KENT STATE UNIVERSITY

SCHOOL OF COMMUNICATION STUDIES

Graduate Program

Draft Handbook Policies and Procedures
2023-2024

USEFUL ACRONYMS

CCI	College of Communication & Information
CGSA	Communication Graduate Students Association
COMM	School of Communication Studies
GSC	Graduate Studies Committee
KSU	Kent State University
MBA	Master of Business Administration
MCS	Master of Arts in Communication Studies

GRADUATE STUDENT RESOURCES

University Academic Conduct

Institutional Review Board (IRB)

Diversity, Inclusion, and Belonging

Mental Health

Awards, Fellowships, and Scholarships

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CCI Faculty/Staff Directory

Kent State Food Pantry

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1. INTRODUCTION

How to Use the Handbook

Welcome to the Kent State University graduate program in the School of Communication Studies. This handbook is your official guide to the policies and procedures that structure your graduate study in the School of Communication Studies at Kent State University. Read it carefully and refer to it often, so that you are familiar with the necessary steps you need to take throughout your study here. The contents of the graduate handbook are constantly under review and may change at the discretion of the School of Communication Studies (hereafter "the School"). Therefore, if you have any question about a specific policy or requirement, your first source of help will be your academic advisor. If both you and your academic advisor need more clarification, you may reach out to the Chair of the Graduate Studies Committee (GSC) or the Coordinator of Graduate Studies. This handbook is organized into seven sections. The next three sections contain important information you need to know about procedures, courses, policies of the MA in Communication Studies (MCS) and MCS-MBA programs, and eligibility criteria for BA/MA combined program. Section 5, "What Graduate Students Need to Know," includes information relevant to all graduate studies, whether you are on assistantship or not. Section 6, "What a Graduate Assistant Needs to Know," contains information pertaining to your assistantship appointment in the MA program.

Curricular Emphasis and Outlook

MCS at the School of Communication Studies is a flexible program that boasts diverse areas of emphasis and career outlooks. Offered by nationally and internationally recognized faculty with expertise in health, interpersonal, global, mediated, and organizational communication, MCS prepares students that thrive in the rapidly changing dynamic of the global workplace. The flexibility of MCS is part our commitment to our university's "students first" approach, and it is evident in three ways: curricular flexibility; program requirement flexibility; and career outlook flexibility. In terms of curricular flexibility, our diverse curricular offerings allow students—depending on course offering line-up—to pursue a specific area of emphasis (health, global, interpersonal, etc.) or build a robust interdisciplinary portfolio that prepares them to successfully navigate local, national, and global workplace dynamics. Flexibility is also a core component of MCS's program completion requirement where students can choose four different options including thesis, project, internship, and course-only. Finally, MCS's flexibility is reflected in the career pathways of its graduates who pursue tracks in academic, government, corporate, and non-profit, and entrepreneurial contexts.

Regardless of the career, a valuable skill is the ability to listen and communicate effectively with others. MCS students develop refined abilities to assess verbal and nonverbal messages, evaluate intended and unintended effects of messages, interpret diverse meanings, and produce culturally sensitive messages. Students will also develop an enhanced capability to make use of new communication technologies available for interaction. The most recent job outlook statistics from the National Association for

Colleges and Employers rank effective communication skills as the most important job characteristic employers consider when making hiring decisions, ranking above even technical skills. Common career examples for graduates of our program include working in media promotions, public relations, political campaigns or lobbying, social media management, advertising, community outreach, media campaign development, media consulting, motivational speaking, market and audience research, public affairs, strategic message design, and corporate communication. It is a testament to the high-caliber rigor of the MCS program that our alumni range from award winning scholars to leaders in corporate communication. MCS may also be usefully combined with other degree programs and courses, including those in business, law, public health, counseling, marketing, human resources management, public relations, alternative dispute resolution, and public administration. Additional information on the program and faculty members can be found on the School's **website**. Our unique collaboration with the Ambassador Crawford College of Business and Entrepreneurship to create the joint MCS-MBA program is especially noteworthy. Additional curricular information on both the MCS and the joint MCS-MBA programs is available in the next section of this handbook.

Graduate Student Association

The Communication Graduate Student Association (CGSA) provides a professional and social network for graduate students in the School of Communication Studies. Through this organization, graduate students are represented in University and School decision-making. The CGSA also provides a forum for graduate students to discuss concerns and special interests. Membership is free, voluntary, and highly encouraged. Typically, graduate students meet during orientation week in the fall semester and elect representatives.

Faculty

The Masters' program in Communication Studies is guided by a nationally and internationally recognized group of faculty members. The faculty members are passionate about teaching and research, and are closely involved in larger communities—in Northeast Ohio, other parts of the US, and around the world. Our faculty conducts cutting edge research on a variety of topics, such as media effects, psychological well-being and new communication technologies, health communication campaigns and cognitive processes, public health crisis and social support, presidential elections and political identity, family communication and political socialization, student learning and instruction, aging-related issues and communication processes, emotion in supportive messages, globalization, new communication technologies, and much more. **Our faculty members** have a strong interest in interdisciplinary research and work collaboratively with colleagues in the College of Communication and Information, and with prominent scholars in different fields. You are always encouraged to talk to faculty members about your research agenda and be part of their research teams.

Faculty Members

Director, Professor, and Graduate Program Coordinator
Paul Haridakis, Ph.D.

Professors
Nichole L. Egbert, Ph.D. | Elizabeth Graham, Ph.D | Erin Hollenbaugh, Ph.D. |Mei-Chen Lin, Ph.D.

Associate Professors
Bei Cai, Ph.D. |Cristin Compton, Ph.D. | Patrick Dillon, Ph.D. | Ginger Bihn-Cross, Ph.D. | Catherine Goodall, Ph.D. | Yesim Kaptan, Ph.D. | Jennifer L. McCullough, Ph.D. | James Ponder, Ph.D. | Rekha Sharma, Ph.D. | Stephanie Smith, M.P.A. | Ikram Toumi, Ph.D.| Teddy Workneh, Ph.D.

Assistant Professors
David Silva, Ph.D.

Senior Lecturer
Lisa Waite, M.A.

Associate Lecturers
Aaron Bacue, M.A. | Laurie Bentley, M.A.

Graduate Coordinator
Teddy Workneh, Ph.D.

Undergraduate Coordinator
James Ponder, Ph.D.

Graduate Committee Members
Cristin Compton, Ph.D. | Cathrine Goodall, Ph.D | Erin Hollenbaugh, Ph.D.

Staff
Special Assistant
Kelly Schobinger, M.A.

University Officials
President of the University
Todd Diacon, Ph.D.

Senior Vice President and Provost
Melody Tankersley, Ph.D.

Dean of the College of Communication and Information
Amy Reynolds, Ph.D.

Associate Dean of the College of Communication and Information
Miriam Matteson, Ph.D.

2. MCS PROGRAM PLAN

Introduction

Upon completion of 9 semester hours of coursework in the M. A. program, you, in consultation with your academic advisor, will prepare a program plan. This program plan is to lay out your proposed coursework, research interests, and the proposed graduation option (See Appendix A). Utilize the **Graduation Planning System (GPS)** to track your progress to graduation. Note that GPS is comprised of the student's degree audit, which includes all requirements for earning a degree in the declared program. GPS also includes an individualized plan of study, which is created in consultation between student and advisor and approved by the advisor, outlining in semester-by-semester format the requirements the student must complete in order to remain on track for graduation.

Once the program plan is approved, you and your academic advisor must follow the approved program of study. This document is considered an agreement between you and your academic advisor. Advisors will place a copy of your program plan in your student file in the main office. You must obtain approval from your advisor before making any changes. Your academic advisor will review your program plan during the semester you plan to graduate. Any unapproved deviation from the program plan may result in additional course(s) or required course work before you can graduate and earn the degree in the school of communication studies.

Timely Progress

You are required to maintain timely progress towards degree completion. You are required to complete a minimum of 30 semester hours. No more than 6 hours of coursework may be taken from programs outside of the School of Communication Studies. Only the graduate level courses are counted towards completion of coursework, and among these courses, only up to two classes of 50000 level will be permitted.

Timely progress includes the following actions:
1. Successful completion of required courses.
   a. Foundations of Communication & Advocacy (COMM 65000)[1]
   b. Quantitative Research Methods in Communication & Information (CCI 61000) or Qualitative Research Methods in Communication & Information (CCI 62000). Your academic advisor may direct you to take one or more additional courses that pertain to the research methodology to be used in a thesis, project, or internship.
   c. Theories of Communication (COMM 65652)[2]

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[1] Elective may be considered for substitution if course is not offered during student's enrollment in the program. Course substitutions shall be conducted after approval from academic advisor and GSC.
[2] See note 1. Same conditions apply.

d. Teaching College Communication (COMM 65794). Required of all teaching assistants.[3]
2.   Successful completion of electives.[4]
3.   Successful completion of one of the graduation options. You can choose one of four options: (i) thesis; (ii) coursework-only; (iii) project; and (iv) internship.

Thesis Option

Completion of a thesis is suggested for those students for whom the M.A. is preparatory for a Ph.D. or other advanced degree program.

1.   Students are required to complete a minimum of 24 semester hours of coursework.
2.   In addition, students must register for 6 semester (fall, spring) hours of COMM 60199, Thesis I. If the student does not complete their thesis within the six hours of Thesis I, the student must then continue to register for 2 hours of COMM 60299, Thesis II, during each semester (fall, spring) until all degree requirements are met, and during the semester of graduation. Students will register for Thesis hours with their academic advisor (including summer) until they successfully complete the thesis. The advisor will enter an "IP" for all thesis hours and enter "S" once the thesis is successfully defended and uploaded to the ETD at the end of the semester in which the student completes the thesis requirements.
3.   As soon as possible, the student and his/ her advisor should begin to discuss a possible thesis topic. The thesis committee will be composed of the student's advisor, who serves as director of the thesis, and at least two additional members. Faculty from other universities may be approved to participate on thesis committees; they will be treated as "temporary" members of the graduate faculty. After a prospectus is approved, the advisor or committee members should not be changed unless the faculty member leaves the university, chooses not to participate on the committee, or, owing to extraordinary circumstances, cannot participate.
4.   Requests for changes in thesis topic and/ or committee should be agreed upon by the student and their advisor. If a student wishes to change the thesis topic after their thesis prospectus is passed, the student needs to re-submit a new thesis proposal and go through the thesis prospectus procedure.
5.   Thesis deadlines (i.e., oral defense) for each semester are listed in the graduate catalog. See **KSU academic calendar**.
6.   Students will submit a thesis prospectus:
     a.   The student, in consultation with his or her academic advisor, will prepare a fully detailed prospectus based on the approved statement of a proposed research problem. A fully detailed prospectus includes a rationale, literature review/conceptual framework, research question(s)/hypotheses, methods, and timeline for completion.
     b.   The student will deliver copies of the prospectus to members of the thesis committee at least 10 working days before the prospectus meeting, which shall be an open meeting. Also, a copy of the prospectus will be made available through the School of Communication

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[3] When course is not offered, other options may be put in effect. Check in with academic advisor or graduate program coordinator.
[4] Note that Communication Studies elective are offered both in in-person and online formats.

Studies. There is no university specified deadline for the thesis prospectus meeting. The advice is to hold the meeting no later than 10 days before the end of the finals week of the semester prior to the semester where the thesis oral defense is held.

    c. The student's advisor will complete the form "Notification of Approved Thesis Topic, convene the thesis committee and moderate the prospectus meeting, at which time the student will appear to:

        i. present a summary of the thesis proposal,

        ii. be questioned on the clarity, scope, and methodology of the proposed study, and

        iii. receive suggestions to improve the study.

    d. The student will be excused from the meeting while the prospectus is (by majority vote of the thesis committee):

        i. approved, or

        ii. conditionally accepted (specified changes to be made subject to the approval of the student's advisor), or

        iii. returned for revision and resubmission to the entire committee, or

        iv. not approved.

    e. After "approval" is obtained, the form **"Notification of Approved Thesis Topic"** will be forwarded to the Director of the School of Communication Studies and the College of Communication and Information by the student's advisor.

7. If the proposed thesis project involves the use of human subjects, it is the obligation of the student to secure clearance through the **University's Institutional Review Board** before collecting data. If the student is unable to obtain the IRB approval by the time they present the study at the prospectus meeting, they should indicate "IRB pending; anticipated approval date is ___," in the "Notification of the Thesis Approved Topic" form. Submit the official IRB approval document to the College of Communication and Information once it is approved.

8. Students who did not pass the prospectus (5.d.ii, iii, iv) need to successfully complete and defend their revised thesis prospectus no later than the end of the following semester (including summer). Failure to do so may result in dismissal.

9. Oral defense of the thesis:

    a. All members of the examining committee must receive copies of the thesis at least 10 working days before the planned examination, and a copy of the thesis will be made available through the School of Communication Studies.

    b. At a time mutually agreeable to the final examining committee and the student, an oral defense will be held for the purpose of accepting, recommending changes in, or rejecting the completed thesis.

    c. During the oral defense, the student will present a short summary of the research and then be questioned by committee members about the research. Following these questions, guests may be permitted to ask additional questions. Examining Committee members will vote "pass" or "fail" and a majority must vote to pass in order for the student to pass the

defense. Conditional stipulations may be made by the committee regarding changes, additions, or deletions in the final draft of the thesis.

    d. After completing the oral defense, the form **"Report of Final Examination"** will be signed by the committee and forwarded to the Director of the School of Communication Studies and the College by the student's advisor.

    e. One bound copy of the thesis will be deposited with the School of Communication Studies, and one bound copy will be given to the advisor. Additionally, students will also abide by the **University guidelines for electronic submission**.

10. It is the student's responsibility to adhere to all School, College and University guidelines and time frames for graduation in a given semester.

11. Thesis prospectus and oral defense of the thesis cannot take place in the same semester. The earliest time a student can have an oral defense of their thesis is the semester following the successful completion of the thesis prospectus.

Coursework Option

A coursework-only option is recommended for students who are interested in obtaining a broad spectrum of knowledge in communication, and whose career goals are cross-disciplinary. Students who choose this option should fulfill the following requirements:

1. According to university graduation requirements, in order to qualify for graduation, the student must have a 3.0 average across all graduate courses attempted. Grades below C (2.0) are not counted toward completion of requirements for any advanced degree, but are counted in evaluating a student's grade point average. Only graduate course credits count toward a graduate degree.

2. Students will complete a minimum of 30 credit hours of coursework.

3. In consultation with the student's advisor, normally no more than 2 classes within the minimum of 30 credit hours can be taken from outside of School of Communication Studies. The courses taken outside of School of Communication Studies should be from the same institution (i.e., Kent State University). In addition, no more than 2 classes can be taken at the 50000 level.

4. Students should indicate a coursework option as their graduate exit path in their program plan for approval.

5. Students who wish to switch to a coursework-only option after their program plan is approved, need to:

    a. Consult with their academic advisor first for approval of the change.

    b. If the request is approved, submit the revised program plan with appropriate changes and seek committee approval. If the request is approved, the advisor will notify the Graduate Coordinator with a memo.

6. Upon graduation, the academic advisor should audit the student's academic transcript for the following requirements

    a. An average of 3.0 GPA or higher

b. Grades for courses counted towards completion of requirements of the degree are not below C.
c. No more than two courses are taken from departments or programs outside of the School of Communication Studies.
d. The student's program plan reflects the transcript. Students should follow the **CCI guideline** for graduation clearance.

Project Option

A project option is recommended to students who are interested in understanding the ways in which communication theories can be applied to a specific context. Students who choose this option should fulfill the following requirements:

1. According to university graduation requirements, in order to qualify for graduation, the student must have a 3.0 average in all graduate courses attempted. Grades below C (2.0) are not counted toward completion of requirements for any advanced degree, but are counted in evaluating a student's grade point average. Only graduate course credits count toward a graduate degree.
2. Students will complete a minimum of 27 credit hours of classes and are expected to begin and complete 3 credit hour project (COMM 61198) during the final semester in the program (i.e., the semester in which they plan to graduate). In total, students who choose the project option are required to accumulate 30 credit hours of course work.
3. In consultation with the student's advisor, normally no more than 2 classes within the minimum of 30 credit hours can be taken from outside of School of Communication Studies. In addition, no more than 2 classes can be taken at the 50000 level. The courses taken outside of School of Communication Studies should be from the same institution (i.e., Kent State University).
4. Students should indicate a project option as their graduate exit path in their program plan.
5. Students who wish to switch to a project option after their program plan is approved should submit in writing a request and receive approval from their advisor and Coordinator of Graduate Studies prior to the semester they begin the project.
6. In consultation with the student's advisor, the student will propose a project that is theoretically and conceptually driven with an emphasis on application. Examples of possible project topics are listed in Appendix B. Submit a 5 to 8-page written proposal to the academic advisor and the reader (i.e., another faculty member) for approval prior to the semester (including the summer) in which the project is to begin. The written proposal should include:
    a. Rationale
    b. Goals of the project
    c. Theoretical Framework used to guide the project
    d. Procedure
    e. Anticipated Outcomes

If IRB approval is needed, the student must obtain IRB approval before conducting the project. Advisor and the student will mutually agree to select a faculty member to serve as the faculty reader. This process should be completed prior to the semester the student registers for the project hours.

7. Once approved, the student will register for 3 credit hours of project (i.e., COMM 61198) with their academic advisor. If the student needs additional semester(s) to complete the project, they will register for research hours with their academic advisor until completion of the project. The academic advisor will enter an "IP" for COMM 61198 and enter an "S" at the end of the semester in which the student completes the project.

12. The student will deliver the final project (e.g., training program, presentation, workshop, video, brochure, training program) and write a 20 to 25-page paper upon the completion of the project and submit it to their academic advisor and the reader who will determine whether the project/paper/video is deemed satisfactory for graduation. The final evaluation should reflect both the advisor and the reader's ratings of the quality of the project. Advisor and the second reader should be invited to attend the presentation if the final project involves a workshop/ training type of project. The student should follow the same deadlines as the thesis deadlines for project paper submission. For example, if the deadline for the thesis oral defense for the spring semester is April 15th, your advisor and the faculty reader need to make the determination whether you pass or fail the project no later than April 15th. Therefore, you should submit your project paper to your advisor and the faculty reader at least 10 working days before April 15th. Advisors should obtain a copy of all submitted documents for students' file. Thesis deadlines (i.e., oral defense) for each semester are listed in the graduate catalog. See **KSU academic calendar**. If the project is deemed unsatisfactory, the student will fail to receive a Master's degree in the School of Communication Studies. See Appendix B for evaluation criteria for the project.

8. Upon graduation, the academic advisor should audit the student's academic transcript for the following requirements:
    a. An average of 3.0 GPA or higher
    b. Grades for courses counted towards completion of requirements of the degree are not below
    c. No more than two courses are taken from departments or programs outside of the School of Communication Studies.
    d. The student's program plan reflects the transcript.

9. Students should follow the **CCI guideline** for graduation clearance.

Internship Option

An internship option is recommended to students who are interested in applying communication knowledge to a specific context of their choosing to obtain communication skill sets relevant to their future careers. Students who choose this option should fulfill the following requirements:

1. According to university graduation requirements, in order to qualify for graduation, the student must have a 3.0 average across all graduate courses attempted. Grades below C (2.0) are not

counted toward completion of requirements for any advanced degree, but are counted in evaluating a student's grade point average. Only graduate course credits count toward a graduate degree.

2. Students will complete a minimum of 27 credit hours of classes, and are expected to begin and complete the internship during the final semester in the program (i.e., the semester in which they plan to graduate).

3. In consultation with the student's advisor, normally no more than 2 classes within the minimum of 30 credit hours can be taken from outside of School of Communication Studies. In addition, no more than 2 classes can be taken at the 50000 level. The courses taken outside of School of Communication Studies should be from the same institution (i.e., Kent State University). Exceptions are made only for programmatic reasons.

4. Students should indicate an internship option as their graduate exit path in their program plan for approval.

5. Students who wish to switch to an internship option after their program plan is approved should submit and receive approval prior to the semester where they begin the internship. Students need to:

   a. Consult with their academic advisor first for approval of the change. Students should have a possible internship position and job description ready for discussion when requesting the change.

   b. If the request is approved, submit the revised program plan with appropriate changes.

6. If the request is approved, the advisor will notify the Graduate Coordinator with a signed memo. A copy of the signed memo will be placed in the student's file.

7. In consultation with the academic advisor, the student will choose an internship position that requires the student to utilize communication skills and knowledge. It is the student's responsibility to secure an internship position that is appropriate within the parameter of the requirements of this option. The minimum hours for an internship are 135 hours on site. Complete the MA Internship Agreement Form (see Appendix C) prior to the semester in which the internship is to begin. The form should be typed and signed by all parties. Advisor and the student will mutually agree to select a faculty member to serve as the faculty reader. This process should be completed prior to the semester where the student registers for the internship hours.

8. Once approved, the student will register for 3 credit hours of internship (i.e., COMM 64092) with their academic advisor. If the student needs additional semester(s) to complete the internship, they will register for research hours with their academic advisor until completion of the internship. The academic advisor will enter an "IP" for COMM 64092 and change it to "S" at the end of the semester in which the student completes the internship. In total, students who choose the internship option are required to accumulate 30 credit hours of course work including internship.

9. The student will keep a bi-weekly journal reflecting on the internship experience of the week, and the role of communication in the process (See Appendix C for the Internship Bi-Weekly

Journal Form). Depending on the nature of the internship, the academic advisor and the student should agree upon the number and length of the journal throughout the internship period.

10. The student will submit a mid-term report to their academic advisor and the reader. The faculty reader should submit his/ her comments/feedback to the advisor in writing. The faculty advisor will then synthesize the comments and provide feedback to the student in writing. Use the Internship Midterm and Final Evaluation Form for Supervisor (see Appendix C). Student's internship supervisor and the student should review the performance together based on the evaluation and both sign the evaluation form before submitting it to the academic advisor and the reader.

11. Upon completion of internship, students will submit a 15-page reflection paper guided by appropriate communication theories. A final evaluation form from the internship supervisor is also required. Using the "Internship Midterm and Final Evaluation Form for Supervisor" (see Appendix C). The student should follow the same deadlines as the thesis deadlines for internship reflection paper submission. For example, if the deadline for the thesis oral defense for the spring semester is April 15th, your advisor and the faculty reader need to make the determination whether you pass or fail the reflection paper along with other documents before April 15th. Therefore, you should submit your paper and other required documents to your advisor and the faculty reader at least 10 working days before April 15th. Thesis deadlines (i.e., oral defense) for each semester are listed in the graduate catalog. See **KSU academic calendar**.

12. The student's academic advisor and the reader will determine, along with the midterm and final evaluations from the employer, the journal and the reflection paper using the "Internship Final Paper Evaluation Form for Faculty Advisor Criteria for Judging M.A. Internship Final Paper" (see Appendix C), whether the overall internship performance is deemed satisfactory for graduation. The final evaluation should reflect both the advisor and the reader's ratings of the quality of the internship. Advisor should obtain a copy of all submitted documents and place it in the student file.

13. If the internship performance is deemed unsatisfactory, the student will fail to receive a Master's degree in the School of Communication Studies.

14. Upon graduation, the academic advisor should audit the student's academic transcript for the following requirements:
    a. An average of 3.0 GPA or higher
    b. Grades for courses counted towards completion of requirements of the degree are not below C.
    c. No more than two courses are taken from departments or programs outside of the School of Communication Studies.
    d. The student's program plan reflects the transcript.

15. Students should follow the **CCI guideline** for graduation clearance.

3. COMMUNICATION & ADVOCACY CERTIFICATE PROGRAM

Description

The Communication and Advocacy graduate certificate provides communication professionals and recent graduates the skills and understanding to tackle emerging advocacy needs. Students learn to communicate with diverse allies across digital and physical platforms; engage and motivate audiences by clearly, consistently and creatively telling stories worth sharing; and approach advocacy challenges from health, organizational, intercultural, intergroup, global, mediated and persuasion contexts. Certificate graduates will have the practical skills to respond to the dynamism that defines contemporary society. Based on current employment statistics and forecasts, the Communication the Advocacy certificate will position graduates for career advancement in multiple employment sectors.

Program Learning Outcomes

Graduates of this program will be able to:

1. Incorporate theories from the field of communication to address advocacy challenges.
2. Identify advocacy intervention strategies for a variety of target audiences.
3. Assess communication needs and evaluate advocacy intervention efficacy.

Program Requirements

	Courses	Credit hours
Requirement (3 credits)	COMM 65000 | Foundations of Communication & Advocacy	3
Electives (choose 3 courses-9 credits)	COMM 65070 | Social Influence	3
	COMM 65662 | Media Effects	3
	COMM 65686 | Global Cultures, Intergroup Communication, and Identities	3
	COMM 65851 | Organizational Communication	3
	COMM 66501 | Health Communication	3
Total credits		**12**

Progression and Graduation Requirements

Standard progression and graduation requirements apply.

4. MCS/MBA PROGRAM

The School of Communication Studies and College of Business Administration also offer a dual-degree program providing students with an opportunity to obtain two degrees at once: a Master of Arts in Communication Studies (MCS) and a Master of Business Administration (MBA). This unique program is particularly attractive for managers, professionals and Bachelor of Arts students looking to enhance their communication skills to influence business in emerging global markets, while also developing skills to augment their own professional careers. Coursework includes communication theory and skills, media and information dissemination and processes, business fundamentals, entrepreneurial thinking and team-building skills. See Appendix B for course breakdown and requirements.

5. COMBINED BACHELOR'S/MASTER'S DEGREE PROGRAM

The School of Communication Studies offers a combined bachelor's/master's degree program that allows students to double-count maximum 9 credit hours of graduate courses toward both degree programs with college approval.

A combined bachelor's/master's degree program allows exceptional, well-prepared Kent State University undergraduate students early admission into a graduate program. Students in a combined degree program take graduate-level coursework as undergraduate students, thus enabling courses to be applied toward both degree programs. Students in a combined degree program must meet the minimum requirements for each degree earned. Undergraduate requirements must be fully satisfied before a bachelor's degree will be awarded. Until that time, students continue to have undergraduate student status and are charged undergraduate tuition and fees. Following the awarding of the undergraduate degree, their status is changed to that of graduate student.

To be eligible for admission to COMM's combined degree program, undergraduate students must:
- Earn a minimum 60 credit hours (junior standing)
- Achieve a minimum 3.000 overall Kent State GPA (some combined degree programs may require a higher GPA)
- Complete a standard online graduate application, including paying the application fee
- Meet all admissions requirements for the master's degree program (consult the University Catalog for specific requirements)
- Be admitted to the master's degree program
- Submit the **Combined Bachelor's/Master's Degree Form** prior to the first semester of enrollment in the combined program

Undergraduate students in COMM's combined degree program may complete 9 credit hours of graduate-level coursework, and apply the courses and credit hours toward their undergraduate degree. Once students complete the undergraduate degree and enter graduate student status, their graduate-level coursework may be applied toward the graduate degree (i.e., courses are double counted). Students who undertake a combined bachelor's/master's degree program must complete a minimum 141 unique credit hours, with a minimum 30 of those credit hours applied toward the master's degree. To be eligible for double counting, the coursework must meet all the following criteria:
- Be of graduate level – under no circumstances will undergraduate-level coursework be applied toward the master's degree
- Apply to degree requirements for the bachelor's and master's degrees

- Are not awarded as credit by examination
- Meet minimum standards as described in the **Academic Standing—Graduate** policy in the University Catalog

Combined degree programs are initiated by students in consultation with their academic advisor. The combined degree program should be developed according to the individual career interests and goals of the student and should be an integrated learning experience rather than merely the completion of a certain number of undergraduate and graduate credits. The proposed combined degree program requires the approval of both the undergraduate and the graduate programs as well as CCI's Dean.

6. WHAT EVERY GRADUATE STUDENT NEEDS TO KNOW

School Policies

Getting Started

Before officially entering the program, you will be contacted by the Coordinator of the Graduate Program about the orientation, which normally happens one week before the Fall semester starts. At this orientation, you will learn about the program, your temporary advisor, and course schedules for your first year of study (see Appendix D). Please take time to familiarize yourself with useful information about university (link **here**) and CCI (link **here**) resources about graduate studies at KSU.

Temporary Academic Advisor

At the orientation session, the Graduate Coordinator will assign you a temporary advisor who will advise you regarding courses for the spring term. Your temporary advisor is responsible for:

1. monitoring your progress the first semester,
2. providing guidance and information on the policies of the graduate program, and
3. assisting you in identifying an appropriate academic advisor before the submission of the program plan. Your temporary academic advisor should be your first point of contact whenever you have academic questions and/or concerns.

Official Academic Advisor

By the end of the Fall semester or early Spring semester you should select your official academic advisor. It is a courtesy to discuss this issue with your temporary advisor first. At this time, you should obtain agreement from your chosen official advisor and work with him/her to complete the Program Plan (See the Program Plan section).

The academic advisor will advise your selection of courses and guide your acquisition of specialized knowledge and methodological skills needed to complete the graduate program. The academic advisor normally will supervise your progress and ensure that you follow the approved program plan, and direct your thesis, project, internship, or completion of coursework.

Whenever you are considering changes in your program of study, you must discuss the proposed changes in your program of study with your advisor and receive approval from him/her. If you wish to change your academic advisor at a later point, you can do so but it should occur prior to beginning of your thesis, project or internship. Students who choose a coursework- only option should not change their advisor the last semester in which they plan to graduate. In situations where an advisor wishes to terminate the advising relationship with the student, the advisor should consult with the Graduate

Coordinator before notifying the student. The student will then need to obtain another advisor within the same semester.

Early Dismissal

Students may be recommended for early dismissal by the Graduate Coordinator if they fail to make satisfactory progress toward their degree. The Graduate Coordinator will recommend early dismissal to the Graduate Studies Committee after reviewing the student's progress with their advisor. After the Graduate Studies Committee votes, the recommendation will be sent to the College of Communication and Information and the student will be notified by the Graduate Coordinator. Students who are placed on academic probation may be recommended for early dismissal if they fail to meet the specified performance requirements.

The advisor should determine whether a student is making satisfactory progress and notify the Graduate Coordinator when a student fails to do so. A general guideline is recommended as follows: Students taking the thesis option are expected to turn in drafts (evidencing significant progress satisfactory to the student's thesis advisor) beginning the semester they first register for thesis hours and each semester thereafter until completion.

Students taking the project option are expected to complete the project requirements in one semester. If an additional semester is needed, students are expected to turn in a minimum of two drafts (i.e., project essay) each semester until completion. Students taking the internship option are expected to complete the internship requirements in one semester. If an additional semester is needed, students are expected to turn in a minimum of two drafts (i.e., reflection paper) each semester until completion. Students taking the coursework-only option will be subject to the university policy requirements (see the Good Standing section) as criteria for early dismissal.

7. WHAT A STUDENT ON AN ASSISTANTSHIP NEEDS TO KNOW

Conditions of Appointment

1. You must be in good standing in the College and School and enrolled in a specific degree program. To be in good standing, you must maintain a GPA of 3.0. Failure to meet this requirement for two consecutive semesters will result in the service appointment being withdrawn. Appointments or reappointments, including tuition scholarships, are not automatic, but are contingent upon satisfactory progress towards the degree and performance duties.

2. You must comply with the course load requirement. A full-time graduate assistant is expected to devote 49% of the university- defined full-time workload per week in service (average of 20 hours per week).

3. The nature of the service furnished by a graduate appointee will be related to your major field. The primary criterion for selecting a graduate appointee is academic excellence. A graduate appointee who holds an academic year full-time appointment is expected to provide service to the 10 department that approximates 20 hours per week each week of the semester. You may also be asked to be available during breaks between and during semesters of your contract.

4. As a graduate teaching assistant, you normally perform instruction or instructional duties beneficial to your professional development. Teaching assistants in the M.A. program typically teach COMM 15000, Introduction to Human Communication in their second year of the program. Teaching a non-15000 undergraduate class is possible, but very rare.

5. In cases where you are employed as a research assistant, the nature of this research should be related to your research interests or in direct participation with a faculty member's research. This research service must be under the direct supervision of the faculty member.

6. The graduate appointments are intended to provide the support required to enable a student to spend the maximum amount of time in pursuit of his/ her graduate studies with the objective of completing the degree. To this end, it is inappropriate for a full- time graduate appointee in the School of Communication Studies to be engaged in additional outside employment. Except in unusual circumstances, and then only with the approval of the Graduate Studies Committee, the Director of the School of Communication Studies, and the Dean of the College of Communication and Information, a graduate appointee may not hold an additional formal appointment through which the total commitment of service at Kent State University exceeds 20 hours per week.

7. Assuming satisfactory progress towards the degree, Master's degree students can expect 2 years of support. Notification of non-reappointment and reappointment normally will be given by April 1st.

8. All international students holding graduate appointments must take the TOEFL test to be admitted to the University English Language Examination (ELE). There are two segments in the ELE: a written examination and an individual oral examination. Students who do not pass both segments of this

examination may not teach. Students who do not pass the examination are not eligible for graduate reappointments.

9. Summer employment is not guaranteed. Students will be employed as part-time instructors contingent upon the availability of summer sessions.

Selection Criteria

For initial appointees, grade point average, letters of recommendation, and statement of goals will assist the Graduate Studies Committee in its choice of new appointees.

For reappointments, progress towards the degree, grade point average, and other information provided in the Annual Review document will be used. Evaluation of performance in the students' assignment will also be considered before reappointment. The Graduate Coordinator, along with the recommendation from the Graduate Studies Committee, will provide students with feedback concerning their first semester performance so that deficiencies may be remedied before the reappointment notification.

If summer appointments are available, they are awarded to: Students continuing coursework in the program the following Fall semester, and those who are making satisfactory progress towards the degree. GPA, teaching ability, and School needs will also be used to make final decisions.

Research Assistant and Expectations

Students may be awarded a research assistantship based on faculty members' grant funding and after the primary teaching assignments of the School are completed. These assistantships could be for half or all of a Master's students' assistantship hours. These research assistantships are awarded as semester-by-semester assignments; renewable upon mutual agreement between faculty member and student. Research assistants:

1. may only be assigned to full-time faculty
2. are selected only after a faculty member's request is approved by the Graduate Studies Committee and Director of the School.
3. must receive a satisfactory evaluation from the faculty.

8. UNIVERSITY POLICIES

Registration

You are responsible for following the university registration schedule and completing your registration before the beginning of the next semester. You should register for courses according to your program plan. In cases where a class is canceled or no longer available, you must discuss alternatives with your academic advisor. Late registration will result in the university charging a late fee and more paperwork for you and your academic advisor. For more information about registering for classes, go to https://www. kent.edu/registrar/how-register

Transfer Credits

A maximum of 12 semester credit hours
from the accredited institutions offering the Master's degree may be accepted for transfer towards a master's degree. Please check with the Graduate Coordinator for policy updates. Credits can only be transferred upon the approval of the Graduate Studies Committee prior to the student's initial graduate registration at Kent State University.

The following conditions must be satisfied in order to transfer graduate credit:
1. The credit was earned at an accredited university (or international equivalent).
2. The credit was not used for a previously awarded degree.
3. The student earned, at minimum, a grade of B or satisfactory in each course for which credit is to be transferred.
4. The work fits into the student's program of study.
5. The credit is less than six years old at the time the degree is conferred.
6. The student's petition for transfer credit is filed with the program and college. If the credit was earned at another university, an official transcript must be filed with the petition for transfer credit.
7. The student's advisor, school director and college dean must approve the credit transfer.

Students who transferred up to twelve credit hours from another accredited institution may not take courses from another program after they begin the master's program in the School of Communication Studies. Exceptions will only be made in rare cases. For more information about transfer credits, go to: https://www.kent.edu/ graduatestudies/guide-to-graduate-education/ section-4.6.

Full Course Load

A full-course load is 8 hours of coursework each term. Students who are on assistantship appointment and students who are on F-1 status should maintain a full course load during the Fall and Spring semesters until completion of their program. Students must also maintain continuous enrollment. There are situations where students may not need 9 credit hours: 1) Students may

be employed to teach courses as part-time instructors in the summer sessions. Part-time employment covers tuition for up to 4 credit hours of coursework. Student on F-1 status should contact the Office of Global Education to complete necessary paperwork to exempt from the full- course load requirement.

Continuous Enrollment Policy

Graduate students shall enroll for at least one term each year to maintain status as a degree-seeking student. A year is defined as three consecutive terms, including summer as one term. Students not meeting the minimum enrollment requirement for maintaining status as a degree-seeking graduate student will be considered as having voluntarily withdrawn from the University. After three consecutive terms of non-enrollment, students will be inactivated as a degree-seeking student.

Students who withdrew and wish to have their graduate standing reinstated must follow the same admission procedures as those required of new applicants, including submission of a non- refundable application fee and application materials. Acceptance back into a graduate program is not guaranteed even if the student departed in good standing. Students who apply and are admitted will be reinstated under the catalog-in-force at the time of admission. The program determines how much of the previously completed work may be applied toward the graduate degree program.

Students on an approved leave of absence may return to their program of study by completing the Application for Graduate Re-Enrollment form.

Good Standing

You are required to maintain a minimum GPA of 3.0 to remain in good standing in the program. If you failed to do so, you are subject to dismissal from the program. If you receive a grade of B- or lower for one course, you will receive a warning letter from the School or the College of Communication and Information. You are expected to improve your academic performance the following semester. Grades below C are not counted toward completion of required coursework, but are counted towards your GPA. A graduate student who receives a combination of more than 8 credit hours of B- or lower grades, or more than 4 credit hours of grades lower than C is subject to dismissal.

Leave of Absence

A leave of absence is granted for degree-seeking graduate students in active status who must be away from their studies for one or more semesters for personal, family, financial or other compelling reasons. Prior to applying for a leave of absence, students should consider its potential implications for such matters as funding (including assistantships and veterans benefits), loan repayment, immigration status, health insurance, university housing and time-to- degree completion.

International students should contact the Office of Global Education before the initiation of a leave of absence and before returning to campus to ensure compliance with immigration regulations and visa restrictions.

To be eligible for a leave of absence, a student must be seeking a graduate degree, have completed at least one full term of enrollment prior to the date a leave is to begin, be in good academic standing and making reasonable progress toward the degree. Leaves will not be granted to students who (1) have completed less than one full term of enrollment, (2) are not in good academic standing or, (3) have received an extension of the degree time limit.

The Request for Leave of Absence form should be submitted prior to the start of the term for which the leave is requested, when the necessity for leave is foreseeable. If the need for a leave is not foreseeable, the request should be submitted as soon as possible, but no later than the last day of classes in the term during which the leave has been taken. A retroactive leave of absence will not be granted. To access the full university policy, click **here**.

Appeal Policy

Graduate students may appeal policies or actions of the Graduate Studies Committee or the Graduate Coordinator. Appeals should be in writing and addressed to the College of Communication and Information. For further information on appeal procedure, see **here**.

Student Academic Complaint (Grievance) Policy

Graduate students who wish to register complaints should follow section 3342-4-16 of the University Policy Register. What follows is a condensation of this policy. Any changes to the University Policy Register made after the publication of this Handbook supersede the provision in this Handbook.

Complaint Procedures

Informal resolution. The student is expected first to review the matter with the instructor in an attempt to resolve the issue immediately. If the matter is not resolved immediately, the student should discuss the matter with the Graduate Coordinator). The student may also consult with the student ombuds to try to resolve the problem informally.

Formal resolution. If the above attempts are unsuccessful, the student may lodge a formal complaint by submitting, in writing, the complaint to the School Director. It should include the nature of the complaint, the facts and circumstances leading to the complaint, reasons in support of the complaint, a description of any attempts at informal resolution, any evidence pertinent thereto, as well as the remedy or remedies requested. The Graduate Coordinator should be copied. The complaint will be referred to the School's Academic Appeals Committee (either the Graduate Studies Committee or the School Grievance Committee) for consideration. The chair of the Academic Appeals Committee will send a copy of the complaint to the instructor, who will respond in writing. The complaint and instructor will

appear before the committee and provide any additional evidence required. The committee's decision will be forwarded to the School Director for a written recommendation. Students may appeal the department decision to the Associate Dean of the College of Communication and Information, who will review the documents and make a decision. Where circumstances warrant, the Dean's recommendation can be appealed to the Graduate Studies office.

Time limits. Note there are time limits for complaints. Following an unsuccessful informal resolution, a written complaint must be submitted within 15 days after the occurrence of the event. If the questioned action occurs after a regular semester or during a summer session, students have up to 15 days at the start of the next semester to submit a complaint. The School Director must provide a copy of the complaint to the respondent and members of the grievance committee within 10 days of receipt of the complaint. Respondents have 10 days from date of receipt to provide a written response to the School Director, with a copy to the complainant and members of the complaint committee. The chair of the complaint committee normally provides the School Director with the Grievance Committee's recommendation within 10 days of the committee's meeting. If either party wishes to appeal the Director's decision, it must be submitted in writing to the dean within 5 days of receipt of the departmental decision. The dean will provide a decision within 15 days.

Student Cheating and Plagiarism
It is the policy of the university that students enrolled in the university, at all its campuses, are to perform their academic work according to standards set by faculty members, departments, school, and colleges of the university. Cheating and plagiarism constitute fraudulent misrepresentation for which no credit can be given and for which appropriate sanctions are warranted and will be applied. University policies regarding what constitutes cheating and plagiarism, as well as related sanctions, can be found **here**.

Withdrawal from Courses and the University
Individual course withdrawals may be processed from the first day of classes through the tenth week of the semester, with appropriate proportional adjustments for courses of shorter duration. Any course withdrawal(s) processed after the second week of the fall or spring semester (prorated deadline for summer or flexibly scheduled courses) will appear on the student's academic record with an administrative mark of "W."

Students who withdraw from the university any time during a term will receive a mark of "W." Final examination week is not considered part of the academic term for purposes of withdrawal. Students must complete a university Exit Application at the College of Communication and Information office or do so online. For more information about withdrawal procedures, please consult the University Policy Register.

Institutional Review Board (IRB)

All research that involves humans (not just at Kent State University, but anywhere in the world) must be approved by the University's Institutional Review Board. Applications are available on the Division of Research and Sponsored Program homepage and must be fully completed before being signed by the student's academic advisor. Once submitted to the IRB, the proposal will be identified as a level I, II, or III; Level III proposals require attendance at an 1. The research will be discarded, 2. The student or students will be dismissed from the graduate program in the School of Communication Studies, 3. If research from such data has been published, the Graduate Studies Coordinator will send a letter to the appropriate publication indicating this violation, and 4. Additional sanctions may be imposed on the student in this case by the University.

Appendix A

MCS PROGRAM REVIEW

KENT STATE UNIVERSITY

SCHOOL OF COMMUNICATION STUDIES

Name: _____   **Date**: _____

Email address: _____

Banner ID: _____

Date when you began the program: _____

Professional plans upon completion of M.A.:

_____

_____

_____

Proposed area of concentration: _____

Capstone option: (Check on one)

◯ Thesis   ◯ Project   ◯ Internship   ◯ Coursework only

Academic advisor: _____

Graduate coursework

The MA degree requires a minimum of 30 credit hours, including 6 credit hours of thesis, or 3 credit hours of project or internship if those options are chosen. (For example, if you choose the thesis option you will have a total of 24 credit hours for courses and 6 credit hours of thesis for 30 credit hours total.)

Required courses include COMM 65000, COMM 65652 and COMM 65020. Incoming teaching assistants are required to take COMM 65794 (Teaching College Communication). Please review the Graduate Student Handbook for more information about program requirements.

Please list all courses you have taken and those you will take, both inside and outside of the School of Communication Studies. List the number of credit hours for each course, its name, instructor, the semester and year taken (or will take) and the grade received if you have completed it.

	Credits	Course #	Course name	Instructor	Semester	Grade
1	3	COMM 65000	Foundations of Communication Inquiry[5]			
2	3	COMM 65652	Theories of Communication			
3	3	CCI 61000/CCI 61000	Quantitative Research Methods in Communication & Information/Qualitative Research Methods in Communication & Information			
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Total Credits:

Academic Advisor Comments:

_____

_____

_____

---

[5] If either or all of the required courses are not offered during student's enrollment in the program, elective courses can be substituted in lieu of required courses pending graduate committee approval.

Program Plan

FAQ

Who needs to fill out the MA Program Plan?
If you have completed more than 8 credit hours of coursework since your admission to the MA program, then you need to submit the MA Program Plan. In other words, if you took more than two classes last semester, then you need to submit this form.

When do I need to turn it in?
This plan needs to be completed no later than the 8th week of spring semester.

What is this about?
The MA Program Plan asks you about your past/future coursework, choice for your advisor, and program options (coursework only, internship, project, and thesis options). All the questions that are included in the MA Program Plan are shown in the next pages.

Is there anything that I need to do, before starting to fill out the form?
If you have to chose your permanent/official advisor, then it is good time to start thinking about it. Make appointments with your temporary advisor if you need any assistance in identifying a faculty member who will be a good fit with your study area. Meet with the faculty that you are interested in working with and ask him/her to become your permanent/official advisor.

How do I know which classes I will take in the forthcoming semesters?
For the coursework plan, consult the graduate handbook for detailed guidelines. If anything is unclear and any assistance is needed, consult your advisor for course rotations for the next two years.

Where can I find the form?
The form is found on the resources page for students in the COMM Studies homepage.

What format do I need to use when I submit information about coursework?
Use the following format for the coursework: credits; course #; course title; instructor; semester; grade (if available). Example: 3; COMM 65652; Theories of Communication; Dr. John Doe; fall 2022; A-

What happens once I submit the form?
- Your academic advisor will access your Program Plan and review it.
- Your academic advisor may ask you to revise the plan (during March). If that becomes the case, you will receive an email from your advisor that requests you to revise the Program Plan.
- Once your Program Plan is formally approved by your academic advisor, you need to follow it. A copy of the approved Program Plan will be printed and placed in your file.
- Your Program Plan will be reviewed again by the time you are about to graduate.

What if I need to change any parts in my Program Plan after the plan is formally approved?
In most cases, once the Program Plan is approved, students and their academic advisor must follow the approved program of study. If changes to the Program Plan are necessary, discuss with and obtain approval from your advisor and resubmit the document.

**MSC/MBA Dual Degree
Program Requirements**

FOR: _____

Background Information
A. Student's prior college/university experience(s):
  Undergraduate degree & major: _____ College/University: _____
  Graduate degree and field: _____ College/University: _____

Webinar areas: ◯ Accounting   ◯ Finance   ◯ Spreadsheets
        ◯ Statistics   ◯ Economics

Management Core

Accounting	Hours	Term	Grade
ACCT 63037 Financial Accounting for Decision Making	2	_____	_____
ACCT 63038 Managerial Accounting for Decision Making	2	_____	_____
Computer Systems			
MIS 64042 Global Technology Strategy	2	_____	_____
Economics			
ECON 62021 Global Conditions and Macro Econ Policy	2	_____	_____
ECON 62022 Managerial Economics	2	_____	_____
Finance			
FIN 66060 Managerial Finance	2	_____	_____
Human Resources Management			
MIS 64271 Human Resources Management	2	_____	_____
Marketing			
MKTG 65051 Marketing Management	2	_____	_____
Operations			

    MIS 64041 Operations Management, Service and Supply Chain   2   _____   _____

Statistics
    MIS 64005 Analytics for Decision Making **OR**   2 or 3   _____   _____
    COMM 65020 Quantitative Research Methods in Communication

Law
    FIN 66050 Law and Ethics   2   _____   _____
SUBTOTAL, CORE COURSES   22-23
    MIS 64158 Leadership and Managerial Assessment **OR**   2 or 3   _____   _____
    COMM 65851 Organizational Communication

Capstone course
    MIS 64185 Business Strategy   3   _____   _____
Electives
    Business elective #1   3   _____   _____
    Business elective #2 (if needed)   3   _____   _____

	Hours	Waived	Term	Grade
BAD 68051 Professional Development				
Professional Development I (waived for Online MBA	1	_____	_____	_____

M.A. Communication Studies Requirements

Course #	Course title	Hours	Term	Grade
_____	_____	3	_____	____
_____	_____	3	_____	____
_____	_____	3	_____	____
_____	_____	3	_____	____
_____	_____	3	_____	____
_____	_____	3	_____	____
_____	_____	3	_____	____

PROGRAM SUMMARY

60% of courses needs to be unique to each degree (MBA: 22 unique credits; MA Communication: 20 unique credit; Total: no less than 60 credits)

	Total credits earned	Total credits needed
Core courses	_____	22-23
Capstone course	_____	3
Business Professional Development	_____	1
Business Electives	_____	3-6
Total MBA Program	_____	29-31
MA COMM courses	_____	29-31
Total MBA and MA COMM	_____	60-62

Advisor: _____   Student: _____

Date: _____

Project Option

Examples of Potential Projects

Global: Propose and outline a comprehensive training program for an existing transnational corporation or non- governmental organization, including information known about current practices in that organization's industry or sector but also proposing refinements and innovations. Topics to be reviewed and treated include: cultural and international influences on organizational structures and practices; media choices, richness, and uses in work processes, especially group interaction; plus relevant insights from studies of multicultural training, cross-cultural negotiation, membership heterogeneity and team performance, and diversity management.

Global: Conduct an intercultural sensitivity training to CCI faculty/staff to interact with students, staff and students from a different cultural background. Topics to be covered would be: functions of stereotypes and behaviors that count as prejudice and discrimination historically and at the present time, theories that are used in the literature to explain problematic intergroup interactions, common scenarios where intercultural sensitivity is needed, how to apply intercultural sensitivity in the classroom, and helpful tips for attendees. The training should include presentation, administering intercultural sensitivity test and providing results to attendees before the training, and providing opportunities for attendees to work on case study during the training time. Evaluation of the effectiveness of the training should be included as well.

Health: Develop a training program for health professionals and medical translators to better understand typical language and cultural misunderstandings when dealing with patients from Mexico. The final product would be a PowerPoint presentation for health professionals and handouts of terminology and cultural practices for English-speaking providers and Spanish-speaking (especially Mexican) patients. Alternatively, a video for patients in Mexican Spanish could be used to describe common misunderstandings with regard to terminology, treatment, and institutional practices.

Health: Produce a video for health-care providers illustrating good and bad examples of practices related to: health literacy, patient-focused care, listening, paraphrasing and checking back, breaking bad news, providing appropriate support, managing privacy.

Interpersonal: Produce a video on intimate violence in collaboration with the KSU Women's Center and KSU people in charge of freshman orientation. Topics to be covered would be: definitions of violence and abuse, background information, recommended precautionary behavior, warning signs, services for victims, and (by contrast) healthy, non- abusive interactions and relationships. Alternatively: Produce a video on intimate violence in collaboration with an organization on aging in the Cleveland area about elder abuse. Topics to be covered would be: definitions of elder abuse, abusers' characteristics, risk factors of elder abuse, communication issues that give rise to elder abuse (from both the abuser and the abusee's communicative behaviors), signs of abuse, and actions that should be taken when one suspects of the occurrence of elder abuse.

Interpersonal: Develop a workshop for the people in the community about communication issues within the family if they are thinking about starting a family-run business (got this idea from the last candidate). The final product will be to offer a workshop to the community (materials included PPT, handouts, or pamphlets, etc.) and gather and analyze the feedback of the usefulness of such workshop at the end of it.

Project Final Paper Evaluation Form for Faculty Advisor

Criteria for Judging MA Project

(Anticipated length 20-25 pages)

Student Name: _____

Rationale	⚪ A=5pt	⚪ B=4	⚪ C=3	⚪ D=2	⚪ F=1

- Is the general purpose of the project explained clearly?
- Is there a convincing argument that the project meets the needs of the target audience?

Goals	⚪ A=5pt	⚪ B=4	⚪ C=3	⚪ D=2	⚪ F=1

- Are the specific goals of the project summarized?
- Are the goals focused and feasible?
- Are the goals justified in light of existing research?

Grounding in Research/Theory	⚪ A=5pt	⚪ B=4	⚪ C=3	⚪ D=2	⚪ F=1

- Does existing literature and theory guide the development of the project?
- Is the theoretical/conceptual framework explained clearly and accurately?
- Is the literature review thorough and up to date?

Procedure	⚪ A=5pt	⚪ B=4	⚪ C=3	⚪ D=2	⚪ F=1

- Is the procedure by which the project was developed explained in adequate detail?
- Is there clear identification of and adaptation to the target audience?

Presentation of Project	⚪ A=5pt	⚪ B=4	⚪ C=3	⚪ D=2	⚪ F=1

- Is the project presented in a clear manner with a focus on the goals?
- Is the level of detail of the report appropriate to the goals of the project?
- Is the project presented in a professional format suitable to the target audience?
- Are the limitations of the project described accurately and appropriately?

Anticipated Outcomes	⚪ A=5pt	⚪ B=4	⚪ C=3	⚪ D=2	⚪ F=1

- Are the ways that the project was or could be used/ implemented described clearly?
- If the project was used/ implemented, is feedback about its strengths and weaknesses reported and analyzed?
- If the project has not yet been used or implemented, how would it be evaluated?

Total Points	**Points Needed to Pass**
___out of 30	22out of 30

Comments:

_____   _____   _____
Name of Faculty Advisor   Date   Signature

_____   _____   _____
Name of Reader   Date   Signature

Appendix D

Forms for Internship

KSU School of Communication Studies
MA INTERNSHIP AGREEMENT Form

Intern name _____

Phone _____ E-mail _____

Address_____

Name of faculty advisor _____

Position/title _____ Phone_____

Fax _____ E-mail _____

Employer/company name_____

Phone _____ Company website _____

Address _____

Name of supervisor _____

Position/title _____ Phone _____

Fax _____ E-mail _____

Duration of internship _____ Start_____ End_____

Hours per week _____ (Choose one: ◯ Volunteer   ◯ Paid)

Please list the experiences you will provide to the intern to expand the intern's knowledge of the industry, work experience, and/or skill set.

Experience	Benefit to intern

Please list the main duties that the intern will perform and the approximate percent of time on each duty (you may attach a job description in lieu of this information)

Duty	% time on duty

Notes:
- Supervisor agrees to supply a review of the student at the internship mid-point (Date:_____) and at the internship conclusion (Date: _____). Please send a copy of this review to the faculty supervisor within one week of completion.
- The student agrees to comply with the applicable organizational policies and procedures of _____(company or organization name). Please attach a copy of these to this document.

We agree to abide by the terms of this agreement. Any major modifications will be in writing and agreed to by all parties.

_____
Supervisor signature   Date

_____
Name of Reader   Date

_____
Faculty advisor signature   Date

KSU School of Communication Studies MA INTERNSHIP AGREEMENT Form – Sample

---

Intern name: Sample Student

Phone: 330 672-2659 E-mail: samplestudent@kent.edu

Address: 105 Main Street Kent, OH 44242

Name of faculty advisor: Dr. John Doe

Position/title: Associate Professor Phone: 330 6722121

Fax: 330 672-3510 E-mail: aprofes@kent.edu

Employer/company name: Flash Communications, Inc.

Phone: 330 555-2222 Company website: flashcomm.net

Address 75 S. Esplanade Dr. Kent OH 44242

Name of supervisor: Ms. Judy Smith

Position/title: Sales Phone: 330 5551234

Fax: 330 555-4321 E-mail: judysmith@flashcomm.net

Duration of internship: Start 9/1/2015 End 12/15/2015

Hours per week: 10 (Choose one: ◯ Volunteer   ◯ Paid)

Please list the experiences you will provide to the intern to expand the intern's knowledge of the industry, work experience, and/or skill set.

Experience	Benefit to intern
Attend annual industrial convention and help solicit new clients	Practice networking skills, gain background of industry, hone sales skills
Attend and participate in weekly sales meetings	Learn to work in a team, help develop new initiatives
Pitch and develop your own product in the area of sports networking	Increased Research and Problem-solving skills
Shadow sales team member when visiting clients	Networking, Develop Hands-on understanding, hone sales skills

Please list the main duties that the intern will perform and the approximate percent of time on each duty (you may attach a job description in lieu of this information)

Duty	% time on duty
Market Research	25%
Data Entry	25%
Product Development	25%
Website Maintenance	25%

Notes:
- Supervisor agrees to supply a review of the student at the internship mid-point (Date: 10/10) and at the internship conclusion (Date: 12/15). Please send a copy of this review to the faculty supervisor within one week of completion.
- The student agrees to comply with the applicable organizational policies and procedures of Flash Communications, Inc. (company or organization name). Please attach a copy of these to this document.

We agree to abide by the terms of this agreement. Any major modifications will be in writing and agreed to by all parties.

_____
Supervisor signature   Date

_____
Name of Reader   Date

_____
Faculty advisor signature   Date

Internship Bi-Weekly Journal Form

Student name:
Date:
▮▮
Write a one-paragraph description of your duties and responsibilities during the last two weeks. (What kind of tasks and projects were you assigned to? What kind of work did you produce or observe being produced? What kind of events, meetings, or training sessions did you attend, if any? etc.)
How many hours did you spend on your internship during the last two weeks?
Week 1 (Dates: From_____to_____): _____hours/week Week 2 (Dates: From_____to_____): _____hours/week
Write a two-paragraph summary applying communication-related concepts and theories from previous coursework and communication literature.

Internship Midterm and Final Evaluation Form for Supervisor

Please mail or fax this completed form to the student's faculty advisor

Name of intern: _____

Name of Supervisor: _____

Choose One: ◯ Midterm Evaluation   ◯ Final Evaluation

1. For each of the tasks listed on the internship agreement, please rate the student's level of performance.

Task	Unsatisfactory	Below Average	Average	Good	Excellent
	◯	◯	◯	◯	◯
	◯	◯	◯	◯	◯
	◯	◯	◯	◯	◯
	◯	◯	◯	◯	◯
	◯	◯	◯	◯	◯

Comments:

2. Please evaluate the intern in the following areas, noting specific suggestions for improvement if needed: (add additional criteria as needed)

A. Professional development

Task	Unsatisfactory	Below Average	Average	Good	Excellent	Not applicable
Professionalism	◯	◯	◯	◯	◯	
Initiative	◯	◯	◯	◯	◯	
Dependability	◯	◯	◯	◯	◯	
Organizational understanding	◯	◯	◯	◯	◯	
	◯	◯	◯	◯	◯	

Comments:

B. Organizational and time management skills

(add additional criteria as needed)

Task	Unsatisfactory	Below Average	Average	Good	Excellent	Not applicable
Completes task in a timely and efficient manner	◯	◯	◯	◯	◯	◯
Uses resources effectively	◯	◯	◯	◯	◯	◯
Enlists cooperation of others where appropriate	◯	◯	◯	◯	◯	◯
Is effective in time management	◯	◯	◯	◯	◯	◯
Sets and meets realistic goals	◯	◯	◯	◯	◯	◯
	◯	◯	◯	◯	◯	◯
	◯	◯	◯	◯	◯	◯

Comments:

C. Communication skills

(add additional criteria as needed)

Task	Unsatisfactory	Below Average	Average	Good	Excellent	Not applicable
Expresses ideas effectively	◯	◯	◯	◯	◯	◯
Accepts and makes constructive use of criticism	◯	◯	◯	◯	◯	◯
Works effectively with supervisor	◯	◯	◯	◯	◯	◯
Works effectively with coworkers	◯	◯	◯	◯	◯	◯
Works effectively with clients/customers/outside stakeholders	◯	◯	◯	◯	◯	◯
	◯	◯	◯	◯	◯	◯
	◯	◯	◯	◯	◯	◯

Comments:

3. Overall, what are the intern's greatest strengths? What areas need improvement?

If you have additional comments, please feel free to include them here. Thank you.

_____

Supervisor signature   Date

_____

Student signature   Date

Internship Final Paper Evaluation Form for Faculty Advisor Criteria for Judging MA Internship Final Paper

(Anticipated length 15 pages)

Student Name: _____

| **Goals, Duties, Outcomes** | ◯ A=5pt | ◯ B=4 | ◯ C=3 | ◯ D=2 | ◯ F=1 |

- Are the specific learning goals of the internship explained clearly?
- Are the specific duties (including roles served, functions or units involved, experiences gained, projects worked on) and outcomes of the internship explained?

| **Grounding in Research/Theory** | ◯ A=5pt | ◯ B=4 | ◯ C=3 | ◯ D=2 | ◯ F=1 |

- Are the goals, duties, and outcomes explained in connection to communication concepts and theories?
- Is the theoretical/conceptual framework explained clearly and accurately?
- Is the literature review thorough and up to date?

| **Reflection/Learning Outcomes** | ◯ A=5pt | ◯ B=4 | ◯ C=3 | ◯ D=2 | ◯ F=1 |

- Are the learning outcomes of the internship experience explained?
- Does existing literature and theory guide the reflection of the internship experience?
- Is a convincing argument made about how the internship helps understand the role of communication in work environments?
- Are the ways your internship experience and tasks contribute to the understanding of communication concepts/theories clearly described?
- Are the ways communication-related concepts and theories can be more effectively applied to your internship experience and tasks described clearly?

| **Presentation** | ◯ A=5pt | ◯ B=4 | ◯ C=3 | ◯ D=2 | ◯ F=1 |

- Is the paper presented in a clear and professional manner?
- Is the level of detail of the paper appropriate?
- Is the paper presented in an APA style?

Total Points	Points Needed to Pass
___out of 20	22out of 20

Comments:

_____   _____   _____
Name of Faculty Advisor   Date   Signature

_____   _____   _____
Name of Reader   Date   Signature