

A low-angle, upward-looking photograph of a modern building with a white, grid-like facade. A large tree with green leaves is on the left, and another tree is on the right. The sky is visible through the branches.

USC Annenberg

Doctoral Student Handbook

2016-2017



USC University of
Southern California

2016 - 2017 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, whose dedication plaque stands in the ASC building's West Lobby. His words read:

Every human advancement or reversal can be understood through communication. The right to free communication carries with it responsibility to respect the dignity of others, and this must be recognized as irreversible. Educating students to communicate this message effectively and to be of service to all people is the enduring mission of this School.

-Walter H. Annenberg, March 4, 1971

The Annenberg School 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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This document (the *2016-2017 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. The 2013-2014 entering class, for example, may follow the course totals here listed or those of the previous *Handbook* in effect at the time of their acceptance into the program in 2013. 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 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 moving to LA, 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 Peter Monge) 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. Second year 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. 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, the PhD Advisor.

Screening & Annual Activity Report

Screening

Student progress is carefully monitored by the School of Communication faculty. 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. 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.).

In order to be screened, first year students must have completed no fewer than 16 and no more than 24 units, including COMM 525, 526, 550, and 552. As a result of 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.

Advisor

Upon successful passage of the screening procedure, students should select a faculty advisor and form an Annenberg Doctoral Guidance Committee (see the next page for details.) 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 (typically this deadline will be in December of the student's second year).

Registration for classes for the spring semester 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. The CV is to be submitted electronically with the activity report.

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

(<http://annenberg.usc.edu/CurrentStudents/GStudentsvcs/PhD/AcademicForms.aspx>) or can be obtained from Anne Marie Campian.

Annenberg Doctoral Guidance Committee, Qualification Examination Committee & Dissertation Committee

Members of students' Annenberg Doctoral Guidance Committees, Qualification Examination Committees, and Dissertation 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 and shaping research. In conjunction with the committee, advisors supervise and approve the working paper and helps student prepare for their qualifying examinations.

Changing Advisors and/or Committee Members

Over time, a student's interest 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 appropriate requests to alternatives 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 Qualification Examination Committee

A complete Qualification Examination Committee is composed of a minimum of five research, teaching, clinical or practice USC faculty:

- At least three 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-Annenberg) 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.

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

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 **Appointment of Committee form**¹, which may be obtained from Anne Marie Campian.

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

¹ The Appointment of Committee form is used for both Qualifying Examination Committees and Dissertation Committees.

Dissertation Committee

The dissertation committee is formed after the student successfully completes the qualifying examination. The dissertation committee consists of at least three USC faculty:

- Two must be from the Annenberg School of Communication.
- At least one of the Annenberg faculty members must be tenured.
- An outside (non-Annenberg) member from a different PhD-granting department at USC is strongly recommended by the Annenberg faculty, but not required.

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

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.

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

Request for Remote Participation at Qualifying Examination or Dissertation Defense

While personal participation is highly encouraged, if remote participation is necessary, permission to conduct a remote-participation qualifying examination or dissertation defense must be obtained by the qualifying exam or dissertation chair from the Vice Provost for Graduate Programs at least two weeks prior to the date of the exam or defense. Please contact Anne Marie Campian to initiate the process.

- 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.

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"² section and the "Graduate School"³ 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. Master's students will be assigned an advisor.

The program, arranged in consultation with an advisor and the Director of the Annenberg Doctoral Program, provides two options: 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.

² http://catalogue.usc.edu/content.php?catoid=2&navoid=469#graduate_school_policies_and_requirements

³ <http://catalogue.usc.edu/content.php?catoid=2&navoid=469>

Doctor of Philosophy in Communication

PhD General Requirements⁴

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 (four core courses: COMM 525, 526, 550, and 552; and two dissertation writing courses: COMM 794a and b) are required of all students. Additionally, students must write an approved working paper, pass the qualifying examination, write an approved prospectus, and write and defend a dissertation. One optional course (up to 4 units) will be available for an independent study to complete the working paper requirement.

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

Students with equivalent prior graduate level training may waive a maximum of one core course by providing complete syllabi of prior coursework and obtaining approval from both the faculty instructor of the course the student is seeking to waive and the Director of the Annenberg Doctoral Program. In such cases, it is highly recommended that the student audit the course.

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

⁴ These degree requirements reflect a reorganized curriculum effective fall 2007. Students who entered the program prior to fall 2007 may choose either the old or the current requirements.

Course Requirements

Students are to take courses from a primary area of concentration within the school (three courses, 12 units), a secondary, or minor area of concentration within the school (two courses, 8 units), and a cognate area of concentration outside the school (minimum 8 units).⁵

- a. 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**

Please see Appendix I on page 39 of the *Handbook* for concentration details and current course offerings.

- b. Minor Area** In addition, students must minor in a second concentration by completing a minimum of two courses (8 units).
- c. Cognate Area** Students also pursue 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.

⁵ Courses CMGT/COMM 599 & COMM 620 may fulfill requirements, as determined by the Director of the Doctoral Program.

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. Normally a maximum of twelve units may be applied.⁶

Students who enter the PhD program after earning a USC Master of Communication Management (CMGT) 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.⁷ 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.

NOTE: A maximum of three COMM 620 classes may be applied to the PhD program. Two of the three may be applied to a concentration; the third would be an elective. A maximum of 12 units of COMM 610, 12 units of COMM 590, 12 units of COMM 790, or 4 units of COMM 675 may be applied to the program.

⁶<http://annenberg.usc.edu/CurrentStudents/GStudentsvcs/PhD/~media/COMMTTransferCreditPetitionForm72916.ashx>

⁷<http://annenberg.usc.edu/CurrentStudents/GStudentsvcs/PhD/~media/COMMMAClassesforPhDCredit72916.ashx>

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.

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 when they are adjusting to life as doctoral students at USC and in Los Angeles and the United States. 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).⁸

Incompletes

An incomplete is granted only when a documented illness or other emergency circumstance arises during the final three weeks of a semester. 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.

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 by the student's advisor. This may be in the form of an email. Once the student has obtained email approval, it should be forwarded to Anne Marie Campian. The maximum period of absence is four semesters, after which students must continue with a full program of study (6 units per semester), or withdraw from the Doctoral Program. Any continued study at the Annenberg School requires students to reapply to the Graduate School.

Pregnancy, Birth of a Child, and Adoption Accommodation Program

The Childbirth & Adoption Accommodation Program pertains to any eligible PhD student who becomes pregnant, becomes a parent, or who will be the primary caregiver of their newborn child, or an adopted child.

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 provide you with a **Childbirth & Adoption Accommodation Application**. 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.⁹

⁸ https://www.usc.edu/schools/GraduateSchool/current_guidelines_forms.html

⁹ http://graduateschool.usc.edu/parental_leave_phd.html

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) and by completion of the working paper (see next item).

Under special circumstances, students with an exceptional prior background in research methods may demonstrate their competence by successfully passing a research tool examination designed and administered by the PhD guidance committee.

Working Paper

The purpose of the working paper is to demonstrate that students are capable of conducting original research on a communication problem. It is also intended to prepare students for the process of conducting dissertation research and may take shape as a prospectus.

Several alternatives can fulfill this requirement. Students may submit:

- A paper they have authored that has been accepted for publication in a scholarly journal or book, or for presentation at an academic conference;
- A revised seminar paper or master's thesis;
- A research grant proposal written for submission to a major funding agency; or
- Any other alternative approved by their guidance committee, including a dissertation prospectus

Students may enroll in COMM 694: Preliminary Research Paper in the semester during which they plan to complete their working paper. The working paper must be approved by the student's advisor and at least two other members of their Annenberg Doctoral Guidance Committee before permission to take the qualifying exam will be granted¹⁰.

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:

- The prospectus will be distributed and discussed with the committee before the qualifying examination.

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<http://annenberg.usc.edu/CurrentStudents/GStudentsvcs/PhD/~media/WORKING%20PAPER%20FORM%20Mon%20102214.ashx>

- 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 orals. NOTE: For this option, the prospectus must be approved by the examination committee in order for students to pass the qualifying exam.
- The prospectus will be distributed and examined no more than 30 days after the defense. If the student completes the qualifying exam late in the spring semester such that the 30 day deadline falls during summer recess, the dissertation prospectus must be submitted within 30 days and defended no later than the end of the third week of the fall semester.

Qualifying Examination

The qualifying exam is usually taken in the first semester of the fourth year of study, following completion of all required coursework, including all incompletes, and the working paper. The working paper must be approved by the Annenberg Doctoral Guidance Committee before students can file the papers requesting to take the qualifying examination.

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, not the date of the oral defense. 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. Each semester, the Director of Doctoral Studies confers with all students intending to take their exams to explain the process and address questions and concerns.

The qualifying exam 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.¹¹

Oral Defense of the Qualifying Exam

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

¹¹ See Appendix III, starting on page 45 of this *Handbook*, for directions on arranging your exam, including timeline.

Unsuccessful Defense of the Qualifying Exam

If a written examination or an 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 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.

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**. This form is available from, and should be filed with, Anne Marie Campian.

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.

If possible, 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

Dissertations are defended in a formal meeting with the student's dissertation committee. Students are encouraged to provide a draft for their committee's 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 [...].”¹² 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 through the Thesis Center, a paperless, online system. Guidelines and deadlines for submitting the dissertation can be found here:

http://graduateschool.usc.edu/current_thesis_dissert.html

Thesis Center has eliminated the old paper form and 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.

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 Annenberg PhD hooding ceremony (Thursday, May 11, 2017) and the Annenberg School’s satellite commencement ceremony (Friday, May 12, 2017) requires that a student has a scheduled dissertation defense of June 1, 2017 or earlier.

¹² See Graduate School Policies and Requirements:
http://catalogue.usc.edu/preview_entity.php?catoid=2&ent_oid=152

Part Three:

Appointments & Support

PART THREE: APPOINTMENTS & SUPPORT

The Annenberg School provides funding to all doctoral students for up to five years, contingent on satisfactory academic progress.

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), a monthly stipend, support for research and conference travel, and, upon reaching candidacy, support for dissertation research.

Coverage for dependents is not covered in the funding package. USC no longer offers coverage for dependents directly, but will provide professional guidance to students about health plans available to cover their dependents.¹³ Please contact the USC Engemann Student Health Insurance Office via email at eshcins@usc.edu or on the lower level of the Engemann Student Health Center for more information.

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

Types of Appointments

All students are appointed as Graduate Assistants, Fellows, or some combination thereof.

Fellowships

Students awarded Fellowships are not given work assignments but are expected to involve themselves in the work of the School both through formal and informal arrangements with faculty and other students.

Graduate Assistantships

Students who serve as Graduate Assistants (GAs) will work as Teaching or Research Assistants or, in a few instances, as Assistant Lecturers.

In almost all cases, GAs are given what are called ‘50%’ assignments, meaning they are expected to work approximately twenty hours per week, or the rough equivalent of 50% of full-time, forty-hours-per-week employment. In many cases, students are given two 25% assignments for a semester.

GA assignments are coordinated by the School of Communication Director’s Office, in conjunction with representatives of the Annenberg Communication Graduate Student Association (ACGSA). Preferences of assignments are solicited from both students and faculty for each semester’s assignments.

Prior to taking a TA assignment, students must complete a training program offered by the University’s Center for Excellence in Teaching (CET).¹⁴ The sessions are offered prior to the start of each semester. Students should arrange their schedules to accommodate these mandatory sessions prior to the semester that they first take on teaching assistant duties. In order to assist in teaching, students who are not U.S. citizens are required to pass a test of spoken English language proficiency. The International Teaching Assistant (ITA) Exam is administered by

¹³ <http://engemannshc.usc.edu/insurance/enrollment/dependents/>

¹⁴ <http://cet.usc.edu/>

USC's American Language Institute.¹⁵ If not approved by USC, students will be asked to take supplementary courses on campus before teaching.

Students may apply for Assistant Lectureship assignments and serve as the primary instructor for an undergraduate or masters-level course once they have passed their qualifying examinations and defended their prospectuses. Assignment as Assistant Lecturer is subject to the approval of the students' advisors, the Director of the School of Communication, and the Graduate School.

A strong record of achievement as a Teaching Assistant is an essential qualification for appointment as an Assistant Lecturer.

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.

Reduced Work Load Exception

Work responsibilities are reduced by half, to a '25%', or ten- hours-per-week assignment, for the term during which students are preparing to take their qualifying exams. Students should take care to arrange this exemption carefully, as it may only be used once. Students who defer a semester of fellowship in the first year and take a 25% assistantship instead are eligible for this load reduction in a later semester including while preparing for qualifying examinations.

Other Funding Opportunities

Advanced Fellowships

The USC Graduate School offers some fellowships every year for advanced PhD students. Application guidelines and deadlines are distributed during the fall semester; offer letters for advanced fellowships are sent to students by the Graduate School in the spring semester.

External Fellowships

Many students choose to apply for external (non-USC) fellowships. If you have applied to 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. During the ten-day workshop, participants complete an application for an external fellowship. A call for applications is sent out to eligible participants every year in late spring/early summer.

¹⁵ <http://ali.usc.edu/ita/>

Fellowship & Graduate Assistantship Stipends

Stipend Distribution

Fellowship stipends are distributed on or around the 26th of each month with equal monthly payments of \$2,500 being made from August through July.

Graduate Assistant (Teaching Assistant and/or Research Assistant) stipends are distributed on or around the 26th of the month with equal payments of \$2,777.78 being made from September through April and payments of \$1,388.89 in August and May. In addition, students receive summer fellowship funding of \$5,000 following the second, third, and fourth years. These are distributed on or around the 26th of June and July—\$2,500 each month.

Please see Appendix V on page 54 for detailed stipend calendars. This is the 2016-2017 payment schedule for all Annenberg PhD students. The schedule will be updated and distributed annually.

All stipends are taxable income.

For questions regarding stipends, please contact Sarah Holterman.

Payroll

By April 28, 2017, all 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. Please contact Lynda Baza (baza@usc.edu) in the Annenberg Business Office to set up an appointment.

Direct Deposit

Direct deposit is the recommended method of receiving your stipends. For questions about direct deposit, contact Lynda Baza.

Taxes

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.

<https://ois.usc.edu/living-in-la/money/taxes-2/>

Health Insurance

When students register for class in fall and spring, they will be automatically registered for health insurance and access to the USC Engemann Student Health Center. Coverage for students registered for Fall 2016 begins on Monday, August 15, 2016. Spring health insurance continues over the summer, meaning that USC PhD students receive twelve months of health insurance.

As noted on page 19, coverage for dependents is not included in the Annenberg funding package. USC no longer offers coverage for dependents directly.

If you plan to live outside of LA during a semester in which insurance will be provided by USC, please contact the Engemann Student Health Center to arrange for off-campus coverage. Please cc: Sarah Holterman when doing this.

For more information on student health services, including insurance, please see:
<http://engemannshc.usc.edu/>.

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. There are two ways to do this:

- While you are registering for classes, you may click on the “Tuition Refund Insurance” button in Web Registration¹⁶ 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:

<http://www.usc.edu/dept/ARR/services/registration/tuitionrefund.html>

¹⁶ <http://www.usc.edu/dept/ARR/services/registration/webregistration.html>

Technology Requirement & Fees

Annenberg has a Bring Your Own Device (BYOD) laptop requirement, so all USC Annenberg students are required to have a laptop.

In addition, Annenberg students enrolled during the fall and spring semesters will be assessed a \$150 per semester Annenberg Student Access Fee (Technology Fee) each semester. For Annenberg doctoral students, this fee will be paid by the Annenberg School. There will be no fee for those enrolled in summer courses.

Please check your account at the beginning of every semester. If you are charged the \$150 Technology Fee, please let Sarah Holterman know and she will have it reversed.

Mandatory University Fees

Graduate students at USC are charged three mandatory fees: the Student Programming Fee, the Student Services Fee, and the Norman Topping Fee.

Beginning Fall 2016, the fees (per semester) are:

Student Programming Fee:	\$40
Student Services Fee:	\$14
Norman H. Topping Student Aid Fund:	\$ 8
<i>TOTAL:</i>	<hr/> \$62

These mandatory fees are paid by the USC Graduate School while students are on Fellowship during the first year of doctoral study. Once you become a Graduate Assistant, you are responsible for paying these fees each semester.

More details on fees here: <http://classes.usc.edu/term-20163/tuition-and-fees/>

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 units 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. If you plan to take a class outside of Annenberg, please let Sarah Holterman 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.

In addition to the \$5,000 summer stipend (\$2,500 in both July and August of the summers after the first four years of study) that is a part of the funding package, the Annenberg School provides additional sources of 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 may receive summer tuition support through the Graduate School as part of their Annenberg Graduate Fellowship support packages.

Annenberg offers the following summer opportunities for PhD students:

ASIMS (Annenberg Summer Institute for Methods & Statistics)

A two-week program of short, non-credit courses on research methods, generally held in early June. Doctoral students from Annenberg Penn are also invited to attend. There is no cost to attend ASIMS and students are provided with required textbooks by the School of Communication.

Summer Educational Fellowships

Students may apply for financial support to participate at a summer educational institute. Funding is competitive and not guaranteed to all students. In the past, students have attended summer programs like the Annenberg-Oxford Media Policy Institute, The University of Michigan Institute for Social Research, and the Harvard University Berkman Klein Center for the Internet & Society. Students participating in the Annenberg Summer Institute for Diversity in Media & Culture are not eligible for a Summer Educational Fellowship. 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. For international students, the payment is taxed prior to disbursement.

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. Summer Research Fellowships are paid as taxable stipends. For international students, the payment is taxed prior to disbursement. Students may include a line item in their budgets for up to \$300 for "Taxes." Students should contact Sarah Holterman to find out the amount they may enter into this line. Students may retain this amount to help pay for the taxes associated with conducting this research.

COMPASS Summer Fellowship Program

The COMPASS 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. Professor Mark Lloyd (marklloyd@usc.edu) coordinates the program.

Annenberg Summer Doctoral Institute for Diversity in Media & Culture

Students may apply for admission to this week-long program, which is generally held in June. The Institute, sponsored by IDEA (Institute for Diversity & Empowerment at Annenberg), brings together Communication and Media PhD students from around the world to collaborate in a discussion of research and work examining race, gender, and difference. Professor Taj Frazier (rfrazier@usc.edu) is the Director of IDEA and coordinates the Doctoral Institute.

Travel Support

Annenberg School Travel Support

Annenberg provides a limited amount of funding to assist doctoral students with the costs of scholarly conference travel. Students are provided with \$1,000 per fiscal year (July 1 – June 30). Some students receive additional travel support from faculty research grants.

In order to be eligible for travel support, students must be active participants in a qualifying conference: delivering competitively selected papers, participating on competitively selected panels, or, serving as program discussants, etc. Students who meet these requirements for attending the annual conferences of the International Communication Association or the National Communication Association do not need to submit a **Doctoral Student Travel Funding Request form**¹⁷ for approval as these two conferences are preapproved by the faculty as long as students meet the criteria for support.

Members of the first year doctoral cohort are provided a one-time only opportunity to attend the annual convention of the National Communication Association (usually held in November) without meeting these attendance requirements. First year students will be reimbursed no more than \$1,000 for their expenses to attend the NCA Conference without reducing their \$1,000 travel allotment for the year. Thus, first year students should be able to attend two conferences in their first year of doctoral study.

Rental car expenses will only be approved under exceptional circumstances. Students wishing to receive reimbursement for rental cars while attending conferences must send a written request to the Director of the Doctoral Program prior to attending the conference that explains the circumstances that justify an exception.

Students who use their personal vehicles to attend conferences may claim reimbursement at the following graduated rate. If one Annenberg doctoral student is in the car, the mileage limit is 200 miles, round trip. If two students participate in the journey, 400 miles is the limit, round trip. If three or more students share the ride, 600 round trip miles is the limit. Standard university mileage reimbursement rates will apply. Distances greater than the allowable miles for the number of Annenberg students who share the ride are not eligible for reimbursement. To receive reimbursement for mileage, students must include a map that shows the mileage from USC (or their home) to the conference location. Additional local mileage at the destination site is not eligible for reimbursement.

¹⁷

<http://annenberg.usc.edu/CurrentStudents/GStudentsvcs/PhD/~media/COMMPHDStudentTravelFundingRequest72916.ashx>

Travel support is not guaranteed. Doctoral students should always verify their travel support eligibility before traveling to a conference by submitting a **Doctoral Student Travel Funding Request form** or an email that includes all of the information requested on the travel funding form to the Director of the Doctoral Program for approval.

All reimbursement materials (copy of pre-approval, expense reports, original receipts, boarding passes, etc.) must be submitted within ten business days of completing travel. Reimbursement will be made according to standard University accounting practices, which are detailed on the travel support application. Note that both proof of payment and proof of travel are always required.

In order to be reimbursed for travel expenses, students must submit a Kualì DVQE reimbursement request using the online Kualì system.¹⁸ Training and guidelines for submitting DVQEs can be found online: <https://fbs.usc.edu/depts/kuali/page/7064/disbursement-vouchers/>.

Contact Christine Lloreda (lloreda@usc.edu) with technical questions about submitting travel expenses via Kualì.

Other Travel Support

The Graduate School makes grants available to Graduate School PhD Fellows for travel to conferences and to research sites. The base travel award is \$500. If the fellow's program matches this amount with \$500, the Graduate School will contribute another \$500. Because Annenberg already provides students with \$1,000 in travel support, these two sources combine for a total of \$2,000 in travel funds. (\$1,000 from Annenberg + \$1,000 from the Graduate School.) Please note that the Graduate School travel award is available only once during a graduate student's degree program.

Applications for Graduate School travel support are available twice a year. You will be notified by the Graduate School when the application period opens. They will provide a link to the application form at that time.

Travel funds are also sometimes available through the Graduate Student Government (GSG) association, provided the applicant has already exhausted the possibilities of school funding: <http://gsg.usc.edu/finance/travel-grants-faq>.

Professional Conference Membership Support

The Annenberg School pays the membership fees for all doctoral students to belong to the two major communication professional associations: the International Communication Association and the National Communication Association. The school will not pay for membership fees for other professional associations. This includes the often required membership fees that associations frequently charge to attend their conferences, even for those who are presenting papers. To be clear, the school will pay the registration fee to attend an approved conference for students who meets the participation requirements and who have sufficient funds left in their annual conference travel budgets to cover this expense, but it will not pay for any associated association membership fees.

¹⁸ <https://fbs.usc.edu/depts/kuali>

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.

Dissertation expenses must be approved by the Director of the Doctoral Program. As with travel expenses, dissertation expenses are reimbursed via the online Kuali system. (See previous page.)

Electronic Equipment Purchases

Any purchase of electronic or other equipment using Annenberg School of Communication funds must be approved in writing by the students' advisors 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 Annenberg School of Communication.

All equipment must be tagged as Annenberg property by Annenberg Technical Services and Operations (TechOps).¹⁹ 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.

¹⁹ <http://annenbergtechops.com/>

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, activities take a unique shape and offer 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. (See next page.)

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, as well. Students should plan to attend, consistent with other course and assignment obligations.

Meet the Faculty

Each fall and spring, the School organizes a series of weekly sessions where first year students are introduced to Annenberg faculty who are actively engaged in research and doctoral student advisement. These sessions will be scheduled around first year student schedules; all first year students are required to attend.

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.

Doctoral Student Website Profiles

All Annenberg School of Communication doctoral students have a profile on the Annenberg website: <http://annenberg.usc.edu/communication/communication-phd/doctoral-students>.

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

Academic Integrity

The School of Communication is committed to upholding the University's Academic Integrity Code, outlined in the *SCampus Student Guidebook*.²⁰ 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.

²⁰ <https://policy.usc.edu/student/scampus/>

If you have questions about any of these practices, please confer with a faculty member and/or the Director of the Annenberg Doctoral Program. More information can be found at the following links:

<https://sjacs.usc.edu/students/academic-integrity/>

<https://sjacs.usc.edu/files/2015/03/GradIntegrity.pdf>

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.²¹

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 the administration.

The ACGSA 2016-2017 officers and their major duties are listed in Appendix VIII on page 59.

ACGSA Listserv

ACGSA has its own listserv that is limited to ACGSA members. No faculty, staff, or non-doctoral students are able to send to 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.

PhD Student 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

²¹ <https://gsg.usc.edu/>

Access to Facilities

All PhD students in the School of Communication should have keys to access the building and a USC identification card²² to access the PhD student offices.

Security

Security is important at USC. 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. The PhD offices in particular require close attention so that the offices are not left unlocked.

Computers

Annenberg doctoral students have access to a number of laptop computers stored in a locked cabinet in the PhD student offices. Contact Annenberg TechOps at x05297 to obtain a key.

Desk Assignments

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 many 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.

Office Appliances

All of the food-related appliances (refrigerators, microwave, coffeemakers, etc.) in the Garden Level West offices belong to the PhD students. Please note that the School custodial staff does not clean or maintain them. They are maintained by the PhD students.

Please keep these appliances clean.

General Maintenance

The custodial staff regularly vacuums the floors and empties the trash cans in the PhD student offices. 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 Jordan Gary (jordanga@usc.edu) in the Director's Office.

²² <http://mycard.usc.edu/>

Telephones

PhD students share telephones in their offices. Instructions for use are posted near each phone. Doctoral students serving as teaching assistants with office hours are expected to answer their phones during those office hours.

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

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 Jordan Gary 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 to "PhD Candidate."

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 – ASC 304 – 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's Office is responsible for the overall functioning of the two schools within it, including building facilities and classrooms. The two Schools, with some exceptions, are each responsible for their own equipment and furnishings.

The current Dean of the Annenberg School is Ernest J. Wilson III, the current Director of the School of Communication is Sarah Banet-Weiser, and the current Director of the School of Journalism is Willow Bay.

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, Doctoral Screening and Review Committee, and the Doctoral Program Committee;
- Coordinating reports for the faculty.

The Director is also involved in the scheduling of course offerings, as well as graduate student teaching and research assignments. The current Director is:

Professor Peter Monge
ASC 307D
Phone: 213-740-0921
Email: monge@usc.edu

Graduate Advisor, PhD in Communication

The PhD Advisor provides support to graduate students and serves as a liaison between students, administrative offices, and other University departments. The PhD advisor also 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

Fax: 213-740-8036

Email: campian@usc.edu

Director's Office, School of Communication

Sarah Banet-Weiser, *Director*

sbanet@usc.edu

213-740-4088 / ASC 305C

As Director, Sarah Banet-Weiser is responsible for overseeing all academic programs, both graduate and undergraduate, in the School of Communication. She is also a member of the Communication faculty.

Imre Meszaros, *Associate Director*

meszaros@usc.edu

213-740-0934 / ASC 305B

As Associate Director, Imre Meszaros is responsible for administering the academic programs and finances of the School of Communication including curriculum, faculty affairs, course planning, student aid, financial/budget oversight, and assignment of graduate assistants.

Christine Lloreda, *Budget/Business Analyst*

lloreda@usc.edu

213-821-3037 / ASC 306

Contact Christine for issues related to travel and dissertation reimbursements.

Billie Shotlow, *Appointment/Promotion Coordinator*

shotlow@usc.edu

213-821-2718 / ASC 305A

Billie handles faculty affairs and also schedules Sarah Banet-Weiser's calendar.

Allyson Arguello, *~~Undergraduate Programs & Class Scheduling Coordinator~~ Administrative Assistant II*

aarguell@usc.edu

213-821-0462 / ASC 305

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

Sarah Holterman, *~~Graduate Programs & Student Aid Coordinator~~ Administrative Assistant II*

holterma@usc.edu

213-740-2538 / ASC 305

Contact Sarah for issues related to fellowships, stipends, insurance, or any other doctoral program administrative needs. She is the Comm School's liaison to the Annenberg web team and produces the monthly Comm School newsletter.

Jordan Gary, *Administrative Assistant I*

jordanga@usc.edu

213-740-7004 / ASC 305

Contact Jordan for issues related to the doctoral student office and student business cards.

Front Desk/Student Workers

commdir@usc.edu

213-740-3951 / ASC 305

School of Communication Committees

Doctoral Screening & Review Committee

This committee, comprised of the instructors of the four core courses and the Director of the Doctoral Program, conducts the screening of the first year students at the end of their second semester. Review of the progress of all other doctoral students is conducted by the committee at the same time.

Doctoral Admissions Committee

The principal function of this committee is to review applications for admission and make admission recommendations to the faculty. The committee also advises the Director on policy issues.

Doctoral Program Committee

This committee considers the structure and content of the Doctoral Program, making recommendations to the faculty on courses and policy. The committee is comprised of graduate faculty and a graduate student representative.

Appendices

APPENDIX I: CONCENTRATIONS

Students specialize in one of seven concentrations²³ by completing a minimum of three courses (12 units) in one of the following:

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

²³ http://catalogue.usc.edu/preview_program.php?catoid=6&poid=5467&returnto=1445

- 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 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 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 Video Games: Content, Industry and Policy

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 Economic 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

These courses and concentrations are current as of fall 2016.

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 efficient progress toward completing the PhD in five years.

First Year

The first year involves completing core courses, screening, and beginning the move from a faculty mentor to a faculty advisor.

During the fall semester, each first year student will be enrolled in two core courses (4 units each), and will typically enroll in a third class of their choice.

During the spring semester, each first year student will again be enrolled in two more core courses (4 units each), and will typically enroll in a third class of their choice.

Each student should consult with the Director of the Doctoral Program and/or a faculty mentor on course work during their first year and the beginning of their second year. During a student's time at Annenberg, Anne Marie Campian and the Director of the Doctoral Program will track course work electronically by means of the STARS Report, which students can access by logging onto OASIS: <https://camel2.usc.edu/OASIS/>.

Students must complete a **PhD Registration Authorization form**²⁴ each time they register for a class. Anne Marie Campian will provide departmental approval for the student's registration.

In a program of study, students enroll in at least three courses in one particular track, at least two courses from one additional track, and select a cognate area for study. (See page 11.)

Screening takes place at the end of the first year. After a successful screening, students should begin the process of transitioning from their assigned mentor to an advisor.

NOTE: The **Transfer Credit Petition form**²⁵ may be used to request transfer credit for a class taken elsewhere to be applied to the USC program of study. Students should see Anne Marie Campian to obtain the petition or obtain it online.

Second Year

In the second year, students typically register for three courses in the fall and spring semesters.

It is critically important that students work with their advisors and their Annenberg Doctoral Guidance Committees. Among the important topics to address are during the second year are:

²⁴

<http://annenberg.usc.edu/CurrentStudents/GStudentsvcs/PhD/~media/PHD%20DCLEARANCE%20%20REGISTRATION%20AUTHORIZATION%20FORM%20Monge%20102214.ashx>

²⁵

<http://annenberg.usc.edu/CurrentStudents/GStudentsvcs/PhD/~media/COMMTransferCreditPetitionForm72916.ashx>

1. Development of a program of study
2. The selection of cognate courses
3. The parameters for the working paper, i.e., topic, theories, methodology, length, etc.

Advisor and Guidance Committee Selection

In the fall semester of the second year, students should select an advisor who will also serve as the chair for the guidance committee.

The Annenberg Doctoral Guidance Committee consists of at least three faculty members from the Annenberg School, one of whom is the student's advisor.

Third Year

During the third year, students will complete their working paper and finish course work. It will be distributed to the three members of the Annenberg Doctoral Guidance Committee. Once the working paper is approved, the **Working Paper form**, along with a copy of the working paper, must be filed with Anne Marie Campian.

During the third year, students typically also begin to form their Qualifying Examination Committees. This usually means inviting two additional faculty members to join the three members of the Annenberg Doctoral Guidance Committee to constitute the Qualifying Examination Committee, although students are free to change any or all of the original three members. In either case, this effectively transforms the Annenberg Doctoral Guidance Committee into the Qualifying Examination Committee. Once the committee is created, students should meet with each faculty member to select areas of examination, discuss the relevant parameters and domain of the examination, and develop a reading list over which the examination will be held.

During the semester in which students complete their working papers, they may wish to devote more time to the paper rather than enrolling in three courses. Students may choose between three alternatives:

- Enroll in two courses
- Enroll in one four-unit class, plus two units of COMM 694, thus enrolling in six units, which is considered to be a full load by USC;
- Enroll in one unit of GRSC 800, which is also considered a full load by USC.

More information on the working paper can be found on page 14 of the *Handbook*.

Fourth Year

Arranging for the Qualifying Examination ("Quals")

When faculty members of the Annenberg Doctoral Guidance Committees have approved student working papers on the **Working Paper form**, students are ready to take the qualifying examination. This usually occurs sometime near the beginning of year four. (Please see pages 14-17 and Appendix III, beginning on page 45, for detailed information about the qualifying exam.)

Students are expected to meet with Anne Marie Campian, who will provide them with the **Request to Take the PhD Qualifying Examination form**. The form must be returned, completed, to Anne Marie at least 30 days prior to starting the qualifying examination. At the completion of the qualifying examination, all committee members should sign the Report on Qualifying Examination form and submit it within 48 hours to Anne Marie Campian. When students pass their qualifying examinations, Anne Marie Campian will submit the signed **Verification of Completion of the Requirements for the Master's Degree form**, along with the signed and dated **Report on Qualifying Examination form** to the Graduate School. Students will then receive their MA degrees.

Dissertation Prospectus

At this time students form a dissertation committee. This typically means selecting three of the five members of the Qualifying Examination Committee to continue to serve as members of the Dissertation Committee, though again, students are free to ask other faculty to serve as members of their dissertation committees.

The student will choose one of three options for completing the prospectus (see pages 14-15). Upon completion, the **Approval of Dissertation Prospectus form** must be signed and submitted (along with a copy of the prospectus) to Anne Marie Campian.

By the end of the fall semester of the fourth year of studies, the following items should be completed:

- Qualifying Examination process completed;
- Dissertation advisor selected;
- Dissertation committee formed;
- 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 a degree.

Fifth Year

The fifth year of study 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 the Thesis Center and accepted by the Graduate School. If you have not been continuously enrolled, USC will not grant you a degree.

If you miss the deadline provided by the Graduate School for submitting your dissertation to the Thesis Center, or if you submit a version that does not meet Thesis Center guidelines, you will not receive your degree in that academic term. If that occurs, you must enroll in the following academic semester and pay for two units of 794 dissertation credits plus fees. The Annenberg School will not pay for these charges once you have successfully defended your dissertation. The USC requirement for continuous enrollment stays in effect until you submit an acceptable version of your dissertation via Thesis Center. If you fail to do this, USC will withhold official awarding of your degree until the dissertation is submitted and fees are paid.

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 typically takes from five to seven weekdays. 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.

Faculty members of the closed book form of examination 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 computer access with Annenberg TechOps.

Absolutely no notes or other materials are permitted during this 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 are 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 Exam²⁶

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 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. Many advisors accept a prospectus for the working paper requirement, but this is not a universal practice. You should discuss both the working paper requirement and the integration of the dissertation at the beginning of the process.

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 Member(s)**

An outside member is someone 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

²⁶ See Appendix IV on page 52 for a simplified Qualifying Exam checklist.

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. 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.

☐ **Open Book or Closed Book?**

In general, Annenberg faculty members prefer the open-book exam. (See pages 45-46 of the *Handbook* for details.) Advisors will typically recommend that their students select the exam format that they prefer.

☐ **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. NOTE: 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.

Meeting 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 the “outside” 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 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, sometimes to the chair, sometimes to the students.

❑ 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 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 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 probe 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 working paper or 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 an “outside” person on availability to serve on committee.
- ☐ Check with 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 **Selecting Working Paper and Dissertation Prospectus Options form**, which indicates which of the two options you will exercise.
- ☐ Complete and obtain signatures on the approved **Working Paper form**. Submit with a copy of the approved working paper.
- ☐ In lieu of the working paper, an approved dissertation prospectus may be submitted.
- ☐ 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.
- ☐ 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 FOR 2016-2017

Fellowship Stipends

August 2016	\$2,500
September 2016	\$2,500
October 2016	\$2,500
November 2016	\$2,500
December 2016	\$2,500
January 2017	\$2,500
February 2017	\$2,500
March 2017	\$2,500
April 2017	\$2,500
May 2017	\$2,500
June 2017	\$2,500
July 2017	\$2,500

Graduate Assistantship Stipends

August 2016	\$1,388.89
September 2016	\$2,777.78
October 2016	\$2,777.78
November 2016	\$2,777.78
December 2016	\$2,777.78
January 2017	\$2,777.78
February 2017	\$2,777.78
March 2017	\$2,777.78
April 2017	\$2,777.78
May 2017	\$1,388.89
June 2017	\$2,500 (received after 2 nd , 3 rd , & 4 th years)
July 2017	\$2,500 (received after 2 nd , 3 rd , & 4 th years)

APPENDIX VI: CAMPUS INFORMATION

Academic Calendar

<https://academics.usc.edu/calendar/2016-2017/>

Academic Integrity

<http://policy.usc.edu/student/campus/>

<https://sjacs.usc.edu/students/academic-integrity/>

<https://sjacs.usc.edu/files/2015/03/GradIntegrity.pdf>

Annenberg House

Annenberg House is a USC Housing-owned apartment complex for currently enrolled undergraduate and graduate students of communication, journalism, and public relations.

<http://housing.usc.edu/index.php/buildings/annenberg-house/>

Annenberg School for Communication and Journalism

<http://annenberg.usc.edu/>

Annenberg School of Communication Faculty

<http://annenberg.usc.edu/faculty>

Annenberg Technical Services and Operations (TechOps)

ANN L103 and ASC 124 / 213-740-5297

<http://annenbergtechops.com/>

Blackboard Help

<http://studentblackboardhelp.usc.edu/>

Counseling Services

<http://engemannshc.usc.edu/counseling/>

Department of Public Safety (DPS)

For 24 hour assistance or to report a crime: 213-740-4321

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

Engemann Student Health Center

<http://engemannshc.usc.edu/>

FERPA Tutorial

<http://ferpa.usc.edu/>

Graduate School

<https://www.usc.edu/schools/GraduateSchool/>

Graduate Student Government

<https://gsg.usc.edu>

Lyon Rec Center

Gym membership is free for all currently enrolled USC students. All gym members, including students, must fill out a one-time waiver via the Rec Sports online store prior to using the Lyon Center.

<http://sait.usc.edu/recsports/>

OASIS – Online Academic Student Information System

<http://www.usc.edu/OASIS>

Off-Campus Parking

The Shrine Auditorium offers semester-long parking permits. Permits can be purchased at the Shrine parking garage on the first day of each semester. Enter off of W. 32nd St.

<http://classicparking.com/contact-us.html>

Office of International Services

<http://ois.usc.edu/>

Online Registration

<http://classes.usc.edu/term-20163/registration/>

Public Transit

USC students can purchase discounted Metro TAP (Transit Access Pass) cards via Graduate Student Government. The TAP Program grants 24 hour, 7 days/week access to all Metro Bus and Rail, Metro Rapid, and Metro Liner services.

<https://gsg.usc.edu/resources/tap-program>

<https://www.metro.net/#>

Relationship and Sexual Violence Prevention and Services (RSVP)

<https://engemannshc.usc.edu/rsvp/>

SCampus

<https://policy.usc.edu/student/scampus/>

Schedule of Classes

<http://classes.usc.edu/>

STARS Report

<http://www.usc.edu/dept/ARR/services/stars/generalinfo.html>

Student Affairs

<http://studentaffairs.usc.edu/>

Transportation Services

<http://transnet.usc.edu>

Parking permits for USC-owned parking can be purchased online or at the Transportation Services office in PSX. Transportation Services also offers shuttles between the two campuses and to Union Station downtown. There are also buses that pick up in the University Park neighborhood near campus.

USCard Services

Card Services is in PSX, next door to the Transportation Services Office.

<http://mycard.usc.edu/>

USC Catalogue

<http://www.usc.edu/catalogue>

APPENDIX VII: GLOSSARY

Schools and Departments at USC

COMM – The School of Communication

JOUR – The School of Journalism

These prefixes and others can be found in the USC Schedule of Classes: <http://classes.usc.edu>.

Buildings at USC

ASC – The Annenberg School for Communication and Journalism (“old” Annenberg building)

ANN – Wallis Annenberg Hall (“new” Annenberg building)

KER – Kerckhoff Hall (off-campus Annenberg offices at 734 W. Adams Blvd.)

Rooms are indicated in the USC Schedule of Classes and elsewhere with a combination of the three letter building code plus the room number. So room 305 in the old Annenberg building is ASC 305.

Calendars

Semesters are indicated by the calendar year followed by the number of the term. Spring term is 1, summer term is 2, and fall term is 3.

Fall of 2016: 20163

Spring of 2017: 20171

Summer of 2017: 20172

Fall of 2017: 20173

The 2016-2017 Academic Calendar: <http://academics.usc.edu/calendar/2016-2017/>.

On-Campus Telephones

Campus phone numbers all have a 213 area code. They either have a prefix of 740 or 821. For instance, the School of Communication Director’s Office number is 213-740-3951. When calling a campus number from an on-campus phone, you will use a five-digit extension number. This consists of the final five digits of the number. So the School of Communication extension would be x03951.

When calling off-campus numbers from an on-campus phone, dial 9 for an outside line, then dial 1, the area code, and the number.

Additional Abbreviations and Acronyms

ACGSA	Annenberg Communication Graduate Student Association
GSG	Graduate Student Government
CET	Center for Excellence in Teaching
CST	Center for Scholarly Technology
ITS	Information Technology Services

APPENDIX VIII: 2016-2017 ACGSA OFFICERS

President

Ruthie Kelley (ruth.kelly@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 Representative.

Vice-President & GSG Representative

Matt Bui (matthew.bui@usc.edu)

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

Treasurer & Faculty Representative

TJ Billard (tbillard@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.

Interim Technology Representative (election to be held in the fall)

James Lee (lee526@usc.edu)

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

TA/RA Representative

Raffi Sarkissian (raffisar@usc.edu)

Coordinates requests for teaching and research assignments in the late fall and spring semesters.

Post-Quals Representative

Kristen Guth (kguth@usc.edu)

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

International Student Representative

Marcia Allison (mcalliso@usc.edu)

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

First-Year Representative

TBD

Represents the first-year cohort. Will be elected in the first week of school.

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