USC Annenberg

Doctoral Student Handbook

2022-2023

USC University of Southern California

2022 - 2023 ANNENBERG DOCTORAL STUDENT HANDBOOK

Welcome to the Annenberg School of Communication!

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

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

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

Revised 10/25/2022

CONTENTS

The information provided in this handbook is intended to supplement the USC Catalogue. The 2022-2023 Catalogue can be found online at http://catalogue.usc.edu.

The *2022-2023 Annenberg Doctoral Student Handbook* supersedes previous *Doctoral Student Handbooks*. A student's curricular requirements are linked to the *Handbook* in use at time of acceptance to the program. Any student may elect to adopt program requirements detailed in later versions where indicated. Students may use either the requirements from their entry year or from a later year, but they cannot combine the two.

Part One:

Advisement & Guidance

PART ONE: ADVISEMENT & GUIDANCE

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

Mentors and Advisors

When new students enter the program, they are assigned a faculty mentor, selected by the Director of the Annenberg Doctoral Program, as well as 1 or 2 student "buddies," assigned by the Annenberg Communication Graduate Student Association (ACGSA). Faculty and peers help new students adjust to life in Los Angeles and at USC. They can help with answers about housing, areas of study, administrative processes, and research foci.

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

Faculty mentors assigned to first year students will acquaint and guide them through the initial year. Mentors will meet with students on a regular basis and will assist the student in making decisions on course selection, research groups, conferences, and publications.

Students are strongly encouraged to acquaint themselves with the faculty as a whole, with an eye toward choosing their faculty advisors and guidance committees.

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

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

Screening & Annual Activity Report

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

In order to be screened, first year students must have completed no fewer than 16 and no more than 24 units, including the four required core courses: COMM 525, 526, 550, and 552. After screening, students will be either permitted to continue or required to discontinue the program. Students may only pass screening and enter the second year of the program once they have completed all coursework in which they have enrolled. Letters reporting the official results of the screening process will be sent to both students and their mentors by the Director of the Doctoral Program and the Director of the School of Communication in early summer.

Advisor

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

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

Annual Activity Report & Annual Review of Progress

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

The USC Career Center provides tips on writing your CV: https://careers.usc.edu/resources/resume-or-cv/

These materials will be evaluated by the Director of Doctoral Studies. Students are expected to discuss progress and plans with their advisors.

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

Academic Forms

Academic forms can be found online or can be obtained from Anne Marie Campian.

Committees

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

Annenberg Doctoral Guidance Committee

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

Changing Advisors and/or Committee Members

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

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

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

- At least three members must be from the Annenberg School of Communication.
- At least three members must be tenured or tenure track, including the chair, who must be tenured.
- An outside (non-School of Communication) member from a different PhD-granting department at USC is strongly recommended by the faculty but not required. A faculty member from the School of Journalism may serve as an outside member. For outside faculty the judgment of qualification to serve will be made by the dean of the school of the outside member's primary appointment.
- The committee may include a faculty member from an institution other than USC, called an "external member." This is different than the "outside member," which is a USC faculty member from outside the School of Communication. ***See below for instructions on how to obtain approval for an external member.***
- It is acceptable to appoint co-chairs for your committee. At least one co-chair must be tenured (see second point above).

Typically, the members of students' Doctoral Guidance Committees substantially overlap with the members of their Qualifying Examination Committees.

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

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

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

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

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

- All committees must have a majority of members from the student's home program (Annenberg School of Communication).
- The chair must have an appointment in the student's program.
- The chair must be tenured.

- An outside (non-School of Communication) member from a different PhD-granting department at USC is strongly recommended by the Annenberg faculty, but not required. For outside faculty the judgment of qualification to serve will be made by the dean of the school of the outside member's primary appointment.
- The committee may include a faculty member from an institution other than USC, called an "external member." This is different than the "outside member," which is a USC faculty member from outside the School of Communication. ***See below for instructions on how to obtain approval for an external member.***
- It is acceptable to appoint co-chairs for your committee. At least one co-chair must be tenured (see second point above).
- Emeriti faculty appointed to a qualifying exam committee when they were full-time faculty at USC may continue to serve on the dissertation committee until the student has graduated.
- A former USC faculty member who was appointed to the qualifying exam committee while they were a full-time USC faculty member may continue to serve on the dissertation committee until the student has graduated.

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

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

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

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

Request for Approval of External Member on Qualifying Exam or Dissertation Committee
To obtain approval for an external (non-USC) committee member, the student must first petition this with a clear, detailed summary (one page letter to the committee chair and Director of Doctoral Studies, with a cc to the Academic Program Associate and PhD Advisor) that explains the need for the inclusion of this faculty member. The final decision will be determined by the chair of the committee and the Director of Doctoral Studies.

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

Request for Remote Participation at Qualifying Examination or Dissertation Defense
While in-person participation is highly encouraged, if remote participation is necessary for a committee member, it may be approved as long as both student and chair agree. Please notify Anne Marie Campian if any committee members will participate remotely in a defense.

[The USC Graduate School guidelines for remote participation are as follows:](#)

> Remote Participation during the Qualifying Exam
> For the PhD qualifying examination, all committee members may participate remotely. Remote participation of committee members should be indicated in writing on the Report on Qualifying Examination.

Remote Participation during the Dissertation Defense

For the dissertation defense, the committee chair and the student must be present, unless the relevant dean and the Vice Provost for Academic Programs provide written permission for remote participation. Programs should contact the Graduate School well in advance of the defense date to request a General Petition that will record the remote participation of either the student or chair. Members who participate remotely will be noted on the dissertation Approval to Submit forms.

Part Two:

Degree Requirements

PART TWO: DEGREE REQUIREMENTS

The Annenberg School's degrees are awarded under the jurisdiction of the USC Graduate School. Refer to the Graduate School section of the current *USC Catalogue* for full requirements, guidelines, and policies.

Master of Arts in Communication

This option may be selected if a student wishes to finish the program with an MA degree, rather than continuing in the program toward a PhD.

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.

Permission to take an MA degree with thesis or comprehensive exam can be obtained only by application to both the student's advisor and to the Director of the Doctoral Program. A student should also notify Anne Marie Campian and Sarah Holterman.

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

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

- A degree with thesis requires successful completion of the four core courses listed above, three electives, and four units of COMM 594ab Master's Thesis.

No more than two approved 400-level courses may be applied to a student's MA 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 who opt to graduate with an MA choose the comprehensive examination option:

- A student's MA committee must be comprised of a minimum of three faculty members.
- Two committee members write questions; the third serves as reader.
- The student is expected to write on two days for a total of six hours (three hours each day). This is a closed book exam. The two committee members writing questions provide them to Anne Marie Campian, who will send them to the student on their first day of writing.
- Student may start writing on Tuesday, Wednesday, or Thursday.
- Each response should be approximately five pages long/around 1,600 – 1,700 words.
- The two written responses are read by the three committee members, who then confer to determine if the student has passed.
- The student does not have to do an oral defense of the MA exam.
- Once the committee determines that the student has passed, they will notify Anne Marie Campian, who records this.

If a student chooses this path and has their MA degree conferred in spring, they will be ineligible for PhD funding during the following summer, as they will no longer be an enrolled student at USC. (I.e., if a student has an MA degree conferred in May 2023 without plans to continue in the PhD program in the fall, they will not receive any funding in June or July 2023.)

Doctor of Philosophy in Communication

PhD General Requirements
The student is required to complete a minimum of 68 graduate units (normally 17 courses) plus a minimum of 4 units (794a and 794b at 2 units each) of required dissertation registrations, totaling 72 units. Six specific courses (COMM 525, 526, 550, and 552 plus a minimum of two dissertation writing courses, COMM 794a and b) are required of all students. Additionally, students must pass the qualifying examination, write an approved prospectus, and write and defend a dissertation.

Course Requirements

The Core Curriculum (16 units)
The core curriculum consists of four seminars required of all first-year doctoral students, two in theories and two in methods:
- COMM 525 Humanistic and Social Scientific Approaches to Human Communication I
- COMM 526 Humanistic and Social Scientific Approaches to Human Communication II
- COMM 550 Quantitative Research Methods in Communication
- COMM 552 Qualitative Research Methods in Communication

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

Area of Concentration (12 units)
Students specialize in one of seven concentrations by completing a minimum of three courses (12 units) in one of the following:
- Groups, Organizations & Networks
- Health Communication & Social Dynamics
- Information, Political Economy & Entertainment
- Media, Culture & Community
- New Media & Technology
- Political Economy of Global Communication
- Rhetoric, Politics & Publics

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

Cognate Area (8 units)
Students must take an approved cognate elective program of study in which at least 8 units are taken in a related field at USC outside the Annenberg School such as American Studies, Psychology, Political Science, Cinema, Computer Science, etc.

Elective Courses (24 units)
These units may be taken inside the School of Communication or in related fields in other departments at USC. A maximum of 12 credits from previous graduate work may be applied to the degree with approval.

Dissertation (4 units minimum)
Students must enroll in at least two semesters of COMM 794 after passing their qualifying exam.

A full list of current COMM courses can be available in the USC Catalogue.

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 to the PhD degree. A maximum of twelve units may be applied. Contact Anne Marie Campian to begin the process of transferring credits.

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

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.

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

COMM 610 and 620 Courses
COMM 610: Studies in Rhetorical Theory offers a similar selection of courses under the areas of rhetorical theory and criticism. A maximum of 12 units of COMM 610 may be applied to the program.

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

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

COMM 790 is a Directed Research course. Students must prepare a research proposal with a full-time faculty member of the School of Communication and must have it approved by the Director of Doctoral

Studies and the Director of the School of Communication. A maximum of 12 units of COMM 790 may be applied to the program.

If you plan to take COMM 675 or COMM 790, you must submit the form with proposal/syllabus to Anne Marie Campian no later than three weeks prior to the first day of classes. If submitted later than that, enrollment cannot be guaranteed.

Course Enrollment

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

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

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, including stipends, health, and tuition (the exceptions include enrollment in COMM 594 Thesis, COMM 794 Dissertation, or GRSC 800 or 810). Please see the university's GA handbook for details.

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

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

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

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

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

Please see the USC Registrar's website for complete details on University policies regarding incompletes.

Leaves

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

Leave of Absence

Requesting a leave of absence is initiated by obtaining approval from the Director of the Doctoral Program, the Director of the School of Communication, and the student's advisor. Student should send an email to Taj Frazier, Sarah Holterman, and Anne Marie Campian, with a cc to their advisor.

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

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

Approved Health Leave

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

Doctoral students at USC may take one semester of approved health leave in which they are funded with a stipend at the same level as a 50% GA, regular health insurance premiums, and one unit of tuition, which will cover the student's required enrollment in GRSC 803 while on leave.

To begin the process of requesting an approved health leave, notify your advisor, as well as Sarah Holterman, Anne Marie Campian, and Taj Frazier.

Then, make an appointment to speak with a Health Leave Coordinator. More information can be found here.

Your Health Leave Coordinator will work with you on documentation and will also coordinate with the department regarding an academic plan.

Parental Leave

The following information on parental leave is taken from the USC Graduate School website:

PhD students at USC who meet the following criteria are eligible for a one-semester parental leave:
- The student is pregnant, or is the primary caregiver of their newborn child or adopted child under six years of age;
- The student has completed at least one semester in their PhD program and is making good progress;
- The student was admitted with an offer letter for a four- or five-year funding package consisting of support through any combination of teaching assistantship, research assistantship, and fellowship.

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

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

Students must enroll in GRSC 804 to ensure continued access to health insurance and the monthly stipend.

While on parental leave, students are not eligible for federal financial aid. Students with loans should consult with the Office of Financial Aid before beginning parental leave.

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

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

The process is initiated by notifying Sarah Holterman, who will submit a Request for Parental Leave petition to the Graduate School on your behalf. Please note that the following items are required for the petition:

- Statement from the student that they will be the child's primary caregiver
- One of the following: a verification of pregnancy signed by a doctor in the US (available at the USC Student Health Center); a birth certificate for the infant child; or a statement of adoption from an adoption agency

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

There are several guideposts that indicate good progress, including:
- A student is required to complete a minimum of 68 graduate units before taking their qualifying exams. They will then take a minimum of 4 units of dissertation registrations, totaling 72 units. In order to complete the required 68 units of graduate course work, students are normally expected to take three courses (12 units) per semester.
- Appendix I of this handbook lays out a five year plan for finishing the PhD degree. By the end of the fall semester of the fourth year, a student must have completed the following items: qualifying examination process completed; dissertation advisor selected; dissertation committee formed; and prospectus successfully defended. If these four items are not completed by the end of the fall semester, students may no longer be considered to be making satisfactory progress toward degree.
- Removing any grades of IN within the University-mandated timeline.

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

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

PhD Qualifying Examination & Dissertation Requirements

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

Dissertation Prospectus

The dissertation prospectus is a document that articulates the dissertation project, methodology, justification, and outline of chapters. The prospectus should be completed in a process that runs parallel to, or in conjunction with, the qualifying exam. During the semester prior to taking a qualifying exam, a student, in collaboration with their advisor, will choose one of three options:

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

A student must have an approved prospectus on file to be considered for a standalone teaching assignment.

Qualifying Examination

The qualifying exam is usually taken in the second semester of the third year and no later than the first semester of the fourth year, following completion of all required coursework, including removing all grades of incomplete (IN).

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

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

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

Written Qualifying Exam

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

will have a maximum of 14 consecutive days to complete the exam. This decision should be made by student and advisor, and must be confirmed in advance of the exam period with Anne Marie Campian.

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

Students may start writing on Tuesday, Wednesday, or Thursday.

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 written exam must be passed before the oral exam can take place.

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

For the PhD qualifying examination, all committee members may participate remotely. Remote participation of committee members should be indicated in writing on the Report on Qualifying Examination.

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

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

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

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

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

Doctoral Dissertation

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

Students should ideally devote (at minimum) their full 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 794 in each semester, excluding summers, until the dissertation has been approved. A minimum of four dissertations units of 794 are 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 expected to provide a draft to each of their committee members to review, in anticipation of facilitating changes prior to production of the final manuscript.

For the dissertation defense, the committee chair and the student must be present, unless the relevant dean and the Vice Provost for Academic Programs provide written permission for remote participation. Programs should contact the Graduate School well in advance of the defense date to request a General Petition that will record the remote participation of either the student or chair. Members who participate remotely will be noted on the dissertation Approval to Submit forms.

If you wish to request approval for remote participation, please contact Anne Marie Campian at least one month prior to your scheduled defense.

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

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

Dissertation Submission

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

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

The USC Graduate School Thesis Coordinator can be contacted for questions about the dissertation submission process at thesisdc@usc.edu.

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 2023 Annenberg PhD hooding ceremony and the Annenberg School's 2023 satellite commencement ceremony requires that a student has a scheduled dissertation defense of June 1, 2023 or earlier. A student may only participate in the hooding ceremony once.

The actual degree conferral date is based on which deadlines a student meets. Degrees are conferred by the University three times per year: in May (spring), August (summer), and December (fall). The Graduate School's submission deadlines for 2022 – 2023 can be found [here](#).

Part Three:

Funding & Support

PART THREE: FUNDING & SUPPORT

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

Funding packages include:
- Up to 12 units of tuition per semester
- Payment of all required health care fees (access to University health services as well as medical and dental insurance premiums)
- An annual stipend of at least $36,000 (paid monthly)
- Support for conference travel
- Support for dissertation research upon reaching candidacy

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

Types of Appointments

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

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

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

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

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

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

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

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

Assistant Lecturer Assignments (Standalone Courses)

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

Assignment as Assistant Lecturer is subject to the number of courses available each semester, a student's record of achievement as a TA, and a student's experience and ability to teach specific topics or areas of study.

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

Students teaching a standalone summer course will be compensated with a separate summer GA stipend in addition to their base annual stipend.

Fifth Year Spring Assistant Lecturer

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

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

Preparing to Apply for AL Assignments

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

- Assignments are made based on available courses in a given semester, as well as a student's experience as a TA and their ability to teach on specific topics or areas of study. Ideal candidates for AL assignments will have varied experience as a TA (including leading discussion sections) and will identify classes which match their own subject matter expertise.
- Make sure to get varied experience in your second and third years as a TA, both as a grader and as a discussion section leader. It is very important to get experience in the classroom as a TA (especially leading sections) before applying to teach a standalone. Request TA assignments that will allow you to accomplish this. Try not to request the same TA course every semester.
- Discuss with your advisor the pros and cons of fellowships. While they can be extremely helpful, receiving a fellowship means that you will not be able to TA during the duration of the award.
- A handful of standalones are offered to PhD students each semester. These are existing COMM undergraduate courses and will be announced with the call for applications each semester. The opportunity to design and teach a standalone course will be offered at least once per year for fifth year students (see above). Teaching opportunities are always dependent on School of Communication course needs.
- If you wish to apply to create and teach your own standalone during your fifth year, please work with your advisor and/or other faculty members to develop a syllabus. You may want to look at class schedules from previous semesters to see the full scope of undergraduate courses offered. What will appeal to upper level undergraduate Comm majors? Does your idea for a class overlap at all with existing courses that are taught? Something new, innovative, and topical will appeal to undergrads. Think about the course title, too!
- Students interested in a career in teaching may want to complete training through the USC Center for Excellence in Teaching's Future Faculty Teaching Institute. Sign up for CET's mailing list to receive information.

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

Before beginning any GA assignment, international students are required by the University to pass a test of spoken English language proficiency. The International Teaching Assistant (ITA) Exam is administered by USC's American Language Institute. If not approved by USC, students will be asked to take supplementary courses on campus before teaching.

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

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

Other Funding Opportunities

Advanced Fellowships
The USC Graduate School generally offers several types of fellowships for advanced PhD students each year. Application guidelines and deadlines are distributed during the fall semester.

If a student receives an advanced fellowship, this year of funding replaces one year of GA funding. It does not provide an "extra" year of funding unless it is received in a student's sixth year.

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

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

The Office of the Provost provides an Awards and Fellowships Database.

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

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

- National Science Foundation, Graduate Research Fellowship Program

- Ford Foundation Pre-Doctoral Fellowship

Please check your eligibility for these two fellowships before applying.

For the fall boot camp, applications are generally due in June. Calls for applications will be forwarded by the department.

Graduate School External Fellowship Boot Camp – Spring
The USC Graduate School holds a second boot camp each year in the spring for advanced PhD students in the humanities and social sciences who plan to apply for a variety of kinds of support.

For the spring boot camp, applications are generally due in late February. Calls for applications will be forwarded by the department.

Fellowship & Graduate Assistantship Stipends

Stipend Distribution: First – Fifth Year
The total annual stipend amount for both fellowships and GA positions is $36,000.

For first year students, this is a full fellowship. All $36,000 comes as a fellowship from the Graduate School.

For second through fifth year students, this is a combination of GA funding from Annenberg ($27,000 paid out from mid-August through mid-May) plus Graduate School fellowship funding ($9,000 from the Graduate School, divided evenly over 12 months, August through July). Students are not required to serve as a GA over the summer.

Stipend Distribution: Sixth Year and Above
If a student is funded as a GA any year after their fifth year in the program, they will not receive Graduate School fellowship funding during those years. This means that for a sixth year or above student serving as a GA for the full academic year, the stipend will meet the University's GA minimum, which is $34,000/year as of Fall 2022 ($17,000 Fall and $17,000 Spring if only serving as a GA for one semester). They will not be funded over the summer.

Please see Appendix IV for detailed stipend calendars. These are the 2022-2023 payment schedules for all PhD students. The schedules will be updated and distributed annually; they can also be found online.

Payroll
By April 21, 2023, all first year students must fill out I-9 paperwork to be set up in USC payroll for their GA assignments. This will enable a smooth transition into second year Graduate Assistant assignments and prevent any unforeseen problems that would delay stipend payments.

First year students will be emailed a reminder in March to sign up for an in-person appointment with the Annenberg Payroll and Personnel Coordinator. **Please make sure to take care of this before leaving for the summer.**

Direct Deposit
Direct deposit is the recommended method of receiving your stipends. Students who do not sign up for direct deposit will have paper checks mailed to their current address in OASIS. Students are responsible for maintaining current contact information in OASIS.

First Year Domestic Students
- Domestic students funded as fellows should authorize direct deposit by logging in to their USCe.pay account.

First Year International Students
- International students funded as fellows should authorize direct deposit in the Workday system. Setup instructions can be found here.

Second – Fifth Year Domestic Students
- Domestic students funded as GAs should authorize direct deposit in the Workday system. Setup instructions can be found here.
- Domestic fellowship stipends will continue to be paid via direct deposit as long as the student has authorized it via USCe.pay (see above).

Second – Fifth Year International Students
- Both GA and fellowship payments for international students are paid via the same system. All stipends will continue to be paid via direct deposit as long as the student has authorized it via Workday (see above).

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

The Graduate School provides more information about taxes here.

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

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

Over 50% GA Petition

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

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

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

Health Insurance

When students register for classes in the fall and spring, they will be automatically charged for health insurance and access to the USC Engemann Student Health Center. Coverage for students registered for

Fall 2022 begins on Monday, August 15, 2022. Spring health insurance continues over the summer, meaning that USC PhD students receive twelve months of uninterrupted health insurance.

To have access to the Engemann Student Health Center over the summer, you must enroll in GRSC 802 prior to the start of the summer semester. A reminder will be sent in late spring each year.

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

If you ever choose to waive your student health insurance, you must complete this form.

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

For more information on student health services, including insurance, please see the USC Student Health website.

Tuition Refund Insurance

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

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

You can find more information about Tuition Refund Insurance here.

Technology Requirement & Fees

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

The $150/semester Annenberg Student Access Fee (Technology Fee) is waived for doctoral students. If you have registered for a Communication master's course (i.e., CMGT, PUBD, DSM, some 500-level COMM courses open to master's students), please check your account at the beginning of every semester. If you have been charged this fee, please let Sarah know and she will have it reversed.

Mandatory University Fees

All graduate students at USC are charged two mandatory fees each semester: the Student Programming Fee ($40) and the Norman Topping Fee ($8).

When on fellowship, these fees are covered. When funded as a GA, students are responsible for paying these fees each semester. More details on fees can be found on the Schedule of Classes.

Non-Annenberg Tuition and Lab Fees

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

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

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

Summer Funding, Study, & Research

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

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

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

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

Summer Educational Fellowships
Students may apply for financial support to participate at a summer educational institute or workshop. Funding is competitive and not guaranteed to all students. In the past, students have attended programs such as the Annenberg-Oxford Media Policy Institute, the Oxford Internet Institute, and the University of Michigan's Summer Program in Quantitative Methods. Students are required to provide a one page summary and evaluation of their experiences at their Summer Institutes. Summer Educational Fellowships are paid as taxable stipends.

Summer Research Fellowships
Students may apply for financial support 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. These reports are generally 12-20 pages (including references), double spaced. Students are also asked to present their work during an ARS session. Summer Research Fellowships are paid as taxable stipends.

Reimbursement Requirements

All reimbursement requests, for conference travel, dissertation expenses, or anything else, must always be approved by the Annenberg Dean's Office.

To begin the approval process for any expense, email Sarah Holterman the following items:

- **Advisor's Approval (if needed)** This may be a pdf of an email or you may cc the advisor so they can reply to Sarah with approval.
- **Proof of Participation** For conferences, include a pdf of either an email of your acceptance or a page in the conference program with your name/presentation title highlighted.
- **Dissertation Expense Form** If you are requesting dissertation expense reimbursement, include this form with advisor signoff.
- **Receipts** Include receipts for all expenses that have already been purchased. Credit card statements will not be accepted in lieu of receipts.

Sarah will prepare a memo with this documentation and submit it to the Dean's Office. Once she has received approval, you will be notified.

Please submit expenses within 60 days. Reimbursement requests must occur during the same fiscal year (July 1 – June 30) of the expense.

Travel Support

Annenberg School Travel Support

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

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

Students must also have advisor approval for their travel and conference participation. Please see below for a list of conferences that are pre-approved by the department and do not need additional advisor approval. A student still must be participating in these conferences for funding to be approved by the Dean's office.

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

Pre-Approved Conferences
If you have been accepted to present at any of the following conferences, you do not need to get advisor approval before submitting to Sarah for Dean's office approval. These are conferences that many students have presented at in the past and which have been pre-approved by the department.

- American Political Science Association (APSA)
- American Studies Association (ASA)
- Association of Internet Researchers (AoIR)
- Association for Education in Journalism and Mass Communication (AEJMC)
- Cultural Studies Association (CSA)
- International Association of Media and Communication Research (IAMCR)
- International Communication Association (ICA)

- International Network for Social Network Analysis (INSNA)
- National Communication Association (NCA)
- National Women's Studies Association (NWSA)
- Society for Cinema and Media Studies (SCMS)
- Society for Social Studies of Science (4S)
- Telecommunications Policy Research Conference (TPRC)
- Western States Communication Association (WSCA)

Submitting a Reimbursement

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

You MUST submit reimbursements within the same fiscal year (July 1 – June 30).

Gather the following items before beginning your reimbursement request:
- **Proof of conference participation.** This can be an email from the conference notifying you of your acceptance or you may PDF the page of the conference program with your presentation.
- **Advisor approval.** This should be a PDF of an email from your advisor stating their approval of your participation. (Please see list above to determine if this is required.)
- **Dean's office approval memo.** Sarah will send you the approved memo once it has been signed off by the dean's office.
- **Receipts for expenses.** A credit card statement is not acceptable proof of purchase; please make sure you have emails from airlines with both your itinerary and payment; emailed receipts from Lyft/Uber; receipts/emails from hotels or Airbnb.
- **Make sure you know how much travel funding you have available.** If you submit a request for more funding than you have available, it will be returned to you. It is recommended that students keep track of their own travel balance; to confirm current available funds, contact Sarah.

Reimbursement requests are submitted through Concur. Please see Appendix VII for detailed instructions on submitting your reimbursement. (First year domestic student reimbursements will be processed by Annenberg staff.)

Per Diem

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

Mileage

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

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

Standard University mileage reimbursement rates apply. To receive reimbursement for mileage, students must include a map that shows the mileage from USC or their home to the conference location.

Additional mileage at the destination site is not eligible for reimbursement. You may not be reimbursed for gas, only for mileage.

Reimbursable Travel Expenses
- Travel, including airfare, trains, buses, and rideshares
- Lodging, including hotels and Airbnbs
- Food – individual receipts required, no per diems
- Conference registration

Non-reimbursable Travel Expenses
- Souvenirs
- Tourist attractions
- Per diems
- Any expenses for another individual, including travel, lodging, and food
- Personal travel done before or after the conference

If in doubt about an expense, please ask!

Other Travel Support

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

Graduate Student Government
Travel funds are sometimes available through the Graduate Student Government (GSG) association, provided the student has already exhausted all possibilities of school funding. GSG requires proof that you do not have any remaining departmental funding.

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

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

Dissertation Research Support

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

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

Dissertation funding is limited to expenses related to the research and writing of the dissertation only. You may not use dissertation funding for University fees, including but not limited to dissertation

submission fees and regalia rental fees, or for travel to conferences for the sole purpose of presenting "dissertation-related" work. Any travel must be related to the research and writing of a student's dissertation.

Approval of dissertation expenses is always at the discretion of the Director of the Doctoral Program, the Director of the School of Communication, and the Annenberg Dean's Office. As with travel expenses, dissertation expenses are reimbursed via the online Concur system. Every individual reimbursement request must be approved by the Dean's Office before submission to Concur.

Electronic Equipment Purchases

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

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

All equipment must be tagged as Annenberg property by Annenberg Technical Services and Operations (TechOps). In the case of computers and other electronic equipment, Annenberg Information Technology must certify that the equipment conforms to all USC security and safety requirements. Please contact TechOps 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.

Part Four:

Citizenship & Life at Annenberg

PART FOUR: CITIZENSHIP & LIFE AT ANNENBERG

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

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

Annenberg Research Seminar (ARS)
Colloquia and research seminars are scheduled for most Mondays at noon. Job talks and other public events are held at this time and doctoral students will sometimes be asked to present their work. Students should plan to attend, consistent with other course and assignment obligations. In-person ARS events are held in ASC 207. If ARS is held virtually, Zoom links will be emailed.

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

Pedagogy Workshops
There will be several workshops per semester covering topics such as TA responsibilities, writing a syllabus, facilitating discussions, grading, ethical issues in the classroom, and more. Assistant Dean for Excellence in Teaching Carmen Lee (carmenml@usc.edu) will facilitate these sessions.

Graduate Writing Coach
The School of Communication provides a writing coach who is available to all Communication graduate students, including PhD students. The coach holds in-person and online office hours, during which he meets with students individually. He also presents workshops and organizes PhD-specific writing groups and boot camps.

Troy Mikanovich
ASC 305
mikanovi@usc.edu

Schedule an appointment and find other writing resources here.

Doctoral Student Website Profiles
All Annenberg School of Communication doctoral students have a profile on the Annenberg website. For updates and changes to your bio and/or photo, please contact Sarah.

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

Because of their special status as role models for undergraduate students and as future professors whose degrees and reputations will be based on their capacity to conduct their own scholarly research, doctoral students are held to the highest standards of academic integrity. It is particularly important that you are

aware of and avoid plagiarism, cheating on exams, fabricating data for a project, submitting a paper to more than one professor, or submitting a paper authored by anyone but yourself.

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

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

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

The 2022-2023 ACGSA officers and their major duties are listed in Appendix XII.

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

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

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

PhD Student Offices and Access to Facilities
Offices for doctoral students are in the Garden Level West of the ASC building.

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

All PhD students in the School of Communication should have keys to access the building and a USC identification card to access the PhD student offices. Contact Annenberg TechOps in ANN L103 to obtain an ASC key and have your card programmed for access. You can also have them program the card to open classrooms for TA and AL positions.

Individual desk assignments are made by ACGSA.

USCard

You can obtain a USCard from Card Services. Submit an application here. USC cards are used to get into the PhD offices, classrooms, some parking structures, the USC gym, and to access USC Libraries. Please make sure to get your card soon after arriving on campus.

Security

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

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

Desk Assignments

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

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

Kitchen

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

General Maintenance

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

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

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

If you don't know the correct person to contact for a specific problem about the student offices, please ask either an ACGSA officer or contact Val Ramirez (vr79969@usc.edu) in the Director's Office. Val is also in charge of ordering office supplies for the PhD offices.

Telephones

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

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

USC Email
All correspondence from both USC and the Annenberg School will be sent to the student's USC email address.

Log in here to access your USC mail and affiliated Google Apps.

USC Business Cards
The School of Communication provides USC business cards for current PhD students. You will be sent a link at the beginning of your first year and the cards will be ordered by the School of Communication office.

Once you have passed your qualifying exam, you may apply for new business cards to change your title from "PhD Student" 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 – ANN 402 – 213-740-6180 – ascdean@usc.edu
- School of Communication – ASC 305 – 213-740-3951 – commdir@usc.edu
- School of Journalism – ASC 303 – 213-740-3914 – jourbks@usc.edu

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

Director of the Annenberg Doctoral Program

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

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

Associate Professor Robeson Taj Frazier
ASC 326D
Phone: 213-740-6595
Email: rfrazier@usc.edu

Graduate Advisor, PhD in Communication

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

- Graduate student records
- Registration
- General petitions and all program forms, including:
    - Qualifying exams
    - Committee forms
    - Quals and dissertation defenses

Anne Marie Campian
ASC 307A
Phone: 213-740-0903
Email: campian@usc.edu

Coordinator, Graduate Programs & Student Aid

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

The Coordinator oversees the following items for PhD students:

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

Sarah Holterman, Academic Program Associate
ASC 305D
Phone: 213-740-2538
Email: holterma@usc.edu

Director's Office, School of Communication

Hector Amaya, *Director and Professor*
hectoram@usc.edu
213-740-4088 / ASC 305C
As Director, Professor Amaya is responsible for overseeing all academic programs, both graduate and undergraduate, in the School of Communication.

Allyson Arguello, *Academic Program Associate*
aarguell@usc.edu
213-821-0462 / ASC 305D
Ally is responsible for course scheduling and TA access.

Billie Shotlow, *Appointment and Promotion Coordinator*
shotlow@usc.edu
213-821-2718 / ASC 305A
Billie handles faculty affairs, including job searches and promotions.

Val Ramirez, *Administrative Assistant*
vr79969@usc.edu
213-740-7004 / ASC 305
Val produces the monthly School of Communication newsletter and schedules ARS; handles PhD office requests and business cards; and coordinates scheduling for Professor Hector Amaya.

Front Desk/Student Workers
commdir@usc.edu
213-740-3951 / ASC 305

Financial Services, School of Communication

Fabian Ledesma, *Department Business Manager*
fledesma@usc.edu

Vinh Nguyen, *Budget/Business Analyst*
vinhn761@usc.edu

Appendices

APPENDIX I: THE FIVE-YEAR TRACK

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

First Year

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

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

Students should consult with the Director of the Doctoral Program and their faculty mentor on coursework choices. Anne Marie Campian will also track coursework via a student's STARS Report, which can be accessed by logging into OASIS. The STARS Report reflects a student's academic progress toward completion of their degree. The report contains all USC coursework and accepted transfer work that applies to degree requirements.

All graduate students must verify that they have been awarded a bachelor's-level degree from an accredited institution in the United States or an equivalent degree from an institution outside the United States. Please see link above for domestic and international transcript guidelines.

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

Students must complete a PhD Registration Authorization form (or d-clearance form) each time they register for a class. Anne Marie will provide departmental approval for registration. D-clearance for classes outside the School of Communication may be obtained by contacting individual departments.

Screening takes place at the end of the first year and is a review of all first year students completed by the Director of Doctoral Studies as well as the faculty instructors of the four core courses.

During the summer after the first year, international students should obtain a Social Security Number (SSN). They will also be required to take the International TA Exam at the USC American Language Institute (ALI) before serving as a Graduate Assistant.

Second Year

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

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

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

Third Year

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

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

Fourth Year

The fourth year focuses on four items, which should be completed by the end of the fall semester:
- Completion and successful defense of qualifying exam
- Selection of dissertation advisor
- Selection of dissertation committee
- Completion and successful defense of prospectus

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

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

Fifth Year

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

Degrees are conferred three times a year by the University: in May (spring), August (summer), and December (fall). The Graduate School reviews dissertations on a rolling basis:

> Thesis and dissertation related documents are reviewed year-round in the order received. The review process typically takes between 6 and 8 weeks. Students should expect at least one, and possibly two rounds of manuscript formatting corrections.

> If you would like to waive the continuous enrollment requirement (i.e. be exempt from registering in 594, 794 or similar courses), you must complete all required checklist items, and submit the manuscript to the Graduate School Thesis Center by the deadlines listed below.

> Enrollment is not required during the summer semester, therefore the continuous enrollment waiver is only available in the Fall and Spring semesters. International students wishing to waive the continuous enrollment requirement should check with the Office of International Services (OIS) to be sure the lack of course registration will not affect their visa status.

Please review the Graduate School's information carefully to ensure that you submit your dissertation and other documents in a timely manner.

APPENDIX II: 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, as well as with the PhD Academic Advisor.

The qualifying exam challenges 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 administrative details such as reserving a room where the defense can be held.

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

Setting up the Qualifying Exam

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

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

Written Qualifying Exam Options

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

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

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

Students may begin writing on Tuesday, Wednesday, or Thursday.

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

Closed Book Exam

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

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

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

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

Scheduling the Exam

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

Six Month Path to the Qualifying Exam

SIX MONTHS BEFORE QUALS

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

Reading Lists

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

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

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

Dissertation Ideas

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

BEGINNING OF THE QUALIFYING EXAMINATION SEMESTER

First Meeting with Advisor

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

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

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

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

You and your advisor should agree on what the role of the outside member will be in the examination. Generally, the outside member will have three major responsibilities: assisting in the generation and approval of the reading lists, writing and/or contributing to the student's qualifying exam questions, and reading and evaluating written answers in preparation for the student's oral defense. Outside members are not required to provide written evaluations or comments on the exam. If the student has elected to integrate the dissertation proposal with the qualifying exam, the outside committee member may also be asked to read the proposal prior to the oral defense.

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

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

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

To obtain approval for an external (non-USC) committee member, the student must first petition this with a clear, detailed summary (one page letter to the committee chair and Director of Doctoral Studies, with a cc to the Academic Program Associate and PhD Advisor) that explains the need for the inclusion of this faculty member. The final decision will be determined by the chair of the committee and the Director of Doctoral Studies.

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

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

❐ **What areas will the exam cover?**
Students write in three to five areas, with most settling on four. As there are five members on a committee, faculty members will double up in at least one area. This is not always the case—an advisor and student can decide to mix and match faculty across areas. The question of what constitutes an "area" of study varies. Here are some representative types of understandings:
- An area identifies a claim of your own expertise to be tested
- An area identifies a concept or concepts that are discussed and debated in the field of communication
- An area identifies a methodological competency
- An area is a theory that contains a recognized corpus of research

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

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

Meetings with Committee Members

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

❒ Explain the role they are being asked to play in the examination. This is especially important for an "outside" or "external" member, who may not be familiar with the Annenberg examination process. Explain the customs of preparation, writing, and evaluation.

❒ Show the faculty your reading list and have it reviewed on the spot, or leave an opening for suggestions.

❒ Refine agreement on the areas. Communicate whether the committee member will be a sole or collaborative writer of questions. (Make this decision with your advisor prior to meeting with committee members.)

❒ Discuss the number of questions, and whether you will be asked to choose between questions.

❒ Discuss the relation of the exam and its various areas to the dissertation project.

❒ After the meeting, summarize what was agreed upon and email this information to the committee member, requesting modification if memory varies. Include a modified reading list and request feedback to make sure you are on the same page.

Finalizing Plans

❒ **Meet with your Advisor Again**
After you have met with your entire committee, meet again with your advisor to finalize plans: develop a concise description of the exam; identify the when, where, and method of the exam; construct memo (see below) and determine with your advisor which one of you will communicate this information to the committee.

❒ **Create the Memo**
After meeting with your committee members, you should construct a summary document that details the areas, committee members, who is writing which questions, and number of hours (closed book) or days (open book). In this memo, be sure to specify when and to whom the questions should be sent. Sometimes committee members send questions to Anne Marie to distribute and sometimes to the chair.

❒ **Send the Memo**
Some advisors prefer to send the memo to the committee members; some will let the student do this. Either way, once the final plan is put in place, notify everyone quickly. Emailing the final plan (with reading lists attached) helps to ensure everyone is on the same page.

Visit the Office of the PhD Advisor

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

Prepare for the Examination

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

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

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

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

The Oral Defense

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

APPENDIX III: 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.

- ❐ Check with a potential outside or external members on availability to serve on your committee.

- ❐ Submit external committee member petition for review and approval.

- ❐ Check with PhD Advisor Anne Marie Campian to make sure you have met all requirements.

DURING THE SEMESTER PRIOR TO TAKING THE QUALIFYING EXAM

- ❐ Meet with Anne Marie to obtain proper forms and discuss timing.

- ❐ Complete and obtain signatures on the **Request to Take the PhD Qualifying Examination form**.

- ❐ Complete and obtain signatures on the **Appointment of Committee form**.

- ❐ Complete and obtain signatures on the **Dissertation Prospectus Options form**.

- ❐ Submit all signed forms to Anne Marie no later than thirty days prior to beginning the exam.

BEGINNING OF THE QUALIFYING EXAMINATION SEMESTER

- ❐ Meet with your advisor.

- ❐ Determine when you will take the qualifying exam and when you will defend the exam.

- ❐ Shape reading lists in preparation to discuss with committee.

- ❐ In the first two to three weeks of the semester, meet with committee members.

- ❐ After meeting with your committee, meet with your advisor again to confirm plans.

PREPARING FOR THE QUALIFYING EXAMINATION

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

- ❐ Two weeks before the exam, confirm room reservation for defense with TechOps and/or confirm Zoom link or other method of communication.

- ❐ Check in with committee members a few days before they are scheduled to begin writing.

- ❐ A week before the exam, send a reminder notice to the committee.

APPENDIX IV: STIPEND DISTRIBUTION SCHEDULES

Students in their first through fifth years receive an annual stipend of $36,000. For first year students, this is a full fellowship from the Graduate School. For second through fifth year students, this is a combination of GA funding from Annenberg and fellowship funding from the Graduate School.

Depending on type of funding and student status (domestic or international), stipends may be received on different dates each month. Please see the following pages for 2022 – 2023 pay dates.

The University also posts schedules online:

Domestic Fellowship Schedule 2022 - 23

International Fellowship Schedule 2022 – 23

GA Payroll Schedule 2022

GA Payroll Schedule 2023 (to be posted online by University Comptroller before January 2023)

2022 – 2023 DOMESTIC FELLOWSHIP STIPEND CALENDAR

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

Month	Amount of Stipend	Checks Paid By
FALL 2022		
August 2022	$3,000 fellowship	8/4/22*
September 2022	$3,000 fellowship	9/8/22
October 2022	$3,000 fellowship	10/6/22
November 2022	$6,000 fellowship**	11/10/22
December 2022		
SPRING 2023		
January 2023	$3,000 fellowship	1/5/23
February 2023	$3,000 fellowship	2/9/23
March 2023	$3,000 fellowship	3/9/23
April 2023	$3,000 fellowship	4/6/23
May 2023	$3,000 fellowship	5/4/23
SUMMER 2023		
June 2023	$3,000 fellowship	6/8/23
July 2023	$3,000 fellowship	7/6/23

*First year domestic students may receive their August 2022 stipend after this date, depending on when direct deposit was set up in USCe.pay.

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

2022 – 2023 INTERNATIONAL FELLOWSHIP STIPEND CALENDAR

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

Month	Amount of Stipend	Checks Paid By
FALL 2022		
August 2022	$3,000 fellowship	8/26/22
September 2022	$3,000 fellowship	9/26/22
October 2022	$3,000 fellowship	10/26/22
November 2022	$6,000 fellowship*	11/23/22
December 2022		
SPRING 2023		
January 2023	$3,000 fellowship	1/26/23
February 2023	$3,000 fellowship	2/24/23
March 2023	$3,000 fellowship	3/24/23
April 2023	$3,000 fellowship	4/26/23
May 2023	$3,000 fellowship	5/26/23
SUMMER 2023		
June 2023	$3,000 fellowship	6/26/23
July 2023	$3,000 fellowship	7/26/23

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

2022 – 2023 DOMESTIC GA STIPEND CALENDAR
GA + FELLOWSHIP (SECOND – FIFTH YEARS)

During their second through fifth years in the program, students are funded as 50% GAs during the fall and spring semesters PLUS fellowship funding year-round (August through July) from the Graduate School. The total annual stipend amount is $36,000.

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

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

Month	Amount of Stipend	Checks Paid By
FALL 2022		
August 2022	$750 fellowship $1,500 GA	8/4/22 8/26/22
September 2022	$750 fellowship $3,000 GA	9/8/22 9/26/22
October 2022	$750 fellowship $3,000 GA	10/6/22 10/26/22
November 2022	$1,500 fellowship* $3,000 GA	11/10/22 11/23/22
December 2022	 $3,000 GA	 12/23/22
SPRING 2023		
January 2023	$750 fellowship $3,000 GA	1/5/23 1/26/23
February 2023	$750 fellowship $3,000 GA	2/9/23 2/24/23
March 2023	$750 fellowship $3,000 GA	3/9/23 3/24/23
April 2023	$750 fellowship $3,000 GA	4/6/23 4/26/23
May 2023	$750 fellowship $1,500 GA	5/4/23 5/26/23
SUMMER 2023		
June 2023	$750 fellowship	6/8/23
July 2023	$750 fellowship	7/6/23

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

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November 2022	$1,500 fellowship* $3,000 GA	11/23/22
December 2022	$3,000 GA	12/23/22
SPRING 2023		
January 2023	$750 fellowship $3,000 GA	1/26/23
February 2023	$750 fellowship $3,000 GA	2/24/23
March 2023	$750 fellowship $3,000 GA	3/24/23
April 2023	$750 fellowship $3,000 GA	4/26/23
May 2023	$750 fellowship $1,500 GA	5/26/23
SUMMER 2023		
June 2023	$750 fellowship	6/26/23
July 2023	$750 fellowship	7/26/23

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

2021 – 2022 SIXTH YEAR AND ABOVE GA STIPEND CALENDAR

If a student is funded as a GA any year after their fifth year, they will not receive Graduate School fellowship funding during those years and will not be funded during June or July. They will be paid at the current University stipend minimum. For the 2022-2023 academic year, that is $34,000/year.

If only funded for one semester (fall or spring), the per semester stipend is $17,000

GA funding past the fifth year is not guaranteed.

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

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

Dates and amounts listed here apply to both domestic and international students.

Month	Amount of Stipend	Checks Paid By
FALL 2022		
August 2022	$1,888 GA	8/26/22
September 2022	$3,778 GA	9/26/22
October 2022	$3,778 GA	10/26/22
November 2022	$3,778 GA	11/23/22
December 2022	$3,778 GA	12/23/22
SPRING 2023		
January 2023	$3,778 GA	1/26/23
February 2023	$3,778 GA	2/24/23
March 2023	$3,778 GA	3/24/23
April 2023	$3,778 GA	4/26/23
May 2023	$1,888 GA	5/26/23

APPENDIX V: HEALTH INSURANCE & HEALTH CARE

Funding Package
Your funding package as a fellow or GA covers your USC-Aetna health insurance premium (including vision care), your Delta Dental premium, and your USC Student Health fee, which allows you to utilize the Engemann Student Health Center as your primary/initial source of health care. You are covered year-round; there is no gap in coverage between academic years as long as you are properly registered.

USC-Aetna Student Health Plan (includes vision care through EyeMed)
Fall 2022	8/15/22 through 1/8/23	$805
Spring/Summer 2023	1/9/23 through 8/14/23	$1,468

USC Student Health Fee
Fall 2022	8/15/22 through 1/8/23	$527
Spring 2023	1/9/23 through 5/15/23	$527
Summer 2023	5/16/23 through 8/14/23	TBD

Student Dental Insurance
Fall 2022	8/15/22 through 1/8/23	$51
Spring/Summer 2023	1/9/22 through 8/14/23	$85

Accessing Medical Care
Visit USC Student Health Services for non-emergency care. This is where you will receive primary care. Make an appointment online (for both routine medical care and for illness) through the My Student Health Record portal or call 213-740-9355 to speak with a medical professional.

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

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

Accessing Eye Care
Students enrolled in the USC Student Health Insurance Plan automatically have vision coverage through EyeMed.

Accessing Dental Care
Students have dental coverage through Delta Dental PPO.

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

Covid Testing
Should you need to be tested for covid, you can make an appointment via the MySHR Portal.

The USC Student Health Fee
The health fee covers most medical services at the USC Student Health Center, but there are some additional fees for tests, immunizations, medications, and other services. These additional fees are the

student's responsibility and are not covered by your funding package. Please see the Student Health website for various fees.

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

If you waive your insurance, please let Sarah know so she can remove your award.

APPENDIX VI: REIMBURSEMENTS FOR FIRST YEAR STUDENTS

International Students

Because international students are already set up for stipend payments via the University's Workday system, you also have access to submit your own reimbursements in the Concur financial system. Please see next appendix for instructions.

Domestic Students

Domestic students do not have access to use the Concur financial system during their first year. Please send the following items to Sarah Holterman, who will request a reimbursement on your behalf:

- **Proof of participation**
  This can be your acceptance email from the conference or a page from the conference program.
- **Advisor's approval**
  If you are attending a conference not included on the pre-approved conference list (see pages 28-20), please have your advisor send their approval to Sarah.
- **Receipts**
  See Appendix VIII for tips on submitting clear receipts with all required information.
- **Mailing address**
  All reimbursements for domestic first year students are processed as paper checks which will be mailed to you.

APPENDIX VII: USING CONCUR FOR REIMBURSEMENTS

Concur is the online system USC uses for requesting reimbursements for travel and research expenses.
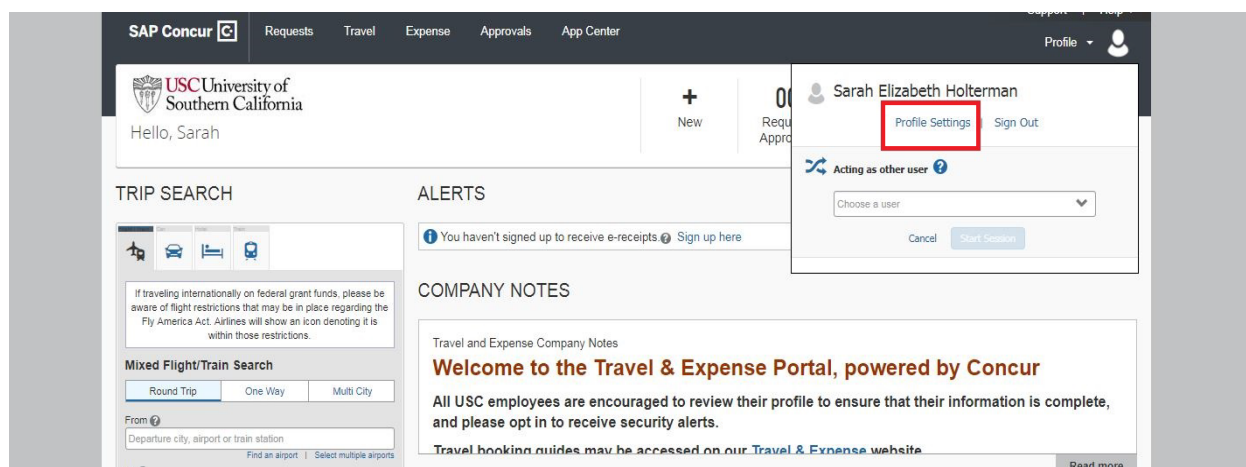
Logging into Concur
- Go to https://usc.edu/travelportal and sign in using your USC Shibboleth ID.
- This will take you to the Concur home page.

Setting up your Profile
- Click on "Profile" at the top right of the page.
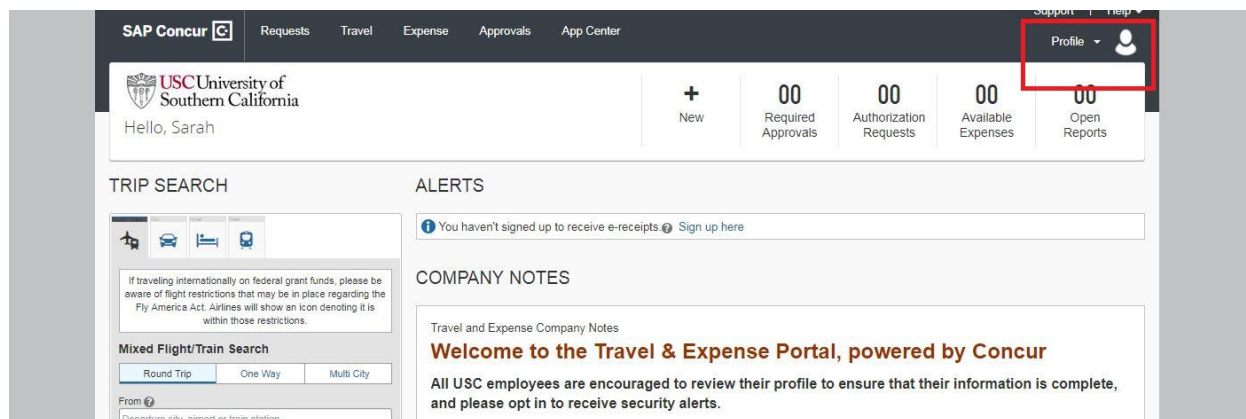

- Click on "Profile Settings"

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

Adding Delegates

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

- On the Profile Options page, click "Request Delegates" on the left side of the page.
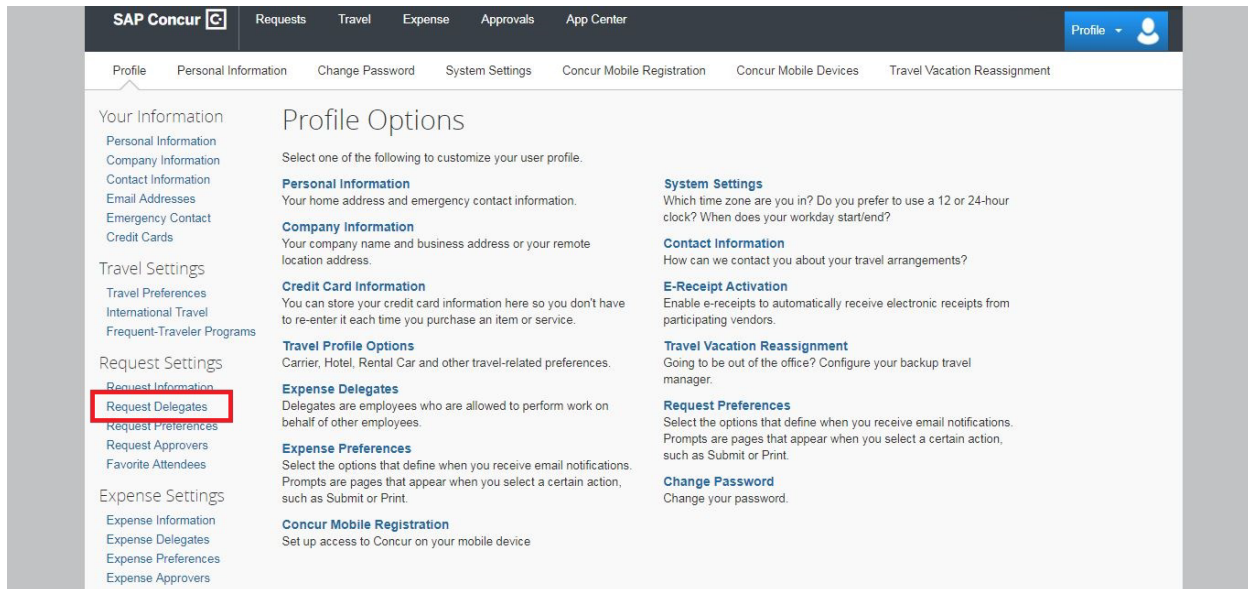
- Add the following people as delegates:
  - o Fabian Ledesma (fledesma@usc.edu)
  - o Sarah Holterman (holterma@usc.edu)

- Please check all items as seen below when adding delegates:

- Click SAVE once you've added the delegates.

Creating a New Report

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

Create New Report ✕

Create From an Approved Request

* Required field

Type of Report *

*Employee Non-Travel ⌄

Report Name *

Expense Purpose *

None Selected ⌄

Detailed Business Purpose *

User Type *

Staff ⌄

Company * ❶

▼ ⌄ (USC) University of Southern California

PPGG Type * ❷

▼ ⌄ (N/A) Not Applicable

PPGG Value * ❸

▼ ⌄ (N/A) PG0000000

Cost Center * ❹

▼ ⌄ (CA101441) Annenberg School of Communi...

Cost Center Approver * ❺

▼ ⌄ Search by Text

Cancel   Create Report

- Follow instructions below for Travel and Non-Travel Reports.

Travel Reports

Type of Report	Employee Travel
Report Name	Include your last name and type of expense: "Smith NCA 2022 Conference" or "Smith dissertation fieldwork San Francisco"
Trip Type	Select domestic or international
Expense Purpose	Conferences: "Professional Development/Conference/Training" Dissertation Travel: "Research Support"
Detailed Business Purpose	Enter a short explanation of the expense, such as: "Traveled to New Orleans, LA to present at the annual NCA conference" or "Field work in San Francisco, CA for dissertation research"
Traveler Type	Student
Business Travel Dates	Enter the start and end dates of your trip
Includes Personal Travel?	Only choose "yes" here if a portion of the trip *within the above dates* was personal travel. Choose "no" if you traveled for personal reasons before or after the above dates.
Company	This will default to USC. Do not change this.
PPGG Type	This box asks what type of funding this is (project, program, gift, grant) • For travel funded by annual travel funds, select PROGRAM • For travel funded by dissertation or grad school funds, select PROJECT

PPGG Value	This box replaces what used to be called the account. • For travel funded by annual travel funds, search for PG1012752. • For travel funded by dissertation or grad school funds, select PR1005707.
Cost Center	The cost center is the umbrella over the various PPGG values • Search for CA101439 (Annenberg Doctoral Program)
Cost Center Approver	The individual who approves the expenses. • Search for Fabian Ledesma (his numerical code is 0107288)
Claim Travel Allowance	<u>Do not check this</u>. Leave "No, I do not want to claim Travel Allowance" selected.

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

Non-Travel Reports

Type of Report	Employee Non-Travel
Report Name	Include your last name and type of expense: "Smith Rev.com diss transcription"
Expense Purpose	For non-travel research expenses, choose "Research Support"
Detailed Business Purpose	Enter a short explanation of the expense, such as: "Transcription for dissertation writing" "Books for dissertation research"
User Type	Student
Company	This will default to USC. Do not change this.
PPGG Type	This box asks what type of funding this is (project, program, gift, grant) • For non-travel, dissertation and grad school funded expenses, select PROJECT
PPGG Value	This box replaces what used to be called the account. • For non-travel, dissertation and grad school funded expenses, select PR1005707.
Cost Center	The cost center is the umbrella over the various PPGG values • Search for CA101439 (Annenberg Doctoral Program)
Cost Center Approver	The individual who approves the expenses. • Search for Fabian Ledesma (his numerical code is 0107288)
Claim Travel Allowance	<u>Do not check this</u>. Leave "No, I do not want to claim Travel Allowance" selected.

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

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

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

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

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

	Account Number	Organization Code	Code ▲	Amount USD
☐	COMM PHD STUDENT TRAVEL AND RESEARCH	ANNENBERG	1237022743-2030300000	50.00
☐	ASCJ Doctoral Student Summer Fellowships	ANNENBERG	2237013722-2030300000	50.00

Add | Edit | Remove | Save as Favorite

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

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

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

Troubleshooting Tip
If you're having trouble searching for a PPGG Value or Cost Center, make sure you're searching by Code. The site defaults these searches to Text and the PPGG Value and Cost Center will not come up if you're searching by Code.

Types of Expenses

Expense Purpose
When you create the report, you will be asked to select the purpose of your expense from a dropdown list. For conference travel, select **Professional Development/Conference Training**. For dissertation research, select **Research Support**.

Expense Type
For each expense that you enter, you will be asked to select an expense type from a dropdown list. Please be as precise as possible—try not to choose Miscellaneous/Other for anything. A few frequently-used expense types include:

Travel & Transportation Expenses
Airfare
Hotel/Lodging
Rail/Train

Personal Car Mileage
Mileage – Personal Car

Individual Meals
Breakfast (Meal)
Dinner (Meal)
Lunch (Meal)
Travel Meals – Groceries

Registration & Dues
Conference Registration/Fees
Membership Fee

Other
Airline Fees
Booking/Service Fees
Ground Transportation (taxi, ferry, ride-share, etc.)
Medical Expenses (Immunizations, Vaccinations, etc.)
Miscellaneous/Other *(only use if absolutely necessary)*
Office/Research/Lab Supplies
Participant/Subject Fees
Printing/Photocopying

APPENDIX VIII: TIPS FOR SUBMITTING RECEIPTS

<u>Airfare</u>
Your receipt must include:

- Your name
- Name of airline
- Travel itinerary (airports, dates, times)
- Amount paid
- Date of purchase

If possible, PDF the email that you received with your reservation confirmation.

<u>Hotels</u>
Please get a receipt from the hotel <u>when you check out</u>. Your receipt must include:

- Your name
- Name of hotel or Airbnb
- Location of hotel or Airbnb
- Dates of check-in and check-out
- Amount paid (not a pre-stay estimate)
- Breakdown of taxes and fees by day

<u>Food</u>
If you are taking a photo of the receipt, please make sure the following are visible and legible:

- Name of restaurant or store
- Location of restaurant or store
- Date of purchase
- Amount paid

<u>Shared Travel Expenses</u>
If you split any expenses with a colleague, such as lodging or meals, please make sure that you both separately submit reimbursement requests. Please only request your portion of the expense and include the full receipt—i.e., if you shared a meal with one other student that cost $50, upload the receipt confirming full payment but only enter $25 as the amount you are requesting in reimbursement on the Concur expense entry. Include a note on the entry that the meal was split with another student.

<u>Books or other items ordered online</u>
Please make sure that you submit the receipt that indicates your items were SHIPPED or DELIVERED. If you submit an email order notification that does not include confirmation of shipping or delivery, the request will not be approved by the University.

APPENDIX IX: INTERNATIONAL STUDENTS

First Year

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

Summer After First Year

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

Change to Domestic Student for US Tax Purposes

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

APPENDIX X: CAMPUS GROUPS & RESOURCES

Annenberg Student Emergency Aid Fund
Awards are distributed to Annenberg students experiencing unforeseen circumstances and emergencies impacting their ability to pay tuition or cover everyday living expenses. These awards are not intended to cover full-tuition expenses, but rather serve as bridge funding to guarantee students' continued enrollment at USC until other resources, such as scholarships or loans, become available.
https://annenberg.usc.edu/current-students/resources/annenberg-scholarships-and-awards

Annenberg Student Success Fund
Awards will be distributed throughout the year via an application process to Annenberg students pursuing extra- and co-curricular programs and opportunities not covered by tuition.
https://annenberg.usc.edu/current-students/resources/annenberg-scholarships-and-awards

Asian Pacific American Student Assembly (APASA)
To celebrate and share Asian Pacific Islander Desi American (APIDA) heritage and diversity, USC APASA supports its member organizations and sponsors cultural events to foster unity and growth within and beyond the APIDA Trojan community.
https://www.uscapasa.com/

Asian Pacific American Student Services (APASS)
The center provides programs, services, and resources for students who identify as Asian, Pacific Islander, and Desi American (APIDA) and educational opportunities for the entire campus.
https://apass.usc.edu/

Campus Wellbeing & Education
https://cwe.usc.edu/

Black Graduate Student Network
An interdisciplinary student-run organization dedicated to improving the status of students within the African diaspora in higher education by identifying and addressing their needs and concerns through cultural programming, community events, and holding space for social justice-oriented conversations.
https://usc-black-graduate-student-network.mailchimpsites.com/

Black Student Assembly
https://linktr.ee/SCBSA

Center for Black Cultural and Student Affairs (CBCSA)
The Center for Black Cultural and Student Affairs (CBCSA) provides intentional, holistic, scholarly and co-curricular programming designed to strengthen the understanding of Black diasporic heritage.
https://cbcsa.usc.edu/

Counseling and Mental Health Services
Counseling and mental health services located on-campus at the Engemann Student Health Center, are available to all students. Virtual workshops and telehealth appointments are available.
https://studenthealth.usc.edu/counseling/

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

If you sign up for TrojansAlert, you will receive emergency messages via text and email. DPS also provides access to the LiveSafe app, which allows users to initiate contact with emergency responders around both campuses.

DPS operates the University's centralized lost and found service.

If you plan to ride a bicycle, scooter, or skateboard on campus, you should register it for free with DPS.

https://dps.usc.edu/

Equity, Equal Opportunity, & Title IX (EEO-TIX)
https://eeotix.usc.edu/

Fitness Centers
All USC students receive free membership when registered for classes. There are two rec centers at the University Park campus: the Lyon Center, which is at the corner of McClintock and W. 34th Street, and the USC Village Fitness Center, which is just north of campus in the USC Village.
https://recsports.usc.edu/

Kortschak Center for Learning and Creativity
The mission of the Kortschak Center for Learning and Creativity (KCLC) is to apply and engage in research and training to serve individuals with diverse learning needs and to empower students to reach their full academic and creative potential.
https://kortschakcenter.usc.edu/

La CASA
La CASA provides empowerment through cultural identity, leadership and social consciousness development, as well as community building for undergraduate and graduate students at USC. La CASA strives to educate the campus about Latinx issues and the ethnic diversity represented within the community by offering programs and services that focus on intersectionality.
https://lacasa.usc.edu/

LGBTQ+ Student Center
The LGBTQ+ Student Center is a cultural advocacy center that provides support, education, advocacy, and community for undergrad & grad students at USC. The LGBTQ+SC welcomes students from across the gender and sexual identity spectra and is dedicated to providing support & programming for all the intersectionality of identities within the university's diverse community.
https://lgbtrc.usc.edu/

***Los Angeles Times* Subscription**
As part of USC's sponsorship of the LA Times Festival of Books, all students, faculty and staff are eligible for a free one-year subscription to the LA Times.
https://my.usc.edu/los-angeles-times/

Mindful USC
Mindful USC is a service from the Provost's Office with a mission to empower the USC community to make positive change in the world by building a culture of mindfulness and compassion. It offers ongoing training, practice groups and special events throughout USC.
https://mindful.usc.edu/

New York Times **Subscription**
All USC students have access to the NYT provided by USC's Graduate and Undergraduate Student Government.
https://nytimesaccess.com/usc/

Office of Student Accessibility Services (OSAS)
The Office of Student Accessibility Services is responsible for ensuring equal access for students with disabilities in compliance with state and federal law. You may get more information and register for accommodations on their website.
https://osas.usc.edu/new-students/when-how-to-register/

Queer Graduate Alliance
The Queer Graduate Alliance provides a forum for LGBTQIA2S+ graduate students to gather for social and professional development events, with the goal of creating space for queer and allied graduate students to build an inclusive, socially engaged community.
https://lgbtrc.usc.edu/queer-graduate-alliance/

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

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

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

Religious and Spiritual Life
The University of Southern California's Office of Religious & Spiritual Life (ORSL) sponsors a variety of opportunities for exploring the spiritual dimensions of your life and learning. The ORSL sponsors campus programs with a moral, religious or spiritual focus. It also co-sponsors events with other university units and partners with student religious groups.
https://orsl.usc.edu/

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

Support and Intervention
USC Campus Support and Intervention is available to assist students with academic concerns; health and wellness needs; basic needs such as financial issues, legal aid, housing, and food insecurity; and crisis and

safety. Staff members can help connect you with the right resources for your needs.
https://campussupport.usc.edu/

Trans@USC
The LGBTQ+SC works closely with the Queer & Ally Student Assembly (QuASA) to sponsor several events, programs and services for transgender students. Together, they aim to continually educate the campus community about the transgender community and transgender identity development.
https://lgbtrc.usc.edu/trans/

Transgender Advocacy Group (TAG)
A place for trans USC students (and allies) to mingle, chill, and dismantle transphobia. TAG is a student-led organization centered around transgender USC students.
https://lgbtrc.usc.edu/tag/

Trojans Care for Trojans (TC4T)
An initiative within the Office of Campus Wellbeing and Crisis Intervention that empowers USC students, faculty and staff to take action when they are concerned about a fellow Trojan challenged with personal difficulties.
https://campussupport.usc.edu/trojans-care-4-trojans/

VOICE Peer Outreach Program
VOICE is a peer outreach program created by Relationship and Sexual Violence Prevention and Services to engage USC students in supporting survivors of trauma and preventing sexual and gender-based violence in their respective communities on campus.
https://studenthealth.usc.edu/voice-peer-outreach-and-advocacy/

Yoga USC
Yoga USC is the home base for all yoga-related activities at USC.
https://yoga.usc.edu/

APPENDIX XI: USEFUL LINKS

Academic Calendar   https://academics.usc.edu/calendar/

Annenberg Graphic Identity   https://annenberg.usc.edu/faculty-and-staff-resources/graphic-identity

Blackboard Help   https://studentblackboardhelp.usc.edu/

Citation Software   https://libraries.usc.edu/citation-management

Digital Lounge   http://www.annenbergdl.org/

FERPA Tutorial   https://ferpa.usc.edu/

Financial Aid   https://financialaid.usc.edu/

Graduate School   http://graduateschool.usc.edu/

Graduate Student Government   https://gsg.usc.edu/

MySHR   https://studenthealth.usc.edu/myshr/

Online Academic Student Information System (OASIS)   https://camel2.usc.edu/OASIS/

Office of International Services (OIS)   https://ois.usc.edu/

Public Transit (U-Pass)   https://transnet.usc.edu/index.php/student-u-pass/

Research Software   https://itservices.usc.edu/researchsoftware/

Statistical Software   https://itservices.usc.edu/stats/

SCampus   https://policy.usc.edu/scampus/

Schedule of Classes   https://classes.usc.edu/

Software   https://itservices.usc.edu/software/

STARS Report   https://arr.usc.edu/students/stars/

Student Affairs   https://studentaffairs.usc.edu/

Student Financial Services   https://sfs.usc.edu/

Student Judicial Affairs and Community Standards (SJACS)	https://sjacs.usc.edu/
TechOps	https://annenbergtechops.com/
Thesis Center	http://graduateschool.usc.edu/current-students/thesis-dissertation-submission/
Transportation Services	https://transnet.usc.edu/
USCard Services	https://mycard.usc.edu/
USC Catalogue	https://catalogue.usc.edu/
USC Faculty/Staff Directory	https://uscdirectory.usc.edu/web/directory/faculty-staff/
USC Housing	https://housing.usc.edu/
USC Libraries	https://libraries.usc.edu/
USC NetID	https://itservices.usc.edu/uscnetid/
Web Registration	https://webreg.usc.edu/Login
Zoom	https://usc.zoom.us

APPENDIX XII: 2022 – 2023 ACGSA OFFICERS

PRESIDENT
Chris Persaud // cpersaud@usc.edu
Organizes and directs meetings, proposes and administers the budget, organizes student office and makes desk assignments, acts as intermediary to the faculty along with the Faculty Rep.

VICE PRESIDENT & GSG REPRESENTATIVE
Juan Ortiz Freuler // ortizfre@usc.edu
Represents ACGSA to the GSG, records and reports minutes of meetings, assists the President.

TREASURER & FACULTY REPRESENTATIVE
Hamsini Sridharan // hamsinis@usc.edu
Manages ACGSA checking account, coordinates GSG funding, collects dues, handles disbursements. Attends faculty meetings and reports minutes to ACGSA, acts as intermediary to the faculty along with the President.

TECHNOLOGY REPRESENTATIVE
Herbert Chang // hochunhe@usc.edu
Acts as a liaison to Annenberg's tech support staff.

TA/RA REPRESENTATIVE
Jessica Hatrick // hatrick@usc.edu
Coordinates requests for teaching and research assignments each semester.

POST-QUALS REPRESENTATIVE
Soyun Ahn // soyunahn@usc.edu
Represents students who have passed qualifying exams/entered the dissertation stage.

INTERNATIONAL STUDENT ADVOCATE
Kyooeun Jang // kyooeunj@usc.edu
Works to prevent and solve specific challenges facing international students in graduate school. Point person for international students to contact with difficulties or concerns.

FIRST YEAR REPRESENTATIVE
Yvonne Gonzales // yvonne.gonzales@usc.edu
Represents the first year cohort.