presented in a paper panel/presentation or as a poster presentation—details should soon follow.

Submitting papers to academic journals

✓ Follow all author guidelines (e.g., length, annotation style, blinding) posted by journal.
✓ Ensure a professional-looking paper (e.g., check spelling, grammar, layout).
✓ Do not submit the same paper to more than one journal.
✓ Wait for a decision from the journal before sending the manuscript elsewhere.
✓ Law journals are exceptions—you may submit a legal article to more than one law journal for review and then choose which one to publish in, if both accept the paper.
✓ Expect a reviewing period of between two and five months.
✓ The most common outcomes of a first submission is a reject or a revise-and-resubmit. If you receive an R&R, congratulations! Consult with faculty on how substantial the requests are and whether/how to meet those requests.
✓ You may include a line (after the paper is accepted) on the title page acknowledging the assistance of a faculty member or other colleague who is not a co-author on the paper.
✓ For information about journal impact factors or other ranking information, you may check the Journal Citation Reports available through the main campus library database.

Submitting a book manuscript

Book manuscripts break most of these rules. For instance, you may query several publishing houses at the same time with the same basic proposal. You then would go with the first or the
best deal. Play fair—you might need to work with a rejected house at a later time. Send a professional-looking query letter that includes a discussion of your qualifications, an overview of the book, a listing of the basic competition for your work. A detailed, chapter-by-chapter outline may also be advisable.

### Policies for Graduate Student Instructors

All doctoral students will discuss areas of teaching interest their first semester with the professional seminar instructor. Graduate students will be required to shadow a course before they teach a course as the instructor of record. The main objective is to ensure that you are sufficiently prepared to teach an undergraduate course as instructor of record. Your advisor, the Ph.D. program director and the SADGS will need to ensure your eligibility prior to requesting a teaching assignment. They will advise when the most appropriate semesters are for you to teach based on your progress in the program. Final teaching assignments are made based on the needs of the school with the student’s preferences being considered. You will need to complete and submit the **Authorization for Teaching Assignment** form, available on Sakai, to establish your eligibility for a teaching slot.

### Eligibility

- ✓ You must be an enrolled student in good standing and **have completed at least 16 credit hours** in the discipline.
- ✓ You must have appropriate professional experience to teach a skills course.
- ✓ You should attend the Center for Teaching and Learning’s orientation and training program for new graduate teaching assistants prior to teaching.
- ✓ If your first language is not English, you must demonstrate English proficiency.
- ✓ Complete the **Teaching Eligibility form** (available on Sakai) to obtain permission from both your advisor and the Ph.D. program director prior to filling a teaching position.
- ✓ The senior associate deans for undergraduate and graduate studies approve teaching assignments.
- ✓ You must have completed FERPA training, per the link in the email sent by the university.

### Preparation to teach

- ✓ At least one semester in advance of when you will teach as instructor of record, you should schedule a meeting with your academic advisor to develop an individualized teaching preparation plan. This meeting should be held very early in the semester.
- ✓ The semester before you are scheduled to teach, obtain course materials from a faculty member who is currently teaching (or has recently taught) the course you have been assigned.
- ✓ Ideally you will meet with the faculty member to discuss any questions you have about the structure or management of the course.
- ✓ To build upon the shadowing/teaching experiences you had in the proseminar, you should request the opportunity to shadow additional class sessions. Additional shadowing is especially important for students who have not previously taught (or have not taught this particular course).
✓ Give one or more guest lectures in the course you will be teaching. Even those students who have significant teaching experience should seek opportunities to guest lecture.

✓ Be sure to update your advisor regularly about your teaching preparation progress and have him or her review your syllabus for the course. It is your responsibility to take the lead in this process and ensure that you are adequately prepared to serve as instructor of record.

✓ Graduate students are observed during their first time teaching a course as instructor of record and thereafter in consultation with the senior associate deans. Graduate students may request a peer observation to provide material for their teaching portfolios.

Evaluation

Once you begin your first semester of teaching, you should check in regularly with your advisor to address any questions or concerns that you have. Per school policy, all first-time instructors of record (including graduate students, adjuncts and junior faculty) will be observed by a full-time faculty member for one class period. Observation write-ups will be shared with you.

After your first semester of teaching is finished, you should schedule a meeting with your adviser to discuss the experience, review course evaluations and make any necessary adjustments for future classes.

Compensation

✓ Students who do not have service/work requirements based on fellowship obligations are paid the standard university GA/TA stipend for teaching a course in the fall or spring.

✓ Students who have a service/work requirement based on fellowship obligations are required to teach two times during their three years in the program. Teaching during the fall or spring semesters will count as their fulfillment of service/work for that semester.

✓ For all students, summer school teaching is compensated with a stipend determined by the university’s summer school office.

Summers

Some graduate students fill their summers by taking a job in the profession or around campus. In early spring, you will be notified by the SADGS about any available summer teaching positions. You should also plan on using summers to turn seminar papers into conference papers or publications, to get a start on your work for fall and, between your second and third years, to study for written and oral exams and work on your dissertation proposal.

Most members of the graduate faculty are on nine-month contracts. That means that although you see them around the office occasionally during the summer months, they are using that time to do their own research and writing. If faculty members are to maintain their positions in the academic community, summer must be reserved for research and writing. Under extraordinary circumstances, faculty members may agree to administer comprehensive exams or read dissertations or proposals. However, normally all formal doctoral committee activities must be scheduled during the months of the regular school year—mid-August through the end of final exams in December and January through graduation in May, excluding university vacation periods such as spring and fall breaks.
Scholarships and Awards

School-based Scholarships and Awards

Each spring semester the SADGS requests applications for a number of graduate student awards. The Margaret Blanchard Dissertation Support Awards and Eli A. and Minnie S. Rubinstein Research Awards, administered by the School, provide funding for some aspects of dissertation research. There are also small funds within the school that are awarded at the end of each year (see http://www.mj.unc.edu/scholarship-content-items/graduate-scholarships). PhD students are eligible for the William Francis Clingman Jr. Ethics and Tom Wicker awards. These funds are limited, and applications always exceed the amount of money available.

UNC-CH Graduate School Awards

The Graduate School also offers a number of competitive awards, including a Summer Research Fellowship, a Dissertation Completion Fellowship, an Off-Campus Dissertation Research Fellowship, and a Graduate Student Transportation Grant to support travel to present research at conferences. The SADGS will put out a call for applications for these awards to through the listserv. To learn more about funding opportunities from The Graduate School, visit: http://gradschool.unc.edu/funding/gradschool/currentstudents.html

Support Services

The Mary Junck Research Colloquium Series features speakers who present on a variety of research topics ranging from public relations, political communication and media effects, to health communication, media history and media law. Dates, times and locations are announced on the graduate student listserv, and often feature a formal talk meetings with Ph.D. students, and social events. The series is a great way to broaden your horizons, see how others present their work and make connections with scholars in other departments on campus, as well as at other universities.

University Libraries have more than 5 million bound volumes in open stacks and some 2 million microforms available. The library also holds manuscripts, pamphlets, maps, records, clippings, U.S. government documents and United Nations and UNESCO documents. Our online library catalog is also connected to the catalogs of N.C. State University and Duke University. UNC students can borrow materials at these two universities with their valid One Card. Also, the interlibrary loan program can deliver materials nationwide within a relatively short period of time. In addition, there are numerous special research libraries on campus, which are members of the Center for Research Libraries. Items from special libraries are not always electronically catalogued and can take time to acquire, but borrowing privileges can last several years.

Doctoral students may apply for study carrels in Davis Library. Rules and regulations may be obtained at the appropriate desk in the library.

The Park Library can help you access various online databases, electronic files such as North Carolina’s state data files, state and national polls, and online library catalogs to assist you with literature searches, data retrieval for research and teaching resources. The school librarian
offers demonstrations and instruction in the use of online databases and email. Tours, guides, pathfinders and tip sheets are available to aid access to the library's collection and services.

The library subscribes to multiple serials and maintains a growing collection of books, documents and audiovisual materials in mass communication, including photojournalism, broadcast journalism, international communication, media history, media law, media management, public relations, advertising, marketing, graphics and design as well as computer technology. Back issues of major mass communication journals are in bound volumes. Also, this library maintains a special collection of MEJO faculty and alumni publications, as well as school theses, dissertations and honors essays.

**Odum Institute for Research in Social Science** provides support for students and faculty involved in a number of research projects. Computer and consultative assistance is available for the asking, and IRSS maintains a statistical library that is operated by individuals who are well acquainted with social science theory and data gathering and analysis. Information can be found at [http://www.irss.unc.edu/odum/home2.jsp](http://www.irss.unc.edu/odum/home2.jsp).

**Academic Technology and Networks** provides instruction in how to use the latest version of your word processing program. Or if you have disk problems, head to the microcomputers user service office on the lower level of House Undergraduate Library. This office can resuscitate dead disks, unscramble hopelessly fouled-up disks and translate material from one program format to another. They also have a website to aid students involved in research. See the “Research Computing Support” link at [http://its.unc.edu/ITS/service-catalog/index.htm](http://its.unc.edu/ITS/service-catalog/index.htm).

**Resource Materials** should be part of your professional library because they answer many questions relating to the program that you have now entered. Among these items are:

1. *Record of UNC-Chapel Hill Graduate School*. This is the major catalog of courses and requirements in The Graduate School. It is updated every other year. It is available on the Graduate School's Web site ([http://gradschool.unc.edu](http://gradschool.unc.edu)) under the “Publications” link.

2. *The Graduate School Handbook*. This lists the university's requirements for obtaining a doctorate. It also specifies what is left up to the department or school. This is available online at [http://handbook.unc.edu/](http://handbook.unc.edu/).

3. *A Guide to Theses and Dissertations*. This publication can save money and heartache. It contains all the rules and regulations regarding how dissertations should look — margins, pagination, etc. Make sure that you review it online and follow its rules as you prepare your dissertation. Make sure that you have a copy of the current rules when you begin to write. This is available online at [http://gradschool.unc.edu/academics/thesis-diss/](http://gradschool.unc.edu/academics/thesis-diss/).

4. *General graduate program information for the School of Media and Journalism*. General information can be found at the School’s Web site: [http://mj.unc.edu](http://mj.unc.edu). Look under the links for course directories and academic programs for program-related information.

5. *The Ph.D. Program in Mass Communication: Information and Resources*. This publication (the one you are reading right now) provides the rules and policies of our doctoral program. Your J-School Grad Programs site on Sakai ([http://sakai.unc.edu](http://sakai.unc.edu)) contains this document and other forms you will need throughout graduate school.
Job Placement

Schools often circulate job announcements when they have open positions. When we receive a job announcement, we forward this announcement to the graduate student listserv. Students on the job market should also look for job postings through the professional societies of our field, including AEJMC, ICA, and NCA. In addition, many professional organizations run placement services and hold interviews during annual conferences.

For industry positions, check the professional publications in the library. Some associations (e.g., BEA, ICA) also have listings for industry jobs or research positions outside academe.

Other things available to you

Take advantage of the research presentation practice sessions held within our school. Participate in the annual end-of-year research colloquium featuring graduate student work. Use the Mary Junck Colloquium series as a means of networking. Go to the brown-bag sessions organized by your fellow graduate students, many of whom are currently on the job market. Schedule your own practice job talk and invite faculty and students to attend and provide constructive feedback. Take full advantage of our network of alumni at academic conferences. These are all common, and useful, events our school’s academic community offers you.

More important, let faculty members know you are on the job market and what type of job you are looking for. Because faculty have developed contacts with many colleagues across the country over the years, they are in a very good position to learn about job openings and to spread the word about you. The more people who know that you are looking for a position, the better off you will be. Building relationships with faculty is also why it is critical to attend the numerous events going on in the school, even if they are not in your specific research area.

Professional Organizations

For job placement, professional networking, and scholarly reasons, consider joining at least one of the three general communication associations featuring a wide range of research (AEJMC, ICA, or NCA), in addition to a topic-specific organization that connects you with scholars in your area. Be strategic in your choices—membership and travel to conferences can strain a limited budget. Fortunately most organizations have reduced membership rates for graduate students.

American Academy of Advertising (AAA). This is an organization of people who research and teach advertising and marketing in journalism/mass communication or business units. It hosts annual conferences for the presentation of research papers and publishes the Journal of Advertising. This is the key convention for those who want to do research in advertising, marketing and/or persuasion.

American Association of Public Opinion Research (AAPOR). This group focuses on public opinion issues and holds annual meetings at which scholarly papers are presented. It also publishes Public Opinion Quarterly.

American Journalism Historians Association (AJHA). This is a specialized body that focuses solely on media history. It conducts annual meetings at which papers are presented and publishes American Journalism.
Association for Education in Journalism and Mass Communication (AEJMC). This is the national, generalist professional organization to which many of our faculty and alumni belong. It focuses on research, teaching, and professional industry issues (professional freedom and responsibility). It sponsors an annual convention and various midyear meetings at which your research can be presented. It also has a placement service at its annual convention that may help you get a job. Publications include *Journalism & Mass Communication Quarterly* (formerly *Journalism Quarterly*), *Journalism & Mass Communication Monographs* (formerly *Journalism Monographs*) and *Journalism & Mass Communication Educator*. Divisional publications include *Communication Law and Policy*, *Mass Communication & Society*, *Electronic News*, and the *Newspaper Research Journal*. *Journalism History* is underwritten in part by the History Division.

Broadcast Education Association (BEA). This group holds annual research sessions in conjunction with the annual meeting of the National Association of Broadcasters. It publishes the *Journal of Broadcasting and Electronic Media* and sister journal, *Journal of Radio and Audio Media*.

International Association of Business Communicators (IABC), Educator Section. There is a paper session at each annual convention.

International Communication Association (ICA). This association is one of the three largest generalist communication associations and the primary association that reaches out to and features international scholarship in the field. ICA focuses on research and has an annual meeting with a variety of paper topics. These meetings are also a key place to meet scholars from overseas who might share your research interests. Meeting locations typically cycle as such: US location for two years, abroad for the following year. It publishes the *Journal of Communication*, *Communication Theory*, *Human Communication Research*, *Journal of Computer-Mediated Communication* and *Communication, Culture & Critique*.

National Communication Association (NCA). NCA is the third major communication association, although it is not quite as broad as AEJMC or ICA. NCA does include a mass communication division, however, and it offers a placement service. It publishes a number of journals, including *Critical Studies in Media Communication*, and its free speech interest group publishes *Free Speech Yearbook*. Regional speech communications groups also publish journals.

Public Relations Society of America (PRSA), Educator Section. This group holds an academic paper session at each of its annual conventions.

Southern Association for Public Opinion Research (SAPOR). This is the regional version of AAPOR, and it holds a local conference typically featuring graduate student research.

World Association of Public Opinion Research (WAPOR). This group deals with public opinion issues on an international level and holds sessions every two years. The WAPOR conference is typically held in conjunction with the AAPOR convention.
Resources for International Students

**Writing Center**
English-language resources are available through the Writing Center. Please see the links below.
http://writingcenter.unc.edu/esl/instruction/workshops/
http://writingcenter.unc.edu/esl/resources
http://writingcenter.unc.edu/events/list

**International Student and Scholar Services**
The administrative office for UNC-Chapel Hill international students has an international-student support group, open houses, walk-in advising times and a website full of online resources.
http://isss.unc.edu

Additional Resources

**UNC Honor Code**
It shall be the responsibility of every student at the University of North Carolina at Chapel Hill to obey and to support the enforcement of the Honor Code (http://instrument.unc.edu), which prohibits lying, cheating, or stealing when these actions involve academic processes or University, student, or academic personnel acting in an official capacity.

**Diversity**
The Graduate School and the University of North Carolina at Chapel Hill believe in providing a rich, multi-cultural and diverse learning environment for all students and faculty. For more information, please see http://gradschool.unc.edu/diversity.

**Tuition Payment** / connectcarolina.unc.edu
After the Graduate Program Coordinator enrolls you in courses each semester, you will be billed tuition by UNC Student Account Services. To access your account or pay online, visit http://connectcarolina.unc.edu. You will be unable to register for subsequent semesters or receive your degree if your account has an outstanding balance.

**Your UNC Email** / heelmail.unc.edu
When you set up your Onyen and password, you will generate a UNC email account. Your UNC email address begins with your Onyen and ends with “@live.unc.edu.” Your instructor and classmates will use this email address to communicate with you. This email address is also where Sakai will send class announcements from instructors. If you wish to use another email account to manage your course-related correspondence, set up email forwarding at http://bit.ly/2jWe6Br.

Your Onyen password expires every 90 days and you’ll need to reset it. Set a prompt for remembering your Onyen password at https://itsapps.unc.edu/improv. This is the simplest way to reset your password if you forget it between semesters.
Check UNC email at [heelmail.unc.edu](http://heelmail.unc.edu) regularly. If you have forwarded email, check your UNC email periodically to ensure forwarding is working properly.

**Updating Personal Information** | [http://connectcarolina.unc.edu](http://connectcarolina.unc.edu)
Changes in your contact information (e.g. employer, job title, phone number, email address) should be reported to the school’s Office of Graduate Studies immediately.

Check your Student Center at [http://connectcarolina.unc.edu](http://connectcarolina.unc.edu) to ensure that your permanent records including phone number and address are complete and accurate.

Any change to a student’s full legal name – whether spelling, capitalization, middle name/initial, accent mark, or suffix – can only be made by the Office of the Registrar ([http://registrar.unc.edu/about/contact-the-office-of-the-registrar](http://registrar.unc.edu/about/contact-the-office-of-the-registrar)).

**Sakai** | [sakai.unc.edu](http://sakai.unc.edu)
Sakai is the learning management system used at UNC-Chapel Hill. Sakai is accessed at [sakai.unc.edu/portal/site/mjgp](http://sakai.unc.edu/portal/site/mjgp).

**Lynda** | [software.sites.unc.edu/lynda](http://software.sites.unc.edu/lynda)
Lynda.com training courses are available to UNC students, faculty and staff.

**Library Support**
UNC University Libraries provides off-campus access to a wide array of electronic databases and journals at [library.unc.edu](http://library.unc.edu). Your Onyen and password may be required to access some of these resources. The Park Library supports the School of Media and Journalism. Visit the Park Library’s page at [http://parklibrary.mj.unc.edu](http://parklibrary.mj.unc.edu). Contact Park Librarian Stephanie Willen Brown for direct assistance:

Twitter: @UNCParkLib
Email: swbrown@unc.edu

**Important Links**
- [handbook.unc.edu](http://handbook.unc.edu) - UNC Graduate School Handbook contains graduate policies and procedures.
- [sakai.unc.edu](http://sakai.unc.edu) - Access your course material.
- [heelmail.unc.edu](http://heelmail.unc.edu) - Access your UNC email.
- [sakai.unc.edu/portal/site/mjgp](http://sakai.unc.edu/portal/site/mjgp) - View all program documents. Links to school and university resources. Log in with Onyen and password required.
- [library.unc.edu](http://library.unc.edu) - Access University Library materials.
- [connectcarolina.unc.edu](http://connectcarolina.unc.edu) - Pay your tuition and print tuition receipt. View your course schedule, final grades or billing statements.
- Web portal for the Information Technology Response Center, which provides technology support 24 hours a day, seven days a week for students. With more than 1,500 searchable help documents, the ITRC has solutions to most technical questions. You can get one-on-one help online by clicking “Request IT Support” or by calling (919) 962-HELP.
- [shareware.unc.edu](http://shareware.unc.edu) - Download the latest versions of UNC-supported programs and applications.
- [itsapps.unc.edu/improv](http://itsapps.unc.edu/improv) - Manage your password and email name or shell.
APPENDIX:
Ph.D. STUDENT WORKSHEET
Entering AY 2017-18

Student Name: __________________________________________

Advisor Name: __________________________________________

**CORE COURSEWORK** (core courses may *not* be counted toward the research methods requirement or substantive areas.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester taken (e.g., fall 2016)</th>
<th>Grade obtained (P, H, L, etc.)</th>
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<tr>
<td>MEJO 701</td>
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<td>MEJO 705</td>
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<tr>
<td>MEJO 890 (Pro-Seminar)</td>
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Notes about core courses (if no qualifications or waivers, leave this area blank)

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<tr>
<th>Explanation of occurrence</th>
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<tr>
<td>Core waivers (if no waivers, leave blank):</td>
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<tr>
<td>Other core notes (e.g., substitution and approval)</td>
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**RESEARCH METHODS** (*at least 4 courses.*) Under some circumstances, a methods course may also be used toward a substantive area. See the Ph.D. Guidelines for definitions of methods courses.)

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<th>Course</th>
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Notes about Methods Courses (if no qualifications or waivers, leave this area blank)

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<td>Notes (e.g., substitution and approval)</td>
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MAJOR SUBSTANTIVE AREA ____________________________ (at least 15 hours)

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<th>Course</th>
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Notes about Substantive Courses (if no qualifications or waivers, leave this area blank)

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ADDITIONAL COURSES  
*at least 9 hours in consultation with your advisor*

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<th>Course</th>
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Notes about Minor Courses (if no qualifications or waivers, leave this area blank)

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<th>Explanation of occurrence</th>
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TOTAL HOURS NEEDED

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<td>In school at 700, 800 and 900 level</td>
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<tr>
<td>Total coursework</td>
<td>at least 48 (16 courses)</td>
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<tr>
<td>Dissertation credits</td>
<td>at least 6 (not counted in 48 required)</td>
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Form Last Updated On:

______________________________________________________________