

CCI Graduate Studies Graduate Student Handbook 2019-2020



College of Communication & Information
The University of Tennessee

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Graduate Student Handbook 2019-2020

College of Communication & Information

University of Tennessee

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Welcome

Welcome to graduate study in the College of Communication & Information at the University of Tennessee! The college offers two master's degrees and one doctoral degree:

- Master of Science in Communication & Information
- Master of Science in Information Sciences
- Doctor of Philosophy in Communication & Information

All three degrees combine a solid grounding in theory and methods with an understanding of key professions served by the college. Graduates have gone on to successful careers in academe, government, industry, and other organizations.

The college came together in its current configuration on July 1, 2003. It is made up of four schools: Advertising & Public Relations, Communication Studies, Information Sciences, and Journalism & Electronic Media. Each of the disciplines housed within these schools has a distinguished history on the University of Tennessee campus. The beneficial synergy of bringing these schools together into a single college is most apparent at the graduate level where students are encouraged to explore the diverse traditions in the college.

Vision

The University of Tennessee's College of Communication & Information will become a world-renowned center for innovative learning, scholarship, and societal engagement with particular emphasis on the following communication and information areas:

- science, technology and health
- international and intercultural communication and information
- law, policy and ethics
- knowledge/organizational management

The primary aspiration of the college can be summarized in a single word: Excellence. The College of Communication & Information continues to strive for a level of excellence as reflected in international, national, and regional rankings. Each school in the college will further its endeavors to become recognized as a program of excellence internationally, nationally, and regionally for the caliber of its research/creative activity, teaching and service.

Mission

The college is a community of scholars and creators devoted to the study of communication and information and their related processes and technologies. This mission is achieved through excellence in research/creative activity, teaching and service. The college also shares the values of diversity, international and intercultural awareness, engagement and other core ideals of the University of Tennessee in the Land-Grant tradition.

Values

The college is committed to diversity and fosters a sense of collegiate and social community. The culture of the college includes an emphasis on the legal and ethical responsibilities of access to information and the exercise of expression in a democratic society. The college also promotes new knowledge creation through research and creative activities.

Teaching

The college serves the general education goals of increasing awareness of the importance of communication and information in the contemporary world and improving personal skills in communication, critical thinking, information analysis, and evaluation. It serves the professional goals of preparing graduate and undergraduate students for careers in the communication and information professions. It serves the academic goals of preparing students to become leaders and to pursue future academic study and research.

Research and Creative Activities

The college advances knowledge in the fields of communication and information sciences by the efforts of its faculty, staff, and students, often in collaboration with colleagues in other disciplines and at other institutions.

Service

The college provides its expertise to the campus, to professional disciplines, and to the public through regional, national, and international service.

Introduction

UT Graduate School Introduction

Information related to the process of graduate education in each department is to be provided for all graduate students in order to serve the mission and vision of the Graduate School and preserve the integrity of graduate programs at the University of Tennessee, Knoxville. It is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated based upon Best Practices offered by the UT Council of Graduate Schools.

The college Graduate Student Handbook does not deviate from established UT Graduate School Policies and provides the specific ways in which those policies are carried out. This handbook is intended to provide information about the policies and procedures of the graduate programs in the College of Communication & Information. An effort has been made to anticipate the questions that commonly occur to students during their course of study.

Information Sources

Although the purpose of this handbook is to assist graduate students in planning their programs, graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university. Those regulations are documented in the *UT Graduate Catalog* <https://tiny.utk.edu/grad-catalog> and *Hilltopics* <https://hilltopics.utk.edu>. Graduate students should also review the Rights and Obligations section of the Graduate School website: <https://gradschool.utk.edu/graduate-student-life/>. Nothing in the CCI handbook supersedes the requirements stated in the *UT Graduate Catalog* or other university official publications. However, it is our hope that this document will be helpful during your graduate studies.

The College of Communication & Information website is: <http://cci.utk.edu>. The CCI handbook is available online: <https://www.cci.utk.edu/gradstudies/handbook>. Also on this page are forms and guidelines that you will need as you progress in your graduate program.

Program Administration

The Ph.D. and the M.S. in Communication & Information are both interdisciplinary programs that are coordinated out of the Associate Dean's office in Suite 306 of the Communication & University Extension Building. Dr. Virginia Kupritz is the Associate Dean for Academic Programs for the College and is responsible for these college-wide programs. She also serves as the Director of Graduate Studies. Margaret Taylor, Administrative Specialist III, is the person to contact for information about the programs. The telephone number for information about graduate programs is (865) 974-6651. The e-mail addresses are ginger1@utk.edu for Dr. Kupritz and mtaylor8@utk.edu for Ms. Taylor. This college Graduate Student Handbook specifically applies to these two college-wide programs.

The M.S. in Information Sciences is coordinated out of the School of Information Sciences office in Suite 451 of the Communications & University Extension Building. Dr. Diane Kelly is the Director of the School of Information Sciences and is responsible for this program. Ms. Tanya Arnold is the Student Services Coordinator and primary contact for information about the Information Sciences Master's program. The telephone number is (865) 974-2858. The e-mail addresses are dianek@utk.edu for Dr. Kelly and tnarnold@utk.edu for Ms. Arnold. **A separate handbook has been prepared for students who are in this degree program and it should be the primary guide for students studying Information Sciences at the Master's level.**

Duties and Responsibilities

Graduate programs in the college are intentionally kept relatively small and focused so that faculty and students have the opportunity to get to know each other well and to work together closely. Faculty members enjoy mentoring and working with advanced-level students.

Duties and Responsibilities of Faculty

The college faculty has important responsibilities to graduate students. First, faculty members as well as administrators review the applications of graduate students. After students are admitted into one of the graduate programs in the college, they will get to know the faculty because faculty members teach graduate courses, involve graduate students in research projects, and serve as advisors to help students plan their curriculum and their careers.

Faculty members also provide feedback on graduate student progress through the Graduate Studies Committee of the college. If students are not performing satisfactorily in graduate studies, they will be informed and the Associate Dean and faculty will work with those students to help them evaluate their goals.

Duties and Responsibilities of Graduate Students

Every graduate student is expected to meet all the requirements set forth in the current *Graduate Catalog* and all the other requirements specified by the college. These are subject to change; students will be notified via UT email of major modifications in college rules and procedures. Copies of the modifications will also be available on the college website. **Students are expected to keep informed about these changes.**

The graduate student is expected to attend his/her classes and to successfully meet all the requirements of their courses. The graduate student is also strongly encouraged to participate in college activities such as the research symposium that is held in the spring. The graduate student

serves on some college committees and should consider participation in professionally oriented groups. These include academic associations such as the American Library Association, the Association for Education in Journalism & Mass Communication, the International Communication Association, the National Communication Association, and so on. There are also many opportunities for engagement with campus and local chapters of organizations such as the Ad Club, American Society for Information Science & Technology, Communication Studies Club, Public Relations Student Society of America, and the Society of Professional Journalists.

Graduate Teaching Assistant/Graduate Teaching Associate. The GTA (Graduate Teaching Assistant/Graduate Teaching Associate) bears extra responsibilities because he/she is part of the teaching faculty. The GTA is responsible for promptly contacting the faculty member with whom he/she will work so that the GTA can be informed of required duties and responsibilities. The GTA, who teaches his/her own class, is responsible for meeting the assigned classes and conducting the classes as effectively as possible. Grading of quizzes and papers should be completed promptly, enabling students to learn from their mistakes and the teacher's suggestions and comments. The GTA must find someone to teach the class and inform the appropriate School director and course supervisor (should one exist) of the absence, if the GTA must miss a class that he/she is teaching for some reason. *Dereliction of GTA duties will result in a revocation of the assistantship or associateship.*

Student Code of Conduct. The GTA is expected to adhere to all university regulations including meeting times, exams, and must follow academic misconduct procedures outlined in the *UT Student Code of Conduct* when an academic penalty is given to a student in the instructor's class. There is a link to a flowchart that shows the steps in the academic misconduct process: <https://studentconduct.utk.edu/facultystaff/> (at the end of the "Steps for Instructors" section). The blue box in the middle of this flowchart relates to the steps that instructors must take if they assess an academic penalty to punish academic misconduct. Penalties include items such as the following:

- reducing the grade on an assignment/quiz/test
- assigning a grade of zero for an assignment/quiz/test
- a requirement to repeat the assignment/quiz/test again, or to complete an alternate assignment/quiz/test
- reducing a student's overall letter grade in the course
- assigning an overall letter grade of F for the course

The page numbers printed on the flowchart refer to the university's code of conduct, which is found here: <https://studentconduct.utk.edu/wp-content/uploads/sites/53/2018/07/460805-StudentCodeOfConductBook-FINALaccessiblePAGES1.pdf>. Both of the links can be reached through the *UT Student Code of Conduct* website: <https://studentconduct.utk.edu>.

M.S. in Communication & Information

Admissions for M.S. in Communication and Information

Individuals interested in applying to the college-wide master's program should go to the University of Tennessee Graduate Admissions Application Online Submission site:

<https://gradschool.utk.edu/admissions/applying-to-graduate-school/>. Information regarding the procedural steps involved in the application process as well as the required material are provided via that portal.

Applicants must meet admission requirements of the UT Graduate Council. In addition, they must submit a minimum of three reference letters and provide other application material as required by the College of Communication & Information. **The application deadline is January 15. Application for funding is also due by January 15.**

A baccalaureate degree in communication or a related field is recommended. Admission is possible with other baccalaureate degrees. However, all applicants without the appropriate background may be required to take up to 18 semester hours of pre-requisite and/or co-requisite courses.

The student indicates an intended concentration at the time of application. The student's record is reviewed by faculty from the appropriate School and the Associate Dean to identify any pre-requisite or co-requisite courses needed for that concentration. The student must resubmit an application form if the student should later decide to switch to a different concentration. The appropriate School director (or his/her designee) responsible for the new concentration area will review that form as well as the student's academic record and determine whether the student is qualified for the new concentration. If so, the director/designee may identify additional courses needed to ensure the student is prepared for a career in the concentration area.

Minimum requirements for admission normally include a 3.0 (4.0 system) grade-point average in undergraduate studies.

Master's Student Advising

Although the college-wide master's program is administered centrally, concentrations and advising are School based. Every graduate student must have an advisor from his/her area of emphasis. The advisor provides guidance regarding course selection and professional development. The advisor serves as mentor and as the student's committee chair.

General course work for the concentration is defined and the first semester or two of course work is planned at that time. Once the student has identified a permanent advisor during his/her first year of study, the student should work with this advisor to schedule regular meetings and to help the student identify remaining course work and prepare the final program plan. An active student-advisor relationship is critical for making progress in the program.

The program plan should clearly show courses that the student will take to meet the degree requirements. The curriculum and planning procedures are sufficiently flexible to allow the student to plan a program of study suitable to his/her academic goals. **See Appendix B for the Program Planning form that is used to develop the program plan for the student's concentration.**

The master's student and the advisor (program chair) identify two other faculty members to serve on the student's committee, for a total of three members. This committee supervises the student's thesis or project. Two members should be from the student's school or area of emphasis, and all must hold the rank of assistant professor or higher.

The Program Planning form is due by March 1 in the first year of study for the master's student. *The student must submit a completed hardcopy of this form to the Associate Dean's office by that time.*

Degree Requirements for the Master of Science in Communication & Information

The Master of Science with a major in Communication and Information is intended for students who desire careers related to a variety of communication, information, or media fields, and those who seek a deeper understanding of the role of communication and information in organizations, media, and society. Both thesis and non-thesis options are available. **Appendix A provides an overview of the steps in the process of earning the M.S. degree.**

Required Hours

The M.S. program combines a cross-disciplinary core in theory and methods with a concentrated set of courses in a primary area and elective courses. Both the thesis and non-thesis options require a minimum of 34 hours of approved graduate work. A minimum of 23 hours must be at 500 level or above. Up to nine hours of graduate credit may be accepted for transfer into the program, but these hours are subject to approval by the program advisor and the Associate Dean. Students may be required to take up to 18 hours of pre-/co-requisite courses. Full-time students with minimal pre-/co-requisite or transfer credits are typically able to finish the degree in three to four semesters.

Concentrations are typically housed within one of the schools. Students may also construct their own coherent set of courses for a concentration with the approval of the Associate Dean. These are the primary concentration areas:

- Advertising (thesis or project)
- Communication Studies (thesis or project)
- Journalism & Electronic Media – Research Track (thesis option)
- Journalism & Electronic Media – Professional Track (project option)
- Public Relations (thesis or project)

Other Requirements

All students must take courses from at least two of the Schools in the College of Communication & Information and are limited to six hours of independent study. Up to 18 additional pre-requisite/co-requisite hours may be required for students.

Students who plan to work in communication organizations and related career fields are strongly encouraged to pursue a project option. Students who anticipate entering a doctoral program will find that the master's program is good preparation for additional graduate studies. Those students are strongly encouraged to pursue a thesis option.

There is no full-time residency requirement for completion of the master's degree.

Courses taken at another institution may be considered for transfer into the M.S. program as determined by the student's committee and approved by the Graduate School. (See "Transfer Credits" in the *Graduate Catalog* for limitations on transfer credit.) A course must meet these requirements to be transferred into a master's program at UT:

- Be taken for graduate credit.
- Carry a grade of B or better.
- Be part of a graduate program in which the student had a B average.
- Not have been used for a previous degree.
- Be approved by the student's committee and the Graduate School on the Admission to Candidacy form.

Courses transferred to any graduate program will not affect the minimum residence requirements for the program, nor will they be counted in determining the student's grade-point

average. A maximum of 9 hours may be transferred. Transferred courses must have been completed within the six-year period prior to completion of the M.S. degree.

Candidates for the M.S. degree have six calendar years from the time of enrollment to complete the degree. Students who change their academic unit during the six-year period may be granted an extension after review and approval by the Dean of the Graduate School. In any event, courses used toward a Master's degree must have been taken within six calendar years of graduation.

Capstone Work for the M.S. in Communication & Information

All master's students will prepare a proposal for their project or thesis. Students who write a thesis orally defend their thesis proposal to their full committee. This is an opportunity for the student and faculty members to clearly define the thesis and come to agreement about expectations. Students who work on a project should be sure that their project advisor and members of their committee are fully aware of what the project entails and approve of the approach to the project.

The final project/thesis serves as the capstone for master's students. All master's students conduct an oral defense of the completed project/thesis in addition to the materials prepared for this capstone experience. A copy of the project/thesis should be submitted to the student's committee members **no less than two weeks prior to the defense.**

PhD. in Communication & Information

Admissions for Ph.D. in Communication & Information

Individuals interested in applying to the college-wide doctoral program should go to the University of Tennessee Graduate Admissions Application Online Submission website: <https://gradschool.utk.edu/admissions/applying-to-graduate-school/>. Information regarding the procedural steps required in the application process and the required material can be found on this website.

Applicants to the college-wide doctoral program must meet admission requirements of the Graduate Council. In addition, they must complete the Graduate Record Examination (GRE), submit a minimum of three reference letters, and provide other application material as required by the College of Communication & Information. **Formal review of applications begins January 15. The application deadline for funding is January 15.**

Even if funding is not sought, application materials should be submitted by January 15 to have the best chance of being considered for doctoral studies. A limited number of spaces open each fall and preference is given to applicants whose materials are submitted by January 15. *All new doctoral students begin their graduate classes in the fall semester.*

The master's degree is required for entry into the doctoral program. These are the normal minimal requirements for admission to full potential candidate status:

- A 3.0 (4.0 system) grade-point average in undergraduate studies, and 3.5 for graduate work.
- At or above the 50th percentile in verbal, quantitative, and analytical aptitude on the Graduate Record Examination.
- Recommendation letters and/or rating forms from at least three former teachers or professional colleagues.
- A statement of the applicant's goals and reasons for pursuing the doctorate.
- Personal interviews with members of the Graduate Studies Committee may be required.

- Professional experience in some field of communication and/or information is a desirable criterion for admission, but is not a requirement.
- For students whose native language is not English or who have not earned a degree at an American college or university or who earned a degree at an American college or university more than 2 years ago, then the Test of English as a Foreign Language (TOEFL) is required. The exam must have been taken within the last two years. Students should show mastery of the English language. The TOEFL score must be at least 80.

Doctoral Student Advising

Each doctoral student must have an advisor from his/her area of emphasis. The advisor provides guidance regarding course selection and professional development. The advisor serves as mentor and as the student's committee chair. The student should work with the advisor to schedule regular meetings. An active student-advisor relationship is critical for making progress in the program.

Students in the doctoral program go through three stages of advising: first-year studies, comprehensive exam, and dissertation. Students may have the same advisor or a different advisor at each stage of advising.

Advisor for First-year Studies

Doctoral students are assigned a first-year advisor at the beginning of the first semester. This advisor is selected through consultation between school directors and the Associate Dean. The goal is to match the student's stated research, teaching, and professional interests with the interests of a faculty member who can guide the student's early coursework, research activities in the program, and guidance in building a program plan. **See Appendix D for the Program Planning form that is used to develop the student's program plan.**

The student and first-year advisor develop the preliminary program plan during the first year of study that details the coursework that the student plans to take to complete program requirements. The student's program plan is reviewed by the Associate Dean and is subject to approval by the college Graduate Studies Committee. **The Program Planning form is due by March 1 in the first year of study for the Ph.D. student.** *The student must submit a completed hardcopy of this form to the Associate Dean's office by that time.*

Advisor for the Comprehensive Exam (Program Chair)

The student should identify a faculty member who will serve as the program chair (advisor) by the end of the student's first year of studies. The student may have the same advisor or a different advisor during the second year of studies. As the student continues to take coursework, the program plan may need to be amended—particularly as the student more clearly defines a secondary area. *It is the responsibility of the student and advisor to ensure that the final program plan meets all degree requirements.* In addition to course work, the student and advisor focus on identifying a dissertation topic and consider the kind of individualized readings and research in preparation for the doctoral comprehensive exam that synthesizes the student's doctoral course work and focuses on the dissertation area.

The student and program chair (advisor) typically assemble the comprehensive exam committee (full program committee) during the second year of studies. The committee must be composed of a minimum of four people. Please follow the Academic Policies & Requirements for Graduate Students as listed in the Graduate Catalog in the Doctoral Degree section at:

https://catalog.utk.edu/content.php?catoid=27&navoid=3506#doc_degree. This website includes specific requirements for who may chair and/or serve on committees.

It is the responsibility of the advisor to ensure that the committee includes the diversity and expertise to properly judge the student's examination. At least one semester before taking the comprehensive exam, the student should finalize the program plan and have it approved and signed by all members of the comprehensive exam committee. *The student must submit a hard copy of this final program plan form to the Associate Dean's office PRIOR to scheduling the comprehensive exam.*

Advisor for the Dissertation (Dissertation Chair)

The student should identify a faculty member who will serve as the dissertation chair (advisor), upon successful completion of the comprehensive exam. The student may have the same advisor or a different advisor at this stage of advising. The student will form a dissertation committee in consultation with the dissertation chair. If the committee members are different from the comprehensive exam committee, the same criteria for the composition of the dissertation committee apply that are outlined in the Academic Policies & Requirements for Graduate Students in the Graduate Catalog as above.

The dissertation chair supervises the writing of the dissertation and the final oral defense of the dissertation.

Degree Requirements for the Doctor of Philosophy in Communication & Information

The Doctor of Philosophy with a major in Communication & Information is intended to prepare students for research, teaching, administration, and service in the fields of communication and information. The goal of the Ph.D. program is to prepare graduates for positions in research-intensive institutions. This preparation also enables them to work at other types of educational institutions and industry positions. Doctoral students develop publishable research in their coursework, and provide evidence of publishable research prior to taking comprehensive exams. Graduates are expected to be competent in using at least one research method and should be literate in statistics, and are limited to six hours of independent study. The program includes training in the foundational origins and contemporary literature of communication and information theories and professions. The program offers the opportunity for students to learn to be effective teachers and to participate in service and outreach activities.

The program is interdisciplinary and consists of a core curriculum, primary concentration, and cognate area of study. Core courses begin in the fall semester. CCI 605, CCI 620, CCI 631, CCI 635, and a concentration specific doctoral theory course (ADVT 680, CMST 680, INSC 680, JREM 680, or PBRL 680) should be taken during the first year of study. CCI 611 or an advanced statistics course should be taken either in the first semester or in the third semester of doctoral studies. The first fall and spring semesters must be spent in residence (i.e., enrolled as a full-time student). *Fall attendance at the college Graduate Orientation Workshop is required for first-year students.*

Appendix C provides an overview of the steps in the process of earning the Ph.D. degree.

Required Hours

A minimum of 62 hours of approved graduate work is required for the Ph.D. Students typically are able to complete coursework in about two full years of study and should expect to

spend about a year writing the dissertation. No transfer credits are accepted for the doctoral program. See Appendix D for Program Planning form for the Doctor of Philosophy in Communication and Information.

- Core Courses (17 hours): CCI 605, CCI 631, CCI 635, CCI 620 (2 credits), CCI 611 or Advanced Statistics, additional CCI Doctoral Level Course.
- Primary Concentration (12 hours): 3 credit hours of ADVT 680, CMST 680, INSC 680, JREM 680, or PBRL 680. Other concentration courses will be defined by the student and his/her program committee.
- Cognate (9 hours): Defined by the student and his/her program committee.
- Dissertation (24 hours) : CCI 600

Other Requirements

Two concurrent semesters are required to meet the university's residency requirement. Except in rare cases, students will meet this requirement in the first year of graduate study.

Within the combined primary and cognate areas, a total of 6 credit hours must be from theory-intensive courses and a total of 6 hours must be from methods-intensive classes. Courses both inside and outside the college (including graduate-level courses in the Schools) may be identified as theory-intensive and/or method-intensive. Students may also submit courses to their program committee for consideration as theory-intensive and/or method-intensive. **A list of eligible courses housed within the college appears in Appendix E.**

Admission to candidacy must be attained at least one full semester prior to the date the degree is to be conferred and requires successful completion of the written comprehensive exam. At the time the Admission to Candidacy form is filed with the Graduate School, the Doctoral Committee Appointment Form should also be filed with the Graduate School. Following a successful dissertation defense, the Dissertation Defense pass/fail form should be filed with the Graduate School. **A hard copy of these three forms must be submitted to the Associate Dean's office.**

Candidates for the Ph.D. degree must take comprehensive examinations within five years of enrollment, and all requirements must be completed within eight years from the time of the student's first enrollment in a doctoral degree program.

Exams and Defense for the Ph.D. in Communication & Information

The primary purpose of the comprehensive exam is to help doctoral students synthesize what they have learned in their coursework and make application of that material to their dissertation. The exam is not intended as a "mega-exam" in which students re-hash all the material from specific classes, but rather it should be an opportunity for the student to "make sense" of what he/she has learned over the course of graduate studies at the University of Tennessee.

Doctoral students take the comprehensive exam at the end of coursework. In total, the exam will include at least four questions. The question areas will be determined by the comprehensive exam committee, based upon the student's program of study – including concentration and cognate areas. At least one question should incorporate a focus on theory and at least one question should incorporate a focus on research methods within these areas. At the committee's discretion, additional question(s) may be added to include professional issues or other items tailored to the student.

Students will have four hours to complete each question area. They will be allowed to bring in a one-page, non-annotated, bibliography for each question area, with no restrictions on

font size or spacing. The college will provide a computer for students to use to write their answers. *Students are not allowed to bring in any computer storage medium nor are they allowed to connect to any external sources during the exam.* The comprehensive exam will be completed within a two week time period. Contact the Associate Dean's office to schedule the exam.

Faculty on the comprehensive exam committee write questions in consultation with the program chair (advisor) and other committee members. The questions are delivered to the program chair (advisor) so that he/she can send questions at least two weeks in advance of the exam to the Associate Dean. The Associate Dean will review the questions for overall consistency with program guidelines. Committee members will provide general guidance at their discretion to the student about how to prepare for the comprehensive exam.

At a minimum, a committee member should meet with the student to discuss the general framework of the question(s) the member will ask. Committee members should not ask a student questions covering material that was not presented in the student's program of study.

After the answers to the comprehensive exam questions have been distributed to committee members for review, a meeting will be held with the committee and the student, which serves as an oral defense of the written exam and also facilitates the transition to work on the dissertation. Faculty members should have a minimum of two weeks to read written responses before the oral exam defense scheduled date.

At the end of the exam's oral defense and following the successful pass/fail decision, the student typically presents a short (about three pages) overview of his/her plans for a dissertation. The student and the dissertation chair may choose to hold a separate meeting to discuss the dissertation plans instead of presenting it following the comprehensive exam defense.

A student who does not successfully complete and/or defend the written exam may be asked to repeat one or more sections of the exam. Such a retake may be scheduled no sooner than three months and must be completed within a year of first taking the comprehensive exam. There may not be student-initiated changes to the comprehensive exam committee for the retake of the exam unless the student obtains written permission from the Associate Dean. If a student is not successful in writing and/or defending the exam after a second attempt they will be dismissed from the program. **A checklist of procedures and timelines for the comprehensive exam appears in Appendix F.**

Upon passing the oral defense of the comprehensive exam, the student, who is now a doctoral candidate, prepares a full proposal of the dissertation and will orally defend that proposal to their dissertation committee. A doctoral proposal typically consists of a clear statement of the problem to be addressed in the study, a discussion of previous academic work in related field(s), and a general outline of how the research will be conducted. This is an opportunity for the student and faculty members to clearly define the dissertation and come to agreement about expectations. **The Dissertation Proposal form is available to use as evidence of the committee's approval of the dissertation proposal, should the chair and student wish to use it. (See Appendix G.)**

Ph.D. Student Performance Expectations

There are two key benefits to the student evaluation process. First, it allows for a comprehensive review of a student's progress and enables systematic identification of successes and problems of doctoral students. Second, it prepares students for the kind of annual report/review that they will undergo as faculty members.

Coursework, Research, and Service

The student will complete an annual report each year regarding coursework, research, and service (professional engagement). **Instructions for completing the report appear in Appendix H, Section I. The report must be electronically submitted to the Associate Dean's office by February 1 each year.**

Each student's performance will be evaluated based upon coursework, research, and service areas. The student is determined to be in good standing if his/her performance meets or exceeds the criteria in each area. Performance expectations progress as the student moves through the program. Typical progression is as follows:

- During the first year, the student should be completing coursework with an acceptable grade point average (3.3 or higher), be participating in research, and providing at least one college service (e.g., participate in graduate student visitation day, 3MT (3 Minute Thesis), aid in recruiting new graduate students). By the end of the first year of studies, the student should identify a faculty member who will serve as the program chair (advisor) to finalize the program plan and provide further guidance. The student may have the same advisor or a different advisor during the second year of studies.
- During the second year, the student is expected to be completing coursework, making progress in preparation for the comprehensive exam, engaging in research with papers being presented, and moving toward publication. The student should have made substantial progress toward finalizing his/her dissertation topic, identifying a committed dissertation chair, and an approved comprehensive exam/dissertation committee. The student is expected to provide at least one college service.
- During the third year, the student should be successfully completing the comprehensive exam, presenting and publishing research, and completing the dissertation. The student is expected to provide a service to the college and a service to their profession.
- A student beyond his/her third year must submit a dissertation timeline with his/her annual progress report to be approved by the student's dissertation chair and the Associate Dean. The student will remain in good standing if he/she meets each goal on the planned timeline they develop with their advisor.

Students meeting these criteria will be considered in good standing. Those who do not meet the criteria will be in poor standing. Any student who is in poor standing for three years will be dismissed from the program.

First-Year Review of Ph.D. Students

The first-year student must electronically submit his/her initial program planning form by **March 1** (see Appendix D), in addition to his/her annual report for coursework, research, and service (professional engagement) that is due **February 1**. A review of the academic progress of each first-year student is held at or near the end of the student's first year by the Graduate Studies Committee. A report is then sent to the student with a copy to the school director and first-year advisor.

The purpose of the review is for diagnostic purposes. It is intended to provide an early indication of the student's progress in the program, to identify the student's strengths and weaknesses, and to help the student begin to prepare for the comprehensive examination. A student whose performance is not satisfactory may be dismissed from the program.

Students Funded by the College for Research and/or Teaching

All students who are funded by the college for research and/or teaching will complete an annual report each year regarding his/her research and/or teaching responsibilities. The school's director, faculty advisor, faculty involved in supervising the work of the student, and the Associate Dean review the report. **Instructions for completing the report appear in Appendix H, Section II. The report must be electronically submitted to the Associate Dean's office by February 1.**

If all feedback is relatively positive, a summary of the reviews may be simply given to the student and a copy will be filed in the Associate Dean's office. If improvements are needed, the student will be notified and given the opportunity to improve their teaching and/or research work. However, if the work is completely unacceptable, funding will not be renewed and the student will be relieved of the assistantship, which will be done early enough to open that position to another student.

Ph.D. Student Teaching Experience

All students are expected to obtain teaching experience. In most cases, teaching experience will be acquired formally as part of fulfilling GTA requirements. However, in cases where students are not getting formal teaching experience, in order to remain in good standing, students are expected to acquire teaching experience by completing the following requirements by the end of their third year.

- Students in ADVT, CSMT, JREM, and PBRL concentrations should observe how two different professors teach an undergraduate course each for an entire semester. Students in the IS concentration should observe how two different professors teach a Master's course each for an entire semester. Students may not be taking the course they observe.
- Engage with the Teaching & Learning Center (e.g., acquire one-on-one coaching, take a workshop).
- Provide a total of at least three guest lectures in one or more courses.
- Report the completed teaching experience describing how each requirement was met. Include this report in the annual review to be submitted no later than the third year.

Graduate Student Registration

Registration is required of all graduate students who use university facilities and/or faculty time. Registration allows use of services such as library checkout, laboratories, and recreation facilities not open to the public. If students are working on a dissertation (course number 600), thesis (500), or project (590), they should be appropriately registered for that class. If students simply need to maintain registration, but are not actively working with a faculty member on a specific project, they should register for "use of facilities" using the 502 course number. **Doctoral students who begin taking dissertation credit hours (CCI 600) must do so continuously, including during the full summer session, until they successfully defend their dissertation.**

Information concerning registration is available on the One Stop webpage: <https://onestop.utk.edu/class-registration/>. Also on that webpage is a link to the *Timetable of Classes* which contains useful information about classes. A registration period is scheduled during each semester for the subsequent semester. See the *Timetable Calendar* <https://registrar.utk.edu/calendar/> for details on when courses may be added and dropped. Late registration will incur late fees. <https://onestop.utk.edu/tuition-detail/>.

For a student not on an assistantship, the minimum for full-time classification is 9 semester hours. The maximum hours that can be taken without special permission is 15. For students on assistantships, full-time study is defined as a minimum of 9 hours for those on a 25 percent assignment, and 6 hours for those on a 50 percent assignment.

Financial Support for Graduate Students in Communication & Information

The sections below provide information on both assistantships/associateships and scholarships. On some occasions, assistantship opportunities arise in other areas of the university.

Applications for graduate funding within the college must be received no later than **January 15** for the following academic year. Requests for renewal of funding must also be submitted by **January 15**. Contact the Associate Dean's office for appropriate forms.

Assistantships

The funding package for all types of assistantships and associateships typically includes tuition remission and a stipend. Most stipends are payable in 12 monthly installments. For most students who are on assistantships in the fall and spring semesters, tuition fees are waived for each of those semesters as well as for summer term. Some GTAs are not expected to work in the summer. The exception is for GRAs, GTAs, and GAs whose positions are classified as 12-month; they are required to work all 12 months. 9-month position salaries are pro-rated over 12-months for 9 months of work.

Funding is normally renewable for up to a total of two years for master's students and three years for doctoral students and is subject to the availability of funds. Students must also maintain a 3.3 grade-point average or higher.

Graduate Assistants

The college sometimes offers a small number of graduate assistantships that are typically filled by master's students. These are usually 25 percent appointments meaning that students work about 10 hours per week. Tasks for a GA range from monitoring labs to management of equipment. Most graduate assistants work for a specific School within the college and will receive their assignments from the director of that school.

Graduate Research Assistants

Graduate research assistants work on specific research projects under the supervision of a faculty member(s). Master's or doctoral students may hold these positions that are often funded with grant money and supervised through the Center for Information & Communication Studies (CICS). However, some research assistantships are also funded by the college or by one of the schools. Students work 10-20 hours (25-50 percent time) on research projects. Some research assistantships require summer work.

Graduate Teaching Assistants

Graduate teaching assistants are usually Master's students, who work to support the needs of class-related activities including grading, helping with class preparation, and maintaining computer/lab facilities. They may also teach under the supervision of a faculty

member. Depending on their offered position (25-50 percent time), Graduate Teaching Assistants work 10-20 hours per week.

Graduate Teaching Associates

Graduate teaching associates are usually doctoral students and are responsible for teaching one or more classes. Most are assigned to work 10-20 hours per week (25-50 percent time) on activities such as class preparation, teaching, grading, meeting with students, etc. Graduate teaching associates are expected to work autonomously in teaching their classes, but they are provided with guidance, draft syllabi, and other related materials from the School for which they teach or from the Associate Dean if they are teaching college-wide classes.

Scholarships

The College of Communication & Information also awards scholarships each year to outstanding graduate students. Details on these scholarships are available from the Associate Dean's office. Application for the college graduate scholarships is **January 15**. Decisions will be made during the spring semester. Recipients will be announced at the College's annual convocation in April.

Other Funding Sources

Loans and Work Study. Contact the Financial Aid Office for information on loans and the work-study program. Graduate students who do not have an assistantship are eligible to apply for the student work-study program. Work-study is considered a form of financial aid, although it is not a loan and it is not subject to repayment.

Employment Opportunities. Knoxville has many organizations that hire communication and information professionals. Some graduate students find part-time employment in the local community. Those without professional experience are especially encouraged to gain experience through internships and/or part-time employment in communication and information-related organizations. Full-time students should not attempt to work more than 20 hours per week. Part-time students should not attempt to take more than six hours of coursework per semester.

Support of Student Travel. The College of Communication & Information encourages all graduate students to submit research papers to conferences. Whenever possible, presentations of student research work will be supported. Detailed instructions for applying for college/school funding are available on this website: <https://www.cci.utk.edu/gradstudies/handbook> (Forms Section.) Additional funding may also be available from the university's Graduate Student Travel Fund administered by the Graduate Student Senate (see <http://web.utk.edu/~gss/> (Travel Awards section) for more information on these funds).

Changing Concentrations

A graduate student who wishes to change concentrations must make a written request to the CCI Associate Dean for Academic Programs no later than **November 20** of his/her second year in the program. The request must include:

- a. The reason for the change in concentrations.
- b. A signed statement of agreement from the school director in the unit *from* which the change is requested.
- c. A signed statement of agreement from the school director in the unit *to* which the

change is requested.

- d. The signature of the faculty member who agrees to serve as the academic advisor in the unit *to* which the change is requested.

The Associate Dean will forward the request to the CCI Graduate Studies Committee. The Committee will review the request and provide a recommendation to the Associate Dean who will make the final determination for the change.

Standards, Problems, and Appeals

A Message to the Graduate Student: Research Involving Human Subjects

You will likely be conducting original research throughout your career as a graduate student. Your research must undergo a review and approval process to ensure that appropriate protections are in place, if any of the research involves human subjects.

Proposed research involving human subjects must be examined by a committee known as the Institutional Review Board (IRB). The university provides instructions and forms at <https://research.utk.edu/compliance/>. Instructions and best practices for working with the review committee in the College of Communication & Information can be found at: <http://cics.cci.utk.edu/irb-information>.

Grades

The general grading policy in the college follows that of the Graduate School of the University of Tennessee. See the *Graduate School Catalog*.

To maintain good standing in the M.S. program or the doctoral program a student must maintain a minimum 3.0 GPA (grade-point average, scale of 4.0). However, for good progress, doctoral students are normally expected to maintain at least a 3.5 GPA.

A student who earns less than a grade of C in a required course will have his/her program terminated unless the Graduate Studies committee approves a student petition to waive the requirement of the required course and to accept a substitute course to earn the lost graduate credit. The student must earn a B or better in the approved substitute course.

A student in the College of Communication & Information whose graduate GPA is below 3.0 after the end of 9 hours of graduate credit will be placed on academic probation. A student will be allowed to continue graduate study in subsequent semesters if each semester's GPA is 3.0 or greater. Upon achieving a cumulative GPA of 3.0, the student will be removed from probationary status. A student must achieve a cumulative GPA of 3.0 in order to graduate.

Doctoral students holding assistantships must also maintain a 3.3 GPA or higher; Master's students holding assistantships must maintain a 3.0 GPA or higher. If a GTA/GRA/GA's cumulative grade point average falls below the required GPA, that student will be placed on probation for the following semester. If the student's GPA has not increased to the required average at the end of the probationary semester, the assistantship/associateship will be revoked.

Removal of Incomplete Grades

Under extraordinary circumstances and at the discretion of the instructor, the grade of "I" (Incomplete) may be awarded to students who have satisfactorily completed a substantial portion of the course requirement but cannot complete the course for reasons beyond their control. The "I" must be removed within one calendar year for any graduate student enrolled in the college.

The “I” will be changed to F if a supplementary grade report has not been received by the Graduate School by the end of the calendar year. The course will not be counted in the cumulative grade-point average until a final grade has been assigned. No student may graduate with an “I” on his/her record.

Academic Honesty

Academic honesty is a responsibility of all members of the academic community. An honor statement is included on the university’s application for admission or readmission. The applicant’s signature acknowledges that adherence is confirmed.

The applicant pledges to neither knowingly give nor receive any inappropriate assistance, including plagiarism, in his/her academic work. Violations are investigated when suspected, and violators are referred to the office of Student Conduct & Community Standards (<https://studentconduct.utk.edu/>) if academic dishonesty is established.

Student Appeals of Decisions/Actions

The student handbook, *Hilltopics* (<https://hilltopics.utk.edu/>), which covers problems of misconduct, contains statements of the expected standards of conduct and of all disciplinary regulations for students at UT. For further information on the appeals procedure, see the *Graduate Catalog*.

Appendix A – Steps in the M.S. Program

The following list summarizes the primary steps in the process of earning a Master of Science in Communication & Information in the College of Communication & Information at the University of Tennessee. It does not substitute for the full details provided in this handbook or other official university publications.

- Identify appropriate entry advisor – typically this will be the director of the School where the concentration is located or his/her designee.
- Take required first-year courses:
 - CCI 501 Orientation to Graduate studies (fall semester).
 - CCI 540 Communication Theory (fall semester).
 - Research class designated for your concentration – some are in the fall, some in spring.
- The following steps should be taken by **March 1** of the first year:
 - Confirm your program advisor (chairperson), who may be the same or different from your initial advisor, who must be a faculty member at the level of assistant professor or higher, and who must agree to serve as your program chair.
 - Complete the form for the program plan, and submit a hard copy to the Associate Dean's office.
- The full program committee does not need to sign the program planning form for the first year, but you should begin identifying two additional faculty members for your committee as soon as reasonably possible. They will need to be familiar with your program and your project/thesis topic.
- File the Admission to Candidacy form with the Graduate School one semester prior to expected graduation. Be sure to submit a hard copy of this form to the Associate Dean's office.

Thesis plan students:

- Enroll in the 500 (Thesis) course in appropriate area of concentrated study.
- Prepare a preliminary thesis proposal and distribute to all committee members two weeks prior to a proposal meeting.
- Hold thesis proposal meeting and get committee agreement on your proposal.
- Conduct thesis study.
- Apply for graduation, pay graduation fees, and schedule oral defense of thesis.
- Deliver final draft of thesis to committee members at least two weeks before the examination.
- Oral defense of thesis; make corrections as required by committee.
- Check final draft with thesis consultant in the Graduate School.
- Get committee signatures on the thesis approval form.
- The final version of the electronic thesis needs to be uploaded into TRACE (see the Graduate School Thesis Consultant for guidelines on doing so.) Deliver one hardcopy of thesis to your chair and one to the Associate Dean's office for college archives.

Non-thesis plan students:

- Enroll in the 590 (Project) course in appropriate area of concentrated study. Project proposal is typically part of the requirements for the 590 course, but you should be sure that your project advisor and members of your committee are fully aware of what your project entails and approve of the approach you are taking for your project.

- Conduct project study.
- Apply for graduation, pay graduation fees, and schedule oral defense of project.
- Deliver final draft of project to committee members at least two weeks before the examination.
- File the “Recommended Arrangements for Final Examination” form with the Associate Dean’s office at least one week before the examination.
- Oral defense of project; make corrections as required by committee.
- Deliver one copy of final project to your chairperson and one to the Associate Dean’s office for college archives.

Appendix B – Program Planning Forms for M.S.

The College of Communication & Information offers a single Master of Science in Communication & Information with multiple concentrations available to meet the needs of specific disciplines represented by the college. The office of the Associate Dean manages application to the program and management of progress through the program. However, students are advised and concentrations are primarily located in one of the schools in the college.

At this time, there are five primary concentrations and these are managed through three of the schools. While it is possible for the master’s student to pursue a personalized program plan that differs from one of these concentrations, students are not encouraged to pursue such a course. Each program has enough flexibility that it should enable a student to take the required courses in a concentration and still be able to select courses that meet individual needs. The following pages provide the required program planning forms for each of the concentrations.

College of Communication & Information
PROGRAM PLANNING FORM FOR M.S. IN COMMUNICATION & INFORMATION
Advertising Concentration – Coordinated in the School of Advertising & Public Relations

Student Name _____

Semester Entered _____

Core (7 hours)

Semester

- | | | |
|---|--|-------|
| ____ (1) CCI 501 Orientation to Graduate Study (fall) | | _____ |
| ____ (3) CCI 540 Communication Theory (fall) | | _____ |
| ____ (3) ADVT 530 Adv and PR Research (spring) | | _____ |

Concentration Courses (15 hours)

- | | | |
|--|--|-------|
| ____ (3) STAT 531 Survey of Statistical Methods I (fall) | | _____ |
| ____ (3) ADVT 510 Advertising and Society (fall) | | _____ |
| ____ (3) ADVT 520 Advertising and Communications Theory (fall) | | _____ |
| ____ (3) ADVT 540 Advertising Decision Making (spring) | | _____ |
| ____ (3) Related course _____ | | _____ |

Elective Courses (6-9 hours)

- | | | |
|---|--|-------|
| ____ (3) (all students) _____ | | _____ |
| ____ (3) (all students) _____ | | _____ |
| ____ (3) (additional elective for project students) _____ | | _____ |

Capstone Experience (3-6 hours)

- | | | |
|--|--|-------|
| ____ (3) ADVT 590 Project (fall) or ADVT 500 Thesis (circle selection) _____ | | _____ |
| ____ (3) ADVT 500 additional hours for thesis students _____ | | _____ |

____ **Total course hours** must be no less than 34.

One course **MUST BE OUTSIDE** the School of Advertising and Public Relations, but in the College of Communication & Information. Identify that course: _____

List all pre-requisite courses required at admission and indicate when they were taken: _____

To transfer graduate credits (9 maximum) from another program, indicate where courses were taken and how they fit into the program plan above: _____

Student _____ Signature: _____ Date: _____

Advisor _____ Signature: _____ Date: _____

Associate Dean _____ Signature: _____ Date: _____

 Distribution: Advisor - one copy; Student - one copy; Student's file - one copy. When Thesis/Project Committee is selected, student should file Master's Degree "Admission to Candidacy" Application with The Graduate School one semester before graduation. Signature of the Associate Dean (as the Graduate Program Director) is required on the Admission to Candidacy form and a hard copy of the form is to be filed in the Associate Dean's office.

College of Communication & Information
PROGRAM PLANNING FORM FOR M.S. IN COMMUNICATION & INFORMATION
Communication Studies Concentration – Coordinated in the School of Communication Studies

Student Name _____ Semester Entered _____

Core (16 hours)	Semester
____ (1) CCI 501 Orientation to Graduate Study	_____
____ (3) CMST 680 Communication Theory	_____
____ (3) CMST 508 Quantitative Methods of Communication Research	_____
____ (3) CMST 509 Qualitative and Ethnographic Methods of Communication Research	_____
____ (3) CMST 520 Foundations of Interpersonal Communication Theory	_____
____ (3) CMST 550 Foundations of Organizational Communication Theory and Research	_____

Concentration Courses (9 hours)
 Take three graduate level CMST courses to make a cohesive substantive concentration.

____ (3) CMST _____	_____
____ (3) CMST _____	_____
____ (3) CMST _____	_____

Elective Courses (3-6 hours)

____ (3) _____	_____
____ (3) _____	_____

Capstone Experience (3-6 hours)

____ (3) CMST 590 Project	_____
OR	
____ (3) CMST 500 Thesis	_____

____ **Total course hours** must be no less than 34.

List all pre-requisite courses required at admission and indicate when they were taken: _____

To transfer graduate credits (9 maximum) from another program, indicate where courses were taken and how they fit into the program plan above: _____

Student _____	Signature: _____	Date: _____
Advisor _____	Signature: _____	Date: _____
Associate Dean _____	Signature: _____	Date: _____

 Distribution: Advisor - one copy; Student - one copy; Student's file - one copy. When Thesis/Project Committee is selected, student should file Master's Degree "Admission to Candidacy" Application with The Graduate School one semester before graduation. Signature of the Associate Dean (as the Graduate Program Director) is required on the Admission to Candidacy form and a hard copy of the form is to be filed in the Associate Dean's office.

College of Communication & Information
PROGRAM PLANNING FORM FOR M.S. IN COMMUNICATION & INFORMATION
JREM Research Concentration – Coordinated in the School of
 Journalism & Electronic Media

Student Name _____

Semester Entered _____

Core (7 hours)

Semester

- | | | |
|--|--|-------|
| ____ (1) CCI 501 Orientation to Graduate Study | | _____ |
| ____ (3) CCI 540 Communication Theory | | _____ |
| ____ (3) JREM 512 Mass Media Research Methods | | _____ |

Concentration Courses (15 hours)

- | | | |
|---|--|-------|
| ____ (3) JREM 522 Seminar in Journalism Issues and Theory | | _____ |
| ____ (3) JREM 530 Mass Comm Law in a Democratic Society | | _____ |
| ____ (3) A graduate research methods class _____ | | _____ |
| ____ (3) JREM elective (500-level) _____ | | _____ |
| ____ (3) JREM elective _____ | | _____ |

Elective Courses (6 hours)

- | | | |
|---|--|-------|
| ____ (3) Course in college, but OUTSIDE JREM _____ | | _____ |
| ____ (3) Additional elective _____ | | _____ |

Thesis (6 hours)

- | | | |
|--------------------------|--|-------|
| ____ (3) JREM 500 Thesis | | _____ |
| ____ (3) JREM 500 Thesis | | _____ |

____ **Total course hours** must be no less than 34.

List all pre-requisite courses required at admission and indicate when they were taken: _____

To transfer graduate credits (9 maximum) from another program, indicate where courses were taken and how they fit into the program plan above: _____

Student _____ Signature: _____ Date: _____

Advisor _____ Signature: _____ Date: _____

Associate Dean _____ Signature: _____ Date: _____

 Distribution: Advisor - one copy; Student - one copy; Student's file - one copy. When Thesis/Project Committee is selected, student should file Master's Degree "Admission to Candidacy" Application with The Graduate School one semester before graduation. Signature of the Associate Dean (as the Graduate Program Director) is required on the Admission to Candidacy form and a hard copy of the form is to be filed in the Associate Dean's office.

College of Communication & Information
PROGRAM PLANNING FORM FOR M.S. IN COMMUNICATION & INFORMATION
JREM Professional Concentration – Coordinated in the School of Journalism & Electronic Media

Student Name _____

Semester Entered _____

Core (7 hours)

Semester

____ (1) CCI 501 Orientation to Graduate Study _____

____ (3) CCI 540 Communication Theory _____

____ (3) JREM 512 Mass Media Research Methods _____

Concentration Courses (15 hours)

____ (3) JREM 515 Advanced Reporting across the Media _____

____ (3) JREM 530 Mass Comm Law in a Democratic Society _____

____ (3) JREM elective (500-level) _____

____ (3) JREM elective _____

____ (3) JREM elective _____

Elective Courses (9 hours)

____ (3) Course in college, but **OUTSIDE JREM** _____

____ (3) Additional elective _____

____ (3) Additional elective _____

Project (3 hours)

____ (3) JREM 590 Project _____

____ **Total course hours** must be no less than 34.

List all pre-requisite courses required at admission and indicate when they were taken: _____

To transfer graduate credits (9 maximum) from another program, indicate where courses were taken and how they fit into the program plan above: _____

Student _____ Signature: _____ Date: _____

Advisor _____ Signature: _____ Date: _____

Associate Dean _____ Signature: _____ Date: _____

 Distribution: Advisor - one copy; Student - one copy; Student's file - one copy. When Thesis/Project Committee is selected, student should file Master's Degree "Admission to Candidacy" Application with The Graduate School one semester before graduation. Signature of the Associate Dean (as the Graduate Program Director) is required on the Admission to Candidacy form and a hard copy of the form is to be filed in the Associate Dean's office.

College of Communication & Information
PROGRAM PLANNING FORM FOR M.S. IN COMMUNICATION & INFORMATION
Public Relations Concentration – Coordinated in the School of Advertising & Public Relations

Student Name _____ Semester Entered _____

Core (7 hours)	Semester
____ (1) CCI 501 Orientation to Graduate Study (fall)	_____
____ (3) CCI 540 Communication Theory (fall)	_____
____ (3) ADVT 530 Adv and PR Research (spring)	_____

Concentration Courses (15 hours)

____ (3) STAT 531 Survey of Statistical Methods I (fall)	_____
____ (3) PBRL 540 Public Relations Management (fall)	_____
____ (3) PBRL 550 Public Relations Strategies (spring)	_____
____ (3) At least one more grad PBRL class (470, 490, 525, or 516)	_____
____ (3) Related course _____	_____

Elective Courses (6-9 hours)

____ (3) (all students) _____	_____
____ (3) (all students) _____	_____
____ (3) (additional elective for project students) _____	_____

Capstone Experience (3-6 hours) (circle selection)

____ (3) PBRL 590 Project (fall) or PBRL 500 Thesis	_____
____ (3) PBRL 500 additional hours for thesis students	_____
____ Total course hours must be no less than 34.	

One course **MUST BE OUTSIDE** the School of Advertising and Public Relations, but in the College of Communication & Information. Identify that course: _____

List all pre-requisite courses required at admission and indicate when they were taken: _____

To transfer graduate credits (9 maximum) from another program, indicate where courses were taken and how they fit into the program plan above: _____

Student _____	Signature: _____	Date: _____
Advisor _____	Signature: _____	Date: _____
Associate Dean _____	Signature: _____	Date: _____

 Distribution: Advisor - one copy; Student - one copy; Student's file - one copy. When Thesis/Project Committee is selected, student should file Master's Degree "Admission to Candidacy" Application with The Graduate School one semester before graduation. Signature of the Associate Dean (as the Graduate Program Director) is required on the Admission to Candidacy form and a hard copy of the form is to be filed in the Associate Dean's office.

College of Communication & Information
PROGRAM PLANNING FORM FOR M.S. IN COMMUNICATION & INFORMATION
Personalized Concentration

Students who wish to develop a personalized concentration must identify a faculty advisor and develop a cohesive program plan. This option is only for rare occasions when the flexible concentrations defined by the college do not meet a very specific graduate study goal.

Student Name _____ Semester Entered _____

Core (7 hours)

Semester

- | | |
|---|-------|
| ____ (1) CCI 501 Orientation to Graduate Study | _____ |
| ____ (3) CCI 540 Communication Theory | _____ |
| ____ (3) One of: ADVT 530, CMST 505, INSC 540, JREM 512 | _____ |

Concentration Courses (15 hours)

- | | |
|----------------|-------|
| ____ (3) _____ | _____ |
| ____ (3) _____ | _____ |
| ____ (3) _____ | _____ |
| ____ (3) _____ | _____ |
| ____ (3) _____ | _____ |

Elective Courses (6-9 hours)

- | | |
|---|-------|
| ____ (3) (all students) _____ | _____ |
| ____ (3) (all students) _____ | _____ |
| ____ (3) (additional elective for project students) _____ | _____ |

Capstone Experience (3-6 hours)

- | | |
|--|-------|
| ____ (3) Project (590) or Thesis (500) in appropriate school | _____ |
| ____ (3) Additional hours for thesis students in appropriate 500 | _____ |

____ **Total course hours** must be no less than 34.

Courses must come from **AT LEAST TWO SCHOOLS** in the college. Identify schools:

List all pre-requisite courses required at admission and indicate when they were taken:

To transfer graduate credits (9 maximum) from another program, indicate where courses were taken and how they fit into the program plan above: _____

Student _____ Signature: _____ Date: _____

Advisor _____ Signature: _____ Date: _____

Associate Dean _____ Signature: _____ Date: _____

 Distribution: Advisor - one copy; Student - one copy; Student's file - one copy. When Thesis/Project Committee is selected, student should file Master's Degree "Admission to Candidacy" Application with The Graduate School one semester before graduation. Signature of the Associate Dean (as the Graduate Program Director) is required on the Admission to Candidacy form and a hard copy of the form is to be filed in the Associate Dean's office.

Appendix C – Steps in the Ph.D. Program

The following list summarizes the primary steps in the process of earning a Doctor of Philosophy in Communication & Information in the College of Communication & Information at the University of Tennessee. It does not substitute for the full details provided in the program plan or other official university publications.

- August of the first year – attend Graduate Student Orientation workshop.
- Take required first-year courses.
- **February 1.** Electronically submit your annual report due each year to the Associate Dean's office. All students must complete Section I. All students who are funded by the college for research and/or teaching must also complete Section II each year. (See Appendix H.)
- Submit research work for presentation at a conference and/or publication in a journal. This should be an ongoing process throughout your program – think of every class paper as a potential conference paper.
- **March 1** for first year students – complete preliminary program plan and obtain approvals from first-year advisor and Associate Dean. (See Appendix D.)
- Spring of first year – college Graduate Studies Committee performs first-year review.
- Start of second year – identify a program chair (may be same or different from first-year advisor).
- Typically by the end of the second year, assemble a comprehensive exam committee (full program committee) and complete the final program planning form.
- As you near the end of coursework, work with your program chair (advisor) and other members of your committee to define the areas of your comprehensive exam and begin preparing for the exam.
- As you near the end of coursework you should also begin to define your dissertation topic.
- After completion of coursework, take the comprehensive exam. (**This must be done within five years of enrollment.**)
- Write a brief overview (about 3 pages) of your planned dissertation topic.
- Two weeks after answers to the written exam questions are distributed to the program committee, meet with the committee for an oral defense of the comprehensive exam and a discussion of your dissertation topic.
- File Admission to Candidacy form with the Graduate School immediately after successful completion of comprehensive examination – no later than a semester prior to intended graduation. **The college Associate Dean's signature (as the graduate program director) is required and a hard copy must be provided to the Associate Dean's office.**
- Assemble dissertation committee (may be the same or different from the program committee). File a Doctoral Committee Appointment form with the Graduate School. **A hard copy must be provided to the Associate Dean's office.**
- Work with your dissertation chair (advisor) to prepare a formal dissertation proposal and distribute to your committee for review.
- Two weeks following distribution of the proposal, meet with your dissertation committee for a formal defense of the proposal. A dissertation proposal form is available to use as evidence of the committee's approval of the dissertation proposal, should the chair and student wish to use it. (See Appendix G.)

- Conduct your dissertation research and write the full dissertation with direction as needed from your chair and committee.
- Schedule an oral defense of dissertation (after chair determines you are ready for defense) and submit your dissertation to all members of your committee *at least two weeks prior to that date*.
- File the “Scheduling Defense of Dissertation” form with the Graduate School at least one week before the examination. Obtain this form from the Graduate School’s website.
- Successfully defend your dissertation research in the oral defense.
- Each member of the Dissertation Committee must sign the dissertation defense pass/fail form. *The Graduate School will not accept electronic signatures.*
- Dissertation chair needs to **bring the dissertation defense pass/fail form to the Associate Dean’s office where a copy will be made for the student’s file**. The chair then submits the original copy to the Graduate School.
- The final dissertation approval form (ETD [Electronic thesis or dissertation]) must also be signed by all committee members upon dissertation finalization. The student should submit the form to the Graduate School.
- The final version of the electronic dissertation needs to be uploaded into TRACE (see the Graduate School Dissertation Consultant for guidelines on doing so.)
- Submit one copy of dissertation to the Associate Dean’s office for archiving in the college. It is also customary to provide a copy of the dissertation to the committee chair.

NOTE:

*Each student is responsible for applying for graduation at the appropriate time. (Discuss this with your dissertation chair.)

**Each student is responsible for meeting with the Graduate School’s Dissertation Consultant to ensure that the dissertation is in the required format. The Graduate School will not accept the dissertation until this has been completed.

***The PhD program must be completed within eight years of first enrollment.

Appendix D – Program Planning Form for Ph.D.

The College of Communication & Information offers a single Doctor of Philosophy in Communication & Information. The office of the Associate Dean manages application to the program and management of progress through the program. Concentrations are not tightly defined because students are encouraged to think in interdisciplinary ways about the broad fields of communication and information.

However, the interests of doctoral students are usually most closely aligned with one of the four schools in the college and students are encouraged to seek advice from faculty members in that School about how best to define a primary area of study that prepares them for the academic and professional areas they will pursue upon completion of the degree. The following program planning form outlines the basic structure of the program.

For first-year students, the form is to be completed and signed by the student, the student's advisor, and the Associate Dean, and must be submitted as a hard copy to the Associate Dean's office no later than **March 1** of the first year.

The Program Plan must be submitted a second time. Typically, by the end of the second year, the student's comprehensive exam committee is assembled. This form is completed again, and is to be signed by the student and the comprehensive exam committee. A hard copy of this updated form must be submitted to the Associate Dean's office before the student schedules the comprehensive exam.

College of Communication & Information
PROGRAM PLANNING FORM FOR Ph.D. IN COMMUNICATION & INFORMATION

Student Name _____ Semester Entered _____

Core (17 hours minimum)

Semester

- | | |
|--|-------|
| ____ (3) CCI 605 Philosophical and Theoretical Foundations of
Communication and Information | _____ |
| ____ (3) CCI 631 Quantitative Com & Info Research Methods I | _____ |
| ____ (3) CCI 635 Qualitative Com & Info Research Methods I | _____ |
| ____ (3) CCI 611 (or Advanced Statistics Course) | _____ |
| ____ (2) CCI 620 Professional Development Seminar | _____ |
| ____ (3) At least one additional CCI doctoral level course | _____ |

Six hours must be from theory-intensive courses and six hours must be from method-intensive courses within the combined concentration and cognate areas. The student, advisor, and Associate Dean must agree on these designations. Indicate which courses meet this requirement.

Concentration Area (12 hours minimum) Theory Method Semester

- | | | | |
|--|-----------|--|-------|
| ____ (3) <u>680 Theory Course (in ADVT, CMST, INSC, JREM, or PBRL)</u> | ____√____ | | _____ |
| ____ (3) _____ | _____ | | _____ |
| ____ (3) _____ | _____ | | _____ |
| ____ (3) _____ | _____ | | _____ |
| ____ (3-6) Additional if needed _____ | _____ | | _____ |

Cognate Area (9 hours minimum) Theory Method Semester

- | | | | |
|---------------------------------------|--|--|-------|
| ____ (3) _____ | | | _____ |
| ____ (3) _____ | | | _____ |
| ____ (3) _____ | | | _____ |
| ____ (3-6) Additional if needed _____ | | | _____ |

Dissertation (24 hours minimum)

- ____ (24) Indicate all semesters for dissertation hours: _____
- ____ **Total course hours** must be no less than 62.

Student signature: _____ Date: _____

First-Year Approval

Advisor Name: _____ Signature: _____ Date: _____

Associate Dean: _____ Signature: _____ Date: _____

Final Approval by Comprehensive Exam Committee

Advisor Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Appendix E – Examples of Theory and Method Intensive Courses

The following lists provide guidance to doctoral students planning primary and cognate concentration area coursework. As noted in the Degree Requirements Section, within primary and cognate areas, a total of 6 credit hours must be from theory-intensive courses and 6 hours must be from methods-intensive classes. Courses both inside and outside the college (including graduate-level courses in the schools) may be identified as theory- and/or method-intensive. To be considered theory intensive, the course should include a significant volume of theory-based readings and should require students to do assignments that draw strongly on that theory base. To be considered method intensive, the course should provide instruction in use of one or more research methods and require students to employ that method in an original research project.

Theory Intensive Courses	Method Intensive Courses
ADVT 510 Advertising and Society	ADVT 530 Advertising and Public Relations Research
ADVT 520 Advertising and Communication Theory	CCI 640 Advanced Communication and Information Research Methods
680 Theory Course in ADVT, CMST, INSC, JREM, or PBRL	CCI 643 Qualitative Com & Info Research II
CMST 520 Foundations of Interpersonal Communication Theory and Research	CCI 644 Quantitative Com & Info Research II
CMST 580 Foundations of Organizational Communication Theory and Research	CMST 508 Quantitative Methods of Communication Research
INSC 536 The Information Society	CMST 509 Qualitative and Ethnographic Methods of Communication Research
JREM 520 Seminar in Political Communication	JREM 512 Mass Media Research Methods
JREM 522 Seminar in Journalism Issues and Theory	
JREM 525 Public Opinion	
PBRL 525 Public Opinion	
PBRL 540 Public Relations Management	

Appendix F – Doctoral Comprehensive Exam Checklist

For students “on schedule,” preparing for the comprehensive exam should start in the spring of second year. Time frames below are based on that schedule but should be adjusted for students who are operating on a different time frame. To reiterate, *the university requires that candidates for the Ph.D. degree must take comprehensive examinations within five years of enrollment; all requirements must be completed within eight years from the time of the student’s first enrollment in a doctoral degree program.*

During Spring Semester of Second Year

- _____ Finalize program committee (minimum of three faculty members from the College of Communication & Information and one from a unit that is outside of CCI but at the University of Tennessee).
- _____ Obtain signatures from all members of the program committee on the finalized program plan form. This indicates their approval of coursework.
- _____ Submit the program plan to the Associate Dean’s office for final approval.
- _____ Program committee chair works with other committee members to identify what areas will be covered by each member during examination.
- _____ Student meets with all committee members to discuss examination areas and get tips for how to study/prepare for the exam.
- _____ Student assembles dissertation committee (if different from program committee).

During Summer Semester of Second Year

- _____ Student studies for the comprehensive exam.
- _____ Student prepares a brief (about 3 pages) overview of the dissertation topic.
- _____ Student schedules exam through the Associate Dean’s office.
- _____ Committee chair submits questions to Associate Dean two weeks before the exam begins.
- _____ Student takes the comprehensive exam (typically at end of summer or start of fall).

Fall Semester of Third Year

- _____ An oral defense of exam is scheduled. (Note: This defense may be scheduled during the summer if all the committee members are available.) All members of the comprehensive exam committee must be present. Faculty members should have a minimum of two weeks to read written responses before the oral defense is scheduled. Final pass/fail decisions will occur only after the completion of the written exam and its oral defense.
- _____ After successful completion of the comprehensive exam, file the Admission to Candidacy form and the Doctoral Committee Appointment form with the Graduate School. A hard copy of each must be submitted to the Associate Dean’s office. Must be done at least one semester before intended graduation (e.g., for a spring graduation, the forms must be filed no later than the previous fall).
- _____ Students who successfully complete and defend the comprehensive exam write a formal dissertation proposal. Meet with dissertation committee to defend dissertation proposal and ideally start data collection by end of fall semester.

Appendix G – Dissertation Proposal Form

College of Communication & Information Doctoral Dissertation Proposal Form

We, the dissertation committee of (student) _____
have received the dissertation proposal and participated in the student's oral review of the
proposal on (date) _____. We consider it satisfactory, subject to the
changes as noted below*.

Committee Signatures

Date	Committee Member Printed Name	Signature (Approved as-is)	Signature (Approved with Changes)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Note required changes on separate sheet and attach to all copies.

Distribution: 1 copy: Each member of the committee and the student

NOTE: At least three of the committee members, including the chair, must be approved to direct dissertations, per College policy.

Appendix H – Annual Review of Doctoral Students

Section I. All students complete an annual report: Section I, which focuses on self-assessment of coursework, research, and service. Students will submit their annual report form electronically, by emailing as a single document to ccigradinfo@utk.edu, to the Associate Dean's office by **February 1** each year. The document file name must include student's name.

First-year students must also complete the Program Planning form by **March 1 of their first year**. It is to be submitted as a hard copy.

Section II. All students funded by the college for research and/or teaching complete an annual report: Section II, which focuses on assessment of research/teaching activities. Students who are not funded by UT do not complete Section II.

Students will submit their annual report form electronically, by emailing as a single document to ccigradinfo@utk.edu, to the Associate Dean's office by **February 1** each year. The document file name must include student's name.

Annual Report for Doctoral Students
College of Communication & Information
Section I – Coursework, Research, Service

NOTE: This format must be used for each area (Coursework, Research, and Professional Service), or it will be returned to the student for correction.

Submission instructions: Submit report electronically to Associate Dean’s office by **FEBRUARY 1**. Email as one document (Word or PDF) to ccigradinfo@utk.edu. Document file name must include student’s name.

Student Name: _____ Entering Year Cohort: _____

Advisor: _____

Reporting Period: Summer 20____ through Spring 20____

Please report your academic and professional progress in the following areas:

1. Coursework

- a. List the courses you have taken and the grades earned for this reporting period. (You may access your academic history via your MyUTK account.)

2. Research

- a. List the full reference for each conference paper published or presented during the reporting period.
- b. List the full reference for each scholarly work published during the reporting period.
- c. Briefly describe research that you have in progress and explain how it fits into your broad research interests.

3. Professional Service

- a. List service provided to the profession (e.g., conference reviewer, service to professional organizations)
- b. List service provided to CCI (e.g., GSA, committees)

Please be sure to attach your current curriculum vita to your report.

NOTE: 1st year students also **MUST** submit their Program Planning Form with the Advisor’s name and signature to the Associate Dean’s office by March 1.

Annual Report for Doctoral Students
College of Communication & Information
Section II - Assistantship Performance

NOTE: This format must be used for each area (Funded Research Work and Teaching), or it will be returned to the student for correction.

Submission instructions: Submit report electronically to Associate Dean's office by **FEBRUARY 1**. Email as one document (Word or PDF) to ccigradinfo@utk.edu. Document file name must include student's name.

Student Name: _____ Entering Year Cohort: _____

Supervisor: _____

Reporting Period: Summer 20____ through Spring 20____

Please report your assistantship accomplishments during the reporting period.

1. Funded Research Work (If you have not been funded to work on research in the past year, leave this section blank.)
 - a. Provide a list of the work accomplished and the names of faculty members with whom you have worked.
 - b. Provide a brief reflection on your experiences with these research projects.

2. Teaching (Leave this section blank if you did not teach at UT in the past year.)
 - a. Attach a copy of your TNVoice (CampusLabs Course Evaluations) for each course taught at UT.
 - b. Note your level of satisfaction with the TNVoice scores and discuss any important factors such as class size, new course, or new approaches that may have affected the scores, and course enrollment.

Appendix I

Contact List

Interim Provost & Vice Chancellor for Academic Affairs 529 Andy Holt Tower	Dr. David Manderscheid provost@utk.edu
Vice Provost & Dean of the Graduate School 111 Student Services Building	Dr. Dixie Thompson gradschool@utk.edu
Associate Dean of the Graduate School 111 Student Services Building	Dr. Ernest Brothers ebrother@utk.edu
Thesis/Dissertation Consultant 111 Student Services Building <i>Guide to the Preparation of Theses and Dissertations</i>	Ms. Sarah Stone thesis@utk.edu http://web.utk.edu/~thesis
Dean, College of Communication & Information 302 Communications Building	Dr. Michael O. Wirth mwirth@utk.edu
Associate Dean for Academic Programs and Director of Graduate Studies 306 Communications Building College of Communication & Information	Dr. Virginia Kupritz ginger1@utk.edu
Administrative Specialist III Office of the Associate Dean for Academic Programs 306 Communications Building	Ms. Margaret Taylor mtaylor8@utk.edu
Associate Dean for Research College of Communication & Information 424 Communications Building	Dr. Suzie Allard sallard@utk.edu
Interim Director, School of Advertising & Public Relations 476 Communications Building	Dr. Sally McMillan sjcmill@utk.edu
Director, School of Communication Studies 293 Communications Building	Dr. John Haas jhaas1@utk.edu
Director, School of Information Sciences 451 Communications Building	Dr. Diane Kelly dianek@utk.edu
Director, School of Journalism & Electronic Media 333 Communications Building	Dr. Catherine Luther cluther@utk.edu

Forms to Submit to the College Associate Dean's Office

Note: *Download interactive College forms from the CCI website. Do not use forms from this Handbook.*

Master's Students

- College Program Planning Form for MS in Communication & Information due **March 1** for first-year students – submit hard copy (see Appendix B)

Copies of UT Graduate School forms – hard copies:

- Admission to Candidacy
- Revised Admission to Candidacy (if revised)
- Report of Final Examination/Defense of Thesis or Project (Pass/Fail form)

Ph.D. Students

- College Program Planning Form for PhD in Communication and Information due **March 1** for first-year students – submit a hard copy to the Associate Dean's office (see Appendix D).

Note: Final approval of the program plan **MUST** be signed and dated by the four members of the comprehensive exam committee. Submit a hard copy of this final program planning form to the Associate Dean's office **PRIOR** to scheduling the comprehensive exam.

- College Annual Report for Doctoral Students: Section I Coursework, Research, Service due **February 1** each year – electronically submit (see Appendix H)
- College Annual Report for Doctoral Students: Section II Assistantship Performance due **February 1** each year – electronically submit (see Appendix H)

Note: Section II is only required for students receiving funding from UT for research and/or teaching.

Copies of UT Graduate School forms – hard copies:

- Admission to Candidacy (the Associate Dean also signs this form as the Director of Graduate Studies)
- Revised Admission to Candidacy (if revised)
- Doctoral Committee Appointment
- Thesis/Project and Dissertation Approval
- Report of Final Examination (Pass/Fail form) – Provided to the student by the Graduate School after the student submits the Schedule of Defense form.

UT Graduate School Forms

Available from the Graduate School website: <https://gradschool.utk.edu/forms-central/>

Master's Degree

- [Admission to Candidacy](#) (the College Associate Dean also signs this form as the Director of Graduate Studies) (submit a hard copy to the Associate Dean)
- [Revised Admission to Candidacy](#) (submit a hard copy to the Associate Dean)
- [Report of Final Examination/Defense of Thesis/Project/Capstone](#) (also known as the Pass/Fail Form) (submit a hard copy to the Associate Dean)

Doctoral Degree

- [Admission to Candidacy](#) (the College Associate Dean also signs this form as the Director of Graduate Studies) (submit a hard copy to the Associate Dean)
- [Revised Admission to Candidacy](#) (submit a hard copy to the Associate Dean)
- [PhD Committee/Revise PhD Committee](#) (submit a hard copy to the Associate Dean)
- [Schedule of Dissertation/Capstone Defense](#) (schedule the location with Beth Cole in the Dean's office)
- [Request for Concurrent Master's Degree](#)

Thesis/Project and Dissertation

- [Thesis/Project and Dissertation Approval](#) (submit a hard copy to the Associate Dean)

Second Deadline

- [Second Deadline Graduation Application](#)

Graduate Hooding Ceremony

- [RSVP for the Hooding Ceremony](#)
- [Invitation to International Family Members Request](#)

Registration

- [Change of Registration](#)
- [Late Change of Registration](#)

Graduate Certificate

- [Admission to a Graduate Certificate Program](#)
- [Graduate Certificate Course Verification](#)

Other UT Graduate School Forms

- [Permission to Repeat a Graduate Course](#)
- [Graduate Student Leave of Absence](#)
- [Reinstatement Request](#)
- [600 Continuous Enrollment Exemption](#)
- [Request for Letter of Degree Completion](#)
- [Request for Time Extension](#)
- [Senior Requesting Graduate Credit](#)

- [Remote Participation at Oral Defense Notification](#)
- [Permission to Take a Graduate Course Overload](#)
- [Change of Program](#) (submit a hard copy to the Associate Dean)

Steps to Graduation

An overview of the graduate program steps is available here:
<https://gradschool.utk.edu/graduation/steps-to-graduation/>

Graduation Deadline Dates

Graduate Student Graduation Deadline Dates can be found on the Graduate School website: <http://gradschool.utk.edu/graduation/graduation-deadlines/>

Graduate Student Travel

Traveling on University Funds

The University of Tennessee has a Travel Policy. Students who travel on behalf of the University must follow this Policy, available on the web under Policy Central: <https://policycentral.utk.edu/>. Search for “Travel” and select Travel (Policy FI0705). Students must read the policy before traveling. After reading the policy, if you have any questions, please contact the Associate Dean’s Office.

Graduate Student Travel Award Forms – University

University application forms for travel awards can be found on this website:
<https://gss.utk.edu/> (Travel Awards section)

Graduate Student Travel Award Forms – College

College application forms for travel awards can be found on this website:
<https://www.cci.utk.edu/gradstudies/handbook> (Forms section)

Pertinent Graduate Student Websites

- The College of Communication & Information
<https://www.cci.utk.edu/>
- The Graduate School
<https://gradschool.utk.edu/>
- Graduate Catalog
<https://tiny.utk.edu/grad-catalog>
- The Graduate Student Senate
<http://web.utk.edu/~gss>
- 974-HELP (Vols Help Vols)
<https://dos.utk.edu/974-help/our-approach/>
- The Center for Health Education & Wellness
<https://wellness.utk.edu/>
- The Counseling Center
<https://counselingcenter.utk.edu/>
- Center for International Education
<https://cie.utk.edu/>
- International House
<https://ihouse.utk.edu/>
- Student Conduct & Community Standards
<https://studentconduct.utk.edu/>
- Office of Equity and Diversity
<https://oed.utk.edu/>
- Office of Multicultural Student Life
<https://multicultural.utk.edu/>
- TNVoice (Formerly SAIS), Office of Institutional Research & Assessment (OIRA)
<https://oira.utk.edu/tnvoice/tnvoice-guidelines/>
- Research Compliance/Research with Human Subjects (IRB)
<https://research.utk.edu/compliance/>
- OPic Program (Proficiency in Spoken English)
<https://gradschool.utk.edu/graduate-student-life/ita-testing-program/>
- Thesis/Dissertation Website
<https://gradschool.utk.edu/thesesdissertations/>
- Library Website for Graduate Students
<https://libguides.utk.edu/graduate>
- Office of Information Technology (OIT)
<https://oit.utk.edu/>
- Housing
University Campus - <https://housing.utk.edu/>
Off-Campus - <https://offcampushousing.utk.edu/>

(Handbook revised August 2019)