

USC Annenberg

Doctoral Student Handbook

2020-2021



USC University of
Southern California

2020 - 2021 ANNENBERG DOCTORAL STUDENT HANDBOOK

Welcome to the Annenberg School of Communication!



The Annenberg School at USC was created in 1971 by an endowment from Walter H. Annenberg and continues a long tradition of communication study at USC. In 1880, the year it was founded, the University offered a course in elocution. A College of Oratory was established in 1895, and became the School of Speech in 1921. Its first master's degree was awarded in 1924. The first doctoral degree in speech was conferred in 1935. The School, eventually placed within the USC College of Letters, Arts, and Sciences, became known as the Department of Communication Arts and Sciences.

The present configuration came together between 1994 and 1996 when the Annenberg School merged with the Department of Communication Arts and Sciences to become the new School of Communication. The School of Communication, together with the School of Journalism, constitutes the Annenberg School for Communication and Journalism.

The Annenberg doctoral program has evolved to combine and sustain USC's excellence in inquiry, research, teaching, and scholarship in the field of communication.

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The information provided in this handbook is intended to supplement the *USC Catalogue*. The 2020-2021 *Catalogue* can be found online at: <http://catalogue.usc.edu>.

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The *2020-2021 Annenberg Doctoral Student Handbook* supersedes previous *Doctoral Student Handbooks*. A student's curricular requirements are linked to the *Handbook* in use at time of acceptance to the program. Any student may elect to adopt program requirements detailed in later versions where indicated. Students may use either the requirements from their entry year or from a later year, but they cannot combine the two.

Part One:

Advisement & Guidance

PART ONE: ADVISEMENT & GUIDANCE

Appropriate advisement and guidance by both faculty and peers is crucial for successful doctoral work. Students are encouraged to actively seek advice from their professors and fellow students in shaping a program of studies.

Mentors and Advisors

When new students enter the program, they are assigned a faculty mentor, selected by the Director of the Annenberg Doctoral Program, as well as 2 or 3 student “buddies,” assigned by the Annenberg Communication Graduate Student Association (ACGSA). Faculty and peers help the new students adjust to life in Los Angeles, at USC, and at Annenberg. They can help with answers about housing, areas of study, administrative processes, and research foci.

First Year Advising

All first year students are formally advised by the Director of the Annenberg Doctoral Program (currently Associate Professor Taj Frazier) until their successful completion of the screening process. The Director’s advice is both substantive, assisting students in defining and refining their course of study, and technical, ensuring that students are satisfying program requirements in a timely manner. The Director’s approval is required for students to transfer credits, obtain department approval (“d clearance”) to register, and for assorted petitions.

Faculty mentors assigned to first year students will acquaint and guide them through the initial year. Students are strongly encouraged to acquaint themselves with the faculty as a whole, with an eye toward choosing their faculty advisors and guidance committees.

Subsequent Advising

Following successful screening at the end of the first year, the primary advising responsibility shifts to the student’s advisor and guidance committee. Students are required to select an advisor and guidance committee no later than the end of the fall semester of their second year.

Primary technical advising responsibility remains with the Director of the Doctoral Program. Students will need to obtain the approval of their advisor and the Director of the Doctoral Program on the Doctoral Committee Advisor form. Once the required signatures are obtained, the paperwork will be processed by Anne Marie Campian, PhD Academic Advisor.

Screening & Annual Activity Report

Screening

Student progress is carefully monitored by the School of Communication faculty. Screening of first year doctoral students is focused primarily on academic performance and achievements broadly defined (course work, intellectual engagement, scholarly presentations and publications, etc.). The screening process is conducted by a committee that includes the faculty who taught that year’s core courses, the Director of the School of Communication, and the Director of the Doctoral Program.

In order to be screened, first year students must have completed no fewer than 16 and no more than 24 units, including the four required core courses: COMM 525, 526, 550, and 552. After screening, students will be either permitted to continue or required to discontinue the program. Students may only pass screening and enter the second year of the program once they have completed all coursework in which

they have enrolled. Letters reporting the official results of the screening process will be sent to both students and their mentors by the Director of the Doctoral Program and the Director of the School of Communication in early summer.

Advisor

Upon successful passage of the screening procedure, students should select a faculty advisor and form an Annenberg Doctoral Guidance Committee. At minimum, the student must declare a preliminary three-person committee, consisting of a primary advisor and two additional members, by the end of their third semester.

Registration for classes for the spring semester of the second year will be withheld until this is formally established. Any late registration fees or other penalties resulting from this policy are the responsibility of the student

Annual Activity Report & Annual Review of Progress

In early April of each year, all students are asked to submit an Annual Activity Report and updated Curriculum Vita (CV). The CV should include accomplishments for the year, identification of advisor and committee members, graduate assistant activities, and specific plans for the upcoming year.

These materials will be evaluated by the annual Screening Committee and other appropriate faculty to monitor and identify possible problems with each student's progress toward degree completion. Students are expected to discuss progress and plans with their advisors.

Instructions for accessing and submitting the activity report will be distributed via email each spring.

Academic Forms

Academic forms can be found [online](#) or can be obtained from Anne Marie Campian.

Committees

Members of students' committees will advise them through the processes of their post- screening course work, qualifying examinations, and dissertations.

Annenberg Doctoral Guidance Committee

After students have successfully passed screening and selected their advisors, they will form their Annenberg Doctoral Guidance Committees. Students work closely with their guidance committees (particularly with their faculty advisors) in selecting advanced course work, shaping research, and preparing for their qualifying examinations. The guidance committee consists of the student's advisor and two additional Annenberg faculty members.

Changing Advisors and/or Committee Members

Over time, a student's interests and commitments may change, resulting in the need for an alternate advisor.

To initiate changes in advisor, contact the Director of the Doctoral Program. Committee changes should be discussed with your advisor with requests and notifications made in a timely fashion. To complete the process for either a change of advisor or committee member, update and submit the [Doctoral Committee/Advisor Form](#) to Anne Marie Campian.

Composition of the Qualifying Examination Committee

A complete Qualifying Examination Committee is composed of a minimum of five faculty, either tenured/tenure track or [RTPC \(research, teaching, practice, and clinical\)](#):

- At least three members must be from the Annenberg School of Communication.
- At least three members must be tenured or tenure track, including the chair, who must be tenured.
- An outside (non-School of Communication) member from a different PhD-granting department at USC is strongly recommended by the faculty but not required. A faculty member from the School of Journalism may serve as an outside member. For outside faculty the judgment of qualification to serve will be made by the dean of the school of the outside member's primary appointment.
- The committee may include a faculty member from an institution other than USC, called an "external member." This is different than the "outside member," which is a USC faculty member from outside the School of Communication.

Additionally, it is acceptable to appoint co-chairs for your committee. Typically, the members of students' Doctoral Guidance Committees substantially overlap with the members of their Qualifying Examination Committees.

Any faculty member who serves on PhD dissertation and qualifying exam committees must have a professional profile that demonstrates academic impact on the field in significant, measurable ways.

The CV of the external member must be uploaded along with the Appointment of Committee form and will become part of the official record.

The full committee is typically formed at least six months prior to the date for the qualifying examination. This gives students and faculty time to discuss and define examination areas, develop reading lists, and formulate examination questions.

The committee must be formally established at least thirty days prior to the beginning of the student's qualifying exam by filing the [Graduate School Appointment or Change of Qualifying Exam Committee](#) form.

Should the student wish to replace one or more qualifying examination committee members, they may do so by updating the Appointment or Change of Qualifying Exam Committee Form.

Dissertation Committee

The dissertation committee is formed after the student successfully completes the qualifying examination. The dissertation committee consists of at least three and no more than five faculty members, who are either tenured/tenure track or RTPC (research, teaching, practice, and clinical):

- All committees must have a majority of members from the student's home program (Communication).
- The chair (an Annenberg faculty member) must be tenured.
- An outside (non-School of Communication) member from a different PhD-granting department at USC is strongly recommended by the Annenberg faculty, but not required. For outside faculty the judgment of qualification to serve will be made by the dean of the school of the outside member's primary appointment.
- The committee may include a faculty member from an institution other than USC, called an "external member." This is different than the "outside member," which is a USC faculty member from outside the School of Communication.

Additionally, it is acceptable to appoint co-chairs for your committee.

Any faculty member who serves on PhD dissertation and qualifying exam committees must have a professional profile that demonstrates academic impact on the field in significant, measurable ways.

The CV of the external member must be uploaded along with the Appointment of Committee form and will become part of the official record.

Typically, members of the dissertation committee have previously served on the student's guidance and qualifying examination committees. The dissertation committee advises and approves the written dissertation and administers the oral defense.

The committee must be formally established by filing the [Graduate School Appointment or Change of Dissertation Committee](#) form.

Should the student wish to replace one or more dissertation committee members, they may do so by updating the Appointment or Change of Dissertation Committee Form.

Request for Remote Participation at Qualifying Examination or Dissertation Defense

2020-2021: As long as COVID-19 restrictions remain in place, all defenses will be remote. The following guidelines will be in effect once defenses are allowed in-person again.

While in-person participation is highly encouraged, if remote participation is necessary, it may be approved as long as both student and chair agree. Please notify Anne Marie Campian if any committee members will participate remotely in a defense.

- For the qualifying examination, a maximum of two out of the five guidance committee members may participate remotely.
- For the dissertation defense, a maximum of one out of the three dissertation committee members may participate remotely.
- In either case, the committee chair and the outside member may not participate remotely.
- Members who participate remotely will be noted on the Report on PhD Qualifying Examination and the dissertation Approval to Submit forms.

Part Two:

Degree Requirements

PART TWO: DEGREE REQUIREMENTS

The Annenberg School's degrees are awarded under the jurisdiction of the USC Graduate School. Refer to the [Requirements for Graduation](#) section and the [Graduate School](#) section of the *USC Catalogue* for requirements, guidelines, and policies.

Master of Arts in Communication

Individuals seeking the Master of Arts (MA) in Communication are expected to acquire and demonstrate a general knowledge of human communication, including humanistic and social scientific approaches. This option may be selected if a student wishes to finish the program with an MA degree, rather than continuing in the program toward a PhD.

The program, arranged in consultation with the student's advisor and the Director of the Doctoral Program, provides two options: a degree with comprehensive examination or degree with thesis.

A degree with a comprehensive examination requires a minimum of 32 units (normally eight courses), including core courses COMM 525, 526, 550, and 552, and four electives.

A degree with thesis requires successful completion of the four core courses listed above, three electives, and four units of COMM 594ab Master's Thesis. Students planning to pursue the thesis option should meet with their advisor early in the first term to discuss registering for COMM 594a in their second semester (usually the spring term). Students wishing to subsequently apply for doctoral programs are strongly encouraged to take the thesis option.

No more than two approved 400-level courses may be applied to a student's program and a maximum of four semester units with grades of B or better may be accepted by transfer from another institution of higher learning. The minimum acceptable GPA for successful completion of this program is 3.0.

The majority of students choose the comprehensive examination option. The examination consists of six hours of writing, taken on two different days. Permission to take an MA degree with thesis can be obtained only by application to both the student's advisor and to the Director of the Doctoral Program. A student should also notify Anne Marie Campian and Sarah Holterman.

If a student chooses this path and has their MA degree conferred in spring, they will be ineligible for PhD funding during the following summer. (I.e., if a student has an MA degree conferred in May 2021 without plans to continue in the PhD program in the fall, they will not receive any funding in June or July 2021.)

Doctor of Philosophy in Communication

PhD General Requirements

The student is required to complete a minimum of 72 graduate units (normally 18 courses) plus 4 units (794a and 794b at 2 units each) of required dissertation registrations, totaling 76 units. Six specific courses (COMM 525, 526, 550, and 552 plus two dissertation writing courses, COMM 794a and b) are required of all students. Additionally, students must pass the qualifying examination, write an approved prospectus, and write and defend a dissertation.

The Core Curriculum

The core curriculum consists of four seminars required of all first-year doctoral students, two in theories and two in methods:

- COMM 525 Humanistic and Social Scientific Approaches to Human Communication I
- COMM 526 Humanistic and Social Scientific Approaches to Human Communication II
- COMM 550 Quantitative Research Methods in Communication
- COMM 552 Qualitative Research Methods in Communication

Satisfactory completion of the core curriculum during the first year is necessary in order to be successfully screened and permitted to continue in the program.

Course Requirements

In addition to the core curriculum, students are required to complete the following courses:

Area of Concentration Students specialize in one of seven concentrations by completing a minimum of three courses (12 units) in one of the following:

- **Groups, Organizations & Networks**
- **Health Communication & Social Dynamics**
- **Information, Political Economy & Entertainment**
- **Media, Culture & Community**
- **New Media & Technology**
- **Political Economy of Global Communication**
- **Rhetoric, Politics & Publics**

Minor Area Students must minor in a second concentration by completing a minimum of two courses (8 units) in one of the seven concentrations above.

Cognate Area Students must take an approved cognate elective program of study in which at least two courses (normally 8 units) are taken in a related field outside the Annenberg School for Communication and Journalism such as psychology, political science, cinema, etc.

Special Credit Concerns

Transfer Credit

Students entering the School of Communication with a master's degree may, with permission, apply part of their previous graduate course work. [A maximum of twelve units may be applied.](#) Contact Anne Marie Campian to begin the process of transferring credits.

Students who enter the PhD program after earning a USC Master of Communication Management degree may exceed this limit, subject to the approval of their guidance committee.

Before making transfer credit requests, students should meet with their advisors to map out required areas, requests for substitution, and strategies for completing requirements. After planning is complete, students should meet with the Director of the Doctoral Program.

Groups, Organizations & Networks Concentration Methods Requirement

Students concentrating in Groups, Organizations & Networks are required to take at least two methods classes in addition to core courses COMM 550 and 552. If taken in a department or unit other than the School of Communication, these courses CANNOT also be counted toward the student's cognate requirements. In other words, only content classes, not methods classes, may be counted toward the cognate requirement.

PhD Credit for Communication Management, Public Diplomacy, and Journalism Courses

Students who wish to apply Annenberg master's (CMGT, PUBD, and JOUR) courses for PhD credit must negotiate a [contract with the instructor](#) in advance certifying that course materials are appropriate to doctoral status. Ordinarily, doctoral students will be required to complete additional work above and beyond that required of master's students such as an appropriate research paper. Students normally may count no more than two such courses toward their doctoral degree requirements, and no more than one in their concentrations.

COMM 610 and 620 Courses

COMM 620: Studies in Communication Theory provides a rotating selection of courses that offer studies of advanced, specialized interest areas in communication theory and research. A maximum of three COMM 620 classes (12 units) may be applied to the PhD program. Two of the three may be applied to a concentration; the third would be an elective.

COMM 610: Studies in Rhetorical Theory offers a similar selection of courses under the areas of rhetorical theory and criticism. A maximum of 12 units of COMM 610 may be applied to the program.

Directed Research and Independent Study

COMM 790 is a Directed Research courses. Students must prepare a [research proposal](#) with a full-time faculty member of the School of Communication and must have it approved by the Director of Doctoral Studies and the Director of the School of Communication. A maximum of 12 units of COMM 790 may be applied to the program.

COMM 675 is an Independent Study Course. Students must prepare a [detailed syllabus](#) with a full-time faculty member of the School of Communication and must have it approved by the Director of Doctoral Studies and the Director of the School of Communication. A maximum of 4 units may be applied to the program.

Course Enrollment

Regular and Reduced Course Loads

The School of Communication defines full time enrollment as two to three courses (8-12 units) per semester, although the University defines minimum full time enrollment for graduate students as 6 units.

In order to make good progress toward degree completion within the available years of support, students normally are expected to take three courses (usually 12 units) in a semester. On occasion, students may have sound reasons to take a reduced load. International students and students without MA degrees sometimes take a reduced course load in their first semester. Additionally, students often take a reduced load during the semester in which they are taking their qualifying exams.

Graduate Assistants should be sure not to drop below 6 units at any time, as doing so will terminate their full time student status and disqualify them from receiving student aid (the exceptions include enrollment

in COMM 594 Thesis, COMM 794 Dissertation, or GRSC 800 or 810). Please see the university's [GA handbook](#) for details.

Incompletes

An incomplete (IN) grade is assigned when coursework is not completed because of documented illness or other emergency occurring after the twelfth week of the semester (or twelfth week equivalent for any course scheduled for less than 15 weeks). Students seeking an incomplete must submit (with instructor's approval) an Assignment of an Incomplete (IN) and Requirements for Completion form. The instructor will obtain this form.

University policy states that grades of IN must be completed within one calendar year from the date the IN is received. If not completed within the designated time, marks of IN automatically become marks of IX (expired incomplete) with the exception of thesis, dissertation, and non-letter graded courses, and are calculated in the GPA as a grade of F (zero grade points).

Please work with the course instructor to determine what work must be done in order to complete the course and turn the IN into a letter grade.

Any student receiving an IN will be sent a warning letter from the department. If the IN is not completed within the University's designated time, the student may be dismissed from the program.

The qualifying exam may not be taken until all IN have been completed.

Please see the [USC Registrar's website](#) for complete details on University policies regarding incompletes.

Leaves

When planning for any type of leave, please notify the department as soon as possible and take into account any prior commitments you have made.

Leave of Absence

Requesting a leave of absence is initiated by obtaining approval from the Director of the Doctoral Program, the Director of the School of Communication, and the student's advisor. This may be in the form of a face-to-face meeting, a telephone conversation, or an exchange of emails. Once the student has obtained approval, it should be conveyed to Anne Marie Campian and to Sarah Holterman.

The maximum period of absence is four semesters total, after which students must continue with a full program of study (a minimum of 6 units per semester), or withdraw from the Doctoral Program. After withdrawing, any continued study at the Annenberg School requires students to reapply to the Graduate School.

During a leave of absence, a student may not enroll in classes, be funded as a GA or fellow, or receive any other funding, including health insurance.

COVID-related Pause

As of Fall 2020, the University will allow continuing students to take a "pause" or leave of absence due to COVID-related concerns. Any student requesting a pause should contact Hector Amaya and Taj Frazier with a cc to Sarah Holterman, Anne Marie Campian, and the student's advisor. Approval of a pause requires that the student and their advisor map out the student's academic plan for return.

During a pause, a student may not enroll in classes, be funded as a GA or fellow, or receive any other funding, including health insurance.

Approved Health Leave

A voluntary health leave of absence is a temporary and voluntary leave from the University due to a student's health needs. This leave is available when a student's health condition significantly interferes with a student's ability to function successfully within the University's programs.

Doctoral students at USC may take one semester of [approved health leave](#) in which they are funded with a stipend at the same level as a 50% GA, regular health insurance premiums, and one unit of tuition, which will cover the student's necessary enrollment while on leave.

To begin the process of requesting an approved health leave, please email Sarah Holterman with a cc to the following individuals: your advisor, Taj Frazier, Hector Amaya, and Anne Marie Campian. Sarah will then put you in touch with the campus health leave coordinator who will work with you on documentation and will also coordinate with the department regarding an academic plan.

Parental Leave for PhD Students

The following information on parental leave is taken from the [USC Graduate School website](#):

PhD students at USC who meet the following criteria are eligible for a one-semester parental leave:

- The student is pregnant, or is the primary caregiver of their infant child or adopted infant child;
- The student has completed at least one semester in their PhD program and is in good academic standing;
- The student was admitted with an offer letter for a 4- or 5-year "package" consisting of support through any combination of teaching assistantship, research assistantship, and fellowship.

Parental leave may be taken during the semester in which the child is born or adopted, or during the semester immediately following.

A student on approved parental leave receives the base graduate assistant stipend from the Graduate School for one semester. Individual schools are expected to top off the base stipend to the level of the stipend stipulated in the student's offer letter and to pay for the student's USC student health insurance coverage and student health center fee.

Parental leave does not constitute a break in continuous enrollment. Students should consult with their academic advisors to determine how they will maintain full-time enrollment.

Students with loans should consult with the Office of Financial Aid before beginning parental leave.

International students should discuss the parental leave with the Office of International Services to be sure there are no unforeseen issues related to their visa status.

Applications for the accommodation should be filed with the Graduate School at least three months prior to the anticipated start date.

The process is initiated by notifying Sarah Holterman, who will submit a Request for Parental Leave petition on your behalf. Please note that one of the following is required as part of the application materials: a verification of pregnancy signed by a physician in the United States, a birth certificate for the infant child, or a statement of adoption from an adoption agency.

Making Good Progress Toward Degree

In this handbook and in many University guidelines, you will see references to “making good progress toward degree.” Because the Annenberg School of Communication admits PhD students on a five year funding package, to make good academic progress indicates that a student will finish their degree within those five years of funding.

There are several guideposts that indicate good progress, including:

- A student is required to complete a minimum of 72 graduate units before taking their qualifying exams. They will then take a minimum of 4 units of dissertation registrations, totaling 76 units. In order to complete the required 72 units of graduate course work, students are normally expected to take three courses (12 units) per semester.
- Appendix II of this handbook lays out a five year plan for finishing the PhD degree. By the end of the fall semester of the fourth year, a student must have completed the following items: qualifying examination process completed; dissertation advisor selected; dissertation committee formed; and prospectus successfully defended. If these four items are not completed by the end of the fall semester, students may no longer be considered to be making satisfactory progress toward degree.
- Removing any grades of IN within the University-mandated timeline.

If a student is not making good academic progress toward degree, they may receive a warning letter which will indicate steps they need to take in order to remain a student in good academic standing within the PhD program.

Students are encouraged to work closely with their advisors and other faculty members to monitor academic progress.

PhD Qualifying Examination & Dissertation Requirements

The following requirements must be met as part of the qualifying examination and dissertation process:

Research Tool Requirement

Doctoral students are expected to demonstrate methodological competence in an area of specialization prior to taking the qualifying exam. Such competence is usually signaled through strong course work (i.e., the successful completion with a grade of B or better in selected coursework approved by the Annenberg Doctoral Guidance Committee and taken in the Annenberg School and/or related departments).

Dissertation Prospectus

Students are required to write a dissertation prospectus that is approved by their Dissertation Committee. The dissertation prospectus is a document that articulates the dissertation project, methodology, justification, and outline of chapters. The prospectus should be completed in a process that runs parallel to, or in conjunction with, the qualifying exam. During the semester prior to taking a qualifying exam, a student, in collaboration with their advisor, [will choose one of three options:](#)

1. The prospectus will be distributed and discussed with the committee before the qualifying examination.
2. The prospectus will be handed in at the time the written portion of the qualifying exam is submitted to the committee and then discussed as part of the oral exam. *For this option, the prospectus must be approved by the quals committee in order for students to pass their qualifying exam.*
3. The prospectus will be distributed and examined no more than 90 days after the defense. If the student completes the qualifying exam during the spring semester such that the 90 day deadline

falls during summer recess, the dissertation prospectus must be submitted within 90 days and then defended and approved by the committee no later than the end of the third week of the fall semester.

A student must have an [approved prospectus](#) on file to be considered for a standalone teaching assignment.

Qualifying Examination

The qualifying exam is usually taken no later than the first semester of the fourth year, following completion of all required coursework, including all incompletes.

The [Appointment of Committee](#) and Request to Take the PhD Qualifying Examination forms must be approved by the student's advisor and by the Director of Doctoral Studies at least 30 days prior to the beginning of the examination, that is, the date on which students begin writing the examination. It is recommended that students obtain approval and submit these forms in the semester prior to taking their qualifying exam. These forms can be obtained from Anne Marie Campian and should be returned to her once they are signed.

The qualifying exam covers the student's primary and secondary areas of concentration and is intended as a test of the student's mastery of an intellectual field of inquiry and is not simply a test of coursework. Consequently, students should expect to be tested on material beyond what was covered in their seminars, and should consult carefully with their committee members regarding the reading lists for which they will be held accountable.

With the permission of their advisor and guidance committee, students may, in some cases, take their exams concurrently during the semester in which they are completing their coursework. See Appendix III for directions on arranging your exam, including timeline.

Written Qualifying Exam

The open book exam should take a minimum of 10 consecutive days or a maximum of 14 consecutive days. Regardless of how you manage your own writing schedule within that block of time, all students will have a maximum of 14 consecutive days to complete the exam. This decision should be made by the candidate and their advisor, and must be confirmed in advance of the exam period with Anne Marie Campian.

Students may write at home or at another location of their choosing. Answers should be typed and conform to an appropriate professional style manual (APA, MLA, etc.) specified by the committee.

Oral Defense of the Qualifying Exam

2020-2021: As long as COVID-19 restrictions remain in place, all defenses will be remote. The following guidelines will be in effect once defenses are allowed in-person again.

Students are responsible for scheduling the oral defense of their written exam at a time convenient for all members of their guidance committee. The oral defense is normally conducted within two weeks of the completion of the written exam. The Graduate School requires that the defense be completed within sixty days of the beginning of the written exam. The written exam must be passed before the oral exam can take place.

The oral defense typically lasts two hours. Committee members ask questions that focus on the student's written answers, but may cover any topic relevant to the field of communication. A successful defense requires a unanimous decision by the committee.

Unsuccessful Defense of the Qualifying Exam

If a written examination or oral defense is judged by an examination committee to be unsuccessful, [the re-examination must be completed](#) no sooner than one month and no later than six months after the date on which the first doctoral qualifying examination was administered.

If the student is allowed to take the qualifying exam for a second time, a new Request to Take the PhD Qualifying Examination form must be obtained from Anne Marie Campian and completed at least thirty days prior to the re-examination and the student must be appropriately enrolled at USC during the semester in which the re-examination is to be taken. Students may not take the qualifying examination more than twice.

Report on PhD Qualifying Examination

Immediately after the oral defense, a Report on PhD Qualifying Examination form must be submitted to Anne Marie Campian regardless of the outcome, successful or unsuccessful. She will file the form with the Graduate School within forty-eight hours of the completion of the oral defense. The form can be obtained from Anne Marie Campian.

At the conclusion of a successful defense, the student should form his or her dissertation committee by obtaining the proposed committee members' signatures on the Appointment of Committee form. The completed and signed form should be returned to Anne Marie.

Conferral of the Master's Degree

Students who successfully complete the qualifying exam will be awarded a Master's degree in Communication. Anne Marie Campian will verify that the student has completed the requirements for the Master's Degree and will enter that information in the Student Information System.

Doctoral Dissertation

The dissertation is an original research project contributing to knowledge about human communication and should demonstrate a high level of competence in methodologies of scholarly inquiry. The School of Communication requires the dissertation be written in either American Psychological Association (APA) or Chicago style.

Students should ideally devote their fifth year of support to the dissertation's completion, before leaving school for the workplace.

After passing the qualifying exam, students must register for two units of COMM 794a, b, c, d, or z in each semester, excluding summers, until the dissertation has been approved. A minimum of four dissertation units of 794 is required. Four units is also the maximum number of 794 dissertation units that may be applied to the 76-unit degree requirement.

Defense of Dissertation

2020-2021: As long as COVID-19 restrictions remain in place, all defenses will be remote. The following guidelines will be in effect once defenses are allowed in-person again.

Dissertations are defended in a formal meeting with the student's dissertation committee. Students are expected to provide a draft to each of their committee members to review, in anticipation of facilitating changes prior to production of the final manuscript.

Dissertation defenses are announced publically and are open to the scholarly community, as stated in the [USC Catalogue](#): "[...] the oral examination is open to the general university community [...]." A successful defense requires a unanimous decision by the committee.

It is customary to present a copy to the student's advisor, and perhaps to all the members of the student's dissertation committee.

Dissertation Submission

Dissertations are submitted online through Thesis Center. Guidelines and deadlines for submitting the dissertation can be found on the [USC Graduate School's website](#).

Thesis Center allows faculty to sign electronically on a secure website. Once students have created a profile in Thesis Center, they can track the progress of their submission form.

The USC Graduate School Thesis Coordinator is available in the office Monday through Friday, 8:30 a.m. to 5:00 p.m. and can be contacted for questions about the dissertation submission process by email at thesisdc@usc.edu or by phone at 213-740-9033.

Conferral of the PhD

Participation in USC commencement exercises is restricted to students who have a scheduled dissertation defense of June 1 or earlier.

Participation in the 2021 Annenberg PhD hooding ceremony and the Annenberg School's 2021 satellite commencement ceremony requires that a student has a scheduled dissertation defense of June 1, 2021 or earlier. A student may only participate in the hooding ceremony once.

The actual degree conferral date is based on which deadlines a student meets. Degrees are conferred by the University three times annually: in May, August, and December. The Graduate School's submission deadlines for 2020 – 2021 can be found [here](#).

Part Three:

Funding & Support

PART THREE: FUNDING & SUPPORT

The Annenberg School provides funding to all doctoral students for up to five years, contingent on satisfactory academic progress. Funding for a sixth year or beyond may be requested but is never guaranteed.

Funding packages include:

- Up to 12 units of tuition per semester
- Payment of all required health care fees (access to University health services as well as medical and dental insurance premiums)
- An annual stipend of at least \$34,000 (paid monthly)
- Support for research and conference travel
- Support for dissertation research upon reaching candidacy

For any questions on funding, please contact Sarah Holterman directly (holterma@usc.edu).

Types of Appointments

All funded Annenberg PhD students are appointed as Graduate Assistants or Fellows.

Fellowships

Students awarded fellowships are not given GA assignments but are expected to become involved in the academic life of the School both through formal and informal arrangements with faculty and other students.

During the first year, students are supported by the Graduate School as Annenberg Graduate Fellows.

Advanced students also have the opportunity each year to apply for competitively awarded fellowships from the Graduate School.

Graduate Assistantships

Starting in their second year, students are funded as Graduate Assistants (GAs). Students who serve as GAs will be assigned to Teaching and/or Research Assistant positions (TAs and/or RAs) or, in a few instances, as Assistant Lecturers (ALs), who teach standalone classes as the instructor of record.

In almost all cases, GAs are given what are called 50% assignments, meaning they are expected to devote an average of 20 hours per week to their assignment. In many cases, students are given two 25% assignments (one TA and one RA) for a semester, which combined will not exceed an average of 20 hours per week.

GA assignments are made by Sarah Holterman, in coordination with a student representative from the ACGSA. Preferences for assignments are solicited from both students and faculty for each semester's assignments.

Students are encouraged to seek experience with both teaching and research to be competitive in the academic job market. The Annenberg School is committed to providing a wide range of experiences.

Assistant Lecturer Assignments (Standalone Courses)

Students may apply for Assistant Lectureship assignments and serve as the primary instructor for an undergraduate course once they have passed their qualifying examination and defended their prospectus.

Assignment as Assistant Lecturer is subject to the approval of the student's advisor, the Director of the School of Communication, the Director of the Doctoral Program, and the Graduate School. A strong record of achievement as a Teaching Assistant is an essential qualification for appointment as an Assistant Lecturer.

A call for AL applications will be sent to the commgrad list each semester.

There are generally a few AL opportunities in the summer, as well. Students teaching a standalone summer course will be compensated with a separate summer stipend in addition to their base annual stipend.

Fifth Year Spring Assistant Lecturer

Students in their fifth year of the program may apply for the opportunity to design and teach their own course. Students must be making timely progress to the degree, have an outstanding record of coursework, and have strong student evaluations and faculty recommendations. As with all AL positions, students must have completed their qualifying exam and have an approved prospectus in order to teach.

One student will be chosen to design and teach a COMM 400 Seminar in Communication course in the spring of their fifth year. During that semester, the student will be funded as a 50% AL. We will also offer an additional stipend of \$500 to assist with the development of the course.

Preparing to Apply for AL Assignments

Things to consider if you plan to apply to each a standalone course in your fourth and/or fifth year:

- Make sure to get varied experience in your second and third years as a TA, both as a grader and as a discussion leader. It is very important to get experience in the classroom as a TA (especially leading sections) before applying to teach a standalone. Request TA assignments that will allow you to accomplish this.
- Discuss with your advisor the pros and cons of external fellowships. While they can be extremely helpful, receiving a fellowship means that you will not be able to TA during the duration of the award.
- A handful of standalones are offered to PhD students each semester. These are existing COMM undergraduate courses and will be announced with the call for applications each semester. The opportunity to design and teach a standalone course will be offered at least once per year for fifth year students (see above). Teaching opportunities are always dependent on School of Communication course needs.
- If you wish to apply to create and teach your own standalone during your fifth year, please work with your advisor and/or other faculty members to develop a syllabus. You may want to look at class schedules from previous semesters to see the full scope of undergraduate courses offered. What will appeal to upper level undergraduate Comm majors? Does your idea for a class overlap at all with existing courses that are taught? Something new, innovative, and topical will appeal to undergrads. Think about the course title, too!
- Students interested in a career in teaching may want to complete training through the USC Center for Excellence in Teaching's [Future Faculty Teaching Institute](http://cet.usc.edu/resources/future-faculty-teaching-institute/). Sign up for CET's mailing list to receive information: <http://cet.usc.edu/resources/cet-newsletter/>.

TA Training

Prior to taking a TA assignment, students must complete TA training. The School of Communication will hold a mandatory training for second year students in early August. There will also be at least one additional mandatory session during the fall semester for second years. All students are also encouraged to attend Annenberg pedagogy workshops throughout the year.

Before beginning a TA assignment, international students are required by the University to pass a test of spoken English language proficiency. The International Teaching Assistant (ITA) Exam is administered by USC's [American Language Institute](#). If not approved by USC, students will be asked to take supplementary courses on campus before teaching. International students will be contacted by ALI during the summer after their first year

Reduced Work Load Exception

Work responsibilities are reduced by half, to a 25% assignment (an average of ten hours per week), for the term during which students are preparing to take their qualifying exams. The student will still receive 50% position compensation. Students should take care to arrange this exemption carefully, as it may only be used once. It must be used during the academic year in which a student takes their qualifying exams and may not be used past a student's fifth year in the program.

Sixth Year Funding

GA funding for a sixth year or beyond may be considered in specific situations but is never guaranteed. A student should plan with their advisor to finish the program in five years.

Other Funding Opportunities**Advanced Fellowships**

The USC Graduate School offers several types of [fellowships for advanced PhD students](#). Application guidelines and deadlines are distributed during the fall semester.

If a student receives an advanced fellowship, this year of funding replaces one year of GA funding. It does not provide an "extra" year of funding.

External Fellowships

Many students choose to apply for external (non-USC) fellowships. An external fellowship replaces the corresponding number of years of GA funding. I.e., if you receive an external fellowship for years two and three, you will then have two years of GA funding remaining after the fellowship ends: years four and five.

[The Graduate School](#) offers a proposal review clinic every fall for students who are applying for external fellowships, as well as online fellowship courses through Blackboard.

The Office of the Provost provides an [Awards and Fellowships Database](#).

If you have applied for or been awarded an external fellowship, please notify Sarah Holterman.

Graduate School Summer Fellowship Boot Camp

The USC Graduate School holds a fellowship boot camp each August, which is open to incoming PhD students and rising second year PhD students who plan to apply for one of the following external fellowships:

- National Science Foundation, Graduate Research Fellowship Program
- Ford Foundation Pre-Doctoral Fellowship
- Paul and Daisy Soros Fellowship for New Americans.

During the ten-day workshop, participants complete an application for one of these three fellowships. A call for applications is sent out to eligible participants every year in late spring or early summer.

Participants **must** work on an application for one of these three fellowships. Each fellowship has different, specific requirements, so make sure that you qualify before applying for the boot camp.

Fellowship & Graduate Assistantship Stipends

Stipend Distribution: First – Fifth Year

The total annual stipend amount for both fellowships and GA positions is \$34,000.

For first year students, this is a full fellowship. All \$34,000 comes as a fellowship from the Graduate School.

For second through fifth year students, this is a combination of GA funding from Annenberg (\$25,000 for August through May) plus Graduate School fellowship funding (\$9,000 from the Graduate School, divided evenly over 12 months, August through July). Students are not required to serve as a GA in June and July.

Stipend Distribution: Sixth Year and Above

If a student is funded as a GA any year after their fifth year in the program, they will not receive Graduate School fellowship funding during those years. This means that their stipend will be a maximum of \$25,000 annually if funded as a 50% GA during both fall and spring semesters. They will not be funded during June or July.

Please see Appendix V for detailed stipend calendars. These are the 2020-2021 payment schedules for all PhD students. The schedules will be updated and distributed annually; they can also be found online.

For questions regarding stipends, please contact Sarah Holterman.

Payroll

By April 23, 2021, all first year students must fill out I-9 paperwork to be set up in USC payroll. This will enable a smooth transition into second year Graduate Assistant assignments and prevent any unforeseen problems that would delay stipend payments.

First year students will be emailed a reminder in March with a link to sign up for an appointment with Lynda Baza, Annenberg Payroll and Personnel Coordinator (baza@usc.edu).

Direct Deposit

Direct deposit is the recommended method of receiving your stipends. Students who are funded as GAs may make adjustments via the Workday system. Domestic students funded as fellows must make any deposit changes via the [Payment Services Direct Deposit Authorization Form](#). All other students should make adjustments via Workday. For questions about direct deposit, contact Lynda Baza.

Taxes

Taxes for domestic students are set by the U.S. government. Taxes for international students vary by country of citizenship and are specified by a treaty agreement between the U.S. and their home countries.

The Graduate School provides more information about taxes [here](#).

International students should be sure to review the [Office of International Services' information on U.S. taxes on income earned in the United States](#), including (but not limited to) salary and fellowships.

USC's EIN (Employer Identification Number) is 95-1642394. International students will need this when applying for a social security number (SSN) prior to their second year.

Over 50% GA Petition

During the fall and spring semesters, domestic students with a 50% GA position are allowed to work an additional 5 hours per week on campus with Graduate School approval. Due to visa work restrictions, international students may not work additional hours when assigned a 50% GA position.

You are limited to a maximum of five hours of work per week on top of your GA position. You must resubmit a petition every semester in which you work over 50%, even if you have been previously approved for the same position.

If you plan to work an hourly job on campus during fall or spring, please contact Sarah Holterman, who will start the Graduate School Over 50% Petition process.

Health Insurance

When students register for classes in the fall and spring, they will be automatically registered and charged for health insurance and access to the USC Engemann Student Health Center. Coverage for students registered for Fall 2020 begins on Wednesday, August 19, 2020. Spring health insurance continues over the summer, meaning that USC PhD students receive twelve months of uninterrupted health insurance.

If you register for a summer class, you will automatically have access to the Engemann Student Health Center over the summer. If you do not plan to take a class but would still like summer access to the student health center, you must enroll in GRSC 802. Students will be sent a reminder about this registration requirement prior to the start of each summer semester.

Insurance coverage for dependents is not included in the Annenberg funding package. USC does not offer coverage for dependents.

If you ever choose to waive your student health insurance, you must complete this [form](#).

While Annenberg pays for insurance coverage, we do not pay for individual visits to the Engemann Student Health Center/any other health care provider or for any related charges for procedures and tests.

For more information on student health services, including insurance, please see the [USC Student Health website](#).

Tuition Refund Insurance

Each semester that you register for classes, you are automatically charged for Tuition Refund Insurance, which the Annenberg School does not pay. This fee is NOT mandatory and you are able to opt out of it. If you do not opt out of Tuition Refund Insurance, you will be responsible for the charges on your account. There are two ways to opt out:

- While you are registering for classes, you may click on the “Tuition Refund Insurance” button in [Web Registration](#) and select the Opt Out button.
- After registering for classes, you will have until the end of week three of the semester to opt out. To do this, you should log into Web Registration, click on the Tuition Refund Insurance button, and follow the system prompts.

You can find more information about Tuition Refund Insurance [here](#).

Technology Requirement & Fees

All undergraduate and graduate Annenberg majors and minors are required to have a laptop that can be used in Annenberg classes.

The \$150/semester Annenberg Student Access Fee (Technology Fee) is waived for doctoral students. If you have registered for a Communication master’s course (i.e., CMGT, PUBD, DSM), please check your account at the beginning of every semester. If you have been charged this fee, please let Sarah know and she will have it reversed.

Mandatory University Fees

All graduate students at USC are charged two mandatory fees each semester: the Student Programming Fee and the Norman Topping Fee.

Because Fall 2020 and Spring 2021 are fully online, the two mandatory fees for the each semester are included as part of a \$100 fee covering the student health fee, the grad student programming fee, and the Topping aid fund fee. This \$100 fee is paid by the University during Fall 2020 and Spring 2021 as long as a student is funded either as a GA or fellow.

When classes are on campus, these fees are a total of \$51 per semester (grad programming \$43 and Topping \$8) and students funded as GAs are responsible for paying the fees each semester.

More details on fees can be found on the [Schedule of Classes](#).

Non-Annenberg Tuition and Lab Fees

Some USC schools, including the School of Cinematic Arts, the Marshall School of Business, the Viterbi School of Engineering, and the Gould School of Law, charge more per unit for tuition than Annenberg. Some courses also charge lab fees. If you have approval to count the class toward your degree requirements, the School of Communication will cover the additional costs.

Tuition for courses outside of Annenberg will only be covered if the course will count toward your degree requirements or if the course is necessary for your degree (i.e., a language or programming course).

If you plan to take a class outside of Annenberg, please let Sarah know when you register so adjustments can be made to your account before you receive your bill.

Summer Funding, Study, & Research

The summer provides many opportunities for doctoral students to progress towards their degrees, as well as other academic and professional objectives. Students are also expected to continue their own research efforts.

The Annenberg School provides additional opportunities for financial support during the summer months to as many doctoral students as possible.

Fall and spring semester graduate assistantships automatically include tuition for the following summer. Annenberg Graduate Fellows receive summer tuition support through the Graduate School as part of their support packages.

Annenberg is generally able to offer the following additional summer opportunities for PhD students:

Summer Educational Fellowships

Students may apply for financial support to participate at a summer educational institute or workshop. Funding is competitive and not guaranteed to all students. In the past, students have attended programs such as the Annenberg-Oxford Media Policy Institute, the Oxford Internet Institute, and the University of Michigan's Summer Program in Quantitative Methods.

Students are required to provide a one page summary and evaluation of their experiences at their Summer Institutes. Summer Educational Fellowships are paid as taxable stipends.

Summer Research Fellowships

Students may apply for financial support up to \$2,500 to conduct a summer research project. Proposals are judged competitively and funding is not guaranteed. Every funded student is required to provide a final written report that explains the research conducted and provides the substantive findings of the work. Students are also asked to present their work during an ARS session. Summer Research Fellowships are paid as taxable stipends.

These reports are generally 12-20 pages (including references), double spaced.

COMPASS Summer Fellowship Program

The [COMPASS \(Consortium on Media Policy Studies\) Summer Fellowship Program](#) is designed to provide PhD students in Communication and Media Studies with hands on experience in the development and implementation of communication policy. COMPASS fellows intern for 8 to 10 weeks in Washington, D.C. at government offices or agencies, think tanks, political party or advocacy organizations, or other communication-related public or private sector institutions.

The current sponsoring programs include the Communication departments at USC, University of Pennsylvania, University of Texas – Austin, Rutgers University, and University of Michigan. Clinical Professor Mark Lloyd (marklloyd@usc.edu) coordinates the program at USC.

If the COMPASS program will be offered in a given year, a call for applications will be sent in December.

Travel Support

2020-2021: Travel is currently not allowed by the University. Annual travel funding may be used for virtual conference attendance. The same participation and approval requirements are in effect. When travel resumes, any changes to procedure will be updated in the handbook and communicated directly to students.

Annenberg School Travel Support

Travel Support Basics

Annenberg provides conference travel funding to students in their first through fifth years. Each student is provided with up to \$1,000 per fiscal year (July 1 – July 30).

In order to be eligible for travel support, students must be active participants in a qualifying conference: delivering competitively selected papers and posters, participating on competitively selected panels, serving as program discussants, etc.

Students must also have advisor approval for their travel and conference participation. The only two conferences where advisor approval is not required are the annual conferences of the National Communication Association (NCA) and the International Communication Association (ICA). A student still must be participating in these conferences for funding to be approved.

One exception to the participation requirement is the NCA conference for first year students. In order to experience and become acclimated with conferences, first year students may attend NCA without being active participants. The funding still comes from their annual \$1,000.

Pre-booking Travel

To pre-book your airfare to an approved conference, please take the following steps:

- Check how much funding you have available. If you're not sure, ask Sarah.
- Email Franck Provost at STA Travel (fprovost@statravel.com) with a cc: to Sarah, Christine Lloreda, and Fabian Ledesma.
- In your email to Franck, include the conference you're attending, as well as your full legal name; date of birth; destination and arrival cities; preferred dates and times.
- Once you have okayed the itinerary, Christine will pay for the airfare directly.

Cancelling Pre-booked Travel

In the event that you need to cancel or change a flight that was booked through STA Travel, please contact Franck Provost directly with a cc: to Sarah, Christine, and Fabian. Do not make the cancellation or change through the airline itself.

Submitting a Reimbursement

After your trip is complete, you may submit a reimbursement request for expenses accrued during your travel, such as airfare, lodging, ride share, meals, registration fees, etc. University rules state that you may not submit a reimbursement request before travel. The request must be submitted within 60 days of travel. If that deadline has passed, the amount of your reimbursement will be taxed as income. This policy covers all University faculty, staff, and students.

Gather the following items before beginning your reimbursement request:

- **Proof of conference participation.** This can be an email from the conference notifying you of your acceptance or you may PDF the page of the conference program with your presentation.
- **Advisor approval.** This should be a PDF of an email from your advisor stating their approval of your participation. This does not have to be sent prior to your travel but **MUST** be included in your reimbursement request.
- **Receipts for expenses.** A credit card statement is not acceptable proof of purchase; please make sure you have emails from airlines with both your itinerary and payment; emailed receipts from Lyft/Uber; receipts/emails from hotels or Airbnb.
- **Make sure you know how much travel funding you have available.** If you submit a request for more funding than you have available, it will be returned to you. It is recommended that students keep track of their own travel balance; to confirm current available funds, contact Sarah.

Reimbursement requests are submitted through Concur. Please see Appendix VIII for detailed instructions on submitting your reimbursement. (First year students must submit reimbursement receipts directly to Christine Lloreda. She will then process the request in Concur on their behalf.)

Per Diem

The University does not allow anyone (students, faculty, or staff) to request per diem reimbursements. You must submit individual receipts for meals—do not submit credit card statements. Each receipt must be listed individually.

Rental Cars

Rental car expenses will only be approved under exceptional circumstances. A written request must be sent to the Director of the Doctoral Program prior to travel explaining the circumstances that justify an exception.

Mileage

Students who use their personal vehicles to attend conferences may claim reimbursement at the following graduated rate:

- One student in the car – 200 miles round trip limit
- Two students in the car – 400 miles round trip limit
- Three+ students in the car – 600 miles round trip limit

Standard University mileage reimbursement rates apply. To receive reimbursement for mileage, students must include a map that shows the mileage from USC or their home to the conference location. Additional mileage at the destination site is not eligible for reimbursement.

Other Travel Support

Graduate School Grants

Twice a year, the Graduate School opens applications for Graduate School PhD Fellow travel and research grants of \$1,000. If you are eligible to apply, you will be notified by the Graduate School when the application period opens.

Reimbursements from these funds are processed by the School of Communication. Unlike annual travel support, Graduate School funds only expire when you graduate or otherwise leave the University. You may reimburse travel and research from these funds via Concur.

Graduate Student Government

Travel funds are sometimes available through the [Graduate Student Government \(GSG\)](#) association, provided the student has already exhausted all possibilities of school funding. GSG requires proof that you have exhausted all forms of departmental funding—you may contact Sarah if you need this.

Professional Association Membership Support

Annenberg pays the membership fees for all doctoral students (during their first five years) to belong to ICA and NCA.

While the school will pay for registration fees for approved conferences (provided that the student meets the participation requirements and has sufficient funds available), we will not pay for membership fees for other professional associations.

Dissertation Research Support

All students who have passed their qualifying exams and have successfully defended the prospectus for their dissertations are eligible to receive up to \$3,000 in funding for approved dissertation-related research expenses.

Once a student has passed quals, they must submit a [Dissertation Research Funds Application](#) (signed by their advisor) to Sarah Holterman. This form is not binding, but it is expected to be a well-thought-out plan.

Dissertation funding is limited to expenses related to the research and writing of the dissertation only. You may not use dissertation funding for University fees, including but not limited to dissertation submission fees and regalia rental fees, or for travel to conferences for the sole purpose of presenting “dissertation-related” work. Any travel must be related to the research and writing of a student’s dissertation.

Approval of dissertation expenses is always at the discretion of the Director of the Doctoral Program, the Director of the School of Communication, and the Annenberg Dean’s Office. As with travel expenses, dissertation expenses are reimbursed via the online Concur system. Until further notice, every individual reimbursement request must be approved by the Dean’s Office.

Electronic Equipment Purchases

Any purchase of electronic or other equipment using Annenberg School of Communication funds must be approved in writing by the student’s advisor and by the Director of the Doctoral Program. Typically, the request will be part of a research proposal for summer research funds, or a request attached to an approved dissertation prospectus.

All equipment purchased using Annenberg funds is the property of the USC Annenberg School of Communication.

All equipment must be tagged as Annenberg property by [Annenberg Technical Services and Operations \(TechOps\)](#). In the case of computers and other electronic equipment, Annenberg Information Technology must certify that the equipment conforms to all USC security and safety requirements. Please contact the Director of Information Technology, Frank Miuccio (miuccio@usc.edu), to fulfill this requirement.

All equipment purchased with School of Communication funds must be returned to the school when students have completed the tasks for which the equipment was purchased. At the very latest, equipment must be returned by the time of the dissertation defense or when the student leaves the school for any other reason.

Additional 2020-2021 Reimbursement Requirements

Due to current budget restrictions, ALL REIMBURSEMENT REQUESTS must be approved by the Annenberg Dean's Office before a student submits to Concur or to Christine Lloreda.

To begin the Dean's Office approval process for ANY expenses, email Sarah Holterman the following items:

- Advisor's approval (this may be a pdf of an email)
- If requesting reimbursement for a conference, include proof of participation, such as an email with your acceptance or a page in the conference program with your name/presentation title highlighted.
- If requesting dissertation reimbursement, include your dissertation expense form with advisor signoff.
- Receipts for all expenses. Credit card statements will not be accepted in lieu of receipts.

Once Sarah has received approval, she will notify you so the reimbursement request may be completed.

Part Four:
Citizenship & Life at
Annenberg

PART FOUR: CITIZENSHIP & LIFE AT ANNENBERG

All students are expected to participate in the intellectual life of the Annenberg School. Each year, there are many opportunities for scholarly and professional development. Students are asked to attend public lectures and events, consistent with fulfilling academic and teaching assignments.

Announcements about events will be made via the Commgrad mailing list.

Annenberg Research Seminar (ARS)

Colloquia and research seminars are scheduled for most Mondays at noon. Job talks and other public events are held at this time and doctoral students will sometimes be asked to present their work. Students should plan to attend, consistent with other course and assignment obligations. **During 2020-2021, ARS will be held on Zoom. Links will be emailed.**

Professional Development

Events that focus on professional development will be held throughout the year. Topics will be developed in consultation with ACGSA. Past topics have included: qualifying exam preparation, job interviewing, prospectus writing, publishing, the Institutional Review Board and human subjects research, meetings of professional associations, and grants. All students are expected to participate.

Pedagogy Workshops

There will be several workshops per semester covering topics such as TA responsibilities, writing a syllabus, facilitating discussions, grading, ethical issues in the classroom, and more. Clinical Associate Professor Carmen Lee (carmenml@usc.edu) will facilitate these sessions.

Graduate Writing Coach

The School of Communication provides a writing coach who is available to all Communication graduate students, including PhD students. She holds in-person and online office hours, during which she is available to meet with students individually. She also presents workshops and organizes PhD-specific writing groups and writing boot camps. More information can be found at <https://sites.usc.edu/graduate-writing-coach/> or email her directly: Francesca Gacho, fgacho@usc.edu.

Doctoral Student Website Profiles

All Annenberg School of Communication doctoral students have a profile on the [Annenberg website](#).

For updates and changes to your bio and/or photo, please contact Sarah.

Academic Integrity

The School of Communication is committed to upholding the University's Academic Integrity Code, outlined in the [SCampus Student Guidebook](#). It is the policy of the School of Communication to report all violations of the code. Any violation of the Academic Integrity Code will result in the student's expulsion from the doctoral program.

Because of their special status as role models for undergraduate students and as future professors whose degrees and reputations will be based on their capacity to conduct their own scholarly research, doctoral students are held to the highest standards of academic integrity. It is particularly important that you are aware of and avoid plagiarism, cheating on exams, fabricating data for a project, submitting a paper to more than one professor, or submitting a paper authored by anyone but yourself.

If you have questions about any of these practices, please confer with a faculty member and/or the Director of the Annenberg Doctoral Program.

Annenberg Communication Graduate Student Association (ACGSA)

The Annenberg Communication Graduate Student Association (ACGSA) is the student organization for doctoral students in Communication. ACGSA is a registered USC student organization and has access to funds through the Graduate Student Government (GSG), USC's graduate student assembly.

The general principle of the graduate student association is to promote collegiality and to support a feeling of community among fellow students and in the School generally. ACGSA officers are elected each spring for the following academic year, with the exception of the First Year Representative, who is elected by the new cohort within a few weeks of the beginning of the fall semester. Officers meet regularly with department faculty and staff.

The 2020-2021 ACGSA officers and their major duties are listed in Appendix XII.

ACGSA Listserv

ACGSA has its own listserv that is limited to ACGSA members. No faculty, staff, or non-doctoral students are able to send or receive email from it. Messages on this list should be considered to be confidential communication among the PhD students and should not be forwarded or shown outside the community without approval of the sender. At the same time, everyone using the system must recognize that the computers are not themselves secure systems.

Students are not required to subscribe to the list, but should note that ACGSA conducts a large part of its regular business in discussions via the listserv. Students who choose not to subscribe need to be aware that they are opting out of an important mode of participation in the scholarly community life.

Commgrad Listserv

This is the mailing list for current PhD students that Annenberg faculty and staff will use to contact all students. As a currently enrolled student, you are automatically subscribed to the list with your USC email account.

PhD Student Offices and Access to Facilities

2020-2021: Students may not access the PhD student offices in ASC. If a student wishes to be on campus for any reason, they are required to complete [Trojan Check](#).

Once we are back on campus, you will be assigned a desk by the ACGSA board and will be able to access the ASC building and PhD offices. At that time, you may contact Annenberg TechOps to request a key for the ASC building and have your USC card programmed to access the PhD offices.

Offices for doctoral students are in the Garden Level West of the ASC building.

3502 Watt Way
Suites G4 & G6
Los Angeles, CA 90089-0281

All PhD students in the School of Communication should have keys to access the building and a USC identification card to access the PhD student offices. Contact Annenberg TechOps in ANN L103 to obtain an ASC key and have your card programmed for access.

USCard

You can obtain a USCard by visiting Card Services, which is located in the McCarthy Way Parking Structure, next door to the Transportation Services Office, or by [submitting an application online](#).

Security

Classrooms and offices must be locked when not in use. Undergraduates and other non-PhD graduate students should not be left alone in the PhD offices if there are no doctoral students present. Do not leave your belongings unattended on campus, even for a short amount of time.

If you need an Annenberg classroom unlocked, contact TechOps: 213-740-4137 (ASC) or 213-740-5297 (ANN).

Desk Assignments

Desk assignments will be made by ACGSA for use once we are back on campus.

PhD student desk space is allocated based on seniority and standing in the program. In general, every effort will be made to make desk space available for any doctoral student who is frequently on campus. Depending on the size of the doctoral student population at any given time, this may require that some people share a desk. First year doctoral students should expect to share desks.

The ACGSA board makes desk assignments at the beginning of the academic year; students should indicate their preferences at that time. Continuing students will remain at the same desk unless they express a desire to change. New students will not have an initial opportunity to request a specific desk, but may change locations if another student is willing to swap.

Kitchen

All of the food-related appliances (refrigerators, microwave, coffeemakers, etc.) in the Garden Level West kitchen belong to the PhD students. Please note that the School custodial staff does not clean or maintain the appliances—students are responsible for care of appliances.

General Maintenance

The custodial staff regularly vacuums the floors and empties the trash cans in the PhD student offices. Please note that while trash in the kitchen will be emptied daily, trash cans in the cubicles and work areas will be emptied on Mondays and Thursdays only. If you are throwing out food, please do so in the kitchen trash can.

Large items for disposal that don't fit inside trash cans should be clearly marked for disposal. The custodians do not clean desks or equipment of any kind. PhD students are responsible for the general tidiness of the offices, the appliances, and personal areas.

The physical plant of the School (plumbing, electrical, telephone lines, computers, etc.) is overseen by Annenberg TechOps. The furnishings in the student offices (desks, bookcases, chairs, phones, office supplies, etc.) fall under the School of Communication Director's Office.

If you don't know the correct person to contact for a specific problem about the student offices, please ask either an ACGSA officer or contact Kimberly Solomon (ksolomon@usc.edu) in the Director's Office. Kimberly is also in charge of ordering office supplies for the PhD offices.

Telephones

PhD students share telephones in their offices. Doctoral students serving as TAs with office hours are expected to answer their phones during those office hours.

Campus phone numbers all have a 213 area code and a prefix of either 740 or 821. When calling a campus number from another on-campus phone, you will use a five digit extension number. This consists of the final five digits of the full number. For example: The Comm School's full phone number is 213-740-3951 and its on-campus extension is x03951. The Annenberg admissions office's full phone number is 213-821-0770 and its on-campus extension is x10770.

USC Email

Student email accounts are free for all USC students. All students are expected to obtain and use their accounts. All correspondence from both USC and the Annenberg School will be sent to the student's USC email address.

Log in [here](#) to access your USC mail and affiliated Google Apps.

USC Business Cards

The School of Communication provides USC business cards for current PhD students. You will be given forms at the beginning of your first year that should be returned to Kimberly Solomon in ASC 305 or via email to commdir@usc.edu. Once you have passed your qualifying exam, you may apply for new business cards to change your title from "PhD Student" to "PhD Candidate."

Any business card applications submitted during Fall 2020 will be ordered when we are back on campus.

Part Five:

School of Communication Administration

PART FIVE: SCHOOL OF COMMUNICATION ADMINISTRATION

The three major administrative centers of the Annenberg School are the Dean's Office, the School of Communication, and the School of Journalism.

- Dean's Office – ANN 402 – 213-740-6180 – ascdean@usc.edu
- School of Communication – ASC 305 – 213-740-3951 – commdir@usc.edu
- School of Journalism – ASC 303 – 213-740-3914 – jourbks@usc.edu

The Dean of the Annenberg School is Willow Bay, the Director of the School of Communication is Hector Amaya, and the Director of the School of Journalism is Gordon Stables.

Director of the Annenberg Doctoral Program

The Director of the Annenberg Doctoral Program is a member of the faculty and is responsible for the overall operation of the program. The Director develops long-term programs and policies, and presents them to the faculty for discussion and approval. The Director also administers the day to day functions of the program, including:

- Advising all first year students until after they have been screened and formed their guidance committees
- Consulting with students about their programs
- Reviewing and approving Annenberg and Graduate School documents, such as requests for D-clearance, transfer credits, qualifying examination requests, and other petitions
- Coordinating and overseeing the administration of the qualifying examination
- Chairing the Doctoral Admissions Committee and the Doctoral Screening and Review Committee
- Coordinating reports for the faculty

The current Director is:

Associate Professor Robeson Taj Frazier

ASC 326D

Phone: 213-740-6595

Email: rfrazier@usc.edu

<https://annenberg.usc.edu/faculty/communication/robeson-taj-frazier>

Graduate Advisor, PhD in Communication

The PhD Advisor provides academic support to doctoral students and serves as a liaison between students and other University departments. The PhD advisor maintains and supervises administrative procedures pertaining to academic progress, including:

- Graduate student records
- Registration
- General petitions and all program forms

The PhD Advisor is:

Anne Marie Campian

ASC 146

Phone: 213-740-0903

Email: campian@usc.edu

Coordinator, Graduate Programs & Student Aid

The Graduate Programs & Student Aid Coordinator for the School of Communication is responsible for finances and student aid, including fellowships, scholarships, and graduate assistantships; curriculum updates; doctoral program administration; and the coordination of program policy for the Communication PhD program and all master's programs within the School of Communication.

The Coordinator oversees the following items for PhD students:

- Stipend payments
- Fellowships
- GA assignments
- Health insurance/health center access
- Over 50% GA petitions
- Parental leave petitions
- Health leave
- Travel and dissertation expenses
- Web updates

The Graduate Programs Coordinator is:

Sarah Holterman, Academic Program Associate

ASC 305D

Phone: 213-740-2538

Email: holterma@usc.edu

Director's Office, School of Communication

Hector Amaya, Director and Professor

hectoram@usc.edu

213-740-4088 / ASC 305C

As Director, Professor Amaya is responsible for overseeing all academic programs, both graduate and undergraduate, in the School of Communication. He is also the Associate Dean of Diversity, Inclusion, Equity and Access and a member of the School of Communication faculty.

Allyson Arguello, Academic Program Associate

aarguell@usc.edu

213-821-0462 / ASC 305D

Ally is responsible for course scheduling, undergrad curriculum, and TA access.

Billie Shotlow, Appointment/Promotion Coordinator

shotlow@usc.edu

213-821-2718 / ASC 305A

Billie handles faculty affairs, including job searches and promotions.

Kimberly Solomon, Administrative Assistant II

213-740-7004 / ASC 305

Kimberly produces the monthly School of Communication newsletter and schedules ARS; handles PhD offices requests and business cards; and coordinates scheduling for Professor Hector Amaya.

Front Desk/Student Workers

commdir@usc.edu

213-740-3951 / ASC 305

Financial Services, School of Communication

Christine Lloreda, Budget/Business Analyst

lloreda@usc.edu

213-821-3037 / ASC 306

Christine is responsible for financial affairs for the School of Communication. She processes reimbursement requests on behalf of first year students.

Fabian Ledesma

fledesma@usc.edu

213-821-5356 / ASC 307B

Fabian oversees financial affairs for both the School of Communication and School of Journalism.

Appendices

APPENDIX I: CONCENTRATIONS

Students specialize by completing a minimum of three courses (12 units) in one concentration and minor by completing a minimum of two courses (8 units) in a second concentration.

Courses and concentrations listed here are current as of Fall 2020.

Groups, Organizations and Networks

COMM 508 Power, Politics and Conflict in Communication
 COMM 524 Small Group Process
 COMM 585 Organizational Communication
 COMM 635 Economics of Information
 COMM 636 Interpretive and Cultural Approaches in Organizational Communication
 COMM 637 Current Readings in Organizational Communication
 COMM 638 Global, International and Intercultural Communication in Organizations
 COMM 640 Communication and Organizational Change
 COMM 641 Organizations and Communication Technologies
 COMM 645 Communication Networks
 COMM 648 Online Communities and Networks
 COMM 652 Field Research in Communication

Health Communication and Social Dynamics

COMM 554 Regression and Multivariate Communication Research
 COMM 602 Seminar in Persuasion
 COMM 611 Communication Technology and Healthcare
 COMM 612 Designing Health Communication Interventions
 COMM 613 Grant Writing in Communication
 COMM 614 Computational Approaches in Health Communication
 COMM 615 Health Communication
 COMM 616 Health Communication for Prevention
 COMM 650 Survey Construction and Validation
 COMM 651 Experimental and Quasi-Experimental Designs
 CMGT 581 Media in Social Services: Design and Evaluation of Campaigns
 CMGT 583 Social Marketing and Entertainment Education
 CMGT 587 Audience Analysis
 CMGT 588 Global Storytelling: The Power of Narrative

Information, Political Economy and Entertainment

COMM 516 Feminist Theory and Communication
 COMM 559 Globalization, Communication and Society
 COMM 560 Global Media and Communication in China and Asia
 COMM 563 Black Popular Culture: Theory and Central Debates
 COMM 564 Communication, Culture and Capitalism
 COMM 566 Using Theory to Craft Policies to Affect Change
 COMM 570 Economics of the Communication Industries

COMM 630 Communication Technology and Social Change
 COMM 647 Network Society
 COMM 654 Art, Artists and Society
 COMM 660 Entertainment and Games
 COMM 662 Video Games Research
 COMM 670 Economic Cultures
 CMGT 582 International Communication: National Development

Media, Culture and Community

COMM 516 Feminist Theory and Community
 COMM 517 Rhetorical Theory and Culture
 COMM 519 Cultural Studies in Communication
 COMM 564 Communication, Culture and Capitalism
 COMM 573 Networked Publics: Theories and Encounters
 COMM 574 Science and Technology Studies for Communication and Media
 COMM 575 Advocacy and Social Change in Entertainment and the Media
 COMM 580 Media and Politics
 COMM 605 Advanced Macro Theories of Communication
 COMM 618 Mass Media Effects
 COMM 629 Global Culture
 COMM 653 Research, Practice and Social Change
 COMM 654 Art, Artists and Society
 COMM 655 Studies in Sound, Music and Communication
 COMM 656 Theorizing Race, Culture, Cross-Cultural Exchange
 COMM 662 Video Games Research
 COMM 672 Experiments in Critical Writing
 CMGT 587 Audience Analysis

New Media and Technology

COMM 524 Small Group Process
 COMM 570 Economics of the Communication Industries
 COMM 572 Theories of Computer Mediated Communication
 COMM 573 Networked Publics: Theories and Encounters
 COMM 574 Science and Technology Studies for Communication and Media
 COMM 576 Civic Media and Participatory Politics
 COMM 577 Fandom, Participatory Culture and Web 2.0
 COMM 578 New Media Literacies
 COMM 611 Communication Technology and Healthcare
 COMM 641 Organizations and Communication Technologies
 COMM 647 Network Society
 CMGT 530 Social Dynamics of Communication Technologies
 CMGT 531 Communication and the International Economy
 CMGT 537 The Industry, Science and Culture of Video Games

Political Economy of Global Communication

COMM 546 The Political Economy of Innovation
 COMM 553 Political Economy of Global Telecommunications and Information
 COMM 559 Globalization, Communication and Society
 COMM 560 Global Media and Communication in China and Asia
 COMM 561 Leading and Communicating Change in Global Organizations
 COMM 567 The Political Economy of Privacy and Cybersecurity
 COMM 570 Economics of the Communication Industries
 COMM 582 Information and Communication Technology for Development
 COMM 629 Global Culture
 COMM 630 Communication Technology and Social Change
 COMM 635 Economics of Information
 COMM 645 Communication Networks
 COMM 647 Network Society
 PUBD 504 Global Issues and Public Diplomacy
 PUBD 510 Technologies and Public Diplomacy
 PUBD 515 Transnational Diplomacy and Global Security
 PUBD 516 International Broadcasting
 PUBD 522 Hard Power, Soft Power and Smart Power

Rhetoric, Politics and Publics

COMM 509 Classical Rhetorical Theory
 COMM 511 Contemporary Rhetorical Theory
 COMM 512 Rhetorical Criticism
 COMM 513 Neoclassical Rhetorical Theory
 COMM 514 Social Movements as Rhetorical Form
 COMM 515 Postmodern Rhetorical Theory
 COMM 517 Rhetorical Theory and Culture
 COMM 518 American Public Address
 COMM 520 The Rhetoric of the Presidential Campaign Trail
 COMM 521 Argumentation
 COMM 522 Kenneth Burke's Dramatistic Theory
 COMM 573 Networked Publics: Theories and Encounters
 COMM 576 Civic Media and Participatory Politics
 COMM 580 Media and Politics

APPENDIX II: THE FIVE-YEAR TRACK

Here's what to expect during your time in the Annenberg doctoral program. This schedule allows students to make progress toward completing the PhD in five years.

First Year

The first year involves completing core courses, being screened, and beginning to decide whom to invite to be your faculty advisor.

During both fall and spring semesters, all first year students will enroll in two core courses and will typically enroll in a third course of their choice each semester.

Students should consult with the Director of the Doctoral Program and their faculty mentor on coursework choices. Anne Marie Campian will also track coursework via a student's STARS Report, which can be accessed by logging into OASIS.

Students who wish to transfer prior graduate-level coursework should consult with Anne Marie and their first year mentor.

Students must complete a PhD Registration Authorization form (or d-clearance form) each time they register for a class. Anne Marie will provide departmental approval for registration.

Screening takes place at the end of the first year and is a review of all first year students completed by the Director, as well as the faculty instructors of the four core courses. After being notified that they have successfully passed screening, students should begin the process of transition from first year mentor to advisor.

Second Year

In the second year, students register for courses in their primary and minor areas of concentration as well as their cognate area.

By the end of their third semester (generally the fall of their second year), a student must select their faculty advisor and declare a preliminary three-person guidance committee, consisting of their advisor and two additional Annenberg faculty members.

It is critically important that students work closely with their advisors and their guidance committee to develop a program of study and select cognate courses.

Third Year

During the third year, students will finish course work and begin to form their qualifying exam committee. The quals committee typically consists of the three members of the guidance committee plus two additional faculty members, although students are free to change any and all of the original three members.

Once the quals committee is created, students should meet with each member to select areas of examination, discuss the relevant parameters and domain of the exam, and develop a reading list.

Fourth Year

The fourth year focuses on four items, which should be completed by the end of the fall semester:

- Completion and successful defense of qualifying exam
- Selection of dissertation advisor
- Selection of dissertation committee
- Completion and successful defense of prospectus

The qualifying exam is designed to test the student's readiness to begin the research and writing of a dissertation. The exam includes both written and oral parts.

The prospectus is a document that articulates the dissertation project, methodology, justification, and outline of chapters.

Fifth Year

The fifth year is spent in research, completing the dissertation, and preparing to enter the job market. Continuous enrollment in COMM 794 dissertation units is required each term (excluding summers) from the date of candidacy until the final version of the dissertation is submitted through Thesis Center and accepted by the Graduate School. **If you have not been continuously enrolled, USC will not grant you a degree.**

Degrees are conferred three times a year by the University: in May (spring), August (summer), and December (fall). The Graduate School provides specific [deadlines](#) for each semester's degree conferral.

If a student misses the deadline or submits a version that does not meet Thesis Center guidelines, they will not receive their degree in that academic term and will need to enroll in COMM 794 in the following semester until the dissertation has been successfully submitted.

APPENDIX III: THE QUALIFYING EXAM

The process of putting together a qualifying examination takes communication, strategic choices, and planning. During this process, you will primarily consult with your advisor and must communicate with the other four members of your committee.

The qualifying exam is a test, which can be open to the public, and is a challenge for you to think about, reflect on, and critically integrate knowledge. Strategic choices are needed so that the books, articles, and other documents you read produce a workable and productive experience for you and your committee.

It's important to remember that the qualifying exam requires planning. You'll need to develop an overall schedule, ending with a confirmed defense date, as well as take care of details such as getting a room where the defense can be held.

As you read through the guidelines, please remember that no two cases are identical. You should act early, ask questions, be engaged in planning, and communicate frequently with your advisor and committee members.

Setting up the Qualifying Exam

Usually, the students solicit questions from committee members. Anne Marie Campian assembles the exam, releases the exam to the student at the appropriate time, receives the written answers when completed, and distributes these answers to members of the committee.

Answers may be submitted electronically or in print. Regardless of the process followed, it is essential that a complete copy of the exam and answers be returned to Anne Marie for placement in the student's file.

Written Qualifying Exam Options

Open Book Exam

In consultation with their advisors, some students select four or five substantive areas over which they wish to be examined. Three or four questions cover areas deemed important to the students' major and minor concentrations. In some cases, at least one question will address a topic outside those areas of concentration.

Members of qualifying examination committees are responsible for approving reading lists in these areas and for writing questions. Students may request to select from a pool of two or three questions per area.

The open book exam should take a minimum of 10 consecutive days or a maximum of 14 consecutive days. Regardless of how you manage your own writing schedule within that block of time, all students will have a maximum of 14 consecutive days to complete the exam. This

decision should be made by the candidate and their advisor, and must be confirmed in advance of the exam period with Anne Marie Campian.

Students may write at home or at another location of their choosing. Answers should be typed and conform to an appropriate professional style manual (APA, MLA, etc.) specified by the committee.

Closed Book Exam

In closed book exams, students are typically required to write for a minimum of 12 hours, normally spread out over several days. At least eight hours are devoted to questions in the student's major and minor concentrations. At least four hours cover the cognate and outside areas. This decision should be made by the candidate and their advisor, and must be confirmed in advance of the exam period with Anne Marie Campian.

For a closed book exam, faculty members are responsible for approving reading lists in these areas and for writing questions. Students may request to select from a pool of two or three questions per area.

For the closed book exam, students who are writing in the same specialization, or in the same area for the same faculty member, should write on the same days and times. Students are responsible for reserving an appropriate location and arranging for computer access with Annenberg TechOps.

Absolutely no notes or other materials are permitted during the closed book exam. A blank USB drive will be provided and should be returned to Anne Marie Campian at the conclusion of each writing period.

Scheduling the Exam

Students are encouraged to write during the fall or spring semester. Summer exams are rare but may be permitted with approval from the Director of the Doctoral Program. The Graduate School requires that all portions of the exam (including the oral defense) be completed within 60 days.

Six Month Path to the Qualifying Exam

SIX MONTHS BEFORE QUALS

Those taking quals in the spring should start this process at the beginning of the academic year. Those taking quals in the fall should start during the prior spring semester. This initial phase is meant to be a time of discovery and organization.

Reading Lists

Students generally develop one reading list per quals area. These lists include books and articles, collections and original works, classics in the area that everyone should know, latest research articles in the area, as well as specialized materials related to key debates in the field.

Readings can be assembled from class syllabi and/or lists borrowed from fellow students, but they should always be developed in relation to what you have read and what you need to read. Talk to your advisor about different ways of generating reading lists, but do not limit yourself too much at this point.

For the initial lists, you will want to generate a range of material that is of interest to both you and your committee members. Start early, because not everything you come up with can be read and mastered in your qualifying exam semester.

Dissertation Ideas

Dissertation project ideas should also be developed during this time. You are encouraged to integrate the dissertation topic into the process of qualifying exam development, although the means of integration are left up to the advisor and committee members. A dissertation idea can be represented by a complete prospectus, or it can be sketched out in terms of methods, data, cases, and contributions.

BEGINNING OF THE QUALIFYING EXAMINATION SEMESTER

First Meeting with Advisor

Schedule a meeting with your advisor as early as possible. You should discuss the following issues in this meeting:

Committee Membership

Who will the members be? These members should be faculty members you have taken courses with, whose competencies you wish to be identified with, and who may become part of your dissertation committee. Remember that faculty may or may not suspend duties while on leave or sabbatical. Another factor to consider when choosing: letters for job applications are usually written by faculty who know you well.

Committee Membership: Outside Members

An outside member is a faculty member of some other USC department or school who represents an area of expertise you wish to claim or a person who has knowledge relevant to your dissertation project. The purpose of the outside member is twofold: to provide guidance in an area of expertise that the student wishes to claim and/or knowledge relevant to the student's dissertation project and to provide an external perspective on the qualifying exam project. You are not required to have an outside member, but Annenberg faculty strongly support this practice and most advisors will encourage you to invite an outside member.

Any faculty member – external, outside, or from the School of Communication – who serves on PhD dissertation and qualifying exam committees must have a professional profile that demonstrates academic impact on the field in significant, measurable ways.

You and your advisor should agree on what the role of the outside member will be in the examination. Generally, the outside member will have three major responsibilities: assisting in the generation and approval of the reading lists, writing and/or contributing to

the student's qualifying exam questions, and reading and evaluating written answers in preparation for the student's oral defense. Outside members are not required to provide written evaluations or comments on the exam. If the student has elected to integrate the dissertation proposal with the qualifying exam, the outside committee member may also be asked to read the proposal prior to the oral defense.

When asking the professor to sit on the committee, you should be able to describe the duties and process concisely. Work with your advisor to create a personalized memo for the outside member, covering such topics as: the areas covered by the exam, the length of the reading lists, open book vs. closed book, the outside member's responsibilities for generating questions, how often the student will meet with the outside member, the timeline and details of the qualifying exam process, etc. Discuss with your advisor how you will contact committee members.

Committee Membership: External Members

An external member is a faculty member from an institution other than USC who represents an area of expertise you wish to claim or a person who has knowledge relevant to your dissertation project. The purpose of the external member, should you choose to have one, is twofold: to provide guidance in an area of expertise that the student wishes to claim and/or knowledge relevant to the student's dissertation project and to provide an external perspective on the qualifying exam project. You are not required to have an external member.

Guidelines for the external member's professional profile and role on the committee are the same as those listed above for outside members.

If you choose to include an external member who does not live in the Los Angeles area, Annenberg will not pay for their travel or accommodations. External members may participate remotely in the defense.

The CV of the external member must be uploaded along with the Appointment of Committee form and will become part of the official record.

What areas will the exam cover?

Students write in three to five areas, with most settling on four. As there are five members on a committee, faculty members will double up in at least one area. This is not always the case—an advisor and student can decide to mix and match faculty across areas. The question of what constitutes an “area” of study varies. Here are some representative types of understandings:

- An area identifies a claim of your own expertise to be tested
- An area identifies a concept or concepts that are discussed and debated in the field of communication
- An area identifies a methodological competency
- An area is a theory that contains a recognized corpus of research

Reading Lists

Reading lists should be shaped to fit the areas you have developed with your advisor. Students vary in regard to the length of these lists, as the definition of area also varies. Generally, your list should include fifty to a hundred sources (books and articles) per area. It is useful to arrange the sources in a way that makes sense for your project, e.g., by expert source, issues in the field, or chronological order. The better prepared the list, the better the conversations you will have when asking faculty members to serve on your committee. Remember that the list should be flexible; committee members will offer input on prioritizing or adding sources. Draw materials from previous courses, research projects, and areas of interest. This is a time of discovery, so make the lists broad and obtain the materials.

- Select what is crucial and what seems peripheral
- Develop a justification for selecting these readings
- Write a narrative for each area that ties the readings together

Scheduling Exam and Defense

Before meeting with your committee members, you and your advisor should determine when you will take the qualifying exam and when you will defend the exam. It is recommended that you schedule the defense as soon as you know the dates of the qualifying exam. Your first round of meetings with committee members provides an excellent opportunity to ascertain availability of members for a defense date. Remember that it is always easier to coordinate faculty schedules at the beginning of the semester.

The Annenberg School acknowledges that it may be necessary for a committee member to participate from a remote location. Committee members may use Skype, conference calls, or other forms of video communication to facilitate their participation in the qualifying exam. However, students should create a backup plan in the event of a failed connection.

Meetings with Committee Members

As soon as plans are set with your advisor, you should arrange meetings with your committee members. This should ideally happen in the first few weeks of the semester before you will take your qualifying exam. In these meetings, you should:

- Explain the role they are being asked to play in the examination. This is especially important for an “outside” or “external” member, who may not be familiar with the Annenberg examination process. Explain the customs of preparation, writing, and evaluation.
- Show the faculty your reading list and have it reviewed on the spot, or leave an opening for suggestions.
- Refine agreement on the areas. Communicate whether the committee member will be a sole or collaborative writer of questions. (Make this decision with your advisor prior to meeting with committee members.)

- Discuss the number of questions, and whether you will be asked to choose between questions.
- Discuss the relation of the exam and its various areas to the dissertation project.
- After the meeting, summarize what was agreed upon and email this information to the committee member, requesting modification if memory varies. Include a modified reading list and request feedback to make sure you are on the same page.

Finalizing Plans

- Meet with your Advisor Again**
After you have met with your entire committee, meet again with your advisor to finalize plans: develop a concise description of the exam; identify the when, where, and method of the exam; construct memo (see below) and determine with your advisor which one of you will communicate this information to the committee.
- Create the Memo**
After meeting with your committee members, you should construct a summary document that details the areas, committee members, who is writing which questions, and number of hours (closed book) or days (open book). In this memo, be sure to specify when and to whom the questions should be sent. Sometimes committee members send questions to Anne Marie to distribute and sometimes to the chair.
- Send the Memo**
Some advisors prefer to send the memo to the committee members; some will let the student do this. Either way, once the final plan is put in place, notify everyone quickly. Emailing the final plan (with reading lists attached) helps to ensure everyone is on the same page.

Visit the Office of the PhD Advisor

Please check with Anne Marie Campian to make sure all of the necessary forms are filled out in the appropriate sequence by the required deadlines. If you are uncertain about when to take the examination, how to get rooms for writing or for your defense, or about any other step of the quals process, please inquire with Anne Marie as early as possible.

Prepare for the Examination

For closed book examinations, students may concentrate notes to a page per source, develop memory devices, and formulate answers in their minds. For open book exams, students may select quotations, develop a bibliography, and familiarize themselves with key research.

In either case, preparation should involve strategic thinking about what is important to know, which terms are important to define, which arguments can be made about a topic area, and how debates articulated in classes, seminars, or meetings can be responded to. Many students find it useful to consult with others who have already taken their exams or to form working groups with students who are taking exams in the same semester.

While preparation techniques for the exam vary, preparation always requires a systematic schedule that combines good time management with self-discipline.

- Plan a systematic, weekly approach to reading, note-taking, organization, and integration of materials. Ask questions if you hit snags or are uncertain. Develop a support team to talk through issues.
- Outlines or notes should be comprehensive but brief, useful, and incisive. Consult with peers on reading and preparation strategies. As open- and closed-book strategies differ, talk to those who have taken the same format.
- Two weeks prior to the exam, confirm your arrangements, rechecking space availability with Annenberg TechOps. You should also check in with your committee members a few days before they are scheduled to begin writing. These meetings give you an opportunity to talk about your experience with the reading list (what you got out of it, what posed difficulties, what questions the reading generated for you, etc.). Discussing these topics serves as an excellent preparation for the exam itself and may aid the faculty members in writing questions that are genuinely interesting and useful for you to write on.
- One week before the exam, send a reminder notice to the committee. Make sure it indicates to whom the questions should be sent, when you will write the exam, when you will defend the exam, and where the defense will be held.

The Oral Defense

The scope of the defense is open in the sense that it can cover material from previous courses, although oral defenses usually focus on the written answers. Experiences vary. Sometimes committee members ask for elaboration, pose a counter-position, or ask you to repair a weak answer. Frequently, the defense explores areas, synthesizes ideas, or covers information relevant to the dissertation. You should meet with your advisor before the defense to discuss what you need to prepare.

APPENDIX IV: QUALIFYING EXAM CHECKLIST

SIX MONTHS BEFORE QUALS

- Meet with advisor to discuss choice of committee members and areas.
- Begin to construct a broad reading list for each area.
- Take courses that will help you fill in the gaps and answer questions.
- Check with a potential “outside” or “external” person on availability to serve on your committee.
- Check with PhD Advisor Anne Marie Campian to make sure you have met all requirements.

DURING THE SEMESTER PRIOR TO TAKING THE QUALIFYING EXAM

- Meet with Anne Marie to obtain proper forms and discuss timing.
- Complete and obtain signatures on the **Request to Take the PhD Qualifying Examination form.**
- Complete and obtain signatures on the **Appointment of Committee form.**
- Complete and obtain signatures on the **Dissertation Prospectus Options form.**
- Submit all signed forms to Anne Marie no later than thirty days prior to beginning the exam.

BEGINNING OF THE QUALIFYING EXAMINATION SEMESTER

- Meet with your advisor.
- Determine when you will take the qualifying exam and when you will defend the exam.
- Shape reading lists in preparation to discuss with committee.
- In the first two to three weeks of the semester, meet with committee members.
- After meeting with your committee, meet with your advisor again to confirm plans.

PREPARING FOR THE QUALIFYING EXAMINATION

- Plan a systematic, weekly approach to reading, note taking, and organization.

- Two weeks before the exam, confirm room reservation with TechOps and/or confirm Zoom link or other method of communication.
- Check in with committee members a few days before they are scheduled to begin writing.
- A week before the exam, send a reminder notice to the committee.

APPENDIX V: STIPEND DISTRIBUTION SCHEDULES

Students in their first through fifth years receive an annual stipend of \$34,000. For first year students, this is a full fellowship from the Graduate School. For second through fifth year students, this is a combination of GA funding from Annenberg and fellowship funding from the Graduate School.

Depending on type of funding and student status (domestic or international), stipends may be received on different dates each month. Please see the following pages for 2020 – 2021 pay dates.

The University also posts schedules online:

[Domestic Fellowship Schedule 2020 -21](#)

[International Fellowship Schedule 2020 – 21](#)

[GA Payroll Schedule 2020](#)

[GA Payroll Schedule 2021](#)

2020 – 2021 DOMESTIC FELLOWSHIP STIPEND CALENDAR

Domestic students are those students who are U.S. Citizens or Permanent Resident Aliens. These dates are valid for both first year domestic students and advanced domestic students who are receiving full fellowships.

Month	Amount of Stipend	Checks Paid By
<i>FALL 2020</i>		
August 2020	\$2,833.33 fellowship	8/20/20
September 2020	\$2,833.33 fellowship	9/17/20
October 2020	\$2,833.33 fellowship	10/15/20
November 2020	\$5,666.66 fellowship*	11/19/20
December 2020		
<i>SPRING 2021</i>		
January 2021	\$2,833.33 fellowship	1/14/21
February 2021	\$2,833.33 fellowship	2/18/21
March 2021	\$2,833.33 fellowship	3/18/21
April 2021	\$2,833.33 fellowship	4/15/21
May 2021	\$2,833.33 fellowship	5/13/21
<i>SUMMER 2021</i>		
June 2021	\$2,833.35 fellowship	6/17/21
July 2021	\$2,833.35 fellowship	7/15/21

*The Graduate School pays out November and December fellowship stipends in one payment in November to ensure that all students receive their final fellowship stipend of the calendar year prior to Winter Break.

2020 – 2021 INTERNATIONAL FELLOWSHIP STIPEND CALENDAR

International students are those students who are not U.S. Citizens or Permanent Resident Aliens. These dates are valid for both first year international students and advanced international students who are receiving full fellowships.

Month	Amount of Stipend	Checks Paid By
<i>FALL 2020</i>		
August 2020	\$2,833.33 fellowship	8/26/20
September 2020	\$2,833.33 fellowship	9/25/20
October 2020	\$2,833.33 fellowship	10/26/20
November 2020	\$5,666.66 fellowship*	11/25/20
December 2020		
<i>SPRING 2021</i>		
January 2021	\$2,833.33 fellowship	1/26/21
February 2021	\$2,833.33 fellowship	2/26/21
March 2021	\$2,833.33 fellowship	3/26/21
April 2021	\$2,833.33 fellowship	4/26/21
May 2021	\$2,833.33 fellowship	5/26/21
<i>SUMMER 2021</i>		
June 2021	\$2,833.35 fellowship	6/25/21
July 2021	\$2,833.35 fellowship	7/26/21

*The Graduate School pays out November and December fellowship stipends in one payment in November to ensure that all students receive their final fellowship stipend of the calendar year prior to Winter Break.

SECOND THROUGH FIFTH YEAR STUDENTS GA + FELLOWSHIP

During their second through fifth years in the program, students are funded as 50% GAs during the fall and spring semesters PLUS fellowship funding year-round (August through July) from the Graduate School. The total annual stipend amount is \$34,000.

- August and May are half GA payments since GA appointments begin in the middle of August and end in the middle of May.
- Domestic students will receive their monthly fellowship stipend on a different date than their monthly GA stipend. The GA stipend is paid on the University's monthly payroll date, which is the 26th (or the closest weekday prior, should the 26th fall on a weekend or holiday).
- International students will receive both fellowship and GA stipend on the same date each month.

2020 – 2021 DOMESTIC GA STIPEND CALENDAR

Domestic students are those students who are U.S. Citizens or Permanent Resident Aliens.

Month	Amount of Stipend	Checks Paid By
<i>FALL 2020</i>		
August 2020	\$750 fellowship \$1,388.88 GA	8/20/20 8/26/20
September 2020	\$750 fellowship \$2,777.78 GA	9/17/20 9/25/20
October 2020	\$750 fellowship \$2,777.78 GA	10/15/20 10/26/20
November 2020	\$1,500 fellowship* \$2,777.78 GA	11/19/20 11/25/20
December 2020	\$2,777.78 GA	12/24/20
<i>SPRING 2021</i>		
January 2021	\$750 fellowship \$2,777.78 GA	1/14/21 1/26/21
February 2021	\$750 fellowship \$2,777.78 GA	2/18/21 2/26/21
March 2021	\$750 fellowship \$2,777.78 GA	3/18/21 3/26/21
April 2021	\$750 fellowship \$2,777.78 GA	4/15/21 4/26/21
May 2021	\$750 fellowship \$1,388.88 GA	5/13/21 5/26/21
<i>SUMMER 2021</i>		
June 2021	\$750 fellowship	6/17/21
July 2021	\$750 fellowship	7/15/21

*The Graduate School pays out November and December fellowship stipends in one payment in November to ensure that all students receive their final fellowship stipend of the calendar year prior to Winter Break.

2020 – 2021 INTERNATIONAL GA STIPEND CALENDAR

International students are those students who are not U.S. Citizens or Permanent Resident Aliens.

Month	Amount of Stipend	Checks Paid By
<i>FALL 2020</i>		
August 2020	\$750 fellowship \$1,388.88 GA	8/26/20
September 2020	\$750 fellowship \$2,777.78 GA	9/25/20
October 2020	\$750 fellowship \$2,777.78 GA	10/26/20
November 2020	\$1,500 fellowship* \$2,777.78 GA	11/25/20
December 2020	\$2,777.78 GA	12/24/20
<i>SPRING 2021</i>		
January 2021	\$750 fellowship \$2,777.78 GA	1/26/21
February 2021	\$750 fellowship \$2,777.78 GA	2/26/21
March 2021	\$750 fellowship \$2,777.78 GA	3/26/21
April 2021	\$750 fellowship \$2,777.78 GA	4/26/21
May 2021	\$750 fellowship \$1,388.88 GA	5/26/21
<i>SUMMER 2021</i>		
June 2021	\$750 fellowship	6/25/21
July 2021	\$750 fellowship	7/26/21

*The Graduate School pays out November and December fellowship stipends in one payment in November to ensure that all students receive their final fellowship stipend of the calendar year prior to Winter Break.

SIXTH YEAR AND ABOVE STUDENTS GA

If a student is funded as a GA any year after their fifth year, they will not receive Graduate School fellowship funding during those years. This means that their stipend will be a maximum of \$25,000 annually if funded as a 50% GA during both fall and spring semesters. They will not receive funding in June or July.

GA funding past the fifth year is not guaranteed.

Students serving as GAs during their sixth year or above receive stipends on the same date of every month, regardless of whether they are international or domestic students.

August and May are half GA payments since GA appointments begin in the middle of August and end in the middle of May.

2020 – 2021 SIXTH YEAR+ GA STIPEND CALENDAR

Dates and amounts apply to both domestic and international students.

Month	Amount of Stipend	Checks Paid By
<i>FALL 2020</i>		
August 2020	\$1,388.88 GA	8/26/20
September 2020	\$2,777.78 GA	9/25/20
October 2020	\$2,777.78 GA	10/26/20
November 2020	\$2,777.78 GA	11/25/20
December 2020	\$2,777.78 GA	12/24/20
<i>SPRING 2021</i>		
January 2021	\$2,777.78 GA	1/26/21
February 2021	\$2,777.78 GA	2/26/21
March 2021	\$2,777.78 GA	3/26/21
April 2021	\$2,777.78 GA	4/26/21
May 2021	\$1,388.88 GA	5/26/21

APPENDIX VI: HEALTH INSURANCE & HEALTH CARE

Funding Package

Your funding package as a fellow or GA covers your [USC-Aetna health insurance](#) premium (including vision care), your Delta Dental premium, and your USC Student Health fee, which allows you to utilize the Engemann Student Health Center as your primary/initial source of health care. You are covered year-round; there is no gap in coverage between academic years. You must be registered for classes for your insurance to go into effect each semester.

USC-Aetna Student Health Plan (includes vision care through EyeMed)		
Fall 2020	8/19/20 through 1/10/21	\$753
Spring 2021	1/11/21 through 8/14/21	\$1,363
USC Student Health Fee		
Fall 2020	8/19/20 through 1/10/21	\$100*
Spring 2021	1/11/21 through 5/15/21	\$100*
Summer 2021	5/16/21 through 8/14/21	TBD
Student Dental Insurance		
Fall 2020	8/19/20 through 1/10/21	\$51
Spring 2021	1/11/21 through 8/14/21	\$85

*The fall 2020 and spring 2021 student health fees are reduced due to the online semester. The \$100 fee covers the health fee, as well as the Topping and grad program fees. It would usually be \$407 for the fall health fee and \$406 for the spring health fee.

Accessing Medical Care

Visit USC Student Health Services for non-emergency care. This is where you will receive primary care. Make an appointment online (for both routine medical care and for illness) through the [My Student Health Record portal](#) or call 213-740-9355 to speak with a medical professional. They are currently also providing telehealth appointments.

Once you've seen a medical professional at Student Health Services and it is determined that you require additional care, you will be given a referral.

Student Health Services will make every attempt to refer you to a USC Designated Tier 1 Provider; you should verify this, as well.

Accessing Eye Care

Students enrolled in the USC Student Health Insurance Plan automatically have vision coverage through [EyeMed](#).

Find a provider here:

Accessing Dental Care

Students have dental coverage through [Delta Dental PPO](#).

You can visit any licensed dentist, but will usually pay the lowest out-of-pocket costs when you choose a PPO network dentist.

The USC Student Health Fee

The health fee covers most medical services at the USC Student Health Center, but there are some additional fees for tests, immunizations, medications, and other services. These additional fees are the student's responsibility and are not covered by Annenberg. Please see the [Student Health website](#) for various fees.

Bringing an Existing Insurance Plan to Campus

If you have employer-based insurance (through parent/spouse/partner) that meets the minimum requirements of the university, or you would like to consider a separate plan, you may opt to [waive the student health insurance plan](#).

If you waive your insurance, please let Sarah know.

APPENDIX VII: REIMBURSEMENTS

First year students must submit receipts for reimbursement directly to Christine Lloreda at lloreda@usc.edu. Please cc: Sarah Holterman and Fabian Ledesma ledesma@usc.edu.

All other students must enter their own reimbursements using the [online Concur system](#) after receiving approval.

All reimbursements must be approved by the School of Communication and the Annenberg Dean's Office.

As of Fall 2020, travel is not allowed by the University.

AMOUNT OF FUNDING

- Students in their first five years of the program are provided with \$1,000 in conference travel funding per fiscal year (July 1 through June 30). This may be used for virtual conferences.
- Students who have successfully defended their qualifying exam have up to \$3,000 available in dissertation expenses. This funding may only be used in support of the research and/or writing of the dissertation. It cannot be used for conferences or University fees.

ANNENBERG POLICIES

- To be reimbursed, a student must be a participant in the conference. (One exception: students may attend NCA in their first year without participating.)
- For conferences other than NCA/ICA, student must provide advisor's approval.
- For dissertation expenses, the student must have an approved Dissertation Research Funds Application on file.
- USC will only reimburse expenses for a trip or conference once it is completed.
- Before submitting any request to Concur or to Christine, please email Sarah with a cc to your advisor to start the Director/Dean approval process. Please include the documents listed below (pdf format preferred).

ACCOUNTS

- Annual conference travel is reimbursed from account 12-3702-2743.
- Dissertation expenses are reimbursed from account 22-3701-3722.
- Graduate School funding (Fellowship or Boot Camp) is reimbursed from account 22-3701-3722.

DOCUMENTS

Please send the following items to Sarah for Director/Dean approval and then attach them as pdfs in Concur when submitting your request. The request will be returned to you if any are missing:

- Advisor's approval (this may be a pdf of an email)
- Proof of participation in the conference, such as an email with your acceptance or a page in the conference program with your name/presentation title highlighted.
- Dissertation expense approval form
- Receipts for your expenses. Credit card statements will not be accepted in lieu of receipts.

CONTACTS

For questions about available funding and approval of expenses: Sarah Holterman, holterma@usc.edu
 For questions about the Concur system: Christine Lloreda, lloreda@usc.edu

APPENDIX VIII: USING CONCUR

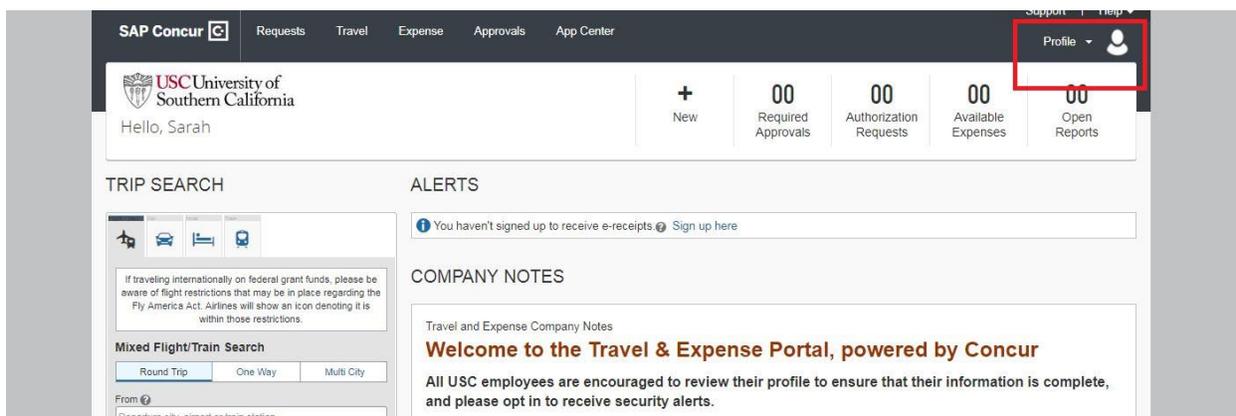
Concur is the online system USC uses for requesting reimbursements for travel and research expenses. First year students do not have access to log in to Concur—all first year reimbursement requests must be sent directly to Christine Lloreda.

Logging into Concur

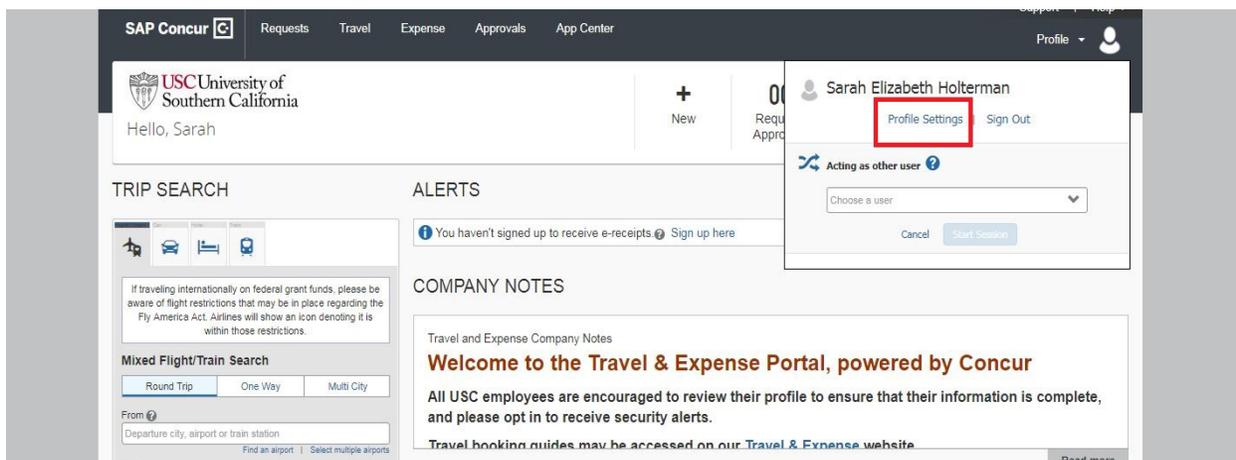
- Go to <https://usc.edu/travelportal> and sign in using your USC Shibboleth ID.
- This will take you to the Concur home page.

Setting up your Profile

- Click on “Profile” at the top right of the page.



- Click on “Profile Settings”

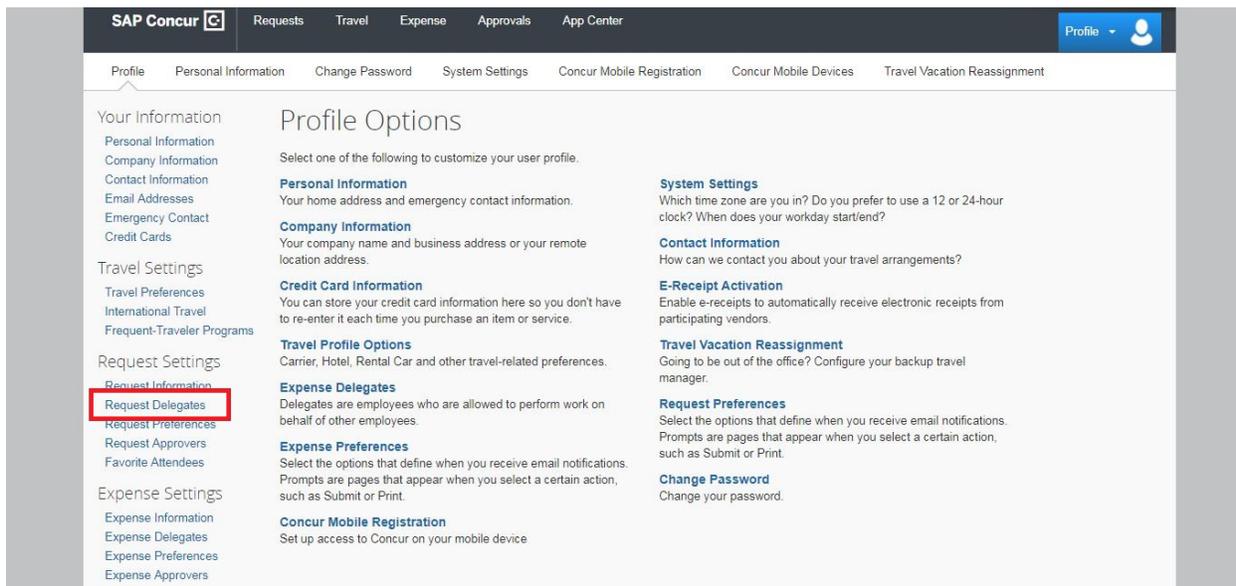


- Fill out all required sections
- Make sure to save once sections are completed!

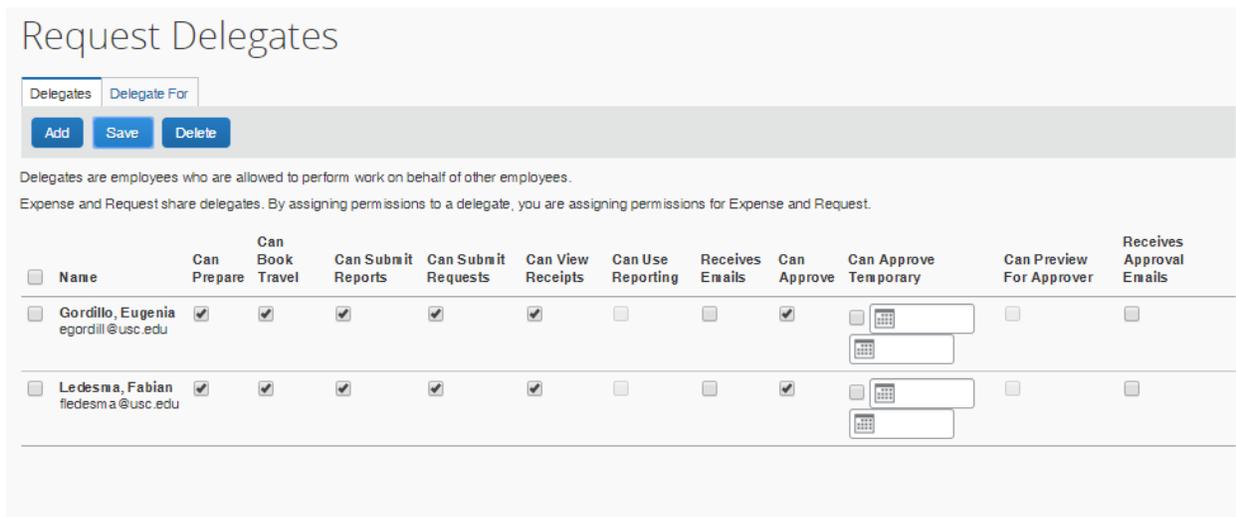
Adding Delegates

A delegate is a USC employee you have designated as an individual who can access Concur reports on your behalf. By adding delegates, Comm School staff will be able to assist you with your reimbursement requests.

- On the Profile Options page, click “Request Delegates” on the left side of the page.



- Add the following people as delegates:
 - Mary Christine Lloreda (lloreda@usc.edu)
 - Fabian Ledesma (fledesma@usc.edu)
 - Sarah Holterman (holterma@usc.edu)
- Please check all items as seen below when adding delegates:



- Click SAVE once all three people have been added as delegates.

Creating a New Report

- On the Concur home page, click on EXPENSE at the top of the page.
- Then click on CREATE NEW REPORT.

Create New Report x

* Indicates required field

Type of Report *

Report Name * Trip Type * Expense Purpose *

Detailed Business Purpose *

Traveler Type * Business Travel Start Date * Business Travel End Date *

Does this trip include personal travel? * Personal Travel Dates Account Number *

Organization Code *

Cancel

Type of Report: Employee Travel

Report Name: Include your last name and conference you attended/type of expense. For example, “Smith ICA 2019” or “Smith dissertation transcription.”

Trip Type: Choose Domestic, International, or Non-travel from the dropdown.

Expense Purpose: For conference travel, choose “Professional Development/ Conference/ Training”
 For dissertation expenses, choose “Research Support”

Detailed Business Purpose:

Enter a short explanation of the expense, such as:

“Traveled to Washington, D.C. to present at the annual ICA conference”

“Transcription for dissertation writing”

“Field work in San Francisco for dissertation research”

Traveler Type: Student

Business Travel Start and End Date: Your travel dates

Does this trip include personal travel?

Only choose “yes” here if a portion of the trip *within the above dates* was personal travel. If you did personal travel before or after the business travel dates above, choose “no.”

Account Number: Click on the dropdown to select “SEARCH BY CODE,” which will allow you to type in the ten-digit account number, without dashes.

For annual travel funds: 1237022743

For dissertation funds: 2237013722

For grad school funds: 2237013722

Organization Code: Once you have entered the correct account number, when you click on the “Organization Code” box, the Annenberg org code will appear. Choose that code: (2030300000) ANNENBERG.

Claim Travel Allowance:

Do not check this. The University does not allow anyone (students, faculty, or staff) to request per diem meal reimbursements.

Once you have entered all of these fields, click CREATE REPORT at the bottom right.

Adding Expenses to your Report

On the next page, you will be able to enter your individual expenses and receipts.

- Click on the blue ADD EXPENSE button. This will bring up a smaller window that says “Add Expense.”
- Choose the TYPE OF EXPENSE from the list.
- Once you have chosen the type of expense, it will take you to a new page. On this page, complete the requested information, including transaction date, vendor, and amount. Enter the amount of the expense AND attach the receipt image.
- Save the expense.
- Do this for each individual type of expense.

Please also upload your advisor’s approval; proof of your participation (i.e., page from the program with your name highlighted or email acceptance to conference); dissertation expense approval form.

Allocating Expenses

If you are asking to be reimbursed from two different accounts (i.e., some funding will be from your annual Annenberg travel funds, some will be from graduate school funds) you will need to allocate your expenses.

- Select all expenses—make sure that all boxes are checked.
- Click the blue ALLOCATE button at the top.
- When the new Allocate window pops up, you’ll most likely want to switch it to “Amount” rather than “Percent.” This will allow you to enter dollar amounts.
- Click the blue ADD button. Use the same process to search for the accounts using code, not text. You will need to add BOTH accounts here:

<input type="checkbox"/> Account Number	Organization Code	Code ▲	Amount USD
<input type="checkbox"/> COMM PHD STUDENT TRAVEL AND RESEARCH	ANNENBERG	1237022743-2030300000	<input type="text" value="50.00"/>
<input type="checkbox"/> ASCJ Doctoral Student Summer Fellowships	ANNENBERG	2237013722-2030300000	<input type="text" value="50.00"/>

- Choose the dollar amounts that should be reimbursed from each account. Make sure that the full amount is 100% allocated between the two accounts.
- Click SAVE, which will take you back to your main report page.

Submitting Your Report

Once you have entered all expenses and properly allocated your expenses (if necessary), you will click SUBMIT REPORT at the top right corner of the screen.

The new report will now appear in your Active Reports page.

APPENDIX IX: INTERNATIONAL STUDENTS

First Year

- **I-20** New international students will be issued an I-20 by the USC Graduate Admission office.
- **Passport Verification** International students may not register for their first semester of classes until they have arrived in the US and completed the [passport verification \(PPV\)](#) process with OIS.
- **US Bank Account** International students should make sure to set up a US bank account prior to their first semester of funding.
- **Bachelor's Degree Verification** All graduate students must verify that they have been awarded a bachelor's-level degree from an accredited institution in the US or an equivalent degree from an institution outside the US. International degrees must be verified by [IERF](#). The University unfortunately does not accept verification from any other companies—it must come from IERF. Please follow the instructions found on the [Degree Progress website](#).

Summer After First Year

- **International TA Exam** International students will be contacted by the USC [American Language Institute \(ALI\)](#) to sign up for an International TA exam. The exam must be completed before you are allowed to serve as a TA.
- **Social Security Number (SSN)** Before starting employment as a Graduate Assistant in their second year of the program, international students must obtain a Social Security Number. Please follow the application process on the [OIS website](#).

Change to Domestic Student for US Tax Purposes

- F-1 and J-1 students and their dependents are usually considered Non-Resident Aliens (NRAs) for tax purposes for their first five years in the US.
- After those five years, students generally are considered to be Resident Aliens for tax purposes. This means that their stipends will be paid as if they were domestic students. This is ONLY related to payment processes and does not change a student's immigration or visa status.
- If a student was in the US on an F-1 visa prior to beginning the PhD program, this means that the move from NRA to RA could happen during their time at Annenberg.
- For questions on status for tax purposes, contact [OIS](#).

APPENDIX X: CAMPUS GROUPS & RESOURCES

Annenberg Student Emergency Aid Fund

Awards are distributed to Annenberg students experiencing unforeseen circumstances and emergencies impacting their ability to pay tuition or cover everyday living expenses. These awards are not intended to cover full-tuition expenses, but rather serve as bridge funding to guarantee students' continued enrollment at USC until other resources, such as scholarships or loans, become available. Students are encouraged to provide as much information in their application, as well as contact their academic advisor directly with questions about additional resources available to them.

<https://annenberg.usc.edu/current-students/resources/annenberg-scholarships-and-awards>

Annenberg Student Success Fund

Awards will be distributed throughout the year via an application process to Annenberg students pursuing extra- and co-curricular programs and opportunities not covered by tuition.

<https://annenberg.usc.edu/current-students/resources/annenberg-scholarships-and-awards>

Asian Pacific American Student Assembly (APASA)

<https://www.uscapasa.com/>

Asian Pacific American Students Services (APASS)

<https://apass.usc.edu/>

Campus Wellbeing & Education

<https://cwe.usc.edu/>

Black Graduate Student Network

<https://linktr.ee/trojanbgnsn>

Black Student Assembly

<https://linktr.ee/SCBSA>

Center for Black Cultural and Student Affairs (CBCSA)

<https://cbcsa.usc.edu/>

Counseling and Mental Health Services

Counseling and mental health services located on-campus at the Engemann Student Health Center, are available to all students. Virtual workshops and telehealth appointments are available.

<https://studenthealth.usc.edu/counseling/>

Department of Public Safety (DPS)

The University Park Campus DPS emergency line is 213-740-4321 or extension 04321 from an on-campus phone. The non-emergency line is 213-740-6000 or extension 06000 from an on-campus phone.

<https://dps.usc.edu/>

If you sign up for TrojansAlert, you will receive emergency messages via text and email:

<https://dps.usc.edu/services/trojans-alerts/>. DPS also provides access to the LiveSafe app, which allows users to initiate contact with emergency responders around both campuses:

<https://dps.usc.edu/services/safety-app/>.

DPS operates the University's centralized lost and found service: <https://dps.usc.edu/services/lost-and-found/>

If you plan to ride a bicycle on campus, you should register it for free with DPS:

<https://dps.usc.edu/services/bikes/>

Disability Services and Programs (DSP)

DSP provides support services and accommodations such as: assistance in providing readers, scribes, notetakers, and/or interpreters; special accommodations for test taking needs; assistance with architectural barriers; assistance in obtaining books and supplies from the University Bookstore; information regarding accessible seating at USC sporting events; auxiliary aid equipment loans; assistive technology; and support for individual needs.

You may register for accommodations on their website: <https://dsp.usc.edu/new-to-dsp/when-how-to-register/>.

Equity, Equal Opportunity & Title IX

<https://eeotix.usc.edu/>

Fitness Centers

All USC students receive free membership when registered for classes. There are two rec centers at the University Park campus: the Lyon Center, which is at the corner of McClintock and W. 34th Street, and the USC Village Fitness Center, which is just north of campus in the USC Village. They are currently offering free Zoom fitness classes.

<https://recsports.usc.edu/>

Kortschak Center for Learning and Creativity

<https://kortschakcenter.usc.edu/>

La CASA

La CASA works with all USC Latinx students, providing academic, personal and cultural support as well as helping students develop leadership skills.

<https://lacasa.usc.edu/>

LGBT Resource Center

The LGBT Resource Center (LGBTRC; est. 2005) is a cultural center within the Student Equity & Inclusion Programs (SEIP) that provides support, education, advocacy, and connection to community for undergraduate and graduate students at the University of Southern California. The LGBTRC welcomes students from across the gender and sexual identity spectra. The LGBTRC is dedicated to providing support and programming for all the intersectionality of identities within the university's diverse community.

<https://lgbtrc.usc.edu/>

Mindful USC

<https://mindful.usc.edu/>

Queer & Ally Student Assembly (QuASA)

<https://lgbtrc.usc.edu/involvement/undergraduate-2/quasa/>

Queer Graduate Alliance

<https://lgbtrc.usc.edu/queer-graduate-alliance/>

Rainbow International (RI)

<https://lgbtrc.usc.edu/rainbow-international/>

Relationship & Sexual Violence Prevention and Services (RSVP)

Relationship and Sexual Violence Prevention and Services provides immediate therapy services for situations related to gender- and power-based harm (e.g., sexual assault, domestic violence, stalking). The office is located in USC Student Health's Engemann Student Health Center Suite 356, and all services are confidential.

<https://studenthealth.usc.edu/sexual-assault/>

For immediate assistance in case of a sexual assault, please call the on-call counselor at USC Student Health to confidentially discuss medical options, reporting options, and emotional support: **213-740-9355**. Press zero after hours to speak to an on-call counselor.

SART/SARC Care Resources

In the LA County region, there are nine SART/SARC (Sexual Assault Response Teams/Centers). Many USC patients/clients are referred to the Santa Monica Rape Treatment Center (Verna Harrah Clinic at Santa Monica-UCLA Medical Center). Full list of resources can be found here:

<https://studenthealth.usc.edu/sart-resources/>.

Religious and Spiritual Life

<https://orsl.usc.edu/>

Student Basic Needs

The Student Basic Needs department fosters a culture of holistic well-being by helping to eliminate life barriers, such as food, housing, and economic injustice, that may jeopardize student academic and personal success.

<https://studentbasicneeds.usc.edu/>

Support and Intervention

USC Campus Support and Intervention is available to assist students with academic concerns; health and wellness needs; basic needs such as financial issues, legal aid, housing, and food insecurity; and crisis and safety. Staff members can help connect you with the right resources for your needs.

<https://campussupport.usc.edu/>

Trans@USC

<https://lgbtrc.usc.edu/trans/>

Transgender Advocacy Group

<https://lgbtrc.usc.edu/involvement/undergraduate-2/tag/>

Trojans Care for Trojans (TC4T)

An initiative within the Office of Campus Wellbeing and Crisis Intervention that empowers USC students, faculty and staff to take action when they are concerned about a fellow Trojan challenged with personal difficulties.

<https://campussupport.usc.edu/trojans-care-4-trojans/>

VOICE Peer Outreach Program

VOICE is a peer outreach program created by Relationship and Sexual Violence Prevention and Services to engage USC students in supporting survivors of trauma and preventing sexual and gender-based violence in their respective communities on campus.

<https://studenthealth.usc.edu/voice-peer-outreach-and-advocacy/>

Yoga USC

Yoga USC is the home base for all yoga-related activities at USC. Zoom classes are currently being offered.

<https://yoga.usc.edu/>

APPENDIX XI: USEFUL LINKS

Academic Calendar	https://academics.usc.edu/calendar/academic-calendar-2020-2021/
Annenberg Graphic Identity	https://annenberg.usc.edu/faculty-and-staff-resources/graphic-identity
Blackboard Help	https://studentblackboardhelp.usc.edu/
Citation Software	https://libguides.usc.edu/c.php?g=293768&p=1956921
Digital Lounge	http://www.annenbergdl.org/
FERPA Tutorial	https://ferpa.usc.edu/
Financial Aid	https://financialaid.usc.edu/
Graduate School	http://graduateschool.usc.edu/
Graduate Student Government	https://gsg.usc.edu/
Online Academic Student Information System (OASIS)	https://camel2.usc.edu/OASIS/
Office of International Services (OIS)	https://ois.usc.edu/
Public Transit (U-Pass)	https://transnet.usc.edu/index.php/student-u-pass/
Research Software	https://itservices.usc.edu/researchsoftware/
Statistical Software	https://itservices.usc.edu/stats/
SCampus	https://policy.usc.edu/scampus/
Schedule of Classes	https://classes.usc.edu/
Software (all links)	https://itservices.usc.edu/software/
STARS Report	https://arr.usc.edu/services/stars/generalinfo.html
Student Affairs	https://studentaffairs.usc.edu/
Student Financial Services	https://sfs.usc.edu/
Student Judicial Affairs and Community Standards (SJACS)	https://sjacs.usc.edu/

TechOps	https://annenbergtechops.com/
Thesis Center	http://graduateschool.usc.edu/current-students/thesis-dissertation-submission/
Transportation Services	https://transnet.usc.edu/
USCard Services	https://mycard.usc.edu/
USC Catalogue	https://catalogue.usc.edu/
USC Housing	https://housing.usc.edu/
Web Registration	https://webreg.usc.edu/Login

APPENDIX XII: 2020 – 2021 ACGSA OFFICERS

PRESIDENT

Amber Lynn Scott // amscott@usc.edu

Organizes and directs meetings, proposes and administers the budget, organizes student office and makes desk assignments, acts as intermediary to the faculty along with the Faculty Rep.

VICE PRESIDENT & GSG REPRESENTATIVE

Pam Perrimon // perrimon@usc.edu

Represents ACGSA to the GSG, records and reports minutes of meetings, assists the President.

TREASURER & FACULTY REPRESENTATIVE

Simogne Hudson // simogneh@usc.edu

Manages ACGSA checking account, coordinates GSG funding, collects dues, handles disbursements. Attends faculty meetings and reports minutes to ACGSA, acts as intermediary to the faculty along with the President.

TECHNOLOGY REPRESENTATIVE

Chris Persaud // cpersaud@usc.edu

Acts as a liaison to Annenberg's tech support staff.

TA/RA REPRESENTATIVE

Paulina Lanz // paulina.lanz@usc.edu

Coordinates requests for teaching and research assignments each semester.

POST-QUALS REPRESENTATIVE

Sulafa Zidani // zidani@usc.edu

Represents students who have passed qualifying exams/entered the dissertation stage.

INTERNATIONAL STUDENT ADVOCATE

Soyun Ahn // soyunahn@usc.edu

Works to prevent and solve specific challenges facing international students in graduate school. Point person for international students to contact with difficulties or concerns.

FIRST YEAR REPRESENTATIVE

Javier Rivera // javierri@usc.edu

Represents the first year cohort.