

Graduate PROGRAM

HANDBOOK

**MA and PhD in Communication Programs
School of Journalism and Communication
Carleton University**

2018-2019

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Frequently Used Acronyms

SJC – School of Journalism & Communication

FPA – Faculty of Public Affairs

FGPA – Faculty of Graduate & Postdoctoral Affairs

GSA – Graduate Student Association

CGC – Communication Graduate Caucus

SSHRC – Social Sciences and Humanities Research Council

OGS – Ontario Graduate Scholarship

CGS – Canada Graduate Scholarships – Master’s Program

CIHR – Canadian Institutes of Health Research

ABD – all but defended

GPA – Grade Point Average

ETD – electronic thesis deposit

WBC – Writing Boot Camp

Welcome Graduate Students!

On behalf of all faculty and staff, please accept my warmest congratulations on your admission to our MA and PhD programs in Communication. We are proud to provide you with an engaged, dynamic, and intellectually stimulating environment in which to pursue the outstanding research we know you are capable of achieving.

Our professors are recognized experts in their respective areas of scholarship, and we continue to attract excellent graduate students from across Canada and around the world. Many of our alum now hold academic positions at leading universities, and others are leaders in their fields of professional activity. As a student in our program, you have joined a distinguished network and we are confident you will benefit from your membership in it.

We host several exciting events throughout the year and encourage you to be an active departmental citizen. This year is particularly special as we are celebrating the 40th anniversary of our Communication program. The annual **Attallah Lecture**, our highest profile event of the year, will be held on Thursday, September 13th and will be delivered by Dr. Will Straw of McGill University. The very next day we host a **40th Anniversary Symposium** that will convene a number of critical conversations relating to histories, theories, archaeologies and archives in communication and media. Dr. Shannon Mattern of The New School University in New York will deliver the symposium keynote address, and you are all welcome to join us for a reception afterward. One of the major highlights of the year is the annual **Communication Graduate Caucus (CGC) Conference**, which is held in March during the Faculty of Public Affairs Research Month. In the winter term (January-May 2018) we will be hosting Dr. Petr Szczepanik as our annual **Visiting Professor in Communication** and Media Studies. Dr. Szczepanik is a leading international media industries scholar. He joins us from Charles University in the Czech Republic, where he is Professor in the Department of Film Studies. Dr. Szczepanik will be teaching a fascinating 'critical media industries' seminar on production cultures that you should all consider when making your course selections for the winter term. Finally, we look forward to seeing all of you at our numerous departmental seminars and colloquia, in which you will have opportunities to meet visiting scholars and communications professionals, adjunct faculty, alumni and others.

I look forward to meeting all of you and learning more about your research and other scholarly interests and pursuits. We are thrilled you have chosen to study with us and are excited to be part of your experience as graduate students.

Josh Greenberg, PhD
Professor and Director
School of Journalism and Communication

Welcome from the Graduate Supervisor

It is my pleasure to welcome you to the MA and PhD programs in Communication in the School of Journalism and Communication at Carleton. We are very pleased that you selected our program and we look forward to welcoming you as members of our community.

Graduate school is usually a bit overwhelming at first, but we try to make it a stimulating and rewarding experience. This handbook is one small part of that work. Please read it! In it you will find a road map, guidance, and some answers to common questions that will recur over the course of your time here. It is long, dry, onerous, but useful. You will, of course, have other questions and issues that are not covered here. Come find me and I will be happy to discuss them with you. As well, your faculty mentor and your colleagues in the Communication Graduate Caucus are always happy to help. Please feel free to contact Melanie Leblanc, our Graduate Administrator, who will ably provide you with additional support.

We have a fantastic group of graduate students, faculty and staff in our program and we are pleased you decided to become a part of that. Welcome.

Chris Russill
Graduate Supervisor
Communication & Media Studies
School of Journalism and Communication



Welcome to the Graduate program in Communication at Carleton University! To help you navigate your way through your respective program, we have put together the following handbook. If, in the course of using it, you find there is additional information that would be helpful, please let us know for future editions.

Melanie Leblanc
Graduate Administrator & Administrative Assistant to the Program Head (COMS)

Welcome from the CGC

On behalf of the Communication Graduate Caucus (CGC), welcome to our graduate program. The CGC is an elected student-run council representing Communication graduate students both within and outside of our faculty. As a Communication graduate student, you are automatically a member of the CGC. The CGC organizes a number of workshops, speaker series, professional development opportunities, and social events throughout the year. Our biggest event is our annual graduate conference, which is now in its thirteenth year! This conference features the work of you, our graduate students, as well as graduate students from across the country. There are a number of ways to get involved with the CGC, so come out to our first meeting where you can find out more and stay connected with us over social media (Twitter: CGC_Carleton; Facebook group: Carletoncgc). Please do not hesitate to get in touch if you have any questions about the CGC or the program more broadly.

Nasreen Rajani
CGC President 2018-19

Student Registration Information

Funding

Only full-time students are eligible for funding. Full-time students may receive funding in the following ways: teaching or research assistantships, departmental scholarships that include faculty nominated external and endowed awards, as well as FGPA scholarships (Domestic Entrance (DES), International Entrance (IES), Domestic Tuition (DTS), International Tuition (ITS)).

At the MA level, teaching assistantships are renewable for four terms (over five consecutive terms). Departmental scholarships may be given for the first year and second year. FGPA scholarships vary; please check with the Faculty of Graduate and Postdoctoral Affairs for more information.

At the PhD level, teaching assistantships are renewable for up to ten terms over five consecutive calendar years. Departmental scholarships are renewable for the first three years, with a possible fourth year, but no scholarship is available in the fifth year. FGPA scholarships vary; please check with the Faculty of Graduate and Postdoctoral Affairs for more information.

Continuation of funding from year to year is dependent upon satisfactory academic performance.

Please pay attention to the important deadlines included with the funding offer, either initially or as a renewal.

Important:

Graduate students must be registered full-time to be eligible to receive payment for:

- Departmental scholarships
- FGPA scholarships
- External scholarships (SSHRC, OGS, CGS)
- External scholarships administered by FGPA
- Teaching or Research Assistantships

Students are not eligible to receive payments if they:

- Withdraw completely from their graduate program
- Change to part-time status
- Are granted a leave of absence from their program

In the case of backdated withdrawals, students may have to refund scholarship payments already received.

External Awards

Workshops hosted by FGPA and Communication are offered in the fall for the following external awards.

OGS – Ontario Graduate Scholarship

SSHRC – Social Sciences and Humanities Research Council

CIHR – Canadian Institutes of Health Research

Please note the **deadline** dates below are for funding. **Please check the online version of this handbook for updated timelines for future academic years.**

Competition	Due to Department	Other
OGS	15-Nov-18	Reference letters only 01-Dec-18
SSHRC PhD	12-Oct-18	
SSHRC MA	n/a	01-Dec-18 Submit online
CIHR PhD	n/a	01-Oct-18 Submit online
CIHR MA	n/a	01-Dec-18 Submit online

Endowed Awards

Endowed awards are financial awards and are provided by an individual or organization to Carleton. They are administered by Carleton with deadlines in either the fall or winter and are awarded based on academic merit, financial need and/or specific research areas. The Graduate Supervisor will seek nominations from faculty members who recommend students to the departmental selection committee. These nominations are sent to the Dean of the Faculty of Graduate and Postdoctoral Affairs. The department provides all supporting documentation. Normally, an application from a student is not required. Detailed information on these awards can be found here in the 'Awards Database':

<http://gradstudents.carleton.ca/awards-and-funding/internal-awards/>

Endowed Awards:

Agnes M. Ireland Bursary

Alfred and Isabel Bader Student Travel Awards

Arnold Smith Royal Commonwealth Society Scholarship

Board of Governors' Graduate Student Bursaries

Canada-China Friendship Award

Canada-China Friendship Award for Ontario Students

Carl Amberg Fund for International Students

CATWAO Bursary

CUASA Scholarship

David & Rachel Epstein Foundation Scholarships

David & Rebecca Zelikotiz Scholarships

Dr. Thomas Betz Memorial Award

Fred Barkley Special Bursary

Gordon Robertson National Inuit Scholarship

Graduate Award for Ontario Students for Research in Dementia
Graduate Award for Research in Dementia
Hamlin Graduate Bursary
Hamlin Graduate Fellowship
Harbans Kaur Shoker Bursary
Indira Ghandi Memorial Fellowship
International Bridge Builder Scholarship
IODE Lord Dundonald Giselle Lazure Memorial Award
Irene Ethel Cockburn Bursary
J. James Mackie Endowment for Graduate Scholarships in Humans & Technology
John Lyndhurst Kingston Memorial Scholarship
Kashmir Kaur Shoker Bursary
Martin Bergmann Memorial Award for Research in the Arctic
Maureen Anne and Guljee Ismaily Scholarship
Natalie Luckyj Scholarship Fund to Support the Study of Women in Canadian Art & Culture
New Sun Graduate Bursaries
Pat Finn Graduate Scholarships
Word Warrior Society Bursary
Wylda Blanche McDermid Holbein Memorial Scholarship

Endowed Awards for Winter:

Bill McWhinney Memorial Scholarship for International Development & Journalism
Robert McKeown Doctoral Scholarship in Communication
Rogers Communications Award in Mass Communication

Graduate Student Travel / Research Bursary

FGPA provides modest funds to students in financial need who require assistance to conduct or present their research. The fund may cover a portion of the cost related to attend a scholarly conference at which the graduate student is presenting a paper. Approval is dependent on the availability of funds and is considered on a case-by-case and first-come-first served basis. Students are restricted to one application and one conference per academic year (September to August). In order to be eligible, students must be registered as full-time students in the term of their travel. Students in an extension term are not eligible for this funding.

Information on application requirements can be found here:

<https://gradstudents.carleton.ca/awards-and-funding/internal-awards/>

Please apply online through Carleton Central. Look under “Awards & Financial Assistance”. Then, select “Graduate Online Application Forms”.

Communication Studies Graduate Student Research Support Fund

This fund provides financial support for graduate student research in Communication. It responds to a need identified by the program that there are insufficient sources of financial support at Carleton for research travel and expenses incurred by students in pursuing their thesis and dissertation research.

Purpose:

Awards will only be provided to support thesis or dissertation research, and preference will be given to requests for travel assistance. These funds cannot be used to support conference travel or other expenses relating to research communication and dissemination. The core purpose is to support the actual conduct of research.

Eligibility:

Students in the MA program must have completed all of their coursework and be registered for the thesis option.

PhD students must have attained ABD status by the time that the funds are released.

Application Requirements:

- Applicants are required to submit a detailed budget (actual amounts, not loose estimates), provide evidence that they have exhausted all other possible sources of potential funding, and offer a detailed research plan for how the funds will be spent.
- The application must also include a signed letter from the student's supervisor outlining the importance of the research and explaining the necessity of the award to assist in its completion.
- Applicants who are awarded a research grant will be required to submit an expense report within thirty (30) days of the completion of the use of the funds, outlining precisely how the money has been spent. Eligible receipts and documentation (e.g. boarding passes, bus or taxi receipts, etc.) must be included.
- Students may use the funds to support approved research expenses incurred until April 30 of the following year.
- Students will not be eligible to receive funding from this award more than once, although they can apply as many times as they wish.

Deadline:

Complete application packages should be submitted to the Graduate Administrator, to the attention of the Graduate Awards Committee, with a deadline to be determined.

Adjudication:

The Graduate Awards Committee will adjudicate the process and decisions will be announced in a timely manner.

Student Status

Full- or part-time status is established at the time of admission to a program. Graduate students admitted and registered as full-time students will be required to continue in and complete their program as full-time students, and will be assessed full-time fees for the duration of their program. Graduate students admitted and registered as part-time students will be required to continue and complete their program as part-time students, and will be assessed part-time fees for the duration of their program.

A part-time graduate student will not register in more than 1.25 credits per term, including audit courses.

Students who are unsure of their status should contact the Graduate Administrator or the office of Graduate and Postdoctoral Affairs for assistance at (613) 520-2525.

Change of Status from Full-Time to Part-Time

Students who have valid reasons for changing status from full-time to part-time prior to registration for a term may apply for permission by:

- Contacting the Dean of the Faculty of Graduate and Postdoctoral Affairs stating the reason(s) for seeking exemption from the full-time registration requirements in Section 7.9 of the Graduate Calendar, and by completing the Academic Change Form accompanied by a statement from the departmental graduate supervisor - and the thesis supervisor, if applicable – in support of their request.

It is understood that such a status change will be granted only in exceptional cases (e.g., for medical reasons). Exemptions are normally granted for a term.

https://gradstudents.carleton.ca/wp-content/uploads/Academic_Registration-Change_Form.pdf

Continuous Registration

Loss of Status

Any student who remains unregistered in his/her degree program for three terms (twelve months) will lose his/her graduate status.

Continuous Registration in Thesis or Research Essay

Any student (full-time or part-time), after initial registration in a thesis or research essay, must maintain this registration in all successive terms (including the term in which the student is examined) until his/her thesis, research essay is completed. Completion means submission of a final grade to the Faculty of Graduate and Postdoctoral Affairs after modifications/revisions. Students should note that faculty approval to register in the thesis or research essay is given on the understanding that the student will be in regular contact with his/her supervisor, and that the thesis research will be actively pursued in each term of registration.

Supervisor – Student Relationship (See pages 24-25)

Electronic Thesis Deposit

In the case of a thesis, registration must be maintained until your final approved copy is uploaded electronically through Carleton Central. Should the final copy not be uploaded by 4:00 p.m. of the last day for late registration in a given term, the student will be required to register for that term. If deposit follows very shortly thereafter, you may be able to apply for a partial refund of fees.

All thesis forms and policies, including templates and formatting guidelines can be found here:

<http://gradstudents.carleton.ca/thesis-requirements/>

Reinstatement

Students whose files have been closed as a result of failure to observe continuous registration requirements or who have lost their status for non-registration must apply for reinstatement if they wish to continue their studies. This is done by contacting the Communication Graduate Administrator to discuss gaining the approval of the department and by completing the '**Academic Change Form**'. Contact FGPA for information on the fees incurred with this request.

Exemption from Registration

Students who have valid reasons for not registering for a term may apply for permission to remain unregistered by:

- Contacting the Dean of the Faculty of Graduate and Postdoctoral Affairs by completing the '**Academic Change Form**'.

https://gradstudents.carleton.ca/wp-content/uploads/Academic_Registration-Change-Form.pdf

- Students who are not registered should not be on campus for the term, and should not use any University facilities (that is, library, laboratories, computer centre, etc.), or receive any supervision, including supervision through correspondence.
- Students applying for maternity/parental leave will not be registered, nor will they be required to pay fees for this period. They will not be eligible to receive awards administered by Carleton University during the leave. In the case of other awards, the regulations of the particular granting agency will apply. The time limit for completion of the program will be extended by the duration of the leave taken. Please contact Melanie Leblanc (graduate administrator) for more information.

Administrative charge per term for leave of absence

It is understood that an exemption from registration will be granted only by the Faculty of Graduate & Postdoctoral Affairs in exceptional cases (for example medical or other special reasons).

Exemptions are normally granted for one term, but in extraordinary circumstances an exemption may be granted for a longer period.

When exemption from registration for a term or terms has been approved by the Dean of the Faculty of Graduate and Postdoctoral Affairs, this period will be exempt from the overall time limit allowed for completion of the program.

For Exemption from Time Limit procedure/forms, please visit:

<http://gradstudents.carleton.ca/forms-policies/#Academic-Forms>

Graduation

Students must apply to graduate on Carleton Central, <http://central.carleton.ca/>, under 'Student Online Applications' by the following deadlines:

- September 1 (for Fall graduation)
- December 1 (for Winter graduation)
- April 1 (for Spring graduation)

Students graduating in Winter have the option of participating in Spring convocation. Please see Melanie Leblanc, the Graduate Administrator, for more information.

Academic Accommodations for Students with Disabilities

If you have a disability requiring academic accommodations, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation.

Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and its survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit:

<https://carleton.ca/sexual-violence-support/>

Master of Arts in Communication

Program Requirements

Masters students must successfully complete the equivalent of 5.0 credits. This can be done by following a thesis, research essay, or course-only program. All MA students are admitted into the thesis program as a default. If a student should decide to follow the research essay or course-only program, they should contact the Graduate Administrator to make sure the change in their program is added. This is issued automatically upon request. The specific requirements for the MA are as follows:

1. **COMS 5101** Foundations of Communication Studies (1.0 credit)
2. **COMS 5605** Approaches to Communication Research (0.5 credit)
3. MA thesis (2.0 credits) and 1.5 credits from the list of optional courses below,
 - or** a Research Essay (1.0 credit) and 2.5 credits chosen from the list of optional courses;
 - or** Coursework program and 3.5 credits chosen from the list of optional courses
4. Optional Courses - COMS 5200, 5202, 5203, 5206, 5207, 5208, 5212, 5214, 5218, 5219, 5220, 5221, 5222, 5223, 5224, 5225, 5509, 5808
 - **Note:** In very exceptional circumstances, students in the M.A. program are permitted to take one directed studies course with permission of the graduate supervisor, COMS 5808 (0.5 credit). Students may take one optional course (0.5 credit) outside the program, with permission of the graduate supervisor.

Academic Standing

A standing of B- or better must be obtained in each credit counted towards the master's degree.

MA Specializations

***Please consult with the Graduate Supervisor and see the Graduate Administrator to add this to your program.**

MA Communication with Specialization in African Studies

Research Essay option (5.0 credits)

1. 0.5 credit in:
AFRI 5000 [0.5] African Studies as a Discipline: Historical and Current Perspectives
2. 0.0 credit in:
AFRI 5800 [0.0] Scholarly Preparation in African Studies
3. 1.0 credit in:
COMS 5101 [1.0] Foundations of Communication Studies
4. 0.5 credit in:
COMS 5605 [0.5] Approaches to Communication Research
5. 1.0 credit in:
COMS 5908 [1.0] Research Essay
6. 2.0 credits from the list of optional COMS courses

Thesis option [5.0 credits]

1. 0.5 credit in:
AFRI 5000 [0.5] African Studies as a Discipline: Historical and Current Perspectives
2. 0.0 credit in:
AFRI 5800 [0.0] Scholarly Preparation in African Studies
3. 1.0 credit in:
COMS 5101 [1.0] Foundations of Communication Studies
4. 0.5 credit in:
COMS 5605 [0.5] Approaches to Communication Research
5. 2.0 credits in:
COMS 5909 [2.0] MA Thesis
6. 1.0 credits from the list of optional COMS courses

MA Communication with Specialization in Data Science

Coursework Option [5.0 credits]

1. 0.5 credit in:
DATA 5000 [0.5] Data Science Seminar
2. 1.0 credit in:
COMS 5101 [1.0] Foundations of Communication Studies
3. 0.5 credit in:
COMS 5605 [0.5] Approaches to Communication Research
4. 0.5 credit in:
COMS 5225 [0.5] Critical Data Studies
5. 0.5 credit from:
COMS 5203 [0.5] Communication, Technology, Society
COMS 5221 [0.5] Science and the Making of Knowledge
COMS 5224 [0.5] Internet, Infrastructure, Materialities
6. 2.0 credits from the list of optional COMS courses

Research Essay Option [5.0 credits]

1. 0.5 credit in:
DATA 5000 [0.5] Data Science Seminar
2. 1.0 credit in:
COMS 5101 [1.0] Foundations of Communication Studies
3. 0.5 credit in:
COMS 5605 [0.5] Approaches to Communication Research
4. 0.5 credit in:
COMS 5225 [0.5] Critical Data Studies
5. 1.0 credit in:
COMS 5908 [1.0] Research Essay
6. 1.5 credit from the list of optional COMS courses

Thesis Option [5.0 credits]

1. 0.5 credit:
DATA 5000 [0.5] Data Science Seminar
2. 1.0 credit in:
COMS 5101 [1.0] Foundations of Communication Studies
3. 0.5 credit in:
COMS 5605 [0.5] Approaches to Communication Research
4. 0.5 credit in:
COMS 5225 [0.5] Critical Data Studies
5. 2.0 credits in:
COMS 5909 [2.0] MA Thesis
6. 0.5 credit from the list of optional COMS courses

MA Overview – Coursework, Research Essay or Thesis

There are three routes to the MA degree in Communication: thesis, research essay, coursework. All routes have equal value; however, this section will focus on providing guidelines meant to help you decide which route to take, how to decide which topic to pursue, and how to write a successful Research Essay or Thesis.

The key difference between the thesis route and the research essay route is the balance between course work and independent research. The thesis option presents more opportunities for guided research on a larger project. The research essay option allows you to combine more breadth in your course work with a smaller-sized research project.

The coursework option maximizes your contact with a wide range of faculty members and communication topics. It can typically be completed more quickly than the independent-research based options. It is not MA-lite! You will write a number of papers and work on a number of projects, just within the context of classes. You do not have a supervisor if you pursue this option. The coursework option does not preclude you from pursuing a PhD in the future. However, it is typically an option pursued by students intending to enter or return to the non-academic work environment.

MA Research Essay & Thesis Overview

The following table presents an overview of the two options. The choice between the two routes depends on many factors, and you should consult with your supervisor and or the Graduate Supervisor of Communication.

	Research Essay	Thesis
Credits	1.0 (equivalent to two graduate courses)	2.0 (equivalent to four graduate courses)
Length (pages)	50 – 60	90 - 110
Duration of the Research Essay/Thesis project	Depends on project and commitment, on average: four to eight months of full time work	Depends on project and commitment, on average: eight months of full time work
Supervision & Committee membership	Supervisor, second reader (will mostly be involved in the evaluation of the essay)	Supervisor, second reader (usually involved in research process)
Supervision Process	Regular consultations with supervisor	Regular consultations with supervisor and other committee members (as appropriate)
Expectations	Should represent a strong understanding and original interpretation of the field(s) studied	Should represent a distinct and original contribution to the field, based on primary

		research
Evaluation	Mark assigned by supervisor and second reader (letter grades)	Thesis is defended & discussed with the committee; mark (pass, distinction, or fail) assigned by committee
	Research Essay	Thesis
Benefits you can derive	<ul style="list-style-type: none"> • A research project that may be converted into a publishable article 	<ul style="list-style-type: none"> • A substantive and complex research project • A summary of parts of the project may be converted into a publishable article
This option is very suitable if you	<ul style="list-style-type: none"> • Have a wide range of interests you want to develop during course work • Hope to proceed quickly to a PhD program where you will pursue a more substantive research project • Are a part-time student and want to pursue projects that don't overwhelm your schedule 	<ul style="list-style-type: none"> • Are drawn to a particular project you want to pursue in depth • Want to hone your methodological skills in a larger project • Want to use the Thesis as a preparation or testing ground for PhD studies • Want to use the Thesis as a 'capstone' before switching to a line of work that doesn't involve larger projects

MA Research Essay Deposit

The MA research essay should have a minimum of 50-60 pages.

Template for MRE title page – See Appendix IV, page 43.

License to Carleton University- See Appendix V, page 44.

Once the MRE is graded and returned to the student, any outstanding corrections outlined by the supervisor and second reader must be made. It is the student's responsibility to have one unbound copy of the MRE (including title page and license) delivered to the department.

Deposit the completed MRE with the Graduate Administrator by April 30. The MRE will be added to the Reader's Digest Resource Centre catalogue.

MA Thesis Requirements

The MA thesis should have a minimum of 90-110 pages. Guidelines for the preparation of graduate theses and information on the procedures for examination of graduate theses are available here and at

<http://gradstudents.carleton.ca/thesis-requirements/>

MA Thesis Examination Process

Pre-Defence

- **Please note you should plan your thesis date according to the two-week wait period required by FGPA from the time the notice is sent to FGPA and when the defence can take place. For example, if your thesis is uploaded on Friday, January 9 the earliest you could defend your thesis is Friday, January 23. Please plan accordingly.**
- The student and supervisor advise the Graduate Administrator that a thesis examination is being planned.
- The supervisor and the second reader confirm via e-mail with the Graduate Supervisor that the thesis is ready to defend.
- The student's supervisor coordinates a board comprised of the supervisor, the second reader, external examiner (i.e. outside our department) and Chair.
- The Graduate Administrator is notified of the date, time and board composition and authorizes the upload of the thesis examination copy.
- The student logs into Carleton Central to complete licenses and agreements, including the Academic Integrity Statement; fills in thesis details including title and abstract; uploads examination copy of the thesis.
- The thesis supervisor logs into Carleton Central to review the uploaded content, and completes the 'Thesis Supervision Defence Authorization Form'.
- The Communication Director (Program head, Director or Associate Director of the School) consults the examination committee to determine whether the defence should proceed. If the committee raises objections, the Communication Director meets with the student to determine whether the student wishes to proceed. The Communication Director completes the 'Departmental Chair – Defence Authorization Form' on Carleton Central.
- Student provides electronic or hard copies of the thesis for the thesis examination committee, depending on their preference. The Graduate Administrator will distribute copies.
- A thesis examination notice is posted in the department and distributed to members of the examination board.

Defence

- The defence takes place on the appointed day and is graded:

- ❖ **Accepted as is** (in which case you proceed to the instructions for electronic deposit);
- ❖ **Accepted with minor revisions** (in which case you make those revisions, they are approved by your supervisor, and then you deposit electronically);
- ❖ **Accepted with major revisions** (in which case the entire defence committee must approve the revisions and once they do, you proceed to electronic deposit); or
- ❖ Fail (don't worry about this one!).
- The Chair of the defence completes the "Exam Report Outcome Form" in Carleton Central. The Chair submits the paper Exam report to the Graduate Administrator. The student and the supervisor can review the exam report in Carleton Central.

Post-Defence

- The student completes revisions, if any, and has the revised copy of the thesis approved by the supervisor. The student will upload the approved final thesis in PDF/A format and click on "Finalize Submission". Instructions on how to convert the document to PDF/A format is available here:
<http://gradstudents.carleton.ca/thesis-requirements/pdfa-formatting/>

Approvals:

- Once the electronic thesis has been uploaded, the supervisor will be notified to approve the final copy of the uploaded thesis. If more revisions are required, the student will be notified by email and required to upload the revised copy.
- Once approved by the supervisor, the thesis will be sent to FGPA for final approval. Once approved by FGPA, the student will receive an email. FGPA will send a copy of the thesis to MacOdrum Library. The thesis will then be added to the ProQuest database and be publicly available.

Please note: A thesis deposit cannot be considered complete until it is authorized by your thesis supervisor. It is best to keep in contact with your supervisor to ensure he/she has sufficient time to review and approve your uploaded copy in order to meet the thesis deposit deadlines for registration and Convocation.

Once you have graduated, FGPA will send your thesis to the National Library and Archives.

The complete electronic thesis deposit (ETD) procedure can be found here:
<http://gradstudents.carleton.ca/thesis-requirements/electronic/>

Important Milestones for Masters Students

Normal progress and deadlines over course of full time MA

Note: Students are responsible for knowing and following regulations in the Carleton Graduate Calendar.

MA	Coursework	Research Essay	Thesis
Year 1			
Fall term	COMS 5101, 5605 and one optional COMS 5xxx course	COMS 5101, 5605 and one optional COMS 5xxx course	COMS 5101, 5605 and one optional COMS 5xxx course
Winter term	Continue coursework. Advise Grad Supervisor & Grad Administrator of your program choice.	Continue with coursework. Arrange formal meeting with a supervisor about proposed research. Complete the MA Supervisor Authorization form and submit to the Grad Administrator.	Continue with coursework. Arrange formal meeting with a supervisor about proposed research. Complete the MA Supervisor Authorization form and submit to the Grad Administrator.
Summer term	Make an appointment to meet with the Grad Supervisor to review 1 st year.	Make an appointment to meet with the Grad Supervisor to review 1 st year.	Make an appointment to meet with the Grad Supervisor to review 1 st year.
Year 2			
Fall term	Continue coursework.	Complete coursework if necessary. Second formal meeting with supervisor, submit research essay outline.	Second formal meeting with supervisor, submit thesis outline.
January	Continue coursework.	Third formal meeting with supervisor. Full draft of research essay for review recommended.	Third formal meeting with supervisor. Full draft of thesis for review recommended.
Feb-March		Meetings with supervisor for revisions. Deadline to submit	Meetings with supervisor for revisions and thesis examination date.

		is last day of classes.	
April	Apply to graduate by April 1 st .	Apply to graduate by April 1 st . Deadline to submit two copies is last day of classes. Contact the Grad Administrator for details.	Apply to graduate by April 1 st . Complete Academic Integrity Statement and complete licence forms. Upload thesis exam copy and prepare for defence. Contact the Grad Administrator for more details.
April- early May			Thesis Defence
Mid-May Contact Graduate Administrator for exact date			Last date to submit electronic thesis copy for deposit and June convocation.
June	Convocation	Convocation	Convocation
August	*End of time for program completion see Grad Administrator.	*End of time for program completion see Grad Administrator.	*End of time for program completion see Grad Administrator.
September	Apply to graduate by September 1 st .	Apply to graduate by September 1 st .	Apply to graduate by September 1 st .

Supervisor – Student Relationship

Graduate Supervision - Overview

Fundamental to a satisfactory relationship between a supervisor and a student are mutual respect and a high level of professional integrity.

When a supervisor-student relationship is established, the parties should understand that they assume the following responsibilities and can have the following expectations:

Responsibilities of Supervisors:

- To be familiar with the regulations and standards of the Faculty of Graduate and Postdoctoral Affairs, and the department, especially as they pertain to the conduct of research and the production of the thesis, and to ensure that the student is aware of these regulations and standards.
- To be aware of and abide by the university's policies on conflict of interest, sexual harassment, and research ethics.
- To assist the student in identifying a suitable research topic and (where appropriate) setting up a program of study.
- To assist the student in the interpretation of research materials.
- To be available for regular and timely consultations with students and to provide notification of lengthy absences and the support mechanisms available under these circumstances.
- To convene meetings of the advisory committee as agreed with the student.
- To agree to continue supervision when on sabbatical or other type of leave, or to assist the student in making arrangements for supervision during the period of the leave.
- To assist students in seeking financial support, especially in writing letters of good quality in support of scholarship and fellowship applications (e.g. well-written, informative, typed, on university letterhead), and to inform a student if a supportive letter cannot be written.
- To agree with the student on a reasonable schedule for the completion of each portion of the research and thesis.
- To read in a timely fashion portions of the thesis or research essay submitted by the student.
- To provide constructive suggestions especially vis-à-vis difficulties or deficiencies perceived in the draft.
- To indicate clearly when a draft thesis is in acceptable condition for examination or, if it is clear that the thesis will not be examinable, to advise the student in a timely fashion. In the case of disagreement between the supervisor and the student as to whether the thesis should move to defence, the student does have the right to proceed to examination without the supervisor's support.
- To complete the supervisor's section of the annual audit form required by the Faculty of Graduate and Postdoctoral Affairs.

- To discuss with the student as early as feasible, any potential joint authorships or joint ownership of data or patents which might arise, provide a written version of any understandings reached on these matters, and also ensure that student contributions to publications are adequately acknowledged. (Granting agencies and major journals have guidelines which cover some or all of these items.)
- To discuss with the student any potential copyright issues related to external material reproduced in the thesis.
- To maintain regular communication with the student.

Responsibilities of Students

- To choose, with the supervisor's help, a research topic which the supervisor considers to be suitable and which he/she is competent to supervise.
- To work systematically and within agreed deadlines, as far as possible, in order to meet the program deadlines specified by the regulations of the Faculty of Graduate and Postdoctoral Affairs.
- To be well prepared for meetings with supervisors.
- To agree with the supervisor on a reasonable schedule for the completion of each portion of the research and thesis.
- To submit to the supervisor all research materials, as requested, and, at the agreed times, drafts of parts of the thesis for comment.
- To give serious attention to the advice and direction of the supervisor.
- To realize that the supervisor has duties and commitments that may delay access at short notice or slow down the return of a draft.
- To acknowledge direct assistance of material drawn from other scholars and researchers.
- To produce a thesis or research essay which meets the specifications and standards of the Faculty of Graduate and Postdoctoral Affairs and the department.
- To submit the thesis to the judgment of the department via the examination procedures specified and to abide by the judgment of the examiners, subject to any appeal on grounds of procedural irregularities.
- To respect copyright regulations when reproducing external material in the thesis.
- To maintain regular communication with the supervisor.

What to expect...

What students can expect of supervisors	What supervisors can expect of students
<ul style="list-style-type: none"> • Help to select and plan a suitable and manageable research topic 	<ul style="list-style-type: none"> • A commitment to the research topic, and to the work that is entailed in completing it successfully
<ul style="list-style-type: none"> • Help to set up and stick to a research plan 	<ul style="list-style-type: none"> • Willingness to develop and stick to a research plan
<ul style="list-style-type: none"> • Being available for consultations about the project 	<ul style="list-style-type: none"> • Seeking the supervisor's advice if needed
<ul style="list-style-type: none"> • To respond to the student's writing in a timely, thorough, and constructive manner 	<ul style="list-style-type: none"> • To submit drafts to the supervisor (as agreed upon)
<ul style="list-style-type: none"> • To advise the student on the committee membership for the thesis/research essay project 	<ul style="list-style-type: none"> • To meet with the supervisor (and other committee member(s) as appropriate)
Supervisor	Student
<ul style="list-style-type: none"> • To notify the student and the graduate supervisor if prolonged absences jeopardize the supervision 	<ul style="list-style-type: none"> • To recognize that supervisors and committee members have other teaching, research, and administrative duties that might at times conflict with supervision duties
<ul style="list-style-type: none"> • To provide advice about funding opportunities and doctoral programs (if appropriate) 	<ul style="list-style-type: none"> • To meet the requirements set by the University and the Department, including format requirements and research ethics guidelines
<ul style="list-style-type: none"> • To advise students about any changes that might be required by other committee members 	<ul style="list-style-type: none"> • To take seriously and to respond to comments and suggestions
<ul style="list-style-type: none"> • To acknowledge the student's contribution towards joint research projects in appropriate ways 	<ul style="list-style-type: none"> • To be scrupulous in acknowledging sources of assistance or information
<ul style="list-style-type: none"> • To provide letters of recommendation 	<ul style="list-style-type: none"> • To be professional in requests for reference letters and the provision of appropriate time and information

Finding a topic, finding a supervisor

Whether you decide on the research essay or the thesis option, you will need a good topic and a suitable supervisor. These are a few things to keep in mind on your search:

The topic

- The topic should be interesting and relevant to you.
- The topic should tackle a problem in the world and the research literature.
- The topic should lend itself to investigation through methods that you can learn and master within the time and resources that you have.
- The topic should allow you to develop and hone skills.
- You should start thinking about your topic early and choose courses that help you develop your topic.
- You should not write term papers that you intend to be thesis chapters.

The supervisor

- You should approach potential supervisors with your topic ideas, preferably in the Winter term of the first year.
- Your supervisor can help you to define and shape your topic, proposal and research plan.
- Your supervisor should be familiar with the literature and/or methodology in your proposed topic area.
- Your supervisor is not your supervisor until they have signed the departmental form of agreement (see Appendix II and Appendix III of this handbook)
- Your supervisor might choose not to “sign on” until you have completed a preliminary proposal that sets out the scope and course of the project.
- You should not switch supervisors unless there has been a breakdown in communications or you are switching your topic. In this case, please consult the graduate supervisor.
- If you have not found a supervisor for your intended topic towards the end of the Winter term of the first year, please see the graduate supervisor for further suggestions and/or discuss with your faculty mentor.
- Do not register for the thesis or research essay if you have not yet secured a supervisor.
- Generally, the supervisor and the second reader, or other committee members are full-time faculty members in Communication. In general, avoid pursuing co-supervisory relationships. If you have an exceptional situation, please speak to the graduate supervisor.

Writing the Research Essay or Thesis

- ❖ Stay in touch with your supervisor, your proposal, your time line, and your peers.
- ❖ In the end, you are the person who is setting and checking on the deadlines. So make a habit of being both realistic and ambitious with your plans.
- ❖ Researching and writing a larger project tends to be a solitary activity, so make sure to maintain a network of peers to share work with: Thesis/research essay support groups that are devoted to discussing the members' work on a regular basis are highly recommended. Try to establish a group before you start your project.
- ❖ Make sure to discuss the progress of your research regularly with your supervisor even if you have no written work to discuss or are experiencing difficulties. Dropping out of sight is not going to solve any problems.
- ❖ Maintain a schedule, set yourself achievable and verifiable deadlines (for example: graduate student conference presentations, submitting draft chapters to the supervisor, sharing drafts with other students).
- ❖ Expect and welcome comments and criticism: research projects are great opportunities for improving your skills, so do not be too content with the first draft.
- ❖ Allow your readers sufficient time for making comments; and allow yourself enough time to address their comments.
- ❖ Be aware of deadlines and other regulations: the Faculty of Graduate and Postdoctoral Affairs regulations establish final dates for defending and submitting theses for each term as well as formatting and presentation requirements. Please consult the graduate calendar.

PhD in Communication

Program Requirements

Doctoral candidates must successfully complete the equivalent of 10.0 credits. The specific requirements are as follows:

1. **COMS 6000** Doctoral Seminar in Communication Studies (1.0 credit)
2. 2.0 additional credits from the list of optional courses below:
COMS 5200, 5202, 5203, 5206, 5207, 5208, 5212, 5214, 5218, 5219, 5220, 5221, 5222, 5223, 5224, 5225, 5509, 5605, 6001, 6005, 6006, 6007, 6010
JOUR 5401, 5500
 - **Note:** Up to 0.5 credit may be taken in a relevant discipline outside of the School, with permission of the Graduate Supervisor; students in the Ph.D. program are restricted to one (0.5 credit) directed studies course (COMS 6010).
3. 2.0 credits in:
COMS 6900 [1.0] Comprehensive Examination I
COMS 6901 [1.0] Comprehensive Examination II
4. 5.0 credits in:
COMS 6909 [5.0] PhD Thesis

PhD Comprehensive Examinations

In addition to their course requirements, doctoral candidates are required to write two comprehensive examinations each worth 1.0 credit.

The First Comprehensive Examination

The first comprehensive examination (COMS 6900) is closely related to the course materials in the doctoral seminar (COMS 6000) and is conducted by the instructors of COMS 6000. To be eligible for the first comprehensive examination candidates must have a GPA of 10.0 or higher on their previous course work, including COMS 6000. The first comprehensive (COMS 6900) is normally in May shortly after completing the doctoral seminar (COMS 6000), and tests the student's mastery of the theoretical, methodological and substantive issues of the discipline as a whole. Students complete a written and oral examination. Questions are determined and graded by the instructors of COMS 6000. Students who fail the examination will normally be asked to withdraw from the program.

The Second Comprehensive Examination Literature Review:

The Second Comprehensive examination is a literature review that will likely contribute to the student's dissertation project. It requires students to work independently and in consultation with a supervisor and committee to gain expertise on a specific topic, problem or sub-field in which they could research, publish or teach. Each PhD student will work with her/his supervisor and her/his committee members to compile an individualized bibliography/reading list including 20-25 books or a combination of books

and articles where five (5) academic articles constitute one book. The paper should be approximately 40-50 pages long. The Second Comprehensive Examination Literature Review will be defended by the student in a meeting with his/her committee on an assigned date.

N.B. Students may, if they desire, adjust the membership of their committee, including their supervisor, upon completion of the Second Comprehensive examination, or later in exceptional cases. In the event of any difficulties with their committee, students should feel free to confer with the Graduate Supervisor for assistance or advice.

The Dissertation Proposal

1. All candidates for the Ph.D. degree must prepare and present a formal dissertation proposal before beginning the substantive work on their dissertation.
2. A dissertation proposal is submitted, after the second comprehensive requirement has been satisfied, and defended at an oral presentation. Students should register for their dissertation only when they are ready to write their proposal.
3. The proposal should be around 30 pages in length and should include a concise literature review; a clear explanation of the main question or problem to be addressed and how it relates to research in the field; a discussion of the theoretical approach from which the question or problem will be explored; a description of the methodology and main source materials to be used in the research; and a proposed timeframe for completion. Please see the attached guidelines in Appendix I of this handbook.
4. The student and supervisor should constitute a committee to evaluate the proposal. Except in extremely rare circumstances this committee will be the student's thesis committee.
5. The student should prepare an outline of his or her proposal with a bibliography for discussion with and feedback from the full committee (in an in person meeting constituted for this purpose) prior to submitting the proposal for defence. This is the proposal preparation meeting. **Don't forgot or plan to skip this step!**
6. Full-time students should normally present their proposal before the end of December of their third year. Part-time students should normally present their proposal during their fifth year in the program and must do so by the end of the fall term of their sixth year at the latest.

Academic Standing

A standing of B- or better must be obtained in each course counted towards the Ph.D. degree. Students are advised to consult the General Regulations section of the Graduate Calendar for details of regulations governing graduate programs.

PhD Communication With Specialization in Political Economy

***Please consult with the Graduate Supervisor and see the Graduate Administrator to add this to your program.**

1. 1.0 credit in:
COMS 6000 [1.0] Doctoral Seminar in Communication Studies
2. 1.0 additional credits from the list of optional courses.
3. 2.0 credits in:
COMS 6900 [1.0] Comprehensive Examination I
COMS 6901 [1.0] Comprehensive Examination II
4. 0.5 credit in:
PECO 6000 [0.5] Political Economy: Core Concepts
5. 0.5 credit in:
A relevant political economy course from the approved list
6. 5.0 credits in:
COMS 6909 [5.0] PhD Thesis

Supervisor – Student Relationship (See page 24-25)

- Graduate Supervision Overview
- Responsibilities of Supervisor
- Responsibilities of Student
- What to expect
- Finding a topic
- Finding a supervisor
- Writing the thesis

PhD Dissertation Requirements

The Ph.D. Dissertation is typically between 200-300 pages. Guidelines for the preparation of graduate theses and information on the procedures for examination are available at <http://gradstudents.carleton.ca/thesis-requirements/> as well as in the Graduate Program Handbook.

PhD Thesis Examination Process

Pre-Defence

- **Please note you should plan your thesis defence date according to the six week period required by FGPA from the time the notice is sent to FGPA and when the defence can take place. For example, if your thesis examination copy is uploaded on Friday, January 4 the earliest you could defend your thesis is Friday, February 15. Please plan accordingly.**
- The student and supervisor advise the Graduate Administrator that a thesis examination is being planned.
- All members of the student's advisory committee, must submit an email to the Communication Director (Program Head, Director or Associate Director of the School) confirming their approval that the thesis is ready to be defended. In planning the timeline for completion, the student and supervisor should provide advisory committee members with a minimum of 3-4 weeks to review the thesis prior to this approval.
- The Communication Director coordinates a board comprised of the supervisor and the student's dissertation committee, an internal examiner from within Carleton but outside the School, and an external examiner who must be at arm's length, and from outside the university. Under **no** circumstances should the student contact either the internal or external examiners directly.
- The Graduate Administrator is notified of the date, time and board composition and authorizes the upload of the thesis examination copy.
- The student logs into Carleton Central to complete licenses and agreements, including the "Academic Integrity Statement"; fills in thesis details including title and abstract; uploads examination copy of the thesis.
- The thesis supervisor logs into Carleton Central to review the uploaded content, and completes the "Thesis Supervision Defence Authorization Form".
- The Communication Director consults the committee, excluding the external examiner, to determine whether the defence should proceed. If the committee raises objections, the Communication Director needs to meet with the student to determine whether the student wishes to proceed anyway. The Communication Director must also confirm there is no conflict of interest. All of this discussion must take place before the Communication Director completes the "Departmental Chair – Defence Authorization Form" in Carleton Central.
- The student must provide to the Graduate Administrator one hard copy of the dissertation for FGPA. The student provides electronic or hard copies of the dissertation to the examination committee, depending on their preference. The Graduate Administrator will distribute these copies.

- The Dean of FGPA signs the examination notice, assigns the Chair of the defence, contacts the external examiner providing him/her with the hard copy of the dissertation, and reviews the external examiner's report once submitted.
- The Dean completes the "External Examiner's Report Approval Form" and this triggers an email to the Communication Director, the Graduate Administrator and the Chair of the defence notifying them the defence will proceed.
- A thesis examination notice is posted in the department and distributed to members of the examination board.

Defence

- The defence takes place on the appointed day and is graded:
 - ❖ **Accepted as is** (in which case you proceed to the instructions for electronic deposit);
 - ❖ **Accepted with minor revisions** (in which case you make those revisions, they are approved by your supervisor, and then you deposit electronically);
 - ❖ **Accepted with major revisions** (in which case the entire defence committee must approve the revisions and once they do, you proceed to electronic deposit); or
 - ❖ Fail (don't worry about this one!).
- The Chair of the defence completes the "Exam Report Outcome Form" in Carleton Central. The Chair submits the paper Exam report to the Graduate Administrator. The student and the supervisor can review the exam report in Carleton Central.

Post-Defence

- The student completes revisions, if any, and has the revised copy of the thesis approved by the supervisor. The student will upload the approved final thesis in PDF/A format and click on "Finalize Submission". Instructions on how to convert your document to PDF/A format is available here:
<http://gradstudents.carleton.ca/thesis-requirements/pdfa-formatting/>

Approvals

- Once the electronic thesis has been uploaded, the supervisor will be notified to approve the final copy of the uploaded thesis and complete the "Thesis Supervisor Final Copy Approval Form" in Carleton Central. If more revisions are required, the student will be notified by email and required to upload the revised copy.
- Once approved by the supervisor, the thesis will be sent to FGPA for final approval. Once approved by FGPA, you will receive an email. FGPA will send a copy of your dissertation to MacOdrum Library. Your dissertation will then be added to the ProQuest database and be publicly available.

Please note: A thesis deposit cannot be considered complete until it is authorized by your thesis supervisor. It is best to keep in contact with your supervisor to ensure he/she has sufficient time to review and approve your uploaded copy in order to meet the thesis deposit deadlines for registration and Convocation. Once you have graduated, FGPA will send your thesis to the National Library and Archives

The complete electronic thesis deposit (ETD) procedure can be found here:
<http://gradstudents.carleton.ca/thesis-requirements/electronic/>

Important Milestones for PhD Students

Normal progress and deadlines over course of full time PhD

Note: Students are responsible for knowing and following regulations in the Carleton Graduate Calendar

PhD	
Year 1	
Fall term	COMS 6000 and two additional COMS courses
Winter term	COMS 6000 and two additional COMS courses. Prepare for 1 st Comprehensive examination.
May	Complete 1 st Comprehensive Examination - COMS 6900 Complete the PhD Supervisor authorization form.
Summer term	Student progress conducted by reviewing audit of program. Begin work on Second Comprehensive Examination - COMS 6901. Submit a bibliography of pertinent literature with 1-2 page explanation outlining the subject area to be addressed in the literature review.
Year 2	
Fall term	Arrange meeting with supervisor and committee members to approve/give feedback on the bibliography.
Winter term	Student should turn in the 2 nd Comprehensive to their committee in January and defend it to their committee on an assigned date. Work on dissertation proposal.
Summer term	Student progress conducted by reviewing audit of program. Register in thesis – COMS 6909. Must maintain continuous registration in thesis until completion. Work on dissertation proposal.
Year 3	
Fall term	Dissertation Proposal Defence in December.
Winter term	Work on thesis. Continue to have meetings with supervisor and committee members.
Summer term	Student progress conducted by reviewing audit of program. Work on thesis. Continue to have meetings with supervisor and committee members.
Year 4	
Fall term	Work on thesis. Continue to have meetings with supervisor and committee members.
Winter term	Work on thesis. Continue to have meetings with supervisor and committee members.
Summer term	Student progress conducted by reviewing audit of program. Work

	on thesis. Continue to have meetings with supervisor and committee members.
Year 5	
Fall term	Work on thesis. Continue to have meetings with supervisor and committee members.
Winter term	Six weeks' notice required between receiving thesis copies and the actual defence. Plan accordingly with your supervisor and committee members.
April – Early May	Apply to graduate by April 1 st . PhD Thesis Examination
June	Convocation
Summer term	Apply to graduate by September 1 st . *End of time for program completion. See Graduate Administrator.

Other Resources

The Reader's Digest Resource Centre

The Resource Centre is the hub of the School logistically and figuratively. It provides students, faculty, staff and researchers a collegial environment in which to browse, study, collaborate, research or just relax. The Centre is home to the history of the School. It houses program specific resources such as our book, journal and periodical collections, five daily newspapers, media directories and reference texts. The work of our graduates is preserved in a compilation of student theses and research projects (master's and honours) dating back to the early 1950's. We also proudly display a collection of books published by current and past faculty members.

As part of the Centre's fabulous workspace, there are small conference rooms that can be reserved for studying/writing groups, meetings, research, etc. Conference rooms can be reserved by calling the Centre or emailing its Coordinator.

For further information on resources, services and hours of operation go to our website at <https://carleton.ca/sjc/readers-digest-resource-centre/> or drop in and visit us on the fourth floor of Richcraft Hall, Room 4400. Kindly take a moment to introduce yourself to the Centre's Coordinator.

Word Processing and Computer Use

If you are new to Carleton, the first thing you should do is activate your MyCarletonOne account through Carleton Central <https://central.carleton.ca>. Activating your account grants you access to your official Carleton email account and to other IT services, including wireless networking and the ability to login to public lab computers. Your MyCarletonOne account also gives you access to a personal network drive where you can store your files. You can access this drive on public computers throughout campus and it is backed up daily. For a complete list of IT services on campus, lab locations, available software, etc., visit: <https://carleton.ca/its/all-services/>

Carleton University has more than 25 computer labs in six buildings. The lab computers are networked PCs running Windows and Microsoft Office, among other software titles. The School of Journalism and Communication is Mac-friendly and our departmental facilities equipped with Mac computers. You may also use your own PC or Mac laptop, as wireless is readily available.

Note: You cannot save files on public and departmental lab computer hard drives.

Graduate Office & Desk Space

Secure, shared graduate desk space is available and will be assigned in the fall. Please see the Graduate Administrator for keys and room information.

Faculty Mentor Program

When graduate students are admitted to the program, each will be assigned a Faculty Mentor by the Graduate Supervisor. The goal is to provide our new students with further assistance in their orientation and adaptation to graduate studies, in general, and our program, in particular. It gives the student a great opportunity to have contact with a faculty member whom they might not otherwise get to know, and makes available a 'non-official' person to whom they can pose questions. Finally, it is also a means by which we can assist students in integrating into the intellectual culture of the program. Every effort will be made to pair up faculty members and graduate students who share research interests, although the first priority is to distribute students relatively equally among faculty members.

The Faculty Mentor is not the supervisor of your thesis or research paper and there is no expectation that they would be. Choosing your thesis or research paper supervisor is something you should do in the Winter term of your first year. Of course, your Faculty Mentor may be someone who you would like to be your supervisor. If so, this would need to be discussed specifically with them.

Professional Development Sessions

As part of your time here, the Graduate Supervisor will offer, in collaboration with other faculty members, a variety of opportunities for professional development. These include '**Speaker Series**' events typically hosted once a month for Communication faculty and graduate students. Guest speakers will be current in communication studies or a related field. Dates and times will be sent out when available.

'**Alumni Events**' offer insight into what careers our recent Communication graduates have launched into. Dates and times will be sent out when available.

In addition, the Faculty of Graduate and Postdoctoral Affairs organizes **many** events of this nature: <https://carleton.ca/gradpd/>

Writing Bootcamp

Writing Boot Camp (WBC) is an intensive workshop for graduate students designed to focus on the practice of academic writing. WBC will bring together a small group of committed graduate students in the communication studies program at Carleton University with two faculty facilitators over the course of two intense days of some discussion, reflection and goal setting, but primarily writing. We plan a fall and a spring WBC every year, open to all graduate students in the program, and with some rotation

in faculty facilitation. (There are no limits on the number of WBC's that anyone can attend.)

The workshop will involve reflection sessions, discussions and intense writing units undertaken collectively. *The primary purpose of WBC is for each participant to substantially advance a piece of academic writing upon which they are currently working.*

Keeping In Touch

Your key faculty contact is the Graduate Supervisor Prof. Chris Russill. Meetings may occasionally be convened to pass along information and discuss challenges. As well, email is widely used to forward pertinent items to graduate students via your MyCarleton account. Ph.D. student progress is reviewed annually, and a letter indicating remaining requirements is sent to both the student and the supervisor. MA students will have a meeting with the Graduate Supervisor after the winter term, to touch base regarding their progression through the program. Feel free to contact the Graduate Administrator at any time for assistance.

Some Important Numbers

- Melanie Leblanc
Graduate Administrator & Administrative Assistant to the Program Head (COMS)
Room 4302 B, Richcraft Hall
(613) 520-2600 ext. 7405
Melanie.LebLANC@carleton.ca
Hours of operation: 8:00 AM - 4:00 PM
- Prof. Joshua Greenberg
Director, School of Journalism & Communication
Room 4302 C, Richcraft Hall
Joshua.Greenberg@carleton.ca
- Prof. Chris Russill
Supervisor of Graduate Studies
Room 4316, Richcraft Hall
Chris.Russill@carleton.ca
- Prof. Irena Knezevic
Supervisor of Undergraduate Studies
Room 4317, Richcraft Hall
Irena.Knezevic@carleton.ca
- Faculty of Graduate Studies and Postdoctoral Affairs
512 Tory Building
(613) 520-2525

Registrar: Joanne Bree

- External/Internal Graduate Awards
512 Tory Building
(613) 520-2525
Coordinator: Leslie Main
Leslie.Main@carleton.ca
- Graduate Forms and Policies
<http://gradstudents.carleton.ca/forms-policies/>
- Graduate Students' Association
Room 600 University Centre
(613) 520-6616
- Mental Health and Well Being
<https://carleton.ca/wellness/find-support/>

Communication Graduate Caucus

The CGC was formed in 2006 as a collective body of Masters and PhD students studying Communication at Carleton. All Communication graduate students are automatically members of the CGC. An executive council is elected every year to carry out the functions of the CGC. The CGC organizes an annual communications conference, facilitates student social events, and represents student interests to the Department as well as the Graduate Students Association.

More information can be found at:

<http://carletoncgc.blogspot.ca/>
<http://www.facebook.com/groups/Carletoncgc/>
https://twitter.com/CGC_Carleton

APPENDIX I

Thesis Proposal Guidelines

Your thesis proposal should have a working title and should be approximately 15 pages long (Master's) or maximum 30 pages long (Doctoral). Its main purpose is to tell the committee what you are going to do in your thesis and how you are going to do it. It is not an essay. **After reading the proposal, the readers should have a clear understanding of what the boundaries of your project are and how you are going to complete it. They should understand its theoretical, empirical and methodological contributions and be convinced of its intellectual and social relevance.** It should include the following elements:

1. Specify your **thesis statement** or working argument. Focus on its logic and use theorized language to describe it. It should be succinct and clearly stated in one sentence. It answers the question: "What is my thesis arguing?" This should also be reflected in your title. Some people have a thesis question; others prefer to write it as a statement.
2. Provide a **literature review** in which you provide a sample of written academic work that relates to your topic. You will locate your project in relation to the other body or bodies of relevant academic literature. It answers the question, "What have others in my field(s) done and what gaps in their work will my research address?" It is often helpful to generate a set of research questions out of the literature review.
3. Identify and define the **key theoretical concepts** through which you will be conceptualizing your analysis in abstract terms, anticipating how these concepts are contested. The theoretical framework will answer the question: "What concepts and notions will I use to analyze the phenomenon at the heart of my project?" The theoretical concepts help the project exceed the limits of its specific object.
4. Identify your **research methodology or process**. This answers the "how" questions of your project. How will I actually go about conducting this research? You should think about the object of analysis, how you will gather information about it or from it, and how will you make sense of it.
5. Provide a **timetable** for your research and thesis writing. Include dates for draft and chapter submissions to committee members, and allow 3-4 weeks for return of work from your committee. The timeline is only useful if it is realistic.
6. Include a **bibliography** of sources you cite in the proposal and other relevant writings in the area.
7. Provide a statement of **ethics** considerations if you are working with human subjects. See the university guidelines for the ethics committee application form.

Appendix II

MA Thesis Advisory Committee Form

To be completed in Triplicate: Original - Graduate Supervisor copy; 2 - Student's Supervisor copy; 3 - Student's copy

The following committee has agreed to advise:

Candidate's name - print

Student number

Student's Signature

on his/her work in the MA Program of Communication of the School of Journalism and Communication at Carleton University subject to the regulations of the Graduate Faculty Board of the University and the School. The student having enrolled in, and been admitted to the Program, signifies in the selection and acceptance of the committee members, his/her willingness to accept the committee's advice and voluntarily carry out the Program of study and the examination which they have jointly formulated.

COMMITTEE MEMBERS:

Supervisor:

Print
Member:

Signature

Date

Print

Signature

Date

Approval of Graduate Supervisor

Signature

Date

COMMITTEE CHANGES:

Name/print

Signature

have **withdrawn** from participation in the above named student's Advisory committee.

Name/print

Signature

have **agreed to work** with the above named MA candidate as a member of the committee identified above. The Supervisor of the committee has been informed and consented to this change.

Approval of Graduate Supervisor:

Signature

Date

Appendix III

Ph.D. Dissertation Advisory Committee Form

To be completed in Triplicate: Original - Graduate Supervisor copy; 2 - Student's Supervisor copy; 3 - Student's copy.

The following committee has agreed to advise

_____	_____	_____
number	Candidate's name - print	Student

Candidate's Signature

on his/her work in the Ph.D. Program in Communication at the School of Journalism and Communication of Carleton University subject to the regulations of the Graduate Faculty Board of the University and the Department. The student having enrolled in, and been admitted to the Program, signifies in the selection and acceptance of the committee members, his/her willingness to accept the committee's advice and voluntarily carry out the program of study and the examination which they have jointly formulated.

COMMITTEE MEMBERS:

Supervisor:

_____	_____	_____
Print	Signature	Date
Members:		
_____	_____	_____
Print	Signature	Date
_____	_____	_____
Print	Signature	Date

Approval of Graduate Supervisor

Date Signature

COMMITTEE CHANGES

Name/print Signature

have **withdrawn** from participation in the above named student's Advisory committee.

Name/print Signature

have **agreed to work** with the above named Ph.D. candidate as a member of the committee identified above. The Supervisor of the committee has been informed and consented to this change.

Approval of Graduate Supervisor: _____

Signature

Appendix IV

Title of Masters Research Essay

by

Type the name you are registered with – first to last name order

A research essay submitted to the Faculty of Graduate and
Postdoctoral Affairs in partial fulfillment of the requirements for the
degree of

Master of Arts

in

Communication

Carleton University
Ottawa, Ontario

© Year submitted, Type name here (same as above)

Appendix V

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I _____ hereby grant a licence
to **CARLETON UNIVERSITY** to make copies of my thesis, titled:

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Signature of Witness

Signature of Student

Date

Degree

Program