

Graduate Handbook

**Department of
Communicative Arts & Sciences
Eastern New Mexico University**

Fall 2005



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Department of Communicative Arts and Sciences
Eastern New Mexico University

The purpose of this handbook is to explain the protocols and procedures for graduate students in the Master of Arts program offered by the Department of Communicative Arts & Sciences at Eastern New Mexico University.

This handbook is designed to complement the ENMU Graduate Catalog and the General Thesis Guidelines produced by the Graduate School. Those students receiving assistantship will also need to refer to the Graduate Assistants handbook.

Organization of the Department

Your initial contact person in the Department of Communicative Arts & Sciences will be the graduate coordinator. Working in conjunction with the Department chair and your Graduate Advisory Committee chair, the graduate coordinator will work with you throughout your graduate program.

Your Graduate Advisor Committee chair will act as your advisor and will direct and support your academic work while enrolled in the program. Your chair will be drawn from the communication graduate faculty. Your Graduate Advisory Committee members may come from the communication faculty, and depending on your topic, from graduate faculty from other disciplines. You will have between three and five members on your committee, including your chair. At least three members must come from the department.

Graduate Coordinator

The graduate coordinator will maintain your permanent departmental records in the department office; determine, in consultation with the graduate faculty, if you need to take any leveling courses in conjunction with your graduate work; and assure that you are meeting both the Graduate School's and the department's requirements for graduation in a timely fashion. If necessary, the graduate coordinator will function as an intermediary between you and the Graduate School, between you and your Graduate Advisory Committee, or between you and other graduate students.

Graduate Advisory Committee

In consultation between you and the graduate faculty will choose your Graduate Advisory Committee chair from among the communication graduate faculty, according to his/her expertise, willingness to serve and compatibility of research interest. Together with your chair and faculty, you will select two to four other committee members, also according to their areas of expertise. Guiding you through the processes and requirements for completing your degree, this Graduate Advisory Committee will direct, read and evaluate your culminating Master of Arts project.

If you elect to receive a Master's with a creative thesis, you must include faculty on your committee with appropriate creative expertise in your chosen medium, some of whom may reside in other departments on campus. The graduate coordinator, working with your chair, can recommend committee members when you select this option. The selection of your chair and committee members will be done within your first semester of graduate enrollment.

Basic Plan of Study

The Master of Arts in Communication is designed to be completed within four (4) semesters. The general steps are:

1st Semester

- Meet with Graduate Coordinator
- Select Graduate Advisory Committee chair and members
- File a degree plan
- Begin coursework

2nd Semester

- Continue coursework
- Consider thesis topic
- Submit Thesis Topic Approval Form (may revise committee membership)

3rd Semester

- Continue coursework
- Submit a prospectus
- Obtain approval of human subjects committee (if required)
- May enroll in thesis hours

4th Semester

- Petition to take written comprehensive exam with Graduate Coordinator
- Get study guide from appropriate faculty
- Take comprehensive written exam; if passed, schedule oral exam for comprehensive
- Enroll in thesis hours
- Submit thesis
- Pass oral exam for thesis
- If necessary, revise degree plan
- Apply for graduation

Please note that these are general steps. Students may take a shorter or longer time to complete.

Time Limits and Course Loads

The Master of Arts in Communication is designed to be a two-year program. A master's degree cannot be completed in less than two semesters, and all work for the degree must be completed within six years from the semester of first enrollment.

A normal maximum amount of credit earned by a graduate student per regular semester is twelve hours, and six hours maximum in one four-week summer session, with a total of nine for the entire eight-week summer sessions. Full-time graduate assistants should enroll for a minimum of nine graduate hours.

Degree Plan

Once you have entered the Master of Arts in Communication program , you will develop a degree plan to be kept on file by the department secretary and the Graduate School. This form will note any required leveling courses, required examinations, and your Graduate Advisory Committee chair and committee members. The form must be signed by the chair, committee members, the graduate coordinator and graduate dean. On the degree plan, you will choose either the thesis or non-thesis option. Both have a writing requirement. Students choosing the thesis option must enroll in COMM 599 (6 hrs) and students choosing the non-thesis option must enroll in COMM 585 (3hrs).

The courses to be considered in the degree plan are:

Communication Core Requirements		12 total hours
COMM 501	Communication Studies	3 hours
COMM 502	Communication Research Foundation	3 hours
COMM 512	Philosophical Foundations of Media	3 hours
COMM 545	Communication Theory	3 hours
Additional Hours		24 total hours (Plus 6 hrs. thesis) or 36 total hours (non-thesis)
COMM 503	Computer Assisted Journalism	3 hours
COMM 504	Small Group Process: Theory and Research	3 hours
COMM 508	Seminar in Rhetoric	3 hours
COMM 513	Media Criticism	3 hours
COMM 515	Ethics in Public Communication	3 hours
COMM 522	Directing for Television	3 hours
COMM 522L	Directing for Television Lab	3 hours
COMM 528	Media Management	3 hours
COMM 547	Organizational Communication	3 hours
COMM 555	Intercultural Communication	3 hours
COMM 560	Public Relations Cases and Campaigns	3 hours
COMM 570	Interpersonal Communicative Behavior	3 hours
COMM 575	Gender Communication	3 hours
COMM 577	Communication in the Family	3 hours
COMM 579	Individual Research	3 hours
COMM 585	Special Project	3 hours
COMM 591	Graduate Seminar	3 hours
COMM 593	Topics in Communication	3 hours
COMM 599	Master's Thesis	3 hours

A degree plan must be filed during your first semester of graduate school. Completing a revised degree plan, acquiring all signatory approvals and filing with the Graduate School may amend the original degree plan. Appendix A provides a copy of the degree plan form.

Comprehensive Exams

All students must take written and oral comprehensive exams. The exams will be written no sooner than the last semester of graduate enrollment (excluding thesis hours). The exams must be written no later than 12 months after completing the last course on your final degree plan. The Department of Communicative Arts and Sciences has two standard test dates each year, the first in the fall and the second in the spring. In consultation with your chair and committee, you may schedule one of these periods. All testing is done on a Saturday and, when possible, in one of the computer labs. Students must type their responses. The committee chair, graduate coordinator and department chair must approve exceptions to the test date.

You must notify the graduate coordinator, in writing, of your intent to take the written exam. Include your intended exam date, a list of all courses you have taken (must be the same courses as on your degree plan) and the instructors.

Once you have been notified by the graduate coordinator or committee chair that you have satisfactorily passed your written exam, you may schedule your oral exam.

Oral Exam

Once you have determined the date and location of your oral exam, you must notify the Graduate School and post public notice in the Monday Memo, the Graduate School and appropriate public buildings at least five working days prior to the scheduled exam period.

The oral exam consists of approximately two hours of questioning over the areas covered in your written exams. You are responsible for arranging the time, reserving the room, and notifying all committee members. If any audio-visual equipment is required, you are responsible for arrangement.

Passing of Exams

If you satisfactorily complete the written and oral exam, verification will be forward to the Graduate School (see Appendix B for sample form).

If you unsatisfactorily complete one or more sections of the exam, you will be asked to rewrite the entire exam or unsatisfactory section(s) after consultation and remediation with your chair and committee. All exam retakes must occur within your six-year limit. Candidates who fail the comprehensive written and oral exams the second time are dismissed, and per the ENMU Graduate Catalog, are no longer eligible to participate in the program as degree-seeking graduate students.

Master's exams will be evaluated as "unsatisfactory" (either in toto or as separate sections), "satisfactory" (in toto), or "with honors" (in toto). The "with honors" designation is reserved for those exams that demonstrate the highest degree of excellence in three areas: writing ability and organization, knowledge of the discipline, and ability to synthesize the material.

Graduate Research Grants

Any full-time or part-time student admitted to and currently enrolled in a graduate program at Eastern New Mexico University is qualified for the Graduate Research Grant.

To be considered for the grant the student must submit the following:

- Proposal (Prospectus, see Thesis Guidelines) including budget and budget justification.
- Current transcript
- Signed degree plan
- 200 word abstract
- Letter of support from faculty advisor
- Proposal review check sheet (from graduate school) with signatures.

Incomplete submissions will not be considered.

Applications must be submitted to the graduate school. Proposals will be reviewed by a committee from the Graduate Faculty. Recommendations will be made to the Graduate Dean, who will notify applicants of awards by letter. Awards are limited and must be used according to current university research guidelines. Further information and deadlines for applications are available from Graduate School.

Process and Requirements for Completing the Master of Arts Thesis Option

The thesis option requires a minimum of 24 hours of graduate coursework, including the four core courses and six hours of thesis enrollment (COMM 599). To enroll in thesis hours, you must submit the Enrollment Approval Form for Master's Thesis 599, with the appropriate signatures. These forms may be obtained from the department office or from the Graduate School. A sample is provided in Appendix C.

To take these hours, you must have an approved prospectus on file or plan to write one as part of your thesis hours.

Thesis Topic Approval

Before a prospectus is written and work on the thesis begins, a Thesis Topic Approval Form must be submitted and approved by the Department of Communicative Arts and Sciences. The correct order is thesis topic approval, prospectus, thesis, thesis defense.

The Thesis Topic Approval will be reviewed by the department's graduate faculty as a whole. The intent is to give graduate students the widest opportunity to explore their proposed topic in terms of relevance, realistic methodology, and appropriateness to field. The more input received at this initial state will expedite the actual study. It will also help to ensure a consistent high quality of thesis and equity regardless of committee structure. Based on the topic, the faculty may suggest changes to the membership of your Graduate Advisory Committee.

The Thesis Topic Approval Form (Appendix D) must be submitted to the graduate coordinator prior to any work on a prospectus or enrolling for thesis hours. The graduate coordinator will circulate among the faculty, and may schedule a meeting with the graduate student and faculty if necessary.

Prospectus

A thesis prospectus is a statement of your proposed study. The purpose of the prospectus is to present your topic in such a way that your committee and the Graduate School will be able to determine that your topic and approach are appropriate for graduate level research and that it can be successfully completed within the timeframe.

The prospectus can be submitted any time after the filing of an official degree plan. The prospectus must be accepted at all levels before data collection is begun. You must use APA style. The basic outline, as required by the department, of the prospectus is:

- I. The Preliminaries
 - a. Title page (Prospectus)
 - b. Signature page
 - c. Table of contents
 - d. List of figures (if applicable)
 - e. List of tables (if applicable)

- II. Introduction – Chapter 1
 - a. Statement of research problem
 - b. Establish importance of the topic; significance
 - c. Provide definition of key terms
 - d. Overview of the important points and trends in the literature; don't get too specific
 - e. Provide overview of your proposed research methodology; type of research
 - f. Point out why your particular study is needed
 - g. Discuss in general terms the broad implications of your proposed research
 - h. General Theoretical Foundation

- III. Literature Review – Chapter 2
 - a. Restate your problem

- b. Explain how literature review is organized
 - c. Review the literature
 - d. Hypotheses, research questions
- IV. Method – Chapter 3
- a. Participants/Subjects
 - b. Instrumentation (after the prospectus is approved, you will need to get the instrument approved by the Human Subjects Committee)
 - c. Procedures (data gathering and data analysis)
 - d. Expected results
 - e. Required support and facilities
- V. Reference Materials
- a. Preliminary reference section
 - b. Timeline
 - c. Vita

You may not begin your research or begin writing your thesis until your chair and committee, graduate coordinator, and graduate dean have approved your prospectus. If necessary, a Human Subjects Approval Form will need to be submitted at this time.

Thesis

The Department of Communicative Arts and Sciences uses APA (American Psychological Association) guidelines for style and page format. It is your responsibility to format your thesis in accordance with the most recent edition of the APA Style Manual. Other requirements are detailed in the Graduate School Thesis Guidelines.

The basic outline of a thesis is:

- I. Preliminary Pages
 - a. Title
 - b. Copyright
 - c. Abstract Title
 - d. Abstract
 - e. Acknowledgements
 - f. Table of Contents
 - g. List of Figures
 - h. List of Tables
- II. Chapter 1 – Introduction
 - a. Statement of the problem
 - b. Statement of purpose
 - c. Design of the study
 - d. Significance of the study
 - e. Theoretical Foundation

- f. Limitations of the study
 - g. Definition of terms
- III. Chapter 2 – Review of Literature
 - a. Chapter Introduction
 - b. Literature review
 - c. Summary
 - d. Research questions, hypothesis
 - IV. Chapter 3 – Methods
 - a. Chapter Introduction
 - b. Sample
 - c. Statistical procedures
 - d. Instrumentation
 - e. Pilot
 - V. Chapter 4 – Results
 - a. Chapter Introduction
 - b. Descriptive Analysis
 - c. Inferential Analysis
 - d. Summary of research questions; hypothesis
 - VI. Chapter 5 – Discussion
 - a. Chapter Introduction
 - b. Implication of findings
 - c. Directions for future research
 - VII. References
 - VIII. Appendix

To aid in your writing of a thesis, Appendix E gives evaluation questions for a thesis.

Creative Thesis

The Department of Communicative Arts & Sciences also offers students the option of completing a creative thesis. A creative thesis may be a documentary, screenplay, campaign or other creative work. You must work closely with your chair in developing such a thesis and determining creative thesis expectations.

A basic format for a creative thesis is:

- IX. Preliminary Pages
 - a. Title
 - b. Copyright
 - c. Abstract Title
 - d. Abstract

- e. Acknowledgements
 - f. Table of Contents
 - g. List of Figures (if included)
 - h. List of Tables (if included)
- X. Chapter 1 – Introduction
- a. Statement of the problem
 - b. Statement of purpose
 - c. Design of the creative thesis
 - d. Significance of the work (Theoretical Foundation)
 - e. Limitations of the work
 - f. Definition of terms
- XI. Chapter 2 – Review of Literature
- a. Chapter Introduction
 - b. Background research
 - c. Summary
- XII. Chapter 3 – Methods
- a. Chapter Introduction
 - b. Equipment
 - c. Facilities
 - d. Procedures, process
 - e. Storyboard, etc.
 - f. Plan
 - g. Chapter 4 – Creative Work
 - h. Chapter 5 – Discussion
 - a. Chapter Introduction
 - b. Implication of work
 - c. Directions for future work
 - i. References
 - j. Appendix

General Thesis Guidelines for Graduate Programs at Eastern New Mexico University

The Graduate School produces a handout detailing guidelines for thesis style and protocol every three years. It is important for graduate students, whether pursuing a thesis or non-thesis option, to be familiarized with this document. The General Guidelines handbook is available in the Graduate School office.

A checklist of procedures and requirements is given in Appendix F. This is for information purposes only and is subject to change.

Prior to the collection of data involving people, you must submit your instrument for approval to the Human Subjects Committee. This form can be found online at: <http://www.enmu.edu/services/additional/grants/index.shtml>.

Oral Thesis Defense

Students must schedule an oral defense of the thesis. It can be scheduled only after members of the Graduate Advisory Committee, the graduate coordinator, and the graduate dean have signed the “Certificate of Acceptance” for the Reading Copy. The defense must be publicly advertised at least five working days prior to the defense in the Monday Memo and by postings in the Graduate School and in the building that houses the program. The defense must be attended by all members of the Graduate Advisory Committee and may be attended by the graduate coordinator, department chair and by a non-voting representative of the Graduate School (appointed by the graduate dean), and other interested individuals.

The chair of your committee will lead the defense. The chair may call upon questions from the audience after the committee has finished its questioning. The committee chair must report the outcome of the defense to you and the Graduate School no later than 10 days prior to the end of the semester (Appendix B)

The oral thesis defense may be held concurrently with the oral exam of the comprehensive exams.

Process and Requirements for Completing the Master of Arts Non-Thesis Option

Instead of a Master’s thesis, you may select the non-thesis option. This option requires 36 hours of course work, including the four core courses, and special project, COMM 585 (3 hours).

Students selecting the non-thesis option must pass comprehensive written and oral exams based on the areas covered in the degree plan. Your chair and committee members will be able to guide you in the preparation for your exams.

Application for Graduation

To be certain the student has completed all requirements for graduation, and to assure that all departments and offices involved have been notified, the Graduate School requires the student to file an application for graduation. You need to review any outstanding requirements noted on the form, such as successful completion of comprehensive examinations, thesis defense, and production and submission of final copy of thesis. The application must be filed early in the semester in which the student wishes to graduate.

APPENDIX

A	Degree Plan Form
B	Exam Notification
C	COMM 599 Sign up Form
D	Thesis Topic Approval Form
E	Evaluation Questions for Thesis
F	Procedures and Requirements

Appendix A

Appendix B



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Comprehensive Examination Report

Department of Communicative Arts and Sciences

To: Graduate dean

Student: _____ ID: _____

Date of examination: _____

Examination: First attempt Second attempt

Outcome:

Written Satisfactory Unsatisfactory

Oral Satisfactory Unsatisfactory

Remarks and Recommendations: _____

Endorsements

Committee chair Date

Graduate faculty member Date

Graduate faculty member Date

Graduate faculty member Date

Graduate faculty member Date

Graduate coordinator Date



Thesis Report

Department of Communicative Arts and Sciences

To: Graduate dean

Student: _____ ID: _____

Date of oral thesis defense: _____

Final copy of thesis: Accepted Accepted with revisions Must be resubmitted

Outcome: With honors Satisfactory Unsatisfactory

Remarks and Recommendations: _____

Endorsements

Committee chair Date

Committee member Date

Committee member Date

Committee member Date

Graduate coordinator Date

Graduate dean Date

Appendix C



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Enrollment Approval Form

Graduate School • Master's Thesis 599

This form is necessary for permission to register but does not take the place of the prospectus, which is a University requirement. Please mail this form to your committee chair. The graduate school will send completed copies to: 1) Registrar 2) Program Records Clerks 3) Committee Chair and 4) Student.

This form must be typed.

Date: _____ Semester: Fall _____ Spring _____ Summer _____

Hours of 599 completed prior to this enrollment: _____

Hours of 599 requested for this semester: _____

Name: _____ Student ID: _____

Address: _____
Street City State Zip

Phone: _____

Committee Chair: _____ Code: _____ Phone: _____

Committee Members: _____

Description of proposed study: _____

Expectation for this semester: _____

Mentoring Information: (On-campus students state time and days for meeting with the Chair; off-campus students indicate nature and regularity of contacts with the Chair):

Proposed Completion Date for Thesis: _____

Student _____ Date _____ Committee Chair _____ Date _____

Graduate Dean Approval _____ Date _____ Graduate Coordinator _____ Date _____

For Office Use Only

Prospectus Submitted: Yes No

If yes, date: _____

Prospectus Accepted: Yes No

If yes, date: _____

Degree Plan Filed: Yes No

If yes, date: _____

GPA of 3.00 or higher: Yes No

Appendix D



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Thesis Topic Approval

Department of Communicative Arts and Sciences

Student name: _____

Graduate committee chair: _____

Tentative title of study: _____

One sentence summary of study: _____

Attach a proposed timeline for completion.

Attach a 2-3 page summary of proposed work. Be concise and clear in your narration.

Sections to be included:

- Problem statement
- Significance of study
- Brief review of literature
- Draft of research question and/or hypothesis and methodology (including subjects, sampling and instrumentation)
- Expected outcome

Approval and Signatures

- Thesis topic approved, may continue with prospectus
- Thesis topic approved with modification, resubmission of thesis topic form not necessary
- Need to modify and resubmit modification
- Not approved

Graduate coordinator Date

Department chair Date

Committee membership: _____

Appendix E

Evaluation Questions for a Thesis

You may find it helpful to duplicate this checklist for use when evaluating your thesis.

Evaluating Titles

- _____ 1. Is the title sufficiently specific?
- _____ 2. Does the title indicate the nature of the research without describing the results?
- _____ 3. Has the author avoided using a “yes-no” question as a title?
- _____ 4. If there is a main title and a subtitle, do both provide important information about the research?
- _____ 5. Are the primary variables referred to in the title?
- _____ 6. Does the title indicate what types of people participated?
- _____ 7. If the title implies causality, does the method of research justify it?
- _____ 8. Has the author avoided using jargon and acronyms that might be unknown to his or her audience?
- _____ 9. Overall, is the title effective and appropriate?

Evaluating Abstracts

- _____ 1. Is the purpose of the study referred to or at least clearly implied?
- _____ 2. Does the abstract highlight the research methodology?
- _____ 3. Has the researcher omitted the titles of measures (except when these are the focus of the research)?

- _____ 4. Are the highlights of the results described?
- _____ 5. Has the researcher avoided making vague references to implications and future research directions?
- _____ 6. Overall, is the abstract effective and appropriate?

Evaluating Introductions and Literature Reviews

- _____ 1. Does the researcher begin by identifying a specific problem area?
- _____ 2. Does the researcher establish the importance of the problem area?
- _____ 3. Is the introduction an essay that logically moves from topic to topic?
- _____ 4. Has the researcher provided conceptual definitions of key terms?
- _____ 5. Has the researcher indicated the basis for “factual” statements?
- _____ 6. Do the specific research purposes, questions, or hypotheses logically flow from the introductory material?
- _____ 7. Overall, is the introduction effective and appropriate?

A Closer Look at Evaluating Literature Reviews

- _____ 1. If there is extensive literature on a topic, has the researcher been selective?
- _____ 2. Is the literature review critical?
- _____ 3. Is the current research cited?
- _____ 4. Has the researcher distinguished between research, theory, and opinion?
- _____ 5. Overall, is the literature review portion of the introduction appropriate?

Evaluating Samples

- _____ 1. Was random sampling used?

- _____ 2. If random sampling was used, was it stratified?
- _____ 3. If the randomness of a sample is impaired by the refusal to participate by some of those selected, is the rate of participation reasonably high?
- _____ 4. If the randomness of a sample is impaired by the refusal to participate by some of those selected, is there reason to believe that the participants and non-participants are similar on relevant variables?
- _____ 5. If a sample from which a researcher wants to generalize was not selected at random, is it at least drawn from the target group for the generalization?
- _____ 6. If a sample from which a researcher wants to generalize was not selected at random, is it at least reasonably diverse?
- _____ 7. If a sample from which a researcher wants to generalize was not selected at random, does the researcher explicitly discuss this limitation?
- _____ 8. Has the author described relevant demographics of the sample?
- _____ 9. Is the overall size of the sample adequate?
- _____ 10. Is there a sufficient number of participants in each subgroup that is reported on separately?
- _____ 11. Has informed consent been obtained?
- _____ 12. Overall, is the sample appropriate for generalizing?

Evaluating Instrumentation

- _____ 1. Have the actual items, question, and/or questions (or at least, a sample of them) been provided?
- _____ 2. Are there any specialized response formats and/or restrictions described in detail?
- _____ 3. For published instruments, have sources where additional information can be obtained been cited?
- _____ 4. When delving into sensitive matters, is there reason to believe that accurate data were obtained?
- _____ 5. Have steps been taken to keep the instrumentation from obtruding on and changing any overt behaviors that were observed?

- _____ 6. If the collection and coding of observations is highly subjective, is there evidence that similar results would be obtained if another researcher used the same measurement techniques with the same group at the same time?
- _____ 7. If an instrument is designed to measure a single unitary trait, does it have adequate internal consistency?
- _____ 8. For stable traits, is there evidence of temporal stability?
- _____ 9. When appropriate, is there evidence of content validity?
- _____ 10. When appropriate, is there evidence of empirical validity?
- _____ 11. Is the instrumentation adequate in the light of the research purpose?
- _____ 12. Overall, is the instrumentation adequate?

Evaluating Experimental Procedures

- _____ 1. If two or more groups are compared, were individuals assigned at random to the groups?
- _____ 2. If two or more comparison groups were *not* formed at random, is there evidence that they were initially equal in important ways?
- _____ 3. If only a single participant or a single group is used, have the treatments been alternated?
- _____ 4. Are the treatments described in sufficient detail?
- _____ 5. If the treatments were administered by people other than the researcher, were these people properly trained?
- _____ 6. If the treatments were administered by people other than the researcher, was there a check to see if they administered the treatments properly?
- _____ 7. If each treatment group had a different person administering a treatment, has the researcher tried to eliminate the “personal effect”?
- _____ 8. Except for differences in the treatments, were all other conditions the same in the experimental and control groups?
- _____ 9. If necessary, did the researchers disguise the purpose of the experiment from the participants?
- _____ 10. Is the setting for the experiment “natural?”

- _____ 11. Has the researcher used politically acceptable and ethical treatments?
- _____ 12. Has the researcher distinguished between *random selection* and *random assignment*?
- _____ 13. Overall, was the experiment properly conducted?

Evaluating Results

- _____ 1. Is the results section a cohesive essay?
- _____ 2. Does the researcher refer back to the research hypotheses, purposes, or questions originally stated in the introduction?
- _____ 3. When there are a number of statistics, have they been presented in table format?
- _____ 4. If there are tables, are their important aspects discussed in the narrative of the results section?
- _____ 5. Have the researchers presented descriptive statistics before presenting the results of inferential tests?
- _____ 6. If any differences are statistically significant and small, have the researchers noted they are small?
- _____ 7. Have appropriate statistics been selected?
- _____ 8. Overall, is the presentation of the results adequate?

Evaluating Discussion Sections

- _____ 1. In long articles, do the researchers briefly summarize the purpose and results at the beginning of the discussion?
- _____ 2. Do the researchers acknowledge their methodological limitations?
- _____ 3. Are the results discussed in terms of the literature cited in the discussion?
- _____ 4. Have the researchers avoided citing new references in the discussion?
- _____ 5. Are specific implications discussed?
- _____ 6. Are suggestions for future research specific?

_____ 7. Have the researchers distinguished between speculations and data-based conclusions?

_____ 8. Overall, is the discussion effective and appropriate?

Putting It All Together

_____ 1. Have the researchers selected an important problem?

_____ 2. Were the researchers reflective?

_____ 3. Is the report cohesive?

_____ 4. Does the report extend the boundaries of our knowledge on a topic?

_____ 5. Are any major methodological flaws unavoidable or forgivable?

_____ 6. Is the research likely to inspire additional research?

_____ 7. Is the research likely to help in decision-making (either of a practical or theoretical nature)?

_____ 8. All things considered, is the report worthy of publication in an academic journal?

_____ 9. Would you be proud to have your name on the report as a co-author?

Appendix F

NAME: _____

DATE OF FIRST
SEMESTER ENROLLMENT _____

CHECKLIST OF PROCEDURES AND REQUIREMENTS
Master of Arts in Communication
Eastern New Mexico University

This checklist is prepared for graduate students in communication completing degree requirements under the standard of the Graduate Catalog. Students are responsible for insuring that they fulfill each requirement by the proper deadline. Under special circumstances, deviations in communication requirements may be requested by submission of a written petition explaining the student's justification for a requirement change. Such petitions should be submitted to the Graduate Coordinators. Consult this checklist at least once a semester to determine that you are meeting the checklist requirements. According to University regulations, you cannot complete your degree in less than two semesters and all work for the degree including thesis defense and candidacy examinations must be complete within six (6) calendar years from the semester of first graduate enrollment.

- _____ 1. Read University Graduate Catalog and Communicative Arts and Sciences Graduate Student Handbook.
DEADLINE: Before registering for first semester of graduate course work.
OFFICE OR OFFICIAL(S): Graduate Office and Communicative Arts and Sciences Department Office.

- _____ 2. Apply for admission.
DEADLINE: If possible, apply at least 30 days before the date of your first semester of Enrollment (see Graduate Catalog).
OFFICE OR OFFICIAL(S): Graduate Office.

- _____ 2a. If admitted on a non-degree status, complete a "change of status or major" form (completion of 9 graduate hours with cumulative GPA of at least 3.0). Only 6 hours earned as a non-degree student will apply towards a degree.

- _____ 3. Apply for Graduate Assistantship.
DEADLINE: If possible, apply before February 15 for the Fall Semester. You must reapply for each semester you want to be considered for an award. Graduate assistants must register for at least 6 hours of graduate course work (see Graduate Catalog).
OFFICE OR OFFICIAL(S): Graduate Office and Communicative Arts and Sciences Department Office.

- _____ 4. Apply for Financial Aid, loans, work-study, or student employment.
DEADLINE: If possible, apply before February for the following Fall semester. Apply no later than April 1st for loans.
OFFICE OR OFFICIAL(S): Financial Aid Office.
- _____ 5. Consult with the graduate coordinator for approval of program before registering for first semester of course work. All students must demonstrate that they have a basic knowledge of communication.
- _____ 6. Complete and turn in to the graduate school a graduate degree plan in consultation with graduate advisor/committee and graduate coordinator before the end of the first semester of enrollment. This must be signed by the student, all graduate advisory committee members, the graduate coordinator, the college dean, and the graduate dean.
DEADLINE: During the first semester. Filed with the graduate school.
OFFICE OR OFFICIAL(S): Graduate Coordinator, Graduate Advisory Committee and Graduate Dean.
- _____ 7. Submit Topics Approval Form.
- _____ 8. Discuss thesis with chair and graduate advisory committee. Submit prospectus and schedule. Comprehensive examinations must have been passed and the prospectus accepted. DEADLINE: Recommend completion before the 8th week of the second semester of regular graduate enrollment.
OFFICE OR OFFICIAL(S): Graduate Coordinator and Graduate Committee.
- _____ 9. Pass comprehensive examinations. This is an 8-hour exam with questions from core and elective courses. It will be given in fall and spring semesters. The exam date will be announced. Students must have a 3.0 or better in the core classes to take the exams.
OFFICE OR OFFICIAL(S): Graduate Coordinator. Notice will be posted.
- _____ 10. Register for Thesis Hours (COMM 599) and pick up a copy of “General Thesis Guidelines.” Thesis proposal must be submitted by the 10th week of first regular semester following successful completion of exams. Failure to do so will result in having to repeat the exams. NOTE: If you are registering for Thesis hours (599) you must complete forms- Enrollment Approval Form Master’s Thesis (599) credit and Topic Approval form. Having once registered for Master’s Thesis, the student must continue to register for a minimum of 1 hour of 599 during each regular semester (exclusive of summer) until the thesis is approved by the graduate dean.

DEADLINE: Generally Spring semester following completion of candidacy exams. OFFICE OR OFFICIAL(S): Graduate School and Graduate Coordinator.

- ____ 11. Advancement to Candidacy. After passing comprehensive exams students must review their degree plans. If necessary, they will file a new degree plan to correct any discrepancies. This new degree plan must be approved and signed by the graduate advisory committee, the graduate coordinator, the college dean, and the graduate dean. Advancement to candidacy occurs only after the student has completed 12 hours of graduate course work with a cumulative grade point average of 3.0.
- ____ 12. Submit Thesis proposal signed by chair and graduate advisory committee to the Graduate School. No thesis hours can be taken until the candidacy exam is passed and the proposal accepted. During the last semester prior to graduation, arrange with graduate advisory committee chair for proper duration and filing of material used in thesis study (printouts, artifacts, etc.).
DEADLINE: Prior to initiation of thesis research.
OFFICE OF OFFICIAL(S): Chair, Graduate Advisory Committee, Graduate Office.
- ____ 13. The semester the student intends to graduate, he/she must apply for graduation and pay fees (including thesis binding fees). Save receipts of copies of receipts for #17 below. All students must be registered for at least 1 hours of thesis credit during the semester they submit the thesis and defend their research.
DEADLINE: Check the active University catalog and calendar for exact dates. Pick up form at college Students Records Clerk's Office (LA 204).
OFFICE OF OFFICIAL(S): Business Office (Cashier's Window, Administration Building).
- ____ 14. Submit a copy of preliminary drafts of thesis to each Thesis Committee member. See "General Thesis Guidelines" for appropriate definitions of thesis copy, available from the Graduate Office and the Graduate Coordinator.
DEADLINE: Thesis draft must be to committee members 8 weeks before spring or fall semester graduation and 6 weeks before summer semester graduation. Summer semester students may not be in residence; therefore, there is no opportunity for thesis review and oral review during the summer except at the convenience and option of each individual faculty member.
OFFICE OR OFFICIAL(S): Chair and Graduate Advisory Committee.

- _____15. Submit Reading Copy of Thesis along with signed form indicating committee approval to the college dean and the graduate school. The graduate dean must approve this draft before the defense can be scheduled.
DEADLINE: The Reading Copy is due in the Graduate School on or before the deadline given in the calendar published for the semester in which the student expects to graduate. It is due no later than 6 weeks prior to the last day of the Fall or Spring semester, or no later than 4 weeks prior to the last day of the Summer session.
OFFICE OR OFFICIAL(S): Graduate Advisory Committee; CLAS; Graduate Office.
- _____16. Schedule Oral Defense of Thesis. Consult with graduate advisory committee chair for scheduling of date of oral defense of thesis. Defense is based on the Reading Copy of Thesis. Date must be sent to College Liberal Arts and Sciences, Graduate Office, and committee members. Graduate students must be registered for at least one hour of thesis credit during the semester they submit Final Copy. Schedule of defense must be publicized locally for at least 5 University working days before it occurs.
DEADLINE: This defense must be scheduled one week in advance of the intended date of examination (5 University working days). It may not be scheduled until two weeks after all Committee Members have had the Reading Copy of the Thesis. The defense must be completed by 10 days prior to the end of the semester.
OFFICE OR OFFICIAL(S): Chair and Graduate Advisory Committee; CLAS Graduate Office; Public Affairs Office; Monday Memo.
- _____17. Pass Oral Defense of Thesis. Have committee submit signed forms reporting results. Students should bring the forms to the examination. If you plan to have your thesis duplicated on campus, notify University Printing in writing of approximate length, number of copies desired, and date to expect it from the student.
DEADLINE: Report due to CLAS Office and Graduate Dean 10 days prior to the last day of the semester.
OFFICE OR OFFICIAL(S): Graduate Advisory Committee chair submits signed report of oral forms to CLAS Office and Graduate Dean; University Printing Services.
- _____18. Submit TWO originals of the approved final Thesis and TWO originals of the ABSTRACT, signed by ALL members of the Graduate Advisory Committee and CLAS Dean, to the Graduate Dean for Binding. You must show your receipts for graduation and binding fees at this time.
DEADLINE: At least 10 days prior to the last day of the semester.
OFFICE OR OFFICIAL(S): Graduate Office.

- ____19. Check about Commencement if you want to participate in the event. Check with the Student Records Office (LA 204) if you are interested in participating.
DEADLINE: Check with the Student Records Clerk.
OFFICE OR OFFICIAL(S): Dean of CLAS; Registrar's Office, Bookstore.
- ____20. Complete course work and thesis hour requirements by the last semester of registration. Ask chair to change thesis incompletes (COMM 599) on special forms. This form is submitted to Graduate School.
DEADLINE: 10 days prior to the last day of the semester.
OFFICE OR OFFICIALS: Thesis Advisor; Graduate School.
- ____21. Turn in all equipment, books, keys, etc., loaned to you by the University or Faculty.
DEADLINE: 10 days prior to last day of the semester.
OFFICE OR OFFICIALS: Anyone involved.