

Arizona State University

**Walter Cronkite School
of Journalism and Mass Communication**

Doctoral Student
Handbook

2011- 2012

Table of Contents

Nature of the Degree Program.....	3
Admissions Procedures.....	3
Financial Aid.....	5
Advising.....	5
Registration.....	6
Plan of Study.....	6
Transfer Credit.....	7
Program Check Sheets.....	7
Degree Requirements.....	8
Elective Interdisciplinary Graduate Courses.....	9
Comprehensive Examinations.....	11
Admission to Candidacy: Oral Examination of Dissertation Prospectus.....	11
Annual Evaluations.....	12
Grade Point Requirements.....	12
Progress Deficiencies.....	12
Time Lines, Limitations and Graduation.....	13
Academic Integrity.....	13
Graduate Research Cronkite Faculty Links.....	13

Nature of the Degree Program

The Walter Cronkite School of Journalism and Mass Communications is a small student-centered, scholarly research-oriented Doctor of Philosophy (Ph.D.) degree in journalism and mass communication (JMC). It is based on the priorities of original research, faculty-student mentoring, and interdisciplinary studies. The program allows students to develop individual programs of study, utilizing specific methodology, as applied to topics in journalism and mass communication. The program is designed to meet the needs of students, whose records document the potential to pursue advanced research, in the traditional or new boundaries of the topics and media.

The research interests of the Cronkite faculty can be found at <http://cronkite.asu.edu/faculty/index.php>

Admissions

Admission to the Cronkite School's Ph.D. program is competitive. It is important that the applicant give significant care and attention to each element of the requirements making sure the application is complete and that it clearly reflects the student's interests. The student must match her/his research interests with those of the faculty. This requires applicants to carefully examine the faculty bios and vitae and identify faculty members who can serve as the student's mentor.

Students are encouraged to visit the campus. Such visits can include meeting faculty, touring Cronkite facilities, and the ASU campuses.

Students are admitted to the Cronkite School's program for the fall semester only. Applicants must apply to the Graduate College and meet its requirements before the Cronkite School can review any application. The application deadline is February 1 of each year. Graduate College applications are filed online at <http://asu.edu/gradapp>. The Graduate College requirements can be found at the Graduate College website: <http://www.asu.edu/graduate/admissions/>

To be considered for admission to ASU and the Cronkite School, students must have at least a 3.0 (on a 4.0 scale) grade-point average both in their graduate and last 60 semester hours or 90 quarter hours of undergraduate course work. Applicants should have official transcripts of all college-level work sent to:

Graduate College
Arizona State University
1120 S. Cady Mall
Interdisciplinary Building B-Wing, Room 170
P.O. Box 871003
Tempe, Arizona 85287-1003

Students entering the program *without* a master's degree in journalism or mass communication or a related field are required to complete an additional 15-hours of Cronkite graduate course

work including a 500-level research foundations course, and 9-hours of additional 500-level interdisciplinary courses.

All applicants are required to take the Graduate Records Exam (GRE). International Students must also take the Test of English as a Foreign Language (TOEFL). These must be taken and scores received by the February 1 application deadline.

Additional information on the Graduate College requirements can be found at: <http://www.asu.edu/graduate> and <http://asu.edu/graduate/international/index.html>.

The Cronkite School requires applicants to submit the following additional information:

1. A one or two-page personal statement indicating:
 - (a) areas of interest; and
 - (b) the faculty with whom the student would like to work
2. A resume focusing on academic and professional experience.
3. A writing sample. The personal statement may serve as a writing sample. However, in addition to the personal statement, applicants are encouraged to submit samples of published research, such as a conference paper, or refereed research article.
4. Official GRE and TOEFL scores, are sent electronically to the Graduate College, using the institutional code of 4007.
5. Three letters of recommendation, at least two of which reliably assess the likelihood of the student's success in a research-oriented Ph.D. program.

The Cronkite School's doctoral committee reviews completed applications on a rolling basis as they are completed and received. Faculty members identified by the student may also be asked to review individual applications. Incomplete applications or those submitted after the February 1 deadline may not be reviewed. Students can track the application process online, but will be notified of the admission decision no later than the end of March.

Students accepted into the program are encouraged to notify the Cronkite School of their intention to enroll by April 15.

Financial Aid

Each year the Cronkite School has a limited number of faculty adjunct positions that it offers to its Ph.D. applicants. These highly competitive awards are renewable each year for a maximum of three years. Applicants for these positions, with appropriate professional experience, will be asked to teach basic undergraduate skills courses.

These half-time positions include full tuition remission, an annual stipend, and individual health insurance.

Decisions regarding financial aid are made directly by the Dean's Office upon recommendation of the Ph.D. Admissions Committee

To be eligible for any financial assistance, a student must be enrolled in at least 9-credit non-audit hours of course work each semester. Additional information and applications for financial aid are found at <http://asu.edu/graduate/financial>

Advising

Yolanda Murphy is the Cronkite School's graduate student support specialist senior. She assists students with questions concerning the application process, enrollment, and deadlines. She provides advice on registration and related issues.

Ms. Murphy tracks each student's degree progress and frequently communicates with students regarding important dates, events, opportunities and deadlines. The Cronkite School's graduate student policies can be found in the Cronkite Ph.D., Student Handbook.

Contact Information:

Yolanda Murphy
Graduate Student Support Specialist Senior
CRONK 228
602-496-1796
Yolanda.murphy17@asu.edu

Office Hours:

Monday through Friday
9AM to noon and 1PM to 5PM

Craig Allen, Ph.D., is the director of the Cronkite School's Ph.D. program. He assigns the faculty mentor who serves as the student's advisor, works with the faculty mentor, students, and Ms. Murphy advising and tracking student progress.

Registration

Graduate students are expected to complete their studies and dissertation within three years. Students will normally register for nine to twelve semester hours, depending upon any specific financial aid assignments. The maximum number of hours allowed is twelve, including any audit courses in which a student may be officially enrolled.

The Graduate College requires students register for a minimum of one hour of graduate level credit, which appears on their Plan of Study, or in an appropriate graduate level course in the academic unit in which they are pursuing their degree. This requirement includes any semester or summer session in which written or oral examinations are scheduled. Doctoral students must complete the PhD degree no more than five years after successfully completing their comprehensive exams. The Graduate College allows doctoral students 10 years from the date of the first course taken to complete the degree.

Plan of Study

The student, in consultation with her/his adviser/mentor, will develop a Plan of Study (iPOS) that lists all of the courses the student will take as part of her/his degree program. The iPOS is then approved by the student's committee chair, the Ph.D. program committee and the Ph.D. director and forwarded to the Graduate College for final approval and filing. The Plan of Study will include the Cronkite School's required core courses, the outside methods, elective courses selected, and research/dissertation courses.

The student's committee will consist of: (1) a chair, who mentors and supervises the students programming planning. The chair is selected from among Cronkite faculty eligible to chair Ph.D. Committees: <http://cronkite.asu.edu/node/709>; (2) two representatives from the Cronkite faculty; and (3) at least one outside member from the student's interdisciplinary emphasis.

Students should work with their mentors during the first semester to develop an unofficial iPOS which must be submitted to the Cronkite School no later than the end of the second semester.

Students who have not filed an approved Plan of Study are not eligible for graduation. Changes in the Plan of Study may be made at any time using the Course Changes to the Graduate Plan of Study available online.

Students who do not file their iPOS by the end of their second semester will be notified by e-mail and an administrative hold will be placed on the student's record. The administrative hold will be removed once the student has filed an approved iPOS and the student will be able to register for classes.

Transfer Credit

Transfer credits are those accepted from another accredited institution for inclusion on an ASU Plan of Study. Official transcripts of any potential transfer credits are sent directly to the Graduate Admissions Office from the Office of the Registrar at the institution where the credit was earned.

Transfer credits may not exceed twelve (12) credit hours. Only graduate level courses with grades of “A” (4.00) or “B” (3.00) may be transferred. Transfer credits may not be applied toward the minimum degree requirements for an ASU degree if they have been counted toward the minimum requirements for a previously-awarded degree.

Typically graduate transfer credits are not awarded for: course work completed at institutions not accredited by a regional accrediting association; life/professional experience; courses taken at government agencies, corporations or industrial firms; workshops and seminars offered by postsecondary institutions; extension courses; work prior to the posting of a bachelor’s degree; all graduate courses taken prior to admission that are included on the POS must have been completed within three-years of the semester and year of admission to the Cronkite program.

Course work typically transferred includes work from an accredited institution where the student was officially enrolled, but did not complete degree requirements.

Requests for transfer credit will be evaluated by ASU and the Cronkite School’s admissions committee at the time of the application. See Graduate College Policies at: http://graduate.asu.edu/academic_policies.html

Program Check Sheets

The Cronkite School’s doctoral program check sheets outline required core, research and dissertation courses and provide a planning tool for students to use as they design their plans of study. Check sheets are available from the Cronkite School’s graduate office.

Degree Requirements

The doctoral degree is rooted in scholarly research founded upon substantial and sustained research and constitutes a significant contribution to new knowledge within the discipline. The Cronkite School’s Program has three parts: required courses, electives and research/dissertation. One of the key characteristics of the program is its interdisciplinary focus. Students complete at least 15 credit hours of coursework outside the Cronkite School in departments across ASU’s four campuses.

Required Core: 18-hours

- MCO 710 Research Methodology in Mass Communication
- MCO 711 Critical, Historical, & Legal Methods in Mass Communication
- MCO 712 Freedom of Expression Theory
- MCO 720 Mass Communication Theory
- MCO 722 Philosophy of Mass Communication
- MCO 755 Research Apprenticeship

Required Qualitative or Quantitative Methods Course: 3-hours
Course selected outside Cronkite School

Interdisciplinary Electives: 15-hours
Courses selected outside Cronkite School

Research and Dissertation 12-12-Hours
MCO 792 – Research
MCO 799 – Dissertation

Students who have not had an academic research class may be required to complete MCO 532 Foundations in Mass Communication Research.

Students admitted without a master's degree must complete an additional 15 hours of coursework: (MCO 503 Media Law; MCO 510, Media Research Methods; MCO 525 21st Century Media Organization & Entrepreneurship; MCO 530 History/Philosophy & Ethics; MCO 532 Foundations and Mass Communication Research); plus nine hours of interdisciplinary courses

Courses taken outside the Cronkite School typically focus on the individual's research interests. Courses may be selected from 500, 600, and 700 level classes.

At least one 3-credit elective course must be in quantitative or qualitative research methods. Some examples are:

Human Communications:

Com 504 Theories and Methods in Communications
Com 508 Quantitative Research Methods in Communication
Com 509 Qualitative Research Methods in Communication
Com 607 Contemporary Rhetorical Methods
Com 609 Advanced Quantitative Research Methods in Communication

History:

Hst 500 Research Methods
Hst 502 Public History Methodology
Hst 514 Historians of the United States
Hst 515 Studies in Historiography
Hst 532 Contemporary History

Justice Studies:

Jus 500 Quantitative Research Methods in Communication
Jus 509 Statistics
Jus 521 Qualitative Methods

Law:

Law 500/600 Research

Public Affairs:

Paf 600 Research Design and Methods
Paf 601 Policy Analysis and Evaluation

Comprehensive Examinations

Upon completion of 36 hours of course work (the core, outside methods, and electives) and prior to the submission of a dissertation prospectus, the student will be examined on material from course work included on his/her Plan of Study. The examination consists of both written and oral components and will be conducted by the student's supervisory committee and an outside member representative of the student's elective course focus. Students are required to register for at least one semester hour of credit that appears on the Plan of Study or one hour of other appropriate graduate-level credit during the semester or summer session in which they take their written and oral comprehensive examinations. No research (MCO 792) or dissertation hours (MCO 799) may be taken prior to passing these exams.

The comprehensive exams are spread over a period of several days. The written exam is taken first and the defense is scheduled following the written examination.

Students orally defend their comprehensive exams to their supervisory committee. A majority of the votes cast by the members of the supervisory committee is necessary to "pass." The examinations are graded "Pass with Distinction," "Pass," or "Fail." Failure on comprehensive examinations will be considered final unless the examination committee, the graduate director, and the dean of the school approve reexamination. Failure leads to expulsion from the program. The decision of this committee is forwarded to the Graduate College.

Admission to Candidacy: Oral Examination of the Dissertation Prospectus

“Admission to Candidacy” occurs after the student has passed both the written and oral portions of the comprehensive examinations, and the student’s supervisory/dissertation committee has formally approved the student’s dissertation prospectus.

The prospectus is a working document describing and justifying the intended dissertation topic and methodology. Typically the prospectus includes:

- (1) a detailed literature review;
- (2) a discussion of the information resources (where data will be found, how they will be collected, where the study will be conducted, and any underwriting/finances involved);
- (3) a timeline for completion; and
- (4) any additional information requested by the committee.

An approved prospectus launches the student into her/his dissertation stage and should serve as chapter one and/or the introduction to the dissertation.

Once the prospectus has been approved, the student may apply to the Graduate College for admission to candidacy. Prior to admission to candidacy, it is expected that the student will have completed a mixture of academic experiences. Following the semester in which the student is admitted to candidacy, the student must enroll for a minimum of 12 hours of MCO 792 Research, MCO 799, Dissertation, or a combination of both in sequential semesters.

Referred to as ABD (All But Dissertation), this admission to candidacy represents a critical point in the student’s progress. It is the time when the student, under the supervision of his/her dissertation mentor/chair, begins independent research. Continuous enrollment and research progress are carefully monitored and essential to completion. Clear progressive milestones (selecting and advisor, establishing a committee, filing the Plan of Study, successfully completing the comprehensive exams, completing the dissertation prospectus and defending the dissertation) must be scheduled by the student, in conjunction with his/her mentor, in order to meet dissertation and graduation guidelines.

Annual Evaluations

Each year the graduate doctoral committee meets formally to discuss each student’s progress. The committee will make recommendations regarding continuation, probation, or termination of the student from the program. Those evaluations are based on grades, progress on the plan of study, and a written evaluation from the student’s advisor/mentor.

If students fail to adhere to the requirements they may be put on probation or removed from the program by the Graduate College.

Grade Point Requirements:

The Graduate College and the Cronkite School require students to make satisfactory progress during the time they are enrolled in a graduate program. This includes maintaining a minimum 3.0 cumulative Grade Point Average (GPA) overall and in courses included on the Plan of Study. If a student's GPA falls below 3.0, the student will be notified and placed on probation. If the student's GPA is not raised to at least a 3.0 by the end of the next semester (excluding summer), a recommendation will be made to the Graduate College to remove the student from the Ph.D. program.

Deficiencies:

Deficiencies are generally related to timelines. Students should:

- (1) Request the appointment of a mentor/advisor and form a supervisory committee by the end of the first year and/or before they have earned 18 hours of core credit.
- (2) Finish their doctoral course work within two years.
- (3) Take their comprehensive examinations immediately following the completion of their course work.
- (4) Complete the dissertation prospectus defense immediately following completion of the comprehensive examination.
- (5) Report significant progress on the dissertation and defend the dissertation within one year of defending the proposal prospectus

Students requiring more flexibility in this schedule must be consistently in touch with their advisor/mentor and the doctoral program director. Deviation from this schedule requires documentation and extenuating circumstances and may result in probation or termination from the program.

Appeals:

Students who wish to appeal a decision must do so in writing to the dean within 10 business days of being notified by the school that a recommendation has been made to the Graduate College to remove them from the program. The Dean's decision regarding appeals is final.

Timelines, Limitations and Graduation:

The Graduate College calendar is found on the Graduate School website. It lists deadlines for applying for graduation, submission of the dissertation to the Graduate College, and the last date to hold an oral dissertation defense. A critical deadline is that for the comprehensive examination for admission to candidacy. A student must have on file a completed and signed Plan of Study and comprehensive exam application no later than the last day of classes of the semester prior to the one in which the student intends to take the exam.

The Cronkite School timeline is based on a three year program. In the student's first year, core

courses set out the theoretical and methodological foundations. In the second year, students complete interdisciplinary course work and work with their mentor on research style apprenticeships that culminate in a publication. The third, year is dedicated to research and the dissertation.

Academic Integrity:

The highest standards of academic integrity is expected of all students. The failure of any student to meet Graduate College or Walter Cronkite School Standards may result in expulsion. Violations of academic integrity result in grades of “XE”. Infractions include, but are not limited to the following: cheating, fabrication, tampering, plagiarism, and/or facilitating such activities. The University policy can be found at:

http://www.asu.edu/studentaffairs/studentlife/judicial/academic_integrity.htm

The Cronkite School policy can be found at: <http://cronkite.asu.edu/about/academicInteg.php>

Graduate Ph.D. Faculty in the Cronkite Program

*[Craig M. Allen](#) Associate Professor, International mass media, Mexican-American Media, History, and politics.

*[Marianne Barrett](#) Associate Professor, Solheim Professor and Senior Associate Dean; Media Management, Economics and Policy.

*[Sharon Bramlett-Solomon](#) Associate Professor; Race, Gender & Media.

[Serena Carpenter](#) Assistant Professor, Online Journalism, News Quality, Media Sociology.

*[John E. Craft](#) Professor, Public Television, Broadcast Management, History.

*[Mary-Lou Galician](#) Associate Professor, Critical Analysis, Sex and the Media, Good News and Bad News.

[Dawn Gilpin](#) Assistant Professor, Organizational Interactions, Media and Public Policy, Dynamics of Knowledge and Power.

*[Donald G. Godfrey](#) Professor, Broadcast History, Biography, Canadian Media, Documentary, and Document Preservation.

*[Fran R. Matera](#) Associate Professor, Hispanic Audiences, Public Relations.

*[Dennis E. Russell](#) Associate Professor, Law, Media Issues in Popular Culture, Film and Literary Analysis.

*[Joseph Russomanno](#) Associate Professor, First Amendment Law, Broadcast Journalism.

*[B. William Silcock](#) Associate Professor, Documentary, Newsroom Culture, Ethics,

[Leslie-Jean Thornton](#) Assistant Professor, Digital Divides, Newspaper.

*[Xu Wu](#) Associate Professor, International Public Relations, Public Diplomacy, and Political Communication.

*Denotes faculty cleared to “Chair” a student’s Ph.D. Committee.